



Small Schools
LARGE OPPORTUNITIES

133 South Grant Street
Westmont, IL 60559

**REQUEST of QUALIFICATION
PROPOSAL**

For

**ARCHITECTURAL/ENGINEERING
SERVICES**

March 4th, 2024

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This newspaper advertisement will run in the Chicago Sun Times Chronicle and Daily Herald. Architectural firms who have expressed interest in our projects will be emailed the qualification packet.

REQUEST for QUALIFICATION PROPOSAL
FOR
ARCHITECTURAL SERVICES

Community Unit School District #201 is seeking Request for Qualifications (RFQ) from qualified Architectural firms to provide Architectural services.

The RFQ document will be available upon request, **via e-mail only**, by contacting:

Anthony Ruelli, Chief School Business Official
133 S. Grant Street
Westmont, IL 60559
aruelli@cusd201.org

Questions concerning the RFQ may be addressed **ONLY** via e-mail to:

Anthony Ruelli
aruelli@cusd201.org

Three (3) copies of Statements of Qualifications and performance data are due by **10:00 a.m. on Tuesday, April 2nd, 2024** at the District Office:

Community Unit School District #201
133 S. Grant Street
Westmont, IL 60559
Attention: Anthony Ruelli

The Board of Education of Community Unit School District #201 reserves the right to reject any or all RFQs, to accept RFQs in whole or in part, and to waive any irregularities or defects in any RFQ. The contract will be awarded, if at all, to one or more qualified firms, considering conformity with the RFQ Specification, qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, and such other factors as determined by the Board of Education. All decisions of the Board of Education shall be considered final.

Anthony Ruelli
Chief School Business Official

INTRODUCTION:

Community Unit School District #201 (CUSD 201) Board of Education is conducting a search for a firm to provide architectural services. Qualification Proposals will be accepted from firms interested in providing such services to the district as outlined below.

OBJECTIVE:

The District is seeking Architectural Services from a firm having qualifications and experiences with the following:

- Master planning, design and oversight on building renovations, additions and new construction, and possible referendum.

BACKGROUND:

Community Unit School District 201 is a public school district with five buildings housing a total of 1,300 students. The following is basic information about our buildings:

South Early Childhood Center: 133 South Grant Street, Westmont, IL 60559

Square Feet: 20,243

Stories: 2

C.E. Miller Elementary (K-1): 125 W. Traube Ave Westmont, IL 60559

Square Feet: 31,345

Stories:3

J.T. Manning Elementary (2-5): 20 N. Linden Street Westmont, IL 60559

Square Feet: 69,555

Stories: 3

Westmont Junior High School (6-8): 944 Oakwood Drive Westmont, IL 60559

Square Feet: 87,960

Stories: 1

Westmont High School (9-12): 909 Oakwood Drive Westmont, IL 60559

Square Feet: 115,407

Stories: 1

ARCHITECTURAL RESPONSIBILITIES:

1. The firm shall provide complete and thorough construction documents, monitor the implementation of construction documents and monitor the actual construction process.
2. 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.
3. The firm shall initiate and oversee all procedural, permit and zonings requirements from local, county, and state agencies.
4. The firm shall review all shop drawings, samples, fabrication process, etc. and provide the leadership and advance recommendations for said areas as required.
5. The firm shall attend weekly project meetings once a project is underway; the District reserves the right to have the architectural firm available whenever necessary.
6. The firm shall be available at monthly Board of Education meetings, and as necessary to present project updates as might be requested by the Board, its committees or District administration.
7. The firm will be required to work with the District's designated representatives to service the design and construction needs of the district.
8. The firm shall be available to meet with construction managers for large referendum projects.

STATEMENT OF QUALIFICATIONS INCLUSIONS:

The selection will be based on the qualifications and competence in relation to the scope and needs of the projects outlined herein. The qualifications submitted for review should include but not limited to:

1. Brief overview/history of the firm including locations of offices, office that would serve CUSD 201, website, company classification, contact information, staff size, range of markets served and other basic information.
2. Brief overview/introduction of specific qualifications, expertise, services, and unique capabilities provided to Illinois school districts.
3. Single page resumes of key architectural/engineering personnel that will work with CUSD 201
4. A simple organizational chart identifying key members of the firm that will be assigned and or work with CUSD 201
5. Provide proof and values of professional liability and general liability insurance carried by the firm.
6. Three school facility projects completed in the last five years with size, scope, and approximate cost of project.
7. Three roof replacement projects completed in the last ten years with size, scope, and approximate cost of project.
8. Appropriate visual representations of related project experience.
9. Samples of Long-Term Facility Plan.
10. Provide a list of referendum projects the firm was a part of.

11. Fee of Services structure.
12. Provide names/contact information for no more than five K-12 school district/client references.
13. Completion of Certificate Regarding Sexual Harassment Policy see page 8.
14. Completions of Certifications of Compliance with Illinois Drug Free Workplace Act see page 8.
15. Completion of Certifications by Bidder see page 9.

SUBMISSION OF QUALIFICATIONS:

Three (3) printed copies and one electronic Adobe PDF file (via email) of the Statement of Qualifications will be received on or before **10:00 a.m., Tuesday, April 2, 2024** by Anthony Ruelli at 133 South Grant Street Westmont, IL 60559, e-mail: aruelli@cusd201.org. Statement of Qualifications received after said time will not be accepted nor considered by CUSD 201.

PROCESS FOR SELECTING ARCHITECTURAL SERVICES:

As a part of the evaluation of the firm's qualification, the Board of Education will review the firm's experience, professional personnel, support personnel, performance data, location, workload, experience with projects similar in scope, previous experiences in the district, in-house service (disciplines), reliance on consultants, etc.

The Board's Committee will rank the firms on the basis of qualifications and competence in relation to the scope and the needs of the project. The committee will interview the top three firms. Each firm should be prepared to present and introduce main personnel who will work with our district staff. It is anticipated that the administration will conduct interviews with the top ranked firms **on April 3, 2024**.

SUBMISSION LOCATION:

Anthony Ruelli, Chief School Business Manager
133 South Grant Street
Westmont, IL 60559

Best if by e-mail

E-mail: aruelli@cusd201.org

SUBMISSION DATE AND TIME:

Tuesday, April 3, 2024, 10:00 a.m. (or earlier)

Proposals received after the submittal date and time will be rejected.

PROPOSED TIME TABLE:

RFQ Packet Available	March 4, 2024
Qualifications due	April 2, 2024
Screening of Qualifications	April 3, 2024 must be available
Board of Education approval of Final	April 9, 2024

**CERTIFICATIONS OF COMPLIANCE WITH
ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

CERTIFICATIONS BY BIDDER

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

The undersigned hereby certifies that the Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act as stated under Compliance with Legislation in Instructions to Bidder.

Name of Bidder (Please Print)

Submitted by (Signature)

Title