

August 13, 2009

STATEMENT OF INTEREST #R09-01

ARCHITECTURAL/ENGINEERING SERVICES for the MidLakes Health Center Site Expansion

Notice is hereby given that Statements of Interest (one original and 5 copies) addressed to Jerry Nordstrom, Director of Administrative Services, Lake County Health Department/Community Health Center (LCHD/CHC), Purchasing Office, 2400 Belvidere Road, Waukegan, IL 60085-4350, will be received until **2:00 PM on Thursday, September 3, 2009** for architectural, engineering, and design services for the MidLakes Health Center Facility as set forth herein. The MidLakes Health Center is part of the Primary Care service area of the Lake County Health Department and Community Health Center (LCHD/CHC). The site is one of six Federally Qualified Health Center facilities operated by the LCHC/CHC.

Consultants are encouraged to submit as much information as necessary to indicate their interest, experience, and qualifications to perform the work described. LCHD/CHC will review submissions and conduct negotiations in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/).

Questions regarding the requirements of this Statement of Interest should be directed to Jerry Nordstrom, Director of Administrative Services, 847-377-8049, jnordstrom@lakecountyil.gov.

PROJECT OVERVIEW AND SCOPE

1. Intent:

The Lake County Health Department/Community Health Center (LCHD/CHC) intends to enter into a contract with a qualified Architectural/Engineering (A/E) firm to provide design and project management services for completion of the Mid Lakes Site Expansion project in Round Lake Beach, Illinois.

2. Background:

The Lake County Health Department/Community Health Center (LCHD/CHC) proposes to expand the MidLakes Health Center site in Round Lake Beach by constructing a new addition and renovating a portion of the existing facility. The current facility contains about 8800 square feet (sf) which includes exam rooms, dental operatories, laboratory space, waiting areas, general office areas and storage. It also includes approximately 69 parking spaces in three adjacent parking lots. LCHD/CHC purchased the location and completed substantial interior renovations inside the existing footprint beginning in 2003 and has maintained daily operations at the site since 2004. The site has seen a very high utilization rate from very soon after opening and needs more space for all current functions and the opportunity to add functions that do not currently fit in the building.

American Recovery and Reinvestment Act (ARRA) funds will cover 100% of the project costs through a grant from the Health Resources and Services Administration (HRSA). The LCHD/CHC was awarded funds to fulfill several capital needs. Therefore, the funds are defined for very specific uses and the use of the funds must be tracked and reported closely. Funds must be fully expended no later than June 2011.

3. Project Scope of Services:

Based on prior work with an architect in preparation for the funding application process, we estimate the new addition will provide approximately 2700 sf of new space. When completed, the whole facility will contain approximately 11,500 sf of total space. The amount of existing space to be renovated is

estimated to be about 2500 sf. The expectation is that the construction of an addition will be more efficient and functional and will enhance the use of spaces to be renovated in the adjacent structure. The final size and allocation of space to various needs will be determined with the analysis and input of the successful firm.

The project will have to be designed for implementation in phases to help insure the ongoing daily operations of the existing clinic functions and site parking. The expectation is that the newly constructed addition will be completed to allow for staff and certain services to be relocated from parts of the existing clinic space. Those vacated spaces would then be renovated to achieve the final efficiency of flow and function. The selected firm should be able to help us manage this phased approach and demonstrate an understanding of the issues and experience managing similar situations.

The construction should provide for the following building enhancements:

- Medical exam rooms will increase in quantity from 9 rooms to 12 rooms
- Dental Operatories will increase in quantity from 4 rooms to 5 rooms
- Women, Infants, and Children (WIC) space will increase from 2 counseling offices to 6.
- Office space for other staff will increase from the current 2 flexible offices. Current assumptions and needs indicate a final design should at least include 1 assigned medical nutrition counselor office, 1 assigned behavioral health office, and 2 flexible offices that can be used for tobacco cessation counseling, family planning counseling, or other activities.
- Waiting room space will increase from 44 chairs to approximately 75 chairs
- Parking will increase from 69 spaces to approximately 89 spaces

These building improvements will allow the LCHD/CHC to serve more patients, enhance coordination of care, and improve the flow and efficiency of the MidLakes site.

Work to be performed under this contract will include architect-of-record services for the design and construction of the MidLakes Site Expansion, including all associated site development, landscaping and parking. The A/E will provide complete services for program verification, phasing plan development, design development, preparation of contract documents, bidding and construction administration phases of the project including the following:

A. Program Validation

1. Validate the LCHD/CHC's program for expansion of the MidLakes Health Center.

B. Phasing Plan Development

1. Based on the validated program and conceptual design plans provided by the LCHD/CHC, assist in the development of a phasing plan that shall include an analysis for phasing the new construction, movement to the new space, remodeling of existing spaces, and required movement of staff to project completion. Clinic operations must continue and existing spaces will remain occupied.

C. Schematic Design Phase

1. Develop schematic floor plans based on the validated program and conceptual floor plans provided by the LCHD/CHC. Develop recommendations on envelope and energy conservation strategies and advise the LCHD/CHC of costs and payback periods.
2. Coordinate with the LCHD/CHC to produce an accurate schematic design cost estimate based on the schematic floor plan, envelope considerations and energy consumption evaluations.
3. Submit schematic design documents to the LCHD/CHC for review and comment. Revise the schematic design documents in accordance with LCHD/CHC feedback and make a formal submittal of the schematic design plans for LCHD/CHC approval.
4. Attend meetings as necessary to advance the work of the project.

D. Design Development

1. Complete a detailed preliminary design package to include floor plans, preliminary

engineering schematics, a systems narrative for all major building components including mechanical, electrical, life safety and envelope systems, exterior elevations, and presentation materials appropriate for presentation to LCHD/CHC administrators.

2. Coordinate with the LCHD/CHC to produce an accurate design development cost estimate based on the completed design development package.
3. Attend meetings as required by the LCHD/CHC to inform the LCHD/CHC staff on the progress of the work and the status of the budget.

E. Construction Documents

1. Complete a detailed set of floor, electrical, mechanical plans, details and specifications for permitting, bidding, and construction purposes.
2. Coordinate with the LCHD/CHC to produce an accurate 50% construction document cost estimate based on the 50% construction document submittal.
3. Attend meetings as required by the LCHD/CHC to inform the LCHD/CHC staff on the progress of the work and the status of the budget.

F. Bid and Permit

1. Prepare/complete all documents and applications required for submission to authorities having jurisdiction over the project to obtain all approvals required for construction.
2. Conduct a pre-bid meeting with potential contractors.
3. Answer questions related to the design documents.
4. Prepare any addenda documents that may be needed.
5. Review bid proposals and provide recommendations on most qualified bidders.
6. Attend post bid meetings, if necessary, to discuss alternate work items.

G. Construction/Contract Administration

1. Conduct a pre-construction conference with all stakeholders.
2. Review and approve pay requests.
3. Review and approve change order requests.
4. Attend regular weekly construction meetings with the LCHD/CHC and its contractor, subcontractors, and suppliers.
5. Respond to contractor requests for information.
6. Review contractors' submittals.
7. Issue proposals, requests and supplemental information bulletins as required.
8. Make periodic site visits to determine compliance with plans and specifications.

H. Project Close-out

1. Work with the LCHD/CHC and the Contractor to prepare a punch list and ensure all items are resolved.
2. Assist the LCHD/CHC with the close-out of all contracts.
3. Ensure the orderly delivery of all required close-out documentation and warranties.
4. Provide as-built documents to the LCHD/CHC. The A/E shall be responsible for collecting hardcopies of all as-builts from the LCHD/CHC's contractor and apply all field changes to the original construction drawings and submit them to the LCHD/CHC in AutoCAD and PDF format for future use by the LCHD/CHC.

I. In accomplishing the responsibilities outlined above the A/E shall specifically do the following:

1. The A/E shall be responsible to interview appropriate Health Department staff and perform an analysis of space utilization in existing spaces; determine projected requirements for space needs, and; estimate the impact of trends related to their requirements. It is the responsibility of the A/E to design specifications to accomplish this project within the project budget, in accordance with local, state and federal regulations. The A/E shall identify alternates individually, in the event that the LCHD/CHC needs to reduce the project scope to fall within the construction budget.
2. Field verification of existing site conditions including all underground utilities to be

impacted during the course of this project. Proposer must provide additional services for project needs.

3. Program verification with the LCHD/CHC staff as required.
4. Preparation of design documents to adequately define the scope and cost of the project. Attend meetings with The LCHD/CHC representatives and others as required to properly communicate the design intent and illustrate sufficient adherence to program requirements, project schedule and budget.
5. Assist the LCHD/CHC in soliciting three proposals for Geotechnical Services and provide a recommendation to the LCHD/CHC for award of the contract. A/E shall provide recommended locations, quantities and depths of borings.
6. Assist the LCHD/CHC in soliciting construction-testing proposals (three minimum) with recommendations to LCHD/CHC for award of contract. Architect shall provide recommendations for items to be tested, and quantities of material testing required.
7. Preparation of bid documents consisting of drawings and project manual per the final, agreed upon phasing plans to be opened in accordance with the project schedule and Health Department regulations.
8. Provide four cost estimates in a format requested by the Health Department at agreed upon intervals throughout the project; suggested intervals include one at the completion of Schematic Design, one at the completion of Design Development, one at 50% Construction Documents and one at Final Construction Documents for review by the LCHD/CHC.
9. Conduct and attend project meetings during the design phase and construction document phases as required. Provide documentation of the proceedings of the meetings no later than five working days after each meeting.
10. Upon request, attend Board of Health meetings as required.
11. Coordinate and manage permit process with all agencies having jurisdiction over the project. Begin permitting dialogue process with local authorities no later than the design development phase.
12. Issue Bid Documents, bidding questions and addenda as required by the project schedule.
13. Respond to all RFI's in a timely fashion.
14. Attend and participate in all pre-bid meetings and respond to all questions as required.
15. Participate in bid and scope evaluation and due diligence investigation of responsibility of the lowest qualified bidders and provide a written recommendation to the LCHD/CHC.
16. Provide assistance to contractors in securing any permits to be obtained for the construction of the project not previously obtained by the A/E.
17. Participate in pre-construction and pre-installation meetings as required.
18. Include all consultants necessary to complete the scope of work, provide minutes of coordination meetings held between the A/E and various consultant teams in the execution of the design for review by the LCHD/CHC.
19. Provide Construction Administration services through construction completion and LCHD/CHC occupancy, including weekly construction meetings with associated construction observation. Prepare and distribute reports of site observations.
20. Review shop drawings and submittals, product data and samples, etc. and coordinate with LCHD/CHC for timely reviews.
21. Provide assistance to the contractor during initial start-up, testing, adjustment, balancing and commissioning of the building systems.

22. Provide comprehensive record documents (drawings and specifications) at the completion of the project. Provide record documents in hard copy as well as CADD format.
23. The A/E shall work closely with the Contractor(s) and the Health Department during the full course of the work. All work shall be done in accordance with local, state and federal regulations

4. Preliminary Project Schedule:

The project schedule will be confirmed in writing as part of the commencement of the contract. The A/E shall provide staffing to meet the following (projected) general schedule criteria. A preliminary timeline for the accomplishment of major tasks is as follows:

Date	Task
September 22-24, 2009	Interviews
October 15, 2009	Award Consultant Contract
November 1, 2009	Begin Program Validation and Phasing Plans
December 2009	Schematic Design
January 2010	Design Development
February 2010	Construction Documents
March 2010	Bid Process to Select General Contractor
May 2010	Begin Construction
March 2011	Closeout

5. Submission Requirements:

A. Executive Summary

Provide a brief summary, which describes and highlights your interest, experience, and qualifications for this project.

B. Relevant Experience

Provide a detailed description and project profile sheets for similar projects containing services previously described. Emphasis should be placed on work completed within the last three to five years. Indicate your experience with institutional and governmental projects.

Provide a brief summary of recent experience with three to five completed projects of similar type and scope. Summary should describe the following for each of the projects:

1. Brief description of project and method of design and construction delivery
2. Key personnel assigned to project
3. Initial project construction budget and final construction cost.
4. Project references including contact person and phone number.
5. Date project was completed.

C. Project Design and Management Team

Describe your approach relative to the delegation of responsibility and assignment of authority and interaction points with the LCHD/CHC. Include a listing of key personnel and/or sub consultants proposed for the project team. Include a resume and/or relevant experience of each key team member and a brief description of the tenure or work history among team members.

Provide an organization chart graphically illustrating how your firm would staff and structure your proposed team for the Design and Construction Phases of the project. Include delegation of responsibility and assignment of authority and interaction points with the LCHD/CHC.

List specific personnel (including sub consultants) proposed for the project team, including the project assignment and role or area of responsibility of each individual. State the current assignments for personnel proposed for the project, and their percentage of involvement at

various stages of design and construction. Provide a resume for each proposed team member, specifically stating tenure or experience with your firm, experience and qualifications of each individual. The following list represents a minimum submittal for key personnel from the A/E team:

- Principal in charge - architect
- Project Architect - architect
- Principal in charge - mechanical, electrical engineer
- Project Engineer - mechanical
- Project Engineer – electrical

D. Project Design Approach

Describe your design approach to this project, which demonstrates your understanding of specific, critical issues and challenges in a remodeling of this nature.

E. Firm Differentiation

This section represents one of the most important sections for the selection of the short listed firms. Please respond to the individual questions carefully and succinctly.

1. Who on your team will provide consistent day-to-day leadership and management for the project?
2. How much time will they spend on the project during the design phase and during the construction phase?
3. What meetings are they expected to attend during each phase?
4. What are your expectations for performance of this individual with regard to management of your design team?
5. List and rank 10 key attributes or abilities that this individual possesses that the LCHD/CHC is looking for.

F. Schedule

Please respond to the individual questions carefully and succinctly.

1. What commitments and manpower are available from the firm to meet the project schedule?
2. What steps would the firm take in order to make up schedule time if that were required?
3. Does your firm consistently meet project deadlines with respect to design and bid packages?

G. Design & Innovation

Please respond to the individual questions carefully and succinctly.

1. Describe the most innovative relevant project undertaken by your firm in the last five years and how it impacted the building users/owner.
2. Describe your experience in analyzing and developing recommendations for rehabilitation of building envelopes to assure a high quality of indoor air comfort and energy efficiency.
3. Describe your experience in analyzing and developing recommendations for energy efficient building systems in rehabilitated structures to assure a high quality of indoor air comfort and energy efficiency.
4. Provide a description of the attributes, processes and/or experiences that differentiates your firm from other firms.

H. Budget

Please respond to the individual questions carefully and succinctly.

1. How does your firm maximize and maintain quality design and high quality project image while maintaining tight budget constraints? Cite examples of specific things that you have done on other projects to meet this objective.
2. Describe your firm's approach to Value Engineering and what contribution does the firm typically provide during each phase of design and construction. Value Engineering should include the ability of the proposer to evaluate cost saving opportunities in the construction project and add value to the project by applying a creative approach to optimize lifecycle, energy consumption and operational costs resulting from the building design.

I. Quality of Documents

Please respond to the individual questions carefully and succinctly.

1. List the steps and describe the quality control processes we can expect from the firm during each phase of the design process to assure careful coordination of all disciplines and a high quality of design and contract documents.
2. Why is careful coordination and quality of documentation important to the firm? Does the firm take a leadership role in the review, approval and coordination of consultants work?

J. General

Please respond to the individual questions carefully and succinctly.

1. List experience in designs that encompass sustainable architecture and LEED Certified building projects.
2. List all relevant project experience your firm has using Building Information Modeling (BIM) in new construction or remodeling projects.
3. Provide Errors & Omissions experience for the past five (5) years and/or any reductions in insurability.
4. Describe your firm's approach to construction administration, change orders, errors, omissions and other key factors involved in quality design and construction phases.

6. Process

The LCHD/CHC will review submissions and conduct negotiations in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/). The following qualifications will be considered by the LCHD/CHC:

- A. Proven experience in design of similar rehabilitation and remodeling projects.
- B. The ability of the proposer to maximize a design solution while maintaining budgetary discipline.
- C. Experience in planning, evaluating and implementing energy efficient building systems and components in similar facilities and the ability to enhance operational efficiencies.
- D. Design quality and the ability to understand and translate the client's design goals.
- E. Quality and time availability of key A/E project team members.
- F. A proven consistent A/E team leader that listens to the client and appropriately manages and direct the design team efforts.
- G. Demonstrated knowledge and understanding of sustainable design principals and strategies.
- H. Familiarity with applicable codes and regulations including experience with the local authorities having jurisdiction.
- I. Compatibility of proposed A/E team members with the LCHD/CHC project team members.
- J. The ability, capacity and skill of the A/E to perform the contract or provide the service required.
- K. Whether the A/E can perform the contract or provide service promptly, or within the time specified, without delay or interference.
- L. The character, integrity, reputation, judgment, experience and efficiency of the A/E.
- M. The quality of performance of previous contracts or services.
- N. The previous and existing compliance by the A/E with laws and ordinances relating to the contract or services.

As part of its evaluation process the LCHD/CHC may seek additional information from firms found to have resources and methodologies best suited to this project.

GENERAL INFORMATION SHEET

AUTHORIZED NEGOTIATORS:

Name: _____ Phone # _____

Name: _____ Phone # _____

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

In submitting this proposal, it is understood that the Health Department reserves the right to reject any or all Proposals, to accept an alternate Proposal, and to waive any informalities in any Proposal.

BUSINESS ORGANIZATION: (check one only)

____ Sole Proprietor: An individual whose signature is affixed to this proposal.

____ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.

____ Corporation: State of Incorporation: _____

____ Non-profit Corporation

____ 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the proposer hereby certifies that it is not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Business Name

Signature

Print or Type Name

Title

Date

COMPANY REFERENCES

Provide three references for projects of similar size and nature. Governmental references are preferred over others.

Agency Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Project Description: _____

Project Dates: from _____ to _____

Agency Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Project Description: _____

Project Dates: from _____ to _____

Agency Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Project Description: _____

Project Dates: from _____ to _____

PROJECT MANAGER REFERENCES

Provide three references for PROJECTS MANAGED BY THE PROJECT MANAGER of similar size and nature. Governmental references are preferred over others.

Agency Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Project Description: _____

Project Dates: from _____ to _____

Agency Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Project Description: _____

Project Dates: from _____ to _____

Agency Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Project Description: _____

Project Dates: from _____ to _____

CONSULTANT QUALIFICATIONS

(ATTACH ADDITIONAL PAGES AS NEEDED)

Name and Address of Office from which this contract will be administered

Name: _____

Address: _____

Phone: _____ Fax: _____

Project Manager: _____

Years in Business: _____ Number of Employees: _____

Annual Sales: \$ _____ Dunn & Bradstreet #: _____

Indicate if firm is a certified M/W/DBE and attach certification: _____

List employees who will be dedicated to the MidLakes Health Center Expansion Project:

(Attach additional pages as necessary)

NAME	POSITION	# YEARS	RESPONSIBILITY/ EXPERIENCE	#HRS TASK
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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