

# ROCKFORD BOARD OF EDUCATION INVITATION FOR BID ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES FOR SCHOOL DISTRICT NO. 205 ROCKFORD, ILLINOIS

RFQ No. **16-18 Architectural Services** 

DATE: Friday, November 20, 2015

RE: ADDENDUM NO. 5

#### To All:

Attached are modifications, clarifications and/or corrections for the RFQ document and are hereby made a part of the contract documents. Please attach this addendum to the RFQ document(s) in your possession. Please note the receipt of this addendum in the firm's Letter of Interest.

Submissions will be received until: 11:00 AM (CST) on Tuesday, November 24, 2015, Rockford Board of Education, Purchasing Department, 501 Seventh St., 6 floor, Rockford, IL 61104. No submissions will be accepted after the above stated date and time.

If you plan to hand deliver your RFQ submission on the due date, please note you must check in on the 3rd floor prior to coming to the 6th floor. Please allow time for this as late submission will not be accepted.

If you have questions regarding this process, please contact Stacie Talbert Scott at stacie.scott@rps205.com. In an effort to promote a fair, quality-based selection process, the District specifically requests that firms submitting their qualifications direct all questions through Mrs. Scott.

#### ROCKFORD BOARD OF EDUCATION

By: Tamara Pugh Purchasing Process Manager

# Addendum Five November 20, 2015

# Request for Qualifications (RFQ) for Architectural Services for Two New Schools or Two Major Additions or a Combination Thereof

Questions received since Addendum Four:

**NONE** 

The evaluation rubric is attached to this addendum for reference. **Please note that sections C and F of the response will be evaluated twice**: once for new school(s) and once for addition(s). Please include these sections twice in your response with separate versions for new school(s) and addition(s). In other words, your Section C – NEW response should include up to six recent NEW school projects, and your Section C – ADDITION response should include up to six recent ADDITION school projects. Similarly, your Section F – NEW response should have up to two pages devoted to NEW school project(s), and your Section F – ADDITION response should have up to two pages devoted to ADDITION school project(s).

Please acknowledge receipt of this addendum (and the previous four) within your firm's Letter of Interest.

This addendum consists of this one page plus a one-page Responses Evaluation Criteria/Rating Sheet.

END OF ADDENDUM FIVE

### ROCKFORD PUBLIC SCHOOLS

### RESPONSES EVALUATION CRITERIA/RATING SHEET

RFQ 16-18 Architectural Services for Two New Schools or Two Major Additions of a Combination Thereof

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	Max	Firm 1	Firm 2	Firm 3	Firm 4	Firm 5	Firm 6	Firm 7	Firm 8	Firm 9	Firm 10	Firm 11	Firm 12	Firm 13	Firm 14	Firm 15
Evaluation Criteria	Points															
B. Firm Organization, Credentials, Background:  1. Number of years in business  2. Location of office performing the work  3. Number of FTE employees available to perform the services specified in this RFQ  4. List of Basic Services provided by the firm or its consultants  5. List of Additional Services provided by the firm or its consultants  6. List of Architectural / Engineering Services provided by the firm or its consultants  7. List of relevant services not provided	8															
C - NEW. Relevant Experience: Please provide a list of up to six of the most recent projects of similar scope and size including:  Project Name/location, Year complete/current status, Client Name (District Name),  Identification of funding source (State, Local, etc.)  Performance data on file, if any	24															
C - ADDITION. Relevant Experience: Please provide a list of up to six of the most recent projects of similar scope and size including:  Project Name/location, Year complete/current status, Client Name (District Name), Identification of funding source (State, Local, etc.)  Performance data on file, if any	24															
D. Project Team:  1. Identify "Principal-in-Charge" for the project and include a one-page résumé for this individual.  2. Identify key team members assigned to the project in a list and provide a one-page résumé of qualifications for each.  3. Identify proposed consultants for this project in a list. Include one-page résumés and related experience for each member of these firms that may be assigned to the project.	32															
E. Firm Resources:  1. Technical capabilities  2. Cost estimate history and change order evaluation (show examples of recent cost estimate vs. actual cost of construction, if available)  3. Project approach relative to this District  4. Experience developing schedules and timelines  5. Experience in working with state agencies such as ISBE and ROE  6. Current workload (available resources)	20															
F - NEW. Proposed Approach to Scope of Work: In a straightforward manner not to exceed two pages, present the proposed approach to achieve the objectives and tasks described in this RFQ. It should include sufficient detail to completely describe the planned approach including management of the design schedule.	12															
<b>F - ADDITION. Proposed Approach to Scope of Work:</b> In a straightforward manner not to exceed two pages, present the proposed approach to achieve the objectives and tasks described in this RFQ. It should include sufficient detail to completely describe the planned approach including management of the design schedule.	12															
G. Client Satisfaction / References:  1. Letters of reference for up to four clients  2. Termination / litigation history  3. Statement of firm's financial stability  4. List of at least four educational client references incl. District name/contact/project	4															
Are all the required forms submitted? - (Purchasing completes)	Yes/No	Δ.				0				0	0	0			•	Δ.
TOTAL - NEW (BLUE CELLS PLUS GREEN CELLS)	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERCENT OF TOTAL POINTS - NEW	100	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
TOTAL - ADDITION (BLUE CELLS PLUS YELLOW CELLS)	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERCENT OF TOTAL POINTS - ADDITION		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%