



**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: **Wednesday, December 09, 2015**

RE: **ADDENDUM NO. 6**

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.

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 Six
December 9, 2015

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

A revised RFQ Timeline is attached to this addendum. Please note the dates for the interviews have been revised to Monday, January 11th and Tuesday, January 12th.

This addendum consists of this one page plus a one-page revised RFQ Timeline.

END OF ADDENDUM SIX

RFQ Architectural Services Timeline – 09Dec15

Select Architectural Firm(s) for 2 New School or 2 Major Additions or Combination Thereof

Items	Action Steps	Timeline	Responsibility
1.	Develop Framework for RFQ <ul style="list-style-type: none"> • Description of the scope of the potential projects • Summary of the anticipated design services and disciplines required to complete the work • Identification of the district’s designated point-of-contact for any questions, clarifications and final submission of qualifications (contact name, phone, email address, etc.) • Description of format for the submittal • Communication of anticipated timeline of events for the selection process • Definition of qualifications and information to be provided by responders to the RFQ 	10/7/15 – 10/27/15	ED Design & Construction / ED Purchasing
2.	Establish Selection Committee Members <ul style="list-style-type: none"> • Finance: Martin McConahay & Stacie Talbert Scott • Operations: Todd Schmidt & Kevin Behling • Program Manager: Paul Paolini & Ben Holmstrom 	Established	COO
3.	Publish RFQ	11/2/15	Purchasing
4.	Site Visits to Nelson (2:30 p.m. to 3:20 p.m.) and White Swan Schools (3:40 p.m. to 4:30 p.m.)	11/12/15	ED Design & Construction
5.	Issue Final Addendum to all participating architects: Written responses to any questions, updates, clarifications, etc. received by REVISED: 11/18/15	REVISED: 11/20/15	ED Design & Construction / ED Purchasing
6.	Qualifications Due, 11:00 a.m.	11/24/15	Participating Architects
7.	Evaluate Qualifications & Short-List for Formal Interviews: Evaluation Matrix	11/24/15 – 12/4/15	Selection Committee
8.	Board Vote on New Schools	REVISED: 12/15/15	Facilities Plan Oversight Committee / COO / EDD&C
9.	Invite up to six Firms to make a formal presentation and schedule interviews	REVISED: 12/16/15	Selection Committee
10.	Conduct interviews Based Upon Board Direction (New and /or Additions)	REVISED: 1/11/16 – 1/12/16	Selection Committee
11.	Final Selection Process: Fee Negotiation (REVISED: 1/13-19) and Structure and Draft Contract (REVISED: 1/20-27)	REVISED: 1/13/16 – 1/27/16	Selection Committee / Outside Counsel
12.	Operations Committee Approval	REVISED: 2/2/16	COO / ED Design & Construction
13.	Board of Education Approval	REVISED: 2/9/16	COO / ED Design & Construction