



INVITATION FOR REQUEST FOR QUALIFICATIONS

**Southwestern Illinois College will accept separate
Request for Statement of Qualifications for:**

ARCHITECTURAL SERVICES

Submit your Request for Qualifications to the attention of:

**Michael Thomas
Director of Purchasing
Main Complex – Room 3245
Southwestern Illinois College
2500 Carlyle Avenue
Belleville, IL 62221-5899**

**Your Request for Qualifications MUST be submitted in a SEALED ENVELOPE CLEARLY
MARKED: "TUESDAY, SEPTEMBER 30, 2019, 4:00 P.M. / ARCHITECTURAL SERVICES"**

REQUEST FOR QUALIFICATIONS - ARCHITECTURAL SERVICES

1. Introduction

1.1 The Board of Trustees of Southwestern Illinois College, Community College District #522 (SWIC) is seeking Statements of Qualifications from qualified architectural firms for professional services associated with anticipated state and local funded projects and master site planning services as more fully described in Section 8.1 hereof.

1.2 This Request for Qualifications (RFQ) is not an Invitation for Bid; responses will be evaluated on the basis of the relative merits of the firm's qualifications. There will be no public opening and reading of responses received by SWIC pursuant to this request. The RFQ process will be conducted in accordance with the Illinois Local Government Professional Services Selection Act (50 ILCS 510/0.01 *et seq.*)

2. RFQ Submission

2.1 RFQ's are due by September 30, 2019 at 4:00 p.m. local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

2.2 Please submit 8 bound copies and one digital PDF copy to:

Michael Thomas
Director of Purchasing
Southwestern Illinois College
2500 Carlyle Avenue
Belleville, IL 62221
E-Mail: michael.thomas@swic.edu

2.3 Statements of 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 Southwestern Illinois College" and the Respondent's name.

2.4 Telephone, facsimile or email responses are not acceptable. Timely delivery is at the risk of the Respondent.

3. Schedule

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

- September 9, 2019 – release of RFQ
- September 30, 2019 – submittal due by 4:00 p.m.
- October 7, 2019 – finalists interviews/ranking by Board of Trustees
- October 16, 2019 – approval of negotiated contract by Board of Trustees

4. Respondents' Inquiries and Addenda

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

Michael Thomas
Director of Purchasing
Southwestern Illinois College
michael.thomas@swic.edu

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 the applicant to verify the status of all addenda prior to submittal.

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

5. SWIC Background

5.1 SWIC is a multi-campus community college district with primary campuses located in Belleville, Granite City and Red Bud. SWIC currently has a total enrollment in excess of 10,000 students. The SWIC Board of Trustees and SWIC Administration are currently considering multiple projects, some of which may qualify for Protection, Health & Safety funding and others to be funded by alternate means.

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.

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

6.3 The inclusion of sub-consultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) must be required to be included in the submittal.

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. SWIC assumes no responsibility for these costs. This RFQ does not commit SWIC 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 SWIC to enter into a contract. SWIC reserves the right to award any or no contract(s) in response to this RFQ. SWIC reserves the right to waive informalities and irregularities in the submissions of qualifications received. SWIC 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(s), if awarded, will be awarded to the Respondent(s) whose submittal(s) is (are) deemed most advantageous to SWIC, as determined by the SWIC Board of Trustees.

7.4 SWIC reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by SWIC.

7.5 The purpose of this Request for Qualifications is to identify one or more experienced architectural firm(s) with the best combination of qualifications for the projects described in Section 8.1 hereof.

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

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

7.8 The firms selected as finalists 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(s) will become part of a team consisting of members of SWIC and community stakeholders, and to perform services as required to deliver the design and construction of the SWIC projects described herein. Initially, the selected firm(s) will have immediate responsibility for delivering one or more the following subject projects as determined by the SWIC Board of Trustees, including the execution of the planning, design, construction documentation and construction administration phases:

- **SWIC Belleville Campus Master Site Plan**

The Illinois Community College Board (ICCB) requires each community college district to submit and maintain a district-wide site and construction master plan. The primary purpose of the plan is to inform the ICCB of possible new permanent facilities within the district. This plan is required to have a three-year horizon and be updated by the district

board of trustees. The plan should address the need to construct a permanent facility which will serve a specific population.

The Master Site Plan as adopted by the SWIC Board of Trustees will be a tool for purposes beyond locating facilities in certain places. The Master Site Plan is also a tool for justification of allocations of funding at the state and local levels, a guide for private fundraising and in this case the encouragement to adopt directions that are new to SWIC but are in use at institutions of higher learning.

Such plans are not intended to be static or unbending; rather, such plans are intended to evolve. An effort is made here to allow for that flexibility so that future generations may not be hindered by the decisions of today. It is the intent of this new Master Site Plan to convey the current condition of the SWIC Belleville Campus, establish a framework for decision-making, examine the image and identity of the campus, describe future facilities and amenities, and establish the implementation plan for realizing this plan.

- **SWIC Belleville Campus Quadrangle Project**

The SWIC Belleville Campus Quadrangle Project includes improvements to the space between the existing buildings on the campus. The space is north of the Main Complex building, east of the Liberal Arts addition, south of the Liberal Arts initial building and Information Sciences Building. The area is west of the parking and public transportation areas.

- Roadway/Walkways: The pedestrian walkways will be improved to current ADA accessibility requirements. The sidewalks will be connected with the public transportation walkways making a more efficient and more utilized pathway to campus. The roadway/walkway currently utilized in the quad will be improved to be a formal fire truck access road with consideration being given to the local fire marshal's review. In addition, the SWIC's issues with storm water in the roadway/walkway will be addressed. The storm water system currently consists of an open air trench and has become unsafe for students and staff walking through the area. A new storm water system would be placed below grade. Fire hydrants and existing water lines will be reviewed and placed based on consideration with the local fire marshal.
- Utilities: Site utilities including electrical, data, and domestic water will be moved and maintained in the area based on master planning maintained by the Physical Plant Department.
- Security Enhancements and Lighting: Campus security enhancements will be reviewed and improved in the quad area with additional cameras and call locations installed. Improved lighting will also assist in the safety and security of the space. New site lighting will include street poles along the main walkway/fire truck access lane. All steps will have light to minimize

the potential of accidental falls. Landscaping and current grouping of trees will also require additional lighting.

- **Green Space and Patios:** The quad will be an inviting and safe space for the community to gather for enrichment activities. Patio spaces will be added as well as a space for hosting stage productions and outdoor dining events. Existing patio spaces are deteriorating and will require updates to the waterproofing that protects the below grade level patios. Landscaping and irrigation will be integrated into the space as well as stone veneer retaining walls which will tie the quad into the public transportation walkways. Finally, site furnishing such as benches, tables and trash and recycle receptacles will be added

- **SWIC Belleville Campus IM Gym Drainage and Flooring Improvements**

The SWIC Belleville Campus IM Gym Drainage and Flooring Improvements project involves civil and site work to mitigate the drainage issues near the Intramural Gym by connecting to the storm drain system located along the loop road, and will involve replacing the gym floor for the purpose of ensuring a safe level floor. The work of the project will include:

- engineering and layout associated with planning for the installation of additional drainage;
- equipment, material and labor associated with the excavation and installation of new drain tiles, and modification to the existing storm water drains to accommodate the increased capacity.
- Equipment, material and labor associated with the demolition of the existing gym floor, and the installation of a new floor, paint and striping for collegiate use.

All work will comply with the following codes:

- International Building Code (IBC);
- International Mechanical Code (IMC);
- International Energy Conservation Code (IECC);
- National Electrical Code (NEC);
- National Fire Protection Association (NFPA) Life Safety Code 101;
- ASHRAE 90.1;
- Illinois Plumbing Code;
- Illinois Accessibility Code.

- **SWIC Belleville Campus Emergency Notification System**

The Main Complex Building is the primary Administration Building on the Belleville Campus and hosts the administrative offices for the Department of Public Safety. The

replacement and upgrade of the emergency notification system that will extend to all campus administration buildings will include:

- demolition and removal of the existing devices that are obsolete and/or will not integrate into a new platform;
- installation of a new central amplifier and controllers for monitoring and ensuring operational readiness of the broadcast system;
- installation of new speakers and devices to provide area coverage and isolated messages with use of the new broadcast and annunciation system;
- installation of new cable(s), amplifiers and network devices to ensure annunciation of a message is delivered at an optimal decibel (db) rating;
- installation or replacement of accessories as needed to ensure a complete and fully functional and operational system;
- Integration of devices to enhance ability for single message delivery to multiple buildings;
- testing and load balancing of the devices will be performed for verifying performance.

All work will comply with the following codes:

- International Building Code (IBC);
- International Mechanical Code (IMC);
- International Energy Conservation Code (IECC);
- National Electrical Code (NEC);
- National Fire Protection Association (NFPA) Life Safety Code 101;
- ASHRAE 90.1;
- Illinois Plumbing Code;
- Illinois Accessibility Code.

• **SWIC Sam Wolf Granite City Campus Drainage Improvements East Access**

The SWIC Sam Wolf Granite City Campus Drainage Improvements East Access project involves topographical mapping, geotechnical surveys, design and engineering services for the removal of the open drain well and the installation of underground retention and concrete reinforced piping to mitigate the hazard of the open pit and to provide for storm water relief in the east access area adjacent to the Main Building, Aviation Maintenance Hangar and Industrial Technology area. The underground retention will be such as to handle the volume of runoff from the gravel parking area, roof and building drains, and drainage from the soccer field, allowing a corrected means of flow to the storm water utility, including:

- architectural and engineering services associated with development and design of the main storm water retention and drain piping installation for the east access area;
- equipment, material and labor associated with excavation of the existing open drain well and removal of the hazard of the open pit;
- equipment, material and labor associated with the installation of underground retention basins and other concrete reinforced pipe in connecting the building drains and soccer drains to the local storm water utility through the rain garden connection or to the system approximately 300 yards to the southwest of the affected area;
- equipment, material and labor associated with the installation of a pumping system, if required, to ensure the volume of water associated with a medium to large scale rain event does not infringe on the building or the accessibility needed in the east access area.

All work will comply with the following codes:

- International Building Code (IBC);
- International Mechanical Code (IMC);
- International Energy Conservation Code (IECC);
- National Electrical Code (NEC);
- National Fire Protection Association (NFPA) Life Safety Code 101;
- ASHRAE 90.1;
- Illinois Plumbing Code;
- Illinois Accessibility Code.

Additionally, future work may include performing long-range facilities planning, project programming, remodeling, construction, protection, health and safety surveys/projects, and special projects.

8.2 The design team may be requested to, but is not limited to the following:

- 8.2.1 Attend meetings with SWIC administrative staff, as necessary.
- 8.2.2 Attend SWIC Board of Trustees meetings, as necessary.
- 8.2.3 Consult with SWIC on budgetary and funding matters.
- 8.2.4 Consult with SWIC on project scheduling considerations.
- 8.2.5 Consult with SWIC on general concepts for project scope of work/needs.

8.2.5 Work directly with SWIC's selected construction manager, as applicable.

8.3 The firm's services provided shall conform to the Illinois Public Community College Act (110 ILCS 805/1-1 *et seq.*) and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

9. Proposal Content

9.1 *Statement of Interest*

9.1.1 Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the scope of work for one or more of the projects described in Section 8.1 hereof.

9.2 *Firm Description* – provide the following:

9.2.1 Firm name, address, web address, telephone and fax numbers

9.2.2 Contact person (provide direct phone number and e-mail)

9.2.3 Number of years in business under current name

9.2.4 List any previous names of firm and years of business under each name

9.2.5 Disciplines offered in-house, if applicable

9.2.6 Staffing information (number of architects, production staff, interior designers, engineers, etc.)

9.2.7 In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) The office designated to serve SWIC, in the Qualifications submission, must be the office to perform the scope of work in the event that the project is awarded to that firm.

9.2.8 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:

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"

SWIC must be named as additional insured.

9.2.9 List any litigation within the last 5 years, arising out of any design work for governmental entity; and whether still pending, or if concluded, the final result. If so, please provide an explanation.

9.2.10 List if your firm (under current or previous names) has been terminated within the last ten (10) years from a project by any governmental entity and, if so, for what reason. If so, list the name and contact information for the governmental entity.

9.3 *Firm Experience and Capabilities*

9.3.1 Provide experience documenting (in list form) expertise in the educational 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.

9.6 *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.

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 higher education 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 related experience with higher education projects, Protection, Health & Safety criteria and miscellaneous other elementary and secondary level school experience.

9.6.7 Provide a brief description of your firm's approach to small and large project methodology.

9.6.8 Provide a brief description of your firm's approach to master site planning, along with list of five (5) projects which demonstrate your firm's experience in master planning. Preference will be given to firms having past-present site planning experience with institutions of higher education.

9.6.9 Provide a list of memberships the firm holds that have relevancy to higher education.

9.6.10 Describe staff, firm experience and projects on gold and platinum Leadership in Energy and Environmental Design (LEED) and gold and emerald standards United States Green Building Council (USGBC) projects. A key criteria for selection will be the firm's experience and ability to assist the college in reduction of its carbon emissions and in future LEED certification levels for existing buildings and development of new buildings district-wide.

9.6.11 Provide a completed copy of the Professional Services Pre-Qualification form questionnaire, which your firm would need to have on file with the Illinois Capital Development Board.

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.