

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
February 13, 2018
HOFFMAN ESTATES PARK DISTRICT**

Introduction

The Hoffman Estates Park District is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per (50 ILCS 510/0.01) Local Government Professional Services Selection Act, to assist the Park District in Building envelop replacement 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 the responses received by the Park District pursuant to this request.

RFQ Submission

RFQ's are due by February 13, 2018 at 10 a.m. Central Time

Please submit five (5) bound copies and one digital copy on portable memory device (to be left with the Park District) to:

Gary Buczkowski
Director of Planning and Development
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169
847-310-3606
gbuczkowski@heparks.org

Qualifications must be enclosed in a sealed envelope. The package must clearly show the phrase **“Request for Qualifications - Architectural Building Envelope Consulting Services** along with the firm's name.

Submittals should be prepared on standard 8-12 x 11 letter size and shall be limited to fifty (50) pages, exclusive of required fill in response form below. 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.

Telephone, facsimile, or email responses are not acceptable.

Schedule

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

<i>Triphahn Center North Roof Replacement Schedule</i>	
January 8, 2018	RFP release to public
February 13, 2018	RFP submittals from perspective firms due 10AM CST
February 26, 27, 28, 2018	Staff Interviews with selected finalist firms (3 -4 Total)
March 1, 2018	Staff identification of final selected firm
March 5 – 9, 2018	Negotiation of fees with selected final firm
March 20, 2018	Staff recommendation of consultant to B&G
March 27, 2018	Board award of contract to successful consulting firm
April 13, 2018	Contract signed with successful firm
April 14, 2018 - May 4, 2018	Development of base plans and concept roof replacement alternatives
May 9, 2018	Staff's approval to move forward with specified roof replacement alternative
May 10, 2018 - July 27, 2018	Development of plans, specifications and bid package for roof replacement
July 31, 2018	Bid package released for bidding
August 21, 2018	Bids due from potential contractors Triphahn North End Roof Replacement Project
September 11, 2018	Bid recommendations of successful Roofing Contractor to B&G Committee
September 18, 2018	Award of contract to Roofing contractor by Board
December 11, 2018	Contract signed
May 6, 2019 - August 1, 2019	Roof replacement work period
August 2, 2019	Substantial completion of work

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing to:

Gary Buczkowski
Director of Planning & Development
Hoffman Estates Park District
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Hoffman Estates, IL 60169
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Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum or a memorandum. Respondents must acknowledge addenda / memorandum received as part of their submissions.

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

Park District Background

The Hoffman Estates Park District was created in 1964 and proudly offers first-class parks, facilities, programs, and services to meet the needs of a diverse and dynamic population. The award-winning district serves a community of over 50,000 with over 217,000 square feet of community centers, clubhouse and maintenance facilities.

The Hoffman Estates Park District remains committed to providing the best recreation and leisure services to our community. With our Satisfaction Guaranteed pledge, residents and their guests can be assured that the Hoffman Estates Park District staff will work to not only meet expectations, but to exceed them.

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 nonresponsive.
- b) Joint venture and/or cooperative professional teams will not be considered.
- c) The inclusion of sub consultants (e.g. Mechanical, Electrical, Plumbing, Structural, etc.) will be required to be included in the submittal. All sub consultants anticipated to be included in the project team must also be identified and supporting qualifications included in the firm submittal. Resumes of project leader(s) assigned to the health/life safety study, evaluation of facilities, and design team must be included.
- e) The Park District reserves the right to decline in part or whole a submittal's sub consultants.

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 Park District assumes no responsibility for these costs. This RFQ does not commit the Park 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 Park District to enter into a contract. The Park District reserves the right to award one, more than one, or no contract(s) in

response to this RFQ. The Park District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The Park 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 Park District, as determined by the selection committee, upon approval of the Park District Board. The Park District will take into account qualifications, ability of professional personnel, past record and experience, location, workload and proposed fee of the firm and such other qualifications-based factors as the Park District may determine in writing are applicable.
- d) The Park District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the Park District when legally appropriate.
- e) The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- f) Individual requests for site visits and introductory meetings will not be allowed.
- g) All Proposers are prohibited from making any contact with the Park District personnel, Board of Commissioners, President, or any other administrator or employee of the Park District with regard to the RFQ, other than in the manner and to the person designated herein. The Board of Commissioners reserves the right to disqualify any Proposer found to have contacted the Park 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 Park District and community stakeholders and to perform services as required.
- a) The firm may be requested to:
 - 1. Attend meetings with Park District administrative staff as necessary.
 - 2. Attend Park District Board of Commissioners meetings as necessary.
 - 3. Develop preliminary drafts of the Project Program for the Park District review and comment.
 - 4. Consult with Park District on budgetary and funding matters.
 - 5. Consult with the Park District on Project scheduling considerations.
 - 6. Consult with the Park District on general concepts of the Project scope of work and Project needs.

- b) The firm's services and product provided shall conform to the Illinois State Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.
- c) The firm shall have in-house staff with experience related to the project.
- c) All firms members and sub consultants to be working with the Park District will be required to provide annual background certification for all individuals to be working in a public environment per Illinois State Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

Proposal Content

A. 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.

B. Firm Description –

Provide the following:

- Firm Name _____
- Address _____

- Web address _____
- Telephone ____ - ____ - _____
- Fax numbers ____ - ____ - _____
- Contact person _____

- Direct phone number ____ - ____ - _____
- E-mail address _____
- Number of years in business under current name _____ yrs.
- Type of organization _____

➤ **Disciplines offered in-house**

➤ **Special areas of practice**

➤ **Staffing information**

Number of architect's _____
Engineer's _____
Other please describe _____

Note -The firm must have a State of Illinois registered architect on staff.

- List any previous names of firm and years of business under each name.

_____ years in business
_____ years in business
_____ years in business

- 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 Park District (key personnel, project experience, etc.). The office designated to serve the Park 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.

Successful firm will be required to:

- 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/\$2,000,000)
 - Worker's Compensation (Statutory Limits)
- List any litigation, arbitration and alternative dispute resolution involving the firm as a party, pending or initiated, within the last 5 years arising out of any design work for any Park District or other governmental entity; 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 Park District or other governmental entity and, if so, for what reason. If so, list the name and contact information for the Park District or other governmental entity.

C. Firm Experience and Capabilities

- **Provide a list of all Park 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 design, project management & oversight, and renovation of aging facilities.**

- **Attach samples of work that demonstrate experience in public environments “required”.**
- **Provide demonstrated involvement in construction projects beginning in analysis to design phase and continuing through occupancy. Attach no less than three projects.**
- **Provide example(s) of expertise in maximizing construction budgets,**

experience in the design of types of roofing systems required in the project such as but not limited to metal roofing systems Kal-Wall systems (or similar systems) and flat membranes. Attach at least one project.

- 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. The Park District has the right of refusal in part or whole of affiliated firms.

D. Firm Workload

- Provide a list of all projects for which your firm is currently under contract as an architectural firm.

- Provide the percentage that municipal projects made up of your total project workload in the last twelve months.

_____ %

E. Key Personnel & Experience

- Provide a simple organizational chart identifying key members of the firm, including consultants. (Attach or enclose)
- 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. Particular references should be made to the firm's construction administration/observation personnel. . (Attach or enclose)
- If any staffing changes should occur between the submission of qualifications and the award of a contract, the firm must notify the Park District in writing. Unapproved staffing changes may result in a rejection of qualifications and subsequent contract if not disclosed at the time of the change.

F. 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 State of Illinois.

- Your approach to project scheduling and cost estimating within the environment of the municipal sector.

- The process your firm utilizes to investigate bidders to insure they are qualified and equipped to satisfactorily complete a project.

G. References

- **Provide a minimum of three (3) references for architectural services performed on municipal facilities in Illinois in the last five (5) years.**

Organization or company Name _____

Contact Person _____

Telephone # _____

Project size \$ _____

Organization or company Name

Contact Person _____

Telephone # _____

Project size \$ _____

Organization or Company Name

Contact Person _____

Telephone # _____

Project size \$ _____

H. Attested by

The above information provided is true to the best of my ability

Signed _____

Title _____

Date _____

- **Bolded items with this indent will weigh most in the decision making process.**

Building Information

TRIPHAHN NORTH END ROOFING PROJECT

Standing seam metal roof 20,868+/- sq. ft

Kal-Wall system 6,668 +/- sq. ft.

PVC rolled roof system 14,500+/- sq. ft.

Approximately 100 feet of rain gutter



View looking north at south Building Elevation 12-18-2018



View looking south-east at North Building Elevation 12-18-2018



View looking north east of PVC flat roof 12-18-2018



View looking west at cricket attachment to Ice Arena Addition

Supplemental Information/Additional HE Parks Roofing Totals

BPC Clubhouse	Clubhouse Shingled pitched roof	14,199
	Clubhouse Flat roof	3,378
BPC Maintenance Building	Ballasted EPDM	11,031
PSSWC	FA Ballasted	
	A EPDM	130
	B Ballasted EPDM	352
	C Ballasted EPDM	3,666
	D Ballasted EPDM	6,847
	E Ballasted EPDM	9,145
	F Ballasted EPDM	18,095
	G Ballasted EPDM	22,538
H Ballasted EPDM	29,237	
2352 Hassell Maintenance Building	A FA EPDM	31,416
	B FA EPDM	2,902
	C FA EPDM	632
Willow Recreation Center	A MA TPO	8,921
	B MA TPO	8,537
	C MA TPO	3,162
	D MA TPO	1,680
	Sky Lites	
	TOTAL	217,983

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