

REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES

July 1, 2009

Calumet Public School District No. 132

1.0 Introduction

The Board of Education for Calumet Public School District No. 132 ("School District") is soliciting proposals from qualified firms to provide comprehensive Architectural Services to assist the School District in the development and implementation of a multi-year project to build a new school for sixth through eighth grades.

Initially, services of the selected Architectural Firm will include only development of initial design services, including scheduling, budgeting, funding, and delivery method. After the initial services are completed, the Architectural Firm's services may be extended through subsequent phases of the Project as the School District deems to be in its best interests. Such further services shall be provided via amendment to the initial contract.

This RFP is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Proposal. There will be no public opening and reading of responses received by the School District pursuant to this request.

2.0 Respondents' Inquiries and Addenda

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

Leonora J. Beck
Chief School Business Official
Calumet Public School District 132
1440 W. Vermont Street
Calumet Park IL 60627
Facsimile: 708-388-4407
Email: LBeck@sd132.org

2.2 Any responses to questions, or changes in this RFP, shall be issued in writing as an addendum.

2.3 Oral and other interpretations or clarification will be without legal effect. Respondents must acknowledge addenda received as part of their submissions.

3.0 General Information, Notifications, and Purpose

3.1 Respondents are advised to review all sections of this RFP carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal. Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive. Joint venture and cooperative proposals will be considered and also subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractors projected to be used are identified in the proposal.

3.2 Requests for sales calls and introductory meetings will be respectfully declined.

4.0 General Terms and Conditions

4.1 All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. School District assumes no responsibility for these costs. This RFP does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.

4.2 This RFP 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 RFP. The School District reserves the right to waive informalities and irregularities in the proposals received. The School District also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

4.3 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.

4.4 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.

4.5 The purpose of this Request for Proposal is to identify an experienced Architectural Services firm with the best combination of qualifications, to develop the program efficiently and effectively with respect to time and cost.

5.0 Scope of Services

5.1 General Description of Project Scope and Architectural Services:

- 5.1.1 The Project generally entails construction of a new school to replace the existing Calumet School located at 1440 W. Vermont Street, Calumet Park, Illinois. The exact location of the new school will be determined through the project team's programming services.
- 5.1.2 The School District is in the process of reviewing delivery methods which may include a separate construction manager and/or program manager.
- 5.1.3 The selected architectural firm will become part of a project team consisting of members of the School District and community stakeholders and perform services as required in partnership with a construction manager or program manager.
- 5.1.4 The Design Team will initially be requested to develop the programmatic and schematic design of the School District's Project Program including preliminary floor plans, logistics site plan, 3-D massing sketch, preliminary elevations, presentation plan and presentation renderings. In developing the Project Program, the members of the design team shall:
 - 5.1.4.1 Attend meetings with School District administrative staff as necessary.
 - 5.1.4.2 Attend School District Board of Education meetings (plenary or committee) as necessary.
 - 5.1.4.3 Develop preliminary drafts of the Project Program for School District review and comment.
 - 5.1.4.4 Consult with School District on budgetary and funding matters.
 - 5.1.4.5 Consult with the School District on Project scheduling considerations.
 - 5.1.4.6 Consult with the School District on general concepts of the Project scope of work and Project needs (e.g. location, overall size, included facilities, capacities, etc.).
 - 5.1.4.7 Based on all of the foregoing, develop an initial program and design for submission to the School District.
- 5.1.5 The Architectural Firm shall have the responsibility for concept, functional use of space, design and review services through the completion of the project.

- 5.1.6 The firm's services and product provided shall confirm with the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.
- 5.1.7 For services beyond initial services, if any, the firm shall review all shop drawings, samples, fabrication process, etc. and provide the leadership and advance recommendations of said areas as required.
- 5.1.8 For services beyond initial services, if any, the firm shall be in attendance at weekly project meetings once the project is underway.
- 5.1.9 For services beyond initial services, if any, the firm will be responsible for assistance in obtaining permits and review by Regional Superintendent of Schools once the project is underway.

6.0 Proposal Submission

6.1 Proposals are due by **Thursday, July 20, 2009 at 10:00 a.m.** Chicago time.

6.2 Please submit ten (10) copies and one (1) electronic copy of the completed qualifications and other requirements of the RFP by hand delivery, regular mail, express mail or courier to:

Leonora J. Beck
Chief School Business Official
Calumet Public School District 132
1440 W. Vermont St.
Calumet Park IL 60627
Email: LBeck@sd132.org

6.3 Proposals must be enclosed in a sealed envelope (or other sealed container); the package must show clearly the phrase ***"Request for Proposals – Architectural Services"*** and Respondent's name.

6.4 Submittals should be prepared as standard 8-1/2 x 11-letter size, and shall be limited to fifteen 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. Resumes should not include project pictures or general firm information.

6.5 Telephone, facsimile, or email responses are not acceptable.

6.6 Timely delivery is at the risk of the Respondent.

6.7 Firms will be contacted as soon as possible for interviews of further information on an exact date to be determined. However the interviews will take place during the week of **September 7-11, 2009**. Refer to Section 7 for the Proposed Schedule.

7.0 Schedule

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

July 1, 2009	RFP Released
July 7 th -- 9:00 a.m.	RFP Informational Meeting
July 20 th -- 10:00 a.m.	Proposals due; evaluation of proposals begins
September 1 st	Successful short-listed firms notified
September 7 th – 11 th	Interviews with short-listed firms
September 14 th – 15 th	Ranking of top 3 firms and contract negotiations
September 17 th	Committee recommends firms(s) for Board Approval
October 15 th	Proposed Board action on firm(s) to provide Architectural Services

8.0 Proposal Content

8.1 Though the initial contract will only entail initial services, Proposals should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project.

8.2 Proposals must include the following:

8.2.1 Letter of Transmittal

8.2.1.1 A one-page letter of transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The Letter of Transmittal should identify all addenda received by the Respondent.

8.2.1.2 Joint Ventures require signatures from all firms participating in the Joint Venture.

8.2.2 Executive Summary:

8.2.2.1 The executive summary is intended to highlight the contents of the Proposal and to provide the School District evaluators with a broad understanding of the Respondent's technical approach and ability.

8.2.3 Firm Description Summary

8.2.3.1 Provide as an Appendix I, the completion of the Firm Description Summary.

8.3 Proposals shall address the following requirements:

8.3.1 **Firm Experience and Capabilities** – Provide detailed information about company history, primary business, management / organizational details, and specific architectural experience in the educational market. Please highlight your experience in performing work such as new construction projects. Samples of work that demonstrate experience in elementary school environments is required. Firms should also demonstrate expertise in maximizing construction budgets.

Qualified firms should display experience in the design of general instructional spaces. Firms should also display experience in the design of specialty instructional spaces, such as libraries, gymnasiums, multipurpose rooms, science classrooms, athletic fields, and broad-based technology areas.

- 8.3.2 **Project Information-** Provide a list of all projects for which your firm is currently under contract as an architectural firm.
- 8.3.3 Provide a list of all elementary school projects of similar size and scope (remodeling, additions, demolition or new construction) to the School District projects your firm has completed in the past five years.
- 8.3.4 Provide comparable clients that you are working with or have worked with within the last 5 years. With the list, describe the types of projects (including whether they involve new construction or addition/renovations), and the types of architectural, engineering and construction management services that you have provided for each of these clients.
- 8.3.5 Discuss your ability/experience to work in the Chicago suburbs. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- 8.3.6 Describe your capability to complete projects within defined time frames.
- 8.3.7 If your proposal includes affiliated firms or multi-disciplinary departments (e.g., mechanical, electrical or structural engineering), please identify them and provide similar information for them as outlined below.
- 8.3.8 **Key Personnel & Experience** – Provide as an attachment to the Proposal resumes of key staff relevant to the requirements of this RFQ. Include information about project managers and all key staff. Provide work experience, education affiliations and awards. Particular reference should be made to the firm's construction administration personnel.
- 8.3.9 **Project Approach** – Provide a general description of the methodology that your firm would use in conducting the new construction project from inception to completion of construction. 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.

8.3.10 **Project Scheduling and Cost Estimating** – Provide a general statement of your approach to project scheduling and cost estimating within the environment of the educational sector.

8.3.11 **References** – Provide a minimum of three (3) references from architectural services performed on educational facilities within the Chicago area in the last five (5) to ten (10) years.

9.0 Evaluation and Selection

9.1 The School District will conduct a comprehensive, fair, and impartial evaluation of all Proposals. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. The Respondent(s) selected for an award will be the Respondent(s) whose Proposal is the most advantageous to the School District, as determined by the School District in its plenary discretion. The School District committee may select all, some or none of the Respondents for interviews. If the School District elects to conduct interviews, Respondents will be interviewed and scored based upon criteria to be determined by the School District.

9.2 At the conclusion of the selection process, each of the Respondents will be evaluated to determine the Best Qualified for the project. The School District will enter into negotiations with the selected Respondent, and execute a contract upon completion of negotiation of fees and contract terms for final approval. If the School District and selected Respondent are unsuccessful in negotiating a contract, the School District may then request proposals from other Respondents and negotiate contracts until a contract is executed.

10.0 Contract

10.1 The selected firm will be expected to execute a contract document that will be provided, with no substantial modifications. This RFP and submitted proposal, to the extent not contradictory with the attached contract, shall become exhibits forming a portion of the contract. The Contract Sum and Contract Time will be negotiated after selection.

Appendix I

FIRM DESCRIPTION SUMMARY

Company Name			
Address			
City, State, Zip			
Phone / Fax			
Contact Name:			
Title			
Phone/Email			
Number of Years in Business			
Number of Offices – (Please attach a list of all office sites.):			
Type of Organization			
Individual, Partnership, Corporation			
Personnel: (past three years)	2007	2008	2009
# of Architects in Firm			
# of Engineers in Firm			
# of Field Persons in Firm			
Check Disciplines Offered	In-House	Contracted Out	
Architectural			
Structural Engineering			
Mechanical Engineering			
Electrical Engineering			
Civil Engineering			
CAD System			
Landscape Design			
Technology Design			
Cost Estimating			
Life Safety (Health/Energy)			
ADA			
Asbestos			
Lead Poisoning & Radon			
Energy Management			
Project Management			