

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
January 10, 2023
Glenbard Township School District 87**

Introduction

The Board of Education for Glenbard Township School District 87 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per (50 ILCS 510/) Local Government Professional Services Selection Act, to assist Glenbard Township School District 87 in performing possible planning, remodeling, construction, life-health safety projects and special projects. The firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of the project.

This RFQ is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by the School District pursuant to this request.

RFQ Submission

RFQ's are due by January 27, 2023 **at** 3 p.m. local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit (5) bound copies and (1) digital copy via email or portable memory device (to be left with the District) to:

Seth Chapman
Assistant Superintendent for Finance & Operations, CSBO
Glenbard Township School District 87
596 Crescent Blvd.
Glen Ellyn, IL 60137
seth_chapman@glenbard.org

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase "**Request for Qualifications - Architectural Services for Glenbard Township School District 87**" and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 75 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
January 10, 2023
Glenbard Township School District 87**

Schedule

The following is the proposed schedule for the selection of firms to provide architectural services:

January 10, 2023 - RFQ Released

January 18– Mandatory Pre-submittal Meeting
Time: 3:00 p.m. – Glenbard West High School (Library)
670 Crescent Blvd, Glen Ellyn, IL 60137

January 23, 2023 - Last date for respondents to send clarifications / questions

January 27, 2023 - Submissions due; evaluation of qualifications begins

February 7, 2023 - Successful short-listed and unsuccessful firms notified

February 13, 14, 2023 – First round of interviews with short-listed firms

February 28, 2023 – Successful shortlist interviews – final ranking of top 3 firms governed by statute. 50 ILCS 510/6 General Terms and Conditions

March 20, 2023 - Committee recommends firm for Board Approval

April 10, 2023 - Proposed Board action on firm to provide Services

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing to:

Seth Chapman

Assistant Superintendent for Finance and Operations, CSBO

596 Crescent Blvd.

Glen Ellyn, IL 60137

seth_chapman@glenbard.org

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
January 10, 2023
Glenbard Township School District 87**

Glenbard Township School District 87 Background

Glenbard School District is comprised of (6) buildings. Glenbard North, Glenbard South, Glenbard East, and Glenbard West campuses serve grades 9 – 12. There is an Administration center and a Facilities Center. In Glenbard District 87, we work to empower our students so they may flourish in this ever-changing, global economy when they graduate. With an emphasis on college and career readiness, we challenge all students to stretch themselves academically and achieve new levels of success. We are committed to closing achievement gaps where they exist and increasing access to challenging courses. We focus on students' drive, belonging and engaged learning.

The District is guided by our Profile of a Graduate which is our vision for the future. It identifies the abilities or qualities that characterize our graduates and guides our work to advance how we prepare our students for college, careers and life. The six competencies included in the Profile of a graduate are noted below,

- Is Self-Empowered
- Communicates
- Thinks Critically
- Embraces Diversity
- Creates
- Collaborates

There are approximately 8,000 students served by Glenbard Township School District 87. Attached you will have addresses, a matrix of each school. Students, square footage, year built, addition years, and acreage.

General Information, Notifications, and Purpose

- a) Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request may be rejected as being nonresponsive.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
January 10, 2023
Glenbard Township School District 87**

- b)** Joint venture and/or cooperative professional teams will not be considered.
- c)** The inclusion of subconsultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will be required to be included in the submittal. All subconsultants anticipated to be included in the project team must also be identified and submit their specific qualifications in the submittal. Resumes of project leader(s) assigned to the evaluation of facilities, and design team, must be included.
- d)** Note that Glenbard 87 currently utilizes Performance Services Inc. (PSI) for guaranteed energy savings projects. The scope of these services is anticipated to continue but is negotiable annually.
- e)** Finalists will be able to schedule building walk throughs upon request.

General Terms and Conditions

- a)** All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b)** This RFQ does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- c)** The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, as determined by the selection committee, upon approval of the School District Board of Education.
- d)** The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.
- e)** The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- f)** Requests for site visits and introductory meetings will be allowed.
- g)** All Proposers are prohibited from making any contact with the District Personnel, Board of Education, or Superintendent or any other administrator or employee of the District with regard to the RFQ, other than in the manner and to the person(s) designated herein. The Assistant Superintendent for Finance and Operations reserves the right to disqualify

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
January 10, 2023
Glenbard Township School District 87**

any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.

General Description of Scope of Services

- a) The selected architectural firm will become part of a project team consisting of members of the School District and community stakeholders and to perform services as required.
- b) The Design Team may be requested to:
 - a. Attend meetings with School District administrative staff as necessary.
 - b. Attend School District Board of Education meetings as necessary.
 - c. Develop preliminary drafts of the Project Program for School District review and comment.
 - d. Consult with School District on budgetary and funding matters.
 - e. Consult with the School District on Project scheduling considerations. Consult with the School District on general concepts of the Project scope of work and Project needs.
- c) The firm's services and product provided shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

Proposal Content

Statement of Interest –

Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

Firm Description – Provide the following:

- Firm Name, address, web address, telephone, and fax numbers
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of architects, interior designers, engineers, etc.)
- List any previous names of firm and years of business under each name
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
January 10, 2023
Glenbard Township School District 87**

office that will be serving the District (key personnel, project experience, etc.). The office designated to serve the District in the Qualifications submission must be the office to perform the work in the event that the project is awarded to that firm.

- The short-listed firms may be requested to provide a copy of the firm's financial statement. Provide a copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm. Please list total umbrella coverage along with minimum coverage as follows:

General Liability \$1,000,000/\$2,000,000
Automotive Liability \$1,000,000
Professional Liability \$1,000,000/\$1,000,000

- List any litigation, arbitration, or alternative dispute resolution within the last 5 years of which the firm has been a party, arising out of any design work for any client and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last 5 years from a project by a School District and, if so, for what reason. If so, list the name and contact information for the School District.

Firm Experience and Capabilities –

- Provide a list of all School District clients for which you have provided services for in the last ten years. Include project description (whether the project involved planning, new construction, additions, or renovations), the type of architectural, engineering, other services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing work such as on collaboration spaces (including commons, multi-purpose room, cafeterias/lounges etc.) and enhancing/remodeling of high traffic student/staff/community entryways.
- Samples of work that demonstrate experience in High School environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of specialty instructional spaces, such as libraries, gymnasiums, multi-purpose rooms, theaters, and broad-based technology areas.
- If your submittal includes affiliated firms or multi-disciplinary departments (e.g., mechanical, electrical, or structural engineering), please identify them and provide similar information for them as outlined below.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
January 10, 2023
Glenbard Township School District 87**

Firm Workload –

- Provide a list of all projects for which your firm is currently under contract as an architectural firm.
- Please provide the percentage that educational projects made up your total project workload in the past twelve months.

Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm, including consultants.
- Provide resumes of project designers, managers, key staff, and consultants relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information. Reference should be made to the firm's construction administration/observation personnel.
- If any staffing changes should occur between the submission of qualifications and the award of a contract, the architect must notify the District in writing. Unapproved staffing changes may result in a rejection of qualifications.

Project Approach –

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting the project from inception to Owner acceptance. This should include strategies for collaboration, communication, and community building. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability / experience to work in DuPage County (IL). In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- Experience with and process to successfully engage community stakeholders through a referendum.
- The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.
- As part of the selection process, the three (3) finalists will be asked to present a concept plan for either West or East High School Campus. The design will be focused on an addition for collaborative spaces and or modifications to the main entryway.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
January 10, 2023
Glenbard Township School District 87**

References –

- Provide a minimum of four [4] references for architectural services performed on educational facilities in Illinois in the last seven [7] years.

Building Information –

1. Glenbard North High School
990 Kuhn Road
Carol Stream, IL 60188
424,530 Square Feet of Building
38.4 Acres of property
2. Glenbard South High School
23W200 Butterfield Road
Glen Ellyn, IL 60137
332,373 Square Feet of Building
44.8 Acres of property
3. Glenbard East High School
1014 South Main Street
Lombard, IL 60148
428,158 Square Feet of Building
37.5 Acres of property
4. Glenbard West High School
670 Crescent Blvd.
Glen Ellyn, IL 60137
245,875 Square Feet of Building (Main Building)
122,500 Square Feet of Building Biester (Field House)
25.6 Acres of Property
5. Glenbard School District Administrative Center
596 Crescent Blvd.
Glen Ellyn, IL 60137
26,765 Square Feet of Building
6. McClain Center
Building and Grounds/Transportation Office
696 Crescent Blvd.
Glen Ellyn, IL 60137
4,825 Square Feet of Building

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
January 10, 2023
Glenbard Township School District 87**

Evaluation Criteria

The School District will consider the following in ranking the proposals and awarding a contract:

Qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, other criteria set forth in this RFQ, and such other qualifications-based factors as the School District may determine are in its best interest. Prior to selecting a firm for negotiation, the School District shall not consider any submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

Selection Process

On the basis of evaluations, discussions and presentations, the School District shall, unless it has a satisfactory relationship for services with one or more firms, select no less than three firms which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the project. The School District shall then contact the firm ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. If fewer than three firms submit letters of interest and the political subdivision determines that one or both of those firms are so qualified, the School District may proceed to negotiate a contract pursuant to this Section.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
January 10, 2023
Glenbard Township School District 87**

REPRESENTATIONS AND CERTIFICATIONS

The contractor makes the following representations and certifications as part of the proposal on the project herein identified in the price sheet.

AVAILABILITY. The number and amount of contracts and awards pending which contractor will be obligated to perform, now and during the course of the project, will not interfere with or hinder the timely prosecution of the work.

Initials _____

CERTIFICATE OF ELIGIBILITY TO CONTRACT. Pursuant to Section 33 E-11 of the Illinois Criminal Code of 1961 as amended, contractor hereby certifies that neither they nor any of the officers, partners, or owners of this business have been convicted in the past five years of the offense of bid-rigging under Section 33 E-3, nor bid-rotating under Section 33 E-4, nor bribing or attempting to bribe an officer or an employee of the State of Illinois, or made an admission of guilt or such conduct which is a matter of record.

Initials _____

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT. Pursuant to Section 3 of the Illinois Drug-Free Workplace Act, having twenty-five or more employees, contractor does hereby certify that they shall provide a drug-free workplace for all employees engaged in the performance of work under this contract by complying with Illinois Drug-Free Workplace Act, and, further certifies that they are not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Initials _____

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY. Pursuant to Section 2-105 of the Illinois Human Rights Act (775 IL-CS5/2-105), contractor certifies they have a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and compliant process available through the Department of Human Rights Commission; (vi) directions of how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Initials _____

Signature of officer

Date