

Hinsdale Township High School District 86
5500 Grant Street
Hinsdale, IL 60521



Request for Qualifications
RFQ 26-012 Architect of Record

Submit your qualifications to:
Tina Snyder, NIGP-CPP, CPPB
Procurement Manager
Hinsdale Township Administration Building
5500 Grant Street, Hinsdale, Illinois 60521
P. 630.570.8003 F. 630.325.9153
msnyder@hinsdale86.org

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A Tradition of Excellence

Request for Qualifications

January 8, 2026

To whom it may concern,

The Board of Education for Hinsdale Township High School District 86 will be accepting Statements of Qualifications to provide architectural services to be the Architect of Record for the District. This request for qualifications is pursuant to the Local Government Professional Services Selection Act (50 ILCS 510). The selected firm shall have the responsibility for execution of the planning, design, construction documentation, and construction administration phases of construction projects as well as providing information to assist with budgeting on selected projects. Interested firms that specialize in architectural services to the educational sector are encouraged to submit their qualifications.

The request for qualifications is available for download please contact Tina Snyder, NIGP-CPP, CPPB at msnyder@hinsdale86.org or Phone 630-570-8003.

Please read the entire solicitation package and submit your qualifications in accordance with the instructions by January 29, 2026, at 3:00pm CST to the address below and one digital response.

Tina Snyder, NIGP-CPP, CPPB
Procurement Manager
Administration Center
Hinsdale Township High School District 86
5500 South Grant Street
Hinsdale, IL 60521

If you need additional information, please contact me.

Sincerely,

Tina Snyder

Tina Snyder, NIGP-CPP, CPPB
Procurement Manager
Hinsdale Township High School D86
5500 S Grant Street
Hinsdale, IL 60521

Schedule

The District has set the following solicitation schedule for the vendors. The District reserves the rights to modify this schedule as needed via addendum.

ACTIVITY:	DATE:
Legal Ad	January 8, 2026
Qualifications Due	January 29, 2026, by 3:00 P.M. CST
Short Listed Firms is requested to be present at Facilities and Finance Committee Meeting for interviews/presentations (if necessary)	February 9, 2026, starting at 4:00PM CST (approximately) time to be determined for your presentation
Contract Negotiations	Starting approximately February 10, 2026, through posting for Board Review
Board Review and Consideration	February 24, 2026 @6:00pm CST (tentative)

Submission

Qualifications are due by Thursday, January 29, 2026, by 3:00PM CST local time. Timely delivery is at the risk of the responder and any submittal received after the deadline may be rejected. Submit 7 (seven) hard copies plus one digital copy to the following:

Hinsdale Township High School District 86
Tina Snyder NIGP-CPP, CPPB
Procurement Manager
5500 South Grant Street
Hinsdale, IL 60521
P 630.570.7003
Email: Msnyder@hinsdale86.org

Questions

Any questions or concern regarding this RFQ shall be directed in writing via email to Tina Snyder, NIGP-CPP, Procurement Manager email Msnyder@hinsdale86.org.

Any responses shall be issued as an addendum to all the respondents which will need to be acknowledged as part of their submissions.

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 of its content shall be borne by the respondent. The Board assumes no responsibility for these costs. The RFQ does not commit the Board to pay any costs incurred in preparation or submission or a response or in anticipation of a contract.
2. This RFQ does not commit the Board to enter into a contract. The Board reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The Board reserves the right to waive informalities and irregularities in the submissions of qualifications received. The Board also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
3. The contract, if awarded, will be awarded to the respondent(s) whose submittal(s) is deemed most advantageous to the Board, as determined by the selection committee, upon approval of the Board, taking into consideration qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, locations, workload of firm, and such other qualifications based factors as the Board may determine as applicable.

4. All respondents are prohibited from making any contact with District personnel, any individual Board of Education member, 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 Board reserves the right to disqualify any respondent from to have violated the prohibitions in this paragraph.

Background

Since the first class graduated in 1883, Hinsdale Township High School District 86 (the District) has provided public education to students in Hinsdale, Darien, Oak Brook, Clarendon Hills, Burr Ridge, Willow brook, and Westmont in DuPage and Cook counties who reside within its boundaries. Hinsdale Township High School District 86 is located 25 miles southwest of Chicago. The District's student population is approximately 4,000 students, Grades 9 through 12. The District currently employs approximately 625 employees.

The has two (2) four-year schools, an Administrative Center and two transition centers at the addresses listed below:

Hinsdale Central High School

5500 South Grant Street
Hinsdale, Illinois 60521
Square Footage: 552,900

Hinsdale South High School

7401 Clarendon Hills Road,
Darien, Illinois 60561
Square Footage: 457,100

Hinsdale Transition Center Darien

7302 Clarendon Hills Road
Darien, Illinois 60561
Square Footage: 8428

Hinsdale Transition Center Burr Ridge

16W361 S. Frontage Road, Suite 126
Burr Ridge, IL 60527
Square Footage: 12,750

Administration Center Building

5500 S Grant Street
Hinsdale, IL 60521
Square Footage: 7,500

The District is governed by a Board of Education consisting of seven members. The regular members are elected to staggered four-year terms every two years. The board member elections are held District-wide. The day-to-day operations are managed by a board appointed Superintendent.

General Description of Scope of Services

1. The selected firm will become the District's Architect of Record for Hinsdale Township High School District 86 which includes the following:
 - a. Repair and/or renovation of existing school District facilities and responsibilities associated with such projects, including but not limited to, procedural, permit and zoning requirement from local, county, and state agencies.
 - b. May design potential future building projects including school building design and construction.
 - c. Knowledge of the Illinois Life/Safety Code and ADA compliance
 - d. 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.
 - e. The selected architectural firm will become part of a project team consisting of members of the School District and community stakeholders to perform services as requested.
2. The design team may be requested to do the following:
 - a. Attend meetings with the District administrative staff as necessary.
 - b. Attend Board of Education meetings as requested.
 - c. Develop preliminary drafts of the project program project team review and comment.
 - d. Consult with the Board on budgetary and funding matters.

- e. Consult with the Board on Project scheduling considerations. Consult with the Board on general concepts of the project scope of work and project needs.
3. Provide the Board and Superintendent with updates of progress towards projection design, challenges, and completion.
4. The firm's services shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws codes, ordinances, and regulations.
5. The firm will have to take part in the live scan fingerprint check on a state and federal level background check on its employees working in schools.

Information

Firms interested in submitting a statement of qualifications must do so by providing the information detailed below. Additional information about your firm that will benefit the District in its selection process should be included as appendices. Submittals should be prepared on standard 8 ½ x 11 letter size and limited to 75 pages, exclusive of required attachments. Adherence to maximum page criterion is critical; each page side with criteria information will be counted toward the maximum 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.

The information requested is considered mandatory by the Selection Committee. Failure to provide all information and in the specific order requested may result in a firm's disqualification from the selection process.

Firm Profile

- a. Responding Firm
 - i) Name, contact person, address, phone, and fax number of the firm
 - ii) Type of organizational structure (i.e., individual, partnership, corporation, other).
 - iii) Year firm was established
 - iv) Services that will be provided by your firm.
 - v) Services that your firm does not provide but is provided by others.
 - vi) Affiliations and Awards
- b. Consultant Information
 - i) Name, contact person, address, phone, and fax number of all consultant firms.
 - ii) Type of organizational structure (i.e., individual, partnership, corporation, other).
 - iii) Year firm was established.
 - iv) Types of services that will be provided each consultant firm.
 - v) Affiliations and Awards.
 - vi) Firm Profile

Project Experience

- a. Provide detailed information about company history, primary business and specific experience in the educational market.
- b. Provide a client list of comparable clients in the Chicago metropolitan area that you are working with or have worked with within the last three years. With the list, include the following:
 - i) Name of the district or school that services were provided.
 - ii) Client contact name, position, address, phone number and fax number.
 - iii) Paragraph description of the project and bullet points of services provided.
 - iv) Gross square feet of project
 - v) Name of project manager and design architect.
 - vi) Photographs or renderings of the project.
- c. Provide the following information on the number of high school projects over 200,000 gross square feet that your firm has provided architectural design services for within the last ten years.
 - i) Name of the district or school that services were provided.
 - ii) Client contact name, position, address, phone number and fax number.
 - iii) Paragraph description of the project and bullet points of services provided.

- iv) Gross square feet of project.
- v) Photographs or renderings of the project.

Project Team

- a. Personnel of responding team
 - i) # of Architects in Firm _____ #Locally _____
 - ii) # of Engineers in Firm _____ #Locally _____
- b. Check (x) disciplines offered in-house
 - i) _____ Architectural
 - ii) _____ Civil Engineering
 - iii) _____ Structural Engineering
 - iv) _____ Mechanical Engineering
 - v) _____ Electrical Engineering
 - vi) _____ Interior Design
 - vii) _____ Landscape Architecture
 - viii) _____ Technology Planning
- c. Develop a simple organizational chart conveying how your team, including consultants, will work together. Include names, titles and project roles of each team member, including consultants, who would be assigned to our District for the length of the contract.
- d. Provide resumes of key personnel (please limit to one page) to be assigned to the project, including consultants. Please include full history for the project manager.

Design

- a. What is the philosophy of the responding firm with respect to planning and design of public-school facilities?
- b. Describe your perception of the appropriate role of a school architect.
- c. Explain your approach to planning and design of educational facilities.

Construction

- a. What is your experience with various delivery methods and which do you prefer?
- b. How does your team propose to approach cost management, scheduling and phasing logistics?
- c. Discuss your approach to construction administration. Include in your response how your team plans to respond when the District has immediate needs that require on-site attention.
- d. The process your firm utilizes to investigate bidders to ensure that they are qualified and equipped to satisfactorily complete the project.

Quality Control/Quality Assurance

- a. Describe in detail your team's Quality Control and Quality Assurance protocol.

References

- a. Provide a minimum of five (5) references on your most recent high school projects with the suburban Chicago land area for which key assigned personnel have provided similar professional services in the last three (3) years.

Financial Competency

- a. Provide information related to bonding and insurance types, limits and capabilities.
- b. Provide any litigation or court proceedings involving the firm/staff members (s) regarding past or present project performance.

- c. List of any school Districts that the firm was dismissed from before a contract was completed and the circumstances surrounding that situation.

Closing Statement

- d. Prepare a statement of why your firm should be selected as the District's firm.

Appendices

- e. Provide additional information not addressed above if you believe it may be useful and applicable to this request.

Response Format

Submit your response using the following format:

Firm Profile

Responding Firm

1. Name, Contract Person, Address, Phone, and email.
2. Type of organizational structure (i.e., individual, partnership, corporation, other.)
3. Year firm was established
4. Services that will be provided by your firm.
5. Services that your firm does not but is provided by others.
6. Affiliations and Awards.

Project Experience

Provide detailed information about company history, primary business and specific experience in the educational market.

Selection Process

District Administration and the Board of Education will evaluate and select those firm(s) deemed to be the most highly qualified to perform the required services. The District will evaluate all responsive and responsible proposals and use a rating instrument to score the qualifications. The District may afford firms the opportunity to clarify their qualifications for the purpose of assuring a full understanding of their responsiveness to the RFQ.

Form A-Certifications

A. CRIMINAL BACKGROUND INVESTIGATION The undersigned hereby authorizes the Board of Education to request a criminal background investigation from the Illinois State Police, as to any employee assigned to the District and to receive criminal history record information pursuant thereto. Pursuant to section 5/10-21.9 of Illinois School Code, the undersigned hereby certifies as follows: 1. The Vendor shall not send to any school building or on school property any employee or agent who is a child sex offender as defined in the Child Sex Offender and Murderer Community Notification Law and who has any direct or indirect contact with any student. 2. The Vendor shall not send to any school building or on school property any employee or agent who has been convicted of any offense identified in section 5/10- 21.9 (c) of the Illinois School Code and who may have any direct or indirect contact with any student.

B. CERTIFICATE OF ELIGIBILITY TO BID Vendor, pursuant to section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, it) nor any of (his, her, its) business has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended.

C. DRUG FREE WORKPLACE Vendor, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the Contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certifies that it is not ineligible for award of the Contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act. Or Vendor, having less than 25 or more employees, shall provide a drug free workplace for all employees engaged in the performance of the work under the contract. Ex. C – 2 1302017

D. CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY Vendor, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that Vendor/Vendor has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

E. STATEMENT OF NONDISCRIMINATION Vendor certifies: 1. That in the hiring of employees for the performance of work under the Contract, the undersigned Vendor, or any persons acting on its behalf, shall not, by reason of race, creed, or color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates. 2. That the Vendor, nor any person on his or her behalf shall not, in any manner, discriminate against or intimidate any employee hired for the performance of work under the Contract on account of race, creed, or color. 3. That the Vendor shall comply with all state laws regarding nondiscrimination. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, ancestry, or sex.

F. ANTI-COLLUSION AFFIDAVIT OF COMPLIANCE The proposal is genuine and not collusive, or sham; that said Vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any Vendor or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the proposal price element or said proposal, or of that of any other Vendor, or to secure any advantages against any other Vendor or any person interested in the proposed Contract.

G. SEXUAL MISCONDUCT EMPLOYMENT HISTORY CHECK. Contractor acknowledges as of July 1, 2023, all applicants seeking to perform Services for Contractor on assignment to the District shall complete an employment history check for sexual misconduct. Contractor agrees to comply with 105 ILCS 5/22-94 and ensure and certify the following:

- 1) Contractor has no knowledge or information pertaining to the applicant that would disqualify the applicant from employment;
- 2) The applicant swears or affirms that the applicant is not disqualified from employment;
- 3) The applicant completes and provides the template employment history form to be developed by the Illinois State Board of Education regarding the applicant; and
- 4) Any other applicable requirements set forth by the statute.

Acknowledgement of Certifications (A-G)

(Signature is necessary)

Company Name:

Street Address:

City, State, Zip:

Telephone No:

Email Address:

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative & Date

**Subscribed and
sworn to
before me this _____ day of _____, 2026.
Notary Public:**

SUBMITTAL LABEL

Company Name:
Address:
City, State, Zip:
Contact Name:
E-Mail:
Phone Number:

RFQ 26-012 Architect of Record

Due Date: Thursday, January 29, 2026 at 3:00PM CST

Hinsdale Township High School District 86
Tina Snyder, NIGP-CPP, CPPB
Procurement Manager
Administrative Center
5500 S. Grant Street
Hinsdale, IL 60521

PLEASE CUT OUT AND AFFIX THIS LABEL TO THE OUTERMOST ENVELOPE OF YOUR SEALED ENVELOPE TO HELP
ENSURE PROPER DELIVERY