

**CITY OF O'FALLON, ILLINOIS
DEPARTMENT OF PARKS AND RECREATION
REQUEST FOR QUALIFICATIONS**

Community Park Enhancement Project

The City of O'Fallon, Illinois is soliciting Statements of Qualifications from qualified teams interested in providing Architectural and Engineering (A/E) Services relating to the design and construction administration of a new Community Pool, Renovations to the Katy Cavins Community Center and the creation of a Community Event Space. The enhancement project site is located on existing City-owned property in O'Fallon Community Park. Teams with relevant design experience and qualifications are encouraged to submit.

The intent of this Request for Qualifications (RFQ) is to have the A/E firms under consideration specifically address the services required and provide a well-considered qualifications-based proposal for those services in order to identify the most qualified respondents. Following review of the responses to this RFQ, a "short list" of A/E firms may be invited to participate in interviews with City officials to rank the most qualified respondents. The team ultimately selected by the city will provide architectural and engineering services for the design and construction administration of the new community pool and parks and rec office, Katy Cavins Center renovation and community event space as directed by the city.

1. RESPONSES

The response to this RFQ shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than **Tuesday, June 21st 2022, 5:00 PM CST**.

2. SCOPE OF SERVICES

The A/E Scope of Services will be more fully described during the contract negotiation phase, and the final Scope of Services, together with the A/E fee, will be included in the final executed Agreement.

The Architect/Engineer team shall provide traditional basic architectural and engineering services including mechanical, plumbing, fire protection, civil, electrical engineering and other services (interior design and landscape design) appropriate to the Project. Please be advised that the City of O'Fallon has adopted the 2018 International set of I-Codes as well as all State of Illinois energy, plumbing and accessibility codes.

Architecture/Engineering services are further defined as consisting of the following:

- Architectural design.
- Aquatic Facility Design and Engineering including any previous experience with obtaining IDPH pool permits.

- Mechanical, Electrical, Plumbing and Fire Protection and M-E sitework engineering and design. M-E sitework design shall include utility facilities for electrical, communications, site lighting and civil engineering.
- Landscape Architecture design
- Interior design

The intent of this Project is to proceed with the selected firm on the basis of a traditional design/bid/build process.

3. PROJECT DEFINITION

The project is expected to include the following elements:

- Replacing the existing community pool and bath house with a new zero depth entrance pool with engaging features such as slides and spray ground area and lap lanes to support lessons and swim club activities. This project should incorporate new offices for the parks and recreation department as well as several community rooms to be used for activities or birthday party rooms. (Priority Project)
- Renovation to the Katy Cavins Community Center to bring the facility up to modern day standards as well as updating the curb appeal of the facility. (2nd Priority)
- A Community Event space where the public can gather for events such as concerts, plays and community activities. (3rd Priority)

The project schedule is anticipated as follows:

- Issuance of RFQ to A/E's May 20th, 2022.
- Pre-qualification orientation webinar May 26rd, 2022, 2:00 PM CST
- Project questions due June 2nd, 2022, 4:00 PM CST
- Responses to questions released June 14th, 2022
- Receipt of Qualifications Proposals June 21st, 2022, 5:00 PM CST
- A/E Short List to be Interviewed June 30th, 2022.
- Ranking of A/E for Negotiation July 13th, 2022.

4. PROJECT PARTICIPANTS

A Selection Committee consisting of designated City staff and/or elected public officials will be responsible for developing a short list of no more than three A/E teams to interview. Selected teams may be invited to make an oral presentation to the Selection Committee. The Selection Committee will then make a recommendation of final ranking of the most qualified A/E team to the City Council for approval.

Upon City Council Approval, City staff will then begin contract negotiation with the most qualified A/E team. Should those contract negotiations prove unsuccessful, the City would then proceed to the next most qualified team for contract negotiations.

5. CRITERIA FOR SELECTION

The purpose of this RFQ process, as previously stated, is to identify qualified A/E teams that are the most capable of providing the described services. Once identified, these teams will then be invited to participate in an oral interview. The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

- Design philosophy and approach to design in general.
- Prior design service experience with projects of similar scale and complexity.
- Prior experience with public-sector clients and processes for projects of similar scale and complexity.
- Clear understanding of the functional and operational aspects of Parks and Recreation service and their roles in society.
- Professional qualifications of individuals assigned to the Project.
- History of effective schedule and budget management for projects of similar scale and complexity.
- Use of processes that creatively engage City staff and other stakeholders in all stages of design.
- Commitment to developing an energy efficient and healthy building.

6. SUBMITTAL REQUIREMENTS

A. Submittal Documents – Format

Teams which desire to present its qualifications to the City of O’Fallon Parks and Recreation Department shall provide them to the City via digital submittal (PDF Preferred) no later than 5pm, on Friday, June 21st, 2022. Submittals and questions regarding the project can be directed to:

City of O’Fallon
Andrew Dallner, Director Parks and Recreation
308 E. Fifth Street
O’Fallon, Illinois 62269
adallner@ofallon.org
618-624-0139 x 4354

Late submittals will not be accepted.

B. Submittal Content: Each Submittal no more than 25 pages shall be organized in the following order:
Outside Cover and First Page:

Shall contain (i) the title, "Statement of Qualifications for Architectural/Engineering Services Relating to the “Community Park Enhancement Project”, (ii) the name of the Respondent, and (iii) the Submittal date.

Table of Contents: Include a table of contents.

Transmittal Letter: Include a short Transmittal Letter. The Transmittal Letter shall:

- Summarize why the Respondent believes itself to be the most qualified
- Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate
- Contain a statement granting the City and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

Section I - Description of the Respondent

Firm Description: Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms). Information should include:

- The Respondent's areas of architectural specialization
- Firm history
- Honors and awards
- Location of home and branch offices
- Names of the principal officers of the firm
- Identification of the major consultants if known.

Organization Chart: Include a simple organization chart showing how the Respondent, if selected as the Architect/Engineer, would organize its personnel for the project.

Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the Architect's team. Indicate their availability for this project schedule.

Provide resumes of any person identified as a key professional. The resumes should contain the following:

- Name.
- Educational background.
- Employment history.
- Proposed role in the Project.
- An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
- Other information you believe to be relevant.

Section II – Narrative

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- Design philosophy and approach to design in general.
- Prior design service experience with projects of similar scale and complexity.
- Prior experiences with public-sector clients and processes for projects of similar scale and complexity.
- Clear understanding of the functional and operational aspects of Parks and Recreation services and their roles in society.
- Professional qualifications of individuals assigned to the Project.
- History of effective schedule and budget management for projects of similar scale and complexity.
- Use of processes that creatively engage department staff and other stakeholders in all stages of design.
- Commitment to developing an energy efficient and healthy building.

Section III - Relevant Experience of the Respondent

A Summary of Relevant Projects Where the Respondent's Firm Was the Architect

List no more than six relevant projects. A relevant project is one which best exemplifies your qualifications for this Project:

- Name of project
- Type of building(s)
- Project location
- Total project cost
- Project description
- Project delivery method
- Describe the services your firm provided
- Indicate which team members were actually involved in the project and specify their role.
- Provide a statement acknowledging if the project was completed on time/on budget.
- Provide a few illustrative photographs or renderings, if available.

7. RESERVATION OF RIGHTS

The City reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

Nothing in this document shall require the City to proceed with design and/or Construction services

8. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

A complete package of this RFQ including attachments can be obtained from the City of O'Fallon, Illinois web site at www.ofallon.org

The City reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the City's best interest to do so.

An RFQ project orientation webinar (Via Zoom) will be held May 26th at 2pm. Individual meetings and phone calls with city staff or elected public officials prior to the RFQ submittal will not be allowed. However, the city welcomes questions on or before June 2nd, 4:00 PM CST regarding this solicitation. Questions in writing should be delivered by regular mail, or E-mail addressed to:

Andrew Dallner
Director of Parks and Recreation
City of O'Fallon
308 E. 5th Street
O'Fallon, Illinois 62269

Phone (618) 624-0139, Ext. 4354
E-Mail: adallner@ofallon.org

Responses to questions submitted will be issued on June 14th