



Request for Qualifications for:
Architect Services

**RENOVATION and ADDITION
Project**

Released: 8/18/2020

Submittals Due: 9/4/2020 by 12pm CDT

Owner's Representative:



CCS INTERNATIONAL, INC.

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RENOVATION AND ADDITION

PROJECT SUMMARY

The current Lisle Library District is approximately 33,000 SQFT. The exact scope of the renovation and addition project has not yet been determined but the Library is anticipating the required space will be approximately 35,000 SQFT to 40,000 SQFT square feet. This capital project shall be funded with a combination of Library reserves and capital borrowing.

RFQ and PROJECT SCHEDULE

The open RFQ submission period will be two weeks. At the conclusion of the RFQ submission period submittals will be opened and the Library will analyze responses. Upon completion of the Library's review, a shortlist of architects will participate in a qualification check process. After shortlist qualification checks are completed finalists will be notified. Finalist interviews will then be held with the Library Board. The Library Board will make the final design team award decision after conducting finalist interviews and project visits (and reference checks). A Request For Proposal will then be issued to the select finalists.

The Library board intends to initially award the concept design phase only. 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 future project phases through a continuing services agreement.

PROJECT BUDGET

The project cost is to be finalized within the conceptual design phase but is expected to be in the range of \$5m to \$10m.



RENOVATION AND ADDITION

RFQ SUMMARY

The Lisle Library District Board of Trustees is requesting architects, or 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. Individual consultants interested in providing services for select portions of the work will not be considered at this time.

RFQ KEY DATES

RFQ Released:	8/18/2020
Deadline for Questions:	8/28/2020 by 12:00pm CDT
Interested Firms to Confirm Intent to Submit Qualifications:	8/28/2020
RFQ Response Submittal:	9/4/2020 by 12:00pm CDT

RFQ QUESTIONS

Questions will be accepted through 8/28/2020 at 12:00pm CDT. Questions concerning the RFQ shall be addressed via e mail to:

Tatiana Weinstein, Library Director: tatiana@lislelibrary.org
cc: mrogers@ccsdifference.com

All correspondence regarding this RFQ shall be addressed to Ms. Weinstein, individual Board Trustees shall not be contacted.

QUALIFICATIONS SUBMITTAL PROCEDURE

Interested firms are requested to confirm their intent to submit qualifications via email by 8/28/2020. The email shall be sent to Tatiana Weinstein, Library Director, at tatiana@lislelibrary.org and cc'd to Marc Rogers, CCS at mrogers@ccsdifference.com.

Qualifications are to be submitted no later than 9/4/2020 at 12:00pm CDT. Submittals delivered after this time and date will not be considered.

Qualifications must be submitted via email by noon on 9/4/2020 to Tatiana Weinstein, Library Director, at tatiana@lislelibrary.org and cc'd to Marc Rogers, CCS at mrogers@ccsdifference.com.

Please limit your response to the Request For Qualifications to fifteen (15) pages plus appropriate support materials.

The Lisle Library District reserves the right to reject any or all qualifications. The Lisle Library District 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) Type of Ownership / Organization
 - e) Size of Firm
 - f) Professional Affiliations
- 3). If a Joint Venture
 - a) Have your firms worked together in the past?
 - b) If yes, identify projects, dates, etc.
 - c) Define roles of each Firm for this project
- 4). Personnel
 - a) Identify Principal(s)
 - 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 certifications, awards, professional affiliations and previous and relevant project experience. Identify renovation and addition work.
- 5). Identify which of the following additional services will be provided by your in-house staff or by sub-consultant firms:
 - Interior Design
 - Landscaping Architecture
 - Civil Engineering
 - Structural Engineering
 - Landscape Architecture
 - Mechanical, Electrical, Plumbing, Fire Protection, IT and A/V
- 6). Firm Design Approach
 - a) Describe your firm's approach to the design of a renovation and addition library project, including interior design and FF&E.



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:
 - Project Name
 - Project Type (New / Renovation), Brief Description and Photo
 - Actual cost vs. estimated cost
 - Actual completion date vs. estimated completion date (or current status)
 - Cost per Sq. Ft.
 - Reference contact – Name and Phone Number

(Please note LLD representatives intend to visit finalist firms' reference projects)
- 2). Provide a list (**no more than five**) of your firm's recently completed (**last 5 years**) and current project(s) of similar size, construction cost and complexity. Please provide:
 - Project Name
 - Project Type (New / Renovation), Brief Description and Photo
 - Project size
 - Project construction cost
 - Owner's contact name and phone number
 - Indicate current status of project 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
 - a). Ever failed to complete an assignment? If yes, please give details.
 - b). Are there any judgements, claims, arbitration proceedings or suit's pending or outstanding against your organization or its officers?
 - c). Has your organization filed any lawsuits or requested arbitration with regards to construction projects within the last five years?
- 6). Has your firm completed any projects in Lisle or surrounding areas?

C. SUPPLEMENTAL INFORMATION

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