

**Glenview School District 34**

1401 Greenwood Rd

Glenview IL 60026

Request for Qualifications

For

Architect Services

Eric Miller

Assistant Superintendent for Business Services

(847) 998-5008

## A. Introduction

The Board of Education for School District 34 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per (50 ILCS 510) Local Government Professional Services Act, to assist District 34 in performing possible planning, remodeling, construction, life-health safety 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 relative merits of Qualifications. There will be no public opening and reading of responses received by Glenview School District 34 pursuant to this request.

1. Glenview School District 34 consists of 8 schools along with a district Administration Building.
2. District 34 serves approximately 4900 students
3. District 34 buildings consist of approximately 725,000 sq. ft.

Architectural firms responding to this request must submit their written proposal as identified herein. Proposals are due on or before Tuesday, October 10, 2017 at 12:00 PM and are to be delivered in a sealed envelope to:

Eric Miller  
Assistant Superintendent for Business Services  
Glenview School District 34  
1401 Greenwood Rd.  
Glenview, Illinois 60026

It is understood that the owner (Glenview School District 34) reserves the right to reject any or all proposals or part thereof or items therein, and to waive any or all technicalities required for the best interest of the Glenview School District 34. Omission of any information may be sufficient cause for rejection of the proposal. It is further understood that competency and/or responsibility of firms submitting proposals will receive consideration prior to the awarding of the contract.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to [60] 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.

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.

## B. 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 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 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.

**C.** General Description 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 District Board of Education 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.

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

**D.**

Firms responding to this RFQ must prepare their responses to the following items in the exact order listed below. Firms will be chosen on their credentials and experience with similar public school projects.

- 1.** Name of firm, address, telephone number, fax number.
- 2.** Name, title, phone and fax numbers of contact person.
- 3.** How long has your firm provided architectural services to Illinois public school clients?

4. Include a list of Illinois public school districts (not projects) where you have provided architectural services similar to those required by Glenview School District 34.
5. Identify any legal proceeding (arbitration, complaint or court action) filed by an owner against your firm for any project for which you provided architectural services during the last 5 years.
6. Provide an organizational description of your in-house design team including architects, engineers and other pertinent staff members. List all key members of the team you propose will perform work for this project. Include resumes for all team members and their role in recent educational projects.
7. Provide the same type of description for all outside agencies that will provide assistance to your firm during the project.
8. Describe your position on each of these common problem areas found in school construction:
  - a. Quality control
  - b. Change orders
  - c. Meeting timelines
  - d. Cost estimating
9. Describe your experience with “green” or sustainable design? Were any projects LEED certified? If so, what level?
10. Summarize the strengths of your organization that would benefit Glenview School District 34 during future projects.
10. Provide a fee structure for all of the following that apply:
  - a. Feasibility study (if necessary)
  - b. Architectural planning
  - c. Any other pre-construction services
  - d. Construction management
  - e. Cost estimating
  - f. Engineering services

11. 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.

E. Project Approach

Provide a brief explanation 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 [*District 34 region*]. 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.

F. References

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