

MCHENRY COUNTY COLLEGE  
REQUEST FOR QUALIFICATIONS #06192014  
ARCHITECTURAL/SPACE UTILIZATION SERVICES

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**Summary**

McHenry County College (MCC) is requesting proposals for *Architectural/Space Utilization Services* for construction, renovation, determining spacing needs, and/or remodeling projects.

Issued:	May 30, 2014
Service Requested:	Architectural/Space Utilization Services
RFQ Closing Date/Time:	June 19, 2014, 4:00 p.m. CST
RFQ Contact:	Robert Tenuta, CFO/Treasurer btenuta@mchenry.edu

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Proposals must be sealed and delivered to the attention of Robert Tenuta, CFO/Treasurer, McHenry County College, 8900 US Highway 14, Crystal Lake, IL 60012 on or before June 19, 2014, 4:00 p.m. CST.

**All late proposals will be rejected.**

All proposals must be signed by a duly authorized representative of the firm.

**All unsigned proposals will be automatically rejected.**

McHenry County College administration will competitively evaluate all qualified proposals and present a recommendation to enter into an agreement with the Board of Trustees at the July 24, 2014 Board meeting.

We appreciate your interest in McHenry County College and look forward to your response.

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## **REQUEST FOR PROPOSAL**



## **ARCHITECTURAL/SPACE UTILIZATION SERVICES**

**RFQ# 06192014**

**Issue Date: May 30, 2014**

**RFQ Response Deadline: June 19, 2014**

McHenry County College  
8900 US Highway 14  
Crystal Lake, Illinois 60012-2761  
Telephone: (815) 455-3700

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General Requirements

McHenry County College (hereinafter “MCC”) is inviting responsible Contractors (hereinafter “Bidder” or “Contractor”) to submit bids to provide *Architectural/Spacing Utilization Services*. If you are interested and able to meet these requirements, we would appreciate and welcome a bid. This RFQ will set forth any evaluation criteria to be used in determining product or service acceptability. It may require the submission of bid samples, descriptive literature, technical data, references, licenses, or other information or material.

Selected Contractors may be required to make oral presentations, and respond to any additional questions that arise during McHenry County College’s review of the Contractor’s proposal. Failure of a Contractor to conduct a presentation on the date scheduled may result in rejection of the Contractor’s proposal.

Unsolicited bid samples or descriptive literature however, are submitted at the Contractor’s risk, may not be examined or tested, will not be deemed to vary any of the provisions of the RFQ, and may not be utilized by the Contractor to contest a decision or understanding with MCC.

Background

McHenry County College (MCC) is a community college offering pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. MCC is located forty-five miles northwest of downtown Chicago. MCC is committed to providing high quality, need-based educational and training opportunities to adult residents of Community College District 528. Nearly 309,000 residents live within the MCC district boundaries. The campus is located at 8900 U.S. Highway 14, Crystal Lake, IL 60012.

Timeline

The following dates are set forth for informational and planning purposes; however, MCC reserves the right to change the dates.

MCC Issues RFQ	May 30, 2014
Last Day to Send Question/Clarifications to <a href="mailto:btenuta@mchenry.edu">btenuta@mchenry.edu</a>	June 5, 2014
Date addendum (if any) posted to <a href="http://www.mchenry.edu/bid">www.mchenry.edu/bid</a>	June 9, 2014
Proposal and Statement of Qualifications Due	June 19, 2014, 4:00 P.M. CST
Notification to Short-List Firms	July 1, 2014
Interview/Candidate Presentation to Selection Committee	Starting Week of July 7, 2014
Board of Trustee Approval	July 24, 2014 Board Meeting

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Project Summary

Prepare a narrative which clearly demonstrates the understanding of the firm's team on the specific needs of the College. The narrative should also include the firm's technical approach in completing the scope of work which will be requested. The firm will need to identify the space needs in relation to health programs, science programs, and student space. The ability to maximize the space of the college in order to meet the demands of the programs is essential.

Scope of Services

McHenry County College (MCC) is requesting a proposal for architectural/space utilization services for programming to assess the solution(s) which will accommodate the space needs of the College. The programming phase shall assist the College with determining the program and space needs. Current space utilization must be confirmed, and future requirements for each area must be determined. The successful proposer will work collaboratively with the College faculty, staff, and Board to determine total project requirements and budget.

The services will also include conceptual drawings/design for the space based on the results of the programming phase. The conceptual designs shall include the following option(s):

- New building
- Renovation of existing space
- Building addition(s)/building up on existing structure(s)
- Offsite property options if deemed cost effective

Statement of Qualifications Content

At a minimum, the proposal should contain the following information, in the order listed:

General

- Name of the firm
- Address
- Phone number(s)
- Contact person
- Email address of contact person
- Background/history of firm
- General liability insurance carrier and policy limits
- Workers Compensation insurance carrier
- Proof of Errors and Omissions Insurance

Capability and Experience

- Number of years providing architectural or space utilization services
- Number of full-time employees by job title or function
- Description of other services provided by your firm
- Who you would contract with for engineering services
- List of any other consultants you propose using
- Health, Science, and student space projects completed in last five years or currently working on (include references) or engagements that may be similar in scope, for an educational entity, that your firm has worked on
- Your experience in designing LEED accreditation and certification of buildings

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- Your experience with working on capital projects through the Illinois Community College Board and their project requirements
- Qualifications of firm and consultants. Submit proof the lead firm is prequalified with the Capital Development Board and familiar with Illinois Community College project requests (include current CDB Form 255)
- Provide details of any lawsuit your firm may have been a party to in the last five years:
  - What was the lawsuit about
  - What was the outcome of the lawsuit

Selection Criteria

A selection committee, made up of two (2) Trustee members, President, three (3) Administrators, 2 faculty members, and a student, will perform a thorough review of all submitted Statements of Qualification and will invite a pool of 3-7 applicants to the McHenry County College main campus for an interview. This interview will include a 30 minute presentation from the applicant and a 30 minute question and answer session. Following all interviews, the selection committee will forward 1-3 firms to College's Board of Trustees for further interviewing by the full Board and for selection at its July 24, 2014 meeting. The College reserves the right to reject any and all Requests for Proposals, or to negotiate separately with any source whatsoever in any manner necessary to best serve the needs and interest of the College.

Selection of firms will be based on the following criteria:

- Familiarity with building designs and structures specific to the proposal request
- Demonstrated ability to perform the required work in a timely manner and within the schedule established by the College
- Prior experience in the design and construction of community college facilities and in using Building Information Modeling (B.I.M.) Technology
- Proximity of firm to job location
- Experience of assigned individuals
- Pre-qualified with the Illinois Capital Development Board
- Prior experience in working the Illinois Community College Board requirements for construction and renovation projects

Costs

The College will follow the negotiated rates as outlined under the Capital Development Board's Professional Service and Fees Handbook for guidance in determining the appropriate fee structure.

Proprietary Notice

All material and information submitted in response to this Request for Proposal shall become the property of McHenry County College.

Public Disclosure

The College is a public entity and subject to certain disclosures, such as Illinois' Freedom of Information Act and Open Meetings Act. All material submitted as part of this Request for Proposal will be treated as public information with no expectations of confidentiality.

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Cost of Proposal

McHenry County College is not liable for any cost incurred by any respondents in preparation or presentation of any proposal.

Proposal Deadline

All proposals must be received by the College June 19, 2014

Statement of Qualifications – Due Date

Statement of Qualifications must be submitted no later than 4:00 p.m. Central Time on June 19, 2014. All documents must be mailed to:

McHenry County College  
8900 US Highway 14  
Crystal Lake, IL 60012  
Attn: Robert Tenuta, CFO/Treasurer

Hand-delivered documents may be submitted to the McHenry County College, Office of the CFO/Treasurer, office A218. Submittals should be clearly marked “Architectural/Space Utilization Services Qualifications.”

Amendments

No amendments may be made after the proposal deadline date.

College Contact

All proposals should be sent to, and any questions as to the project or proposals should be directed to:

Robert Tenuta  
CFO/Treasurer  
McHenry County College  
8900 US Highway 14  
Crystal Lake, IL 60012  
Telephone: (815) 455-8585  
Email: btenuta@mchenry.edu

Communications

From the date of receipt of the RFQ, until a binding contractual agreement is created with the selected firm, all informal communications regarding this procurement shall cease. Informal communications shall include, but are not limited to, requests from applicants to any department at the College for information, comments or speculation.

From the date of receipt of this RFQ until a binding contractual agreement exists, communications between the College and the applicants will be formal. Formal communications shall include:

- Written correspondence with Robert Tenuta, CFO/Treasurer, via email or traditional mail, or
- Oral presentations, if required, to the College’s selection committee.

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Requests for additional information may be directed to:

Robert Tenuta  
CFO/Treasurer  
McHenry County College  
8900 US Highway 14  
Crystal Lake, IL 60012  
btenuta@mchenry.edu

References

Provide five references for which the firm has performed similar services within the past five years. Include the name, title, address, and telephone number of each reference and description of duties.

Please submit eight (8) copies in a sealed envelope or box along with one (1) copy on a flash drive.