

**REQUEST FOR QUALIFICATIONS**  
**for ARCHITECTURAL SERVICES**



**JANUARY 2023**

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
FOR DUPAGE HIGH SCHOOL DISTRICT 88  
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**Introduction**

The Board of Education for DuPage High School District 88 is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per the Local Government Professional Services Selection Act (50 ILCS 510//0.01 *et seq.*), to assist the District 88 with the classroom renovations for multiple academic areas within the Addison Trail High School. The firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and construction administration phases of the project. Academic areas to be considered for relocation and renovations include Culinary Arts, Behavior Resource Center, vocational classrooms etc.

This Request for Qualifications (RFQ) is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, and insurance levels (the "**Evaluation Qualifications**"). There will be no public opening and reading of responses received by the School District pursuant to this request.

**RFQ Submission**

RFQ's are due by **February 14, 2023 at 10:00 a.m.** local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:  
FIVE [5] bound copies; and  
ONE (1) digital copy via USB Drive to:  
Mr. Edward Hoster, Chief Financial Officer  
2 Friendship Plaza  
Addison, IL 60101  
630-530-3970

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase "**Request for Qualifications - Architectural Services for DuPage High School District 88**" and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to [75] pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

**Schedule**

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The following is the proposed schedule for the selection of firms to provide architectural services:

*January 24, 2023 - RFQ Released*

*January 31, 2023, **Mandatory** Pre-submittal Meeting/Walkthrough:*  
Time: 3:00 PM  
Addison Trail HS 213 N. Lombard Rd, Addison  
Enter Door #1, Main Entrance facing Lombard Rd.

*February 7, 2023 – Last date for respondents to send request for clarifications / questions*

*February 14, 2023, 10:00 AM - Submissions due; evaluation of qualifications begins*

*February 17, 2023 – Successful short-listed and unsuccessful firms notified*

*February 23, 2023 – First round interviews with short-listed firms*

*February 27 – March 3, 2023 - Ranking of top 3 firms and contract negotiations*

*March 14, 2023 - Committee recommends firm for Board Approval*

*March 20, 2023 - Proposed Board action on firm to provide Services*

**Respondents' Inquiries and Addenda**

Any questions or concerns regarding this RFQ shall be directed in writing, via email, to **BOTH**:

Edward Hoster  
Chief Financial Officer  
[ehoster@dupage88.net](mailto:ehoster@dupage88.net)

**AND**

Tom Manka  
Director of Buildings and Grounds  
[tmanka@dupage88.net](mailto:tmanka@dupage88.net)

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

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**About District 88**

A member of the Illinois Association of School Boards, DuPage High School District 88 has been serving the community for more than 100 years. Approximately 4,000 students, grades 9-12 attend the district's two schools: Willowbrook and Addison Trail along with the transitions program located at the District Office. With more than 550 staff including instructional and support, District 88 ranks as one of the top area school districts. The fine arts, accelerated learning, and special education inclusion programs are highly regarded throughout the DuPage County community. District 88 works with both private industry and community governmental groups to share ideas, resources and research.

District 88 is located in DuPage County, approximately 15 miles west of Chicago. Students residing in Addison, Lombard, Villa Park a, Oak Brook Terrace attend the district's schools. [Click here to view a district map.](#)

At DuPage High School District 88, comprised of Addison Trail and Willowbrook high schools, our focus is to make sure each student is college ready, career ready, culturally ready and future ready. We provide rigorous – yet flexible and individualized – programming to meet the needs of our student population. It is our focus to have each student working toward a viable college and career integrated pathway, including access to college coursework, along with real-life career opportunities in the field of his or her choice. We also are dedicated to maintaining the comprehensive nature of our curriculum, to offer students a variety of elective courses.

Our graduation rates remain above the state level at about 90 percent, and our students continue to attend more than 200 colleges and universities throughout the U.S., including Ivy League, U.S. military academies and other highly competitive institutions of higher learning. One of the greatest strengths of District 88 is the rich diversity among our students and staff, and we are one of the most diverse school districts in the state. We have more than 50 languages represented among our families, and the majority of District 88 students speak a second language. This is an incredible asset that we are committed to helping our students develop to the fullest.

District 88 fosters an inclusive environment and a sense of belonging to ensure all students, staff, parents/guardians and community members feel safe, valued, respected and welcome – regardless of race, religion, sexual orientation, gender identity or ability level. As part of that core value, we offer a variety of mental health and social-emotional supports/resources for students and families.

At District 88, we know our success is a result of our partnerships. From a knowledgeable and supportive Board of Education; to involved and engaged parents, community members and students; to a committed and passionate teaching

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staff – it is the relationships we have that allow us to achieve our mission of working for the continuous improvement of student achievement.

**DuPage High School District 88 schools: (see attachment for details)**

Addison Trail High School (9-12): 1,971 students      525,000 sf

Willowbrook High School (9-12): 1,964 students      511,000 sf

**General Information, Notifications, and Purpose**

- a) Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.
- b) Joint venture and/or cooperative professional teams will not be considered.

**General Terms and Conditions**

- a) All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFQ does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- c) The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, as determined by the selection committee, upon approval of the School District Board of Education.
- d) The District 88 reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.
- e) The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings will not be allowed other than the aforementioned schedule of a **mandatory** tour of the facilities.
- g) All Respondents are prohibited from making any contact with the District Personnel, Board of Education, or Superintendent or any other administrator

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or employee of District 88 with regard to the RFQ, other than in the manner and to the person(s) designated herein. The Chief Financial Officer reserves the right to disqualify any Respondent found to have contacted the people listed above in any manner with regard to the RFQ.

**General Description of Scope of Services**

- a) The selected architectural firm will become part of a project team consisting of members of the School District to perform services as required.
- b) The Design Team may be requested to:
  - a. Attend meetings with District 88 administrative staff as necessary.
  - b. Attend District 88 Board of Education meetings as necessary.
  - c. Develop preliminary drafts of the Project Program for District 88 review and comment.
  - d. Consult with District 88 on budgetary and funding matters.
  - e. Consult with District 88 on Project scheduling considerations.
  - f. Consult with District 88 on general concepts of the project scope of work and project needs.

The firm's services and product provided shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

**Proposal Content**

**Statement of Interest –**

Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

**Firm Description – Provide the following:**

- Firm Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and email)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of architects, interior designers, engineers, etc.)
- List any previous names of firm and years of business under each name
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the District (key personnel, project experience, etc.). The office designated to serve the District, in the Qualifications submission, must

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be the office to perform the work in the event that the project is awarded to that firm.

- The short-listed firms may be requested to provide a copy of the firm's financial statement.
- Provide a current copy of a Certificate of Insurance evidencing your current limits (both per claim/per occurrence and in the aggregate) of the following types of insurance: (i) commercial general liability insurance; (ii) professional liability insurance; (iii) excess or umbrella insurance; (iv) automobile liability insurance; and (v) worker's compensation insurance and employer's liability insurance. The successful firm will be expected to have the Board of Education, its individual Board members, officers, directors, employees and agents named as additional insureds on all insurance policies identified above, except for worker's compensation insurance and professional liability insurance. Confirm your firm will agree to the above requirement.

Minimum insurance coverage to be as follows:

General Liability [\$1,000,000/\$2,000,000]

Automotive Liability [\$1,000,000]

Professional Liability [\$1,000,000/\$1,000,000]

Worker's Compensation [Statutory Limits]

- List any litigation, arbitration, or alternative dispute resolution within the last 5 years, arising out of any design work for any School District; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last 5 years from a project by a School District and, if so, for what reason. If so, list the name and contact information for the School District.
- List all School Districts which you no longer work with from the last 3 years. Provide a point of contact for each of these districts.

**Firm Experience and Capabilities –**

- Provide a list of all School District clients for which you have provided services for in the last ten years. Include project description (whether the project involved planning, new construction, additions or renovations), the type of architectural, engineering, other services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing work with high school districts of similar size such as additions/remodeling of culinary arts, vocational and special education areas.

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- Firms should demonstrate expertise in maximizing construction budgets, experience in the design of general educational spaces as well as the design of culinary arts, vocational spaces and special education programs.
- Samples of work that demonstrate experience in high school environments are required.
- If your submittal includes affiliated firms or multi-disciplinary departments (e.g., mechanical, electrical, civil, or structural engineering), please identify them and provide similar information for them as outlined below.

**Firm Workload -**

- Provide a list of all projects for which your firm is currently under contract as an architectural firm.
- Provide the percentage that educational projects made up of your total project work load in the last twelve months.

**Key Personnel & Experience –**

- Provide a simple organizational chart identifying key members of the firm, including consultants.
- Provide resumes of project designers, managers, key staff, and consultants relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information. Particular reference should be made to the firm's construction administration/observation personnel.
- If any staffing changes should occur between the submission of qualifications and the award of a contract, the architect must notify the District in writing. Unapproved staffing changes may result in a rejection of qualifications.
- Key personnel assigned to District 88 need to be present during the interview process.

**Project Approach –**

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting a construction project from inception to Owner acceptance. This should include strategies for collaboration, communication and project design clarity. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- Discuss your approach to construction administration.
- The firm's ability / experience to work in DuPage County, IL region. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.



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- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to investigate bidders to ensure that they are qualified and equipped to satisfactorily complete a project.
- Describe your firm's philosophy on how to address each of these common challenging areas of school construction:
  - Quality control
  - Change orders
  - Meeting timelines
  - Cost estimating from concept through design/bidding

**References –**

- Provide a minimum of FOUR [4] references for architectural services performed on high school educational facilities in Illinois in the last five [5] years.
- Provide a detailed list of contacts for each reference including name, title, phone number and email.

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**Evaluation Criteria**

The School District will consider the following in ranking the proposals and awarding a contract:

Qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, other criteria set forth in this RFQ, and such other qualifications-based factors as the School District may determine are in its best interest. Prior to selecting a firm for negotiation, the School District shall not consider any 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.

**Selection Process**

On the basis of evaluations, discussions and presentations, the School District shall, unless it has a satisfactory relationship for services with one or more firms, select no less than three firms which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the project. The School District shall then contact the firm ranked most preferred and 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. If fewer than three firms submit letters of interest and the political subdivision determines that one or both of those firms are so qualified, the School District may proceed to negotiate a contract pursuant to this Section.

**Disclosure** – *The District discloses that the Illinois Association of School Business Officials (IASBO); Facility Management – Professional Development Committee (FM-PDC), assisted with development of this RFQ.*

# WILLOWBROOK HIGH SCHOOL

Originally built in 1959, Willowbrook High School is a traditionally designed school that has had two large additions/renovations since and now totaling approximately 510,000 square feet. In 1975 the Industrial Arts, Music classrooms and the North wing were added. In 2008 the District offices were relocated to another facility, and an addition to the Music suite was added along with a new field house. Floor surfaces throughout the building consist of various types of tile, carpet, wood and rolled Mondo flooring. Ceilings throughout the building were changed from metal pan to lay-in tiles during the 2008 renovations. Exterior brick, concrete block, steel joist and beams support the building structure. The roof system is a traditional flat, modified built-up with areas of Tectum and cement decking. Almost all roofing has been replaced with 20 year warrantied systems.

The building is set on 85 acres of property with a branch of the Sugar Creek running through the property from west to east. The property along the creek is considered wet lands by DuPage County and the IDNR. There are 5 culverts that cross over the creek in different areas of the property. Four of these culverts are made of corrugated steel and one of concrete. All four of the steel culverts have been replaced since 2014. The property also has a football stadium (south west corner) with a synthetic turf field and seating for approximately 2,700, baseball stadium (south east corner), varsity softball field and two lower level (one of each) baseball and softball fields as well as 3 soccer fields and two 8 court tennis courts on the north and south sides of the property.

In 2010 the radiant heating system was removed as part of a major district wide HVAC renovation project. Fan coil units (FCU's) were installed in all classrooms throughout the building for the heating and cooling. Twin 400-ton chillers were installed and are the main cooling plant for the classrooms and some other areas of the building. The heating system is made up of three 500 hp Pacific steam boilers. These two systems operate on a two-pipe system for the cooling and heating. To bring in fresh air to all areas served by FCU's there are 7 air tempering units (Munter) that bring in constant tempered outside air. For office areas, commons areas, cafeterias, gymnasiums and auditorium these have 15 package RTU's (roof top units) for their heating and cooling.

Fire protection is provided throughout the building using both heat and smoke detectors as well as a sprinkler system. An automatic sprinkler system was installed throughout the building during the 2010 renovation project and the main fire panel was upgraded to an addressable system in 2015. Fire alarm systems are connected to the fire department through a wireless system.

Electrical services were upgraded in 2010 and enter the building in two areas. One on the north east corner of the front of the building that is underground and goes to a basement electrical vault and the second is on the west side of the building next to the dock area and enters the building underground and goes to a switch gear located on the first floor in the same area. There is also a 250kw diesel generator that was installed during the 2010 renovation project located next to the north parking lot that only feeds the main server room on the 2<sup>nd</sup> floor, all small IDF rooms located throughout the building and six storm water pit pumps located throughout the lower level and tunnels of the building. Gas service main is in a small fenced yard next to the dock area where it enters into the building through the boiler room.

The Village of Villa Park provides water and sewer service for the entire building with the water main connection on the west side of the building in the boiler room. Waste water has multiple connections leaving the building on each side through out the facility.

## **ADDISON TRAIL HIGH SCHOOL**

Originally built in 1966, Addison Trail High School is a traditionally designed school that as had two large additions/renovations since then and now totaling approximately 525,000 square feet. In 1975, C wing (3 story structure), Greenhouse and the gymnastics and East gym were added. In 2008, A wing (3 story structure), commons and the new field house were added. Floor surfaces throughout the building consist of various types of tile, carpeting, wood, and rolled Mondo flooring. Ceilings throughout the building are lay-in tile. The roof systems are a traditional flat, modified built-up with areas of Tectum and cement decking. Almost all roofing has been replaced with 20 year warrantied systems.

The building is set on 43 acers of property and has two retention areas, one on the north west corner and one on the south east corners of the property. Next to the north retention area there is a football stadium with synthetic turf and seating for approximately 2,000, baseball stadium, varsity softball field and two lower level (one of each) baseball and softball fields as well as a second synthetic field for football/soccer and one 8 court tennis court. The synthetic fields where install in 2010 during the large district wide renovation project.

In 2010 all of the classroom univents were removed as part of a major district wide HVAC renovation project. Fan coil units (FCU's) were installed in all classrooms and some offices throughout the building for the heating and cooling. Twin 400-ton chillers were installed and are the main cooling plan for these areas. The heating system is made up of three 500hp Weil McLain hot water boilers. These two systems operate on a two-pipe system for the cooling and heating. To bring in fresh air to all areas served by FCU's there are 6 air tempering units (Munter) that bring in constant tempered outside air. For the remainder offices not served by FCU's, commons, cafeterias, gymnasium and auditorium these use package RTU's (roof top units) for their heating and cooling.

Fire Protection is provided throughout the building using both heat and smoke detection as well as a sprinkler system. An automatic sprinkler system was installed throughout the building during the 2010 renovation project and the main fire panel was upgraded to an addressable system in 2015. Fire alarm systems are connected to the fire department through a wireless transmitter.

Electrical services were upgraded in 2010 and enter the building in two areas. One on the east side of the building that is underground and goes to a main switch gear on the ground level and a second on the north side of the building that is underground and goes to a switch gear that is in a small basement electrical room that is located outside of the fitness center area. There is also a 125kw diesel generator that was installed during the 2010 renovation project and is located in the chiller yard next to the loading dock that only supplies emergency power to the school server room on the 1<sup>st</sup> floor and the small IDF rooms throughout the building. Gas service main is located on the east side of the building in a small fenced in yard located next to the auto shop.

The Village of Addison provides water and sewer services for the entire building with the water main connection located on the east side of the building next to the dock. Waste water has multiple connections leaving the building on each side throughout the facility.

## **ADMINISTRATION BUILDING**

In 2009, the District 88 Administrative offices and conference rooms moved from Willowbrook High School to its current location at 2 Friendship Plaza in Addison. This building is leased from the village of Addison but the building is maintained by District 88 from the walls in. The building is approximately 23,000 square feet and the floor surfaces throughout the building consist of various types of tile, carpet and epoxy flooring. Ceiling throughout the building are lay-in tile with drywall in the hallways.

The roofing is a traditional flat, modified built-up roof with the front entrance roof being a rolled rubberized coating with all areas having Tectum decking.

Four gas-fired Weil McLain boilers supply hot water to heating coils within the ductwork. This same system also has electric vav boxes for each zone for a second heating stage that were replaced in 2020. Also, in 2020 two new blower system RTU's (roof top units) were installed and are what supply the airflow for the heating coils and vav boxes with both having 25-tons of cooling each as well. These two units are the heating and cooling for the main level and 1<sup>st</sup> lower level areas. The entrance foyer and the 2<sup>nd</sup> lower level areas are cooled and heated by a 7.5-ton package RTU.

Fire protection is provided throughout the building, using both smoke and heat detectors and an automatic sprinkler system. Fire alarm systems are connected to the fire department through a wireless transmitter.

Electrical service is provided to the building underground and enters the building on the north side. It enters on the 1<sup>st</sup> lower level mechanical room and feeds the main switch gear. In 2022 a small 25kw natural gas generator was installed and is the emergency power for a small IDF room and a storm pump system. New pumps for this system were upgraded in 2022 also.

The Village of Addison provides water and sewer services for the entire building. The water main enters the building on the north side into the mechanical room on the 1<sup>st</sup> lower level. Waste water leaves the building out of the mechanical room on the 1<sup>st</sup> lower level through the north wall as well. The gas main connection is also on the north side of the building.