



**Request for Qualifications  
District Architect  
Architectural / Engineering Firm**  
Thursday, October 5, 2023

**Putnam County Community Unit School District #535**  
400 E. Silverspoon Ave, Granville, IL 61326

Statement of Qualifications are due by **Thursday, October 26, 2023**

The following RFQ details the requirements for submittal submission.

Any submittals are subject to the terms and conditions contained herein and will become the property of the Putnam County Community Unit School District #535. The district retains the right to accept, or reject, any submittal received after the above deadline, and/or, that does not comply with the requested format or content.

For more information, contact Michael A. Hacker, Cadence Consulting, LLC ([m.hacker@cadence-llc.com](mailto:m.hacker@cadence-llc.com)).

## Introduction

The purpose of this Request for Qualifications (RFQ) is to obtain submittals from firms (herein referred to as 'Respondent' or 'Vendor') interested in contracting with the Putnam County Community Unit School District #535 (herein referred to as 'PC535' or 'District') to provide ongoing architectural and engineering services under a master agreement to act as the District Architect.

Based on the Statements of Qualifications ('SOQs') received, a shortlist of no less than three firms will be asked to participate in an interview process. Upon identification of a preferred vendor, the district will initiate contract negotiations in preparation for School Board approval.

The RFQ is being issued in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510-1, et seq. In no case will the District consider firms that submit verbal or written estimates of costs or proposals related to the provision of architectural services in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation. The District reserves the right to reject any contract negotiated with the highest qualified firm, terminate negotiations and negotiate with the responded determined to be the 'next preferred' respondent under the Act.

Notwithstanding, the District or its designee will make such investigation as is necessary to determine the ability of a respondent to fulfill the RFQ requirements and reserves the right to reject and proposal if it is determined that a respondent is not properly qualified to carry out the contract.

PC535 has retained the services of Cadence Consulting, LLC to act as the district's Owner's Representative for this effort. All correspondence associated with this selection process are to be directed to Michael A. Hacker, Cadence Consulting, LLC (m.hacker@cadence-llc.com).

### District School Sites:

Putnam County High School  
402 E. Silverspoon Ave.  
Granville, IL 61326

Putnam County Junior High School  
13183 N. 350<sup>th</sup> Ave.  
McNabb, IL 61335

Putnam County Elementary School  
326 S. 5<sup>th</sup> St.  
Hennepin, IL 61327

Putnam County Primary Schools  
400 E. Silverspoon Ave.  
Granville, IL 61326

## Objective

The 2022 district strategic planning effort directed district administrators to ensure efficient operations and conducive learning environments district-wide. The objective of this process is to partner with a qualified firm(s) who display extensive experience, and leadership, in public K-12 educational design. The firm, and their consulting partners, should have a comprehensive understanding of current and emerging educational environments, as well as an ability to thoroughly assess existing building infrastructure and building systems. This partner will also become an extension of the project leadership team with the expectation of supporting the School Board and school administration in engaging students, staff, and the community throughout this process. In addition, this effort aims to:

- continue to thoroughly plan for, and execute, facility investments that create safe, welcoming and flourishing learning environments while also creating campuses which are a centerpiece for the greater Putnam County community
- ensure efficient facility and campus operations for Putnam County Community Unit School District
- celebrate the Putnam County Community Unit School District's proud past, while ensuring our facilities contribute as a basis for a bright future

## Scope of Services – District Architect

The selected firm will be expected to enter into an ongoing master agreement (AIA-B121 Standard Form of Master Agreement Between Owner and Architect, as modified by the District) to act as the District Architect. The District Architect will support the district with ongoing facility improvement projects, updating Health and Life Safety planning; and will play a key role in supporting the district's Long-Range Facilities Analysis effort, and any related implementation phases. The primary initial effort will be in support of a district-wide Long-Range Facility Assessment (LRFA), and any subsequent implementation efforts. Initial tasks will include existing facility assessment, facility planning, community engagement support, and preliminary budgeting. It should be clearly noted that implementation phases beyond the Long-Range Facility Assessment are subject to school administration and School Board approval.

## Statement of Qualifications Submission Format

Submitted documents should be concise, straightforward and must address the scope of services outlined. If a firm does not have experience in one, or more, of the outlined services listed, please indicate so. Submissions are to be signed by an authorized individual. In addition, submissions should be formatted as follows:

- Cover Letter
- Business Information
- Project Approach
- Relevant Experience
- References
- Project Team Summary (including all proposed sub-consultants)
- Litigation History and Insurance

**Cover Letter:** A cover letter containing an introduction, including the name, address, telephone number, and email address of the person(s) authorized to represent the firm regarding all matters related to the submission. The cover letter should also include the number of years in business and the date the firm was established. Please comment on compliance with all applicable laws (ex. EEOC, MBE/FBE/DBE, and Illinois Department of Human Rights, etc.). The letter should make clear the commitment of proposed staff to the District, and to a collaborative development of project scope and schedules. The letter shall be signed by the individual authorized to bid the firm to all statements and representations made therein, and to represent the authenticity of the information presented.

**Business Information:** Provide the following information for your firm, and sub-consultants

- Company name
- Address
- Telephone number

- Website
- Name and email of main contact
- Business structure (corporation, partnership, etc.)
- A brief history of the firm
- Number of employees (licensed professionals, technical support, etc.)
- Location of office where the bulk of proposed services will be performed
- Proof of Errors and Omissions insurance and coverage amount, including any material circumstances that would diminish the District's recovery with respect to available policy limits on a per occurrence or aggregate basis

**Project Approach:** Provide an overview of the proposed approach to the RFQ scope outlined above. Based on prior experience, please use this opportunity to highlight key considerations, or components of the firm's approach which would play an integral role to the success of this project. To the best of your understanding, the process proposed should respond to the target completion dates provided above, and should identify priority focuses and key decision points in order to maintain this proposed schedule. Vendors should include an example schedule reflecting the approach outlined completing the above listed services. If additional consulting partners are proposed within the prime vendor's proposed approach, their roles and responsibilities should be clearly articulated.

**Relevant Project Experience:** Provide information about prior services and designs prepared by the firm on at least three (3) Long-Range Facility Master Plan projects for educational clients. Please indicate which projects proceeded into implementation and provide additional profile data for those executed design and construction projects. The relevant experience should include substantially similar scope of services to those requested within this RFQ. Include the following information for each project:

- Brief statement of relevance
- Specify role of firm
- Provide a list of the following
  - o Project name and location
  - o Client name and name of primary contact (include contact information)
  - o Beginning and end dates of project
  - o Main program elements
  - o Estimated total project costs

**References:** Provide five (5) educational client references with whom you have worked in the past five (5) years. Provide authorization from the firm to allow the district, and/or Owner's Representative, to make oral and/or written inquiries of all references listed regarding your qualifications, performance, reasonableness of fees and charges, and quality of final results. The District, and the District's Owner's Representative, reserve the right to conduct additional research, and contact additional industry/client references as needed.

**Project Team Summary:** Identify your firm's project team in an organizational structure which clearly outlines the roles and receptibilities of each team member during all phases of this effort, including consulting partners. Provide individual team member resumes, also including total years with the firm and specific expertise.

**Litigation History and Insurance:** Provide a statement on the firm's history of litigation and insurance coverages.

## Selection Criteria:

The evaluation panel consists of individuals selected by the district to participate in reviewing submitted qualification materials. Submitting firms will bear all costs associated with responding to this RFQ, attending walkthroughs, and participating in an interview, if any. Although not necessarily exhaustive of the criteria being considered, all submittals will be evaluated using the following criteria:

- Timeliness and completeness of SOQ
  - o The firm's submittal will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFQ.
- Technical Qualifications and Competence
  - o This includes experience, expertise, and familiarity with applicable codes, requirements, and best-practices for school facility projects.
- Record of Past Performance
  - o This includes work quality, completion of work on schedule, cost controls, contracts held, as well as the responses provided from references, or by other references identified by the District / Owner's Representative.
- Personnel
  - o This includes the experience, expertise, and project-commitment of proposed team members.
- Approach to Work
  - o This includes project management and coordination methodologies, analysis to prioritize district needs, architectural design and visioning processes, strategies for community and stakeholder engagement, and ongoing communication efforts.

## SELECTION AND SUBMITTAL PROCESS

### A. Timetable

The District expects to undertake the selection process described below according to the following schedule:

- |  |                                       |
|--|---------------------------------------|
| 1. Advertise Request for Qualifications                  | Thursday, October 5, 2023             |
| Posted within local publication and the district website |                                       |
| 2. Pre-submittal Conference (virtual)                    | Monday, October 16, 2023              |
| 3. Requests for Further Information to be submitted by   | Wednesday, October 18, 2023 by 2:00pm |
| 4. Answer to Requests for Further Information            | Friday, October 20, 2023              |
| 5. Submittal Deadline                                    | Thursday, October 26, 2023 at 2:00pm  |
| 6. Shortlisted Firm Interviews                           | Week of November 6-10 (TBD)           |
| 7. Award of Contract – Board of Education Meeting        | Tuesday, November 14, 2023            |

### B. Mandatory Pre-submittal Conference

The Pre-submittal Conference will occur **virtually on Monday, October 16, 2023 @ 10:30am**. This is mandatory for any submitting Vendor, and is strongly encouraged for any/all primary subconsultants.

Virtual Meeting Link: [Microsoft Teams Link](#)

\*Contact Cadence Consulting for any technical access coordination

### C. Requests for Further Information

Questions concerning this RFP and the procedures for responding to the RFP should be directed to Michael A. Hacker, Cadence Consulting (m.hacker@cadence-llc.com) by **Wednesday, October 18, 2023 by 2:00pm**. Questions should be submitted in writing, and responses will be issued to all interested vendors.

**D. Submission of Qualifications**

Hard copy submittals must be submitted in a sealed envelope, or like container - the packaging must be clearly marked: **Request for Qualifications – District Architect**, and include the respondent's name.

Statements of Qualification responses to this RFP must be received no later **Thursday, October 26, 2023 @ 2:00pm**. Submittals are electronic, only. Please see email contact information below.

Address submittal to:

Dr. Clay Theisinger, Superintendent  
theisingerc@pcschoools535.org

CC:

Michael A. Hacker, Cadence Consulting  
m.hacker@cadence-llc.com