



**Request for Qualifications
Architectural Services**

February 3, 2017

Introduction

Champaign Community Unit School District #4 (“District”) is a K-12 school district located in Champaign, Illinois. The District serves approximately 10,000 students on its 19 campuses.

The District’s Board of Education is soliciting Statements of Interest and Qualifications from qualified firms to provide Architectural Services pursuant to the Local Government Professional Services Selection Act (50 ILCS 510).

On November 8, 2016, District voters approved a \$183,400,000 bond referendum to improve several District facilities. The Board of Education has also committed to dedicating \$25,000,000 from District fund balance to complete the facility projects. The projects which the District plans to undertake include:

1. Renovations of and Additions to Central High School (\$87,100,000)
2. Renovations of and Additions to Centennial High School (\$63,300,000)
3. Renovations of and an Addition to Edison Middle School (\$15,000,000)
4. Demolition and Reconstruction of Dr. Howard Elementary School (\$16,100,000)
5. Renovations of and an Addition to South Side Elementary School (\$11,100,000)
6. Renovations of and Additions to International Prep Academy (\$6,000,000)
7. Improvement of Athletic Facilities at McKinley Field (\$6,200,000)
8. Improvement of Athletic Facilities at Spalding Park/Franklin Field (\$3,600,000)*

*The Spalding Park/Franklin Field project is a collaborative effort between the District and the Champaign Park District. Architectural services for this project will be selected through an alternate process.

Additional information regarding these projects and the work the District has done around facility planning to this point may be found at <http://facilityplanning.champaignschools.org/>.

The District may select one firm or several firms to complete the other identified projects. Contracts for the Central High School, Centennial High School, and McKinley Field projects will be grouped and awarded to the same firm. Contracts for the remaining projects will be awarded individually though the same firm may be awarded multiple contracts.

An informational meeting related to this Request for Qualifications will be held in the lower level of the Library at the District’s Central High School at 610 W. University Avenue, Champaign, Illinois 61820 on February 14, 2017 at 10:00 a.m. Candidate firms are strongly encouraged to attend. Parking surrounding the school is very limited. Please enter the building at the main entrance off Park Street, check in at the visitors desk, and you will be directed to the library.

Statements of Interest and Qualifications Submission

Statements of Interest and Qualifications are due by February 24, 2017 at 2:00 p.m. local time. Timely delivery is at the risk of the respondent firm. Any submissions received after the deadline will be rejected.

Please submit ten (10) bound copies as well as an electronic copy (submitted either with the bound copies or via email) to:

Mr. Tom Lockman
Chief Financial and Legal Officer
Champaign Community Unit School District #4
703 S. New Street
Champaign, IL 61820
(217) 351-3825
lockmath@u4sd.org

Qualifications must be enclosed in a sealed envelope and the package must clearly show the phrase “Request for Qualifications – Architectural Services for Champaign Community Unit School District #4” and the name of the respondent firm.

Submissions 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 and 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 submission information.

Schedule

The following is the proposed schedule for the selection of firms to provide Architectural Services:

February 3, 2017	Issuance of Request for Qualifications
February 14, 2017 at 10:00 a.m.	Non-Mandatory Pre-Submission Meeting and Walk-Through (Library – Lower Level, Central High School, 610 W. University Avenue, Champaign, IL 61820)
February 17, 2017	Last Date to Submit Questions or Clarifications
February 24, 2017 at 2:00 p.m.	Deadline for Submissions
February 24 – March 1, 2017	Review of Submissions

March 2, 2017	Successful Short-Listed Firms Identified
Week of March 6, 2017	Interviews and Ranking of Short-Listed Firms
Week of March 13, 2017	Second Round Interviews (if necessary)
April 10, 2017	Proposed Board of Education Action

Respondents’ Inquiries and Addenda

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

Mr. Tom Lockman
 Chief Financial and Legal Officer
 Champaign Community Unit School District #4
 703 S. New Street
 Champaign, IL 61820
 (217) 351-3825
lockmath@u4sd.org

Any responses to questions or changes in this RFQ shall be posted on the District’s website as an addendum. Respondents must acknowledge addenda received as part of their submissions.

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

All potential respondents are prohibited from making any contact with District staff or the Board of Education with regard to this RFQ other than to the Chief Financial and Legal Officer as designated herein. The Chief Financial and Legal Officer reserves the right to disqualify any respondent found to have contacted those listed above in any manner with regard to this RFQ.

General Information, Notifications, and Purpose

The District will seek to enter into an agreement with the top-ranked candidate firm(s). Different firms may be selected for different projects.

Respondents are advised to review all sections of this RFQ carefully and to follow instructions completely. Failure to make a complete submission as described elsewhere herein may result in rejection of the submission. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this RFQ will be rejected as being nonresponsive.

Joint venture and/or cooperative professional teams will be considered.

The inclusion of subconsultants (e.g. mechanical, electrical, plumbing, structural, etc.) is not required with this submission but may be included.

General Terms and Conditions

All costs associated with developing or submitting a qualifications statement in response to this RFQ, or to provide oral or written clarification of its content, shall be borne by the respondent firm. The District assumes no responsibility for these costs. This RFQ does not commit the District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

This RFQ does not commit the District to enter into a contract. The District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The District also reserves the right to terminate this RFQ and reissue a subsequent solicitation and/or remedy technical errors in the RFQ process.

The contract, if awarded, will be awarded to the respondent firm whose submission is deemed most advantageous to the District, as determined by the selection committee upon the approval of the Board of Education.

The District reserves the right to contact any respondent for clarification or interviews or to negotiate if such is deemed desirable by the District.

The purpose of this RFQ is to identify an experienced Architectural Services firm with the best combination of qualifications.

Requests for site visits and introductory meetings beyond the February 14th Pre-Submission Meeting and Walk-Through will not be allowed.

Any and all materials submitted regarding this RFQ shall become the property of the District and are subject to the Illinois Freedom of Information Act.

The District reserves the right to contact references listed in a respondent's submission for information which may be useful to the District in evaluating candidate firms.

General Description of Scope of Services

The selected architectural firm will become part of a project team consisting of members of the District and community stakeholders and will perform services as required.

The selected architectural firm may be required to:

1. Attend meetings with District administrative staff as necessary.
2. Attend meetings of the Board of Education as necessary.
3. Develop preliminary drafts of the project(s) for District review and comment.
4. Consult with the District on budgetary and funding matters.
5. Consult with the District on project scheduling considerations.

6. Consult with the District on general concepts of the project scope of work and project needs.

The firm's services and product provided shall conform to the Illinois School Code and be in accordance with all federal, state, and local laws, codes, ordinances, and regulations.

Statement of Interest and Qualifications Content

The following information should be provided within a respondent firm's submission.

I. Letter of Interest

Candidate firms shall submit on firm letterhead a letter of interest signed by the contact individual for the proposed project and shall include the candidate firm's interest and ability to participate as described in this RFQ. Specifically, the candidate firm should identify which of the projects described above would be of greatest interest to the firm, why the firm is interested in working with the District, and how the firm could assist the District in meeting its goals.

II. Candidate Firm Profile

- A. The legal name of the candidate firm
- B. The location of the candidate firm's principal office where work for the District would be concentrated
- C. The candidate firm's telephone and fax numbers
- D. The name and contact information of the individual identified as having primary responsibility for the candidate firm's work with the District
- E. The location(s) of any other office(s) of the candidate firm
- F. The number of years the candidate firm has been in business under its current legal name
- G. Any previous legal names of the candidate firm and years in business
- H. The number of full-time employees at the candidate firm's office(s). Also provide the number of these full-time employees who are licensed Architects and/or Engineers.
- I. The candidate firm's areas of practice (both general and specialized), including the percentage of work for each practice area and the fees received for the candidate firm's total work over the last five years
- J. The levels of professional liability and general liability insurance coverage carried by the candidate firm

K. An explanation of any litigation, arbitration, and alternative dispute resolution within the last five (5) years arising out of any design work for any school district and the current status

L. An explanation of any termination from a project with any school district within the last five (5) years as well as the name and contact information for the school district

III. Educational Experience

A. A description of the candidate firm's experience in projects similar to those sought to be undertaken by the District

B. A list of educational clients for which the candidate firm has provided services over the last five years

C. Three individual references who could discuss the candidate firm's performance on educational projects

IV. Project Personnel

A. A description of the organization, roles and responsibilities of the proposed team. The number of professional staff to be assigned to each discipline of the project should be noted

B. An organizational chart identifying the offices, project personnel and relationships

C. Resumes of the candidate firm's key project personnel

V. Project Approach

A. The methodology the firm would use in conducting the project from inception to District acceptance, including strategies for collaboration, communication, and community building

B. The firm's ability and experience to work in the Champaign-Urbana area describing how the firm plans to respond when the District has immediate needs requiring on-site attention.

C. The approach to project scheduling and cost estimating within the educational sector.

D. The process to investigate bidders to ensure that they are qualified and equipped to satisfactorily complete the project.