



Park Ridge Public Library

## **PARK RIDGE PUBLIC LIBRARY**

### **Request for Qualifications**

#### **For Architectural and/or Engineering Services**

**Date of Issue: Monday, February 5, 2024**

The Park Ridge Public Library (the “Library”) is requesting specific qualifications from interested architectural and/or engineering firms that have the experience and expertise to develop plans, assist in the writing of bid documents, the evaluation of the bids received and to oversee an HVAC component replacement project pursuant to the Local Government Professional Services Selection Act (50 ILCS 510/0.01 *et seq.*). The Library is located at 20 S. Prospect Ave., Park Ridge, IL 60068. The Park Ridge Public Library is a City Library governed by an appointed Board of Trustees.

This Request for Qualifications (“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 Library pursuant to this request.

#### **I. Description of the Procurement Process**

The process for selecting an architect or engineer will proceed in four stages.

- A. Request for Statements by the Park Ridge Public Library Board of Trustees
- B. Submission of Written Qualifications and Performance Data

The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the Library, as determined by the Library Director and Board of Trustees. The Library Director will review and evaluate the written responses to the Request for Qualifications (RFQ) in accordance with the established scope of services requested and will take into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, and such other qualifications-based criteria as determined herein and present their recommendation to the Library Board. Respondents may be asked to make public presentations regarding their qualifications, approach to the Project and ability to furnish the requested services or to discuss the matter with the Board of Library Trustees. The purpose of this RFQ is to identify an experienced architectural or engineering services firm with the best combination of qualifications.

- C. Selection

The Library Board of Trustees will, in a timely manner, choose not less than three most qualified respondents to meet with the Board, or its designated representatives, to determine the ranking of the qualifications of the three. If fewer than three (3) submittals are received, the Library may negotiate a contract with any such firm(s) in accordance with the requirements of the Local Government Professional Services Selection Act.

#### D. Negotiation of Contract

Negotiation of a contract for fair and reasonable compensation based on the estimated value, scope, complexity and professional nature of the services required shall be conducted with the respondent ranked as the first most qualified and should agreement not be reached, thereafter negotiations will proceed with the second, and if necessary, the third most qualified respondent. The contract will be based on the form attached hereto as Exhibit 1. The Board of Trustees will make the final selection.

#### **II. Site Visits/Facility Tours**

The Library Director and Facility Manager will be available to answer questions about the building, site, and operations/history of the present building. All interested respondents are encouraged to visit the existing facility to enhance their understanding of the project. Please contact the Facility Manager, John Priala, at 847-720-3210 or [jpriala@parkridgelibrary.org](mailto:jpriala@parkridgelibrary.org) to schedule a site visit.

#### **III. Scope of Services Desired**

In a manner determined and specified by the Park Ridge Public Library Board of Trustees. The chosen architect or engineer will be provided with copies of the Library's Capital Needs Assessment (completed in October 2021) and the HVAC Feasibility Study (completed in 2023) to develop a phased plan for replacement of the existing HVAC components and controls. As this is a highly technical project, the Library is requesting the names of any engineering firms that will be working with any responding architecture firm, as applicable. The selected architect or engineer will assist in the development of the bid documents, in the evaluation of the bids that are received and will oversee the project during the construction phase. The architect or engineer will be required to make a recommendation for the sequencing of the project, which will drive the bidding process and schedule.

The architect or engineer may be requested to:

1. Attend meetings with Library administrative staff as necessary.
2. Attend Board of Trustee meetings as necessary.
3. Develop preliminary drafts of the Project Program for Library review and comment.
4. Consult with the Library on budgetary and funding matters.
5. Consult with the Library on Project scheduling considerations.
6. Consult with the Library on general concepts of the Project scope of work and Project needs.
7. Consult with the Library and/or its legal counsel with respect to contract and bid package preparation and issuance, and to advise the Library with respect to bid evaluation or other aspects of any formal bid process that may be required.

The firm's services and product provided shall be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

#### **IV. Performance Data Required**

Proposals must include background information which identifies the name and qualifications of the firm and assigned professional(s), similar experience, and references.

**Firm Description** – Provide the following:

- Firm Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of architects, interior designers, engineers, etc.)
- List any previous names of firm 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 Library (key personnel, project experience, etc.). The office designated to serve the Library, in the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.
- The short-listed firms may be requested to provide a copy of the firm's financial statement and 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
  - Professional Liability - \$1,000,000/\$1,000,000
  - Worker's Compensation - Statutory Limits
- List any litigation, arbitration and alternative dispute resolution that the firm has been a party to within the last 5 years, arising out of any design work for any library; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last 5 years from a project by a library and, if so, for what reason. If so, list the name and contact information for the library.

#### **Firm Experience and Capabilities**

- Provide a list of all library 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.
- Please highlight your experience in performing work such as HVAC projects.
- Samples of work that demonstrate experience in library environments are desired.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general library spaces as well as HVAC work in other public spaces, such as schools, municipalities, and multi-purpose areas.

## **Key Personnel & Experience**

- Provide a simple organizational chart identifying key members of the firm.
- Provide resumes of project designers, managers, key staff 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 HVAC administration/observation personnel.
- If any staffing changes should occur between the submission of qualifications and the award of a contract, the respondent must notify the Library in writing. Unapproved staffing changes may result in a rejection of qualifications.

## **Project Approach** – Provide a brief discussion of the following:

- 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.
- The firm's ability / experience to work in Cook County, Illinois. In your response, describe how your firm plans to respond when the Library has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the public sector.
- The process your firm utilizes to investigate bidders to ensure that they are qualified and equipped to satisfactorily complete a project.

**References** – Provide a minimum of three [3] references for architectural and/or engineering services performed on library, school, or municipal facilities in Illinois in the last five [5] years.

**Compensation Excluded** – In accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 *et. seq.*, please ensure that submittals and any related materials do not include estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation related to the project. Any submittal containing cost estimates or other compensation-related figures will be considered non-responsive and will not be considered by the Library.

## **V. Submission Date**

All proposals, to qualify for consideration, must be received by:

Joanna Bertucci, Library Director  
Park Ridge Public Library  
20 S. Prospect Ave.  
Park Ridge, Illinois 60068

on or before 4:00 p.m. CST on Friday, March 1, 2024. Timely delivery is at the risk of the respondent. Any submittals received after the deadline will be rejected. Please submit five (5) bound copies and open (1) digital copy via usb drive enclosed in a sealed envelope or other container. The package must clearly show the phrase "Request for Qualifications" and the respondent's name. Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to seventy-five (75) pages, exclusive of required attachments.

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## **VI. General Information and Rejection**

- a. Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submittal 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 RFQ will be rejected as being nonresponsive. The Park Ridge Public Library reserves the right to reject any and all of the responses received as a result of this RFQ.
- b. All costs associated with developing or submitting a qualifications statement in response to this RFQ, or to provide oral or written clarification of its content shall be borne by the Respondent. The Library assumes no responsibility for these costs. This RFQ does not commit the Library to pay any costs incurred in preparation or submittal of a response or in anticipation of a contract.
- c. This RFQ does not commit the Library to enter into a contract. The Library reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The Library reserves the right to waive informalities and irregularities in the submittals of qualifications received. The Library also reserves the right to terminate this RFQ at any time prior to the award of a contract for the services described in this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- d. The Library reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the Library.
- e. All Respondents are prohibited from making any contact with the Library Personnel, Board of Trustees or any other employee of the Library with regard to the RFQ, other than in the manner and to the person(s) designated herein. Any Respondent found to have contacted the people listed above in any manner with regard to the RFQ may be disqualified from consideration.
- f. Any trade secrets, proprietary information, or confidential financial information included in submittals to the Library may be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.) unless clearly marked and submitted under a claim that such information is proprietary, privileged or confidential and that the disclosure such information would cause competitive harm to the Respondent.

## **VII. Schedule**

The following is the proposed schedule for the selection of firms to provide architectural and/or engineering services:

February 5, 2024 - RFQ Released

February 19, 2024, 10:00 a.m. Non-Mandatory Pre-submittal Meeting and Walk-through

March 1, 2024, 4:00pm - Submittals due; evaluation of qualifications begins

March/April, 2024 - Interviews with Finalist firms

April 16, 2024 - Proposed Board action approving contract with firm to provide services

## **VIII. Inquiries and Addenda**

Any questions or concerns regarding this RFQ shall be directed in writing to:

Joanna Bertucci, Library Director  
Park Ridge Public Library  
20 S. Prospect Ave.  
Park Ridge, Illinois 60068  
[jbartucci@parkridgelibrary.org](mailto:jbartucci@parkridgelibrary.org)

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