

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

December 1, 2017

Seneca Township High School District 160

Introduction

The Board of Education for Seneca Township High School 160 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 School District in performing possible planning, remodeling, construction, life-health safety projects 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 the relative merits of the Qualifications. There will be no public opening and reading of responses received by the School District pursuant to this request.

RFQ Submission

RFQ's are due by **December 22, 2018 at 12:00 p.m.** local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit seven (7) bound copies and one digital copy via email or USB Drive to:

Jim Carlson
Superintendent
Seneca Twp. High School District 160
307 E. Scott Street
Seneca, IL 61360
(815)357-5000
jcarlson@senecahs.org

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 Seneca Twp. High School District 160"*** and the Respondent's name.

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.

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Schedule

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

December 1, 2017	RFQ Released
December 15, 2017	Non-Mandatory Pre-submittal Meeting and Walk-through 9:00 AM, 307 E. Scott Street, Seneca, IL 61360
December 22, 2017	Submissions due; evaluation of qualifications begins
December 29, 2017	Successful short-listed and unsuccessful firms notified
January 10, 2018	Interviews with short-listed firms
January 17, 2018	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:

Jim Carlson

Superintendent

Seneca Twp. High School District 160

307 E. Scott Street/PO Box 20

Seneca, IL 61350

jcarlson@senecahs.org

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.

School District Background

Seneca High School District 160 is a high school district located in Seneca, Illinois. Seneca HSD 160 is comprised of a Main Campus, a West Campus, a Transportation Building, a home, and an Agricultural Lab (farm). With the exception of the Agricultural Lab, all property is contiguous. Total enrollment is approximately 450 and serves students from LaSalle and Grundy Counties.

The original Main Campus building was constructed in 1978 with additions to it in 1993, 1996, 2009, and 2011. All but the original building is sprinkled. The total area of the building is 214,153 SQ. FT., including a first floor of 145,622 SQ. FT. a second floor of 65,320 SQ. FT., and a penthouse level (mechanical only) of 3,211 SQ. FT.

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Among its special use spaces, Main campus has:

- Ag Lab;
- Athletic weight room;
- Art Rooms (3);
- Auditorium;
- Auto Lab;
- Band/Choir Room with storage and practice space;
- Broadcast Journalism Room;
- Commons/Cafeteria area;
- Early Childhood Room;
- Family and Consumer Science Lab;
- Fitness Center;
- Gymnasium (1);
- Kitchen;
- Life Skills Room;
- Locker Rooms (4);
- Media Center;
- Nursing Assistant Lab;
- Nurse's office;
- Science Labs (4); and
- Wood Shop

West Campus is a 42,812 SQ. FT., multi-story building originally built in 1921 with additions in 1950 and 1965. The facility is now used for storage, special projects, and for extra-curricular activities, including practices and competitions. Presently, Tri-Counties Opportunity Council operates a Head Start federal preschool program at the campus. The building has heavy community use.

The 13,130 Sq. Ft. Transportation was constructed in 2010. The building houses district vehicles and equipment, and serves as a shop for maintenance workers. The facility is L-shaped with six (6) pull through bays on the transportation section and two (2) bays in the maintenance section.

Sitting between the Transportation Building and West Campus is a small, ranch style, single-family home owned by the district. Presently, a family in the community rents the home.

The 115.2 acre Agricultural Lab was purchased in 1990. Approximately, thirty-four acres are farmed and seven acres are in CRP. Two building and a pavilion occupy the grounds. There is a septic pond, a retention pond, and a fishing pond onsite. To enhance the curriculum and provide real life experiences for students, the school's Agricultural program and FFA use the property. Additionally, the school's Cross-Country program uses the property for its home meets.

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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.
- c) The inclusion of subconsultants (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. 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) A non-mandatory pre-submittal meeting and walkthrough will be held on December 15, 2017 at 9:00 AM beginning at Board Room of the District Office, 307 E. Scott Street, Seneca, IL 61360.
- 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. 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.

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General Description of 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:
 - a. Attend meetings with School District administrative staff as necessary.
 - b. Attend School District Board of Education meetings as necessary.
 - c. Develop preliminary drafts of the Project Program for School District review and comment.
 - d. Consult with School District on budgetary and funding matters.
 - e. 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.
- 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
- 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.

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- 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]

- List any litigation, pending or initiated, 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 the School District.

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 renovation of aging facilities, 21st Century Science Labs and other STEM spaces, 21st Century Media Centers, gymnasium additions to existing buildings, school security enhancements, design, project management, lighting upgrades and energy savings projects.
- Samples of work that demonstrate experience in high 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 21st Century Science Labs and other STEM spaces, 21st Century Media Centers, and gymnasiums.

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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.

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 the District 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 LaSalle/Grundy County regions. In your response, describe how your firm plans to respond when the District has immediate needs requiring 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.