



7414 Cass Avenue  
Darien, IL 60561

**REQUEST of QUALIFICATION  
PROPOSAL**

**For**

**ARCHITECTURAL/ENGINEERING  
SERVICES**

**October 3, 2022**

**TABLE OF CONTENTS**

Publication..... 3

Introduction..... 4

Objective.....4

Background .....4

Architectural Responsibilities.....5

Statement of Qualification Inclusions.....5

Submission of Qualifications.....6

Process for Selecting Architectural Services.....6

Submission Location.....7

Submission Date and Time..... 7

Proposed Time Table..... 7

Certifications of Compliance with Illinois Drug  
Free Workplace Act..... 8

Certificate Regarding Sexual Harassment Policy..... 8

Certifications by Bidder.....9

Site Locations/Building Maintenance (Darien Attachment A)

This newspaper advertisement will run in the Chicago Sun Times Chronicle. Architectural firms who have expressed interest in our projects will be emailed the qualification packet.

**REQUEST for QUALIFICATION PROPOSAL**  
**FOR**  
**ARCHITECTURAL SERVICES**

Darien Public School District #61 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:

**Frank Brendlinger, Chief School Business Official**  
7414 Cass Avenue  
Darien, IL 60561  
[fbrendlinger@darien61.org](mailto:fbrendlinger@darien61.org)

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

**Frank Brendlinger**  
Chief School Business Official  
[fbrendlinger@darien61.org](mailto:fbrendlinger@darien61.org)

Three (3) copies of Statements of Qualifications and performance data are due by **10:00 a.m. on Monday, October 17, 2022** at the District Office:

**Darien Public School District #61**  
7414 Cass Avenue  
Darien, IL 60561  
**Attention: Frank Brendlinger**

The Board of Education of Darien Public School District #61 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 or more qualified firms, considering conformity with the RFQ Specification, qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, and such other factors as determined by the Board of Education. All decisions of the Board of Education shall be considered final.

Frank Brendlinger  
Chief School Business Official

**INTRODUCTION:**

Darien Public School District #61(District 61) Board of Education is conducting a search for a firm to provide architectural services. Qualification Proposals will be accepted from firms interested in providing such services to the district as outlined below.

**OBJECTIVE:**

The District is seeking Architectural Services from a firm having qualifications and experiences with the following:

- Master planning, design and oversight on building renovations, additions and new construction, roof reconstruction.

**BACKGROUND:**

Darien Public School District is a public school district with three buildings housing a total of 1,500 students. The following is basic information about our buildings:

Eisenhower Jr. High: 1410 West 75<sup>th</sup> Street Darien, IL 60561

Square Foot: 94,171

Stories: 1

Lace School: 7414 Cass Avenue Darien, IL 60561

Square Foot: 56,406

Stories: 1

Mark Delay School: 6801 Wilmette Avenue Darien, IL 60561

Square Foot: 53,419

Stories 2

## **ARCHITECTURAL RESPONSIBILITIES:**

1. The firm shall provide complete and thorough construction documents, monitor the implementation of construction documents and monitor the actual construction process.
2. 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.
3. The firm shall initiate and oversee all procedural, permit and zonings requirements from local, county, and state agencies.
4. The firm shall review all shop drawings, samples, fabrication process, etc. and provide the leadership and advance recommendations for said areas as required.
5. The firm shall be in attendance at weekly project meetings once a project is underway; the District reserves the right to have the architectural firm available whenever necessary.
6. The firm shall be available at monthly Board of Education meetings, and as necessary to present project updates as might be requested by the Board, its committees or District administration.
7. The firm will be required to work with the District's designated representatives to service the design and construction needs of the district.

## **STATEMENT OF QUALIFICATIONS INCLUSIONS:**

The selection will be based on the qualifications and competence in relation to the scope and needs of the projects outlined herein. The qualifications submitted for review should include but not limited to:

1. Brief overview/history of the firm including locations of offices, office that would serve District 61, website, company classification, contact information, staff size, range of markets served and other basic information.
2. Brief overview/introduction of specific qualifications, expertise, services, and unique capabilities provided to Illinois school districts.
3. Single page resumes of key architectural/engineering personnel that will work with Darien 61
4. A simple organizational chart identifying key members of the firm that will be assigned and or work with Darien 61
5. Provide proof and values of professional liability and general liability insurance carried by the firm.
6. Three school facility projects completed in the last five years with size, scope, and approximate cost of project.
7. Three roof replacement projects completed in the last ten years with size, scope, and approximate cost of project.
8. Appropriate visual representations of related project experience.
9. Provide names/contact information for no more than five K-12 school district/client references.
10. Completions of Certifications of Compliance with Illinois Drug Free Workplace Act see page 8.

11. Completion of Certificate Regarding Sexual Harassment Policy see page 8.
12. Completion of Certifications by Bidder see page 9.

**SUBMISSION OF QUALIFICATIONS:**

Three (3) printed copies and one electronic Adobe PDF file (via email) of the Statement of Qualifications will be received on or before **10:00 a.m., Monday, October 17, 2022** by Frank Brendlinger at 7414 Cass Avenue, Darien, IL 60651, e-mail: fbrendlinger@darien61.org. Statement of Qualifications received after said time will not be accepted nor considered by District 61.

**PROCESS FOR SELECTING ARCHITECTURAL SERVICES:**

As a part of the evaluation of the firm's qualification, the Board of Education will review the firm's experience, professional personnel, support personnel, performance data, location, workload, experience with projects similar in scope, previous experiences in the district, in-house service (disciplines), reliance on consultants, etc.

The Board's Committee will rank the firms on the basis of qualifications and competence in relation to the scope and the needs of the project. The committee will interview the top three firms. Each firm should be prepared to present and introduce main personnel who will work with our district staff. It is anticipated that the administration will conduct interviews with the top ranked firms during the week of **October 19-20, 2022**

**SUBMISSION LOCATION:**

J. Frank Brendlinger, Chief School Business Manager  
7414 Cass Avenue  
Darien, IL 60561

Best if by e-mail

E-mail: fbrendlinger@darien61.org

**SUBMISSION DATE AND TIME:**

**Monday, October 17, 2022, 10:00 a.m. (or earlier)**

Proposals received after the submittal date and time will be rejected.

**PROPOSED TIME TABLE:**

RFQ Packet Available	October 3, 2022
Qualifications due	October 17, 2022
Screening of Qualifications	October 19-20, 2022 must be available
Board of Education approval of Final	October 25, 2022

**CERTIFICATIONS OF COMPLIANCE WITH  
ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) 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.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title



