

**LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT #95  
REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECT SERVICES  
LAKE ZURICH HIGH SCHOOL 2<sup>nd</sup> FLOOR RENOVATION**

**A. Introduction**

The Board of Education of Lake Zurich Community Unit School District #95 (“**District**”) is soliciting statements of interest from qualified firms to provide architectural services related to the renovation of the second floor of Lake Zurich High School. The firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of the project. The selection process will be done in accordance with the *Local Government Professional Services Selection Act* (50 ILCS 510/0.01 *et seq.*).

This Request for Qualifications (“**RFQ**”) is not an invitation for bid: responses will be evaluated based on qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, insurance levels, the firm’s demonstrated understanding of the District’s inspiration and vision for the space, the quality of the proposed design, and the ability to deliver within budget constraints. Firms must showcase a comprehensive grasp of the District’s goals and priorities, effectively incorporating these elements into creative, functional, and aesthetically pleasing design concepts. Emphasis will also be placed on the quality of the design, highlighting the firm’s ability to align with the District’s interests and aspirations while presenting innovative and practical solutions. Additionally, firms must demonstrate a strong track record of designing within budget parameters, offering cost-effective strategies that maintain the integrity of the design. Past experience on similar projects, particularly those balancing visionary concepts with budget-conscious execution, will also be a key factor in the evaluation process. (the “**Evaluation Qualifications**”). There will be no public opening and reading of responses received by District pursuant to this request.

Located 38 miles northwest of Chicago, Lake Zurich Community Unit School District 95 encompasses an area of 19.4 square miles and serves the communities of Lake Zurich, Deer Park, Hawthorn Woods, Kildeer, unincorporated Lake County, and North Barrington. District 95 is a community unit school district which serves students in grades Pre-K through age 22. Lake Zurich High School is located at 300 Church Street, Lake Zurich, IL 60047.

Architectural firms responding to this request must submit their written response on or before January 17, 2025 at 9:30 a.m. in a sealed envelope, with the name and address of the firm listed on the outside of the envelope, and including a name, phone number and email address of a contact at the firm, addressed to:

Dr. Dean Romano, Assistant Superintendent for Business and Operations  
Lake Zurich Community Unit School District #95  
832 South Rand Road  
Lake Zurich, IL 60047  
[Dean.Romano@lz95.org](mailto:Dean.Romano@lz95.org)

Each respondent shall submit twenty-four (24) copies of its response to this RFQ and a USB drive with an electronic copy.

District reserves the right to reject any or all proposals, or parts thereof, and to waive any or all technicalities. Omission of any information may be sufficient cause for rejection of a statement of interest.

Submittals should be prepared on standard 8-1/2 x 11 letter size paper, exclusive of required attachments.

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.

## **B. General Terms and Conditions**

1. All costs associated with developing or submitting a qualifications statement in response to this request, or to provide oral or written clarification hereto shall be borne by the respondent. District assumes no responsibility for these costs. This RFQ does not commit District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
2. This RFQ does not commit District to enter into a contract. District reserves the right to award one or no contract(s) in response to this RFQ. District reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
3. A contract, if awarded, will be awarded to the respondent whose Evaluation Qualifications are deemed most advantageous to District, as determined by the selection committee and approved by the District Board of Education.
4. District reserves the right to contact any respondent for clarifications and or interviews if such is deemed desirable by District.
5. The purpose of this RFQ is to identify an experienced architectural services firm, or firms, with the best combination of qualifications based on the factors in this RFQ.
6. All respondents are prohibited from making any contact with District personnel, Board of Education members, the Superintendent or any other administrator or employee of District with regard to the RFQ, other than in the manner and to the person(s) designated herein.
7. Mandatory walkthroughs of the second floor of the High School will take place on:
  - a. December 6, 2024 at 3:30 pm

Interested firms must attend the walkthrough to be considered. Requests for additional site visits and introductory meetings will not be allowed. Firms wishing to attend the walkthrough are requested to contact Dr. Dean Romano via email at [dean.romano@LZ95.org](mailto:dean.romano@LZ95.org) by the close of the day Thursday, December 5<sup>th</sup>.

### C. General Scope of Services

1. The selected architectural firm will become part of a project team consisting of members of District to perform services as required.
2. The Design Team may be requested to:
  - a. Attend meetings with District administrative staff, as necessary;
  - b. Attend District Board of Education meetings, as necessary;
  - c. Develop preliminary drafts of the project program for District review and comment;
  - d. Consult with District on budgetary and funding matters;
  - e. Consult with District on project scheduling considerations;
  - f. Consult with District on general concepts of the project scope of work and project needs; and
  - g. Participate in District construction meetings as requested which typically occur weekly.

The firm's services and products provided shall conform to the Illinois *School Code* and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

### D. Responding Firm's Specifics

Firms responding to this RFQ must submit their responses to the following items in the exact order listed below. Firms will be chosen based upon their responses to the questions below.

1. Name of firm, address, and telephone number.
2. Name, title, phone, and email address of contact person.
3. How long has your firm provided architectural services to Illinois public school clients?
4. Include a list of all Illinois public school districts (not projects) where you have provided architectural services within the last five (5) years and note whether your firm is still working with each district.
5. Identify any legal proceeding (arbitration, mediation, or litigation) filed by an owner against your firm for any project for which you provided architectural services during the last five (5) years. Include the name of the parties in the action, the caption of the matter, the year the action was filed, the relief sought and the resolution.
6. Provide an organizational description of your in-house design team including architects, engineers, and other pertinent staff members. List all key members of the team you propose will perform work for this project. Include resumes for all team members and their role in recent educational

projects. Further, please provide a description of any awards, special recognitions and certifications that your firm and or members thereof have received in the past five years.

7. Provide an organizational description of all outside consultants that will provide assistance to your firm while providing services to District, including the consultant's in-house team and pertinent staff members. List all key members of the consultant's team you propose will perform work for this project. Include resumes for all consultant team members and their role in recent educational projects.
8. Describe your firm's philosophy on how to address each of these common problem areas found in school construction:
  - a. Quality control
  - b. Change orders
  - c. Meeting timelines
  - d. Cost estimating
9. Summarize the strengths of your organization that would benefit District during future projects.
10. Based on your firm's current, and foreseeable, workload, describe how your firm will be able to timely meet the demands of District.
11. Provide a current copy of a Certificate of Insurance evidencing your current limits (both per claim/per occurrence and in the aggregate) of the following types of insurance: (i) commercial general liability insurance; (ii) professional liability insurance; (iii) excess or umbrella insurance; (iv) automobile liability insurance; and (v) worker's compensation insurance and employer's liability insurance. The successful firm will be expected to have the Board of Education, its individual Board members, officers, directors, employees and agents named as additional insureds on all insurance policies identified above, except for worker's compensation insurance and professional liability insurance. Confirm your firm will agree to the above requirement.
12. Provide a detailed list of all individual change orders generated on projects in the past three (3) years in excess of \$100,000 and a description of the need for the change order.
13. Provide a minimum of three references for architectural services performed on educational facilities in Illinois in the last five years. Include the name of the reference, the address, name of the educational institution and provide a brief summary of the services provided to the reference.

- 14. Estimate of the construction cost of the project, which may not exceed \$4,500,000.
  - a. The \$4,500,000 project budget must include:
    - i. Preconstruction
    - ii. General Conditions
    - iii. Project General Conditions
    - iv. Construction Management Fee (2.5%)
    - v. Insurance
  - b. The \$4,500,000 project budget does not include:
    - i. Contingency
    - ii. Architectural Fees
    - iii. Specialty Consultants
    - iv. Testing and Inspections
    - v. Asbestos Abatement
    - vi. Owners Costs (Permit/Plan Review Fees, FFE, Security, Intercom, etc.)
- 15. Draft design layout of the space, including furniture, fixtures, and equipment.
- 16. Description of how the proposed design complies with the District’s goals as outlined in Lake Zurich High School D-Wing Redesign Design Challenge Guidelines, which is attached hereto in Appendix A.

**E. Project Approach**

Provide a brief explanation of the following:

- 1. The methodology that your firm would use in conducting the project from inception to 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.
- 2. The firm’s ability to work in and around Lake Zurich, Illinois. In your response, describe how your firm plans to respond when District has immediate needs that require on-site attention.
- 3. Your approach to project scheduling and cost estimating within the environment of the educational sector.

4. The process your firm utilizes to investigate bidders to ensure that they are qualified and equipped to satisfactorily complete a project.

**F. Questions and Clarifications**

Any questions or requests for clarifications to this RFQ must be submitted in writing, *via* email, to Dr. Dean Romano, Assistant Superintendent for Business & Operations at Dean.Romano@lz95.org.

Questions or requests for clarification shall be submitted no later than December 17, 2024 at 2:00 p.m. Questions or requests for clarification received after this date and time may not be considered. Responses to questions or requests for clarification shall be issued by District in writing to all firms that have provided their contact information to Dr. Dean Romano and attended the mandatory walkthrough on December 6<sup>th</sup>. Oral statements shall not be binding upon District.

All firms intending to submit a response to this RFQ shall provide their email contact information to Dr. Romano to ensure that they are provided with any addenda, modifications and clarifications related to this RFQ. It is the respondent’s responsibility to ensure that it has received all communications and addenda issued related to this RFQ.

**G. Design Challenge Guidelines**

See Lake Zurich High School D-Wing Redesign Design Challenge Guidelines, which is attached hereto in Appendix A.

**H. RFQ Process Timeline**

The District anticipates the following timeline for this RFQ process. The District may revise dates in its sole discretion.

<b>Item</b>	<b>Date</b>
RFQ Published	December 2, 2024
Mandatory Walkthrough	December 6, 2024 at 3:30 p.m.
Questions Deadline	December 17, 2024 at 2:00 p.m.
Answers Deadline	December 20, 2024
Submittal Deadline	January 17, 2025 at 9:30 a.m.
Interviews	January 24, 2025 January 28, 2025
Board Selection of Firm	February 20, 2025
Board Approval of Contract with Selected Firm	March 13, 2025

# Lake Zurich High School D-Wing Redesign

## Design Challenge Guidelines

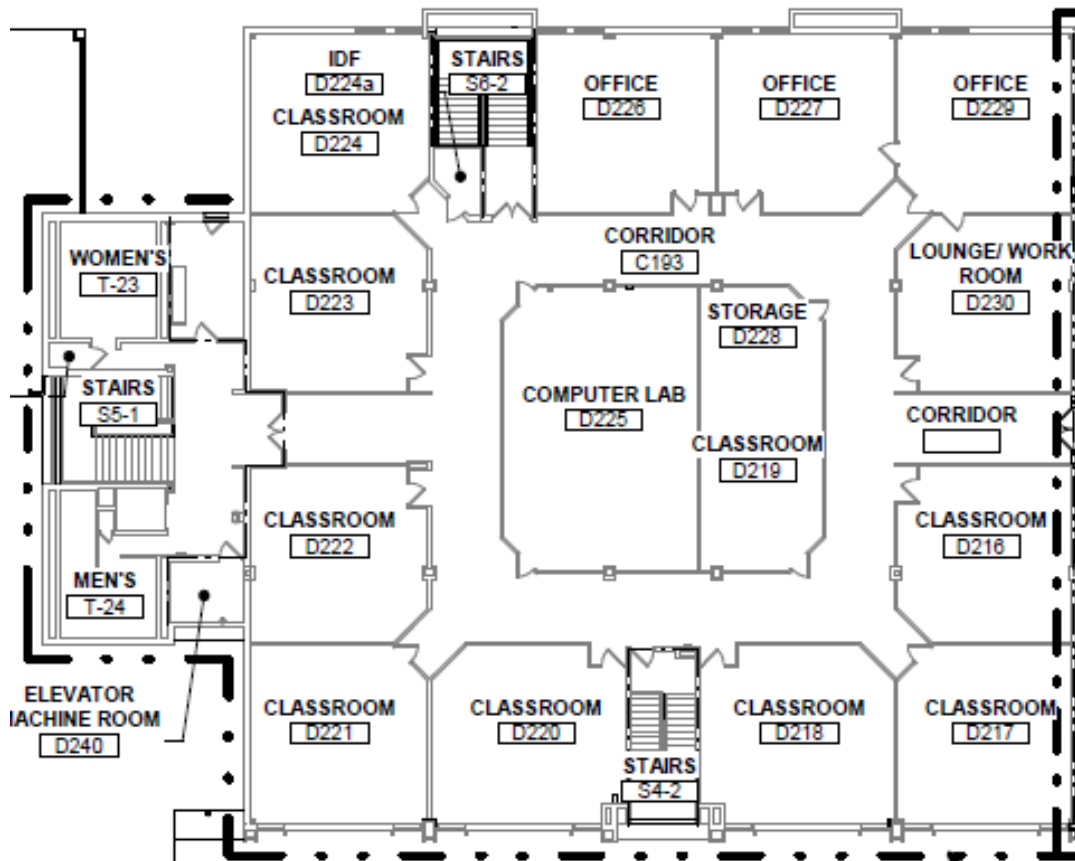
### Introduction

Lake Zurich Community Unit School District 95 invites qualified architectural firms to participate in a design challenge to reimagine and redesign the D-wing at Lake Zurich High School as part of a Request for Qualifications (RFQ) for architectural services. The firm selected as part of the RFQ will be able to bring its innovative design to life, creating a dynamic educational space that aligns with our district's vision for future-ready learners.

### Project Overview

**Location:** Lake Zurich High School, Second Floor D-Wing (Approximately 12,930 sq. ft.)

EXISTING LAYOUT:



**Scope:** Design a modern flexible learning environment accommodating a minimum of eight (8) dedicated teaching spaces inclusive of larger spaces to accommodate learning lab instruction and collaborative spaces.

**Objective:** Create a space that supports modern teaching methods, fosters student growth, and meets the practical needs of a 21st-century educational facility which has that ability to be flexible in design and able to accommodate unknown future learning needs.

## Key Design Goals

### 1. Flexibility and Adaptability

**Objective:** Create spaces that are future ready in that they can change to meet different educational needs for unknown future programming.

- **Modular Classroom(s):** Design to include flexibility providing the option for reconfiguration into larger spaces.
- **Open Floor Plans:** Utilize lightweight, mobile furniture to support various teaching methods and group sizes.

### 2. Collaborative Spaces

**Objective:** Foster teamwork and communication among students. Flexibility in furniture and layout to meet diverse needs of group sizes, enabling collaboration and teamwork as well as opportunities for independent work. Breakout classrooms and general space provide areas for focused group work.

- **Central Commons Area:** Design a shared space for group projects, presentations, and social interaction.
- **Breakout Areas:** Consider smaller niches or alcoves for individual study or small group discussions.

### 3. Technology Integration

**Objective:** Support digital literacy and modern teaching methods. Emphasis on access to various types of technology, with outlets accessible for various uses. Design must support digital literacy and various instructional methods. Opportunity to expand infrastructure as needs change.

- **Digital Learning Tools:** Equip classrooms with interactive whiteboards, high-speed Wi-Fi, and charging stations.
- **Virtual Connectivity:** Provide facilities for video conferencing to connect with external experts and global communities.



#### 4. Authentic Learning Environments

**Objective:** Encourage hands-on learning and real-world problem-solving. Real-world, hands-on learning supported by adaptable spaces resembling professional or collegiate settings, fostering practical problem-solving skills.

- **Project Labs:** Incorporate ideas for areas that offer opportunities for hands-on activities and experiments.
- **Display Areas:** Include spaces to showcase student work and projects.

#### 5. Safety and Security

**Objective:** Ensure the safety of students and staff while facilitating emergency procedures. Ensuring safety with lockable breakout spaces, retractable doors, and designs that facilitate emergency procedures while promoting a safe learning environment.

- **Standard Response Protocols (SRP) and PASS K12 Guidelines:** The design must facilitate emergency features for lockdowns, evacuations, and sheltering which fall in alignment with the “I Love You Guys” SRP’s.
- **Classroom Security Locks:** Classrooms should be lockable from inside the classroom, with a locked and unlocked visual, swiftly and securely.
- **Clear Lines of Sight:** Ensure visibility when monitoring hallways and common areas.
- Opportunity for students to quickly get into a space that aligns with the SRP including active threat.

#### 6. Sustainability and Environmental Responsibility

**Objective:** Minimize environmental impact and promote stewardship.

- **Natural Lighting:** Maximize the use of windows and skylights for natural illumination.
- **Energy Efficiency:** Design should take into consideration the desire for energy efficiency in its operation.
- **Sustainable Materials:** Provide considerations for the use of eco-friendly and durable building materials.

#### 7. Inclusivity and Accessibility

**Objective:** Create an environment welcoming to all students.

- **Universal Design:** Ensure all spaces are accessible to individuals with disabilities.
- **Cultural Representation:** Reflect diverse cultures through artwork and design elements.
- **Quiet Zones:** Provide areas for relaxation and stress relief to support mental well-being.

## 8. Future-Proof Infrastructure

**Objective:** Allow for technological and educational advancements.

- **Scalable Technology:** Plan for the integration of emerging technologies like VR and AR.
- **Modular Wiring and Power Solutions:** Use systems that allow for easy upgrades and reconfiguration.

## 9. Budget Constraints

**Objective:** Deliver a high-quality design within budget constraints.

- **Cost-Effective Design:** Focus on long-term operational savings and durability.
- Estimate of the construction cost of the project, which may not exceed \$4,500,000.
  - The \$4,500,000 project budget must include:
    - Preconstruction
    - General Conditions
    - Project General Conditions
    - Construction Management Fee (2.5%)
    - Insurance
  - The \$4,500,000 project budget does not include:
    - Contingency
    - Architectural Fees
    - Specialty Consultants
    - Testing and Inspections
    - Asbestos Abatement
    - Owners Costs

(Permit/Plan Review Fees, FFE, Security, Intercom, etc.)

10. **Portrait of a Graduate Connections Themes:**

Focus on environmental responsibility (green ribbon in mind), adaptability, and collaborative spaces. Emphasis on sustainability, equity, and creating flexible environments, including natural light, that support varied learning modes.

11. **D95 Instructional Model Connections Themes:**

Integrate dynamic and responsive spaces that mimic real-world environments and prioritize student choice. The spaces must foster agency, collaboration, and personalized learning experiences.

12. **Essential Employability Connections Themes:**

Create eight adaptable, flexible learning spaces that foster teamwork, accountability, and planning. Spaces support different group sizes and modes of communication with appropriate acoustics for each space.