

City of Lanark

108 W. Carroll Street

Lanark, IL 61046

815-493-2431

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

REQUEST FOR QUALIFICATION DEADLINE: MARCH 1, 2010, 4:30 P.M.

REQUEST FOR QUALIFICATION TITLE:

ARCHITECTURAL DESIGN SERVICES FOR LANARK MUNICIPAL BUILDING

The City of Lanark is openly soliciting Request for Qualifications (RFQ) for architectural / engineering services and so desires to choose the best qualified firm based on the RFQs submitted in accordance with the requirements contained herein.

In order for your Request for Qualifications (RFQ) to be considered, it must be submitted to the City of Lanark no later than the date and time as stated above, at which time respondents to this request will be recorded in the presence of one or more witnesses. Any RFQs received by the City after the deadline specified above will not be accepted and returned unopened.

The Request for Qualifications must be signed by an authorized official of the architectural firm, and it must be submitted in a sealed envelope or container and labeled with the above RFQ title.

This solicitation does not commit the City of Lanark to award, or to pay any costs incurred in the preparation of the RFQ, or to contract for services. The City reserves the right to accept and/or reject any or all RFQs received as a result of this request, or to cancel in part or in its entirety this Request, if it becomes in the best interest of the City to do so.

Thank you,

Lanark City Council

City of Lanark, Illinois

Request for Qualifications (RFQ) Architectural Design / Engineering Services

DESCRIPTION: The City of Lanark, with a population of about 1500, is requesting qualifications regarding architectural design / engineering services for redevelopment of the former “Hart Automotive Building” located at 111 South Broad Street in Lanark, Illinois. Broad Street through downtown Lanark is also state highway 73 running north and south with the building located on the east side of the street and having a 60 foot wide frontage facing west. The length of the building is 100 feet for approximately 6,000 SF of open interior space that is intended to be used as a multi-functional municipal facility to include the Public Library, City Administrative Offices and Council Meeting Room, and the Police Station. Additional design considerations will include the exterior construction of an adjacent attached Police Garage totaling approximately 936 SF, a Green Space/Pocket Park of approximately 1,800 SF and off street parking opportunities. The project construction budget is estimated at \$500,000. An attached schematic layout drawing labeled Revision G depicts the above mentioned space utilization plans.

BACKGROUND: The intent of this RFQ is to have the firms under consideration specifically address the services required and to provide the City with a well-considered request for those services. Deadline for submissions is **4:30 P.M. on Monday, March 1, 2010.**

The City of Lanark (owner) acquired the above mentioned commercial property for redevelopment and reuse. Approximately one year ago the owner invested in a new steel roof structure over top of the original flat roof, which had deteriorated beyond the point of cost effective repair. The property at one time was utilized as an automobile dealership and auto service repair business. The City has been working with the Illinois Environmental Protection Agency (IEPA) regarding remediation and monitoring of minimal subsoil contaminants. Remediation and monitoring does not affect the interior of the mentioned building and the planned reuse as described. Detailed information can be obtained from the City as necessary.

The City is looking to have sufficient design documentation complete and available for potential grant and/or low interest loan applications of various types on or about August 2010. The City ideally would like to start construction renovations on or about January 2011 and to begin occupying the building for some operational use by September 2011.

PROJECT SCOPE: The architectural / engineering services shall consist of preliminary design and design development phases, along with a construction contract document phase and a construction observation phase. Any and all services typically associated with these phases of architectural services may be required as part of the project scope.

The architect / engineer shall demonstrate willingness to collaborate with the Lanark City Council, Lanark Library Board, Library Planner, and the Lanark Police Department in a Team Approach throughout the project. The City has not yet made a decision as to possible LEED certification for the project, but is definitely interested in employing conservation principles and green building techniques.

The City is in the process of identifying all potential funding sources necessary, be it grant or loan funds, and will be making applications while design services are being performed. The architect / engineer may be required to assist by providing supporting documentation required by the various funding applications.

Other factors that may be included in the scope of this project include:

- Additional input / guidance on façade renovations / improvements
- Additional input / guidance on usage of exterior space for green space and off-street parking
- Additional input / guidance on sound proofing and security measures for the police department area
- Adaptation of volunteer labor and donated materials into the project
- Additional input / guidance on possible phasing of construction completion and occupancy of the three tenants

SUBMITTAL REQUIREMENTS: Interested firms shall submit a concise statement of the firm's qualifications, which includes the following information, documented in the manner and order below.

Cover Letter –

General Firm Information –

- Name, contact person, address, phone and fax numbers, internet address
- Brief history of the firm, list of offices and number of employees

Project Approach –

- Include information on your firm's understanding of the proposed project, and the methodology and project approach that will be used for completion of the proposed scope of work. Provide a proposed project schedule.

Project Team –

- List professional and support positions, along with their roles as part of the Project Team
- Provide an organizational chart, including brief resumes of all personnel who will be part of the Project Team.
- Provide specific information as to their experience on projects similar to this one.
- For the project manager and project architects identified as part of the project team, provide the name and phone number of two clients with whom the architect has worked on a similar project.

- List professional consultants outside your firm you propose to subcontract with for additional services. Provide specific information on the outside firm and its team members.

Similar Project Experience –

- Submit a list of last five similar projects, provide the following:
 - Name of project, location
 - Project description with renderings or floor plans
 - Services provided
 - Project budget details
 - Project completion details
 - Project reference information (client name, address, phone, e-mail)

Other Submittal Requirements –

- In a one-page narrative, explain why your firm is uniquely positioned to be the selected architect for this project.
- Explain how your firm ensures compliance with the Americans with Disabilities Act.
- Experience with project coordination relevant to all involved parties.
- Experience with State and/or Federal grant and loan programs, as applicable to project.
- Experience with conservation principles and green building techniques.
- Provide verification of General Liability and Professional Liability Insurance coverage.
- Provide verification of firm’s license in the State of Illinois.

BUILDING INSPECTION: The building can be made available for inspection upon request. Requested date and time should be submitted to mmacomber@lanarkil.com and cityclerk@lanarkil.com.

QUESTION & ANSWER: Any questions that prospective firms may have regarding the RFQ document, the proposed project site, etc. should be provided to the City of Lanark, in writing via Fax at 815-493-2431, or Email to cityclerk@lanarkil.com by no later than February 22, 2010. Answers will be provided in similar form and manner as the question was received, either by Fax or Email.

RFQ DELIVERABLES: All interested firms should provide ten (10) spiral bound copies of the requested RFQ information. Facsimile or e-mail proposals are not acceptable. The RFQ packet should be clearly labeled: “ARCHITECTURAL DESIGN SERVICES FOR LANARK MUNICIPAL BUILDING” and delivered to, and be in the possession of the City of Lanark, no later than 4:30 p.m. on Monday, March 1, 2010 at the following location:

City of Lanark
108 West Carroll Street
Lanark, IL 61046-1022

EVALUATION: The Planning Committee, consisting of four (4) City Council Aldermen and four (4) other Community Leaders will review and evaluate the RFQ documents received based on the content of their submittals. Factors that will be considered include, but are not limited to the following:

- Experience with municipal facility renovation projects
- Experience with project coordination and the Team Approach
- Successful budget and timeline experience
- Experience and availability of assigned Team members
- Utilization of conservation principles and green building techniques
- Experience with various State and Federal grant and loan programs

Once the proposals have been reviewed and ranked, a short list of firms to interview may be created. If a best RFQ is clearly identified there will not be a need for oral presentations. If a short list has been created, then oral presentations from a minimum of the top three rated firms shall be conducted. Instructions for the oral presentations will be shared with the short listed firms. All interview appointments are planned to be scheduled by mid-April.