



PALOS HEIGHTS
PUBLIC LIBRARY

**Request for Qualifications for:
Architectural Services**

**Youth and Teen Services
Renovations Project**

Released: December 9, 2020

Submittals Due: 2:00 PM January 13, 2021

Table of Contents

Project Information.....Pages 3 & 4

Request for Qualification Information.....Pages 5 & 6

Qualification Submittal Format and Requirements.....Pages 7 & 8

Request for Qualifications

Project Summary

The Board of Trustees of the Palos Heights Public Library, 12501 South 71st Avenue, Palos Heights, Illinois 60463 (“Library Board”), is seeking qualifications from architectural firms that are capable of providing professional services for the renovation and remodeling of its existing Youth and Teen Services Department area (the “Department”) including, but not limited to the following area/items:

- Upgrading the staff service desk
- Enhancement and modernization of the Department
- Updated furnishings
- Update carpet and other finishes
- Improve patron technology stations
- Create an exciting feature element to enliven and bring the element of wonder to the space

The purpose of this project is to turn the Library’s current Youth and Teen Services Department into a functional and magical space that engenders a lifelong love of literature, information, and technology in the Library’s youngest patrons.

The Palos Heights Public Library serves a population of 12,515 people in the southwestern suburbs of Chicago. The Library currently occupies a building of approximately 32,000 square feet. The original building was constructed in 1988 with most of the current building being constructed as an addition in 2004.

RFQ and Project Schedule

The open RFQ submission period will be 5 weeks. At the conclusion of the RFQ submission period, submittals will be opened and the Library will analyze responses. Upon completion of the review and shortlist qualifications checked, finalists will be notified. Finalist interviews will then be held with the Library Board. The Library Board will rank the candidates in

order of qualifications based on responses to the RFQ and oral responses. The top-ranking candidate will then be invited to proceed to negotiate an agreeable form or contract. In the event an agreement cannot be reached thereafter, negotiations will proceed with the second, and if necessary the third most qualified firm.

The Library reserves the right, at its sole election, to accept or reject any or all responses to the RFQ and to waive any or all informalities in the RFQ responses.

The Library Board intends to initially award the concept design phase only. This phase will include working with Library staff to develop various concepts of the project for the Library Board's consideration and direction. If a project is approved to proceed at the conclusion of the conceptual phase the Library Board will consider retaining the selected design team for project phases through a continuing service agreement.

Project Budget

The project cost is intended to be finalized within the conceptual design phase.

RFQ Summary

The Palos Heights Public Library Board of Trustees is requesting architect-led design teams submit qualifications. Only architects or architect-led design teams capable of providing full service design and construction administration services are sought.

RFQ Key Dates

RFQ Released:	December 9, 2020
Facility Tours-Required	December 9, 2020 to January 7, 2021
Deadline for Questions	January 7, 2021
Deadline for Response submittals	2:00 PM January 13, 2021

RFQ Questions

All questions related to the RFQ can be submitted to Jesse Blazek, Library Director, jblazek@phlibrary.org. The Library is working with Independent Construction Services, Inc. (Owner's Representative) to select its architect, and interested applicants can expect communications with the Library's Representative during this process. The contact information for the Library's Representative is as follows:

Dan Eallonardo
Independent Construction Services, Inc.
14947 Landings Ln
Oak Forest IL 60452
630-962-6151
Dan@icsillinois.com

Facility Tours

All firms are required to visit the existing facility to enhance their understanding of the project and the space available in the department. If

you are interested in being considered for this project, please schedule a site walk-through with the Library Director and Owner's Representative.

Qualifications Submittal Procedure

Qualifications are to be submitted no later than January 13, 2021 at 2:00 PM Local time. Submittals delivered after this time will not be considered.

Qualifications must be submitted via email to jblazek@philbrary.org or via hard copy to the administrative office at the Palos Heights Public Library no later than 2:00 PM January 13, 2021.

Please limit your response to the Request for Qualifications to fifteen pages plus appropriate support materials.

The Palos Heights Public Library reserves the right to reject any or all qualifications. The Palos Heights Public Library Board of Trustees reserves the right to select an Architect in the best interest of the Library and at the sole discretion of the Board.

Qualifications Submittal Format and Requirements

Architectural practices are to submit complete and accurate information **formatted in kind** and responding to the following requirements:

A. Outline of firm qualifications and background

- 1) Name of Firm
 - Contact Name and Email
 - Firm Address, City State, Zip Code
 - Firm Telephone Number
- 2) Firm Profile
 - a. History of Firm
 - b. Year(s) in Business
 - c. Year of Ownership/Organization
 - d. Size of Firm
 - e. Professional Affiliations
- 3) Personnel
 - a. Identify Principal
 - b. Identify total number of professional staff (not including administrative support)
 - c. Provide resumes of all key personnel who will be assigned to this project. Include certificates, awards, professional affiliations and previous relevant project experience, Identity renovation and addition work.
- 4) Identify which of the following additional services will be provided by your in-house staff or by sub-consultant firms.
 - a. Interior Design
 - b. Structural Engineering
 - c. Mechanical, Electrical, Plumbing, Fire Protection, IT and A/V
- 5) Firm Design Approach
 - a. Describe your firm's approach to the design of a library renovation project including interior design and FF&E. Include conceptual renderings of the Youth and Teen Service Department.

B. Outline of Performance

- 1) List the Library projects your firm has completed in the last five (5) years or is in the process of completing. Please provide
 - a. Project name
 - b. Project Type (New/Renovation), Brief description and Photo
 - c. Actual cost vs. estimated cost

- d. Actual completion date vs. estimated completion date (or current status)
 - e. Cost per Sq. Ft.
 - f. Reference contact - Name and phone number
- 2) Provide a list (no more than five) of your firm's recently completed (last 5 years) and current projects of similar size, construction cost and complexity. Please provide
- a. Project name
 - b. Project Type
 - c. Project Size
 - d. Project Construction Cost
 - e. Owner's Name and Phone Number
 - f. Indicate Current Status or Completion Date
- 3) Indicate anticipated schedule periods for design phases and describe your approach to monitoring the project schedule.
- 4) Describe your firm's current workload and commitments
- 5) Has your firm ever
- a. Failed to complete an assignment? If yes, please describe
 - b. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers
 - c. Has your organization filed any lawsuits or requested arbitration with regards to construction project within the last five years

C. Supplemental Information

- 1) Provide any other pertinent information you consider relevant to the proposed project.