

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
SEPTEMBER 24, 2015
SKOKIE/MORTON GROVE SCHOOL DISTRICT 69**

Introduction

The Board of Education for Skokie/Morton Grove School District 69 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 the School District 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 October 16, 2015 at 12:00 p.m. CST. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

one (1) bound copy; and
one (1) digital copy via USB Drive to:

Justin Attaway
Business Manager/CSBO
Skokie/Morton Grove School District 69
5050 Madison Street
Skokie, IL 60077

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 Skokie/Morton Grove School District 69**" and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to sixty (60) 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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Schedule

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

September 24, 2015	RFQ Released
October 9, 2015	Last date for Respondents to send clarifications
October 16, 2015, 12:00 p.m. CST	Submissions due; evaluation of qualifications begins
October 19, 2015	Successful short-listed and unsuccessful firms notified
November 5, 2015	Interviews with short-listed firms
November 9-13, 2015	Ranking of top 3 firms and contract negotiations
November 17, 2015	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:

Justin Attaway
Business Manager/CSBO
Skokie/Morton Grove School District 69
5050 Madison Street
Skokie, IL 60077
attawayj@skokie69.net

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Addenda will be posted to the District 69 website no later than four (4) days prior to the submission date. It is solely the Respondent's responsibility to monitor the District 69 website for any addenda, and Respondents must acknowledge addenda received as part of their submissions.

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

School District Background

Skokie/Morton Grove School District 69 is a public K-8 school district in Cook County serving the two communities of Skokie and Morton Grove, Illinois. The school district is comprised of three buildings: Madison Elementary School (Kindergarten-2nd Grade), Edison Elementary School (3rd-5th Grade), and Lincoln Junior High School (6th-8th Grade). Approximate enrollment for the school district is 1,700 students among the three schools.

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 will be rejected as being nonresponsive.
- b) Joint venture and/or cooperative professional teams will not be considered.

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- c) 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.

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 not** 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 Business Manager reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.
- h) By responding to this RFQ, the Respondent certifies that it is in compliance with all laws, ordinances, regulations and codes of state, federal, county and local government agencies, which may, in any manner, affect the preparation of proposals or the performance of the contract.
- i) **Respondents shall submit the signed Non-Collusion Affidavit with all proposals** (Attachment A) certifying that the Respondent is not barred from submission as result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961.
- j) In accordance with the Illinois Human Rights Act, which requires that every party to a public sector shall have adopted written sexual harassment policies, P.A. 87-1257, Respondent shall certify compliance and produce all required documents upon request. (Attachment B)

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- k) Every party to a public contract and every eligible proposer shall comply with the procedures and requirements of the Department of Human Rights Regulations concerning equal employment opportunities and affirmative action. (Attachment B)

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 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

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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]
Professional Liability [\$1,000,000/\$1,000,000]
Worker's Compensation [Statutory Limits]

- List any litigation, arbitration and alternative dispute resolution within the last 5 years, arising out of any design work for any School District; 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 ten (10) 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 (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.
- Samples of work that demonstrate experience in K-8 environments are required.
- Firms must demonstrate experience in the design of specialty instructional spaces and large flexible use spaces, such as libraries, multi-purpose rooms, and broad-based technology areas.
- Firms should demonstrate expertise in maximizing construction budgets.
- 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.

Firm Workload -

- Provide a list of all school districts for which your firm is currently under contract as an architectural firm.
- Provide the percentage that educational projects made up of your total project work load in the last 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. Particular reference

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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 the Chicago North Shore Suburbs. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- The ability of your firm to develop a strong partnership with the district.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

References –

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

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**ATTACHMENT A
NON-COLLUSION AFFIDAVIT**

STATE OF ILLINOIS

SS:

_____ COUNTY

The undersigned vendor or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other bid or proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value resulting from such sale.

Vendor of Agent

For _____
Firm or Corporation

Subscribed and sworn to before me on this _____ day of _____, 20__.

My commission expires:

Signature:

Notary Public

CERTIFICATION

The Bidder hereby certifies that the bidder is not barred from entering into this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Signature

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**ATTACHMENT B
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Per The Skokie/Morton Grove School District 69 Board of Education, a responsible vendor is defined by meeting the following criteria and is able to submit evidence of such compliance. By signing this required form, the undersigned agrees that said vendor is responsible as defined below.

PREVAILING WAGE

By signing below, the Respondent shall comply with the present Prevailing Wage Act (820 ILCS 130) which provides that no less than the prevailing rate of wages, as founded by the Department of Labor, shall be paid to all laborers, workmen and mechanics performing work on this contract. The most current list of prevailing wages can be obtained without charge by writing the Conciliation Mediation Service, Illinois Department of Labor, 705 Stratton Office Building, Springfield, Illinois 62706.

SEXUAL HARRASSMENT

By signing below, the Respondent certifies that it has complied with the requirement of 2-105 of the Illinois Human Rights Act (775ILCS5/2-105)-1257) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

DRUG FREE WORKPLACE

By signing below, the Respondent, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

NON-DISCRIMINATION AFFIRMATION

By signing below, the Respondent must assure that all persons employed, and all applicants for such employment, will not be discriminated against because of their race, religion, nationality, gender, disability, physical characteristics or sexual orientation. The Respondent must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.

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**ATTACHMENT B
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CONFLICT OF INTEREST

By signing below, the Respondent certifies that it is in accordance with the School Code, and the Public Officer Prohibited Practice Act, 50 ILCS 105/0.01 et seq., no Board of Education member or School District employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the District, or in the sale of any article by or to the School District.

Signed: _____

Name (printed): _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____