



The Winnetka Public Schools District #36

**1235 Oak Street
Winnetka, IL 60093**

BID

**for
Architectural Services
for**

Facility Master Planning

March 2017

Request for Qualifications (RFQ)
for
Architectural Services for Facility Master Planning
Winnetka Public Schools District #36

Introduction

The Board of Education for the Winnetka Public Schools District #36 (“Board” or “Board of Education”) is soliciting Statements of Qualifications from qualified architectural and/or planning firms (hereinafter, “Firm,” or “Respondent,”) per (50 ILCS 510/) Local Government Professional Services Selection Act, for assistance and leadership in developing a Facility Master Plan. Interested firms shall submit a concise statement of the firm’s qualifications, which includes the following information, documented in the manner and order below.

Requested services include analysis of the Winnetka Public Schools District #36’s (“District” or “District #36”) building facilities, land and physical plant operations in order to prioritize needs for modernization, replacement, enrollment and growth. The scope of work includes identification of needs and costs for each facility, coordination with village planning processes, District stakeholders, District administration, and community groups.

The Board of Education will consider proposals from firms or from multiple firms working as a team, provided one of the firms serves as the prime with single-source contractual liability for all other team members, including their services, equipment, supplies and all other components that go into making the work complete. The ideal firm(s) will have expertise and experience in facilities master planning, experience in the public sector, and have worked with local school districts entities in the state of Illinois.

In looking to the future, the Board will strive to continue to offer a quality education to all of its students in environments that support student learning. At the same time, it wishes to be fiscally responsible in the use of its resources and facilities. To this end, the District will work with a firm to achieve the following:

- Determine the most efficient use and allocation of resources given forecasted demographics, enrollment, capacity of existing schools and other relevant variables; and
- Propose to the Board of Education a range of possible alternatives and make recommendations relative to the current use of facilities, configuration, infrastructure, practices, and procedures, taking into consideration their relevant implications, including,

but not limited to, budget, facilitation of academic programs, impact on children and families, and legislative requirements and mandates.

RFQ Submission

RFQ's are due by April 19, 2017, at 2:00 p.m. local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline may be rejected.

Please submit:

Eight (8) bound copies; and one (1) digital copy via USB Drive to:

Greg Kurr

Chief Financial Officer

1235 Oak Street

Winnetka, Illinois 60093

gregkurr@winnetka36.org

(847) 501-2522

Submittals 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 Winnetka Public Schools District #36" Attention: Greg Kurr**

Documents should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 25 printed pages, exclusive of 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.

Schedule

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

March 21, 2017 - RFQ Released

April 12, 2017 - Last date for respondents to send clarifications / questions

April 19, 2017, 2:00 p.m.: Submissions due; evaluation of qualifications

begins April 26, 2017 - Successful short-listed and unsuccessful firms notified

begins May 1, 2017 - Interviews with short-listed firms

May 8, 2017 - Selected firm notified and contract negotiations begin

May 15, 2017 - Committee recommends firm for Board approval and action

August, 2017 - Preliminary Master Facility Plan presented to Board

The Winnetka Public Schools District #36 Background

Since the early 1900s, District 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 school buildings: Crow Island School, Greeley School, Hubbard Woods School, The Skokie School, and Carleton Washburne School.

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.

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.

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, and 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. 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.

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 dedicated in 2009.

The architectural firm of Otis and Clark designed **Greeley School** in 1911, an eight 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 cost to the District was \$45,000. 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 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.

Please visit the District's website at www.winnetka36.org for additional district and individual school information.

Scope of Work

To inform long-term planning, including that related to a current Enrollment Balancing Study, the Board of Education began discussing the importance of a master facility plan. It is extremely important to have the facility plan to prioritize options to address current needs and

long-term planning. As planning proceeds, it may include soliciting input from the District's stakeholder groups; assessing existing educational programs; forecasting what future educational programs may look like; assessing the condition of existing buildings, properties, and adjacencies; and developing a strategy that fits the District's current and future assets with the anticipated needs of a state-of-the-art educational program of the future. The Board is seeking the aid of an experienced consultant in this Facility Master Planning process.

General Description of Scope of Services

The selected firm may become part of, and lead the efforts of, a project team consisting of members of the community, as well as staff members, and other stakeholders in an effort to successfully produce the Facility Master Plan.

The project team may be requested to:

- a. Attend meetings with District #36 administrative staff as necessary.
- b. Attend Board of Education meetings as necessary.
- c. Develop preliminary drafts of the planning documents for staff and Board of Education review and comment.
- d. Consult with District #36 on budgetary and funding matters.
- e. Consult with District #36 on project scheduling considerations.
- f. Consult with the District #36 on general concepts of the project scope of work and project needs.
- g. As a leader of the project team, the Respondent firm will be expected to:
 - Examine all school facilities, resources, enrollment/demographic projections, and technology infrastructure with respect to current and future condition and capacity.
 - Consider various options for grade and geographic educational grouping, configuration, and organization.
 - Identify other potential opportunities beyond the existing programs that are offered.
 - Prepare a recommended strategic plan with timelines for the immediate and long term future.

- Examine implications of the recommendations on student growth and achievement, budget, infrastructure, facilities, and transportation, as well as impact on children and families.

Submittal Requirements

Submittals must include, at a minimum:

1. **Cover Letter:** A cover letter is required and shall not be longer than one page and shall not be numbered or included as part of the maximum number of pages.
2. **Firm Description and Experience:** Provide a brief description of your firm's history, type of work you have done, and capabilities. If this is a joint venture, provide information for each of the firms involved. Provide the location of the office where these services will be provided. List key point of contact and project manager who will be responsible for working with the District throughout the master plan. Describe your team's organizational structure. Describe your team's experience in master planning and land use processes. Describe your experience in dealing with local jurisdictions and specifically those relevant to this project. Provide examples of three projects completed in the past five years that reflect the capabilities of the firm relevant to facilities master planning.
3. **Personnel Qualifications and Experience:** Identify the key personnel in your firm who will be assigned to this project and give examples of their experience with similar facilities master planning. Describe their role, capabilities, education, licenses and certifications, and experience with similar master planning processes. Identify the sub-consultants and their key personnel that you propose to use on this project. Describe their recent (past 5 years) experience, their specific role, your firm's role in each of the sub-consultant's projects.
4. **Approach:** Describe your firm's knowledge and understanding of the project and your overall approach to complete the District Facilities Master Plan. Include a proposed schedule. Describe the deliverable that will be the outcome of the master plan process.
5. **Experience with Engagement of Constituencies:** Describe your firm's knowledge and experience working with the relevant jurisdictions and your methodology for engagement of the stakeholders in the master planning process. Provide examples of leading focus groups, conducting surveys, facilitating stakeholder discussions, graphic communication tools, and presentations.
6. **Legal Disputes:** List any litigation, arbitration and alternative dispute resolution

within the last 10 years, including, but not limited to disputes arising out of any design work for any school district. Include an explanation of each matter and whether it is still pending, or if concluded, the final result.

7. References: Please provide the name, address, email, and phone number for three school district references of similar projects who are knowledgeable about your process and work product. The District may check with these references and/or may check with other references associated with past work of your firm. Please also submit work samples of related project experience. Please identify if your firm (under current or previous names) has been terminated within the last 5 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.

Additional Requirements

Respondents must agree to comply with the legal requirements of the State of Illinois, the standard and customary professional responsibilities for institutional master plan services as well as any special conditions which are made part of this solicitation or which are subsequently negotiated.

Respondents shall be licensed in the State of Illinois to perform the work required under this contract. Firms that are located within 100 miles of the District's administrative offices may be considered as eligible to submit to this solicitation.

Short-listed firms will be required to submit each individual involved to a background screening to be eligible to visit the District school grounds and must comply with all visitor policies and regulations of the Board of Education.

CRIMINAL BACKGROUND INVESTIGATIONS

Contractor shall cause or permit criminal background investigations to be conducted, in accordance with Section 10-21.9 of the School Code (105 ILCS 5/10-21.9) for all of Contractor's, and Contractor's subcontractors', representatives, employees and officials who may be present at the job site or otherwise have contact with Owner's students. Contractor will not permit any such official or employee to perform services under the Agreement unless (i) the criminal background investigation has been completed for the official or employee; and (ii) the official or employee is not prohibited from employment by the Owner by reason of a conviction enumerated under Section 10-21.9. Further, Contractor shall not permit any individual to perform services under this Agreement who is required to register under the Sex Offender Registration Act, 730 ILCS 150/1et seq.

By: _____

Authorized Agent

Date: _____

SUBSCRIBED and SWORN to before me

this ___ day of _____, 2017

NOTARY PUBLIC

Please note that short-listed firms may be requested to provide copies of the firm's financial statements from up to the past three years and 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/\$3,000,000], Automotive Liability [\$1,000,000], Professional Liability [\$1,000,000/\$1,000,000], Workers' Compensation [Statutory Limits].

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 be considered.
- c) The inclusion of sub-consultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will be required to be included in the submittal. Such sub-consultants proposed to be included in the project team must also be identified and submit their specific qualifications in the submittal. The Winnetka Public Schools District #36 reserves the right to participate in the selection of all sub-consultants.

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 Board assumes no responsibility for these costs. This

RFQ does not commit the Board to pay any costs incurred in preparation or submission of a response or in anticipation of a contract. All qualification statements will become property of the District upon the District's receipt.

- b) This RFQ does not commit the Board to enter into a contract. The Board reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The Board reserves the right to waive informalities and irregularities in the submissions of qualifications received. The Board 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 District #36, as determined by the selection committee, upon approval of the Board of Education
- d) The District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by District #36.
- e) The purpose of this Request for Qualifications is to identify an experienced architectural services or planning firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings will not be allowed, with the exception of interviews of the short-listed firms.
- g) All Respondents are prohibited from making any contact with the Board of Education or individual members of the Board of Education, Superintendent or any other administrator or employee of District #36 with regard to the RFQ, other than in the manner and to the person(s) designated herein. The School District reserves the right to disqualify any candidate firm found to have contacted the people listed above in any manner with regard to the RFQ.

Cancellation

District #36 reserves the right to cancel award of a contract at any time before execution of the contract by both parties if cancellation is deemed to be in the District's best interest. In no event shall District #36 incur any liability for the cancellation of the award.

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing to:

Greg Kurr

Chief Financial Officer

1235 Oak Street

Winnetka, Illinois 60093

Gregkurr@winnetka36.org

(847) 501-2522

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

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

Thank you for your interest in submitting a response to The Winnetka Public School District # 36's Request for Qualifications for Architectural Services for Facility Master Planning.