

Request for Proposals



Architectural Services

RFQ #2020-005

Physical Plant

Brookens Admin. Center

1776 E. Washington St.
Urbana, Illinois 61802

(217) 819-3441

CONTENTS

I.	General Information	page 3
II.	Scope of Work	page 4
III.	General Requirements	page 8
IV.	Bid Submissions	page 9
V.	Selection Process	page 11 - 12
VI.	Appendix	page 13

1. GENERAL INFORMATION

Champaign County is seeking proposals from qualified architectural firms to assist the Director of Facilities in the evaluating the condition of numerous county facilities and to prepare and administer project management services, over the next three fiscal years, during any approved project replacement or repair program. Proposals will be accepted at the Physical Plant Office located in the Brookens Administrative Center, 1776 E. Washington Street, Urbana, Illinois, Monday through Friday, 8:00 a.m. to 4:30 p.m. Proposals will be accepted up to and no later than 4:30 p.m., Friday, November 20, 2020.

Project Goal:

Champaign County wishes to retain an architectural firm, with the qualifications and staff resources necessary to perform comprehensive assessments of existing building structures and building envelopes, provide replacement system recommendations, provide project management services, and, assist in development of our long-term capital replacement plan over the next three fiscal years. The successful firm shall provide services to the County as outlined in Section II Scope of Work. The following projects are anticipated for fiscal year 2021:

1. Replace metal roof of Animal Control damaged in hailstorm.
2. Replace EPDM roofs on Brookens POD #300 & 400 damaged in hailstorm.
3. Replace Courthouse asphalt shingle roofs damaged in hailstorm.
4. Replace County Highway Maintenance Facility metal roof damaged in hailstorm.
5. Replace County Highway Salt Dome and Salt Brine asphalt shingle roofs damaged in hailstorm.
6. Replace ILEAS asphalt shingle roof damaged in hailstorm.
7. Replace metal coping edge of JDC damaged in hailstorm.
8. Replace EPDM roof METCAD/EMA damaged in hailstorm.
9. Replace metal roof of the Physical Plant/Election Storage/Coroner damaged in hailstorm.
10. Replace metal coping edges of Satellite Jail damaged in hailstorm.
11. Replace metal roof of Sheriff's Garage damaged in hailstorm.

Submitting firms shall demonstrate substantial experience in undertaking and completing the type of work required. Questions about this project should be directed to:

Dana Brenner, Champaign County Facility Director
(217) 819-3441
dbrenner@co.champaign.il.us

II. SCOPE OF WORK

The following scope of services is included as a guide for the submitting firm. It is designed to identify the minimum service level expected from the successful consultant and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project:

General:

The Consultant being selected through this Request for Proposal process will enter into an agreement with the Champaign County to provide engineering services related to projects at various stages from pre-design to post-construction. The level of service requested will vary based on the scope of any given project.

Based on the requirements of the County, the consultant shall provide engineering services meeting all standards and codes used in design for basic services as required on projects as follows:

1. Pre-Design Evaluation
2. Cost Estimating / Condition Survey and Report
3. Schematic Design
4. Design Development
5. Contract Documents
6. Bidding/Award
7. Construction Administration
8. Commissioning

The Consultant shall:

1. Review existing drawings, plans, and actual conditions, and advise the County on issues of concern regarding design, material selection, cost estimation as well as cost (life cycle) analysis;
2. Provide schematic and design development, bid documents, and a detailed cost estimate at each phase, which may include:
 - a. Attend coordination meetings
 - b. Provide progress prints/cost estimates (labor and materials) at appropriate intervals
 - c. Include elevations and/or three-dimensional renderings (as requested)
 - d. Provide architectural design drawings which shall include all components and accessories;

3. Assist in the bidding phases:
 1. Attend pre-bid and pre-construction meetings
 2. Answer questions/clarifications during bidding;
4. Review and evaluate submittals and claim for extra costs;
5. Inspect the construction site and actively participate in on-site construction meetings. Advise the County regarding interpretations of contract documents and payments to contractors; and
6. Conduct and assist the County for substantial completion by preparing a punch list and conducting a final inspection.

Detail/Phases

1. Pre-Design Evaluation

Consult with the County and other necessary and appropriate government entities, utilities, organizations, and persons in order to ascertain project requirements and review the program prepared by the County, recommending any necessary revisions.

2. Cost Estimating / Condition Survey and Report

Investigate, analyze and measure the existing facilities to determine the information necessary for project work. Measure and verify floor plans of existing building. Review existing system replacement studies (if applicable), analyze building envelope issues, County floor plans and drawings (as available) and make system recommendations.

Prepare drawings and a report summarizing existing facilities and their condition.

Prepare probable construction cost estimates to assist the County in the preparation of Capital Improvement requests. As part of the investigation, identify and document issues pertaining to any future project (accessibility, operations impact, etc.), Assist in the identification of grant or alternate funding opportunities including preparation of documents required for compliance requested by Champaign County Administration.

3. Schematic Design

Upon receipt of written notification to proceed, prepare schematic designs for review and approval by the County. The schematic drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Life-cycle cost estimates to be provided upon request Advancement to next design phase pending County review of report, comments and Notice to Proceed.

4. Design Development

After the approval of the final schematic design submission, the County shall issue a written order to proceed with the Design Development phase. Submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cut sheets and material selection. If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined.

Prepare a list of all necessary permits, licenses, review, and approvals as required. Advancement to next design phase pending County review of report, comments and Notice to Proceed

5. Contract Documents

Perform the final design and the preparation of detailed contract documents in accordance with applicable City, County, State, and Federal regulations ("codes") for all elements of work including architectural plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with the County and other authorities as required (typically at 50% and 95% completion).

Provide progress prints, specifications and revised cost estimates at specified intervals for the County's review and/or approval.

Prepare for approval, by the County, the following documents: bid forms; project specifications and working drawings for the project; and, contract agreement.

6. Bidding / Award

The Consultant is to assist the County in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommendation awards, evaluating alternate bids, and preparing a construction contract and assist in the evaluation of product or systems substitutions.

7. Construction Administration

Provide during the construction contract to be entered into by the County for the construction of the project, to the satisfaction of the County, periodic architectural consultant services to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by the County.

Conduct a preconstruction conference, which shall include, at least the Consultant, or its authorized representative, the contractor(s), Champaign County Facility Director or designees, as well as representatives of any other public or private agencies, which the County determines should be in attendance. At the preconstruction conference, the Consultant shall:

Observe that all necessary permits and licenses have been obtained prior to work commencement.

Raise for discussion and decision the manner in which the construction will be administered by itself and the County, the scheduling of construction, and any and all other issues or questions which in the opinion of the Consultant or the County must be settled before the start of construction. Before convening the preconstruction conference, the Consultant shall confer with an authorized representative of the County concerning the agenda and who is to attend.

Prepare and distribute minutes within 48-hours following the meeting.

Throughout all Phases, prepare and update on an interval that is mutually agreed upon, an estimate of construction cost consistent with the County's funding requirements in a format acceptable to the County. The estimate of construction costs shall document approved change orders (CO's) and all anticipated changes to the construction cost on an individual contract basis and indicate contingency balance.

Recommend necessary or desirable changes (additions and credits) to the County, review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to the County, if they are accepted, review change orders for the County's authorization. There shall be no change in the scope of the work or in materials specified by the Consultant until approval for such change has been given in writing by the County.

Determine, based on the Consultant's inspections and the contractor's applications for payment, the amount owing to the contractor and will issue certificates for payment in such amounts. By reviewing and approving a certificate for payment, the Consultant will also represent to the County that, to the best of its knowledge, information, and belief, based on what its observations have revealed, the quality of the work is in accordance with the Contract Documents. Review and make recommendations to the County on any claims received from contractors.

Make visits to the jobsite (at a frequency dictated by a specific project) during power service cut and re-routing for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Conduct and attend on-the-job field meetings (at a frequency dictated by specific project) to review procedures, progress, scheduling, contractor compliance and other issues. Provide and distribute minutes of these meetings to the County and to parties designated by the County within 48-hours of the meeting. Where field condition differs from contract documents or disputes arise, the Consultant shall resolve issues satisfactorily to the County.

Issue punch list(s) and re-inspect as necessary, coordinate warranty submissions with manufacturers. Following the contractor's completion of the punch list, conduct final inspections in conjunction with the County. The Consultant shall create a "closeout" checklist for each contract and shall monitor the closeout process as part of the Certificate of Substantial Completion of the work. The approval of the County, or other Agency approvals, shall be required as a condition for the acceptance of the work by the County.

Furnish to the County, based on marked-up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built. Provide the County with AutoCAD files in a format acceptable to the County and one set of reproducible drawings. Secure and transmit to the County all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.

8. Commissioning

The Commissioning agent will develop and coordinate the full execution of the contract, observe and document the contractor’s performance with the documented design.

The agent will also review submittals; oversee any necessary training and the documentation, review, and approval of any Operation and Maintenance Manuals from the contractor for completeness. The agent will provide the County a written Final Commissioning Report.

Agreements:

The County’s intent is to retain an architectural firm with the qualification and staff resources necessary to both perform comprehensive assessments of existing facilities as requested and develop a long-term repair and/or replacement program. The architectural services agreement will have a term of three (3) years with a provision for two (2) one-year renewals for a maximum of five (5) years.

Payment for services is anticipated to be based on an approved hourly rate schedule. The magnitude of services will vary by project. The County may request a fee proposal prior to commencing any approved project.

III. GENERAL REQUIREMENTS

1. The consultant’s firm, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFQ.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Illinois, and shall be governed by the professional ethics of said professions in its relationship to the City of Urbana.
3. It is understood that all reports, information, or data prepared or assembled by the consultant shall be confidential in nature and shall not be made available to any individual or organization, except Champaign County, without the prior written approval of the County.
4. The consultant shall be financially solvent. The County reserves the right to request information to determine solvency.
5. The consultant shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

IV. BID SUBMISSIONS

Proposals will be evaluated based on all information provided. To evaluate capability for completing the work as outlined in this RFQ, each proposal should provide detailed responses to each of the following requirements as listed here:

1. Company Overview and Qualification
 - a. Name, address, telephone number, and email address of person to receive correspondence.
 - b. Statement of interest
 - c. Name and addresses of each firm's principal officer(s).
 - d. A statement of qualifications and description of firm's technical capabilities and areas of expertise
 - e. A description of the firm's ability to provide the service level as outlined in Section II- Scope of Work.
 - e. A description of the firm's experience in sustainable system design to reduce non-renewable resource consumption, minimize waste, and create healthy, productive environments.
 - f. A description of similar projects completed by the firm within a 75-mile radius of Urbana, Illinois. Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference on your behalf.
 - g. A listing of description of personnel who will be assigned to and manage our project; list the roles the various members of your firm will play during our project.
 - h. Include a summary of the firm's understanding and experience in coordinating projects with regulatory and other governmental agencies.
 - i. A listing of projects, that you were successful in attaining energy rebates, and their amounts, on the behalf of clients for projects that save energy.
 - j. Provide a brief narrative of your knowledge and understanding of Champaign County facilities.
 - k. List and describe any former projects completed for Champaign County.
2. Drug-Free Workplace Act
 - a. The respondents shall comply with the Illinois Drug- Free Workplace Act. Contractor does certify that they provide a drug-free workplace for all employees engaged in performance of work under the contract by complying with requirements of the Illinois Drug-Free Workplace Act.
3. Illinois Human Rights Act
 - a. The respondents shall comply with the Illinois Human Rights Act. Contractor certifies that it has a written harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process available through the Department of Human Rights and Human Rights Commission; (v) direction on how to contact the Department of human Rights and Human Rights Commission; and (vii) protection against retaliation.

- b. The Illinois Human Rights Acts prohibits discrimination on the basis of : “race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or un favorable discharge from the military service in connection with employment, real estate, transactions, access to financial credit, and the availability of public accommodations.”

4. Freedom of Information Act

- a. All proposals submitted to the County are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/Freedom of Information Act). Any information submitted in a proposal which the Respondent considers to be proprietary or otherwise exempt from disclosure, the Respondent must invoke, in writing, the exemption(s) to disclosure provided by 5 ILCS 140/Freedom of Information Act in its proposal by providing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Furthermore, to designate portions of the bid as confidential, the Respondent must:

Mark the cover page as follows: “This proposal includes trade secrets or other proprietary data.”

Champaign County will make the final determination as to whether information, even if marked “confidential,” or as a “trade secret” or other “proprietary data”, will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against Champaign County or its agents for its determination in this regard and disclosure of information. At some point after proposal opening, all opened proposals will be made available for public inspection consistent with 5 ILCS 140/Freedom of Information Act. If a contract is awarded through this RFQ, the awarded contract will also become a public record consistent with 5 ILCS 140/Freedom of Information Act. The County has the right to use any or all information/material submitted. Champaign County reserves the right to make an award to the Respondent offering a proposal in the best interests of the County and meeting all the requirements of this RFQ.

Six (6) copies of the submission must be delivered to the address below by 4:30p.m. on Friday, November 20,2020:

Dana Brenner
Champaign County Facilities Director
Brookens Administrative Center
1776 E. Washington
Street
Urbana, IL 61802

V. SELECTION PROCESS

County will select a consultant utilizing a Quality Based Selection (QBS) process. Critical factors in this selection will include responsiveness of the proposal to this Request for Qualifications (RFQ); description of approach to the services; relevant project experience; qualifications of the responding firms and principal assigned staff; knowledge and understanding of Champaign County Facilities; readiness to undertake the required services; ability to execute an acceptable written contract; and client references. The County reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The County reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

Interviews may be conducted in-person or via Zoom with one or more responsible entities that have submitted proposals in order to clarify certain elements if such information cannot be satisfactorily obtained by phone or e-mail.

INSTRUCTIONS TO PROPOSERS

1. All proposals will be submitted in hard copy to:

Dana Brenner
Director of Facilities
Brookens Administrative Center
1776 East Washington
Urbana, IL 61802
2. All responses to this RFQ must be delivered in a sealed envelope clearly labeled “**RFQ 2020-005 – Champaign County Facilities.**” All proposals must be received by 4:00 pm Central time on Friday, November 20, 2020. Six (6) copies of your response to this RFQ must be submitted to the location listed in paragraph 1. Proposals arriving after the deadline will not be accepted.
3. Proposals should provide a concise and accurate description of Proposer’s capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
- 4.
5. An authorized representative of the Proposer must complete and sign the proposal.
6. Failure to comply with any part of the RFQ may result in rejection of the proposal as non-responsive.
7. In submitting information, it is understood by the undersigned that the right is reserved by the County to accept any submissions, to reject any and/or all submissions, and to waive any irregularities or informalities which are in the best interest of the County.

Questions regarding this RFQ?

1. All communication must be confirmed in writing by a specified official in charge of managing this RFQ process. In no case shall verbal communication govern over written communication.
2. The Bidder is expected to communicate and direct all questions, marketing materials and other forms of contact to the following contact email address. Violation of this request may result in the Bidder's disqualification from the selection process.
3. Inquiries, questions, and requests for clarification related to this RFQ shall be directed electronically via
4. email to:

dbrenner@co.champaign.il.us

The County will not respond to any questions or requests for clarification that require addenda if received by the County after Tuesday, November 17, 2020 @ 4:00p.m. Central Time.

Questions must reference the following in the email:

Subject: RFQ # 2020– 005 Question Re: [description of question]:

Identify the relevant section of the RFQ the question refers to.

Addenda question answers will be posted on the County's website at: <http://www.co.champaign.il.us/bids>.

APENDIX I

Champaign County Facilities

<u>Building</u>	<u>Address</u>	<u>Square Footage</u>
Animal Control	210 S. Art Bartell Road, Urbana, Illinois 61802	4,500
Brookens Admin. Center	1776 E. Washington Street, Urbana, Illinois 61802	93,060
Coroner's Office	202 S. Art Bartell Road, Urbana, Illinois 61802	5,750
County Courthouse	101 E. Main Street, Urbana, Illinois 61802	146,339
Election Supply	202 S. Art Bartell Road, Urbana, Illinois 61802	5,895
ESADA garage	1703 E. Main Street, Urbana, Illinois 61802	2,880
Emergency Management Agency	1905 E. Main Street, Urbana, Illinois 61802	19,600
Highway	1604 E. Main Street, Urbana, Illinois 61802	43,975
Highway Garage	1705 E. Main Street, Urbana, Illinois 61802	4,320
Highway Garage	Rear, 1701 E. Main Street, Urbana, Illinois 61802	6,000
ILEAS	1701 E. Main Street, Urbana, Illinois 61802	95,436
ILEAS Boiler House	Rear, 1701 E. Main Street, Urbana, Illinois 61802	1,200
ILEAS Garage	1707 E. Main Street, Urbana, Illinois 61802	4,320
Juvenile Detention Center	400 Art Bartell Road, Urbana, Illinois 61802	31,000
Physical Plant	202 S. Art Bartell Road, Urbana, Illinois 61802	11,956
Salt Dome	301 S. Art Bartell Road, Urbana, Illinois 61802	1,440
Satellite Jail	502 S. Lierman Ave., Urbana, Illinois 61802	57,000
Sheriff's Garage	1709 E. Main Street, Urbana, Illinois 61802	7,800
Sheriff's Office/Jail	204 E. Main Street, Urbana, Illinois 61802	55,000