

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES**

9.27.2021

Pleasant Hill School District #69

Introduction

The Board of Education for Pleasant Hill School District #69 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per (50 ILCS 510/) Local Government Professional Services Selection Act, to assist the District in performing their health life safety assessments and projects as well as the planning, design, and any future renovation and construction projects within its facility.

Pleasant Hill School District #69 is a one building district that sits at 3717 W. Malone, Peoria, IL 61605. The building is 20 years old and houses approximately 200 students. The District is looking at the feasibility of installing an HVAC unit in the gym, so students can benefit from air conditioning when participating in daily physical education classes. The firm selected shall have the primary responsibility for determining the feasibility, as well as the possible execution, planning, and design of this project.

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 and reading of responses received by Pleasant Hill School District #69 pursuant to this request.

RFQ Submission

RFQ's are due by **October 22, 2021 at 12:00 PM** local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

Five (5) bound copies; and

One (1) digital copy via email to Lweaver@phill69.com to:

Dr. Lisa Weaver
Superintendent/Principal
Pleasant Hill School District #69
3717 W. Malone
Peoria, IL 61605
309.637.6829
Lweaver@phill69.com

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 Pleasant Hill School District #69"** and the Respondent's name.

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Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to seventy-five (75) 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.

Schedule

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

September 27, 2021- RFQ Released

October 6, 2021 9:30 AM – Non-mandatory pre-submittal meeting and walk-through 3717 W. Malone, Peoria, IL 61605

October 20, 2021 – Last date for respondents to send clarifications / questions

October 22, 2021 12:00 PM- Submissions due; evaluation of qualifications begins

October 27, 2021- Successful short-listed and unsuccessful firms notified

November 5, 2021 8:30 AM- 11:30 AM - Interviews with short-listed firms

November 8-10, 2021 - Ranking of top 3 firms and contract negotiations

November 12, 2021 - Superintendent recommends firm to Board President

November 16, 2021 - Proposed Board action on firm to provide services

Respondents' Inquiries and Addenda

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

Dr. Lisa Weaver
Superintendent/Principal
Pleasant Hill School District #69
3717 W. Malone
Peoria, IL 61605
309.637.6829
Lweaver@phill69.com

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.

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Pleasant Hill School District #69 Background

Pleasant Hill School District #69 is a public school district in Peoria County. It is one of eight districts that feeds into Limestone Community High School. The District serves approximately 200 students. Pleasant Hill District #69 only owns one building that requires architectural services and it sits at 3717 W. Malone, Peoria, IL 61605. The architectural and project costs will be paid for utilizing working cash bonds along with a matching maintenance grant from the Illinois State Board of Education, and no referendum is required.

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 submission. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being unresponsive.
- b) Joint venture and/or cooperative professional teams will be considered.
- c) The inclusion of sub-consultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will not be required to be included in the submittal.

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. Pleasant Hill School District #69 assumes no responsibility for these costs. This RFQ does not commit Pleasant Hill School District #69 to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFQ does not commit Pleasant Hill School District #69 to enter into a contract. Pleasant Hill School District #69 reserves the right to award one, more than one, or no contract(s) in response to this RFQ. Pleasant Hill School District #69 reserves the right to waive informalities and irregularities in the submissions of qualifications received. Pleasant Hill School District #69 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 Pleasant Hill School District #69, as determined by the selection committee, upon approval of the Pleasant Hill School District #69 Board of Education.
- d) Pleasant Hill School District #69 reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by Pleasant Hill School District #69.

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- 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 Pleasant Hill School District #69 Personnel, Board of Education members, 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 Superintendent 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 Pleasant Hill School District #69 and community stakeholders and is expected to perform services as required.
- b) The Design Team may be requested to:
 - a. Attend meetings with Pleasant Hill School District #69 administrative staff as necessary.
 - b. Attend Pleasant Hill Board of Education meetings as necessary.
 - c. Develop preliminary drafts of the Project for Pleasant Hill School District #69 review and comment.
 - d. Consult with Pleasant Hill School District #69 on budgetary and funding matters.
 - e. Consult with Pleasant Hill School District #69 on Project scheduling considerations. Consult with Pleasant Hill School District #69 on general concepts of the 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.

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
- 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

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- 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 Pleasant Hill School District #69 (key personnel, project experience, etc.). The office designated to serve Pleasant Hill School District #69, 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. 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:

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 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 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 Pleasant Hill School District #69.

Firm Experience and Capabilities –

- Provide a list of all School District clients for which you have provided services for in the last ten years. Include project description (whether the project involved planning, new construction, additions or renovations), the type of architectural, engineering, other services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing work such as building security entrances, adding additions, brick repair and exterior updates, general school updates/renovations – including classrooms, ADA compliance, and school office space projects.
- Samples of work that demonstrate experience in K-12 public 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 time-out/sensory rooms, therapy rooms, libraries, broad-based technology areas, multi-purpose rooms, and office space.

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 work load in the last twelve months.

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Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm.
- Provide resumes of project designers, managers, and 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 Pleasant Hill School District #69 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 Peoria area. In your response, describe how your firm plans to respond when Pleasant Hill School District #69 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.

References –

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