



**The Winnetka Public Schools District No. 36
1235 Oak Street
Winnetka, IL 60093**

**Request for Qualifications
for
Architectural Services
for
Architect of Record
December 2018**

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This newspaper advertisement will run in the December 13, 2018 Daily Herald classifieds. Architectural firms who have expressed interest in our projects will be e-mailed the qualification packet.

REQUEST for QUALIFICATIONS PROPOSAL

FOR

ARCHITECTURAL SERVICES

The Board of Education of Winnetka Public Schools District No. 36 (Board) is seeking Request for Qualifications (RFQ) from qualified architectural firms to provide architectural services.

The RFQ document will be available upon request, **via e-mail only**, by contacting:

Mary Lee
marylee@winnetka36.org

Questions concerning the RFQ may be addressed **via e-mail only** to:

Brad Goldstein/Chief Financial Officer
bradgoldstein@winnetka36.org

Six (6) printed copies and one (1) electronic Adobe PDF file (via e-mail) of the Statement of Qualifications must be received by 11 a.m., January 15, 2018, at:

Winnetka Public Schools District No. 36
1235 Oak St.
Winnetka, IL 60093
Attention: Brad Goldstein
Email to: bradgoldstein@winnetka36.org

Any Statements of Qualifications received after said time will not be accepted nor considered by the Board.. The Board reserves the right to reject any or all RFQs, to accept RFQs in whole or in part, and to waive any irregularities or defects in any RFQ. The contract will be awarded, if at all, to one (1) or more qualified firms, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, if any, willingness to meet time and budget requirements, location, workload of the firm, experience with projects of similar scope, previous experience with the Board, types of in-house services (*e.g.* disciplines), and reliance on consultants. All decisions of the Board of Education shall be considered final.

THE WINNETKA PUBLIC SCHOOLS DISTRICT No. 36 BACKGROUND

Since the early 1900s, Winnetka Public Schools District No. 36 has maintained a long-standing commitment to the neighborhood schools concept. The School Board's goals are to provide safe and age-appropriate school buildings that continue the high quality educational program long associated with The Winnetka Public Schools.

A distinguishing element of the Winnetka Public Schools is that a substantial amount of today's current educational philosophy and classroom practice is readily recognized as extensions and refinements of the well-researched practices of Washburne's era. Foundational beliefs and experiments in learning have endured and, in the spirit of the philosophy, have evolved and improved as recognized practice of today's Winnetka Public Schools (e.g., heterogeneous classroom groupings, differentiated instruction, and project based learning).

Currently students attend five (5) school buildings: Greeley School, Hubbard Woods, The Skokie School, Crow Island School and Carleton Washburne School.

Greeley Elementary School

The architectural firm of Otis and Clark, well known for their residential, church and school projects, designed Greeley School in 1911, an eight (8) classroom, two story brick building with the entrance facing the intersection of Hawthorn and Fairview. The school originally housed children from kindergarten to grade 5, with the older children attending Horace Mann School. The foresight of the architects was soon realized in an addition to the building in 1921. Otis and Clark designed a second wing for the building to the southeast which contained an assembly room and a new heating plant as well as provisions for another extension. In 1954 new kindergarten and primary classrooms were added as well as overall modernization of the older areas of the building. The population growth of the mid-1960s necessitated the use of three (3) temporary classrooms in the parking lot. The next addition was completed in 1968, the highlight of which was the Resource Center. The most current renovation was completed in 2009. Today, Greeley School is the oldest operating public school in Winnetka.

Also visit:

[Otis and Clark](#)

[Ryerson and Burnham Archives at the Art Institute of Chicago](#)

Hubbard Woods Elementary

Hubbard Woods School was built in 1915 and has the unusual distinction of being the only currently used school building that accommodated a kindergarten through grade 8 student population in its earliest years. Until 1915 the children in the northern part of Winnetka received their elementary education at Lakeside School, a two-story frame structure at the corner of Burr and Tower Roads that was subsequently closed. A new school was planned on that location and originally named Skokie School. In 1924, to avoid confusion with the newly erected Skokie Junior

High School, the name was changed to Hubbard Woods School named after Gilbert Hubbard who arrived in Winnetka in 1871 after the Chicago fire.

The Skokie School

A plaque at The Skokie School lists the more than 700 Winnetka citizens who generously funded the school's construction in 1920. Initially, The Skokie School housed grades five and six. The Skokie School was closed in 1978, but certainly not forgotten. The community's deep interest and affection for this particular school building was again evidenced in the formation of The Skokie School Foundation whose mission was to save The Skokie School from demolition. True to the predictions of enrollment growth, The Skokie School was reopened in 1998 for grade 6 students after extensive renovation. Following further renovation, The Skokie School welcomed all grade 5 and 6 students in the fall of 2000.

Crow Island Elementary

In 1939, Superintendent Carleton Washburne called upon a firm of young, progressive architects, Perkins, Wheeler, and Will to collaborate with the famous Finnish architects Eliel and Eero Saarinen, to draw up a plan for a new type of school. He told them he was looking for "a beautiful, practical architectural embodiment of an educational philosophy." Crow Island School opened in 1940, and has been praised throughout the education/architecture world ever since for its beauty, its effectiveness, and its many innovative qualities. Architects have lauded the innovative school design, including; site plan, indoor/outdoor classrooms, unique brick material and the low profile and unique window fenestrations. Recently the District has partnered to with VS America to update the furniture to reflect the historic nature of the building. Among the many honors that Crow Island School has received is the American Institute of Architects 25-Year Award honoring structures widely recognized to be of special significance and broad influence. In 1990 Crow Island School was designated a National Historic Landmark. Many architectural scholars and historians regard it as the most important school building in United States history.

Bidders are encouraged to review numerous publications on this building and the team of architects to familiarize themselves with the designed and built environment of this school they include:

- a. [Crow Island Video](#)
- b. [Crow Island Furnishings](#)
- c. [Crow Island Virtual Tour](#)
- d. [Historical Structures Report](#)

Carleton Washburne School

Carleton Washburne School, named after the renowned Superintendent opened in 1969 and was designed as a junior high school to house grades 6, 7, and 8. At that time each wing served a single grade level. By 1986, the school's layout had been reshaped by a middle school philosophy, a child-centered approach to education that meets the needs of 10 to 14 year olds and complements the progressive teaching of the elementary schools. Today, approximately 400 students in grades 7 and 8 attend Carleton Washburne School, serving as a middle school and part of a two-building campus with The Skokie School. Carleton Washburne School has had several additions and

renovations throughout the years, the most recent addition in 2009.

[Carleton Washburne Fact Sheet](#)

Winnetka Public Schools District No. 36 currently serves 1,615 students and has five (5) buildings with approximately 454,000 square feet. Please visit the District's website at www.winnetka36.org for additional district and individual school information.

[Board Approved Educational Master Facility Plan](#)

INTRODUCTION & OBJECTIVE:

Winnetka Public Schools District No. 36 is conducting a search for a firm or firms to provide architectural services for its facilities as identified in its Educational Master Facility Plan (a copy of which is attached). Projects that are projected to be included in Phase 1 of the Educational Master Facility Plan that will be a part of a likely April 2019 referendum include the following:

Project A. Carleton Washburne, Greeley, and Hubbard Woods Schools

Renovations and additions to Carleton Washburne School in order to accommodate grades 5, 6, 7, & 8; as well as baseline items, and expansion and renovation of multipurpose/cafeteria space at Hubbard Woods and Greeley Elementary Schools.

Project B. Crow Island School

Addition of three (3) classrooms and gymnasium space, as well as renovation or addition of a library resource center and cafeteria space. This project would also include all baseline items at Crow Island School, which is a National Historic Landmark of significant international renown for its child-centered design.

Baseline items include: Health/Life Safety Items; ADA Accessibility; Repairs to Finishes (Cosmetic); Safety & Security Enhancements; HVAC with Air Conditioning; Domestic Water Piping Improvements; Electrical Improvements.

Firms may submit proposals to provide services for both Project A and Project B or for one individual Project. Firms submitting proposals must clearly state if they are submitting a proposal for both Projects A and B or if they are submitting a proposal for one Project. If you are submitting a proposal for a single Project, you must identify if it is Project A or Project B.

The Board will consider proposals from single architectural firms or from multiple architectural firms working as a team, provided that firms that are working as teams identify the lead architect that will be contracting with the Board. If a team approach is utilized by a firm, the lead firm shall be responsible for the acts and omissions of its partner. The ideal firm(s) will have experience in the public sector, experience with historically significant structures; including accessibility modifications, and have worked with local school districts entities in the state of Illinois. Proposals will be accepted from firms interested in providing such services as outlined below.

ARCHITECT'S ROLE and RESPONSIBILITIES:

1. The successful architect shall be the Architect of Record for Winnetka Public Schools District No. 36 and shall be integrally involved in the repair and/or renovation of existing school district facilities and responsibilities associated with the Projects, including, but not limited to, permit and zoning requirements from local, county, and State agencies, as well as any other procedural requirements required from such bodies.
2. Maintain the in-house ability to review and utilize the Educational Master Facility Plan to formulate concepts ideas designs for implementation.
3. Coordinate with members of the firm that prepared the original Educational Master Facility Plan and/or other members designated by Winnetka Public Schools District No. 36 during the design

and construction process.

4. Be the architect for potential future building projects including school building design and construction.
5. Have knowledge of all applicable laws, rules, regulations and ordinances relating to the design of the Projects, specifically including, but not limited to, the Illinois *School Code* and all applicable architectural, life safety, and accessibility codes.
6. Have knowledge and experience with properties with a National Historic Landmark designation, and have experience with the Illinois Historic Preservation Agency, or any other State or local agency governing historic preservation.
7. The firm will be required to work with the Board's designated representatives to service the repair, renovation, design and construction needs of the school district.
8. Facilitate the necessary dialog required between faculty, Board representatives and their designated teams to come up with solutions commensurate to the long-term vision required for the school district
9. Maintain the ability to present the in-progress information to different user groups including faculty, PTO, etc.

STATEMENT OF QUALIFICATIONS INCLUSIONS:

The Statements of Qualifications submitted for review must include the items below. All submissions must be in the form of Exhibits identified by the corresponding Paragraph number below. For example, the response to Paragraph one below must be on a document identified as Exhibit No. 1. **Each exhibit must be clearly numbered and labeled in the top left corner** with the firm logo in the top right corner. No font shall exceed 12 point and be less than 10 point.

1. Provide a brief history of your firm with an explanation as to why your firm would be ideally suited to address the needs of the Project(s). (Attached as Exhibit B- shall not exceed more than three (3) letter sized pages)
2. Provide resumes of the principals of each discipline or the key principals of each firm. Resumes shall not exceed two (2) letter sized pages per person (These shall be attached as Exhibit C1)
3. Provide resumes of the members of the team. If bidding on Crow Island School, include a preservation architect team member and resume. Resumes shall not exceed two (2) letter sized pages per person (These shall be attached as Exhibit C2)
4. Explain the corporate structure of your firm (e.g. corporation, partnership, sole proprietor, etc.) along with the necessary legal proof for the same. (Exhibit D)
5. Provide a simple organizational chart identifying key members of the firm and their core strengths. You must state the lead person in each discipline either within your firm or if the firm uses consultants, the lead person in that firm that will be a part of the team. In the case a team consists of numerous firms, the lead firm shall attach a signed letter of agreement evidencing the arrangement between the two firms. (Exhibit E1 & E2)
6. Provide the number of members the firm/team intends to designate to the Project(s) and the time allocation expected from the team members. Also include a one (1) paragraph explanation of each members past experience/relevance with projects of a similar nature. (not to exceed 200 words) (Exhibit E3)
7. Provide evidence of professional liability insurance, general liability insurance, and workers compensation insurance carried by the firm, and the amounts thereof. (Exhibit F)
8. School facility projects completed. **-Project Showcase**
 - a. The lead architectural firm shall showcase a maximum of five (5) projects of similar size

scale and significance, and shall identify the name of the owner and location of the project. Each project showcase shall be no more than two (2) pages and shall identify if the project was or will be LEED, LBC, NET ZERO or a similar designation. The identified projects shall be completed projects or those where the construction documents have been completed. (They shall be attached as Exhibit G1 through G5). These shall be completed projects or those where the construction documents have been completed.

9. In relation to the performance of the showcase projects identified under Paragraph 8 a., architects shall provide the following information: (Exhibit H)
 - a. Information relative to scheduled and actual project completion history of all school facility projects in the last five years.
 - b. The firm shall detail its experience managing a school project involving renovation of a facility. (Not more than 300 words)
 - c. Information summary relative to the number and size of “change orders” concerning school facility projects. Excluding those related to Owner scope changes.
 - d. Information relative to the actual cost for school facility projects completed as compared to budgeted costs. With a one paragraph explanation if the changes exceeded 5% of the budgeted costs.
 - e. Information on projects that involved historic buildings, included on the National Register of Historic Places or designated as a National Historic Landmark (NHL). (Not more than 300 words)
 - f. Experience and Capacity-Describe background and related experience demonstrating ability to provide required services for work that meets the Illinois Department of Natural Resources Historic Preservation Division standards. This should include new construction at a National Landmark property (Not more than 300 words)
 - g. Any LEED/ LBC/Net Zero etc., examples within the showcase projects
10. Provide a list of any school districts that the firm was dismissed from before a contract was completed and the circumstances surrounding that situation.
11. Provide a list of the client’s name, address, telephone number, email and a person to contact. If any reference was previously associated with your firm, it must be disclosed.
12. Provide a list of three (3) recommended locations that the Board or Board Committee can conduct site visits. These should be local or within a 150-mile radius of the school district for Project A but can be nationwide for Project B, namely those competing for the Crow Island school addition and renovation. This list would preferably contain major renovations and/or new buildings at the middle school or junior high level for Project A, and elementary schools for Project B. (Exhibit I)
13. Provide a list of all litigation, arbitration or mediation proceedings you firm has been involved in over the past five (5) year that relate to design errors or omissions, identifying the name of case, the jurisdiction (e.g. Cook County Circuit Court, AAA Mediation, etc.) and the outcome. (Exhibit J)
14. Detail your firm’s experience in the following delivery methods: (i) design-bid-build with a general contractor; (ii) design-bid-build with a construction manager as agent; and (iii) design-bid-build with a construction manager at risk. Please reference at least one actual of project you have worked on in each of the above described delivery methods. When providing the information for each project include, the name of the client, the size of the project in square feet, the location of the project and the final cost of the project . (Exhibit K)

PROCESS FOR SELECTING ARCHITECTURAL SERVICES:

The Board or a Board Committee will review each firm's past record and experience, qualifications, ability of professional personnel, performance data on file, if any, location, workload, willingness to meet time and budget requirements, experience with projects similar in scope, previous experiences with the Board, types of in-house services (*e.g.* disciplines), and reliance on consultants, and, based on this information, will rank the firms. Site visits will be conducted with the top three (3) to eight (8) firms prior to the interview process. This will allow the committee the opportunity to visit your buildings, as well as give your firm an opportunity to visit our buildings. The Board or Board's Committee will then interview the top three (3) to eight (8) firms. It is anticipated that initial interviews will be conducted with the top three (3) to eight (8) ranked firms during the week of February 12, 2019.

The final interview process for the top three (3) to eight (8) firms will include presenting creative and innovative thinking, particularly in relation to the proposed Phase I portion of the Educational Master Facility Plan. This should take into consideration the largest project, which includes renovations and additions to Carleton Washburne (Project A) to convert it to a 5-8 building. This Project will allow for the most innovation and flexibility. The firm's presentation should also address how the firm will address the extended timelines and their thought process on design, while keeping the historic and landmark context of Crow Island in mind (Project B). This should include conceptualization of the additions and renovation to space at this school. A copy of the Historic Structures Report commissioned for Crow Island can be found here:

[Historical Structures Report](#)

The prospective bidder/firm/s shall review and complete all the Exhibits and attach them in the order requested above as Appendix 1.

PROPOSED TIME TABLE:

RFQ Packet Available: December 11, 2018

Qualifications due: 11:00 am on January 15, 2019

Screening of Qualifications and initial Interviews: Week of February 12, 2019

Site Visits mid-February - early March, 2019

Final interviews – Week of March 11, 2019

Board of Education rank ordering of vendors – March 19, 2019

Board of Education approval of final contract: April 2019

COMPLIANCE CERTIFICATIONS TO BE SIGNED AND ATTACHED AS APPENDIX II TO THE SUBMITTAL/RFQ

CERTIFICATION REGARDING DEBARMENT

The vendor hereby certifies that the Vendor is not barred from bidding on 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.

PREVAILING WAGE

The contractor 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

Each Vendor certifies that he 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

The vendor or contractor, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS580/3) that he 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 he is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Signed: _____

Name (printed): _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.
My Commission Expires:

ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE

The party making the foregoing proposal, that such proposal is genuine and not collusive, or sham; that said vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any vendor or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element or said bid, or of that of any other vendor, or to secure any advantages against any other vendor or any person interested in the proposed contract.

CERTIFICATE OF ELIGIBILITY TO CONTRACT

I, _____ pursuant to Section 5/10-20.21(b) of the SchoolCode , hereby certify that neither I nor any of my partners, or officers or owners of NAME OF BUSINESS _____

Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33E -1 et seq., as amended; Have ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended; have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or have made an admission of guilt of any of the above conduct which is a matter of record.

Furthermore, I certify that I, my partners, officers or owners of _____ and its affiliates have and will continue to collect and remit Illinois Use Tax, to the extent required under the Illinois Use Tax Act, 35 ILCS 105/1 at seq. In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this quote void if this certification is false.

Signed: _____

Name (printed): _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____

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

My Commission Expires:

CERTIFICATE OF NON DISCRIMINATION

I, _____ as an authorized agent, do hereby certify that, NAME OF
BUSINESS

_____ does not engage in discriminatory
practices

regarding employment or delivery of or access to services and programming and that it fully complies with the requirements of federal and State civil rights laws, including but not limited to: the Illinois Civil Rights Act of 2003, P.A. 93-0425; Illinois Human Rights Act, 775 ILLS 5/1-101 et seq.; the Americans with Disabilities Act, 42 U.S.C.12101 et seq., and the Rehabilitation Act of 1973, as amended, 29 USC 701 et seq., as well as the rules and regulations promulgated there under.

In certifying to the above, I hereby acknowledge that the School Board may declare any contract awarded pursuant to this quote void if this certification pursues false.

Signed: _____

Name (printed): _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____

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

My Commission Expires:

CERTIFICATION REGARDING CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants and certifies that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit any one or more of the following offenses set forth in the Criminal Code of 1961. 720 ILCS 5/1-1 et. seq., Sections 11-6 (Indecent solicitation of a child), 11-9 (public indecency), 11-14 (prostitution), 11-15 (soliciting for prostitute), 11-15.1 (soliciting for a juvenile prostitute), 11-6 (pandering), 11-17 (keeping a place of prostitution), 11-18 (patronizing a prostitute), 11-19 (pimping), 11-19.1 (juvenile pimping), 11-10.2 (exploitation of a child), 11-20 (obscenity), 11-20.1 (child pornography), 11-21 (harmful material), 12-15 (criminal sexual assault), 12-14 (aggravated criminal sexual assault), and/or those offenses defined in the "Cannabis Control Act", 410 ICS 550/1, et. seg. (except paras. 704 and 705 of that Act), and/or those offenses defined in the "Illinois Controlled Substances Act", 720 ILCS 570/100 et. seq., and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who has or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall [not] be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated Contractor by its duly authorized officer.

Signed: _____

Name (printed): _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____

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

My Commission Expires:

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

(Contractor), does hereby certify pursuant to P.A. 87-1257, the Illinois Human Rights Act, that (he, she it) has adopted a written sexual harassment policy that includes at a minimum the following information: (i) the illegality of sexual harassment; (fi) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) internal complaint process including penalty; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission ; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

By: _____

Its:

Date: _____

Subscribed and sworn to before me this ____day of _____, 20____.

My Commission Expires: