

# Village of Campton Hills Request for Qualifications (RFQ)

## Architectural/Construction Manager Services



The Village of Campton Hills will accept sealed Statements of Qualifications until Friday, June 11, 2021 at 4:00pm to provide Architectural/Construction services for a Police Station/Village Hall 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 must be submitted as a bound hardcopy, on a flash drive, or emailed with the title “**Architectural/Construction Management Services for Police Station/ Village Hall**”. Proposals not received by the Village by (Friday, June 11, 2021, 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

Proposal packets are available online at [www.camptonhills.illinois.gov](http://www.camptonhills.illinois.gov) 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, they should be clearly mentioned in the proposal. All corporate information required in this RFQ must be included for each proposed sub-contracted consultant. The Architect/Construction Management team must demonstrate 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, 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 Friday, June 4, 2021. 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 the 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. Route 20 and Interstates 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, taking place 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 a 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 was due to expire on March 31, 2021. The current tenant will be vacating this space during the Summer of 2021. It is the Village's intent to lease this space to a new tenant.

The building is divided between the Village's Police Department and the Village's Administrative, Building & Zoning, 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. Please note the program validation and schematic design phases of this project have been completed.

The Village is seeking the interest of qualified architectural/construction management teams that can assist in developing/implementing plans that will maximize the space usage of the building while simultaneously improving the security of the structure by segregating police operations from the Administration, Building & Zoning, and Elected Officials' areas. Currently, most of the Village's public meetings are held at an off-premise location. The Village is also looking for a team that can recommend how the Village can create a "public meeting space" that will allow for most public meetings to be within the 40W270 LaFox Road location without compromising the needed Police Department improvements.

## SECTION 2.0: Technical Submission Requirements

### COVER LETTER

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

### 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.

### EXPERIENCE

Provide other project examples you feel best represent your team's capability to complete this project. Please identify the project example 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 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. Include a list of any sub-contractors you would consider or recommend 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 delivery techniques you intend to use for this project (How will you work with us during the design and construction phases of this project?). 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 police building/village hall 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 2.0: 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 been clearly shown?

Do images of provided project examples demonstrate a consistent and 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 2 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

