

**VILLAGE OF CHATHAM, IL  
NEW MUNICIPAL COMPLEX  
SPACE NEEDS ASSESSMENT**

**NOTICE OF REQUEST FOR QUALIFICATIONS**

1. Time and Place for Opening of Proposals: Proposals for the **VILLAGE OF CHATHAM NEW MUNICIPAL COMPLET SPACE NEEDS ASSESSMENT** as described herein will be received at the Village of Chatham, Village Hall, 116 East Mulberry Street, Chatham, IL 62629 until 2:00 p.m. on Tuesday July 9, 2024. Proposals summarizing Firm qualifications shall be delivered including the respective firm's name and contact information and clearly labeled: Village of Chatham; New Municipal Complex Space Needs Study-RFQ.
  
2. Description of Work: This RFQ is soliciting Statements of Qualifications from professional consulting firms for the first phase of the project and requires the chosen consultant to provide a space needs assessment and conceptual design for the new mixed-use municipal complex that will include the Village's governmental departments along with new leasable office and retail space in one building and site development. The plan shall include associated parking and site amenities. Responding firms must show a strong background in the planning of government facilities, including municipal hall and police facilities. The Village is seeking a firm whose combination of qualified experience and personnel will provide timely, cost-effective, and professional planning services. At the conclusion of the first phase the Village may opt to negotiate additional phases with the selected firm or to issue an RFQ for the additional phases.  
  
All work must be completed on, or around, December 10, 2024 for presentation to the Village Board.
  
4. Instruction to Applicants: (a) Professional Consultant Request for Qualifications requirements document may be obtained from the Village of Chatham; <https://www.chathamil.gov/site-page/bids-rfps-rfqs> (b) Questions concerning this proposal may be submitted to Patrick McCarthy- Village Manager via email or phone: [pmccarthy@chathamil.gov](mailto:pmccarthy@chathamil.gov) or 217-697-5809.
  
5. Rejection of Proposals: The Owner reserves the right to waive technicalities or to reject any or all proposals. Award will be based upon review of prior firm experience, project approach and qualifications with the final selection being made by the Village of Chatham Board.

BY ORDER OF THE VILLAGE MANAGER

VILLAGE OF CHATHAM

  
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Partick M. McCarthy- Village Manager

Date: June 10, 2024