

## REQUEST FOR QUALIFICATIONS

Lake Land College, District No. 517  
5001 Lake Land Boulevard  
Mattoon, Illinois 61938  
Request for Qualifications for Architectural-Engineering Services  
Qualifications Due Date: **December 3, 2021**

### **Purpose**

Lake Land College, Illinois Community College District #517 (College) is soliciting qualifications from professional architectural-engineering services firms for implementation of the 2022 Facilities Master Plan, excluding landscaping, and covering the main campus located in Mattoon, IL as well as regional sites in Effingham, Marshall and Pana and other areas should the College expand. Along with this task, the selected firm will be responsible for other general, as-needed architectural design services for the College for a period of five years.

### **Background**

The 317-acre campus hosts nine major buildings plus six supportive buildings, two campus ponds, a 160-acre agriculture land laboratory, computer labs, CAD lab, cosmetology clinic and a dental clinic. Recreational opportunities include a cross country track and a disc golf course. Classes are also offered at the Kluthe Center for Higher Education and Technology in Effingham, Western Region Center in Pana, Eastern Region Center at the Forsythe Building in Marshall, on the Internet and at many off campus locations including 23 Illinois Department of Corrections and two Illinois Department of Juvenile Justice facilities.

### **Instructions**

**Sealed Qualifications will be received until 4:00 PM local time on December 3, 2021** at the College, 5001 Lake Land Boulevard, Mattoon, Illinois in the Board and Administration Center. Qualifications opened or received after this time will not be accepted. The College will review and evaluate written proposals in response to this Request for Qualifications (RFQ) in accordance with the evaluation criteria identified in the RFQ document. RFQ documents may be obtained from Mr. Greg Nuxoll, Vice President for Business Services, in the Board and Administration Center on the campus of Lake Land College, or by contacting him at [gnuxoll1@lakelandcollege.edu](mailto:gnuxoll1@lakelandcollege.edu) or (217) 234-5224.

Greg Nuxoll  
Vice President for Business Services  
Lake Land College

# **REQUEST FOR QUALIFICATIONS**

## **ARCHITECTURAL-ENGINEERING SERVICES**

Lake Land College District #517  
Mattoon, Illinois 61938

**QUALIFICATIONS DUE DATE: December 3, 2021**

### **Description of work**

Lake Land College is seeking to contract with a qualified architectural firm to perform professional design and construction administration services for the College over the next five years. This would incorporate projects identified within the realm of the College's Facilities Master Plan as well as other necessary work related to upkeep and improvements to College owned and leased facilities. Project types may include, but are not limited to classroom improvements, and science, health, and industrial technology laboratory expansions, interior finishes updates and improvements, as well as other remodeling typical of a community college campus. The scope of work excludes exterior landscape design and projects covered under an Energy Performance Contract or managed through the Capital Development Board, unless a separate agreement is secured through other contractual means.

### **Services to be procured**

Services shall include all phases of construction project work including pre-design, programing, schematic design, design development, bid documents development, procurement, and construction observation, administration and closeout.

The College will work with the chosen professional services design team to clearly delineate the scope of work for each separate requirement, but will likely include the following in the scope:

- Programing and space planning to determine space needs.
- Completion and validation of the Pre-Design phase.
- Schematic Design. Final deliverables will include architect's Floor Plans and Conceptual Renderings. Services will include cost estimating to assist in determining project budgets and timelines.
- Design Development.
- Construction Bid Documents Development.
- Construction Administration to include observation and closeout.

## **Statement of Qualifications - Content**

The firm's Statement of Qualifications must be 8.5 by 11 inches in size, not exceed 50 pages including front and back covers, be in a sealed envelope or box, include five (5) copies, and should contain the following:

- Letter of Interest. Include a brief statement of the firm's technical qualifications and willingness to complete this work.
- Qualifications of Firm. Describe the overall qualifications of the firm (and any sub-consultants) including background in this field, the services that it provides and its specific experience in the last 5 years consistent with the services described in this RFQ. Prequalified with the Illinois Capital Development Board is a plus and preferred
- A summary or range of hourly rates per personnel levels at firm with the consideration that the College must follow all prevailing wage statutes.
- Qualifications and Responsibilities of Key Personnel. The College expects that individuals within the selected firm will possess a high degree of experience in the practice of architecture and planning plus an ability to interact with the College's Board of Trustees, senior administration, staff, faculty, and community stakeholders as may be required. As a result, the firm(s) and/or individual(s) must possess the following minimum attributes:
  - Team lead must be licensed to practice architecture in Illinois, with documentation provided thereof
  - A significant number of individuals on staff team must be Licensed Architects and/or Illinois Professional Engineers, with documentation provided thereof
  - Demonstrated experience in the design and planning of work projects, with a desire in higher education
  - Have available and capable staff to complete assignments

Explain the team selected. Describe team members' professional qualifications and responsibilities assigned to the projects including their experience on similar assignments and their specific responsibilities on the proposed work. The submittal shall indicate possible sub-consultants that the firm may use to complete work. Resumes and qualifications of all sub-consultants selected to perform work because of pre-existing relationships shall also be included in this section of the submittal.

- Work Approach. Prepare a narrative which clearly demonstrates the team's understanding of the specific needs of the College, and present a technical approach to completing the proposed work.
- Business Enterprise Program (BEP) Experience. The College encourages the participation of qualified minorities-, females-, veterans- and persons with disabilities-owned businesses in public contracts. It is the practice of the College to ensure full and equitable economic opportunities to such businesses for College work. The College is committed to the

economic development of disadvantaged business enterprises and the award of contracts to businesses owned by minorities, females, veterans and persons with disabilities for work to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575. **State of Illinois certification of such status is highly encouraged in submittals.**

- ✓ **Cost Control and Budgeting.** Provide detailed examples of budget development and include examples of construction document estimates and actual bid results for at least **three recent projects**. Explain cost control procedures the firm employs to assist clients in the decision-making process.
- ✓ **References.** Provide **five (5) references** for which the firm has performed similar services within the past 5 years. Include the name, title, address and telephone number of each reference and description of duties.
- ✓ **Rules and Regulation Compliance.** The firm shall warrant that they are familiar with and shall comply with all Federal, State, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the resulting Contract. This warrant includes without limitation Workmen’s Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits, licenses and fees in connection, therewith, laws regarding maximum working hours and regulations with respect to use of explosives. No plea of misunderstanding or ignorance, thereof, will be considered. Whenever required, the Contractor, or Subcontractor, shall furnish the College with satisfactory proof of compliance with said Federal, State and local laws, statutes, ordinances, rules, regulations, orders, and decrees.
- ✓ **Contract Variance.** This solicitation will result in a contract, subject to laws and ordinances governing public contracts. The firm shall certify that at all times they will observe and comply with all laws, ordinances, regulations and codes of the Federal, State and other local government agencies which may in any manner affect the preparation of the submittal or the performance of the resulting contract. The firm understands and recognizes that if they observe any variance in the College contract document with these laws, ordinances, regulations and codes that it shall promptly notify the Vice President for Business Services in writing and necessary changes shall be affected by appropriate modification.
- ✓ **College Reservation.** The College reserves the right to reject or accept any or all Qualifications materials, to extend the response period, to waive technicalities in the RFQ Documents and/or to direct that the solicitation be abandoned or re-issued prior to award of the contract. The firm shall acknowledge the right of the College to reject any or all qualifications materials and to waive any informality or irregularity in any information

received. In addition, the firm shall acknowledge the right of the College to reject qualifications materials if the firm failed to submit the data required by the RFQ Documents, or if the information is in any way incomplete or irregular.

### **Statement of Qualifications - Due Date**

**Statement of Qualifications must be submitted no later than 4:00 P.M. Local Time, December 3, 2021.** All documents must be mailed to:

Lake Land College  
5001 Lake Land Boulevard  
Mattoon, IL 61938  
Attn: Greg Nuxoll, Vice President for Business Services

Hand-delivered documents may be submitted to the Board and Administration Center on campus. Submittals should be clearly marked “Architectural-Engineering Services Statement of Qualifications.”

### **RFO Timeline**

Request for Qualifications issued – **November 16, 2021**  
Last day for questions to be submitted – **November 30, 2021**  
Statement of Qualifications due (4:00 P.M.) – **December 3, 2021**  
Notification to short-list firms – **December 9, 2021**  
Interview / Candidate Presentation to Selection Committee – **week of December 13th, 2021**  
Board of Trustee Approval – **January 13, 2022**

### **Communications**

From the date of receipt of this RFQ, until a binding contractual agreement is created with the selected firm, all informal communications regarding this procurement shall cease. Informal communications shall include, but are not limited to, requests from applicants to any department at the College for information, comments or speculation.

From the date of receipt of this RFQ until a binding contractual agreement exists, communications between the College and the applicants will be formal. Formal communications shall include:

- Written correspondence, via e-mail or traditional mail, or
- Oral presentations, if required, to the College’s selection committee.

Requests for additional information may be directed to:

Greg Nuxoll, Vice President for Business Services  
Lake Land College, 5001 Lake Land Boulevard, Mattoon, IL 61938

Or via e-mail to: [gnuxoll1@lakelandcollege.edu](mailto:gnuxoll1@lakelandcollege.edu).

Architectural-Engineering Services

## **Selection Criteria**

A selection committee will perform a thorough review of all submitted Statements of Qualifications and endeavor to create a short-list of firms from among them. There shall be no obligation on the part of the College to entertain presentations from any or all Respondents. However, since the College may make a recommendation without further discussion, each firm should include in their written submission, all statements, requirements, terms or conditions it may have and should not assume that an opportunity will exist to add such matters after the qualification is submitted. Furthermore, if the College so desires to conduct interviews, the interviews shall include a 30-minute presentation from the applicant and a 30-minute question and answer session. Following all interviews, the selection committee will make a formal recommendation to the College's Board of Trustees, requesting approval.

Selection will be based on the following criteria, and the College reserves the right to determine the definition and weight given to each of these qualifying variables:

- Demonstrated ability to perform the required work in a timely manner and within the schedule established by the College.
- Prior experience in the design and construction of community college facility projects.
- Proximity of firm to job location.
- Experience, discipline and credentials/qualifications of assigned individuals.
- Hourly rates of assigned personnel in comparison with other firms.
- Pre-qualified with the Illinois Capital Development Board.

After approval by the College Board of Trustees and in accordance with the requirements of the RFQ, the College shall negotiate final terms, conditions and fees with the successful firm. The award of a contract will be to the firm who in the College's opinion best serves the interest of the College. Lake Land College reserves the right to reject any or all submittals and to waive minor informalities in order to make an award.

## **Additional Instructions**

Addenda may be issued by the College, if necessary.

The College is not responsible for any expense incurred in preparing and submitting a SUBMITTAL or taking any action in connection with the selection process, or for the costs of any services performed by any company prior to the execution of a contract.

Any information submitted in conjunction with the SUBMITTAL will become the property of Lake Land College and are public records pursuant to Illinois Statutes. SUBMITTALS will not be returned to the respondents. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the College.

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