

Request for Qualifications for Architectural/ Engineering Services for a Public Works Facility and Village Hall

The Village of Antioch will accept sealed Statements of Qualifications until 11:00 A.M., September 16, 2022, to provide Architectural / Engineering (A/E) services for two projects: a new Public Works facility and alterations/additions to an existing building to convert to a Village Hall. It is the intent of the Village to negotiate an agreement for services based generally upon the scope of work defined in a Facility Space Needs.

In order to have your Proposal considered, it must be submitted in a sealed envelope(s) containing **Five (5) bound 8 ½” x 11” copies**, with binding running along the left 11” edge, and one digital copy on a compact disk or flash drive, plainly marked “**Architectural / Engineering Services for Public Works Facility and Village Hall**”. Proposals not physically received by the Village by 11:00 A.M., September 16, 2022, will be returned, unopened to the firm. All proposals should be addressed to:

Village of Antioch

Re: (firm name)

Proposal for the Village of Antioch, “Request for Qualifications for Architectural / Engineering Services
for a
New Public Works Facility and Village Hall”

Attention: Lori Romine, Village Clerk

874 Main Street

Antioch, IL 60002

This Request for Qualifications (RFQ) is available upon request through the Village Clerk. Emailed or faxed Statements will not be accepted.

Proposers submitting responses to this RFQ may utilize the services of sub-contractors/ consultants. If subcontractors/consultants are to be used, this should be clearly explained in the proposal. All corporate information required in this RFQ must be included for each proposed sub-contractor/ consultant. The A/E must demonstrate that they have no conflict of interest or financial ties with any Village Official, Construction Manager and/or Owner / Advisor.

The Village reserves the right to reject any or all submittals, or to withhold selections to short listed teams for any reason it may determine, or to waive or decline irregularities in any submittal. The Village may, at its sole discretion, select separate A/E firms to work on the proposed projects.

Interpretation or corrections of the RFQ documents will be made only by written addendum, which will be mailed or delivered to each respondent on record. Please contact Rachel Alcozer at ralcozer@antioch.il.gov to place firm name on the respondents list. The Village is not responsible for any other explanations or interpretations of the RFQ and/or RFQ documents.

Contact:

Inquiries for additional information about this RFQ, any other aspect of the selection process or the project in general, may be submitted in writing (via email or fax) and must be received no later than September 9, 2022. Please direct all written communications to:

Name: Dennis Heimbrodt
E-Mail: dheimbrodt@antioch.il.gov
Phone: 847-395-1881
Fax: 847-395-1920

No informal communication shall occur regarding this RFQ, including requests for information, or speculation between respondent or any of their individual members and any Village Elected Official, employee or independently contracted employees or consultants. Failure to comply with this provision may result in respondent's proposal being removed from consideration

Any cost incurred by the respondent in preparation, transmittal, or presentation of any information or material submitted in response to the RFQ, shall be borne solely by the respondent.

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SECTION 1.0: Background & General Project Description

The Village of Antioch is located on the Illinois/Wisconsin border in Lake County IL. With a population approaching 15,000 people and an area of approximately seven (7) square miles, Antioch will continue to grow. By 2030, the village has the capacity to grow to over 25,000 people.

Village of Antioch Vision Statement

“Antioch is a community steeped in rich history and tradition, anchored by a safe, small-town atmosphere, and known for its quality of life. Its vibrant economy draws from the charm of a quaint downtown, a well-educated workforce, and a robust commercial sector. The variety of recreational opportunities available to residents and visitors are accentuated by the area’s proximity to the Chain of Lakes and network of locally - established park, open space, and trail systems. Antioch proudly supports the collaboration of its educational institutions, faith-based and philanthropic organizations, and service agencies to provide opportunities for investment and the enrichment of our families, businesses, and community.”

The Public Works Department is presently located at 796 Holbek Drive in a double-wide trailer with an attached shop/mechanic’s garage and several outbuildings including the WWTP. Although it was appropriate for the needs in the 70’s and 80’s, explosive growth in the 90’s and early 2000’s, coupled with significant design limitations and its small site, caused the department to functionally outgrow the facility. The Village has purchased property north of old Grimm Road and has reserved acreage for a new Public Works facility.

The Village is in process to purchase a Medical Office Building (MOB) near the downtown. Having outgrown the current Village Hall, the Village needs more office space and a larger more modern public meeting space. The MOB is approximately 9,000 s.f. constructed in 2000. The Village proposes to perform alterations to convert the MOB to a Village Hall and to construct an addition to the building for a larger, modern public meeting room.

SECTION 2.0: Scope of Services

The Village has established the following scope of work for a Facility Space Needs Assessment and design/constructing a new Public Works facility and the alteration/addition of a recently purchased medical office building for conversion to a Village Hall.

- A. Future facility needs of Public Works pertaining to the following:
 - a. Space needs for vehicle/equipment storage and individual workspace potential
 - b. Salt Storage
 - c. Staffing growth potential
 - d. Breakroom/Cafeteria
 - e. Meeting room
 - f. Sustainability (energy, environment, and efficiency)
 - g. IT and computer equipment
 - h. Secure facilities for people and equipment
 - i. Cameras
 - ii. Access points: card readers
 - iii. Reception area safety

- i. Restrooms/locker room
 - j. Emergency power sufficiency
 - k. Provision of fiber optic or wireless high-speed communication to site
- B.** The consultant should consider a need for the facility 30 years into the future.
- C.** The consultant will need to identify the buildings cost and site requirements to accommodate a new Public Works facility.
- D.** An evaluation of the long-term (over 30 years into the future) facilities needs.
- E.** The site requirements and estimated building cost to construct a building on the proposed site.
- F.** A general floor plan for design of the Facility as recommended by the consultant for each alternative.
- G.** Ten paper copies of the final space needs assessment and one electronic copy.
- H.** Schematic Design Phase Services estimate.
- I.** Design Development Phase Services estimate.
- J.** Construction Documentation Phase Services estimate.
- K.** Bidding Phase Services estimate.
- L.** Construction Administration Phase Services estimate.

A similar scope of services is also proposed for the Village Hall project.

In addition to normal and customary phased services, the A/E shall also provide all specialty engineering and consultant services as needed for a project of this type and nature, including but not limited to:

- 1. Civil Engineering Services
- 2. Landscape Design Services
- 3. Assist the Owner in obtaining Geotechnical Engineering Services
- 4. Interior Design Services
- 5. Technology Design Services including but not necessarily be limited to:
 - a. Security Systems
 - b. Technology Systems
- 6. Energy Efficiency Services

SECTION 3.0: Technical Submission Requirements

The proposer shall submit the following information in the order and format indicated below. Text and imagery on the front and backsides of a sheet shall be considered as two pages. Blank sides and section dividers will not be counted as a page.

A. COVER LETTER

Provide a cover letter introducing your firm and qualifications. Include business address, person to contact, email and telephone number.

B. COMPANY OVERVIEW

Provide an overview detailing the history of the company, the ownership structure, total number of professional staff, professional services offered and the office that will be responsible for this project. In addition, indicate the percentage of work completed in the Municipal Facility Sector during the last seven (7) years.

C. A/E FIRM EXPERIENCE

Provide a listing of similar projects completed in the last seven (7) years by the **proposed project team**. Include a minimum of two examples of Public Works, Village Halls or municipal projects of similar complexity. Provide other project examples that you feel best represent your team's capability to complete these projects. Please identify the example projects that you feel best exemplifies the Village's goals for this project as stated in Section 1 of this RFQ. Each example should have a project description indicating at a minimum, the size, the initial budget and the final cost, completion date, professional services provided, key staff involvement, contractor and owner contact information. Also include all engineering/consulting firms associated with the project.

D. PROPOSED PROJECT TEAM

Provide a Project Team organization chart identifying key personnel proposed for this project.

E. KEY PROJECT PERSONNEL

Provide detailed resumes for key architectural & engineering staff to be assigned to this project. Resumes should include professional qualifications, years of experience and recent pertinent project experience. As a minimum, key staff resumes should be provided for the following personnel:

- Project Principal
- Project Manager
- Project Architect/ Lead Designer
- Lead Interior Designer
- Lead Engineer for each engineering discipline
- Other key staff and consultants

F. APPROACH

- Provide a brief description of the design approach and design delivery techniques you intend to use for these projects (How will you work with us?).
- Provide a brief description of your approach to green building design.
- Provide a brief summary of your view of current and future trends in Public Works and Village Hall facility design.
- Please identify and briefly describe the opportunities for innovation that you see in these projects.
- Public buildings cannot help but convey a civic image that reflects the culture and values of the municipality. What guiding design principles would you advocate that would enable this building to reflect the dignity, vigor, and stability of the Antioch community and the professionalism and integrity of its service-oriented public work professionals.

G. OTHER PERTINENT INFORMATION

Include all other pertinent information that the proposer would like the Village to consider.

H. COST PROPOSAL FOR SERVICES OFFERED

SECTION 4.0: Evaluation of Request for Qualifications submittal

A selection team made up of village staff members will review the RFQ submittals. Each submittal will be rated and evaluated, applying the “Evaluation Criteria” described below.

Evaluation Criteria

A) Submittal:

- Does the submittal present all of the required content in the requested format?
- Is the submittal clear, concise, complete and contains only pertinent material?

B) Content:

- Does the submittal present a clear understanding of the A/E firm- its history, organizational structure, experience and capability?
- Previous Public Works and Village Hall experience (and/or municipal project experience of similar complexity) by the firm and of the individual Project Team Members has been clearly shown?
- Images of example projects provided demonstrate a consistent quality design aesthetic appropriate for civic architecture.
- Has a Project Team organization chart, identifying key personnel proposed for this project been provided?
- Is a clear understanding of the required services presented and demonstrated throughout?
- Quality of content and responsiveness to the requested information listed under Section 5.F ‘Approach’. Does the submittal identify ‘opportunities for innovation’?
- ‘Other Pertinent Information’ has been provided that helps to differentiate the firm from other proposers?

C) Proposed Staff:

- Professional qualifications and years of experience of proposed team members.
- Prior experience and role on projects of similar type, size, scope and complexity.
- Have the proposed team members worked together on previous projects?
- Honors, awards and other professional activities of proposed team members.

D) Similar Project Experience:

- Demonstrated experience with Public Works and Village Halls or other relevant projects of similar size, scope and complexity during the last seven (7) years.
- Completed Public Works and Village Halls or municipal projects that demonstrate the ability to optimize building functionality, durability and flexibility.
 - Similar project experience that demonstrates the ability to produce a high quality and appropriate aesthetic expression.
 - Are reference contact persons current and accessible? Does the reference confirm a “job well done?”
 - Clear demonstration of firm keeping to project schedule
 - Clear demonstration of firm providing cost control, and staying within project budget
 - Demonstration of firm adding value to projects through unique approach, processes, partnerships, technologies or other value adding techniques.