

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
Northwest Suburban Special Education Organization
January 31, 2017**

1. Introduction

1.1 The Board of Education for the Northwest Suburban Special Education Organization (NSSEO) is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services. Future work may include assisting the School District/Cooperative in performing long range facilities planning, project programming, remodeling, construction, health/life safety projects and special projects. The firm selected would have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of the projects.

1.2 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/Cooperative pursuant to this request.

2. RFQ Submission

2.1 RFQ's are due by **February 21, 2017 by 2:00 pm** local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

2.2 Please submit 5 bound copies and one PDF copy burned on a compact disc to:

Julie Jilek
Assistant Superintendent - CSBO
Northwest Suburban Special Education Organization
799 W. Kensington
Mt. Prospect, IL 60056
Phone: 847-463-8103
email: jjilek@nsseo.org

2.3 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 the Northwest Suburban Special Education Organization"** and the Respondent's name.

2.4 To best serve the School District/Cooperative, only firms within 50 miles of the School District/Cooperative office (by Google Maps) should submit their statement of interest and qualifications. All personnel that will serve the School District/Cooperative must be located at this office.

2.5 Key members of the respondent's team servicing the School District/Cooperative must attend the interview. The School District/Cooperative does not wish to interview marketing personnel.

2.6 Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 50 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.

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2.7 Telephone, facsimile or email responses are not acceptable. Timely delivery is at the risk of the Respondent.

3. Schedule

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

January 31, 2017	Issue RFO
February 7, 2017	Mandatory Walk-Through <u>Location:</u> Timber Ridge School, 201 S. Evanston Ave., Arlington Heights, IL 60004 <u>Time:</u> 4:30 pm
February 10, 2017	Last date for respondents to send requests for clarification or questions
February 21, 2017	Submittal due at 2:00 p.m.
February 21-28	Evaluation of submissions
February 28, 2017	Short list issued
March 6, 2017	Interview short-list candidates <u>Location:</u> NSSEO Administration Center 799 W. Kensington, Mt. Prospect, IL 60056 <u>Time:</u> Beginning at 12:30 pm – Individual interview times will be scheduled.
March 7, 2017	Update NSSEO Board on Finalists
March 8–22, 2017	Site visits to observe examples of finalist’s projects
April 5, 2017	NSSEO Board recommendation and approval

4. Respondents’ Inquiries and Addenda

4.1 Any question or concern regarding this RFO shall be directed **by email only** to:

Julie Jilek
Assistant Superintendent - CSBO
Northwest Suburban Special Education Organization
799 W. Kensington
Mt. Prospect, IL 60056
Phone: 847-463-8103
email: jjilek@nsseo.org

4.2 Any responses to questions, or changes in this RFO, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. It is the responsibility of the applicant to verify the status of all addenda prior to submittal.

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

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5. School District/Cooperative Background

The Northwest Suburban Special Education Organization (NSSEO) is a special education cooperative that provides comprehensive educational programs and services for students with disabilities from school districts in the northwest suburbs of Chicago. Students' challenges may include cognitive disabilities, multiple disabilities, autism, hearing and visual impairments, physical/health impairments, communication disorders, sensory, emotional, and behavioral impairments.

6. General Information, Notifications, and Purpose

- 6.1 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 will be rejected as being nonresponsive.
- 6.2 Joint venture and/or cooperative professional teams will be considered.
- 6.3 The inclusion of subconsultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will be required to be included in the submittal. [Such subconsultants anticipated to be included in the project team must also be identified and submit their specific qualifications in the submittal.]

7. General Terms and Conditions

- 7.1 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/Cooperative assumes no responsibility for these costs. This RFQ does not commit the School District/Cooperative to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- 7.2 All respondents shall be ranked by the selection committee, in accordance with Sec.6 of the Local Government Professional Services Selection Act.
- 7.3 This RFQ does not commit the School District/Cooperative to enter into a contract. The District/Cooperative reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District/Cooperative reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District/Cooperative also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- 7.4 Based on the final rankings by the selection committee, if a contract is to be awarded, the selection committee shall contact the firm ranked most preferred and attempt to negotiate such a contract in accordance with Sec. 6 of the Local Government Professional Services Selection Act which will then be subject to final approval by the Board of Education.
- 7.5 The School District/Cooperative reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the District/Cooperative.
- 7.6 The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- 7.7 Requests for site visits and introductory meetings will not be allowed.

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7.8 All Proposers are prohibited from making any contact with the School District/Cooperative Personnel, Board of Education, or Superintendent or any other administrator or employee of the School District/Cooperative with regard to the RFQ once the RFQ is issued, other than in the manner and to the person(s) designated herein. The Assistant Superintendent-CSBO/NSSEO reserves the right to disqualify any Proposer found to have contacted the School District/Cooperative Personnel in any manner with regard to the RFQ.

8. General Description of Scope of Services

8.1 The selected architectural firm will become part of a project team consisting of members of the School District/Cooperative and community stakeholders and to perform services as required.

8.2 The Design Team may be requested to:

8.2.1 Attend meetings with School District/Cooperative administrative staff as necessary.

8.2.2 Attend School District/Cooperative Board of Education meetings as necessary.

8.2.3 Consult with School District/Cooperative on budgetary and funding matters.

8.2.4 Consult with the School District/Cooperative on Project scheduling considerations.

8.2.5 Consult with the School District/Cooperative on general concepts for possible project's scope of work and needs.

8.3 The firm's services provided shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

9. Proposal Content

9.1 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.

9.2 Firm Description – Provide the following:

9.2.1 Firm Name, address, web address, telephone and fax numbers

9.2.2 Contact person (provide direct phone number and e-mail)

9.2.3 Number of years in business under current name

9.2.4 Confirm distance from the office to be working on the project to the School District/Cooperative office is under the specified distance

9.2.5 List the location of all offices of the firm

9.2.6 Type of organization

9.2.7 Disciplines offered in-house

9.2.8 Special areas of practice

9.2.9 Staffing information (number of architects, interior designers, engineers, etc.)

9.2.10 List any previous names of firm and years of business under each name

9.2.11 In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the School District/Cooperative (key personnel, project

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experience, etc.). The office designated to serve the School District/Cooperative, in the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.

- 9.2.12 The short-listed firms may be requested to provide a copy of the firm's financial statement.
- 9.2.13 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. Minimum coverage to be as follows:

General Liability \$1,000,000/\$2,000,000
Automotive Liability \$1,000,000
Umbrella \$3,000,000
Professional Liability \$2,000,000/\$5,000,000
Workers Compensation coverage of \$1,000,000/\$1,000,000/\$1,000,000
Insurance company must have a rating of "A.M. Best Rating of A VII"
The Northwest Suburban Special Education Organization must be named as additional insured.

- 9.2.14 List any litigation within the last 5 years, arising out of any design work for any School District/Cooperative; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- 9.2.15 List if your firm (under current or previous names) has been terminated within the last ten (10) years from a project by a School District/Cooperative and, if so, for what reason. If so, list the name and contact information for the School District/Cooperative.

9.3 Firm Experience and Capabilities –

- 9.3.1 Provide a list of all School District/Cooperative clients for which you have provided services for in the last ten (10) 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.
- 9.3.2 Highlight your experience in performing work such as 10-Year Health/Life Safety Surveys, security assessment projects.
- 9.3.3 Samples of work that demonstrate experience in PK-12 public educational environments are required.
- 9.3.4 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, science classrooms, athletic fields, and broad-based technology areas.
- 9.3.5 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.
- 9.3.6 Describe how your firm supports school district stakeholders in terms of community service
- 9.3.7 Explain how your firm integrates 21st Century and sustainable design elements in your design process.

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9.4 Firm Workload -

- 9.4.1 Provide a list of all projects for which your firm is currently under contract as an architectural firm.
- 9.4.2 Provide the percentage that educational projects made up of your total project work load in the last twelve months.

9.5 Key Personnel & Experience –

- 9.5.1 Provide a simple organizational chart identifying key members of the firm, including consultants.
- 9.5.2 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. Particular reference should be made to the firm's construction administration/observation personnel.
- 9.5.3 If any staffing changes should occur between the submission of qualifications and the award of a contract, the architect must notify the client in writing. Unapproved staffing changes may result in a rejection of qualifications.

9.6 Project Approach –

Provide a brief discussion of the following:

- 9.6.1 The methodology that your firm would use in conducting the 10-Year Health/Life Safety Survey and a typical 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.
- 9.6.2 The firm's ability / experience to work in DuPage/suburban Cook/Kane/Lake County areas. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- 9.6.3 Your approach to project scheduling and cost estimating within the environment of the educational sector.
- 9.6.4 The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

9.7 References –

- 9.7.1 Provide a minimum of five (5) references for architectural services performed on educational facilities in Illinois in the last five (5) years.