



Limestone Community High School

District No. 310

4201 South Airport Road, Bartonville, Illinois 61607-2199 (309) 697-6271

General Scope of Services

Limestone Community High School District #310 (the District) is seeking architectural / engineering / construction management services to help the District develop, implement, and review a comprehensive needs assessment of current facilities and assist the District in developing a long term facility improvement plan based on current and future needs of our students and staff. Although the needs assessment will help develop a list of priorities for the District, several potential projects have been previously identified by the Board. The two of most significance are:

- Installing and air conditioning system to our classroom learning environment throughout the building
- Expand classroom instructional areas in our band and choral programs approximately 3780 square feet
- Life Safety Review and Updates

The building is located at 4201 South Airport Road, Bartonville, IL 61607

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 responses received by the District pursuant to this request.

RFQ Submission

RFQ's are due by **April 24, 2020 at 12:00 p.m.** local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

Five (5) bound copies; and

One (1) digital copy via email to agresham@limestone.org or CD/USB Drive to:

Allan Gresham

Superintendent

Limestone Community High School

4201 South Airport Road

Bartonville, IL 61607

309.697.6271 ext. 1432

agresham@limestone310.org

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase "***Request for Qualifications – Architectural / Engineering / Construction Management Services for Limestone Community High School***" and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size.

Schedule

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

March 9, 2020 - RFQ Released

April 2, 2020 1:00 PM – Non-Mandatory Pre-Submittal Meeting and Walk-through 4201 South Airport Road, Bartonville IL

April 16, 2020 – Last date for respondents to send clarifications / questions

April 24, 2020 12:00 PM - Submissions due; evaluation of qualifications begins

April 29, 2020 - Successful short-listed and unsuccessful firms notified

May 5, 2020 - Interviews with short-listed firms (if needed)

May 26, 2020 – Board Selection of Firm

Respondents' Inquiries and Addenda

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

Allan Gresham

Superintendent

Limestone Community High School

4201 South Airport Road

Bartonville, IL 61607

309.697.6271 ext. 1432

agresham@limestone310.org

School District Background

Limestone Community High School is located in Peoria County. The building first opened in 1953 and has experienced building additions in 1959, 1966, and 1999. The building is approximately 260,000 square feet and currently serves around 1,000 students.

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 being nonresponsive.
- b) Joint venture and/or cooperative professional teams will be considered.
- c) The inclusion of sub-consultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will not be required to be included in the submittal.

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 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.
- b) 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.

- c) The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the District, as determined by the Board of Education
- d) The District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the District.
- e) The purpose of this Request for Qualifications is to identify an experienced Architectural / Engineering / Construction Management Services firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings will not be allowed.
- g) All Proposers are prohibited from making any contact with District Personnel, Board of Education, or any other administrator or employee of the District with regard to the RFQ, other than in the manner and to the person(s) designated herein. The Superintendent reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.

General Description of Scope of Services

- a) The selected architectural / engineering / construction management firm will become part of a project team consisting of members of the District and Board of Education.
- b) The selected firm may be requested to:
 - a. Attend meetings with District administrative staff as necessary.
 - b. Attend District Board meetings as necessary.
 - c. Develop preliminary drafts of the projects the District review and comment.
 - d. Consult with the District on budgetary and funding matters.
 - e. Consult with the District on project scheduling considerations.
 - f. Consult with the District on general concepts of the project scope of work and project needs.
- c) The firm's services and product provided shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

Proposal Content

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.

Firm Description – Provide the following:

- Firm Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of architects, interior designers, engineers, etc.)
- List any previous names of firm and years of business under each name
- 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 District (key personnel, project experience, etc.). The office designated to serve the 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. 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 - \$1,000,000/\$1,000,000

Worker's Compensation - Statutory Limits

- List any litigation, arbitration, and alternative dispute resolution within the last 5 years, arising out of any design work for any School District; 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 School District and, if so, for what reason. If so, list the name and contact information for the District.

Firm Experience and Capabilities –

- Provide a list of all School 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 adding air conditioning to existing buildings, adding additions, general school updates/renovations – including classrooms, ADA compliance.
- Samples of work that demonstrate experience in K-12 public school environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces.

Firm Workload -

- Provide a list of all projects for which your firm is currently under contract as an architectural or engineering firm.
- Provide the percentage that educational projects made up of your total project work load in the last twelve months.

Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm.
- Provide resumes of project designers, managers, and key staff relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information. Particular reference should be made to the firm's construction administration/observation personnel.
- If any staffing changes should occur between the submission of qualifications and the award of a contract, the architect must notify the District in writing. Unapproved staffing changes may result in a rejection of qualifications.

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 Peoria area. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.

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

References –

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



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RFQ – Architectural and/or Engineering and/or Construction Management Services: ADDENDUM No. 1

Date: March 13, 2020

Limestone Community High School
4201 S. Airport Road
Bartonville, IL 61607

TO: Prospective Bidders

SUBJECT: Addendum No. 1 to the RFQ – Clarification

The **INTENT** of Limestone Community High School is to Request for Quote from Architectural Firms, Engineering Firms and/or Construction Management Firms.

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 being nonresponsive.
- b) **Individual** and/or Joint Venture and/or Cooperative Professional Teams will be considered.
- c) The inclusion of the sub-consultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) **will be required** to be included in the submittal.

This Addendum does not change the date of the RFQ. RFQ's are still due by April 24, 2020 at 12:00 p.m.

Please acknowledge receipt of this Addendum by referencing it on your RFQ

This addendum consists of 1 page and NO attachments