

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
December 2025  
Keeneyville School District 20**

**Introduction**

The Board of Education for Keeneyville School District 20 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per the *Local Government Professional Services Selection Act* (50 ILCS 510/1 *et seq.*).

The Board wishes to identify qualified architects to do work on potential future projects. The architect would assist the School District in performing possible planning, designing, remodeling, construction, life-health safety projects and special projects. The services of the selected Architectural Firm will include development of initial design services, including scheduling, budgeting, funding, and delivery method.

In the near-term, the Board wishes to engage qualified architect(s) to obtain a schematic design and a cost estimate for various potential projects, to develop a long-term facilities plan, and assist the district with Life-Health Safety inspections. The Board may proceed with any or all individual project elements at a later date with the architects qualified through this request or a future request for qualifications.

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 or reading of responses received by the School District pursuant to this request.

**RFQ Submission**

All proposals shall be received no later than **2:00 p.m. on January 9, 2026**, at Keeneyville School District 20, 5540 Arlington Drive East, Hanover Park, IL 60133. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

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 Keeneyville School District 20"*** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to fifty (50) pages. Firms must provide five (5) hard copies of the proposal and email one PDF version to [bmarroquin@esd20.org](mailto:bmarroquin@esd20.org).

**Schedule**

The following is the proposed schedule for the selection of firms to provide architectural services. The Board reserves the right to modify this schedule for its convenience and at its discretion.

December 10, 2025 - RFQ Released

December 17, 2025 at 2 p.m. CT – Pre-submittal Meeting and Walk-through (optional),  
which will begin at 5540 Arlington Drive East, Hanover Park, IL 60133

January 9, 2026 at 2 p.m. CT – Proposal due; evaluation of qualifications begins

January 16, 2026 - Successful short-listed and unsuccessful firms notified

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January 21-30, 2026 - Interviews with short-listed firms

February 10, 2026 – Finance and Facilities Committee recommends firm for Board Approval

February 19, 2026 - Proposed Board action on firm to provide Services

March 19, 2026 – Board approval of contract with selected firm

**Respondents' Inquiries and Addenda**

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

Brian Marroquin

Asst. Supt. of Finance and Operations

Keeneyville School District 20

5540 Arlington Drive East

Hanover Park, IL 60133

bmarroquin@esd20.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 submissions. Oral and other interpretations or clarification will be without legal effect.

**School District Background**

Keeneyville School District 20 ("District") is a public elementary school district located in Hanover Park, Illinois, serving approximately 1,350 students from preschool through eighth grade across four schools: Greenbrook Elementary, Waterbury Elementary, Spring Wood Middle School, and the Early Childhood Center. The District employs approximately 210 employees.

**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 that 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. Such subconsultants anticipated to be included in the project team must also be identified and submit their specific qualifications in the submittal.
- d) The 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.

**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

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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. The Board will consider qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, and workload of the firm. The Contract form shall be in the form of an AIA B101 or B133 form of agreement, to be negotiated by the Parties.
- 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, other than the pre-submittal meeting and walk-through.
- 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 Asst. Supt. of Finance and Operations 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 services as required.
- b) The Design Team may be requested to:
  1. Attend meetings with School District administrative staff as necessary.
  2. Attend School Board and Committee meetings as necessary.
  3. Develop preliminary drafts of the Project Program for School District review and comment.
  4. Consult with School District on budgetary and funding matters.
  5. 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.

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- 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.

**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 or 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 statement.
- 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 [\$1,000,000/\$1,000,000]  
Worker's Compensation [Statutory Limits]

- List any litigation, arbitration and alternative dispute resolution proceedings 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 any contracts with your firm (under current or previous names) have 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 seven years. Include project description (whether the project involved planning, new construction, additions or renovations), the type of architectural, engineering, other

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services and delivery method that you provided, as well as the client contact information.

- Please highlight your experience with educational facilities planning and Health/Life Safety projects.
- Samples of work that demonstrate experience in 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, including consultants.
- Provide resumes of project designers, managers, key staff, and consultants 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.

**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 Chicagoland 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 ensure 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. Identify the school district with which you have had the longest years of client relationship.