

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

Introduction

The Board of Education for Community Consolidated School District 181 (“District 181” or the “School District”) is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive architectural services pursuant to the Local Government Professional Services Selection Act (50 ILCS 510/0.01 *et seq.*) to assist the School 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.

Statement of Interest and Qualifications Submission

Statements of Interest and Qualifications (also referred to as “submittals”) are due by **September 26th, 2025 at 10:00 am** local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline may be rejected.

Please submit: Ten bound copies; and one (1) digital copy via CD/USB Drive to:

Mindy Bradford
Assistant Superintendent of Business Operations
133 E. Ogden Ave
Hinsdale, IL 60521

Statements of Interest and 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 Community Consolidated School District 181*** and the Respondent's name.

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

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

Schedule

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

September 11th, 2025	RFQ Released
September 18th, 2025, at 3:15 p.m.	Non-Mandatory Pre-Submittal Meeting Starting Walk-through Location: CCSD #181 District Office 133 E. Ogden Hinsdale, IL 60521
September 19 th , 2025	Last Date for Respondents to Submit Questions / Seek Clarification
September 26th, 2025, at 10:00 am	Submittals Due Evaluation of Qualifications Begins
October 8 th & 9th, 2025	Interviews with Finalist Firms
October 20th, 2025	Proposed Board Action Approving Contract with Firm to Provide Services

Respondents' Inquiries and Addenda

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

Mindy Bradford
Assistant Superintendent of Business Operations
Community Consolidated School District 181
133 E. Ogden Avenue Hinsdale, IL 60521
mbradford@d181.org

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 submittals.

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

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

School District Background

Community Consolidated School District 181 is an Illinois Public School District that serves early childhood through middle school age students from the communities of Hinsdale and Clarendon Hills, Illinois, as well as portions of Burr Ridge, Willowbrook and Oak Brook. The School District's enrollment is approximately 3,700 students in grades early childhood through 8.

District 181 consists of seven elementary schools, two middle schools and one district office. See below for details of each location.

Community Consolidated School District 181 Building Histories

Building	Description	Year	Square Footage	Total Sq Footage
Elm School 15 W. 201 60 th Street Burr Ridge, IL. 60527	Original Building	1958	18,149	49,239
	Addition	1966	5,494	
	Addition	1975	8,680	
	Addition	1996	8,800	
	Addition/renovation	2005	5,416	
	Addition	2025	2,700	
District Maintenance Facility Located on the Elm Campus	Original Building	1984	1,600	1,600
Madison School 611 S. Madison Street Hinsdale, IL. 60521	Original Building	1924	18,240	59,223
	Addition	1956	7,680	
	Addition	1964	5,376	
	Addition	1998	6,238	
	Addition/renovation	2006	15,389	
	Addition	2025	6,300	
Monroe School 210 N. Madison Street Hinsdale, IL 60521	Original Building	1928	27,575	60,903
	Addition	1974	5,528	
	Addition	1996	8,600	
	Addition	2004	16,000	
	Addition	2025	3,200	
Oak School 950 S. Oak Street Hinsdale, IL 60521	Original Building	1952	26,791	60,479
	Addition	1953	7,680	
	Addition	1966	6,680	
	Addition	1975	947	
	Addition	2005	10,481	
	Secure Entrance/Office	2009	0	
	Addition/renovation	2025	7,900	
Prospect School 100 N. Prospect Avenue Clarendon Hills, IL. 60514	New Building	2004	55,000	55,000
The Lane School 500 N. Elm Street Hinsdale, IL 60521	Original Building	1956	20,000	48,576
	Addition	1964	6,000	
	Addition	1975	2,700	
	Addition	2001	13,476	
	Secure Entrance/Office	2009	2,500	
	Addition	2025	3,900	
Walker School 120 Walker Avenue Clarendon Hills, IL 60514	New Building	2005	45,000	59,200
	Addition	2025	14,200	
Clarendon Hills Middle School 301 Chicago Avenue Clarendon Hills, IL. 60514	Original Building	2000	88,268	88,268
	Secure Entrance/Office	2009		
Hinsdale Middle School 100 S. Garfield Avenue Hinsdale, IL. 60521	New Building	2018		130,000
Administration Building 133 E. Ogden Avenue, Hinsdale, IL	Purchased	2023	13,000	13,000
Total Square Feet				625,488

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

The District's Senior Business and Operations Administration consists of:

Dr. Hector Garcia, Superintendent

Mindy Bradford, Assistant Supt of Business & Operations

Michael Duggan, Director of Facilities

Employees of District 181 are either contracted administrative or exempt staff or they part of one of the district's two collective bargaining agreements. The Hinsdale-Clarendon Hills Teacher's Association (HCHTA) represents teachers and other certified specialists. The Hinsdale Education Support Staff (HESS) represents the majority of the district's non-classified staff, including paraprofessionals, buildings and grounds personnel and other non-classified support staff. District 181 currently has approximately 575 total employees.

District 181's Annual Budget for FY25-26 consists of \$98.5 million in total expenditures (including \$7.6 million in capital expenditures, related in large part to the completion of the full-day kindergarten additions/renovations and the renovations of the new district office). A copy of the District budget can be found on the District 181 web page.

Architect firms interested in submitting a response to this RFQ are encouraged to visit the District 181 web page at <https://www.d181.org/> to acquire more information and become familiar with the School District.

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 submittal 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, etc.) will not be required to be included in the submittal.

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

General Terms and Conditions

- a) All costs associated with developing or submitting a qualifications statement in response to this RFQ, 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 submittal 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 submittals of qualifications received. The School District also reserves the right to terminate this RFQ at any time prior to the award of a contract for the services described in 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's Board of Education. In evaluating any submittal(s) to determine whether the submittal(s) are advantageous to the School District, the School District shall take into account the Respondent's qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the Respondent, and such other qualifications-based factors described by the School District in this RFQ.
- 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 RFQ 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 other than the non-mandatory pre-submittal meeting. Firms wishing to attend the walkthrough are requested to contact Mindy Bradford via email at mbradford@d181.org by close of the day Wednesday, September 17th.
- g) All Respondents are prohibited from making any contact with the District Personnel, Board of Education, 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. Any Respondent found to have contacted the people listed above in any manner with regard to the RFQ may be disqualified from consideration.

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

- h) Any trade secrets, proprietary information, or confidential financial information included in submittals to the School District may be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) unless clearly marked and submitted under a claim that such information is proprietary, privileged or confidential and that the disclosure such information would cause competitive harm to the Respondent.

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 services as required, requested and authorized by the School District.
- 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.
 - f. Consult with the School District and/or its legal counsel with respect to contract and bid package preparation and issuance, and to advise the School District with respect to bid evaluation or other aspects of any formal bid process that may be required for specific projects.
- c) 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.

Submittal 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 and services.

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

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, 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 statements. 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 to be as follows:
 - General Liability - \$1,000,000/\$2,000,000
 - Automotive Liability - \$1,000,000
 - Professional Liability - \$2,000,000/\$4,000,000
 - Worker's Compensation - Statutory Limits
- List any litigation, arbitration and alternative dispute resolution that the firm has been a party to within the last 5 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 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.
- Note in your RFQ whether or not your firm is listed on the State of Illinois Approved List for the Capital Development Board.

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

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 elementary/middle school projects.
- Samples of work that demonstrate experience in elementary/middle 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 specialty instructional spaces, such as libraries, gymnasiums, multi-purpose rooms, science classrooms, athletic fields, and broad-based technology areas.

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

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

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 DuPage County, Illinois, and Cook County, Illinois. 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.

Compensation Excluded –

- In accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 *et. seq.*, please ensure that submittals and any related materials do not include estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation related to the project. Any submittal containing cost estimates or other compensation related figures will be considered non-responsive and will not be considered by the School District.

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

Selection Procedure

The selection of the architect will be made in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 *et seq.*

Evaluation of Written Submittals -

- The School District's Administration and/or the Board of Education, or any committee delegated the authority to review submissions and make recommendations for selection, will review and evaluate all submittals properly made in response to this RFQ in accordance with the general evaluation criteria set forth above (See General Terms and Conditions) and based on such other information and matters as they deem necessary or desirable to determine the qualifications, responsibility, and suitability of each firm submitting a proposal in response to this RFQ.
- After conducting such review and making such evaluations, the School District may select not less than three (3) qualified firms (unless the School District receives less than 3 submissions) to proceed to the oral interview stage of the selection process (a "Finalist" and/or the "Finalists"), or may reject all proposals.

Oral Interview -

- If one or more Finalists are selected, the School District will conduct oral interviews as stated above at the School District's offices at 133 E. Ogden Ave, Hinsdale, IL 60521. At the interview, each Finalist shall be required to explain its submittal in detail, including full discussion of how its approach to projects satisfies the general evaluation criteria set forth in this RFQ. In addition, each Finalist shall be required to answer questions posed by the School District. Oral interviews may be recorded.
- Upon completion, review and consideration of the oral interviews, the School District may request additional information from one or more of the Finalists if deemed necessary or desirable by the School District to assist it in evaluating a Finalist's qualifications for the project.

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

September 11th, 2025

Community Consolidated School District 181

Ranking -

- Based upon the written submittals, oral interviews and any supplementary information submitted in response to the School District's request, and based upon the general evaluation criteria listed in this RFQ, such other criteria as the School District determines appropriate, and such independent investigation (e.g. discussions with previous clients) as the School District determines to be necessary or desirable to assist it in evaluating a Finalist's qualifications, the School District will rank the Finalists in the order of their qualifications.

Negotiations -

- Following such ranking, the School District will contact the highest-ranking firm and attempt to negotiate a contract for the services at a fair and reasonable compensation taking into consideration the project budget and the estimated value, scope, complexity and nature of the services to be rendered. The contract will be based on the form attached hereto as Exhibit 1.
- If fewer than three (3) submittals are received, the School District may negotiate a contract with any such firm(s) in accordance with the requirements of the Act.

The Board of Education will make the final selection of the architect.