



Request for Qualifications (RFQ)

for

Project 24-130
Schematic Design Architectural Services

for

Oak Park Municipal Campus

RFQ Issued: October 2, 2024

Response Due: 3:00 PM on October 23, 2024

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested architectural firms to provide Schematic Design Architectural Services.

To have your qualifications considered, the documents must be submitted via email with a subject of:

Project 24-130
Schematic Design Architectural Services
for
Oak Park Municipal Campus

Qualification emails must be received by the Village, **no later than 3:00 PM on Wednesday, October 23, 2024**.
Qualifications received after the closing time and date will not be considered.

Project Information

Notice to Firms

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested architectural firms to provide Schematic Design Architectural Services for the Oak Park Municipal Campus. These services will be procured in accordance with the applicable sections of the Village's Purchasing Policy related to Qualifications Based Selection (QBS).

Proposed Definitions

Please consider the following definitions while reviewing the Project Objective and Scope of Services sections below. The Village has considered these definitions carefully while outlining the next steps for the Oak Park Municipal Campus project.

Conceptual Design- The initial phase of the design process involving defining goals, research, ideation, and refining design concepts communicated through models and visualizations. Feasibility analysis and client feedback guide concept selection and provide a foundation for detailed design phases including schematic design and design development.

Schematic Design- The second phase of the design process, where the architect establishes the general scope, size, shape, and relationship of the project's components. The focus is on exploring options and conceptualizing the overall vision. Schematic design helps create the early stages of the site plan, floor plan, and elevation drawings. These are also sometimes called 30 percent design documents.

Project Phasing Timeline- A visual representation of the project's phases and tasks in chronological order, typically in the form of a bar chart. This visual representation should clearly depict the overlap between the project's phases and tasks.

Project Background

Previously, the Village has engaged two separate architectural firms to complete a space needs assessment, evaluate the condition of the existing Village Hall Building and outline minimum renovation requirements, and determine the feasibility of renovating the current Village Hall facility to meet the needs of modern Village governance while preserving the historic integrity of the existing building. The feasibility study included community engagement in the form of a 16-member Facility Review Committee that provided valuable feedback on proposed renovation design options. The reports, conceptual designs, and supporting documentation compiled by those firms will be made available to the selected Schematic Design Architectural Firm.

Project Objective

The Village of Oak Park is proposing a renovation of the existing Village Hall facility to meet the needs of modern Village governance while preserving the historic integrity of the existing building and the spirit of Open Government. Due to space constraints within the existing facility footprint and operational space needs for both Police and Village Hall operation, the Village of Oak Park is also proposing to construct a new Police Department facility adjacent to the Village Hall facility on the existing site.

The project goals include:

- Maintaining historical aspects of the existing Village Hall facility that express the spirit of open government and convey the building’s historic significance.
- Meeting established sustainability goals for both renovation and new construction as outlined in the Climate Ready Oak Park Plan.
- Retaining architectural design elements and standards not only exercised at the existing Village Hall facility but throughout the community.
- Meeting current building codes including addressing life safety issues.
- Creating accessible and inclusive spaces that meet current accessibility codes including Illinois Accessibility Code and Americans with Disabilities Act.
- Addressing safety and security issues for the facilities and site.
- Meeting modern standards for policing.
- Updating the site plan to include traffic flow and parking solutions for visitors and employees while maintaining green space for community engagement.
- Making the existing facility functional as a modern Village Hall including addressing space, noise, and lack of support facilities (including but not limited to: Gender-Neutral Bathrooms, Employee Wellness / Interfaith spaces, and a Lactation Room).

Budget and Term

The Village has budgeted for schematic design services for the term of the agreement. The Village expects the deliverables for this project to be delivered prior to March 15, 2025.

Scope of Services

This project is being managed by the Village utilizing local funds for all costs. A Professional Services Agreement (“Contract”) will be executed with the Village for the project. The Village anticipates completion of this project prior to March 15, 2025.

- Firms responding to this RFQ must have experience in design of renovations to historic commercial and municipal buildings.
- Firms responding to this RFQ must have experience in programming and design of police facilities.
- Firms responding to this RFQ must have experience in design of renovations and new construction that can meet or exceed sustainability standards.
- Firms responding to this RFQ must have recent and relevant experience in developing cost estimates for proposed options.
- Firms responding to this RFQ must have experience presenting to local boards or commissions.
- Firms responding to this RFQ must have an Illinois or Chicagoland office.

The preliminary scope of work for each task is provided below.

Task 1 – Evaluate the Existing Facility Report, Space Needs Assessment, and Feasibility Study

- Meet with Village Staff to review identified project goals and facility needs.
- Review the existing condition report for the Village Hall.
- Review the space needs assessment for both Village Hall and Police operations.
- Review the National Register of Historic Places Registration Form to understand the historical aspects that must be maintained.
- Tour the existing Village Hall facility and site to gain insight into the conditions and issues that will need to be addressed.

Task 2 – Develop Schematic Design Option(s)

- Complete additional investigatory work on the existing Village Hall facility, as needed, including MEP, structural, civil, or environmental engineering services.
- Develop Schematic Design Option(s) to meet facility needs and the outlined project goals.
- Meet with Village staff to discuss additional findings and the schematic design option(s).

Task 3 – Project Phasing Timeline

- Propose a project timeline with potential phasing options that addresses operational challenges during construction of the Police Facility and renovation of the Village Hall Facility.
- Meet with Village staff to review proposed timeline.

Task 4 – Budget Estimates

- Develop budget estimates for proposed design options that include all related soft costs, furniture, inflation, and sustainability considerations.
- Meet with Village staff to review estimated costs.

Task 5 – Prepare Report and Presentation

- Based on findings, prepare a report that outlines schematic design option(s) and summarizes potential renovation and construction costs that meet the goals of the project and address facility issues.
- Work with Village staff to prepare and present a summary presentation to the Village Board.

The detailed scope of services and schedule will be negotiated at the time of contract development.

General Requirements

General

The following general information is provided and will be carefully followed by all Consultants to ensure the qualifications are properly prepared.

1. All submitting Consultants must furnish all information required by this RFQ.
2. The Consultant shall notify the Village via an email to eduffy@oak-park.us that they have received the RFQ and intend to respond so that any addendums or communications can be sent electronically to the contact person identified in the email.
3. The Village reserves the right to conduct discussions with qualified Consultants in any manner necessary to serve the best interest of the Village and consistent with the Village's Purchasing Policy.

Proprietary Information

1. Except as provided herein or as otherwise set forth in the Village's Purchasing Policy, all proceedings, records, contracts, and other public records relating to procurement transactions will be open to inspection in accordance with the Illinois Freedom of Information Act (5 ILCS 140/).
2. Each Consultant has the right to identify data or other materials submitted in connection with this procurement as trade secrets or proprietary information, which will not be subject to inspection pursuant to the Illinois Freedom of Information Act, by stating such in respect to the relevant portions at the time of submission of its proposal.

Questions and Communication

1. All contact between prospective Consultants and the Village with respect to this RFQ will be formally held at scheduled meetings or in writing through the issuing representative. Questions and comments regarding meaning or interpretation of any aspect of this RFQ must be submitted in writing to the Village via email at eduffy@oakpark.us and must be received before 3:00 PM on Monday, October 14, 2024. Only written questions will be accepted. Questions and/or comments which are submitted after the deadline set forth within this RFQ will not be answered.
2. The Village will respond to all questions and comments that are submitted hereunder and are deemed to address a matter that is relevant and substantive in nature within a reasonable period of time, in the form of a written Addendum that will be transmitted via email to all prospective Consultants that have received the RFQ and posted on the Village's website. Oral communications between the Village and Consultant regarding the interpretation or meaning of any aspect of this RFQ are not authorized and may not be relied upon for any purpose.

Addenda to the RFQ

1. The Village reserves the right to amend this RFQ at any time prior to the deadline for submitting qualifications. If it becomes necessary to revise any part of this RFQ, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Consultants who are on record with the Village as having received this RFQ and posted on the Village's website. If, in the opinion of the Village, the deadline for the submission of proposals does not provide sufficient time for consideration of any Addendum, then such deadline may be extended at the discretion of the Village.
2. It will be the responsibility of each Consultant to contact the procurement contact identified in the RFQ prior to submission of a proposal hereunder in order to determine whether any addenda have been issued in connection with this proposal. Notwithstanding any provisions to the contrary, the failure of any Consultant to receive any Addenda will neither constitute grounds for withdrawal of its proposal nor relieve such Consultant from any responsibility for incorporating the provisions of any Addenda in its proposal. Upon issuance by the Village, Addenda will be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

Arrearage, Debarment, and Suspension

By submitting qualifications in response to this RFQ, the Consultant will be deemed to represent that it is not in arrears in the payment of any obligation due and owing the Village, the State of Illinois, or any public body in Illinois. This representation will be deemed to include the payment of taxes and employee benefits. The Consultant further agrees that, in the event it is awarded a contract hereunder, it will not become in arrears to any such public body during the term of the contract. The Consultant agrees that no officer or employee thereof has been debarred or suspended or otherwise excluded from or ineligible for participation in, any public procurement activity of a nature similar to this RFQ. The Consultant will not knowingly engage any subcontractor who has been debarred or suspended or who is otherwise excluded from or ineligible for participation in public procurement activity and will include in each of its subcontractors and subcontractor agreements certifications on the part of its subcontractors that satisfy the requirements of this provision.

Submitting Qualifications

1. The deadline for submitting qualifications has been provided herein. Submittals will be opened in accordance with the provisions of the Village's Purchasing Policy. There will be no public opening. The list of prospective Consultants will be available for public inspection only after Contract award or upon cancellation of the RFQ.

2. Except as set forth below, the required transmittal or cover letter must accompany the proposal. The purpose of the transmittal or cover letter is to formally submit the qualifications to the Village and to bind the Consultant to the terms, conditions and specifications contained in the RFQ. The transmittal or cover letter must be signed by an individual who is authorized to bind the Consultant to all matters set forth in the qualifications.

Late Qualifications

Qualifications or unsolicited amendments to qualifications arriving after the deadline will not be considered.

Rejection of Qualifications

The Village reserves the right to: (a) reject any or all qualifications received; (b) cancel the RFQ at any time prior to award; and/or (c) waive informalities in the event the Village determines such action is in its best interest. Qualifications must meet or exceed the mandatory requirements of this RFQ. If a Consultant does not meet a mandatory requirement, it will be rejected.

Presentations

The Village may elect to conduct interviews with prospective consultants. Consultants selected for an interview will be notified by October 30, 2024. The Village anticipates that any interviews will be conducted during the week of November 4, 2024.

Negotiation

The Village requires a minimum three-person team to negotiate with firms. The team will consist of the Public Works Director, Deputy Public Works Director, and Village Planner. The team may delegate this responsibility to other staff members.

In the event that the Village determines in writing and in its sole discretion that only one Consultant is fully qualified, or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Consultant. The Village reserves the right to negotiate any aspect of the proposal or the Contract in any manner that best services the needs of the Village and is within the scope of this RFQ. The Village is under no obligation to award, but may do so based upon an analysis of submitted qualifications and subsequent negotiations.

Cost

The Village will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

Submittal Organization and Format

Proposals will address the following general topics and also emphasize the Consultant's qualifications to perform the services. Proposals will be evaluated on the basis of the information presented by the Consultant and the evaluation criteria set forth in this RFQ. This selection is a QBS process and no firm shall submit estimates of cost with its proposal.

Consultants will follow the proposal format outlined in this section. Failure to adhere to the prescribed format may result in rejection of the Consultant's proposal. All proposal elements shall be included and shall include at a minimum the following:

Transmittal or Cover Letter

A transmittal letter or cover letter must be prepared on the Consultant's letterhead, must accompany the proposal, and must be signed by a duly authorized representative of the Consultant. The transmittal or cover

letter must include an affirmative statement that binds the firm to the terms, conditions; and specifications contained in the RFQ. At minimum, the letter must include all of the following information:

1. Consultant's full legal name
2. Type of entity and state of organization or incorporation
3. Consultant's principal address
4. Consultant's mailing address (if different)
5. Name and title of contact for the purposes of this RFQ
6. Telephone number and email address of principal contact

Background

This section will include a brief history of the firm and its organization, including name and contact information of the principal or officer who will serve as the primary point of contact for the Consultant and who will have authority to negotiate on behalf of the Consultant. This section will also include a general description of the Consultant's experience in providing the services described in this RFQ, including any special qualifications, experience, awards, etc. At the election of the Consultant, the Background may be included in the Consultant's transmittal or cover letter.

Project Approach

The purpose of this section is to present the Consultant's understanding of the project requirements. This section shall include a preliminary proposed management plan based on the scope of services outlined in this RFQ, including coordination of multiple concurrent tasks and how they will be accomplished to meet schedule and budget constraints. Include in this section a discussion of any joint ventures and subcontractors to be used. Any specific challenges or critical project elements shall also be identified in this section. A discussion of the Consultant's approach to quality control/quality assurance will be included in this section. The responsibilities of each joint venture contractor or subcontractor will also be discussed. The Consultant should address how Village staff will be integrated into the services to be provided under this RFQ.

Project Personnel

This section will contain the names, background, and experience on similar types of projects of the key personnel proposed for these services. An organizational chart showing duties, responsibilities, and the lines of communication will be included in this section. Resumes that demonstrate experience on similar projects and specify the individual's duties on those projects will be included as an appendix to the proposal. Include in this section guarantees that, for so long as its members continue to be employed by the Consultant, the project team will remain as proposed and will be assigned to this project for its duration. Following award of a contract hereunder (if any), any substitution or other change in project team personnel must be approved in advance by the Village.

Experience and Qualifications

This section should discuss the experience and qualifications of the Consultant and the project team in the performance of projects of similar size and nature as that described herein. For joint ventures, the experience of all firms as it relates to this project must be discussed. In order for a Consultant to be deemed qualified to perform the services described in this RFQ, the experience listed in this section of the proposal must be in accordance with or contain the following:

1. Have been completed within the last five (5) years from the issuance date of the RFQ
2. Be of a scope similar to that outlined in this RFQ
3. Brief description of the project

4. Scope of services provided by the Consultant
5. Identify the project manager and other key team members
6. Provide contact information for references

Financial Responsibility

Unless such information is otherwise included in the Background section, the Consultant will additionally provide a statement indicating the length of time the firm has been in business, the number and location(s) of its office(s), the current number of full-time employees.

Format

The proposal in its entirety shall be a PDF file using 8.5"x11" pages, tabbed by section and be a maximum of 30 single-sided pages. If a submitting firm is confident that their qualifications for the work can be exhibited in fewer pages than the maximum they are encouraged to do so.

Selection Criteria

All submittals will be evaluated based up on the following criteria and respective weights:

1. Project Approach (20%)
2. Firm Experience (20%)
3. Specialized Expertise (30%)
4. Staff Capabilities (20%)
5. Past Performance (10%)