

## **Request for Qualifications**

### **Architectural Services**

#### **Bradley School District No. 61**

**May 29, 2026**

#### **1. Introduction**

- a. The Board of Education for Bradley School District No. 61 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services. At this time, the Board of Education has determined the need for request for proposals to be the District's architect of record. Future work may include running pre-bid meetings, bid openings, performing long-range facility planning, roofing, remodeling construction, and special projects.
- b. This RFQ is not an invitation to bid; responses will be evaluated on the basis of relative merits of the Qualifications. There will be no public opening and reading of responses received by the School District pursuant to this request. The RFQ process will be conducted conforming with the Local Government Professional Services Act, 50 ILCS 510.

#### **2. RFQ Submissions**

- a. RFQ's are due by June 22, 2026 at 3:00pm local time. Timely deliver is at the risk of the Respondent. Any submittals received after the local deadline will be rejected.
- b. Please submit 5 copies and one digital PDF copy to:  
Mr. Chris Hammond  
Bradley School District No. 61  
111 N. Crosswell Avenue  
Bradley, IL 60915  
chammond@bradleyschools.com
- c. 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 Bradley School District No. 61**" and the Respondent's name
- d. Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 50 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted towards 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.

#### **3. Schedule**

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

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| May 29, 2026     | RFQ Released                                                      |
| June 15, 2026    | Last date for respondent to request<br>Clarification or questions |
| June 22, 2026    | Submittal date at 3:00pm                                          |
| June 29, 2026    | Short list issued by Committee                                    |
| July 6 - 8, 2026 | Firm interviews by Committee                                      |
| July 16, 2026    | Recommendation to the BOE by<br>Committee (minimum three firms)   |
| July 16, 2026    | BOE rank and approval for negotiations                            |
| August 13, 2026  | Final contract approval                                           |

**4. Respondent's Inquiries**

- a. Any question or concern regarding the RFQ shall be directed by email only in writing to:

Mr. Chris Hammond  
Superintendent  
Bradley School District No. 61  
[chammond@bradleyschools.com](mailto:chammond@bradleyschools.com)

- b. Any responses to questions or changes in this RFQ shall be issued in writing as an addendum.
- c. Oral and other interpretations or clarifications will be without legal effect.

**5. School District Background**

- Bradley School District No. 61 is located near northeast Illinois just south of the south Chicago suburbs and serves students in Pre-K through 8. The District has an enrollment of approximately 1,200 students. District facilities include buildings constructed in the 1920s and 1950s, with renovations completed periodically through 2025.
- Bradley Central Middle School – Grades 6-8
- Bradley West – Grades 3-5
- Bradley East – Grades Pre-K-2
- The Dr. Scott Goselin Bradley School District 61 Administrative Center
- District Training Center
- District Bus Garage

**6. 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.

## **7. 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's 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 District Personnel, Board of Education, 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 (Superintendent). The Superintendent reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.

## **8. General 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 to perform services as required.
- b. The Design Team may be requested to:
  - i. Attend meetings with School District administrative staff as necessary.
  - ii. Attend School District Board of Education meetings as necessary.
  - iii. Develop preliminary drafts of projects for School District review and comment.
  - iv. Facilitate pre-bid, bid, and post-bid meetings as necessary.
  - v. Consult with School District on budgetary and funding matters
  - vi. Consult with the School District on project scheduling considerations.

- vii. Consult with the School District on general concepts of project scope of work and project needs.
- 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.

#### 9. Proposal Content

- a. Statement of Interest – Provide a signed statement of qualification with the name and address of the respondent, expressing interest and capability to perform the work.
- b. Firm Description – Provide the following:
  - Firm Name, address, web address, telephone and fax numbers
  - Contract 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 statement. The short-listed firms may be requested to 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:

**Commercial General Liability** - \$2,000,000 per occurrence/  
\$2,000,000 aggregate

**Automobile Liability** - \$1,000,000 combined single limit

**Professional Liability (Errors & Omissions)** - \$2,000,000 per claim/  
\$2,000,000 aggregate

**Workers' Compensation** – Statutory Limits

- List any litigation, arbitration, and alternative dispute resolution within the last 5 years, arising out of any design work for any School District; and whether still pending, or in 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.
- c. Firm Experience and Capabilities
- Provide a list of all K-12 School District clients, as well as the client contact information, for which you have provided services for in the last five (5) years. Include project description (e.g. planning, new construction, additions or renovations), the type of architectural, engineering, other services and delivery method that you provided.
  - Please provide a brief overview of the above projects to illustrate the depth, experience, and service capabilities of your firm.
  - Please highlight your experience in performing life safety survey work. Samples of work that demonstrate experience in school environments are preferred.
  - Please highlight expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of secure vestibules and entryways, office space, libraries, cafeterias, multipurpose rooms and other specialized classrooms.
  - Describe any unique characteristics or additional information that makes your firm particularly well suited to provide services for BSD 61.
- d. Firm Workload
- Provide a list of all projects for which your firm is currently under contract as an architectural firm.
  - Provide the percentage that educational projects made up of your total project workload in the last twelve months.
- e. Key Personnel and 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 the qualifications and the award of contract, the architect must notify the District in writing.** Unapproved staffing changes may result in a rejection of qualifications.
- f. Project Approach – Provide a brief discussion of the following:
- The methodology that your firm would use in conducting a 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 with schools in a tight-knit community. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- The ability of your firm to develop a strong partnership with a District.
- Your approach to project scheduling and cost estimating within the environment of the education sector.
- The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.
- The process your firm uses to address errors and omissions.

g. References

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