



# Riverside School District 96

## REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS FOR ARCHITECTURAL SERVICES

### To Provide a Five Year Health and Life Safety Plan of School District Facilities

**Submission Due Date: May 23, 2014**

The Board of Education of Riverside Public Schools District No. 96, Cook County, Illinois (the “Board” or the “District”), 63 Woodside Road, Riverside, Illinois 60456, is requesting statements of interest, qualifications, and performance data from architectural firms interested in preparing a five year health and life safety plan of School District facilities for the District (the “Project”).

The Board intends to select qualified firms at its June 17, 2014 meeting.

To be considered for the Project, architectural firms should submit statements of interest, qualifications, and performance data to **Zack Y. Zayed, Director of Finance and Operations, on or before 3 PM, May 23, 2014**. Statements received after that time will not be accepted or considered by the Board. Requests for additional information regarding the proposal should be directed to **Sue Moorhead, Assistant to the Superintendent**. No oral representations made by the District shall be binding. To be considered for the Project, eight copies of the Statements of Interest, Qualifications, and Performance Data must be submitted to:

Zack Y. Zayed, Director of Finance and Operations  
Riverside Public Schools District No. 96  
63 Woodside Road  
Riverside, Illinois 60456

The Board is seeking services from an architectural firm having experience, including, but not limited to, the following:

- Preparation of five year health and life safety plan for school districts
- School building design;

- Knowledge of the Illinois Life Safety Code and ADA compliance; and
- Repair of existing school facilities.

In selecting an architect for the Project, the Board will consider a firm's qualifications, ability of professional personnel, past record and experience, performance data on file, if any, willingness to meet time and budget requirements, location, workload of the firm, previous work history with the Board, and such other factors as the Board deems appropriate.

On the basis of the evaluation, as well as any presentation and discussion that the Board may conduct with firms, the Board shall select no less than three firms that it determines to be the most qualified to provide services for the Project and rank them in order of qualifications to provide services regarding the specific project.

**Statement of Interest, Qualifications, and Performance Data**

Except where space for responses is provided, please provide responses in a separate document. Eight complete copies of the following information must be provided in order for your statement to be considered.

1. Firm Description

A. Name of Firm \_\_\_\_\_

B. Address \_\_\_\_\_

C. City, State, Zip Code \_\_\_\_\_

D. Telephone Number \_\_\_\_\_

E. Number of Years in Business \_\_\_\_\_

F. Number of Offices \_\_\_\_\_ Please attach a list of all office sites, and identify the site located nearest the District.

G. Type of Organization:

Individual \_\_\_\_\_  
Partnership \_\_\_\_\_  
Corporation \_\_\_\_\_

H. Person to Contact \_\_\_\_\_

I. Personnel

# of Architects in Firm \_\_\_\_\_  
# of Engineers in Firm \_\_\_\_\_  
# Field Persons in Firm \_\_\_\_\_

J. (Check Disciplines Offered)	<u>In-House</u>	<u>Contracted Out</u>
Architectural	_____	_____
Structural Engineering	_____	_____
Mechanical Engineering	_____	_____
Electrical Engineering	_____	_____
Civil Engineering	_____	_____
CAD System	_____	_____
Technology Design	_____	_____
Cost Estimating	_____	_____
Life Safety (Health/Energy)	_____	_____
ADA	_____	_____

Asbestos	_____	_____
Lead Poisoning & Radon	_____	_____
Energy Management	_____	_____
Project Management	_____	_____

K. Please list special areas of practice. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

L. Indicate the levels of professional liability and general liability insurance coverage carried by the firm. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

M. If you plan to utilize outside associates and/or consultants for the Project, please provide a listing of the name, specialty, address, and phone number of each.

N. Please provide a copy of the firm's financial statement.

O. Please provide a list of five year health and life safety plans you have prepared in the last five years.

2. Team/Project Approach

A. Please provide a simple organization chart identifying key members of the firm who will be assigned to the project – including resumes.

B. Please indicate what types of and how much supervision you propose to provide.

C. Please describe the firm's perception of the appropriate role of a school architect in relation to the board of education and school district administration when preparing a five year health and life safety plan.

3. Has your firm ever been dismissed by a client before a contract was completed? \_\_\_\_\_

If so, please describe the circumstances that caused this situation, including the nature of the project, the name of the owner, and a contact person.

4. Does your firm have any lawsuits pending against it? \_\_\_\_\_

If so, please describe the nature and reason(s) for the lawsuit, as well as the parties involved.

5. Has your firm had any judgments against it or settled any lawsuits against it over the past five years dealing with architectural work it performed? \_\_\_\_\_

If so, please describe the final judgment or settlement terms.

6. Explain the typical process your firm undertakes to complete a five year health and life safety plan.

7. Provide a brief overview of additional information you feel is important in consideration of your firm. You might consider these the “unique characteristics” that make your firm particularly well-suited to provide services for the Project.

8. References

A. Please provide a list of five current school district clients, including client’s name, address, telephone number, and contact person.

B. Please provide a list of *all* school districts that you served during the last three years, including client’s name, address, telephone number, and contact person.

C. Please indicate whether you have ever worked on a project for the District or with District personnel, and, if so, identify the project, the general timeframe of your involvement, and your role in the project.

9. Person Completing this Questionnaire:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Date \_\_\_\_\_

10. Proposal is due on **May 23, 2014**

11. Submit Proposal to:  
Zack Y. Zayed, Director of Finance and Operations  
Riverside Public Schools District No. 96  
63 Woodside Road  
Riverside, Illinois 60456