



ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

INSPIRE TO DREAM - EMPOWER TO ACHIEVE

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

February 20, 2025

Antioch Community Consolidated School District 34

Introduction

The Board of Education for Antioch Community Consolidated School District 34 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per (50 ILCS 510/) Local Government Professional Services Selection Act.

The services of the selected Architectural Firm shall consist of the design of an approximately 90-110,000 sf Early Learning Center & Administration Center Facility (depending on need for facilities such as gymnasium, cafeteria, and related services) at a new site to be determined by the Antioch CCSD 34 Board of Education. The Early Learning Center center will offer programming for students ages 3 through, the environments shall be versatile. To accommodate the evolving nature of early learning, the center will need adaptable spaces that can be modified as student needs change.

The firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of the Project. The Architectural Firm shall develop a variety of solutions, at one of the two sites that the Antioch CCSD 34 Board of Education elects, for the Owner.

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 School District pursuant to this request.

RFQ Submission

RFQ responses are due by March 14, 2025 at 10:00 a.m. CST. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit: four (4) bound copies; and one (1) digital copy via USB to:

Dr. Maria Treto-French

Assistant Superintendent/CFO/CSBO

Antioch CCSD #34

964 Spafford Street

Antioch, IL 60002



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(847) 838-8483

mtretofrench@antioch34.com

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase "Request for Qualifications FOR QUALIFICATIONS ARCHITECTURAL SERVICES for Antioch CCSD #34 Attention: Dr. Maria Treto-French"

To ensure optimal service to the District, only firms with offices located within 50 miles of the District's central office (measured via Google Maps) should submit their statements of interest and qualifications.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 90 pages, exclusive of required attachments. 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.

Schedule

The following is the proposed schedule for the selection of firms to provide architectural services:

February 20, 2025- RFQ Released

February 28, 2025, 10:00 am- Last date for respondents to send clarifications / questions

March 14, 2025- Submissions due; evaluation of qualifications begins

March 21, 2025- Successful short-listed and unsuccessful firms notified

April 4, 2025 (1:00pm to 5:00 pm) Interviews with short-listed firms

April 15, 2025 - Proposed Board action on firm to provide Services

Respondents' Inquiries and Addenda

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

Dr. Maria Treto-French

Assistant Superintendent/CFO/CSBO

Antioch CCSD #34

964 Spafford Street

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Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

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

School District Background

Antioch Community Consolidated School District #34 is a school district headquartered in Antioch, Illinois. The district serves the villages of Antioch, Lake Villa, and Lindenhurst. There are approximately 2,650 students enrolled across multiple buildings.

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 submission. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being unresponsive.
- b. Joint venture and/or cooperative professional teams will not be considered.
- c. The inclusion of subconsultants (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 School District assumes no responsibility for these costs. This RFQ does not commit the School 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 School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School 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 School District, as determined by the selection committee, upon approval of the School District Board of Education.



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- d. The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.
- a. The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- b. Requests for site visits and introductory meetings will not be allowed.
- c. All Proposers are prohibited from making any contact with the District Personnel, Board of Education, or Superintendent 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 Assistant Superintendent/CFO/CSBO 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 firm will become part of a project team consisting of members of the School District and community stakeholders to perform services as required.
- b. The Design Team may be requested to: attend meetings with School District administrative staff as necessary.
- c. Attend School District Board of Education meetings as necessary.
- d. Develop preliminary drafts of the Project Program for School District review and comment.
- e. Consult with the School District on budgetary and funding matters.
- f. Consult with the School District on Project scheduling considerations. Consult with the School District on general concepts of the Project scope of work and Project needs.
- g. 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 email)
- Number of years in business under current name
- Confirm distance from the office to be working on the project to the District office is under the specified distance.
- 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 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.



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- 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 School 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 Early Learning Center projects.
- Samples of work that demonstrate experience in Early Learning Center environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of Early Learning Center spaces.

Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm, including consultants.
- Provide resumes of project designers, managers, key staff and consultants 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 District's local region. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.



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- 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.