

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES**

March 2022

Mundelein High School District 120

Introduction

The Board of Education for Mundelein High School District 120 (District) 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. Future work may include performing long range facilities planning, project programming, remodeling, construction (including primary responsibility for the planning, design, construction documentation, and construction administration phases of projects), 10 year life safety surveys, health/life safety projects, green energy consulting, and special projects.

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 District pursuant to this request.

RFQ Submission

Please submit one digital PDF copy of the response to:

Andrew Searle
Chief School Business Official
Mundelein High School District 120

Email: asearle@d120.org
Phone: 847-949-2200, ext. 1213

RFQ's are due by **Monday, March 28, 2022 at 12:00 p.m.** local time. Timely delivery is the sole responsibility of the respondent, which bears all the risk of making such timely delivery. Responses submitted by any different means or in any different form shall not be considered. Any submittals received after the deadline will be rejected.

Qualifications must be emailed to address provided above and must show the phrase ***"Request for Statement of Interest and Qualifications - Architectural Services for Mundelein High School District 120"*** and the respondent's name.

To best serve the District, only firms with working offices within 75 miles of the District Office should submit their statement of interest and qualifications.

Submittals shall be limited to 50 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical. Responses that exceed the page limitation may not be considered.

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

March 2022

Mundelein High School District 120

Schedule

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

March 9, 2022	RFQ Released
March 18, 2022	Last date for respondents to send clarifications or questions
March 28, 2022	Submissions due by 12:00 p.m.
April 1, 2022	Short list issued
April 11, 2022	Interviews with short-listed firms
April 22, 2022	Committee recommends firm for board approval
May 10, 2022	Proposed board action on firm to provide services

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing **by email** only to:

Kevin Quinn
Director of Facilities
Mundelein High School District 120
kquinn@d120.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. It is the responsibility of each respondent to verify the status of all addenda prior to submittal.

Oral and other interpretations or clarification will be without legal effect.

School District Background

Mundelein High School District 120 is a single campus high school district located in Mundelein, Illinois. The current enrollment is approximately 2,100 students.

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 be considered.
- c) All providers of related services (e.g.: Mechanical, Electrical, Plumbing, Structural engineering, etc.) and their statement of qualifications will be included in the submittal.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES**

March 2022

Mundelein High School District 120

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 District assumes no responsibility for these costs. This RFQ does not commit the 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 District to enter into a contract. The District reserves the right to award, or not award, a contract in response to this RFQ or in any responses received. The District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The 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 District, as determined by the selection committee, upon approval of the District's Board of Education.
- d) The District reserves the right to contact any respondent for clarification, interviews or to negotiate if such is deemed desirable by the 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 respondents 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 District reserves the right to disqualify any respondent found to have contacted the any District personnel 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 the District and community stakeholders and to perform services as required.
- b) The project team may be requested, but not limited to:
 - 1. Attend meetings with District administrative staff as necessary.
 - 2. Attend District Board of Education meetings as necessary.
 - 3. Develop preliminary drafts of the project program for District review and comment.
 - 4. Consult with District on budgetary and funding matters.
 - 5. Consult with the District on project scheduling considerations.

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES**

March 2022

Mundelein High School District 120

6. Consult with the District on general concepts of the project scope of work and project needs.
 7. Work directly with District's Director of Facilities.
- 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
- Confirm that the distance from the office to be working on the project, to the District Office, is within the specified distance
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- List any previous names of firm and years of business under each name
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of architects, interior designers, engineers, etc.)
- 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. 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 \$2,000,000/\$5,000,000

Worker's Compensation [Statutory Limits]

Insurance company must have a rating of "A.M. Best Rating of A"
Mundelein High School District 120 must be named as additional insured.

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

March 2022

Mundelein High School District 120

- List any litigation within the last 5 years, including any matters resolved through mediation, arbitration, or settlement, matters in which a lawsuit was filed but subsequently withdrawn or dismissed, or matters in which a lawsuit was filed and a judgment was obtained, 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. Please list the name and contact information for each 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.
- Evidence of successful partnerships with public schools including demonstrated positive working relationships and effective problem resolution.
- Willingness to work closely with the District's Director of Facilities in all aspects of the project including planning, scheduling, oversight of the project, and ongoing construction meetings.
- Samples of work that demonstrate experience in high school environments are required. Include projects like the ones the District is considering that can be viewed virtually or visited in-person.
- Firms should also demonstrate expertise in maximizing construction budgets; experience in the design of athletic field houses, cafeterias, and auditoriums, as well as general educational spaces; demonstrated consideration of long-term maintenance costs in design planning and engineering; expertise in green energy plan design and delivery; and experience with incorporating educational technology in building plans and designs.
- If your submittal includes affiliated firms or multi-disciplinary departments (e.g., mechanical, electrical or structural engineering), please identify them and provide similar information for them as outlined below.

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

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

March 2022

Mundelein High School District 120

- Provide a simple organizational chart identifying key members of the firm, including consultants that would make up the project team.
- Provide resumes of project designers, managers, key staff and consultants 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
- 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.
- Provide project descriptions of specific high school projects your firm has designed.
- Describe how your firm will design building plans that are connected with our community, inviting, beautiful, and complementary to the overall existing campus.
- Provide your process/system for quality assurance and quality control.
- Describe your experience with green energy projects.
- 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 ensure that they are qualified and equipped to satisfactorily complete a project.

References

- Provide a minimum of five (5) references for architectural services performed for educational facilities in Illinois in the last five (5) years. References should include at least one Superintendent, one school business official, and one facilities director.