

# Request for Qualifications



## PEOTONE COMMUNITY UNIT SCHOOL DISTRICT 207U

### ARCHITECTURAL SERVICES

Request for Qualifications Due date: June 20, 2025

Request for Qualifications Due Time: 10:00 AM CST

Request for Qualifications Due Location: Peotone CUSD 207U  
District Office  
212 W. Wilson St.  
Peotone, Illinois 60468

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
May 30, 2025  
Peotone Community Unit School District 207-U**

**Timeline**

<b><u>Date</u></b>	<b><u>Activity</u></b>
June 5, 2025	Legal Notice Published and RFQ Released
June 12, 2025 at 8:00 a.m.	Non-Mandatory Pre-submittal Meeting and Building Walk-through
June 13, 2025 by 10:00 a.m.	Last date for respondents to send questions/seek clarifications
June 20, 2025 by 10:00 a.m.	Submissions due; evaluation of qualifications begins
June 26, 2025	Successful short-listed and unsuccessful firms notified
July 2, 2025	Interviews with short-listed firms
July 7, 2025	Ranking of the top 3 firms and contract negotiations begin

The district reserves the right to revise the timeline in any way. Please note, the district office will be closed on June 19, 2025.

**Introduction**

The Board of Education of Peotone Community Unit School District 207-U is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per (50 ILCS 510/) Local Government Professional Services Selection Act, to assist the School District in performing possible planning, remodeling, construction, life-health safety projects and special projects. The firm selected shall have the primary responsibility for the execution of the planning, design, construction documentation, and construction administration phases of the projects.

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.

**RFQ Submission**

RFQ's are due by June 20, 2025, at 10:00 am local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

**REQUEST FOR QUALIFICATIONS**  
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Please submit three (3) bound copies to:

Brandon Owens  
Superintendent  
Peotone CUSD 207-U  
212 W. Wilson St.  
Peotone, IL 60468

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase ***"Request for Qualifications - Architectural Services for Peotone CUSD 207-U"*** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 75 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

**Respondents' Inquiries and Addenda**

Any questions or concerns regarding this RFQ shall be directed in writing by the date/time stated in the timeline to:

Brandon Owens  
Superintendent  
Peotone CUSD 207-U  
212 W. Wilson St.  
Peotone, IL 60468  
[bowens@peotoneschools.org](mailto:bowens@peotoneschools.org)

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.

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

**School District Background**

Peotone CUSD 207-U serves approximately 1300 students in grades Pre-K through 12 and consists of 5 buildings. The buildings were built as early as 1925 and as recently as 2000. The buildings and grade levels are as follows:

1. Connor Shaw Center - Early Childhood / Administration
2. Peotone Elementary School - Grades K - 3
3. Peotone Intermediate Center - Grades 4 & 5

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
May 30, 2025  
Peotone Community Unit School District 207-U**

4. Peotone Junior High School - Grades 6 - 8
5. Peotone High School - Grades 9 - 12

**General Information, Notifications, and Purpose**

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 non-responsive.
2. Joint venture and/or cooperative professional teams will not be considered.
3. The inclusion of subconsultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will be required to be included in the submittal.

**General Terms and Conditions**

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.
2. This RFQ does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications 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.
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, subject to approval of the School District Board of Education.
4. 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.
5. 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, other than in the manner and to the person(s) designated herein. The Business Manager reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.

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**May 30, 2025**  
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**General Description of Scope of Services**

1. The selected architectural firm will become part of a project team consisting of members of the School District to perform services as required.
2. The architectural firm selected may be requested to:
  - a. Attend meetings with School District administrative staff as necessary.
  - b. Attend School District Board of Education meetings as necessary.
  - c. Develop preliminary drafts of the Project Program for School District review and comment.
  - d. Consult with the School District on budgetary and funding matters.
  - e. Consult with the School District on Project scheduling considerations.
  - f. Consult with the School District on general concepts of the Project scope of work and Project needs.
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.

**Proposal Content**

**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.

**Firm Description – Provide the following:**

- Firm Name, address, web address
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of architects, interior designers, engineers, etc.)
- List any previous names of firm and years of business under each name
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the District (key personnel, project experience, 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.
- The short-listed firms may be requested to provide a copy of the firm's financial statement. Provide a copy of the firm's certificate of insurance

**REQUEST FOR QUALIFICATIONS**  
**ARCHITECTURAL SERVICES**  
**May 30, 2025**  
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indicating the levels of professional liability and general liability insurance coverage carried by the firm. Minimum coverage to be as follows:

General Liability [\$1,000,000/\$2,000,000]  
Automotive Liability [\$1,000,000]  
Professional Liability [\$1,000,000/\$1,000,000]  
Worker's Compensation [Statutory Limits]

- List any litigation, arbitration, and alternative dispute resolution within the last 5 years, arising out of any design work for any School District; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last 5 years from a project by a School District and, if so, for what reason. If so, list the name and contact information for the School District.

**Firm Experience and Capabilities –**

- Provide a list of all School District clients for which you have provided services in the last ten years. Include project description (whether the project involved planning, new construction, additions or renovations), the type of architectural, engineering, other services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing work such as HVAC, mechanical systems, infrastructure, ADA, and other school specific renovation projects.
- Samples of work that demonstrate experience in older school building environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of types of specialties spaces required in the project such as specialty instructional spaces, such as libraries, gymnasiums, multi-purpose rooms, science classrooms, athletic fields, and broad-based technology areas.
- If your submittal includes affiliated firms or multi-disciplinary departments (e.g., mechanical, electrical or structural engineering), please identify them and provide similar information for them as outlined below.

**Firm Workload -**

- Provide the percentage that educational projects made up of your total project workload in the last twelve months.

**Key Personnel & Experience –**

- Provide a simple organizational chart identifying key members of the firm, including consultants.
- Provide resumes of project designers, managers, key staff and consultants relevant to the requirements of this RFQ, including their work

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES**

***May 30, 2025***

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experience, education, affiliations and awards. Resumes should not include project pictures or general firm information. Particular reference should be made to the firm's construction administration/observation personnel.

- If any staffing changes should occur between the submission of qualifications and the award of a contract, the architect must notify the District in writing. Unapproved staffing changes may result in a rejection of qualifications.

**Project Approach –**

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting the project from inception to Owner acceptance. This should include strategies for collaboration, communication and community building. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability/experience to work in Will County. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

**References –**

- Provide a minimum of three (3) references for architectural services performed on educational facilities in Illinois in the last five (5) years.