

REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICE  
FEBRUARY 20, 2015  
JACKSONVILLE PUBLIC SCHOOL DISTRICT 117

**Introduction**

The Board of Education for **Jacksonville School District 117** is soliciting Statements of Interest and Qualifications pursuant to 50 ILCS 510/0.01 from qualified firms to provide comprehensive Architectural Services. Initially, services of the selected Architectural Firm will include only development of initial design services, including scheduling, budgeting, funding, and delivery method. After the initial services are completed, the Architectural Firm's services may be extended through subsequent phases of the Project as the School District deems to be in its best interests. Such further services shall be provided via amendment to the initial contract.

**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.

**Project Description**

This project was developed following nine months of intense community engagement. The engagement process was called Vision117. For more information about the process and the development of this plan please see **Vision117.com**.

The project consists of:

- Renovation and addition to the current Jonathan Turner Junior High School
- Expanding the current building from a capacity of 563 students to 750 students
- Increasing the current square footage from 82,223 to an estimated need of 112,500
- The expansion needs to house all of the districts approximately 250 sixth graders that are currently spread throughout the School District's six elementary schools
- The construction costs are estimated at \$21.5 million
- The construction project will be completed while students are attending the current building

**Submission of Response to RFQ**

**Responses to RFQ are due by March 6, 2015 no later than 4:00 o'clock p.m. (CST). Timely delivery is at risk of respondent firm. Submissions after deadline may not be considered.**

Please deliver (10) printed and bound copies to:

Jamie Hadjan, Business Manager  
Jacksonville School District 117  
516 Jordan St.  
Jacksonville, IL 62650  
217-243-9411

And one digital, PDF format copy to:

[jhadjan@jsd117.org](mailto:jhadjan@jsd117.org)

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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 Jacksonville School District 117**" and the Respondent's name.

Submittals should be prepared in standard 8-1/2 x 11 format, and should provide a table of contents page and tabbed divider pages. Telephone, facsimile or email responses are not acceptable.

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.

**Process Timeline**

RFQ Issued	02/20/2015
RSVP for tour	02/27/2015 @ 12:00 pm
Tour of Jonathan Turner Junior High School	03/02/2015 @ 6:00 pm
Response to RFQ Due to District	03/06/2015 @ 4:00pm
Review RFQ responses and select firms for further consideration	03/09/2015-03/17/2015
Notify firms selected to participate in presentation/interview process, if deemed necessary by the District	03/19/2015
Presentations/Interviews (Special Meeting)	03/25/2015
Select Firm	03/27/2015
Approval of firm by Board of Education (Special Meeting)	04/01/2015

**School District Background**

**Educational direction, goals and organization:**

Jacksonville School District 117 has a focus on increasing our academic rigor, strengthening and expanding our available electives, and developing a more targeted Response to Intervention (RTI) strategy. With the addition of 6<sup>th</sup> grade students to Turner Junior High School, JSD 117 is looking to expand our talented and gifted opportunities, our fine arts programs, and our intervention system.

**General district information:**

Jacksonville School District 117 covers 222 square miles in the center of Morgan County, Illinois. Facilities include thirteen buildings consisting of six elementary schools, one junior high school, one high school, a central administration building, bus garage, an alternate school, and gym and field house. There are a total of 546,700 square feet under roof.

Jacksonville School District 117 currently has around 3,350 students. Our demographics include a 65% low income student population with 80% white students, 8.2% black students, and 7.9% multi-racial students.

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Our buildings are aged. Jacksonville High School is our newest building, having been completed in 1982. Of our other school buildings, one is over 40 years old, one is over 50 years old, three are over 60 years old, another is over 80 years old, and our oldest is over 90 years old. Furthermore, the central office, bus garage, and gym all are decades old and require work.

In November, 2014 the Morgan County voters approved the County School Facility Sales Tax. This tax will generate around \$2.2 million each year for JSD 117. This project will be funded with alternative revenue bonds generated from that income. We are currently working with a financial advisor to initiate the sale of bonds to generate \$24-\$28 million for capital improvements.

Morgan County is a PTELL county. Jacksonville School District 117 did not have any outstanding debt when the tax caps were passed in 1996. The district has been operating for over 18 years without the capacity to sell bonds for capital development. **This project cannot go over budget.**

**General Information, Notifications, and Purpose**

- a) 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.
- b) Joint venture and/or cooperative professional teams will not be considered.
- c) The inclusion of sub-consultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will not be required to be included in the submittal.
- d) It is expected that at least 3 Respondent Firms will be determined by the Evaluation Committee as the most qualified to provide professional services. These Firms will be ranked in order of qualifications for negotiation of a Contract based upon fair and reasonable terms.

**General Terms and Conditions**

- a) 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.
- b) 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.
- c) 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.
- d) 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.

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- e) The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings will be allowed.  
**The School District will make Jonathan Turner Junior High School available for a walkthrough on Monday, March 2<sup>nd</sup> at 6:00pm for firms that RSVP to the financial officer prior to February 27<sup>th</sup> by 12:00 pm.**
- g) All Respondents 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 Superintendent reserves the right to disqualify any Respondent found to have contacted the District Personnel in any manner with regard to the RFQ.
- h) Any and all materials submitted by a Respondent pursuant to this RFQ shall be retained and become records of the school district and are subject to Illinois Freedom of Information Act.

**General Description of Scope of Services**

- a) 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.
- b) The Design Team may be requested to:
  - 1. Attend meetings with School District administrative staff as necessary.
  - 2. Attend School District Board of Education meetings as necessary.
  - 3. Develop preliminary drafts of the Project Program for School District review and comment.
  - 4. Consult with School District on budgetary and funding matters.
  - 5. Consult with the School District on Project scheduling considerations. Consult with the School District on general concepts of the Project scope of work and Project needs.
- c) The firm's services and product 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:

- 1. Firm Name, address, web address, telephone and fax numbers
- 2. Contact person (provide direct phone number and e-mail)
- 3. Number of years in business under current name
- 4. Distance from the office to be working on the project to the District office
- 5. Type of organization
- 6. Disciplines offered in-house
- 7. Special areas of practice
- 8. Staffing information (number of architects, interior designers, engineers, etc.)
- 9. List any previous names of firm and years of business under each name

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10. 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.
11. 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 indicating the levels of professional liability and general liability insurance coverage carried by the firm.
12. List any litigation 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.
13. List if your firm (under current or previous names) has been terminated within the last 5 years from a project, and if so, for what reason. If so, list the name and contact information for the organization School District.

**Firm Experience and Capabilities –**

1. Provide a list of all School District clients for which you have provided services for 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.
2. Please highlight your experience in performing work such as Jonathan Turner Junior High School renovation/addition projects.
3. Samples of work that demonstrate experience in school renovation and addition are required.
4. Please highlight your experience in performing work on projects with students attending the building under renovation.
5. Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of specialty instructional spaces, such as libraries, gymnasiums, multi-purpose rooms, science classrooms, athletic fields, and broad-based technology areas.
6. 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.
7. Experience working with Construction Manager.

**Firm Workload –**

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

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**Key Personnel & Experience –**

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

**Project Approach –**

Provide a brief discussion of the following:

1. 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.
2. The firm's ability / experience to work in the Morgan County region. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
3. Your approach to project scheduling and cost estimating within the environment of the educational sector.
4. The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

**References –**

1. Provide a minimum of three references for architectural services performed on educational facilities in Illinois in the last five years.

**Disclosure and Tracking**

**Disclosure** – The District discloses that the Illinois Association of School Business Officials (IASBO); Facility Management –Professional Development Committee (FM-PDC), assisted with development of this RFQ.