

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
Due February 7, 2025
Minooka CCSD School District No. 201**

Introduction

The Board of Education for Minooka Community Consolidated School District 201 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 and (30 ILCS 535) Architectural, Engineering, and Land Surveying Qualifications Based Selection Act, to assist the District in performing possible planning, remodeling, construction, life-health safety projects and special projects. The firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of the project.

This 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 the School District pursuant to this request.

RFQ Submission

Submissions are due by *February 7, 2025 at 3:00 pm* local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will not be considered.

Please submit:

Three (3) bound copies; and
one (1) digital copy via email or USB Drive to:

**Mary Robinson
Director of Finance &
Operations/CSBO
Minooka CCSD No. 201
305 W. Church Street
Minooka, IL 60447
(815) 467-2588
mrobinson@min201.org**

Qualifications must be enclosed in a sealed envelope (or other sealed container), the package must clearly show the phrase "*Request for Qualifications - Architectural Services for Minooka CCSD No. 201*" and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 100 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.

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Schedule

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

- ✓ January 6, 2025 - RFQ Released
- ✓ January 24, 2025 noon - Last date for respondents to send clarifications / questions
- ✓ February 7, 2025 - Submissions due; evaluation of qualifications begins
- ✓ February 14 - February 21, 2025 - Interviews with qualifying firms
- ✓ February 24- March 7, 2025 - Ranking of top 3 firms and contract negotiations
- ✓ March 17, 2025 - Proposed Board action on firm to provide Services

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in **writing** to Mary Robinson, Director of Finance & Operations/CSBO.

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

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

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School District Background

Minooka Community Consolidated School District 201 is a mid-sized school district located in the far southwest suburbs of Chicago. The District serves approximately 4,400 children in grades pre-kindergarten through 8 and is located primarily in Grundy County, in addition to portions of Kendall County and Will County. The main office is located in the Village of Minooka, approximately 60 miles southwest of the City of Chicago and 10 miles west of the City of Joliet. Covering an area of approximately 72 square miles of incorporated and unincorporated land, the District serves Minooka and portions of Channahon, Shorewood, and Joliet.

Our district enjoys a diverse community, providing many settings for learning, sharing, and celebrating. The Board of Education works in partnership with the community to provide engaged learning opportunities and a safe environment that support continuous learning and growth for all students.

The Equalized Assessed Valuation of the district now stands at more than \$1.3 billion. Standard & Poor's (AA) rates the district highly noting strength of the district's reserves, proactive management practices, and a stable outlook.

The District operates seven educational facilities.

<u>Facility</u>	<u>Grades</u>	<u>Enrollment</u>	<u>Constructed</u>	<u>Years of Additions/Renovations</u>
Aux Sable Elementary School	K-4	605	2006	N/A
Jones Elementary School	K-4	553	2009	N/A
Minooka Elementary School	K-4	501	1961	1961, 1964, 1974, 2008
Minooka Junior High School	7-8	1020	1997	2006
Minooka Intermediate School	5-6	939	2009	N/A
Minooka Primary Center	EC/PK	281	1925	1947, 1961, 1974, 1979, 2009
Walnut Trails Elementary School	K-4	488	2004	N/A

Boundary Maps and locations can be found on our website:

www.min201.org>District>[Boundary Maps](#)

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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 sub consultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) 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 content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFQ does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District 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 the School District, as determined by the selection committee, upon approval of the School District Board of Education.
- d) The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.
- e) The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings will not be allowed.
- 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 herein. The School District 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 of Services

- a) The selected architectural firm will become part of a project team consisting of members of the School District and community stakeholders and to perform

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services as required.

- b)** The Design Team may be requested to:
- a.** Attend meetings with School District administrative staff as necessary.
 - b.** Attend School District Board of Education meetings as necessary.
 - c.** Develop preliminary drafts of the Project Program for School District review and comment.
 - d.** Consult with School District on budgetary and funding matters.
 - e.** Consult with the School District on Project scheduling considerations. Consult with the School District on general concepts of the Project scope of work and Project needs.

Architectural Responsibilities:

- a)** Architect of Record for Minooka Community Consolidated School District 201.
- b)** Assist with repair and/or renovation of existing school district facilities and responsibilities associated with such projects, including but not limited to, procedural, permit and zoning requirements from local, county, and State agencies.
- c)** Serve as architect for potential future building projects including school building design and construction.
- d)** Knowledge of the Illinois Life/Safety Code and ADA compliance.
- e)** Services and products provided by the firm shall conform to the Illinois State School Code and be in accordance with all Federal, State, and local laws, codes, ordinances, and regulations.
- f)** The firm will be required to work with the District's designated representatives to service the repair, renovation, design and construction needs of the District.

Proposal Content

Statement of Interest –

Provide a signed statement of qualifications with the name and 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
- 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,

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etc.)

- 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 the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.
- The short-listed firms may be requested to provide a copy of the firm's financial statement. Provide 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 should be as follows:

Commercial General Liability Coverage

- \$1,000,000 Per Occurrence
- \$500,000 Damage to Rented Premises (Each Occurrence)
- \$1,000,000 Personal & Advertising Injury
- \$3,000,000 General Aggregate
- \$3,000,000 Products/Completed Operations Aggregate
- District should be named as an additional insured on a primary & non-contributory basis

Professional Liability

- \$3,000,000 shared amongst all projects
- Commercial Automobile Liability Coverage
- \$1,000,000 Combined Single Limit
- District should be named as an additional insured on a primary & non-contributory basis

Umbrella or Excess Liability

- \$2,000,000 Per Occurrence
- \$2,000,000 General Aggregate
- Coverage provided should be follow form

Workers Compensation Coverage

- Statutory limits
- Employers Liability Limits
\$1,000,000/\$1,000,000/\$1,000,000

- Above coverages shall be from a company authorized to do business in Illinois and with at least an "A XII" rating from A.M. Best Company
- If requested, the organization must provide copies of applicable policy endorsements.
- Please Submit a Certificate of Liability Insurance "Accord" form with Proposed Liability Insurance Limits

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- List any litigation, arbitration and alternative dispute resolution within the last 5 years, arising out of any design work for any School District; including the key firm members involved in the project, 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 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.

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), project budget, 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 relating to general construction, school expansion, and life safety projects.
- Samples of work that demonstrate experience in elementary school environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of libraries, gymnasiums, multi-purpose rooms, science classrooms, and broad-based technology areas.

Firm Workload -

- Provide a list of all projects for which your firm is currently under contract as an architectural firm and the anticipated completion date for each.
- Provide the percentage that educational projects made up of your total project work load in the last twelve months.
- Provide a copy of the 5 most recent contracts entered into with an Illinois School District.

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

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District in writing. Unapproved staffing changes may result in a rejection of qualifications.

Project Approach –

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting the project from inception to 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 / experience to work in the Chicago 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 investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

References –

- Provide a minimum of three (3) references for architectural services performed on educational facilities in Illinois in the last five (5) years.

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**Assurances and Certifications
PART 1**

STATEMENT OF ETHICS CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
4. Bidder has not been convicted of price fixing nor pleaded “no contest” to such charges within the last five (5) years.
5. Bidder is not subsidiary of a company that has been convicted of price fixing nor pleaded “no contest” to such charges within the last five (5) years.

By: _____
Authorized Agent

SUBSCRIBED and SWORN TO before me

this _____ day of _____, 20 ____

NOTARY PUBLIC

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**Assurances and Certifications
PART 2**

SUPPLIER'S/CONTRACTOR'S CERTIFICATION

As part of its bid, the supplier/contractor does hereby certify that said supplier/contractor is not barred from bidding on the contract as a result of violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

By: _____
Authorized Agent

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT
(Suppliers/Contractors with 25 or More Employees)

As part of its bid, the supplier/contractor does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (Ill.Rev.Stat. ch 127. para. 132.313) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance or work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

By: _____
Authorized Agent

_____ Does Not Apply (Less than 25 Employees)

By: _____
Authorized Agent

SUBSCRIBED and SWORN TO before me

this _____ day of _____, 20 ____

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**Assurances and Certifications
PART 3**

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

Sexual Harassment Policies

As part of its bid, the supplier/contractor does hereby certify pursuant to 775 ILCS 5/2-105 that [he, she, it] has written sexual harassment policies that include at least the minimum information as required by law; that a copy of the policies shall be provided to the Department of Human Rights upon request; and that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Human Rights Act*.

By: _____
Authorized Agent

Equal Employment Opportunity

As part of its bid, the supplier/contractor does hereby certify pursuant to 775 ILCS 5/2-104 that [he, she, it] complies with the procedures and requirement of the Illinois Department of Human Rights regulations concerning equal employment opportunities and affirmative action, shall provide such information with respect to its employees and applicants for employment and assistance as the Department may reasonably request, and that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Human Rights Act*.

By: _____
Authorized Agent

SUBSCRIBED and SWORN TO before me

this _____ day of _____, 20 ____

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