



**BATAVIA
PUBLIC
SCHOOL**
DISTRICT 101

Request for Qualifications

Architectural Services

November 20, 2018

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SECTION 1: INSTRUCTIONS

1.1 Purpose

The purpose of this RFQ is for Batavia School District 101 to conduct a periodic review of the status of its architectural services. The District hopes to add an architectural firm or firms to allow the District to be better prepared for future projects.

1.2 Mandatory Pre-Proposal Meeting

A mandatory pre-proposal meeting will be held on December 3, 2018 at 11:00 a.m. at Batavia Public School District 101, Rosalie Jones Administration Center, 335 W Wilson St, Batavia, IL 60510 to provide information and answer questions regarding proposal requirements.

1.3 Proposal Submission

All proposals shall be sealed, marked, and submitted to:

Architectural Services
Attn: Mark Anderson, Director of Operations

All proposals shall be received no later than 11:00 a.m. on December 7, 2018 at Batavia Public School District 101, Rosalie Jones Administration Center, 335 W Wilson St, Batavia, IL 60510.

1.4 Questions

All questions shall be submitted in writing to Mark Anderson via email at mark.anderson@bps101.net **no later than December 3, 2018**. Any addenda will be issued to all Companies that attend the pre-proposal meeting.

1.5 Terminology

Hereinafter:

- A. The "District" and "Board" shall refer to Batavia Public School District 101 and its Board of Education.
- B. The "Company" shall refer to the company or organization responding to this request for proposals.

SECTION 2: PROJECT DESCRIPTION

2.1 Owner Information

The District is a public K-12 school district, consisting of eight (8) schools that serve approximately 5,900 students in pre-kindergarten through twelfth grade. The District employs approximately 675 individuals.

2.2 Project Description

The Board wishes to identify qualified architects to do preliminary work on potential, future projects:

The Board recently received the recommendation of a committee of stakeholders commissioned to develop a long-term facilities plan for the District. The committee established standard spaces and conditions for the District's schools and identified and prioritized any elements deemed "unsatisfactory".

In the near-term, the Board wishes to engage qualified architect(s) to obtain a schematic design and a cost estimate for various potential projects to develop a long-term facilities plan. The Board may proceed with any or all individual project elements at a later date with the architects qualified through this request or a future request for qualifications.

Once qualified architect(s) are identified, a more detailed request for proposals will follow.

SECTION 3: SELECTION PROCESS

3.1 Step 1

An Architectural Selection Committee of staff from the District will evaluate all responses received.

3.2 Step 2

The Committee will develop a short list of qualified firms.

3.3 Step 3

The Committee will conduct interviews with the short-listed firms.

3.4 Step 4

The Committee will recommend one or more architectural firms to the full Board.

3.5 Step 5

The Board will vote on approval of the firm or firms for Architectural Services.

SECTION 4: SCHEDULE

4.1 Schedule

The following is the anticipated schedule for the selection of firms to provide architectural services. The Board reserves the right to modify this schedule for its convenience and at its discretion.

November 19, 2018		RFQ Approved & Released
December 3, 2018	11 A.M.	RFQ Informational Meeting
December 7, 2018	11 A.M.	Proposals due; evaluation of proposals begins
December 10, 2018		Successful shortlisted firms notified
December 11 - 21, 2018		Interviews with short-listed firms
January 9, 2019		Committee recommends firm(s) for BOE Approval
January 15, 2019		Proposed Board action on firm(s) to provide architectural services.

SECTION 5: FORM OF PROPOSAL

Proposals must consist of the following information in order indicated below:

5.1 Firm Experience and Capabilities

- A. Provide detailed information about company history, primary business, management/organizational details, and specific architectural experience in the educational market. Please highlight your experience in performing work such as new projects and additions/renovations. Samples of work that demonstrate experience in early education, elementary, middle school and high school environments are required. Firms should also demonstrate expertise in efficient use of construction budgets.
- B. Qualified firms should display experience in the design of general instructional spaces. Firms should also display experience in the design of specialty instructional spaces such as: libraries, gymnasiums, early learning classrooms, multi-purpose rooms, science classrooms, athletic fields, broadband technology areas, secure entrances, stadium facilities, and transportation areas such as parking, egress, access, and safe loading/unloading.
- C. Provide a client list of comparable clients that you are working with or have worked with within the last five (5) years. With the list, describe the types of projects (including whether they involve new construction or additions/renovations), and the types of architectural, engineering, and construction management services that you have provided to each of these clients.
- D. Provide a list of those clients for whom you have completed the ten-year health/life safety survey.
- E. 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 five (5) years.
- F. Identify all school district clients that have ceased using your services in the past 5 years.

5.2 Locale

Discuss your ability/experience with work in the Chicago suburbs. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.

5.3 Timelines

Describe your capability to complete projects within defined timeframes and your ability to work with District in light of your firm's current workload.

5.4 Related Services

If your proposal 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.

5.5 Experience

Provide resumes of key staff relevant to the requirements of this RFQ, include information about project managers and all key staff. Provide work experience, education, affiliations, and awards. Particular reference should be made to the firm's design personnel.

5.6 Project Approach

Provide a general description of the methodology that your firm would use in conducting an addition/renovation project from the project inception to completion of construction. 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.

5.7 Project Scheduling and Cost Estimating

Provide a general statement of your approach to project scheduling and cost estimating within the environment of the educational sector. Provide data showing scheduled versus actual completion dates for all school projects in the last five (5) years. Provide data showing budgeted costs versus actual costs for all school projects in the last five (5) years.

5.8 References

Provide a minimum of five (5) references from architectural services performed on educational facilities within the Chicagoland area in the last five (5) years. Identify the school district with which you have had the longest years of client relationship.

5.9 Responses to Specific Questions

Describe your position on each of these common problem areas found in school construction:

- a. Quality Control
- b. Change orders
- c. Value engineering
- d. Use of a construction manager

- e. Financial accountability
- f. Local presence for problem resolution & job oversight

5.10 Fee Structure

Provide a fee structure (i.e. how charges are assessed, not project cost estimates) for all of the following that apply:

- a. Feasibility Study
- b. Ten-year Health/Life Safety Survey
- c. Architectural Planning
- d. Pre-Construction Services
- e. Cost Estimating
- f. Engineering Services
- g. All other services

5.11 Strengths

Summarize the strengths of your organization that would benefit the District during future projects.

5.12 Sample Contract

Include a sample of the standard contract you intend to use should your firm be selected as the successful firm.

5.13 Green Solutions

Discuss your firm's experience in designing "green" schools, including references.

5.14 Why?

Discuss why your firm should be selected instead of your competitors.

5.15 Ten Year Health/Life Safety Survey

Include a sample of a ten-year health/life safety survey that your firm recently completed.

SECTION 6: EVALUATION

6.1 Proposal Evaluation

The a committee will review each firm's past record and experience, qualifications, ability of professional personnel, performance data on file, location, workload, willingness to meet time and budget requirements, experience with projects similar in scope, previous experiences in the District, types of in-house services (e.g. disciplines), reliance on consultants, and such other factors as the Board deems appropriate. In addition, the following criteria, weighted as shown, will be used to select a short-list of firms to participate in subsequent steps of the selection process:

- Overall Firm Experience and Capabilities
- Experience in Chicagoland Area
- Proposed Personnel and Qualifications
- Project Approach
- Project Scheduling and Cost Estimating
- Responses to Questions
- Completeness of Submission

Each proposal will be evaluated and a short-list created of the top-ranked firms, at least three (3) of which (unless there are less than three qualified respondents) will be invited to participate in Step 3 of the process.

SECTION 7: PROPOSAL FORMAT

Proposals/qualifications shall not exceed 50 pages, be printed on 8.5" x 11" white paper, and comply with the following:

7.1 Cover Page

The cover page should clearly indicate the following information:

- A. Company name
- B. Contact person's name, address, phone and fax numbers, and e-mail address
- C. Website address

7.2 Proposal Organization

The document containing your proposal should be organized in the order below:

- A. Introduction
- B. Firm Experience & Capabilities (with emphasis on experience in the Chicagoland area)
- C. Key Personnel & Experience
- D. Project Approach
- E. Experience with Project Scheduling and Cost Estimating
- F. References
- G. Other information required by this RFQ or provided by respondent.
- H. Appendices (company marketing brochure, resume, project data sheets, etc.)

SECTION 8: GENERAL CONDITIONS

8.1 No Obligation to Award

This solicitation (RFQ) does not oblige the District to award a contract to any respondent. The District may, at its option, revise the selection process, the schedule of events or anticipated date of award, may request further information from any respondent or may withdraw this RFQ in part or in its entirety.

8.2 Proposal Participation

Any entity that has received this RFQ directly from the District or indirectly through a third party is eligible to submit a proposal for the required services.

8.3 Withdrawal of Proposal

A respondent may withdraw its proposal without prejudice to itself by submitting a written request for its withdrawal at any time during the selection process.

8.4 Rejection of Proposal

The District may reject any and all proposals. The District will reject the proposal of any party who has been delinquent or unfaithful in any former contract with the District. The right is reserved to reject any or all proposals, and to waive technical defects, as the interests of the District may require.

8.5 Confidentiality

The District will respect the confidentiality of the information provided under each proposal. However, the proposals are subject to Freedom of Information requests. Those proposals that do not qualify will not be returned.

8.6 Multiple Selections

If the Board selects one or more firms to provide architectural services to the District, the Board will attempt to negotiate an Architect Agreement with the selected firm or firms. Failure by the selected firm or firms to enter into an Agreement satisfactory to the Board will cause the Board to select different firms with which to negotiate and enter into an Architect Agreement, or at the Board's discretion, to reinstate the RFQ process.