



**ROUND LAKE
AREA SCHOOLS**
Community Unit School District #116

Administrative Service Center
884 W. Nippersink Rd
Round Lake, IL 60073

P: 847-270-9000
F: 847-546-3538
www.rlas-116.org

REQUEST FOR QUALIFICATIONS

Architectural Services RFQ #2022-1

Proposals Due: Monday, April 18, 2022 at 10:00 a.m.
Round Lake Area Schools CUSD 116
Operations Service Center (OSC)
811 Sunset Drive
Round Lake, Illinois 60073



Introduction

The Board of Education for Round Lake Area Schools CUSD 116 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 Round Lake Area Schools CUSD 116 in performing possible planning, remodeling, construction, health-life safety projects and special projects. The firms selected shall have the responsibility for execution of the planning, design, construction documentation, and construction administration phases of future project as assigned by the Board of Education.

The 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 Round Lake Area Schools CUSD 116 pursuant to this request.

RFQ Submission

RFQ’s are due by April 18, 2022, at 10:00 a.m. local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

10 bound copies; and one (1) digital copy via email to:
Dr. Mary L. Lamping, Chief Operations Officer
Round Lake Area Schools CUSD 116
811 Sunset Drive
Round Lake, Illinois. 60073
224-842-2011
RFQ@rlas-116.org

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase “**Request for Qualifications #2022-1 Architectural Services**” and the Respondent’s name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 75 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.

Schedule

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

| | |
|----------------|---|
| April 1, 2022 | RFQ Released |
| April 8, 2022 | Last date for respondents to send clarifications/questions |
| April 18, 2022 | Submissions due on or before 10:00 a.m.; evaluation of qualifications begins. |



| | |
|-------------------|---|
| April 22, 2022 | Successful and unsuccessful firms notified by Chief Operations Officer via email. |
| April 26-28, 2022 | Presentation and interviews with firms (location to be determined). |
| May 2, 2022 | Committee discussion of firm presentations. |
| May 16, 2022 | Proposed Board action on firm(s) to provide services |

Respondents’ Inquiries and Addenda

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

Dr. Mary L. Lamping, Chief Operations Officer
Round Lake Area Schools CUSD 116
811 Sunset Drive
Round Lake, Illinois. 60073
224-842-2011
RFQ@rlas-116.org

Any responses to questions, or changes in the 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 not be accepted.

Round Lake Area Schools CUSD 116 Background

Round Lake Area Schools CUSD 116 is located in northeastern Illinois, halfway between Chicago and Milwaukee and just 50 miles from the cultural and educational opportunities of either metropolis. One of 49 school districts in Lake County, Illinois the District serves students from five (5) different communities: Round Lake, Round Lake Beach, Round Lake Park, Round Lake Heights and Hainesville. The District was organized in 1968 and serves over 6,800 students PreK through 12th grade and operates one (1) Early Education Center, one (1) Kindergarten Center, five (5) elementary schools, two (2) middle schools, and one (1) high school. In addition to ten (10) school buildings District facilities also include: Technology Annex, Operations Service Center, Educational Service Center, and Warehouse. The District employs approximately 1,032 individuals.

Round Lake Area Schools CUSD 116 has a Three-year Strategic Plan which states the following:

OUR MISSION: Inspire and empower students to construct a thriving future

CORE VALUES & BELIEFS:

We believe students construct a thriving future when:

- Decisions are made in the best interests of learners, in a financially responsible manner.
- We cultivate trusting relationships built on effective communication and collaboration.
- Engagement with families and community is valued and promoted.
- Diversity is a valued asset that enriches the entire community.
- High quality learning experiences meet the social, emotional, and academic needs of all.



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.
- c. The inclusion of subconsultants (e.g.: Mechanical, Electrical, Plumbing, Structural) will not be required to be included 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 contents shall be the responsibility of the respondent. Round Lake Area Schools CUSD 116 assumes no responsibility for these costs. This RFQ does not commit Round Lake Area Schools CUSD 116 to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b. This RFQ does not commit Round Lake Area Schools CUSD 116 to enter into a contract. Round Lake Area Schools CUSD 116 reserves the right to award one, more than one, or no contract(s) in response to this RFQ. Round Lake Area Schools CUSD 116 reserves the right to waive informalities and irregularities in the submission of qualifications received. Round Lake Area Schools CUSD 116 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 Round Lake Area Schools CUSD 116, as determined by the selection committee, upon approval of the Round Lake Area Schools CUSD 116 Board of Education.
- d. Round Lake Area Schools CUSD 116 reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by Round Lake Area Schools CUSD 116.
- e. The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm(s) with the best combination of qualifications.
- f. Requests for site visits and introductory meetings outside of the pre-submittal meeting will not be allowed. A guided tour of some sites will be provided immediately after the mandatory pre-submittal meeting.
- 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 therein. The Chief Operations Officer reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.

General Description of Scope and Services

- a. The selected architectural firm(s) will become a part of a project team consisting of members of the Round Lake Area Schools CUSD 116 and community stakeholders and to perform services as required.
- b. The Design Team may be requested to:
 - i. Attend meetings with Round Lake Area Schools CUSD 116 administrative staff as necessary.
 - ii. Attend Round Lake Area Schools CUSD 116 Board of Education meetings as necessary.



- iii. Develop preliminary drafts of the Project Program for Round Lake Area Schools CUSD 116 to review and comment.
- iv. Consult with Round Lake Area Schools CUSD 116 on budgetary and funding matters.
- v. Consult with Round Lake Area Schools CUSD 116 on Project scheduling considerations and general concepts of the Project needs.
- c. The firm’s services shall conform to the Illinois State School Code and be in accordance with all federal, state, and local laws, ordinances, and regulations.

Proposal Content

Statement of Interest: Provide a signed statement of qualifications with the name 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
- Primary 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.)
- Resumes of architects anticipated to work with the District
- 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 Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.
- Provide a copy of the firm’s financial statement 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.

| | |
|------------------------|---------------------------|
| 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] |

Note that coverage expectations are project depended ant and may be increased upon request. Minimum coverage to be as follows:

- List any litigation, arbitration, and alternative dispute resolution within the last ten (10) 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 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, as well as the client contact information.
- Please highlight your experience in performing work such as HVAC, classroom additions/renovation projects, and athletic playing field/court development.
- List of any awards or recognition received from the completion of PreK-12 educational construction projects. Include the name of the District, description of the project, services provided by the firm, and the entity awarding the recognition.
- Firms should provide appropriate visual representations of related school project experience.
- Samples of work that demonstrate experience in elementary and secondary environments are required.
- Firms should provide a summary of experience and concerns regarding the use of construction management firms
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of specialty instructional spaces, including but not limited to libraries, gymnasiums, multi-purpose rooms, science classrooms, athletic fields, and broad-based technology areas.
- Firms should provide an information summary relative to the quantity and monetary value of change orders required on school facility projects completed in the last five (5) years.
- Firms should provide an information summary comparing actual to budgeted costs for school projects completed in the last five (5) years.

Firm Workload

- Provide a list of all projects for which your firm is currently under contract as an architectural firm.
- Provide the percentage breakdown (i.e. instructional, operational, athletic) of your total projects awarded within the last twelve months.

Key Personnel & Experience

- Provide a simple organizational chart identifying key members of the firm.
- Provide resumes of project designers, managers, key staff 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 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.

Project Approach – Provide a brief discussion of the following:

- The methodology that your firm would use in conducting a project from inception to the 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 or experience to work in the Lake County area. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to assess that individual bidders are qualified and equipped to satisfactorily complete a project within an identified timeline.
- The process your firm utilizes to draw a significant pool of bidders to a project.

References

- Provide a minimum of four (4) references for architectural services performed on educational facilities in Illinois in the last five (5) years. If work has been completed within Lake County a minimum of one (1) reference must be from a school district within the county.

Process

District administration will review all RFQ's and offer the short-listed firms an opportunity to interview with members of the Board of Education and the administrative team on April 26 - 28, 2022.

Interviews will consist of a 30-minute presentation of each firm following by a traditional 10-minute question and answer session. Questions will be held until the conclusion of the presentation.

The interview team will review the RFQ's, and data collected during the interview process prior to ranking each firm. Firms will be ranked based on qualifications and data obtained through the interview process.

Contract negotiations will begin soon thereafter with the highest-ranking firm(s). It is anticipated that a final recommendation will be brought to the Board of Education on May 16, 2022.



EXHIBIT A: Facility Addresses

| | |
|---------------------------------|--|
| Administrative Service Center | 884 W. Nippersink Road, Round Lake, IL 60073 |
| Early Childhood Center | 882 W. Nippersink Road, Round Lake IL 60073 |
| Pleviak Kindergarten Center | 304 E. Grand Avenue, Lake Villa, IL 60046 |
| Beach Elementary School | 1421 N. Ardmore, Round Lake, IL 60073 |
| Raymond Ellis Elementary School | 720 Central Park Drive, Round Lake Beach, IL 60073 |
| Indian Hill Elementary | 1920 N. Lotus Drive, Round Lake Heights, IL 60073 |
| W. J. Murphy | 220 N. Greenwood Drive, Round Lake Park, IL 60073 |
| Village Elementary School | 880 W. Nippersink Road, Round Lake, IL 60073 |
| John T. Magee Middle School | 500 North Cedar Lake Road, Round Lake, IL 60073 |
| Round Lake Middle School | 2000 N. Lotus Drive, Round Lake Heights, IL. 60073 |
| Round Lake High School | 800 N. High School Drive, Round Lake, IL. 60073 |
| Round Lake Transition Center | 801 Sunset Drive, Round Lake, IL 60073 |
| Technology Annex | 316 S. Rosedale Court, Round Lake, IL 60073 |
| Operations Service Center | 811 Sunset Drive, Round Lake, IL 60073 |
| Warehouse | 719 Valentin Drive, Round Lake, IL 60073 |
| Calvary | 510 Cedar Lake Road, Round Lake, IL 60073 |

It is worth noting that Round Lake Area Schools CUSD 116 is in the process of relocating approximately 35 support employees out of the Round Lake Transition Center building to prepare for the expansion of transition services. In addition, the District must prepare for the following:

- reunification of kindergarten children into facilities within the District boundaries by the 2024-25 school year;
- relocation of the District Welcome Center;
- preparation of the newly acquired warehouse building for occupancy; and
- identification of space to move the District Administrative personnel which will allow for the expansion of the Early Childhood program.