

ATTACHMENT NO. IX. - C

ATTACHMENT NO. IX. - C: RFQ for Architect

Suggested motion: Motion to approve Request for Qualifications for a new District Architect.

Recommended action: Approve the motion

At the May 6<sup>th</sup> Facilities-Long Range Planning Committee Meeting, the committee recommended a Request for Qualifications for a new District Architect.

## **Board of Education**

### **Procurement of Architectural, Engineering, and Land Surveying Services**

The School Board selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.:      Shively v. Belleville Township High School District 201, 769 N.E.2d 1062  
                              (Ill. App.2002), *appeal denied*.  
                              40 U.S.C. §541.  
                              50 ILCS 510/1 et seq., Local Government Professional Services Selection Act.  
                              105 ILCS 5/10-20.21.

ADOPTED:        November 6, 2001

AMENDED:        June 18, 2007

## **School Board**

### **Administrative Procedure - Qualification Based Selection**

These procedures describe how the District will procure architectural, engineering, and land surveying services; the Local Government Professional Services Selection Act will control in the event of a conflict. 50 ILCS 510/1 as amended by P.A. 94-1097. The Superintendent will modify these procedures whenever the Board determines by resolution that an emergency exists and a firm must be selected in an expeditious manner, or the cost of architectural, engineering, and land surveying services for the project is expected to be less than \$25,000. 50 ILCS 510/8.

<b>Actor</b>	<b>Action</b>
Architectural, engineering, or land surveying firms	May annually file a statement of qualifications and performance data with the District. 50 ILCS 510/4.
Superintendent and/or Designee	<p>Store statements of qualifications and performance data received from firms engaged in architectural, engineering, or land surveying services. Unless the District has a satisfactory relationship for services with one or more firms, mail notices of the proposed project to those firms that have current statements of qualifications and performance data on file. In addition, or alternatively, the project may be advertised in the local and area newspapers. 50 ILCS 510/4.</p> <p>Unless the District has a satisfactory relationship for services with one or more firms, evaluate the firms that submitted interest letters, according to criteria for ranking described in the last section of this procedure. The Superintendent and/or designee may conduct discussions with and require public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project, and ability to furnish the required services. 50 ILCS 510/5, as amended by P.A. 94-1097.</p> <p>Do not, prior to selecting a firm for contract negotiation, seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation. 50 ILCS 510/5, as amended by P.A. 94-1097.</p> <p>Select no less than 3 firms, who would be most qualified to provide services, and rank them in order of their qualifications. If fewer than 3 firms submit interest letters and the Board determines that one or both of those firms are so qualified, negotiate a contract as provided herein. 50 ILCS 510/6.</p> <p>Attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. 50 ILCS 510/5, as amended by P.A. 94-1097.</p>

Actor	Action
	<p>If unable to reach agreement on a satisfactory contract, terminate negotiations and proceed to negotiate with the firm ranked next in qualifications. 50 ILCS 510/5, as amended by P.A. 94-1097.</p> <p>If unable to negotiate a satisfactory contract with any of the 3 originally selected firms, inform the Board. The District will re-evaluate the services requested and compile a second list of not less than 3 qualified firms and continue the process. 50 ILCS 510/5, as amended by P.A. 94-1097.</p>

#### Criteria for Ranking Firms

Unless the District has a satisfactory relationship for services with one or more firms, the criteria for evaluating the firms submitting letters of interest may include, but are not limited to:

##### Required Criteria for Consideration (50 ILCS 510/5.)

Qualifications and ability of professional personnel  
 Past record and experience  
 Performance data  
 Acceptance of District's time and budget requirements  
 Location of firm's administrative offices  
 Workload

##### Permissive Criteria for Consideration

Firm's credit rating  
 Firm's financial stability  
 Reputation  
 Technological resources

LEGAL REF.: 40 U.S.C. §541.  
 50 ILCS 510/1 et seq.  
 105 ILCS 5/10-20.21.

REVIEWED: May 1, 2007