

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL & ENGINEERING SERVICES FOR THE DEVELOPMENT OF A NEW TOWNSHIP BUILDING

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS REQUEST FOR QUALIFICATIONS TO RICH TOWNSHIP ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLEY THE RESPONSIBILITY OF THE APPLICANT

Rich Township (the “Township”), located in Cook County, Illinois, is soliciting Statements of Interest and Qualifications from qualified firms to provide Architectural Services, per the Local Government Professional Services Selection Act (50 ILCS 510/), to assist the Township in its efforts of exploring the construction of a new comprehensive facility to service its residents and the overall community and needs of the Township.

This Request for Qualifications (“RFQ”) is not an Invitation for Bid; responses will be evaluated based on the relative merits of the applicant’s Qualifications. There will be no public opening for the reading of the responses received by the Township pursuant to this request.

Introduction and Overview:

The goal of this project is to construct a new Township building on a 5-acre plot of land located at 20730-40 Matteson Avenue, Matteson, Illinois, 60443. The purpose of this RFQ process is to identify the most qualified licensed firms and individuals offering a cost-effective design/build solution to our project. The firm ultimately selected by the Township will provide full design/building services for the design and construction of the new Township building as directed by Rich Township. A land survey is attached to this RFQ.

The development of the site will be assigned to the applicant whose qualifications are most consistent with the Township’s plan for the Site and who exhibits the greatest ability to generate a sustainable building. The Township will give priority to applicants with experience, financial strength, and a demonstrated track record in undertaking high-quality, non-profit and public facility projects. The applicant will be responsible for the overall development of the Site. Responsibilities may include but are not limited to leading the effort in design, oversight, development project financing, construction, leasing, and delivery.

Details of the Site include the following:

Property Location	20730-40 Matteson Avenue
Land Area	5 acres
Building Use	Township Hall; offices to be determined
Building Size	Needs to be determined
Anticipated Project Date	Vision/Design to be completed by 01/2024

Applicants are encouraged to prepare creative development alternatives for the Site which is compatible with surrounding land uses and conform to the Township’s goals and objectives, which include:

- Site-appropriate building massing and setbacks to create strong visibility.

- Highly attractive architectural design complimented by quality building materials, including masonry, stone, architectural glass, and metals. If applicable, the design of multiple buildings must maintain consistent architecture and building materials.
- Provision of landscaping throughout the Site to provide an attractive gateway to the Site.
- Maximizing the use of the Site for the variety of Township departments.
- The Township is open to a partnership with the selected applicant by deploying economic development tools and incentives that lead to a high-quality development of the Site.

A. Submission Deadline

Responses must be received no later than **5:00 p.m. CST on August 31, 2023**. **Late responses WILL NOT be accepted.** It is each applicant's responsibility to ensure the timely delivery of its response, regardless of the method used. Mailed responses that are delivered after the submission deadline will not be accepted regardless of the post-marked time on the envelope.

An original response must be sent or delivered to the following:

**Rich Township
ATTN: Trinette Britt, Township Administrator
22013 Governors Highway
Richton Park, IL 60471**

The response must be clearly marked with the following title as well as the date and time of receipt:

RFQ Response to Rich Township Building Project

The proposal must contain all the information and be organized as requested in this RFQ. Failure to follow these instructions may result in rejection of the proposal. Applicants assume all costs associated with the proposal, updating or supplementation of information, due diligence efforts, responding to any requests for information, interviews, and other items prior to the execution of a contract or agreement for the development of the Site. The Township is under no obligation to proceed with the development of the Site. Submitting a proposal in no way confers upon the applicant any position, privilege, or preference as it relates to the development of the Site.

Each applicant must state that the proposal is valid for a period of twelve (12) months from the date of the proposal.

Each applicant must submit one (1) original and seven (7) copies of the proposal. The original must be unbound, have no holes punched in the page, and be suitable for processing through a copying machine. The response should be on 8 1/2" x 11" paper, single-sided. Maps and graphics may be submitted on paper up to 11"x17" and folded into the response. All copies should be bound in a manner that would facilitate the separation of any financial statements that the applicant considers to be proprietary or confidential. Any proprietary or confidential financial statements shall be clearly marked as such by the applicant.

B. Submission

Each developer is expected to fully inform itself as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at each developer's risk. Submitting a response will be deemed an acknowledgment that the applicant is familiar with all conditions set forth herein and intends to comply with them unless otherwise noted.

No applicant will be selected that is in arrears or is in default to the Township upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Township or that has failed to perform faithfully any previous contract with the Township, or other governmental agency.

Responses to this RFQ should include all Proposal Requirements listed in Section C.

The Township will only consider applicants who demonstrate that their units are cited in an environmentally responsive manner and in compliance with the applicable local, state, and federal laws and regulations and provide proof of insurance.

Final terms will be negotiated following the completion of the RFQ process. It is the intent of the specifications, terms, and conditions contained herein to describe the requirements and process for this procurement.

C. Content Requirements

RFQ response submittals must contain the following minimum specifications and requirements arranged in order. Additional information may be included if deemed pertinent by the applicant. The Township will not evaluate or consider submittals missing one or more of the following submittal materials:

1. **Statement of Qualifications and Interest:** Provide a signed statement of qualifications with the name and address of the applicant, expressing interest and capability to perform the work.
2. **Firm Description- Please provide the following:**
 - a. The name, phone number, and email address of the primary contact person for this project;
 - b. General information on the overall firm (office locations, number of architects, specialized areas of practice, number of years in the business, experience developing municipal buildings, and overall government buildings);
 - c. The Applicant must designate one office to serve the Township in the event that the project is awarded to an applicant who has multiple offices. Please state the staffing levels of the proposed designated office (number of architects, designers), as well as the names of the key personnel who will work on the Township project and their relevant governmental building project experience);
 - d. Any previous names of the firm and years of business under each name;
 - e. The names and addresses of all local government clients for which you have provided architectural services in the last five years, including a description of the type of architectural services you provided;

- f. Samples of past architectural work for townships, municipalities, or any unit of local government;
- g. List the names and addresses of any unit of local government provider who previously terminated the firm (current or former names), or any key personnel listed in subsection (c), and the reason for termination;
- h. A list of any litigation, arbitration, and alternative dispute resolutions in which the firm (current or former names) or any key personnel listed in subsection (c) were involved, and the final result of same;
- i. A copy of the firm's certification of insurance indicating the following minimum coverage:
 - 1. General liability (\$1 million/ \$2 million)
 - 2. Automotive liability (\$1 million)
 - 3. Professional liability (\$1 million)
- j. Provide a minimum of three references from municipalities or units of local government.

The Township will evaluate all proposals, and will evaluate based on the following criteria:

- Compliance with all RFQ requirements
- Number of years in the market
- Experience administering programs that serve non-profit and public facilities
- Overall program plan for performing required services
- Demonstrated expertise
- Competitive cost proposal
- Demonstrate solid communication skills with Township staff
- Professional references

D. Selection Process

The Township will evaluate all RFQ submissions and rank them based on expertise, performance, qualifications, cost-effectiveness, and other evaluation factors set forth above in this RFQ.

The Township reserves the right to but is not obligated to request and require that any or all Proposals provide a formal presentation of its Proposal at a date and time to be determined mutually. The purpose of the oral presentation shall be to permit the Township to fully understand and assess the qualifications of the applicant.

E. Questions

Any questions regarding this RFQ may be submitted by e-mail to tbritt@richtownship.org by **August 21, 2023 at 5:00 p.m. CST.**

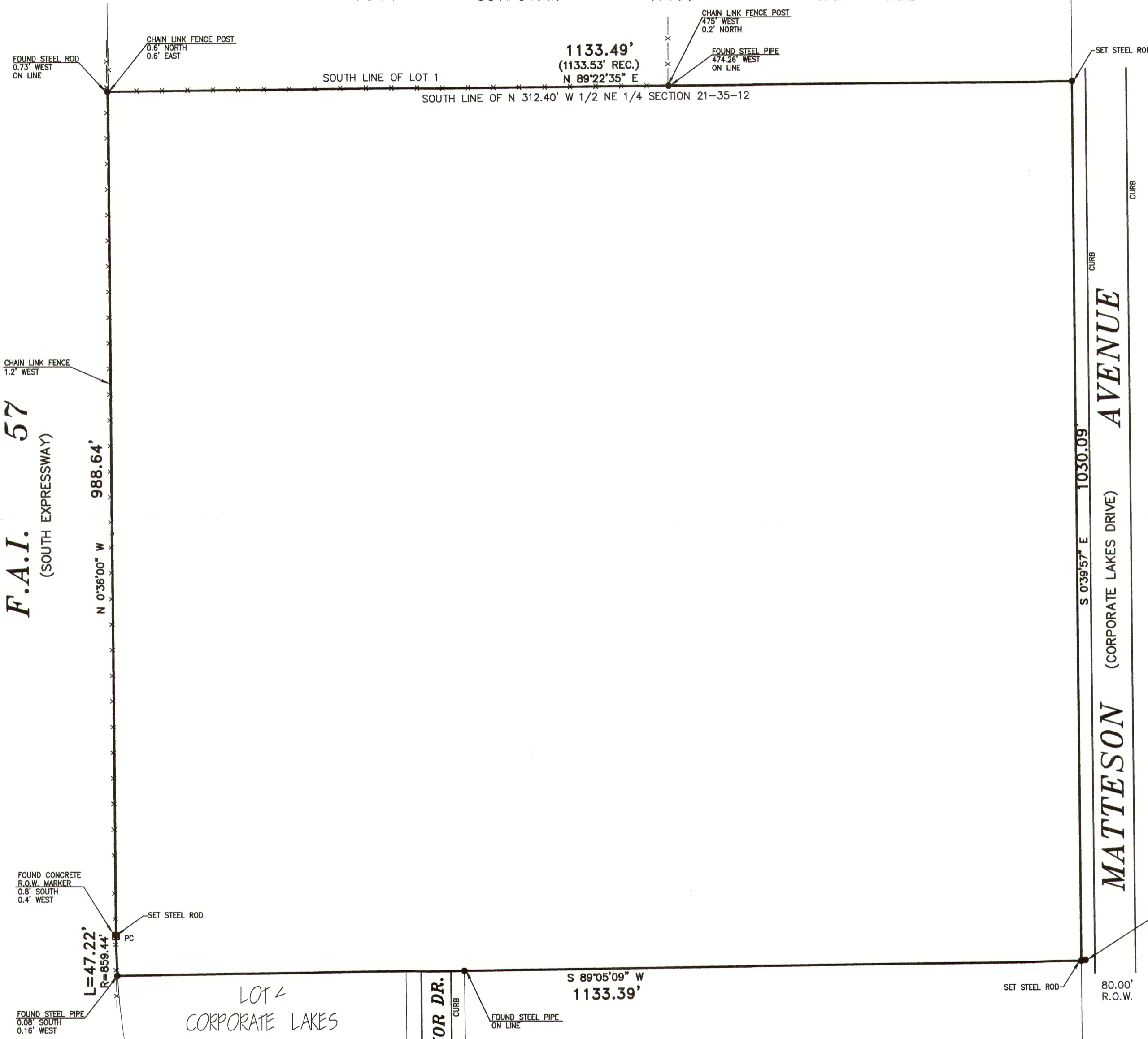
PLAT OF SURVEY

THAT PART OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 21, TOWNSHIP 35 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING EASTERLY OF THE EASTERLY RIGHT-OF-WAY LINE OF THE SOUTH EXPRESSWAY (F.A.I. 57) AND WESTERLY OF THE WEST LINE OF CORPORATE LAKE DRIVE, AS DEDICATED BY DOCUMENT 91138136, AND LYING SOUTHERLY OF THE SOUTH LINE OF THE NORTH 312.40 FEET THEREOF AND LYING NORTHERLY OF THE NORTH LINE OF LOT 4 EXTENDED EASTERLY TO THE WEST LINE OF SAID CORPORATE LAKE DRIVE IN CORPORATE LAKES UNIT 5, RECORDED AS DOCUMENT 97510119, ALL IN COOK COUNTY, ILLINOIS.

COMMON ADDRESS
20730-40 VILLAGE COMMON DRIVE
MATTESON, IL

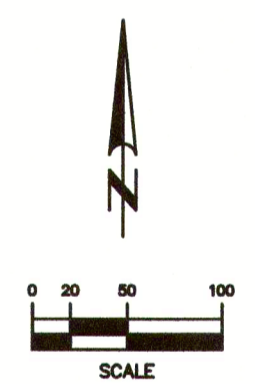
AREA
26.89 AC
(more or less)

LOT 1 CORPORATE LAKES UNIT NINE



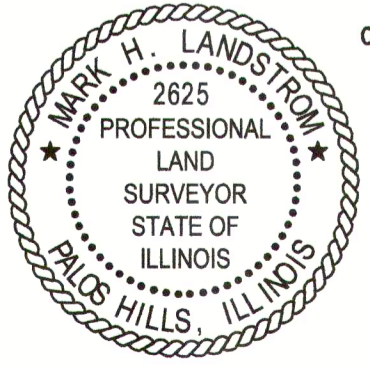
COOK COUNTY
PROPERTY INDEX NUMBERS
(P.I.N.s)
31-21-200-006-0000
31-21-200-007-0000

- NOTES
- DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND BEARINGS ARE BASED ON THE NAD83 ILLINOIS EAST STATE PLANE COORDINATE ZONE 1201, AS DETERMINED BY GPS MEASUREMENT.
 - NO TITLE COMMITMENT WAS PROVIDED FOR USE IN THE PREPARATION OF THIS SURVEY. THE LEGAL DESCRIPTION SHOWN HEREON IS BASED ON DEED RECORDED AS Doc 1727234035. FOR BUILDING LINES, EASEMENTS AND OTHER RESTRICTIONS NOT SHOWN HEREON, REFER TO DEEDS, ABSTRACTS, TITLE POLICIES, SEARCHES OR COMMITMENTS, CONTRACTS AND LOCAL BUILDING AND ZONING ORDINANCES.
 - LOCATIONS OF IMPROVEMENTS SHOWN ARE BASED ON FIELD MEASUREMENTS COMPLETED ON DECEMBER 13, 2022. NO IMPROVEMENTS SHOULD BE CONSTRUCTED ON THE BASIS OF THIS PLAT ALONE AND NO DIMENSIONS, LENGTHS OR WIDTHS SHOULD BE ASSUMED FROM SCALING. FIELD MONUMENTATION OF CRITICAL POINTS SHOULD BE ESTABLISHED PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION.



PREPARED FOR:
ODELSON, STERK, MURPHEY, FRAZIER & McGRATH, LTD

LANDMARK
ENGINEERING LLC
DESIGN FIRM REGISTRATION NO. 184-005577-0010
7808 W. 103RD STREET
PALOS HILLS, ILLINOIS 60485-1529
Phone (708) 599-3737



FIELD WORK COMPLETED: 12/19/2022
THIS PROFESSIONAL SERVICE CONFORMS TO THE
CURRENT ILLINOIS STANDARDS FOR A BOUNDARY SURVEY.
DATED: 12/20/2022
[Signature]
MARK H. LANDSTROM I.P.L.S. No. 2625
LICENSE RENEWAL DATE: NOVEMBER 30, 2024
SURVEY No. 22-12-007