

**Request for Qualifications (RFQ)
Churchill Woods Forest Preserve
McKee House Architectural Study
Project No. Z-055-004**

BACKGROUND

The Forest Preserve District of DuPage County was established in 1915, and purchased its first parcel in 1917. The District now owns or manages over 25,000 acres of land at over 60 forest preserves, about 12 percent of the total land in DuPage County. Within these 25,000 acres are 600 acres of lakes, 47 miles of rivers and streams, and over 145 miles of trails. Each year, 4.3 million visitors enjoy the county's forest preserves, and over 100,000 visitors participate in educational and cultural programs at the District's five education centers. Within its holdings, the Forest Preserve District has numerous structures of varying ages and historical value, some of which are open to the public, while others are not. The McKee House at Churchill Woods is one of these structures that are currently not open to the public.

The McKee House, located at 889 W. St. Charles Road in Lombard, is within Churchill Woods Forest Preserve. It was constructed by the Works Progress Administration and the Civilian Conservation Corps in 1936. It was used as the Forest Preserve District's first headquarters administration building between 1936 and 1982. Also, between 1936 and 1996, the building was used as the residence of the District superintendent, later called the executive director. The residence became a guard house in 1996 and has been vacant since 2002. It is approximately 3,600 square feet.

In 2005, the Forest Preserve District's Board of Commissioners approved funding to be utilized for the demolition of the McKee House due to its deterioration. Recently, local historical groups have expressed interest in saving the structures. The Board of Commissioners have authorized re-allocating the funding for demolition to be used for an architectural study to determine the condition of the structures and the cost of the improvements necessary to renovate the structure for public use.

PROJECT GOALS

The Forest Preserve District of DuPage County is seeking qualifications from qualified respondents interested in providing the services described in this RFQ for an architectural study for the McKee House at Churchill Woods Forest Preserve. The study will be used as a basis for decision making by the Board about future action on the McKee House and also as a tool for local historical groups to pursue outside funding for its renovation.

SCOPE OF WORK

The scope of services shall consist of completing an architectural study of the house and associated cost estimates for renovations necessary to the McKee House for public use. The final scope of work will be developed in collaboration with the selected consultant, and additional elements to be incorporated in the architectural study may be suggested in the RFQ response. However, the study shall include, but not be limited to the following:

Review of Existing Documentation

Review plans, drawings, photographs and past studies of the McKee House provided by the Forest Preserve District, or by any other source readily available.

Building Assessment

Perform a site visit to document the existing conditions of the house and prepare accurate, scaleable drawings. Perform environmental testing as needed. Provide an assessment of the building's historic features and historical integrity. Perform a determination of the building's eligibility for listing on the National Register of Historic Places.

End-Use Determination

Work with Forest Preserve District staff and local historical groups to determine an end use of the structure. This end use will be what determines the basis of the required renovations and their related costs.

Architectural Study

Develop the design program and plans for renovations to the house that will support the end-use determined through meeting with Forest Preserve District staff and local historical groups. Any code related requirements including but not limited to HVAC, fire sprinklers, electrical and plumbing improvements should be included. Any necessary sitework related modifications including parking and walkways should be included. An evaluation of the historic significance, integrity and details of the building should be provided together with an analysis of the feasibility of preservation of its historic qualities and the building's eligibility for listing on the National Register of Historic Places.

Cost Estimate

Develop a cost estimate itemizing the costs associated with environmental remediation, renovations, site work and related design fees.

Meetings and Presentations

Meetings with Forest Preserve District staff, local historical groups and presentations to the Forest Preserve District's Board of Commissioners will be necessary.

QUALIFICATIONS-BASED SELECTION PROCESS

The Forest Preserve District of DuPage County maintains a database of consultants that is updated every year, in accordance with the Local Government Professional Services Selection Act (50 ILCS 510). This RFQ is being sent to all firms listed in the database. In addition, notice of this RFQ will be advertised in local newspapers and will be posted on the Forest Preserve District's website. The three highest ranked firms that respond to this RFQ will be interviewed.

CRITERIA FOR SELECTION

The following factors will be used in the evaluation process:

1. Design philosophy and project approach	10%
2. Prior experience with projects of similar size and complexity	20%
3. Prior experience with renovations to historic structures	30%
4. Prior experience with public-sector clients and processes	20%
5. Professional qualifications of individuals assigned to the project	15%
6. Prior experience and familiarity with DuPage County Building and Stormwater Codes	5%

SUBMITTAL REQUIREMENTS

Each submittal shall be organized with the following sections:

Section 1 - Letter of interest in the project and an understanding of the scope of work.

Section 2 - Firm Information

- Name, address, and phone number of consulting firm or team to be utilized for the project
- Form of organization (partnership, corporation or sole proprietorship) and names of the principals, officers and directors of the firm.
- A narrative describing the firm's qualifications for the project. If a team of consultant is to be used, describe the organization of the team for this project and tasks performed by each team member.
- Key personnel: provide resumes (no more than one page in length each) for key personnel that include names, respective titles, experience and period of service with the firm.

Section 3 - Project Approach

- Describe key tasks to be accomplished through the course of the architectural study and how they will be executed. Possible alternative processes used successfully in the past that should be considered as part of the project may be included.

Section 4 - Summary of Previous Relevant Projects

- A list of relevant projects, including historic structures that are similar in scope and size completed by the firm. For each project listed, provide the name and telephone number of the respondent's project manager and the client's project manager.
- Briefly describe several projects that have achieved final approval and have shown some level of implementation.

Section 5 - Summary of DuPage County permitting experience

Submittal size, quantity, and format: The submittal shall not exceed 30 pages. Submit one hard copy and one digital PDF file on a CD.

Responses that do not include the above required items will be deemed non-responsive and will not be considered.

RFQ and Evaluation Schedule

Release of RFQ:	March 21, 2013
Statements of Qualifications Due:	April 12, 2013, 4:00 pm Local Time
Short List of Candidates:	April 26, 2013
Interview Short List of Candidates:	May 6-10, 2013
Invitation to Submit Proposal:	May 20, 2013
Contract Negotiation:	June 11, 2013
Consideration for Board Approval:	July 2, 2013

Submittal Instructions:

Deadline for submittal of Statement of Qualifications: April 12, 2013, 4:00 pm Local Time

Submit Statements of Qualifications to:

Jessica Ortega
Landscape Architect Supervisor
Forest Preserve District of DuPage County
3S580 Naperville Road
Wheaton, IL 60189

Mailing Address:
P.O. Box 5000
Wheaton, IL 60189

Telephone: (630) 871-6404
Fax: (630) 933-7686