

# Village of Campton Hills Request for Qualifications (RFQ) Architectural Services



The Village of Campton Hills will accept sealed Statements of Qualifications until February 18, 2020 at 4:00pm to provide Architectural services for a Village Hall /Police Station remodel project. It is the intent of the Village to negotiate an agreement for services based generally upon the scope of work as defined.

In order to have your Proposal considered, it can be submitted as a bound hardcopy, on a flash drive or emailed and plainly marked “**Architectural Services for Village Hall/Police Station**”. Proposals not received by the Village by (February 18, 2020 at 4:00pm), will be returned. All proposals should be addressed to:

Village of Campton Hills  
Attention: Ron Searl, Village Administrator  
40W270 LaFox Road, Suite B  
Campton Hills, Il. 60175-7624  
[rsearl@villageofcamptonhills.org](mailto:rsearl@villageofcamptonhills.org)

## Introduction

Additional packets, if needed, are available on-line at [www.villageofcamptonhills.org](http://www.villageofcamptonhills.org) or at the Campton Hills Village Hall, 40W270 LaFox Road, Suite B, Campton Hills, IL. 60175-7624.

Proposers submitting responses to this RFQ may utilize the services of sub-contracted consultants. If sub-contracted consultants are to be used, this should be clearly explained in the proposal. All corporate information required in this RFQ must be included for each proposed sub-contracted consultant. The Architect must demonstrate that they have no conflict of interest or financial ties with any Village Official, and/or Village of Campton Hills Advisors.

The Village reserves the right to reject any or all submittals, or to withhold selections of short-listed teams for any reason it may determine, or to waive or decline irregularities in any submittal.

Interpretation or corrections of the RFQ documents will be made only by written addendum, which will be mailed or delivered to each proposer on record. The Village is not responsible for any other explanations or interpretations of the RFQ and/or RFQ documents.

### **Contact:**

Inquiries for additional information about this RFQ, any other aspect of the selection process or the project in general, may be submitted in writing via email and must be received no later than February 11, 2020. Please direct all written communications to:

Ronald R. Searl  
Village Administrator  
40W270 LaFox Road, Suite B  
Campton Hills IL. 60175  
[rsearl@villageofcamptonhills.org](mailto:rsearl@villageofcamptonhills.org)

**No informal communication shall occur regarding this RFQ, including requests for information, or speculation between proposers or any of their individual members and any Village elected official, employee or independently contracted employees or consultants. Failure to comply with this provision may result in proposer's proposal being removed from consideration.**

Any cost incurred by the proposer in preparation, transmittal, or presentation of any information or material submitted in response to the RFQ, shall be borne solely by the proposer.

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## SECTION 1.0: Background & General Project Description

The Village of Campton Hills, Illinois, is located in northwestern Illinois, approximately 50 miles west of Chicago, Illinois. Situated in Kane County, the Village had a population of 11,131, as of 2010. The transportation network supporting the Village provides residents easy access to Chicago and Wisconsin by way of U.S. Routes 20 and Interstate 90, 88, with other arteries for interstate and intrastate travel provided by Illinois Routes 47, 38 and 64.

Major air transportation services are provided by O'Hare International Airport, and the Greater Rockford Airport in Rockford Illinois. The governing body of the Village is a Village Board comprised of a Village President and six trustees. The Village Administration is headed by a Village Administrator. The trustees are elected at large for four-year overlapping terms. Meetings of the Village Board are scheduled for the first and third Tuesday of each month, at 7:00 pm, at the Campton Township Town Hall, 5N082 Old LaFox Road, Campton Hills, Illinois. Additional information can be found at:

[www.villageofcamptonhills.org](http://www.villageofcamptonhills.org)

The Village of Campton Hills Police Department is currently housed along with the Village Hall offices at 40W270 LaFox Road, Suite B. This structure was purchased by the Village in 2012 with 10-year issue of debt certificates.

The combined total square footage of the building is approximately 9,200 square feet. This includes approximately 1,556 square feet that is currently rented to an IT Services company tenant. This lease is due to expire on March 31, 2021. The balance of the building is divided between the Village's Police Department and the Village's administrative, building and elected officials' offices. The building is a single-story building with lower level (basement) storage that is segregated between the lease tenant and the Village. Attached as Appendix A is a building layout diagram.

The Village is seeking the interest of qualified architectural firms that can assist in developing remodeling plans that will maximize the space usage of the building while simultaneously improving the security of the structure by segregating the police operations from the administration, building and elected officials' areas. Currently most of the Village's public meetings are held at a different off premise location. The Village is also looking for an architect that can recommend how the Village create a "public meeting space" that will allow for most public meeting to be within the 40W270 LaFox Road location without compromising the needed Police Department improvements.

## SECTION 2.0: Preliminary Schedule

The Village of Campton Hills has developed a preliminary schedule, which includes the following major milestones:

RFQ issuance date.....Wednesday, January 29, 2020  
RFQ submittal due date.....Tuesday, February 18, 2020. 4:00 pm

|                                       |   |
|---------------------------------------|---|
| Interview dates.....                  | February 24, 2020 through February 28, 2020 |
| Architect selection notification..... | March 2, 2020 through March 4, 2020         |
| Architect contract award.....         | March 17, 2020                              |

### SECTION 3.0: Development Approach

After Architect selection and prior to the start of the schematic design phase, the Village of Campton Hills will facilitate a Project Initiation Meeting to outline the goals and objectives of the entire project and describe the primary responsibilities of each team member as well as the desired working relationships between team members.

The Village of Campton Hills will collaborate in an advisory role with the Architect during the design phase of the project to optimize the operational integrity of the remodeled facility.

The Village of Campton Hills will participate in key progress meetings and review all progress submissions from the Architect. It is intended that the Village of Campton Hills will collaborate throughout the life of the project with the Architect.

### SECTION 4.0: Scope of Services

#### Scope of Architectural Basic Services

The Architectural Scope of Basic Services shall consist of the following:

- Schematic Design Phase
- Design Development Phase
- Construction
- Documentation Phase
- Usual and customary structural, mechanical, and electrical engineering services.
- Technology Design Services
- Security Systems

### SECTION 5.0: Technical Submission Requirements

#### COVER LETTER

Provide a cover letter introducing your firm and qualifications. Include business address, person to contact, email and telephone number

#### COMPANY OVERVIEW

Provide an overview detailing the history of the company, the ownership structure, total number of professional staff, professional services offered, and the office that will be responsible for this project.

## ARCHITECTURAL FIRM EXPERIENCE

Provide other project examples that you feel best represent your team's capability to complete this project. Please identify the example project that you feel best exemplifies the Village's goals for this project as stated in Section 1 of this RFP. Each example should have a project description indicating at a minimum, the size, the initial budget and the final cost, completion date, professional services provided, key staff involvement, contractor and contact information. Also include all consulting firms associated with the project.

## PROPOSED PROJECT TEAM

Provide a Project Team organization chart identifying key personnel proposed for this project.

## KEY PROJECT PERSONNEL

Provide detailed resumes for key architectural staff to be assigned to this project. Resumes should include professional qualifications, years of experience and recent pertinent project experience.

## APPROACH

Provide a brief description of the design approach and design delivery techniques you intend to use for this project (How will you work with us?). Provide a brief summary of your view of current and future trends in police facility design. Please identify and briefly describe the opportunities for innovation that you see in this project. Public buildings cannot help but convey a civic image that reflects the culture and values of the municipality. What guiding design principles would you advocate that would enable this village hall/police building to reflect the dignity, vigor, stability of the Campton Hills community and the professionalism and integrity of its service-oriented public servant professionals?

## OTHER PERTINENT INFORMATION

Include all other pertinent information that the proposer would like the Village to consider.

## SECTION 6.0: Evaluation of Request for Qualifications submittal

The Village of Campton Hills will review the RFQ submittals. Each submittal will be rated and evaluated, applying the "Evaluation Criteria" described below.

### SUBMITTAL

Does the submittal present all the required content in the requested format? Is the submittal clear, concise, complete and contains only pertinent material?

### CONTENT

Does the submittal present a clear understanding of the Architectural firm- its history, organizational structure, experience and capability? Has previous project experience (of similar complexity) by the firm and of the individual Project Team Members has been clearly shown? Do images of example projects provided demonstrate a consistent quality design aesthetic appropriate for civic architecture? Has a Project Team organization chart, identifying key personnel proposed for this project been provided? Is a clear understanding of the required

services presented and demonstrated throughout? Does the quality of content and responsiveness to the requested information listed under Section 5 meet the village's needs and expectations?

#### PROPOSED STAFF

Does the submittal address the professional qualifications and years of experience of proposed team members? Does the submittal list personnel with prior experience and project roles of similar type, size, scope and complexity? Have the proposed team members worked together on previous projects? Does the submittal list honors, awards and other professional activities of proposed team members?

#### SIMILAR PROJECT EXPERIENCE

Does the submittal demonstrate relevant projects of similar size, scope and complexity?  
Does the submittal list completed projects that demonstrate the ability to optimize building functionality, durability and flexibility?

APPENDIX A

