

## **Community Unit School District No. 303 Kane County, IL**

### **REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS FOR ARCHITECTURAL/ENGINEERING SERVICES**

**Submission Due Date: 3:00 PM on October 10, 2019**

The Board of Education of Community Unit School District No. 303, Kane County, Illinois (the “Board” or the “District”), 201 S. 7<sup>th</sup> Street St. Charles, Illinois 60174, is requesting statements of interest, qualifications, and performance data from architectural firms interested in providing project-specific architectural services to evaluate Community Unit School District No 303's current and future capacity needs and develop a facilities improvement plan. The general scope of the project is described herein.

The Board of Education intends to select qualified firms at its November 11th, 2019 meeting. The project should be completed no later than April 1, 2021.

To be considered as the District’s architect for this project, firms must submit statements of interest, qualifications, and performance data (and the information required therein) to John Baird, Assistant Superintendent for Operations, **on or before 3:00 PM, October 10, 2019**. Statements received after that time will not be accepted or considered by the Board. No oral representations made by the District shall be binding. To be considered as the District’s architect for this project, ten (10) copies of the Statements of Interest, Qualifications, and Performance Data must be submitted to:

John S. Baird, Assistant Superintendent for Operations  
PH: 331-228-5197  
Community Unit School District 303  
901 S. Peck Road  
St. Charles, IL 60174

The Board is seeking architectural services from a firm having experience, including, but not limited to, the following:

- School building design;
- Learning Environments for Instructional Programs;
- Knowledge of the Illinois Life/Safety Code and ADA compliance; and
- Repair of existing school facilities.

In selecting an architect for the project, the Board will consider firms’ qualifications, ability of professional personnel, past record and experience, performance data on file, if any,

willingness to meet time and budget requirements, location, workload of the firm, previous work history with the Board, and such other factors as the Board deems appropriate.

Statements of Interest, Qualifications, and Performance Data will be evaluated by the District and approximately three (3) finalists will be requested to interview. On the basis of the evaluation, as well as any interview, presentation, and discussion that the Board may conduct with firms, the Board shall select no less than three (3) firms that it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project.

The District's tentative schedule for awarding this RFQ is as follows:

<b>Date</b>	<b>Action</b>
October 10, 2019 at 3:00 p.m.	Submission Due Date
October 21, 2019	Tentative Date for Interviews of the Top Three (3) Firms
November 4, 2019	Consideration of Final Contract by Business Services Committee
November 11, 2019	Award of Final Contract by the Board of Education

No formal opening of the Statements of Interest, Qualifications, and Performance Data will take place. Each firm's response must be in a document not to exceed thirty (30) single sided pages, including pictures, charts, graphs, tables and text the firm deems appropriate to be part of the review of the firm's response. Appended resumes of the proposed key individuals, along with a cover letter, table of contents, front and back covers, and blank section/numerical dividers will not be counted in the 30-page limit. Pages must be numbered consecutively. A cover letter is required and shall not be longer than one page summarizing the submittal.

The District may reject any submittal not in compliance with all requirements contained in this RFQ and may cancel this solicitation or reject for good cause, all responses upon finding by the District that it is in the public interest to do so. Responses received after the submission due date and time will not be considered. All costs associated with the preparation of the firm's Statement of Interest, Qualifications, and Performance Data will be solely the responsibility of the firm. Any response submitted in response to this RFQ shall become the property of the District and will not be returned.

Interested firms may be requested to make a presentation of their response for clarification only. All firms agree to provide all such additional information as, and when, requested, at their own expense.

## **GENERAL SCOPE OF THE PROJECT**

The District is seeking an architectural firm to evaluate the District's current and future capacity needs and develop a facilities improvement plan ("Plan") to address the current and future capital needs of the District along with facility condition assessments and analysis of the District's facilities in order to prioritize the need for modernization, replacement and growth.

The District currently operates seventeen school sites (11 elementary, 1 early childhood center, 2 middle schools, 2 high schools, 1 mixed-use former middle school), 1 transportation/maintenance facility, and 1 administration center. Total square footage of all facilities is 2.1 million. Total district-owned property is 467 acres. The District has facilities in the following communities: St. Charles, South Elgin, Campton Hills, and West Chicago.

It is the intent of the District to end the contract once the written Plan is presented to the District in its final form and accepted by the Board of Education. It is the District's goal to have the final written Plan complete by no later than April 1, 2021.

To develop the Plan, the selected firm must perform, at a minimum, the following services:

1. At a minimum, the firm must create a plan that:
  - a. Focuses on creating learner-centered, developmentally and age appropriate, safe, comfortable, accessible, flexible, technology rich, diverse and equitable schools throughout the District.
  - b. Is a comprehensive, written plan that details the most cost-effective strategies to address the District's goals.
  - c. Addresses what will be required in order to eliminate/minimize the need for mobile classrooms, optimize the District's current facilities and make recommendations with respect to replacement, expansion and/or reduction of current facilities.
  - d. Includes a comprehensive "playbook" for future improvement opportunities.
  - e. Addresses current and future facility needs taking into consideration demographic projections over the next five years and ten years.
  - f. Considers if future boundary changes in lieu of investing in additional classroom space will address any of the future needs of the District.
  - g. Assesses whether any buildings have exceeded their useful life and should be replaced based on their needs assessment and the qualitative factors that are necessary to bring the school to meet today's education standards.

- h. Addresses the implications of extending the elementary school days by forty minutes, thereby matching the middle school and high school hours.
- i. Includes a detailed facility condition index that will address what and when infrastructure items need to be replaced with detailed cost estimates (schools and support facilities).
- j. Consider and integrates the District's existing:
  - i. Roof Study (2014)
  - ii. Mechanical Study (2015)
  - iii. Energy Analysis (current year)
  - iv. Building Capacity Analysis (2018)
  - v. 10-year health life safety (in progress) (December 2019)
  - vi. Enrollment Projections (in progress) (December 2019)
  - vii. Updated Community Growth White Paper (in progress) (December 2019)
- k. Proposes a consistent and conducive teaching and learning environment for all of the District's students and staff.
- l. Addresses learning spaces that support project-based learning, real world authentic learning settings that support individualized, self-directed learning and small informal group learning, in addition to traditional large group instruction.
- m. Includes detailed cost estimates to convert classrooms at each level to meet future learning requirements.
- n. Evaluates each site for adequate support space and non-core instructional areas.
- o. Includes cost estimates to bring all sites to a consistent standard.
- p. Includes a complete and thorough written analysis of the cost of the Plan if implemented within three years and five years.
- q. Includes an analysis of cost implications and cost avoidance that will be generated by the District if the Plan is implemented in a timely manner.
- r. Provides an analysis of current undeveloped, District-owned land and potential options for utilization of this space.

- s. Provides recommendations regarding a District need for future land development to meet potential programmatic needs.
- 2. The firm must provide ten (10) printed copies and one copy digitally, which may include text, graphs, charts, tables, figures, pictures, or similar exhibits.
- 3. To complete the Plan, the selected firm must:
  - a. Conduct a preliminary evaluation of all instructional space and consult with the District's administration;
  - b. Conduct a survey, in consultation with District's administration, for all District staff;
  - c. Facilitate one staff visioning session to discuss values and expectations, in consultation with the District's administration;
  - d. Conduct an all-community survey, in consultation with the District's administration;
  - e. Facilitate at least two community focus groups;
  - f. Present the preliminary Plan to the District's administration;
  - g. Present the final Plan to the Board of Education; and
  - h. Attend meetings with District personnel as requested.

## **TERMS AND CONDITIONS**

Upon selection of the top ranked firm, the District shall prepare a written contract for the top ranked firm's review. At a minimum, the contract will contain the terms contained in this RFQ, including the terms enumerated in this section.

The project should begin by Monday, December 10, 2019, and be completed no later than Thursday, April 1, 2021.

The District reserves the right to terminate its contract with the successful firm upon 30 days' written notice. Notwithstanding the termination of the contract, the successful firm shall remain responsible for its obligations under the contract up to the date of termination. Notwithstanding the termination of the contract by the District, the District reserves the right to commence an action in a court of competent jurisdiction against the successful firm for damages that result from the breach of the terms and conditions of the contract.

By submitting a Statement of Interest, Qualifications, and Performance Data in response to this RFQ, the firm consents to all of the terms and conditions of this RFQ. The successful firm shall not at any time subcontract any portion of its contract with the District or assign a contract without the written permission of the District. The successful firm shall not, at any time, change subcontractors approved by the District without written permission of the District.

## STATEMENT OF INTEREST, QUALIFICATIONS, AND PERFORMANCE DATA

Except where space for responses is provided herein, please provide responses in a separate document. Ten (10) complete copies of the following information must be provided in order for your statement to be considered. Information must be presented in the same order as listed herein. Your response must be signed below by an officer of your firm with the authority to commit the firm.

### 1. Firm Overview

- a. Name of Firm \_\_\_\_\_
- b. Primary Address \_\_\_\_\_
- c. City, State, Zip Code \_\_\_\_\_
- d. Telephone Number \_\_\_\_\_
- e. Number of Years in Business \_\_\_\_\_
- f. Number of Offices \_\_\_\_\_ Please attach a list of all office sites, and identify the site located nearest the District.
- g. Type of Organization:
  - 1. Individual \_\_\_\_\_
  - 2. Partnership \_\_\_\_\_
  - 3. Corporation \_\_\_\_\_
- h. Person to Contact \_\_\_\_\_

### 2. Evaluation Criteria - compliant responses will be primarily evaluated based on, but not limited to, the following criteria (order does not indicate ranking of criteria) and awarded points as indicated below:

#### a. Firm Description and Experience – (25 points)

- i. Provide a brief description of your firm's history and experience performing similar work in a school setting. If this is a joint venture, provide information for each of the firms involved.
- ii. Provide the location of the office where these services will be provided.
- iii. List key point of contact and project manager who will be responsible for working with the District throughout the process.

- iv. Include a simple organization chart identifying key members of the firm who will be assigned to the project, including resumes.
- v. Describe your team's organizational structure, experience in producing master planning products, facility assessments, facility analysis and any related land use processes.
- vi. How many architects and engineers are employed by your firm?
- vii. Are the following services offered by your firm:

Service	In-House	Contracted Out
Architectural		
Structural Engineering		
Mechanical Engineering		
Electrical Engineering		
Civil Engineering		
CAD System		
Technology Design		
Cost Estimating		
Life Safety (Health/Energy)		
ADA		
Asbestos		
Lead Poisoning & Radon		
Energy Management		
Project Management		

- viii. Describe any special areas of practice.



- ix. Indicate the levels of professional liability and general liability insurance coverage carried by the firm.
- x. Provide a copy of the firm's most recent financial statement.
- xi. Please provide a list of the school building renovations that you have designed in the last five years.
- xii. List any litigation that the firm has had over the past five years.
- xiii. List any alias(es) or other operating names that the firm has also had.
- xiv. Has your firm ever been dismissed by a client before a contract was completed? If so, please describe the circumstances that caused this situation, including the nature of the project, the name of the owner, and a contact person.

**b. Personnel Qualifications and Experience – (25 points)**

- i. Identify the key personnel in your firm who will be assigned to this project and give examples of their experience with similar facilities assessments and master planning. Describe their role, capabilities, education, licenses and certifications, and experience with similar projects.
- ii. Identify any sub-contractors/consultants and their key personnel that you propose to use on this project as well as their past five years of experience.
- iii. Provide examples of three projects completed in the past five years that reflect the capabilities of the firm relevant to facilities assessment and master planning.
- iv. Describe your firm's experience delivering similar projects on time.

**c. Approach – (20 points)**

- i. Discuss what sets you apart from other firms.
- ii. Describe your firm's knowledge and understanding of the project and your overall approach to complete the requirements outlined in this RFQ.
- iii. Include a proposed schedule and describe the deliverable that will be the outcome of the project.
- iv. Describe your firm's ability to integrate demographic data into the project to predict future needs of the District.

- v. Please describe the processes you employ to maintain cost control of projects.

d. **References** – (20 points)

- i. Submit a minimum of three (3) references where you have successfully completed a similar project for a school district. Please include name, address, email and phone numbers. The District may check with these references and may check with other references associated with past work of your firm.
- ii. Please provide a list of ***all*** school districts that you served during the last three (3) years, including client's name, address, telephone number, and contact person.

e. **Current/Anticipated Workload** – (10 points)

- i. Address ongoing projects and typical support necessary for timely completion of work.
- ii. Please describe your firm's availability and ability to complete the project no later than April 1, 2021.

f. **Experience with Engaging Key Constituents** – (20 points)

- i. Describe your firm's work on similar projects and how the firm engaged key constituents to ensure the voice of the community and staff was included in the final output.
- ii. Provide samples of surveys and other materials that your firm has used to solicit staff and community input.

g. **Additional Considerations** –

- i. Please indicate whether you have ever worked on a project for the District or with District personnel, and, if so, identify the project, the general timeframe of your involvement, and your role in the project.
- ii. Do any of the following individuals have any pecuniary interest in your firm (through ownership, employment, contractual relationship, or otherwise), if so please describe:
  - 1. Any present officer or employee of the District or the Board of Education?
  - 2. Any former officer or employee of the District or the Board of Education?

3. Any family member of an officer or employee of the District or the Board of Education?

- iii. Provide a brief overview of any additional information you feel is important in consideration of your firm. You might consider these the “unique characteristics” that make your firm particularly well-suited to provide services for this project.

The undersigned affirms that the documents and information provided in this Statement of Interest, Qualifications, and Performance Data are true and complete. The undersigned further affirms that submission of this Statement of Interest, Qualifications, and Performance Data constitutes an agreement to comply with all requirements outlined in this RFQ.

By: \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

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