

# Western Community Unit School District No. 12

401 McDonough Street Barry, IL 62312

[www.westerncusd12.org](http://www.westerncusd12.org)

Mrs. Jessica Funk	Mrs. Connie Thomas	Mrs. Brandi Pennock	Mr. Elledge/Mr. Hufty	Miss Anna Hechler
Superintendent	WES/WHS Principal	WJH Principal	WES/WHS Deans	Athletic Director
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February 3, 2020

The Western CUSD #12 Board of Education is soliciting Requests for Qualifications (RFQ) to provide architectural services related to the replacement of the gymnasium roof located at Western CUSD #12 in Barry, IL.

Architectural firms responding to this request must submit 10 copies of their RFQ following the format that is described in the *Criteria for Selection* that accompanies this letter. Western CUSD #12 is not soliciting Construction Management Companies. RFQ's are due on or before February 14, 2020, at 12:00 p.m. and are to be delivered to:

Western CUSD #12  
401 McDonough Street  
Barry, IL 62312  
District Office

Using the information in the RFQ's submitted, the District will narrow the number of firms to be considered as finalists. It is understood that the owner reserves the right to reject any or all proposals or part thereof or items therein, and to waive any or all technicalities required for the best interest of the Western CUSD #12. Omission of any information may be sufficient cause for rejection of the proposal.

Finalists will be interviewed by the District at a future date to be determined. Questions concerning the process may be directed to Jessica Funk at 217/335-2323.

Sincerely,

Jessica Funk  
Superintendent  
Western CUSD #12

# **REQUEST FOR PROPOSAL**

## **SCOPE OF SERVICES**

The District is seeking the services of a well-qualified architect firm for professional services related to the replacement of a gymnasium roof.

## **ANTICIPATED ARCHITECTURAL AND ENGINEERING SERVICES**

Provision of a single source consultant having full responsibility for project(s). Other consultants may be used in the process, but will be under contract with the successful firm. The successful bidder will furnish professional architectural and civil, mechanical, electrical, fire protection and structural services including, but not limited to:

1. Programming
  - a. Assistance in evaluation and master planning of the existing site
  - b. Provide initial budget estimates and space program services
  - c. Refine preliminary budget estimate and scope
2. Schematic Design
  - a. Architectural
  - b. Civil
  - c. Structural
  - d. Electrical, Plumbing, Telecommunications and Fire Protection design
  - e. Development of a Statement of Probable Costs based upon Owner-Approved Schematic Design.
3. Design Development
  - a. Architectural
  - b. Civil, Structural, Electrical, Plumbing, Telecommunications and Fire Protection coordination
  - c. Final refinement of Statement of Probable Costs.
4. Complete Construction Documents (submit to governmental agencies for permit approval)
5. Bidding services
6. Construction administration
7. Post-Construction Warranty follow-up.

## QUALIFICATIONS REQUIREMENTS

The formal proposal response shall contain the following information, in the following sequence and format.

Title Page  
Letter of Introduction  
Table of Contents

1. A description of the firm and services offered.
2. A list of key personnel to be involved in the project and their availability to this project.
3. Provide an organizational description of your design team including architects, engineers and other pertinent staff members. Included resumes for all team members and their role in recent educational projects.
4. A description of the firm's capability to be engaged in multiple projects.
5. Experience in meeting project schedules.
6. Direct experience with respect to the proposed projects principally designed in the last five years.
7. Client references for Architectural/Engineering services.
8. Ability to meet budget and control costs.
9. Provide information on your firm's current professional liability insurance coverage.
10. Provide a reference list from five (5) recent projects of similar scope. Include district name, contact name and telephone numbers. All of the references submitted should be projects completed by the Architect as the Prime Consultant.
11. Identify any legal proceedings (arbitration, complaint or court action) filed by an Owner against your firm for any project for which you provided architectural services during the last 5 years.
12. Why should the School District utilize your Firm/Additional Information? Please feel free to include information describing what makes your firm or team unique.

*Detailed fees are not requested by the School District as part of this solicitation and are not to be included in your response.*

## **SUBMITTING YOUR RESPONSE**

Your response should follow the outline above and be concise. Failure to follow any of the RFQ's instructions could nullify your response from consideration. It will be the responsibility of the Prime Consultant to submit 10 copies of your proposal. Parties are requested to sign the submission with ink, and, when in the name of a company, by some officer whose title is shown. Submissions should be sealed and packaged with clear identification to read as follows:

“REQUEST FOR QUALIFICATIONS, WESTERN CUSD #12”

“Professional Architectural and Engineering Design Services”

Jessica Funk  
Western CUSD #12  
401 McDonough Street  
Barry, IL 62312

The deadline for submitting your response will be no later than February 14, 2020, 12:00 p.m. Submissions received after that date and time will not be considered. No electronic submissions or electronic modifications to the submission will be considered.

Questions or clarification may be directed to Jessica Funk, Superintendent, at 217/332/2323 or [jfunk@westerncusd12.org](mailto:jfunk@westerncusd12.org).

## **SELECTION**

Western CUSD #12 will evaluate all submissions on the basis of demonstrated competence and qualifications, as determined by the District, based on the qualifications submitted in response to this RFQ. The District will reserve the right to invite the most qualified respondents to attend a formal interview. The date for interviews is February 19, 2020. The interview will allow the respondents to further discuss their qualifications with the District, propose site use and conceptual design and to respond to questions from the Selection Committee.

The Board of Education anticipates a selection no later than March 18, 2020.

## **RESERVATIONS**

The Western CUSD #12 Board of Education reserves the right to reject any and all submissions, waive informality and any technicalities or clerical error in any submission and they will select the Design team which, in their judgment, best meets the requirements of the project.

All costs incurred in the preparation of the response to this Request For Qualifications will be the sole responsibility of and borne entirely by the submitter. All responses to this Request For Qualifications become the property of Western CUSD #12 and will be part of public record.

## **CONTRACT NEGOTIATIONS**

Western CUSD #12 will attempt to negotiate and contract for services described in this RFQ solicitation with the most qualified firm. If an agreement cannot be reached, there will be an attempt to negotiate a contract with the second qualified firm. This process will continue until an agreement is reached.

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Barry, IL 62312  
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