

REQUEST FOR QUALIFICATIONS

Professional Consultant to Conduct Space Needs Assessment and Conceptual Design of Municipal Complex

June 10, 2024



Questions Due: June 21, 2024 by 2pm

Proposals Due: July 9, 2024 by 2pm

Issued by:

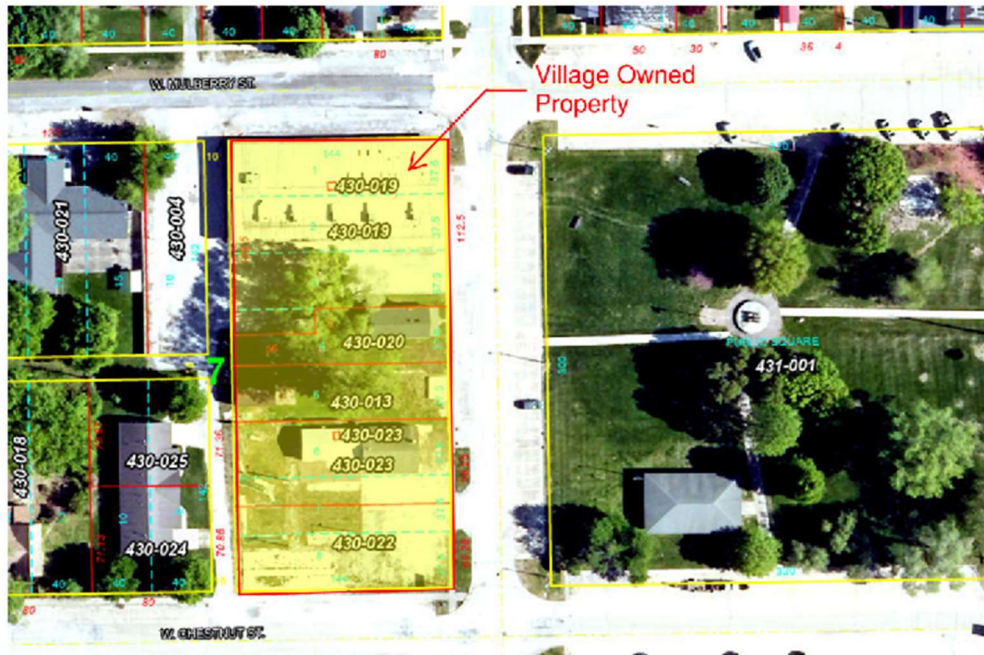
Patrick McCarthy, Village Manager – Village of Chatham

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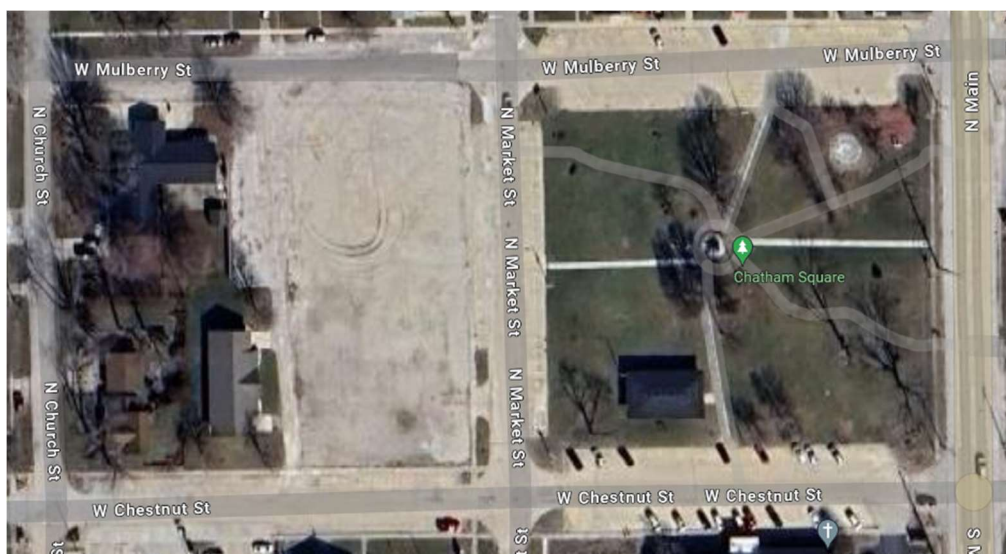
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Purpose

The Village of Chatham is beginning a multi-phased design and construction project of a municipal complex on an approximately 1.5-acre site at the center of Chatham, IL. The total cost of the project is expected to fall in the range of \$8-10M. Preliminary clearing of the site and preliminary conceptual documents for grants and budgeting have been completed. The following are graphic representations of the existing site and concepts. These documents are supplied to help explain the project scope and were created for project initiation. The requested scope of this RFQ shall be the starting point of the project design.



Village Owned Property at the SW corner of Mulberry and Market



Existing cleared site at the SW corner of Mulberry and Market

Request for Qualifications
Professional Consultant to Conduct Space Needs Assessment and Conceptual Design
Municipal Complex



PRELIMINARY SITE PLAN

Conceptual Site Plan for grant and budgeting



PRELIMINARY ELEVATION

Conceptual Exterior Elevation for grant and budgeting

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.

Schedule

The following outlines the anticipated timeline related to the Request for Qualifications, award of contract, and delivery/presentation of work products related to this RFQ. The Village reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

RFQ Issued	June 10, 2024
Questions on RFQ Due	June 21, 2024, by 2pm
Statements of Qualifications Due	July 9, 2024, by 2pm. There will not be a formal opening.
Interviews with Short List Firms (if needed)	July 23, 2024, times TBA
Recommendation to the Village Board	July 30, 2024
Fee Negotiation and Contract Development	August 6, 2024
Contract Award	August 13, 2024
Review of Scope and Project Kick Off	August 27, 2024
Completion Date	103 days after executed contract

Background

The Village of Chatham is responsible for providing appropriate facilities for its municipal departments and related functions. This includes the Village Hall, Police Station, Public Utility, and Chatham Emergency Management Agency (CEMA). The Village currently utilizes the following spaces dedicated to government operations, administration and storage including:

- Village Municipal Building / Police Station, 117 East Mulberry Street – approx. 5,400 SF
- Utility Office, 116 East Mulberry Street – approx. 1,500 SF

Additionally, the Village seeks to provide leasable office and retail space as part of the new building and complex site. These spaces will need to be added to the total square footage of the building for estimating purposes but the actual build-out of interior spaces will not be included in the design or estimate of cost.

Scope of Services

The Village seeks a package from a professional consultant firm to provide all services necessary to complete the assigned project. The consultant shall take the lead project management role and work with the Village and its designees for a successful project. The scope of work associated with completing this project includes, but is not limited to, the following:

- Review and assess the current municipal facilities, including the identification of both physical and operational issues that do not meet modern standards.
- Conduct interviews with relevant staff to gather information about current use of the spaces and future needs, potential growth in staffing, storage needs, etc.
- Create a comprehensive plan for space allocation that will address the needs for the next 25-50 years. The plan must lay out the most efficient, effective, and functional plan for space needed by staff for the services provided.
- Provide recommendations for future space requirements that address each municipal department's space needs, including, administrative, operational, and auxiliary spaces, along with both employee and public parking, and other needs discovered during the assessment.
- Produce conceptual floor plans, building sections and building elevations based on information gathered from the space needs assessment for review by the Village. Produce a final professional rendering of the building and site for Village presentation purposes.
- Provide an opinion of probable construction costs of the building and site for planning and budgeting of the next phases.
- The assessment and conceptual design should culminate in a written and graphical report of findings related to current and future needs of the Village along with final conceptual drawings.

The **anticipated completion date for the project is 103 days from the execution of the contract or sooner**. Any concerns with or exceptions to this date should be noted in the firm's response and an alternative timeline must be included. Responses with an alternative expedited timeline should include a detailed project schedule and methodology.

Qualification Criteria

To be considered for this project the firm must meet minimum requirements set forth below to be included in the statement of qualifications. The successful firm must demonstrate a high level of competence in the subject matter areas along with a demonstrated ability to provide high quality services on time and within budget. The selected firm should have a proven ability to work effectively with public agencies and other stakeholders.

Qualification statements should include, at minimum, the following:

Firm Information

Include information about the firm's size, history, office locations, and service offerings.

- Include number of years the firm has been in business.
- Include number of years the firm has been in business under its present business name.
- List the point of contact and contact information.
- Include a copy of all applicable licenses.

Project Approach

Include a comment/response to each of the following:

- Provide a brief statement of your understanding of the project.
- Provide a probable timeline for space needs assessment and conceptual design.
- Demonstrate space needs assessment capabilities for municipal projects.
- Demonstrate conceptual design capabilities for municipal projects.

Experience

Detail your firm's experience in space needs assessments and municipal design including public safety. The following list of items should be included in the SOQ:

- Similar projects:
 - Name, location, and brief description of the project
 - Photographs and/or drawings of the design.
 - Name, address, and telephone number of the Owner (indicate contact person).

Key Personnel Resumes

- Demonstrate qualifications of your key staff.
- A proposed project organization chart and resumes of key individuals included in your team. Indicate what elements of the work your firm intends to self-perform or subcontract. person).

References

Provide at least three (3) references who can vouch for the quality of services provided by your firm on similar projects.

Questions

Any questions on this RFQ should be submitted to the Village of Chatham, Patrick McCarthy – Village Manager by email pmccarthy@chathamil.gov or by phone 217-483-2451 no later than June 21, 2024 at 2pm. Both the questions and corresponding answers will be published in the form of an Addendum.

Statement Of Qualifications

Qualification packages should be prepared simply and economically and bound in a single volume whenever practical. All data, materials, and documentation shall be in a clear, concise form. The Village does not expect, nor will any more favorable consideration be given to submittals with fancy covers or binding, color photographs, sample plans, non-pertinent information on other accomplishments of the firm which have no direct bearing on these projects, resumes of individuals who will not be engaged in the work, or pages of other nonrelated project materials. Submittals shall be limited to 50 pages, double sided 8 ½ x 11, minimum 12-point font. Covers and Dividers do not count in the 50-page total. All interested and qualified firms are requested to submit their statement of qualifications no later than 2 pm on July 9, 2024. If not submitted by email, an electronic file of the SOQ must be included.

Statement of Qualifications shall be submitted as follows:

- By Mail: Village of Chatham, 116 East Mulberry Street, Chatham, IL 62629
- By email: pmccarthy@chathamil.gov

By submitting a response to this Request for Qualifications, the responding firm represents that it has read and understands the Scope of Work and has familiarized itself with all federal, state, and local laws, ordinances, rules, and regulations that in any manner may affect the cost, progress, or performance of the contract work.

Responses may be modified or withdrawn by the responding firm any time prior to the deadline. Modified and withdrawn responses may be resubmitted so long as they are received no later than July 9, 2024 at 2 pm Central Time.

The Village is not responsible for packages lost or misdirected by the US Postal Service or other courier. No late responses will be considered and shall be returned to the responding firm unopened.

Responding firms are responsible for monitoring the Village website at <https://www.chathamil.gov/site-page/bids-rfps-rfq> for any Addenda.

Costs Incurred by Submission

The submitting firm will be responsible for all costs associated with the submission of their respective statement of qualifications. The Village will not be responsible for the reimbursement of any costs associated with this submission. Submissions will become property of the Village and will become “public record”.

Authority

A person authorized to bind the responding to the provisions of this RFQ must sign the Statement of Qualifications, as well as the contract of the awarded firm.

Provisions

The Village reserves the right to amend, at any time, any part of this RFQ by posting updates to the Village website and to change any of the scheduled dates, including the SOQ due date. All changes will become part of this RFQ and will be incorporated into the agreement entered between the Village and the Proposer.

Evaluation & Selection Process

Statements of Qualifications will be evaluated on qualifications and other criteria listed below. The Village anticipates phone interview(s) with the selected firm and potential presentation to the Board of Trustees, prior to official award of contract.

Selection criteria will be based on the following factors:

- Demonstrated competency/experience related to scope of services requested
- Proposed approach and methodology for conducting the requested tasks
- The firm's demonstrated ability to carry out similar projects on time and within budget
- The firm's availability and commitment to meet the project timeline and proposed schedule
- Prior work experience and performance with similar projects and clients
- References

References may be contacted along with other evaluations that the Village feels necessary to accurately determine the criteria listed above in the selection criteria. Scoring and ranking of the submissions will be based on the criteria above. Final selection will be made by the Village Board with input from Village staff and their consultant. **The Village reserves the right to short list and interview firms who are being considered. In addition, the Village reserves the right to reject all submissions.**

Interviews will be conducted, if required, on July 23, 2024. Responding firms should save the date for a potential interview.

This RFQ will result in a contract for services provided to the Village. The contracting firm shall provide the Village with a sample contract which can be revised by the Village's legal department. The contract shall provide a termination clause in which the Village reserves the right to terminate the contract immediately with cause or with ninety days prior written notice without cause.

-END-