

**Park Ridge-Niles
School District**

64

164 South Prospect Avenue, Park Ridge, IL 60068



**Request for Statement of Interest
and
Request for Statement of Qualifications
and
Performance Data
for
Architectural Services**

November 2010

Request for Qualifications – Architectural Services

The Board of Education of Park Ridge – Niles Community Consolidated School District 64 (District 64), 164 S. Prospect Avenue, Park Ridge, Illinois 60068, is requesting statements of interest, statements of qualifications, and performance data for firms interested in providing architectural services necessary to conduct a facility master planning leading to renovation of current facilities.

To be considered as the architect of record for District 64, architectural firms should submit statements of interest, statements of qualifications and performance data to Rebecca J. Allard, Business Manager, on behalf of the Board of Education on or before 3:00 P.M., Friday, December 17, 2010. Statements received after said time will neither be accepted nor considered by the owner.

An optional pre-bid meeting will be held at the office of Rebecca J. Allard, 164 S. Prospect Avenue, Park Ridge, Illinois 60068, on Wednesday, December 1, 2010, at 1:00 P.M. to respond to questions.

Evaluation of the Statement of Qualifications will consist of an initial screening relative to the completeness, responsiveness and stated understanding of District 64. A "short list" of the selected firms, which demonstrate qualifications and experience matching District 64 needs, will be interviewed by a committee consisting of District administrators, District Board members, and a member of the District Community Finance Committee in January 2011. Those who make the "short list" will be notified by Rebecca Allard, Business Manager, by Wednesday, January 5, 2011. The first interviews of the selected firms will be on Tuesday and Wednesday evening, January 18th & 19th. Follow-up interviews will be scheduled when the architects who most closely meet District 64's needs have been identified. The committee shall rank its top three firms in order of qualifications and make its final recommendation to the Board of Education in February 2011. The Board's decision shall be final and not subject to recourse by any person, firm, or corporation.

All questions regarding the request for qualifications shall be directed to Rebecca Allard, Business Manager at (847) 318-4324.

Information Request – Architectural Services

Ten copies of the following information must be provided and must be complete in order for your statement of qualifications to be considered:

I. Firm Information

- a. Indicate the name of the firm and location of all offices, specifically, including the principal place of business of the office location, within the State of Illinois, which will serve District 64. Include telephone, fax numbers and web address.
- b. Provide a brief history of your firm, including the number of years in business under the present name and number of architectural/engineering and support staff employed by your firm within the State of Illinois.
- c. List the names and the education, training, qualifications and responsibilities of the principal team members assigned to this project. The following information must be included for review:
 - i. A professional resume of principal team members;
 - ii. A professional resume of project managers;
 - iii. A professional resume of mechanical engineers, electrical engineers, civil engineers, and other personal assigned to District 64 projects.
- d. List your firm's banking, bonding, and insurance references and limits. List a contact (name and phone number) for each reference who will attest to your firm's financial condition.
- e. Indicate if you firm is owned or partially owned by any other organization or individuals and state the name and address of said organization or individuals.
- f. Provide any additional information which distinguishes your firm from other architectural/engineering firms, especially in regards to the District 64 project.

II. Architectural/Engineering Experience

- a. List all current projects for which your firm is under contract as architect. List all elementary school projects of similar size and scope (master planning and renovations of facilities) that have been completed in the last five years. For each project, past and current, include a brief description and the organization, name, address, phone number and contact person for each reference. Indicate the original and final cost estimates; starting and completion dates; explaining reason (s) for any significant variations. Provide total costs of all change orders.
- b. Provide resumes for each principal team member noted above. Provide a list of projects each principal has worked on during the past five years. Provide reference name, company and phone number associated with each project.
- c. List projects for which your firm has been or may be sued in relation to your performance. List any pertinent circumstances regarding these projects.
- d. List five general contractors and three construction management references with whom your firm has worked with in the last five years. Include company name, contact person and phone number.
- e. Describe your experience with the Illinois State Board of Education (ISBE) school construction grants.

III. Project Approach

- a. District 64 uses both general contractor and construction management as construction delivery methods. Describe your approach to both methods in respect to Owner/Architect/Construction Manager or General Contractor Team.
- b. Describe how a project would be managed beginning with the feasibility phase through occupancy and project evaluation.
- c. Describe your firm's quality and cost control procedures.
- d. Indicate (✓) the disciplines your firm offers in house:

_____ Structural Engineering
_____ Mechanical Engineering
_____ Electrical Engineering
_____ Civil Engineering
_____ CAD System
_____ Landscape
_____ Interior Design
_____ Cost Estimating

- e. Identify any services your firm will be coordinating through consultants. Name the consulting firm and addresses. Describe project experiences your firm has had with the consultant on similar projects.

Describe specifically how firm would approach District 64 projects detailing unique qualifications, technical capability or characteristics which qualify your firm.

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