



Bloomington
School District 13
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Bloomington, Illinois
60108-2604

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To: Board of Education
Dr. Jon Bartelt

From: Mr. John T. Reiniche
and Mr. Greg Leyden

Re: Architect RFQ

Date: November 19, 2019

Background:

FGM Architects has been the architect of record for Bloomington School District 13 since June 1977 or approximately 42 years. Earlier this year, it was determined that the District should review all professional services. As such, a Request for Qualifications was written for the selection of an architect. The process for selecting an architect is slightly different than other professional services. More specifically, the District is required to rate the firm first based upon qualification, then negotiate a fair and reasonable compensation, per the Illinois School Code; Professional Services Selection Act (50 ILCS 510).

Situation:

On Friday, October 11, 2019, the District sent a Request for Qualifications (RFQ) to five architectural firms. The RFQ required a mandatory walk through of the District facilities, which was held on Friday, October 18, 2019. The RFQ had a submission date of November 1, 2019 at 10:00 am. Four firms submitted (ARCON, TRIA, DLA, and FGM) a RFQ, Wight & Company declined the request. On Wednesday, November 6, 2019 and Tuesday, November 12, 2019 interviews were conducted by Greg Leyden, Mark Dywer, and John Reiniche. The team used a rubric to rate the qualifications of each firm. Based upon the interviews and the RFQ's submitted, the team rated, ARCON, DLA, and FGM as the top three qualified firms. For your convenience we have attached the RFQ document along with Rubric used to rate the qualifications of the firms.

Recommendation:

There is no recommendation at tonight's meeting, as it is a discussion item.

REQUEST FOR QUALIFICATIONS
for ARCHITECTURAL SERVICES



BLOOMINGDALE
SCHOOL DISTRICT 13

OCTOBER 2019

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES
FOR BLOOMINGDALE SCHOOL DISTRICT 13
OCTOBER 2019**

Introduction

The Board of Education for Bloomingdale School District 13 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, to assist the School District in performing possible planning, remodeling, construction, life-health safety projects and special projects. The firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of the project.

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's are due by **November 1, 2019 at 10:00 a.m.** local time. 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 Drive to:
Mr. John Reiniche
Director of Finance
164 S. Euclid Ave.
Bloomingdale, IL 60108
630-893-9590

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase ***"Request for Qualifications - Architectural Services for Bloomingdale School District 13"*** and the Respondent's name.

Submittals 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; 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.

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Schedule

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

October 11, 2019 - RFQ Released

October 18, 2019, 9 am – **Mandatory** Pre-submittal Meeting and Walkthrough - Begin at District Offices, 164 S. Euclid Ave.

October 25, 2019 – Last date for respondents to send clarifications / questions

November 1, 2019, 10 am - Submissions due; evaluation of qualifications begins

November 6, 2019 - Interviews with qualifying firms

November 12 - 19, 2019 - Ranking of top 3 firms and contract negotiations

November 20, 2019 - Committee recommends firm for Board Approval

November 25, 2019 - Proposed Board action on firm to provide Services

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFP shall be directed in writing, via email, to **BOTH**:

John Reiniche

AND

Greg Leyden

Director of Finance

Director of Buildings and Grounds

jreiniche@sd13.org

gleyden@sd13.org

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.

About District 13

A member of the Illinois Association of School Boards, Bloomingdale School District 13 has been serving the community for more than 100 years. Approximately 1,500 students attend the district's three schools: DuJardin Elementary, Erickson Elementary, both K-5, and Westfield Middle School, grades 6-8. With more than 130 teachers and instructional aides, District 13 ranks as one of the top area school districts with a high percentage of adults per child. The fine arts, accelerated learning, and special education inclusion programs are highly regarded throughout the DuPage County community. District 13 works with both private industry and community governmental groups to share ideas, resources and research - actively participating in the Bloomingdale Inter-governmental Group, the Chamber of Commerce and the CHARACTER COUNTS! Coalition.

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District 13 is located in DuPage County, approximately 15 miles west of Chicago. Students residing in Bloomingdale, Roselle, Medinah and Addison attend the district's schools. The district is located near such landmarks as Indian Lakes Hilton Resort, Old Town Bloomingdale, and Stratford Square Mall. District 13 students graduate to Lake Park High School in nearby Roselle. [Click here to view a district map.](#)

District 13 provides its students with the traditional academic curriculum of mathematics, science, social studies, language arts, music, art and physical education as well as drama, communications and Spanish at the middle school level. Classroom studies are enhanced by Instructional Media Centers and state-of-the-art computer laboratories. Students are also offered special services such as counseling, health care, special education and gifted programs. In addition to a highly dedicated staff, the district is assisted by a team of committed volunteers, serving the schools as members of the parent-teacher organizations and the district's Community Involvement Committee pool of parent and community volunteers.

District 13 covers 5.5 square miles, with about 5,600 voters and approximately 1,400 students, including a number of special education students who are educated in non-district facilities. We have approximately 200 full and part-time staff members.

School District 13 consists of three schools:

DuJardin Elementary School (K-5): 383 students

Erickson elementary School (PK-5): 523 students

Westfield Middle School (6-8): 488 students

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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 not be considered.

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.
- 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.
- e) The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings will not be allowed other than the aforementioned schedule of a **mandatory** tour of the facilities.

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- g) 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 Director of Finance 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 and to perform services as required.
- b) The Design Team may be requested to:
- a. Attend meetings with School District administrative staff as necessary.
 - b. Attend School District Board of Education meetings as necessary.
 - c. Develop preliminary drafts of the Project Program for School District review and comment.
 - d. Consult with the School District on budgetary and funding matters.
 - e. 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.
- 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.

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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
- 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, or 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 School District.
- List all School Districts which you no longer work with from the last 3 years. Provide a point of contact for each of these districts.

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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 with districts of similar size such as additions/remodeling, roofing, life safety, and community survey projects.
- Please highlight your experience in supporting the referendum process.
- Provide samples of work that demonstrate experience in elementary school environments.
- Firms should demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of stem labs, innovation spaces, pre-k to kindergarten spaces, etc.

Firm Workload -

- Provide a list of all projects for which your firm is currently under contract as an architectural 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, 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.
- Key personnel assigned to District 13 need to be present during the interview process.

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Project Approach –

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting a construction 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 Bloomingdale region. 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 FIVE [5] references for architectural services performed on educational facilities in Illinois in the last five [5] years.
- Provide a list of contacts for each reference.

Disclosure – *The District discloses that the Illinois Association of School Business Officials (IASBO); Facility Management – Professional Development Committee (FM-PDC), assisted with development of this RFQ.*

FIRM	FGM	points	TRIA	points	DLA	points	ARCON	points	WIGHT*
Firm Experience									
Firms Principal's - years of experience									
Associates - years of experience (Avg.)									
Engineering - in-house or out-sourced?									
Project Engineer (if in-house) - years of experience									
Supporting the Referendum Process									
Number of years the Firm has worked with small									
Firm's performance in similar scope and type of									
Percentage of projects that make up workload in the last									
Understands the future of education and space design									
Firms Methodology									
Approach to Design									
Approach to bidding, review and negotiation.									
Approach to Pre-Construction and Construction									
Approach to close-out, start-up and follow-up									
Past performance in delivering the required									
Past performance in terms of construction schedule									
Past performance in terms of meeting construction									
Average Years with Current Clients									
TOTAL POINTS		0		0		0		0	

M = Meets expectations = 1 point

E = Exceeds expectations = 2 points

D = Does NOT meet expectations = 0 points

Wight withdrew from the process