

**REQUEST FOR QUALIFICATIONS
CONSULTANT SERVICES
NOVEMBER 1, 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 November 8, 2018 at 5pm. Central Time

Please submit two (2) bound copies (to be left with the Park District).

Dustin Hugen
Director of Parks, Planning & Maintenance
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169
847-285-5465
dhugen@heparks.org

Qualifications must be enclosed in a sealed envelope. The package must clearly show the phrase **“Request for Qualifications –Triphahn Center Ice System Consulting**, along with the firm’s name.

Submittals should be prepared on standard 8-1/2 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 Ice Replacement Schedule</i>	
11-2-2018	RFQ release to public
11-8-2018	RFQ submittals from perspective firms due 5PM CST
11-12-2018	Staff Interviews with selected finalist firms (3 Total)
11-13-2018	Staff identification of final selected firm
11-14,15,16-2018	Negotiation of fees with selected final firm
11-20-2018	Staff recommendation of consultant to B&G
11-27-2018	Board award of contract to successful consulting firm
11-28-2018	Contract signed with successful firm
	Development of plans, concept and bid package for new ice arena.
12-14-2018	
12-18-2018	Bid package released for bidding
	Bids due from potential contractors Triphahn North End Roof Replacement Project
01-08-2019	
01-15-2019	Bid recommendations of successful Contractor to B&G Committee
01-22-2019	Award of contract to contractor by Board
01-23-2019	Contract signed
04-15-2019	Roof replacement work period
09-15-2019	Substantial completion of work

Respondents' Inquiries and Addenda

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

Dustin Hugen
Director of Parks, Planning & Maintenance
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169
847-285-5465
dhugen@heparks.org

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 consulting 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 consultant's _____

Other (please describe) _____

- 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)
- 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/municipalities 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 ice arenas.**

- **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.**

- 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 Consulting firm.

E. Key Personnel & Experience

- Provide a simple organizational chart identifying key members of the firm, including consultants. (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 consulting services performed 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.**

Scope of Work for Triphahn Center Ice System Consulting

Preliminary Design Phase

1. Site visit to document in detail existing conditions.
2. Prepare narrative description and drawings of proposed replacement ice rink.
3. Prepare cost estimates.
4. Provide value engineering revision as required before final design phase.

Final Design and Construction Document Phase

1. Provide final design services for all ice system components.
2. Final construction documents (drawings and specifications) to include:
 - Demolition of existing rink.
 - Frost removal procedures.
 - New rink floor design including piping, headers, reinforcement, insulation, subsoil heating system and drainage system.
 - Removal and storage of dasher boards, boxes, shielding and netting. Provide modifications to framing and shielding so curved glass can be added to player boxes.
 - Conduit, wiring and other work related to temperature sensors.
 - Connection of new subsoil drainage system to existing storm water system.
3. Onsite meetings to coordinate progress and inspect onsite conditions.
4. Determine the best course of action for frost removal if needed.
5. Produce drawings and specifications that include all new components of the ice rink.

Bidding Phase

1. Assist in preparing the bid specifications.
2. Distribute bidding documents to contractors.
3. Develop a qualified contractors list for ice rink rebuilds.
4. Review bids and bidders request of any non-specified equipment or products.
5. Assist in preparation of any addendums.

Construction Phase

1. Hold pre-construction conference to discuss all details involved in the project and that all parties (consultant, contractor and park district) have full understanding of the scope of work to be completed.
2. Sub-Floor Drainage and Heating System Inspection: view and observe headers and tee connections as well as pressure testing sub-floor headers and heat piping.

3. Insulation and Vapor Barrier Inspections: observe the insulation layer and vapor barrier beneath the refrigerated rink surface along with providing a grid survey over the entire rink surfaces to verify compliance.
4. Refrigeration piping and concrete pour inspections: review contractor performed final elevation grid survey of entire rink surface, inspect refrigeration piping prior to install of concrete, witness pressure testing of piping systems, and hold pre concrete pour meeting and observe full duration of concrete pour.
5. Punch list inspections and verification: conduct a walkthrough inspection of all components and document all non-conforming items into a final punch list, conduct an inspection to verify punch list was completed followed by a memo certifying the project completion.
6. Provide review and comments for contractor submittals, including shop drawings, layouts and manufactures literature. If necessary provide reviews of rejected items.
7. Review payment request provided by contractors and approve payment by park district.
8. Receive and respond to construction question through the entire project.
9. Review closeout submittals.
10. Review record document drawings and specifications red-lines prepared by the contractor.