

Request for Qualifications for Architectural & Design Services

Deadline for Submittal

Proposals will be mailed to Hillsboro Public Library, 420 S. Main St. · Hillsboro, IL 62049, hereafter referred to as “Library”. Any proposals arriving after November 21, 2023, will be marked late and will not be considered for selection to provide the specified services.

Declaration

The Offeror declares to have read and understood and agrees to be bound by all the instructions, terms, conditions, and specifications of this Request for Qualifications (“RFQ”) and agrees to fulfill the requirements substantially in the form of the attached contract, Attachment A, in the event that it is selected to provide the specified services at the prices proposed during negotiations with the firm determined by the Library to be most qualified to provide the required services in the Library’s sole and absolute discretion. The Offeror certifies, by signature affixed to this Cover Sheet, that the information provided by it in response to this RFQ is accurate and complete. The Offeror grants the Library permission to contact any previous client of the Offeror for purposes of ascertaining an independent evaluation of the Offeror’s or an Offeror’s Team Member’s performance.

Federal Taxpayer Identification Number (TIN)	
Name of person signing proposal (Please print or type)	Title
Offeror Name	
Mailing Address	
City, State Zip	
Telephone	
Email Address	
Authorized Signature (Original signature only. Please use blue ink.)	Date

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.

Background

Hillsboro Area Public Library is a municipal library in Hillsboro, IL. Hillsboro is a town in Montgomery County Illinois and has a population of less than 10,000. The Library, constructed in 2001, is a single building with approximately 5,000 square feet on one floor and a full basement. The Library is governed by a seven-member Board of Trustees who are elected to the Hillsboro Area Public Library District Board of Trustees.

The Friends of Hillsboro Area Public Library District Inc. (FHPLD) is a separate legal entity, established under IRS tax code 501(c)3, that was incorporated with the mission to support the special, non-operating projects of the Hillsboro Library. FHPLD is governed by a seven-member Board of Directors.

The Library is a member of the Illinois Heartland Library System which coordinates significant shared services to 521 member libraries in Central and Southern Illinois.

Invitation

The Library is soliciting proposals from qualified firms to provide professional design services for the renovation of the existing Library basement. Firms with relevant experience in designing libraries and the qualifications to perform the services outlined below, are encouraged to submit a proposal. Firms may partner with other firms to ensure that the design team provides the appropriate level of expertise in the required disciplines. However, design teams must designate one lead firm. The lead firm will be solely responsible to the Library for meeting all the requirements of the proposal.

Library staff have created limited preliminary programming for the proposed renovation. Please see Attachments for more information. The selected firm will work with the Library and stakeholders to explore and refine the preliminary programming and develop final design plans for review, comment, and approval by the Library or their designated representatives.

This Design Project is expected to be complete in sufficient time to start construction in the fourth quarter of calendar 2023.

Scope of Services

The scope of architectural design and engineering services may include, but is not necessarily limited to, the following:

1. Evaluate, assist in the revision of, and interpret the Library staff's vision for renovations
2. Utility Design and Coordination
3. Architectural Design
4. Structural Engineering
5. Mechanical, Electrical and Plumbing (MEP) Design
6. Fire Protection as required
7. Interior Design, including furniture selection (unless a separate firm is chosen by the Library)
8. Lighting Design
9. Communication/Data Systems
10. Zoning and Architectural Review Board
11. Zoning Analysis and Approval, as required
12. Building Code/ADA Consulting
13. Security Systems Design
14. Cost Estimates (unless a separate firm is chosen by the Library)

Submittal Requirements

1. Submittal Documents
 - A. Four hard copies, including attachments. Each page of the proposal should state the name of the firm and the page number.
 - B. One (1) electronic copy submitted on a flash drive in PDF format. File Name shall include the firm name followed by "Hillsboro Area Public Library"
2. All proposal must include the following information in the order listed:
 - A. RFQ Cover Sheet should include the first page of this RFQ with the completed Declarations form. At least one copy should have an original signature by an officer of your company.
 - B. Table of Contents with page numbers
 - C. Name, email, and phone number of the designated contact person for any correspondence related to this proposal.

- D. A statement summarizing the firm's particular abilities and qualifications, including the number of years the firm has been in business and the geographical area of operations. Also indicate the principals in the organization and the size and composition of the organization.
- E. Provide the name, role, certifications and skills of all team members or consultants who would be assigned to the Library's project from beginning to end, identifying in particular the proposed team lead.
- F. Demonstrate knowledge of applicable rules and regulations related to the City of Hillsboro, Montgomery County, and the State of Illinois.
- G. Provide a portfolio of the proposed team's recent work, including the name of the project, client, total cost, project description, services provided, success with project budget and deadlines, and reference list.
- H. Include a projected timeline to reach milestones and completion of the project.
- I. Describe the firm's approach and methodology related to progress meetings and presentations to the Library's key stakeholders.
- J. Describe your firm's ability to collaborate with the Library's representatives. If possible, provide examples of prior experience demonstrating your approach to collaborations.
- K. Describe any special equipment, software, or procedures available to the firm which will facilitate the completion of the project.
- L. A description of your firm's process for analyzing and making recommendations for improvement to existing MEP systems and lighting layouts.
- M. Disclose all information concerning any filed lawsuits or requested arbitration/mediation proceedings settled, pending or outstanding made against the firm or any officers within seven (7) years of the proposal submission date that are related to the services outlined in this document, as well as any judgements, claims, arbitration, or mediation pending against the firm or its officers.
- N. Disclose all declarations of default or termination for cause against the firm with respect to such services, suspension from submitting proposals for or entering into any government contract within five (5) years of the proposal submission date.
- O. Confirm insurance providing, at a minimum, the following limits:
 - 1. General Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$500,000 for bodily injury and \$500,000 for property damage for each occurrence.
 - 2. Professional Liability Insurance for negligence, in the amount of \$1,000,000 per claim and annual aggregate.

3. Automobile Liability Insurance providing limits of \$1,000,000 per occurrence.

4. Worker's Compensation Insurance, in accordance with Illinois law.

P. Include any other information and documentation believed to be pertinent, but not specifically mentioned in this RFQ, which may be useful and applicable to the Library.

Evaluation of Qualifications

The Library's evaluation team, consisting of selected members of the Hillsboro Library Board and Staff, will evaluate responses received to the RFQ and select a firm for the design stage of the renovation project. Library reserves the right to conduct interviews with select firms during the qualification process.

Specific criteria that will be considered during the evaluation include:

- Evidence of systems design and technical excellence/innovation
- Public/Civic/Library design experience
- Team qualifications, references, and demonstrated record of project completion
- Approach to collaboration with Library representatives
- Quality of the proposal, including both adherence to instructions and proposals for innovation
- References
- Proposed modifications to the Terms and Conditions

The selected firm shall base its scope for standard design services and percentage fee on the State of Illinois Department of Construction Management (DCM) Schedule of Basic Fee Rates as outlined in the DCM manual of procedures.

The Library reserves the right to waive irregularities in any proposal submission, to request additional information from any firm that submits its qualifications and proposal for consideration, to reject any or all submittals, and to accept any proposal deemed in the best interest of the Library.

Firm Selection Process

Qualified firms will be ranked based on the evaluation criteria previously described. The Library will notify the top-ranked firm to discuss availability to complete the work, verify scope of work, and negotiate a fee proposal. If the top-ranked firm is not available to complete the work or the fee proposal is not acceptable to the Library, the Library will go to the next ranked firm.

The firm shall provide the Library with copies of all certificates of insurance prior to commencement of work. The certificates shall name the Library as additional insured. An insurance carrier authorized to do business within the State of Alabama shall issue these certificates. The certificates shall contain a provision that coverage afforded under the insurance policies will not be canceled or materially changed unless at least thirty (30) calendar days prior written notice by registered letter has been given to the Library.

Contact Information

Every effort has been made to include enough information within this RFQ to enable each of the firms responding to prepare a response that thoroughly and fairly represents its respective capabilities to meet the Library's requirements. If there are questions concerning the contents of this document, the Library is willing to provide responses in as timely a manner as possible.

All questions concerning this RFQ shall be directed, in writing, to Nancy Slepicka (217)556-9449 nrslepicka@gmail.com or Jim White (217)971-4783 jim@mcrealty.net at least five (5) business days before the opening date. Questions received after this time will not be addressed. Responses from the Library that substantially alter this RFQ will be issued in the form of an addendum distributed electronically to all those that have received an RFQ. All proposals submitted shall remain open to acceptance for ninety (90) days from their opening.

Project Description, Sketch and Photos of Basement

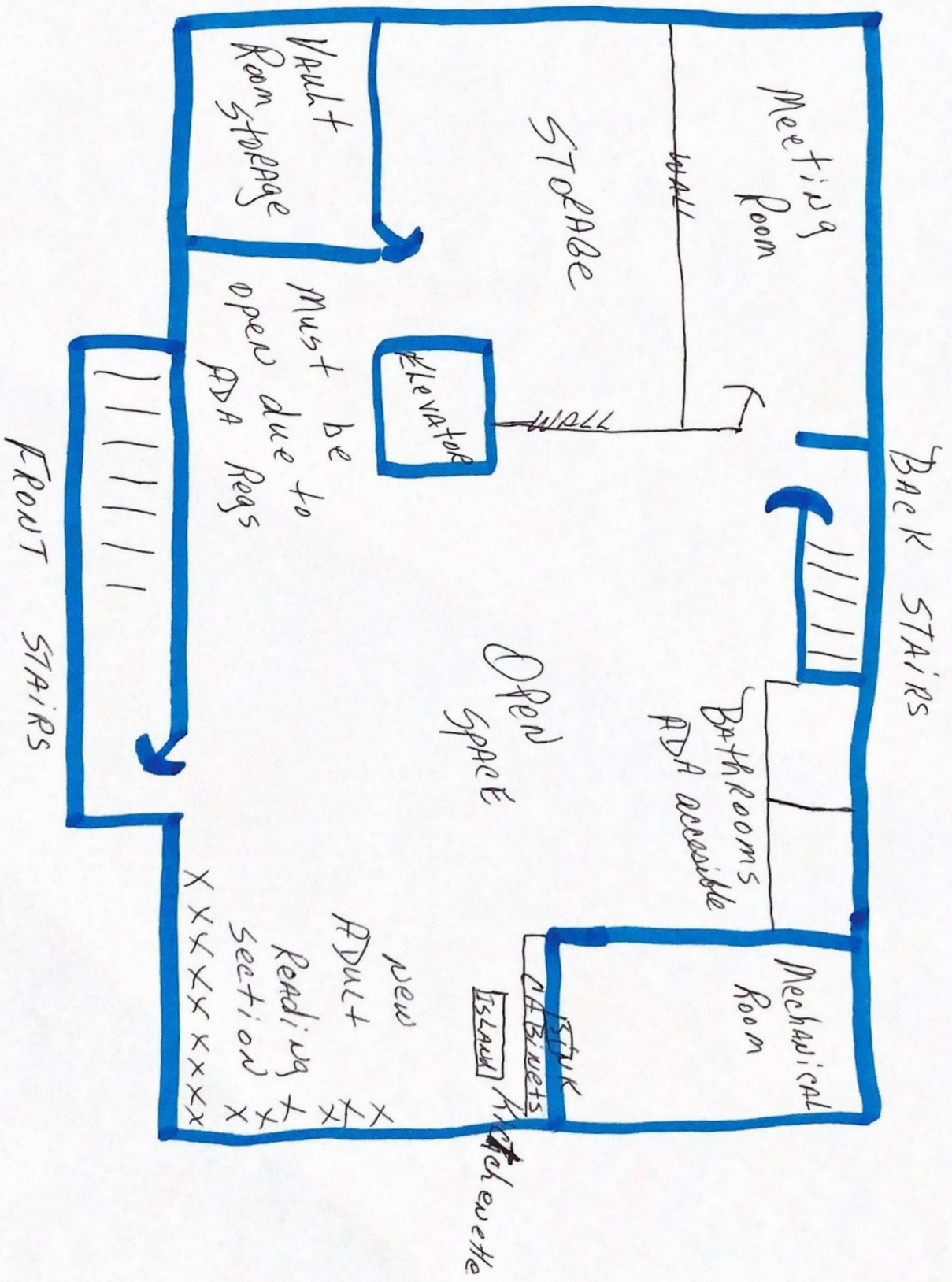
Hillsboro Area Public Library

The main floor of the new library at 420 S. Main Street, Hillsboro, opened in January 2022 after a former bank building was renovated to include separate areas for the adult, children and juvenile book collections, a genealogy room, conference room, two study rooms, director's office, public access computers. ADA restrooms and an elevator. However, there is no space large enough for gatherings of more than a dozen attendees.

The building's large basement – approximately 4,000 sq. ft. – is not finished. It is accessed by two stairwells and the elevator. Renovation of this lower level will provide a large open area for programs, activities and events for children, adults and senior citizens. In addition, there will be an enclosed area for the adult non-fiction book collection, two unisex restrooms, kitchenette, utility room, and storage areas for supplies and bound volumes of old newspapers.

Renovation of the basement will require:

- Installation of drywall, finishing and painting of all walls
- Construction of walls for the adult non-fiction book room and storage room
- Construction, plumbing and fixtures for two ADA bathrooms plus a small kitchenette
- Finishing the concrete floor with a lifetime-guarantee, low maintenance epoxy surface



Unfinished basement of Hillsboro Area Public Library



Northwest corner for 2 family-assist bathrooms



Northeast area for kitchenette and book room



Southwest area for storage, possible meeting room

Open entrance area from elevator



Unfinished basement



Middle section for community programs



Program attended by 50 children