

REQUEST FOR QUALIFICATIONS



**Architectural Services
RFQ #2021-6**

Proposals Due: Thursday, February 25, 2021 at 1:00 p.m.

East Aurora School District 131
School Service Center (SSC)
417 Fifth Street
Aurora, IL 60505



**REQUEST FOR QUALIFICATIONS #2021-6
ARCHITECTURAL SERVICES
Due February 25, 2021**

Introduction

The Board of Education for East Aurora School District 131 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 East Aurora School District 131 in performing possible planning, remodeling, construction, life-health safety projects and special projects. The firm selected shall have the responsibility for execution of the planning, design, construction documentation, and construction administration phases of future project as assigned by the Board of Education.

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 East Aurora School District 131 pursuant to this request.

RFQ Submission

RFQ's are due by February 25, 2021 at 1:00 p.m. local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

10 bound copies; and one (1) digital copy via email to:
Dr. Ann C. Williams, Chief Financial Officer
East Aurora School District 131
417 Fifth Street, Aurora, IL 60505
630.299.5550
bids@d131.org

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase "**Request for Qualifications #2021-6 Architectural Services**" and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 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



**REQUEST FOR QUALIFICATIONS #2021-6
ARCHITECTURAL SERVICES
Due February 25, 2021**

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

February 3, 2021	RFQ Released
February 11, 2021	Mandatory Pre-submittal Meeting and Walk-through to start at East Aurora High School in the Little Theatre at 1:00 p.m.
February 18, 2021	Last date for respondents to send clarifications / questions
February 25, 2021	Submissions due on or before 1:00 p.m.; evaluation of qualifications begins
March 2, 2021	Successful short-listed and unsuccessful firms notified
March 4-5, 2021	Interviews with short-listed firms
March 8-10, 2021	Ranking of top 3 firms and contract negotiations
March 15, 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. Ann C. Williams, Chief Financial Officer
East Aurora School District 131
417 Fifth Street, Aurora, IL 60505
630.299.5550
bids@d131.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.

East Aurora School District 131 Background

East Aurora School District 131 is located in Kane County, approx. 40 miles west of Chicago and serves the portions of the City of Aurora and the Village of Montgomery. The District was organized in 1847 and serves grades K-12. The District operates 2 pre-schools (child development centers), 1 STEAM (grades K-2), 12 elementary schools, 1 Magnet (grades 3-8), 3 middle schools and 2 high schools (one extension high school), and 2 affiliated schools.

District 131 has a Five-year Strategic Plan which states the following:

Our Mission: *To educate and empower all students to reach their full potential.*

Our Vision: *Our graduates will be confident and productive global citizens committed to improving their community.*



**REQUEST FOR QUALIFICATIONS #2021-6
ARCHITECTURAL SERVICES
Due February 25, 2021**

Strategic Goal #1, Equity: *East Aurora School District 131 will meet the diverse needs of all students by ensuring a safe and inclusive learning environment.*

Strategic Goal #2, Operational Excellence: *East Aurora School District 131 will align and utilize systems and resources that promote operational excellence, efficiency, and fiscal accountability.*

Strategic Goal #3, Collaborative Leadership: *East Aurora School District 131 will engage in the continuous cycle of improvement through collaborative, student-focused, and data-driven leadership teams who will monitor and communicate at all levels.*

Strategic Goal #4, Student Achievement: *East Aurora School District 131 will ensure the academic success of all students by closing the opportunity gap.*

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. East Aurora School District 131 assumes no responsibility for these costs. This RFQ does not commit East Aurora School District 131 to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFQ does not commit East Aurora School District 131 to enter into a contract. East Aurora School District 131 reserves the right to award one, more than one, or no contract(s) in response to this RFQ. East Aurora School District 131 reserves the right to waive informalities and irregularities in the submissions of qualifications received. East Aurora School District 131 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 East Aurora School District



**REQUEST FOR QUALIFICATIONS #2021-6
ARCHITECTURAL SERVICES
Due February 25, 2021**

- 131, as determined by the selection committee, upon approval of the East Aurora School District 131 Board of Education.
- d) East Aurora School District 131 reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by East Aurora School District 131.
 - 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 outside of the pre-submittal meeting will not be allowed. A guided tour of some sites will be provided immediately after the mandatory pre-submittal meeting
 - 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 Chief Financial Officer 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 the East Aurora School District 131 and community stakeholders and to perform services as required.
- b) The Design Team may be requested to:
 - a. Attend meetings with East Aurora School District 131 administrative staff as necessary.
 - b. Attend East Aurora School District 131 Board of Education meetings as necessary.
 - c. Develop preliminary drafts of the Project Program for East Aurora School District 131 review and comment.
 - d. Consult with East Aurora School District 131 on budgetary and funding matters.
 - e. Consult with East Aurora School District 131 on Project scheduling considerations. Consult with East Aurora School District 131 on general concepts of the Project scope of work and Project needs.
- c) The firm's services 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



**REQUEST FOR QUALIFICATIONS #2021-6
ARCHITECTURAL SERVICES
Due February 25, 2021**

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.
- 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 10 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 10 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.



**REQUEST FOR QUALIFICATIONS #2021-6
ARCHITECTURAL SERVICES
Due February 25, 2021**

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 HVAC, classroom addition/renovation projects.
- Firms should provide appropriate visual representations of related school project experience.
- Samples of work that demonstrate experience in elementary and secondary environments are required.
- Firms should provide a summary of experience, concerns and regarding the use of construction management firms.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of specialty instructional spaces, including but not limited to libraries, gymnasiums, multi-purpose rooms, science classrooms, athletic fields, and broad-based technology areas].
- Firms should provide an information summary relative to the quantity and monetary value of change orders required on school facility projects completed in the last five years.
- Firms should provide an information summary comparing actual to budgeted costs for school projects completed in the last five years.

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, 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.



**REQUEST FOR QUALIFICATIONS #2021-6
ARCHITECTURAL SERVICES
Due February 25, 2021**

Project Approach –

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting a 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 Kane County area. In your response, 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 insure that they are qualified and equipped to satisfactorily complete a project.

References –

- Provide a minimum of four (4) references for architectural services performed on educational facilities in Illinois in the last five (5) years.

Process

District administration will review all RFQ's and offer the short listed firms an opportunity to interview with members of the Board of Education and the administrative team March 4-5, 2021.

Interviews will consist of a 20 minute presentation of each firm following by a traditional question and answer session.

The interview team will review the RFQ's and data collected during the interview process prior to ranking each firm. Firms will be ranked based on qualifications and data obtained through the interview process.

Negotiations will begin soon thereafter with the highest ranking firm. It is anticipated that a final recommendation will be brought to the Board of Education on March 15, 2021.



**REQUEST FOR QUALIFICATIONS #2021-6
ARCHITECTURAL SERVICES
Due February 25, 2021**

EXHIBIT A: Facility Addresses

Administrative Service Center	231 E. Indian Trail, Aurora, IL 60505
Allen Elementary School	700 S. Farnsworth Ave., Aurora, IL 60505
Bardwell Elementary School	550 S. Lincoln Ave., Aurora, IL 60505
Beaupre Elementary School	954 E. Benton St., Aurora, IL 60505
Benavides Kindergarten Center	250 E. Indian Trail, Aurora, IL 60505
Brady Elementary School	600 Columbia St., Aurora, IL 60505
Buildings & Grounds Service Center	411 Hill Ave., Aurora, IL 60505
Child Service Center	1480 Reckinger Rd., Aurora, IL 60505
Cowherd Middle School	441 N. Farnsworth Ave., Aurora, IL 60505
Dieterich Elementary School	1141 Jackson St., Aurora, IL 60505
Early Childhood Center	278 Indian Trail, Aurora, IL 60505
East Aurora Extension	1685 N. Farnsworth Ave., Aurora, IL 60505
East Aurora High School	500 Tomcat Ln., Aurora, IL 60505
Fred Rogers Magnet Academy	157 N. Root St., Aurora, IL 60505
Gates Elementary School	800 Seventh Ave., Aurora, IL 60505
Hermes Elementary School	1000 Jungels Ave., Aurora, IL 60505
Johnson Elementary School	1934 Liberty St., Aurora, IL 60505
Krug Elementary School	240 Melrose Ave., Aurora, IL 60505
O'Donnell Elementary School	1640 Reckinger Rd., Aurora, IL 60505
Oak Park Elementary School	1200 Front St., Aurora, IL 60505
Rollins Elementary School	950 Kane St., Aurora, IL 60505
School Service Center	417 Fifth St., Aurora, IL 60505
Simmons Middle School	1130 Sheffer Rd., Aurora, IL 60505
Waldo Middle School	56 Jackson St., Aurora, IL 60505

It is worth noting that East Aurora School District 131 is in the process of relocating roughly 100 employees from three different sites to one central location that is currently under construction. These employees are currently housed at the ASC, the CSC and the SSC. The new administrative office will be located on the old Rush-Copley Hospital site located at 310 Seminary in Aurora. The site is at the intersection of Seminary and Lincoln in Aurora. It is anticipated that the new site open in the Spring of 2021.



**REQUEST FOR QUALIFICATIONS #2021-6
ARCHITECTURAL SERVICES
Due February 25, 2021**

Appendix B: Receipt of Addenda

The undersigned acknowledges receipt of Addenda as listed below and represents that any additions to, modifications to, or deletions from the work specified, as called for in these Addenda, are included in the base bid and/or the alternates.

ADDENDUM NUMBER

DATE
