

Request for Qualifications

The Village of Glendale Heights invites interested firms to submit Statements of Qualifications for architectural services for the construction of a new Police Station. Architectural services include, but are not limited to examination of a existing feasibility study of the Police Department and the Municipal Center facility, development of the Schematic Design identifying various design alternatives, projected cost estimates, and completion of final construction documents and timelines.

INTRODUCTION

1. Scope

With this Request for Qualifications, the Village of Glendale Heights seeks qualifications from architectural firms for professional services involving the development of a design for the construction of a new 32,000 square foot Police Station, and the potential reuse of existing elements within the current facility located in the Village of Glendale Heights Civic Center facility.

2. Nature of Request

Due to the uniqueness of the Police and Municipal Government operations, experience in planning the design of this type of Police facility is the primary criterion for selection. As a part of this proposal, firms are asked to submit statements of qualifications, experienced in Municipal Police operations specifically detailing experience with Emergency Operations Centers and 911 Emergency Dispatch Centers.

3. Background

The Police Department is currently located within the Village Municipal Center. Constructed in 1975, the Municipal Center has had several interior renovations including major expansions in an attempt to satisfy the requirements of the Police Department and Village Administration. The Police Department provides facilities for Ninety Three total employees, of which 56 are sworn personnel. The current Police use within the building provides operational space and offices, a booking and jail area, a gun range, a 911 emergency dispatch center, and a training and emergency operation center. The Civic Center Building is located within a Village Campus property with the Village owned Recreation Center and Aquatic Park, Building and Grounds Maintenance, and the Village Safety Town. It is anticipated the new Police Department will be located on the same grounds to minimize land and parking investments.

SCOPE OF SERVICE

The scope of services required of the successful firm under this project is professional Architectural services, including, but are not limited to examination of an existing feasibility study (finalized in 2009) of the Police Department and the Municipal Center facility, and as needed additional needs assessment of the Police operations and facilities to conclude appropriate space and operational requirements, and; The development of the Schematic Design identifying various design alternatives and consideration to potential reuse of key space within the Municipal Center while including consideration to ease of maintenance and maximizing budget efficiencies with construction cost with projected cost estimates, and; The development of final construction documents using all applicable codes, design criteria and necessary technology infrastructure and structural requirements.

The following is a list of the major project elements and concerns that relate to the construction and possible renovation of the Police Station that are to be priority of the Architectural firm selected for this project.

- A. Maximizing Budget Efficiency**
- B. Ability to utilize existing feasibility study as base findings**
- C. Potential reuse of some existing facilities**
- D. Balancing Security concerns with openness to the public**
- E. Grouping of components for efficient operations**
- F. Public Accessibility**
- G. Separation of Public, Staff and Prisoner Movements**
- H. New facility should support cost-effective operations and reduce long-term life-cycle costs**
- I. General Storage**

INSTRUCTIONS FOR STATEMENT OF QUALIFICATIONS SUBMISSION

Interested firms to submit a Letter of Interest, including a Statement of Qualifications. The Statement of Qualifications must provide the following information:

1. **Business Organization:** State the full name of the business/organization and, if applicable, any branch or affiliated office that would be engaged to perform work on this project. Indicate whether the organization is a sole proprietorship, partnership, or corporation.
2. **Qualifications:** Provide qualifications of executive/professional personnel that will be engaged to perform work completed on this

project. Identify key individuals by name and title, including resumes. Specifically identify proficiency in similar Police or Law Enforcement facility design and renovations.

3. References: Provide references with which your business/organization has provided similar work with Police Stations, Law Enforcement facilities, and Municipal facilities within the last five years, within the 6 county Chicago Metropolitan Area.. For a minimum, references are to include each organization's name, contact person, their contact information, and a concise description of project and work performed. Additional submittals of actual project pictures and/or sketches are strongly suggested.
4. Provide a description of the approach to the project and a description of the methodology to be used in completing the examination of the existing feasibility study, and how the schematic design stage shall be completed. Include a work program and an estimated timeline for tasks, including required meetings.

This initial information gathering is step one of a qualifications-based selection process. The initial review will involve an evaluation and ranking of firms' qualifications and experience with similar projects. Selection criteria will include:

- Experience with police type building design.
- History of effective schedule and budget management for projects of similar scale and budget.
- Composition and qualifications of assigned staff: experience with similar projects demonstrating successful teamwork on complex projects.
- Evidence of competent design work plan attractive and functional work places and public spaces.

It is intended that a short list of firms will be invited to proceed into succeeding activities, which will include interviews. Following interviews negotiations will commence with the highest ranked firm as determined by the selection committee.

Please submit five (5) copies of the Letters of Interest and Statement of Qualifications to Holly B. Wood, Administrative Services Manager, 300 Civic Center Plaza, Glendale Heights IL 60139 on or before 3:00 pm, July 31, 2009.

A site inspection is to be by appointment only by contacting Chief Michael Marron at 630-909-5431 All other questions are to be made to the attention of hollybeth_woodl@glendaleheights.org, or 630.909.5341.