

**Oakton Community College**  
**Business Services, Room 0710**  
**1600 E. Golf Road, Des Plaines, IL 60016**

**Today's Date: Friday, March 18, 2016**

**Submission Information Due: Thursday, April 21, 2016 by 5:00 pm**

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## **Request for Pre-Qualification of Professional Architectural Services**

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### **Project Description:**

Oakton Community College is looking to pre-qualify at least three architectural firms to provide a wide range of architectural services at the College's Des Plaines and Skokie campuses. Services will be performed on an as needed basis during a three year period which will start on July 1, 2016 and end on June 30, 2019 with options to renew the qualification status for two additional one-year periods. (July 1 through June 30) No work is guaranteed as a result of being pre-qualified to do work with the College.

### **Questions regarding this pre-qualification request should be directed to:**

Doreen Schwartz

Director, Business Services

[doreen@oakton.edu](mailto:doreen@oakton.edu)

(847) 635-1632

**PLEASE NOTE** - Firms should plan to attend the **mandatory pre-submission conference** scheduled for 2:00 pm on Thursday, April 7, 2016 at Oakton Community College, 1600 E. Golf Rd., Des Plaines, IL 60016. Only those firms who attend this mandatory conference will be allowed to submit their information.

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### **Possible Scope of Services Includes the Following:**

- Master Plan Update
- Facilities Condition Assessments and Audits
- Sustainable design standards and building practices
- Utilization Studies
- Programming/space planning
- Cost Estimates
- Feasibility Studies
- Exterior and Building Envelope Rehabilitation/Renovations
- Complete Architectural Services for Remodeling Projects
- Complete Architectural Services for New Construction Projects
- Complete Architectural Services for Property Identification and Directional Signage
- Coordination of Engineering/Consultants Retained by Architect or College
- Architectural Renderings and Early Conceptual Design Services
- Ability to provide architectural services on small projects
- Preparation of bid documents and project specifications
- Bid review and recommendation
- Interior design including furniture and finish options
- Landscape architectural recommendations
- Onsite presentation(s) for committees and Board of Trustees

### **Requirements:**

- Licensed to practice as an architect in the State of Illinois identifying each team member with appropriate licensure
- Registered and authorized to do business in the State of Illinois
- Must provide professional liability insurance of three million dollars (\$3,000,000) with a minimum deductible of fifty thousand dollars (\$50,000) and the willingness to list Oakton Community College as an additional insured on all insurance
- Prequalified with the State of Illinois Capital Development Board is a plus

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- Demonstrate ability to reach the College's aspirational goals for the State of Illinois MBE/FBE/PBE/SBE/VOB vendors
- LEED accreditation and certification
- Firms with an office located within 100 miles of Oakton Community College's Des Plaines campus are preferred

### **Professional Architectural Services Submittal should include:**

- Cover Letter of Interest (two page maximum)
- Current version of CDB Standard Form 255, additional pages are not necessary and will not be evaluated
- Description of firm, leadership, organization, size, tenure, and services provided (three page maximum)
- List of all higher education clients in which work was performed in the last 10 years. Include scope of work, project final cost, all A&E fees and current contact information for each client and a description of completed projects (ten page maximum)
- Proposed staff members for this engagement including their education, relevant licenses, and tenure with the firm. Include project experience of each staff member
- Experience with sustainable building programming and design (two page maximum)
- MBE/FBE/PBE/SBE/VOB status

### **Evaluation Criteria – the following list provides criteria the College will use in the evaluation process:**

- Experienced in a wide range of higher education projects (i.e. master planning, facilities assessments, utilization studies, programming, design, construction oversight, etc.)
- Experience with new construction, remodeling, and infrastructure repair
- Experience in both large and small construction projects
- Project team (firm and staff) experience and qualifications
- Prior work and performance at Oakton Community College
- Overall design and functionality of previous projects completed

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- Quality of consultants listed on CDB form 255
- Sustainable design and building knowledge and experience
- MBE/FBE/PBE/SBE/VOB status
- List any previous names of firms and years of business under each name
- 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 College
- List if your firm (under current or previous names) has been terminated from a project within the last 5 years, and if so, why
- If short listed, a one hour interview with presentation will be scheduled
- The short-listed firms may be requested to provide a copy of the firm's financial statements

**Schedule**

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

March 18, 2016	Information release date
April 7, 2016	MANDATORY pre-submission conference – see page 1.
April 12, 2016	Last date to submit questions
April 21, 2016	Submissions due, evaluation of responses begins
April 29, 2016	Successful short-listed and unsuccessful firms notified
Early May	Interviews with short-listed firms
Mid May	Ranking of top 3 firms and contract negotiations
May 24, 2016	Recommendation Previewed at Board meeting
June 28, 2016	Proposed Board Approval

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**Information Submission:**

Information must be submitted by Thursday April 21, 2016 to:

Doreen Schwartz  
Director of Business Services  
Room 0710  
Oakton Community College  
1600 E. Golf Road  
Des Plaines, IL 60016

- Ten complete printed copies of the submittal are required, plus one electronic copy via USB thumb drive.
- No extension of the deadline will be allowed
- There will be no e-mailing or faxing of submittals allowed.

**Disclaimer:**

Even though a firm may have been selected as a pre-qualified firm, the College reserves the right to disqualify a company for cause during the term of the contract. Further, selection as a pre-qualified firm does not guarantee work with Oakton Community College.