

LAKE LAND COLLEGE

Request for Proposal for Landscape Architect and Design Services (RFQ)

Lake Land College Main Campus, Mattoon, IL

Purpose of RFQ

Lake Land College is seeking interested and qualified landscape architects who wish to provide a master campus landscape plan and landscape design services for the College. Lake Land College is seeking to create a multi-year landscape beautification plan to enhance and modernize the landscaping of the main campus grounds in Mattoon, IL. The College sits upon 171 acres in Mattoon, IL located on Illinois Route 45.

Scope of Services Including the Following:

- Master Landscape Plan for Campus
- Campus Grounds Condition Assessment
- Architectural Renderings and Early Conceptual Design Services
- Planning and Design of large and small projects
- Utilization Studies
- Cost Estimates
- Feasibility Studies
- Preparation of bid documents and project specifications
- Bid review and recommendations
- Construction Administration
- Onsite presentations for committees and Board of Trustees

Minimum Qualifications:

1. Professional staff licensed to practice as a landscape architect in the State of Illinois or a landscape designer.
2. Registered or authorized to do business in the State of Illinois.
3. Adequate professional liability insurance and willingness to list Lake Land College as an additional insured for general liability coverage

Professional Services Consultant Submittal:

1. The name, address and telephone of your firm.
2. The main contact for your firm, both phone and email contacts
3. A listing of all potential services provided along with hourly rates with the consideration that the College must follow all prevailing wage statutes.

4. A letter of interest with statements addressing each of the evaluation criteria
5. A statement briefly discussing your firm's processes from planning to completion of projects including budget control, schedule control, quality control, team communication and other areas that you feel are important for the College to consider.
6. A summary of your work history on similar projects especially any projects within the higher education/governmental industry
7. Total number of professionals to be assigned to this project
8. List of team personnel assigned to the project with each team member's name, project assignment, associated firm, individual professional license(s) or certification(s) and confirmation if licensed or certified in Illinois
9. Individual resumes for each team member

Evaluation Criteria –

1. Firm's history and resource capability to perform the required services
2. Demonstrated ability and prior experience working on projects of a similar nature
3. Experience, discipline and credentials/qualifications of assigned personnel
4. Total team's higher education experience
5. Rate for Services Provided
6. Communication skills & Problem solving skills
7. Proximity of firm to job location
8. Reference Checks

Proposal Additional Instructions

1. No gratuities: Respondents will not offer any gratuities, favors or anything of monetary value to any official or employee of the College for purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process.
2. By submitting a response, Respondents represent and warrant to the College that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the College for consideration in the selection process may be excluded.
3. Interviews: After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. If the interviews are initiated, they will focus not only on the Respondent's program approach but also on an appraisal of the design professionals who would be directly involved in the project.
4. Inquiries: All inquiries should be directed to Greg Nuxoll, Vice President of Business Services; gnuxoll1@lakelandcollege.edu 217-234-5224
5. Cost of Responses: The College will not be responsible for any costs incurred by anyone in the submittal of responses.
6. Contract Negotiations: This RFQ is not to be construed as a contract or a commitment of any kind. If this RFQ results in a contract offer by the College, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
7. No Obligation: The College reserves the right to reject any and all proposals.

8. Professional Liability Insurance: The Respondent shall carry professional liability insurance by an insurer acceptable to Lake Land College in the amount of \$1,000,000.
9. Respondents must consider and follow Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq. ("the Act"). The Act will apply to any activities in which a worker(s) covered by the Act is involved in the contracted services.
10. Lake Land College actively promotes continuing economic development in compliance with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). Successful Prospective Vendors shall have the sole responsibility of complying with all aspects.
11. Submittal Instructions Two copies of the proposal, in a sealed envelope, must be delivered before 4pm on September 17, 2021. Faxes and email submissions will ***not*** be accepted. Please include on the envelope: **"PROPOSAL FOR Landscape Architect and Design Services for Lake Land College Main Campus, Mattoon, IL**

Lake Land College is an EEO/Affirmative Action employer. Women, minorities, people with disabilities, and veterans are encouraged to apply.