

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
Burbank School District 111  
January 2020**

**1. Introduction**

- 1.1** The Board of Education for **Burbank School District 111** is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services. Future work may include performing long range facilities planning, project programming, remodeling, construction (including primary responsibility for the planning, design, construction documentation, and construction administration phases of projects), 10 year life safety surveys, health/life safety projects and special projects.
- 1.2** This RFQ is not an Invitation for Bid; responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by the School District pursuant to this request. The RFQ process will be conducted in conformance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.

**2. RFQ Submission**

- 2.1** Please submit 8 bound copies and one digital PDF copy of the response to:

Dr. Ana Ochoa  
Chief School Business Official  
Burbank School District 111  
7600 S Central  
Burbank, IL 60459  
Phone: 708-496-0500  
email: aochoa@bsd111.org

- 2.2** Responses to this RFQ are due by **February 14, 2020 at 2:00 p.m.** local time. Timely delivery is the sole responsibility of the Respondent, which bears all of the risk of making such timely delivery. Unsigned, late, incomplete or non-conforming responses will not be considered. Responses submitted by any different means or in any different form shall not be considered.
- 2.3** Responses must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase "**Response to Request for Statements of Interest and Qualifications – Architectural Services for Burbank School District 111**" and the Respondent's name.
- 2.4** To best serve the District, only firms with working offices within 75 miles of the District office (by Google Maps) should submit their statement of interest and qualifications. All personnel that will serve the District must be located at this office.
- 2.5** Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to **50 pages**. Adherence to this limitation is critical; each page side with submittal information will be counted toward the page limitation. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information. Responses that exceed the page limitation may not be considered.

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**3. Schedule**

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

January 30, 2020	RFQ released
February 7, 2020	Last date for respondents to send requests for clarification or questions
February 14, 2020	Submittals due at 2:00 p.m.
February 28, 2020	Short list issued
March 4-6, 2020	Potential tours of short listed firm's new construction projects
March 10, 2020	Firm interviews
March 18, 2020	Recommendation to BOE
March 25, 2020	BOE approval

This schedule may be changed at the sole discretion of the Board of Education.

**4. Respondents' Inquiries and Addenda**

**4.1** Any question or concern regarding this RFQ shall be directed **by email only** in writing to:

Joseph Ficker  
Director of Building and Grounds  
Burbank School District 111  
email: jficker@bsd111.org

**4.2** Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. It is the responsibility of each respondent to verify the status of all addenda prior to submittal.

**4.3** Oral and other interpretations or clarification will be without legal effect.

**5. School District Background**

**5.1** Burbank School District 111 is located in Burbank, Illinois. The current enrollment is approximately 3,400 students. Burbank School District 111 has nine total facilities; Administration Building, Luther Burbank School (K-6), Richard E Byrd School (K-6), Harry E Fry School (K-6), Jacqueline B Kennedy School (K-6), Rosa G Maddock School (K-6), Frances B McCord School (K-6), Edward J Tobin (K-6), Liberty Junior High School (7-8).

**6. General Information, Notifications, and Purpose**

**6.1** Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.

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6.2 Joint venture and/or cooperative professional teams will be considered.

6.3 All providers of related services (e.g., Plumbing, Mechanical, Electrical, Structural Engineering, etc.) and their statement of qualifications be included in the response.

**7. General Terms and Conditions**

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

7.2 This RFQ does not commit the School District to enter into a contract. The School District reserves the right to award, or not award, a contract in response to this RFQ. The School District reserves the right to waive informalities and irregularities in this RFQ or in any responses received. The School District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.

7.3 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.

7.4 To the extent permitted by law, 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.

7.5 The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.

7.6 Requests for site visits and introductory meetings will not be allowed.

7.7 **All Proposers are prohibited from making any contact with the District Personnel, Board of Education, or Superintendent or any other administrator or employee of the District with regard to the RFQ once the RFQ is issued**, other than in the manner and to the person(s) designated herein. The District reserves the right to disqualify any Respondent found to have contacted the District Personnel in any manner with regard to the RFQ.

7.8 The short-listed firms may be requested to provide a copy of the firm's financial statement.

**8. General Description of Scope of Services**

8.1 The selected architectural firm will become part of a project team consisting of members of the School District and community stakeholders, and to perform services as required.

8.2 The project team may be requested, but not limited, to do the following:

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- 8.2.1** Attend meetings with School District administrative staff as necessary.
  - 8.2.2** Attend School District Board of Education meetings as necessary.
  - 8.2.3** Consult with School District on budgetary and funding matters.
  - 8.2.4** Consult with the School District on Project scheduling considerations.
  - 8.2.5** Consult with the School District on general concepts for a project's scope of work and needs.
  - 8.2.6** Work directly with the District's selected construction manager.
- 8.3** The firm's services provided shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

**9. Proposal Content**

**9.1 Statement of Interest**

Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

**9.2 Firm Description** – Provide the following:

- 9.2.1** Firm Name, address, web address, telephone and fax numbers
- 9.2.2** Confirm that the distance from the office to be working on the project, to the District office, is under the specified distance
- 9.2.3** Contact person (provide direct phone number and e-mail)
- 9.2.4** Number of years in business under current name
- 9.2.5** List any previous names of firm and years of business under each name
- 9.2.6** Disciplines offered in-house, if applicable
- 9.2.7** Staffing information (number of architects, production staff, interior designers, engineers, etc.)
- 9.2.8** In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) The office designated to serve the District, in the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.
- 9.2.9** Provide a copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm. Minimum coverage to be as follows:

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General Liability \$1,000,000/\$2,000,000  
Automotive Liability \$1,000,000  
Umbrella \$3,000,000  
Professional Liability \$2,000,000/\$5,000,000  
Workers Compensation coverage of \$1,000,000/\$1,000,000/\$1,000,000  
Insurance company must have a rating of "A.M. Best Rating of A VII"  
Burbank School District 111 must be named as additional insured.

- 9.2.10** List any litigation (including any matters resolved through mediation, arbitration, or settlement, matters in which a lawsuit was filed but subsequently withdrawn or dismissed, or matters in which a lawsuit was filed and a judgment was obtained) within the last 5 years, arising out of any design work for any School District. If a matter that would be considered "litigation under this paragraph is still pending, please so indicate. For all matters that have been concluded, please provide the final result. Please also provide an explanation of each litigation matter.
- 9.2.11** List if your firm (under current or previous names) has been terminated within the last ten (10) years from a project by a School District and, if so, for what reason. Please list the name and contact information for each School District.

**9.3 Firm Experience and Capabilities**

- 9.3.1** Provide experience documenting (in list form) expertise in the K-8 market segment, including brief project descriptions.
- 9.3.2** If your submittal includes affiliated firms or sub-consultants, please identify them and provide similar information for them as outlined above.

**9.4 Firm Workload**

- 9.4.1** Provide a list of all projects for which your firm is currently under contract as an architectural firm.
- 9.4.2** Provide the percentage that educational projects made up of your total project work load in the last twelve months.

**9.5 Key Personnel & Experience**

- 9.5.1** Provide a simple organizational chart identifying key members of the firm, including consultants that would make up project team.
- 9.5.2** Provide resume descriptions of project designers, managers, key staff and consultants relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards.
- 9.5.3** If any staffing changes should occur between the submission of qualifications and the award of a contract, the architect must notify the client in writing. Unapproved staffing changes may result in a rejection of qualifications.

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**9.6 Burbank SD 111 RFQ Specific Questions**

- 9.6.1** Describe the firm's ability to integrate construction cost estimating, design methodology, construction material selection, and project timing.
- 9.6.2** Describe how the firm would engage students, staff, administration, and residents to be part of the design process for a new or renovated facility.
- 9.6.3** Demonstrate the firm's expertise in new trends in school design, construction methods, and materials.
- 9.6.4** Describe the firm's experience in utilizing shared learning areas in K-8 facility design.
- 9.6.5** Describe the firm's experience in using "prototype" designs (i.e. using a previously used building design), specifically discussing the benefits/challenges, and successes of past projects utilizing prototype designs.
- 9.6.6** Provide project descriptions, including color photographs, floor plans, etc. of five (5) specific K-8 projects. Project descriptions of new construction is preferred.

**9.7 References**

- 9.7.1** Provide a minimum of five (5) references for architectural services performed on educational facilities in Illinois in the last five (5) years. References should include at least one Superintendent, one school business official, and one facilities director.