

BIDDING & CONTRACT REQUIREMENTS
Document 00901 - Addendum No. 1

DATE: JANUARY 30, 2023

OSWEGOLAND PARK DISTRICT
313 EAST WASHINGTON STREET
OSWEGO, ILLINOIS 60543

TO: PROSPECTIVE CONSULTANTS

SUBJECT: ADDENDUM NO. 1 FOR:

Request for Qualifications: Architectural Services – Capital Improvement Program

This addendum is to be added to and become part of the request for qualifications documents dated January 23, 2023 for the above identified project. Items in this addendum apply to all drawings and specification sections whether referenced or not involving the portion of the work added, deleted, modified or otherwise addressed in the addendum.

The request for qualifications documents are hereby amended as specified in this ADDENDUM NO. 1. Physical insertion of this addendum into the sections is not required.

It is the responsibility of the consultant to notify the sub-bidders of this addendum which may affect their work.

This addendum consists of 2 pages.

PROJECT MANUAL:

Page 22 – C. Preliminary Project Schedule

“Pre-proposal on-site meeting (optional)

February 1, 2023”

Please insert the following tour schedule of the facilities for the Pre-proposal on-site meeting. The Park District will provide bus transportation for the consultants between each facility. If the consultants prefer to drive to each location, that will be acceptable. This meeting will still be optional, not required. Please note, the times noted on the schedule are only estimates. Times are subject to change due to length of time (shorter or longer) of facility tour.

Pre-proposal on-site meeting (optional)

February 1, 2023

Meeting to begin at Boulder Point Center, 0 Boulder Hill Pass, Montgomery, IL

9:00am Facility #1

Meet at Boulder Point Center

0 Boulder Hill Pass, Montgomery, IL

Room 102—first room on your left when you enter the main lobby.

Will introduce project and project team

9:15am Tour Boulder Point Center

9:30am Facility #2

Travel to Civic Center

5 Ashlawn Ave., Oswego, IL

9:45am Tour Civic Center

10:15am Facility #3

Travel to Fox Bend Golf Course Maintenance Shed

3516 Rte. 34, Oswego, IL

10:30am Tour Fox Bend Golf Course Maintenance Shed

10:45am Facility #4

Travel to South Point Center

810 Preston Ln., Oswego, IL

11:00am Tour South Point Center

11:15am Facility #5

Travel to Prairie Point Center

313 E. Washington St., Oswego, IL

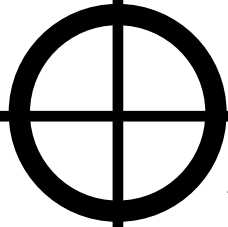
11:30am Tour Prairie Point Center

12:00pm Travel back to Boulder Point Center

0 Boulder Hill Pass, Montgomery, IL

12:15pm Arrive at Boulder Point – End of Tour & Meeting

- END OF ADDENDUM NO. 1 -



Request for Qualifications

Architectural Services Capital Improvement Program

**Issued by the
Oswegoland Park District
January 23, 2023**

**PROPOSALS DUE BY:
February 14, 2023
3:00 PM (CST)**

**Oswegoland Park District
313 E. Washington St.
Oswego, IL 60543**



Oswegoland Park District
Request for Qualifications
Architectural Services

Invitation

The Oswegoland Park District invites you to submit your firm's qualifications to provide Architectural Services for the design and construction for Oswegoland Capital Improvement Program at the following locations: Boulder Point Center, Civic Center, Prairie Point Center, South Point Center, and Fox Bend Golf Course. The Park District has budgeted for total project cost including both hard and soft costs for this Capital Improvement Program. All submittals shall respond to the requested information included in this Request for Qualification (RFQ).

It is the District's intent to, through committee review and selection, enter into contract negotiation with the selected Firm. The District will make its rankings based upon the criteria outlined herein and any available public information that the District may receive or obtain. The rankings will be made as an exercise of the sole discretion of the District and its selection committee with regard to the firm best suited to provide the requested services.

Each vendor is encouraged to visit the sites to fully acquaint themselves with the facilities, scope of the projects, and the difficulties of providing these services or completing the projects. Neither additional compensation nor relief from any obligations will be granted because of a lack of knowledge of the site or the conditions under which the work will be accomplished.

Interested firms should submit all information electronically in PDF format emailed to Chad Feldotto at cfeldotto@oswegolandpd.org by 3:00pm Central Standard Time on Tuesday, February 14, 2023. Submittal instructions are listed in this RFQ, Section F: Submittals. Any respondent that does not submit its qualifications by the stated date and time will not be considered.

The Oswegoland Park District will not be liable, under any circumstance, for any costs incurred by respondents in replying to this RFQ.

Oswegoland Park District
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Oswegoland Park District
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A. Oswegoland Park District History

The Oswegoland Park District is a governmental agency responsible for acquiring, developing, and maintaining natural areas, parks, and leisure time facilities for area residents. The Park District also plans, develops and implements a wide range of recreational programs and activities that reflect the interests of all age groups in the Oswegoland community.

The Park District was established by referendum on April 13, 1950 as a separate governmental entity known as a “special district.” The Park District serves all of the residents who live within this district’s approximately 38-square-mile service area, including all of the Village of Oswego, parts of Montgomery, Aurora, and Plainfield, and all of Boulder Hill. The Oswegoland Park District also includes the surrounding countryside of Oswego Township and a tiny portion of Will County. To date, we serve approximately 60,000 residents. There are currently 65 parks encompassing almost 1,300 acres of land.

The Oswegoland Park District is tax-exempt. A copy of our Tax Exemption Certificate will be provided to the awarded proposer for purchases made on behalf of the District.

Oswegoland Park District
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B. Project Description – Boulder Point Center

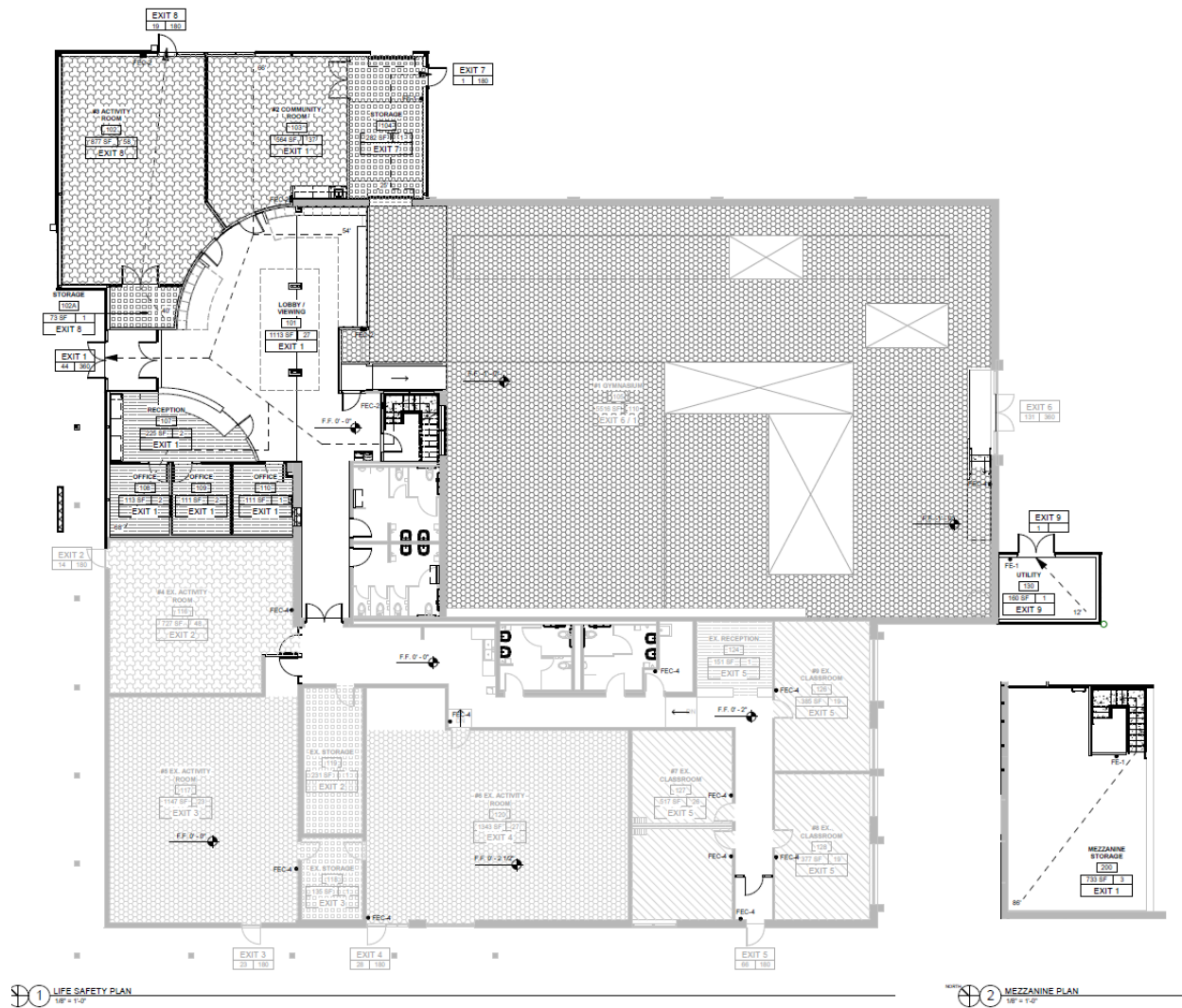
Boulder Point Center is an approx. 18,300 sq ft community center located at 0 Boulder Hill Pass, Montgomery, IL 60538. It is a one story building built in 1960. Current uses include multipurpose facility for gymnastics, preschool, dance, fitness, Limelight Theatre classes, and other Park District programming. The general public has regular access to this building. The project will include design and construction administration for interior building improvements and exterior site improvements.

Potential Scope to Include:

- a. Replace gym carpeting
- b. Add ceiling treatment – “LamTec” Fabric was reviewed
- c. Room 126 – 128 Flooring
- d. Room 116 – 117 Flooring
- e. Replace existing site light poles
- f. Replace existing monument sign with new LED digital sign-similar to Prairie Point Park Sign design
- g. Remove non-load bearing wall between Room 120-127 including adjust floor height in Rm 120

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Boulder Point Center Floor Plan:



Oswegoland Park District
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Boulder Point Center Site Aerial:



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B.1 Project Description – Civic Center

Civic Center is an approx. 13,900 sq ft community center located at 5 Ashlawn Ave., Oswego, IL 60543. It is a one story building built in 1969. Current uses include park district staff offices, lobby and front desk, pool office and lockers rooms, preschool programming, room rentals, and a large multi-purpose room. The general public has regular access to this building. The project will include design and construction administration for interior building improvements and exterior site improvements.

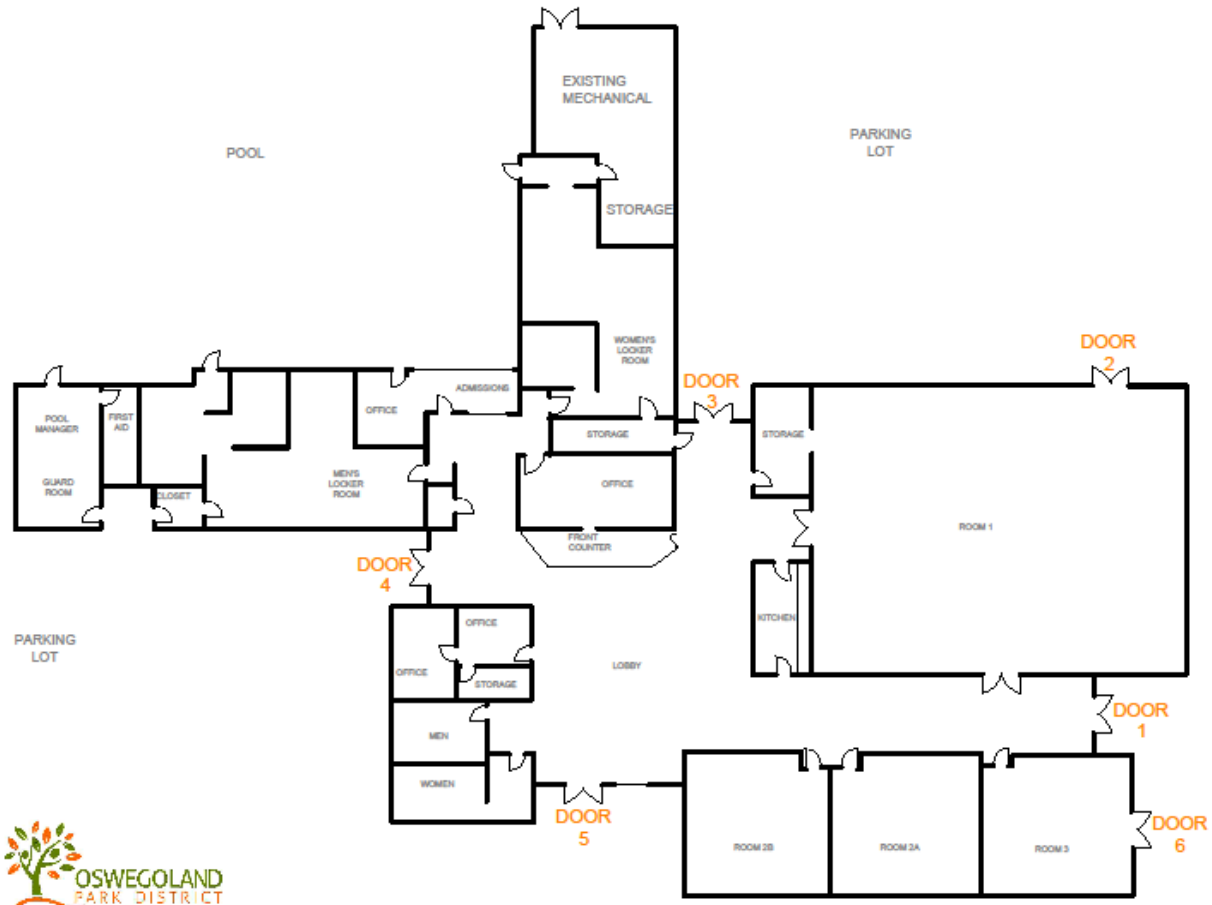
Potential Scope to Include:

- a. More storage space
- b. Paint walls
- c. Remove exterior paneling
- d. Revamp restrooms
- e. Door & hardware outdated - need new look
- f. Room 1 - Add fans
- g. Room 1 - Replace ceiling tile
- h. Create a Pre-K restroom
- i. Add doors in Lobby to separate the Lobby and Door 1
- j. Remove mansard roof throughout (high priority)
- k. Add windows in Office Area
- l. Rework Lobby-Reception for sitelines & possible added storage
- m. Replace windows
- n. Add fencing for natural playground
- o. Replace cabinets in Classrooms with new storage
- p. Replace accordion wall in Rooms 2B & 2A with a real wall
- q. Remodel Kitchen to allow it to become a breakroom with seating
- r. Remove door in Office area behind Reception (blocked off)
- s. Add branding
- t. Feasibility to expand north from Room 1
- u. Replace roof, renovate upgrade concession/restroom building
- v. Re-cable data/server wiring in main building and out to concession building (look at POS)
- w. Relocate dumpster location to Ashlawn Ave lot from Circle Dr W lot (low priority)

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Civic Center Floor Plan:

CIVIC CENTER



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Civic Center Site Aerial:



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B.2 Project Description – Prairie Point

Prairie Point Center is an approx. 17,000 sq ft office building located at 313 E. Washington St., Oswego, IL 60543. It is a two story building built in 1974. Current uses include offices, breakroom, and meeting rooms for park district staff, a mechanic's workshop, and three (3) maintenance garages for vehicle, equipment, and material storage. The project will include design and construction administration for interior building improvements and exterior site improvements.

Potential Scope to Include:

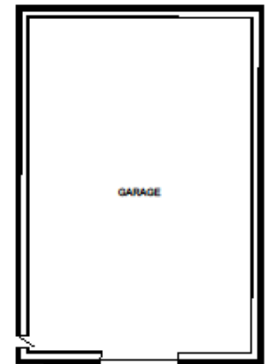
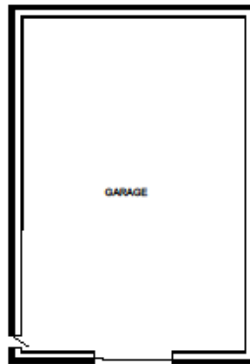
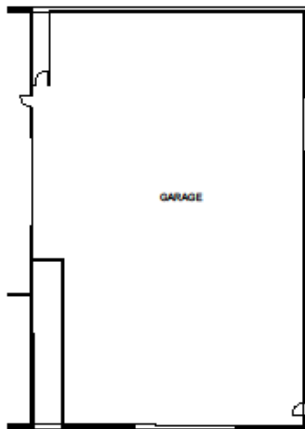
- a. Create more office space
- b. Paint walls
- c. Move MDF Room to First Floor (Possibly Storage Room or Offices by Lobby)
- d. Carpet
- e. Lighting upgrades: brighter, natural light
- f. Roof replacement
- g. Need more parking and/or reconfigure parking
- h. Need more meeting space - Conference/Training/Webinar room with sound dampening walls
- i. Furniture systems to be reviewed and develop improvement plan for certain areas
- j. Improve ADA Access/possible elevator
- k. Office/Meeting improvements in Storage Area First Floor
- l. Create larger / new restroom(s) in Shop
- m. Shop Locker Room with shower and beverage ice machine
- n. Possible need for fire wall separation at Operations Break Room
- o. Revamp Break Room
- p. Single-pane windows – gets cold in Lobby
- q. Move Marketing/Special Projects Office to the First Floor
- r. No sprinklers anywhere in building except possibly Director's Office area
- s. Asbestos?
- t. Ceiling panels in Shop Area need replacement/repair
- u. Review exposed Romex electrical cable for code compliance
- v. Existing covered parking spot; possibly convert to outdoor Break Area or Buildout as additional office space
- w. Tuckpointing/lintel repair/paint exterior brick
- x. Special Events storage
- y. Refresh office spaces
- z. Raise wall in Lobby Area
- aa. Create new Reception Area
- bb. Stairs are not to code
- cc. Potential to add windows to private offices
- dd. Add second water line to exterior pantry garden
- ee. Build a greenhouse-concrete floor, minimal heat, water, elec-prairie plants, annual flowers, vegetables
- ff. Technology upgrade (re-cabling, add additional data locations)

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- gg. Possible replace Morton Buildings with new Maintenance Shop and Indoor Vehicular Storage (10,000 SF)
- hh. Add character to Plainfield Rd façade of building (address lack of windows?)
- ii. New I.T. server room on First Floor
- jj. Add District Janitorial Supply Room

Prairie Point Floor Plan:

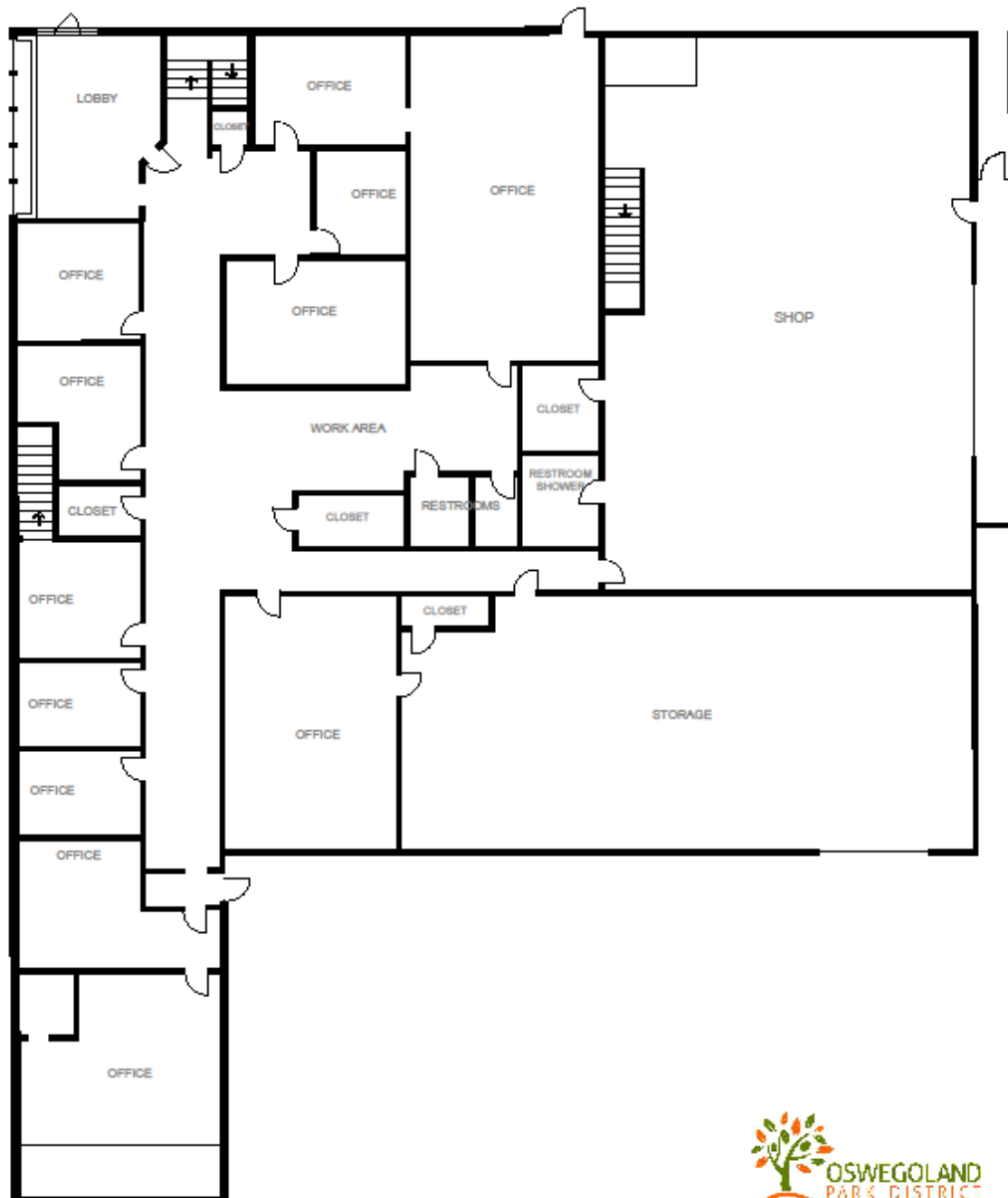
PRAIRIE POINT CENTER
MAINTENANCE GARAGE



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Prairie Point Floor Plan:

**PRAIRIE POINT
FIRST FLOOR**



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Prairie Point Floor Plan:

PRAIRIE POINT CENTER
SECOND FLOOR



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Prairie Point Site Aerial:



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B.3 Project Description – South Point Center

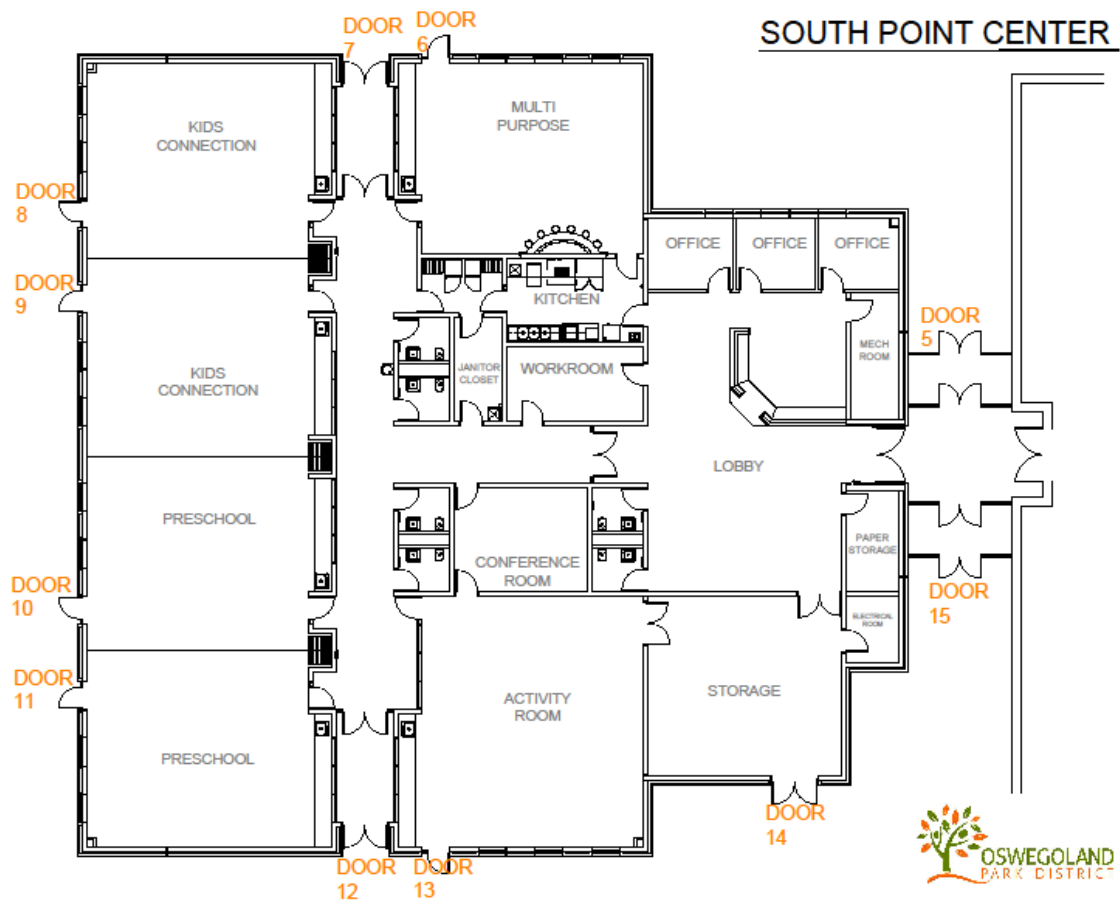
South Point Center is an approx. 13,000 sq ft community center located at 810 Preston Ln., Oswego, IL 60543. It is a one story building built in 2008. Current uses include multipurpose facility for Kid's Connection, preschool, dance, fitness, athletics, and other Park District programming. The general public has regular access to this building. The project will include design and construction administration for interior building improvements.

Potential Scope to Include:

- a. Replace Carpet
- b. Paint Walls
- c. AV in Conference Room - Large HDTV Screen with server access
- d. Add (2) large HDTV Screens to MPR
- e. Conference Room noise issues to Activity Room
- f. Lighting in Lobby space
- g. HVAC/Controls upgrades - Replace JCI BAS System (will not couple with school's replacement)
- h. Redo Work Room as Breakroom
- i. Reduce Reception Area to accommodate temporary staff work space, seat two CSRs at front desk (need less lobby space), and include District branding
- j. Remove cabinets/new furniture in Activity Room
- k. Maybe lighting in Pre-School Rooms
- l. Replace monument sign with LED digital sign
- m. Review efflorescence on brick

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South Point Center Floor Plan:



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South Point Center Site Aerial:



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B.4 Project Description – Fox Bend Golf Course

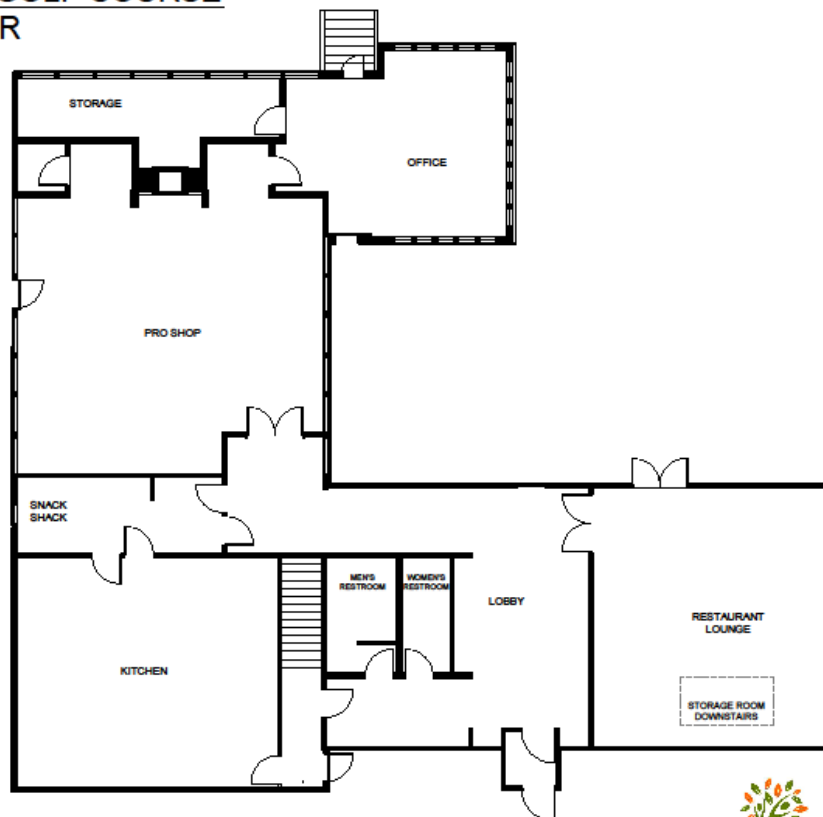
Fox Bend Golf Course is an 18-hole public golf course with multiple buildings located on the property at 3516 US-34, Oswego, IL 60543. It is owned and operated by Oswegoland Park District and built in 1967. The project will include design and construction administration for interior building improvements and exterior site improvements.

Potential Scope to Include:

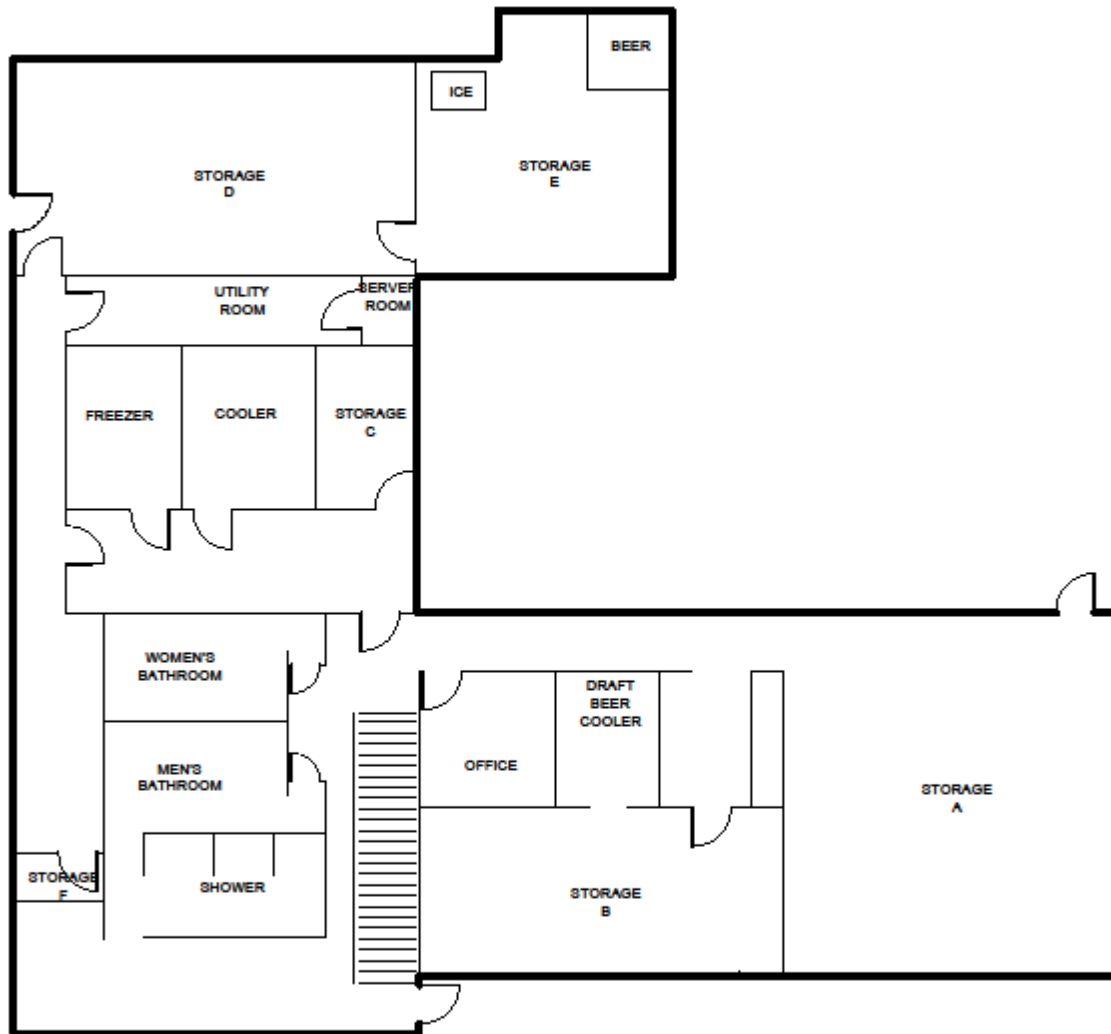
- Add electronic Monument Sign at Rte 34/Boulder Hill Pass Intersection
- Replace electric panels, old wiring, and data cables in Clubhouse
- Wrap new steel around maintenance lower shed
- Replace maintenance building ceiling
- Replace kitchen hallway swinging doors
- New office furniture/storage layout for Proshop offices

Fox Bend Golf Course Floor Plan:

FOX BEND GOLF COURSE MAIN FLOOR



FOX BEND GOLF COURSE
BASEMENT



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Fox Bend Golf Course Site Aerial:



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C. Preliminary Project Schedule

Issue RFQ	January 23, 2023
Pre-proposal on-site meeting (optional)	February 1, 2023
RFQ questions due by 3:00 PM	February 6, 2023
Qualification proposals due by 3:00 PM	February 14, 2023
Review of Proposals	February 15, 2023
Interviews (if necessary)	February 22, 2023–March 1, 2023
Contract Negotiation	March 2, 2023–March 8, 2023
Final selection recommendation	March 16, 2023

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D. Qualifications

It is the intention of the Oswegoland Park District to select the professional design firm that furnishes satisfactory evidence that it has the requisite experience, ability, capital, organization, and staffing to enable it to perform the work successfully and promptly, and to perform the services required for the Project set forth in this RFQ. The Oswegoland Park District may consider the following factors in addition to the requirements of Section F:

1. The ability, capacity and skill of the consulting firm to perform the services required for the Project.
2. Methodology used to achieve technical, management and project controls.
3. Demonstrated an understanding of the scope of project and provide a quality solution to the described need.
4. Whether the professional design firm has the requisite experience, ability, capital, organization, and staffing to enable it to perform the work successfully and promptly, and to perform the services required for the Project.
5. The character, integrity, reputation, judgment, experience and efficiency of the professional design firm.
6. Demonstrated ability to work in a collaborative team environment that supports the integration of various user groups.
7. The sufficiency of financial resources and ability of the professional design firm to perform the Contract.
8. The quality and qualifications of the professional design firm's team of sub-consultants assembled to complete the Project as demonstrated on projects of similar size and scope.
9. Ability to communicate with the selection committee and the Park District Board of Commissioners both in written and verbal formats.

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E. Scope of Professional Services

1. The Professional design firm shall work in collaboration and cooperation with the Park District staff, Park District Board of Directors, the residents and park users, the Construction Manager, and other professional consultants required.
2. Study of existing conditions and available information.
 - a. Initial meeting to gather input from Park District staff and Construction Manager assisting in the development of goals and objectives for the projects at each site.
 - b. Analysis of each site to assess current conditions.
3. Prepare schematic designs of improvements to the building interior, exterior, and surrounding site, as applicable at each site.
4. Review with the Park District and Construction Manager and revise and prepare conceptual designs for presentation to the Board
5. Work with the Construction Manager who will prepare probable estimates of cost for construction for each site.
6. Prepare and coordinate design schedule with the Construction Manager.
7. Attendance at approximately six meetings with Park District staff during the process as well as a park board meeting to make a final presentation.
8. Prepare final Architectural Plans (suitable for bidding and permitting).
9. Construction Observation
10. Administrative Services including project close out with digital as-built drawings

Oswegoland Park District
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F. Submittals

All submittals shall be addressed to Chad Feldotto, Director of Parks & Planning. Proposals shall be clearly marked with “Architectural Services RFQ” and must be received on or before **3:00pm Central Standard Time on Tuesday, February 14, 2023.** Proposals received after the deadline will not be accepted.

1. Submittal form and Financial Statements in Section L.
2. Professional design firm’s Qualifications, Credentials and References
 - Provide a description of your firm’s qualifications, credentials, experience, project management philosophies, and resources as they relate to this project.
 - Provide copies of resumes of all professional staff who will be assigned primary responsibility for this project. At least one member of the professional design team must be licensed to practice in Illinois.
 - Provide a list of five similar projects and services your firm has performed within the last five years with the names, addresses and phone numbers of the clients for whom the work was done. Include at least four (4) color photos of the project.
 - Provide the names, addresses and qualifications of sub consultants that may assist in the project.
3. Format
 - Please submit one (1) digital pdf copy emailed to cfeldotto@oswegolandpd.org.

Oswegoland Park District
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G. Insurance Requirements

The winning firm shall maintain during the progress of the Work, and if required to return during the warranty period, insurance with the minimum limits and coverages as shown below or, if higher, the requirements set forth in the contract documents:

Coverage shall be at least as broad as:

- i. Professional Liability Insurance.
- ii. Broad Form Comprehensive Commercial General Liability.
- iii. Worker's Compensation insurance as required by statute and Employers Liability insurance.
- iv. Umbrella Liability insurance.

G.1 Hold Harmless Clause

The selected Firm shall, to the fullest extent permitted by law, waive any and all rights of contribution against the District and shall indemnify the District and its officers, elected and appointed officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs) arising out of or resulting from the performance of the Firm's work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused by any wrongful or negligent act or omission of the Firm, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity that the District would otherwise have. The Firm shall similarly, protect, and indemnify the District, its officers, elected and appointed officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of Firm's breach of any of its obligations under, or Firm's default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Firm or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts. The rights and obligations of this Subsection shall survive the voluntary or involuntary termination of this Contract.

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H. Inquiries

1. All questions and inquiries regarding this RFQ shall be made to the Director of Parks & Planning, Chad Feldotto, by 3:00PM on February 6, 2023 at cfeldotto@oswegolandpd.org or by phone at 630-554-4428.
2. Proposers shall promptly notify the District of any ambiguity, inconsistency, or error which they may discover upon examination of the RFQ.
3. If deemed necessary, the Park District will notify all prospective professional design firms of any interpretation, clarification or additional information requested. However, no oral interpretation by the Park District will be binding. Only instructions in writing will be deemed valid. Major or significant questions that may affect the fairness of the submittals may be answered with an addendum which will be sent to all consultants.

I. Evaluation Criteria

The following evaluation criteria may be used to identify and rank the most qualified firms.

1. Organization and completeness of submittal.
2. Qualifying projects – Submittals should indicate relevant experience in the design of similar type maintenance facilities.
3. General Firm Experience – Submittals should indicate the ability to perform the services as reflected by technical training and education, general experience, specific experience in providing the required services for public-use buildings, and the qualifications and abilities of personnel proposed to be assigned to perform the services.
4. Firm Size – Submittals should include personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting.
5. Financial Responsibility
6. The plan for performing the required services.
7. Interview success (if considered necessary by the Selection Team).

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J. Selection Process

1. It is the District's intent to, through committee review and selection, enter into contract negotiation with the highest ranked Firm. The award will be determined using the criteria and procedures outlined herein. The firms will be ranked in the order that, at the sole discretion of the District and its selection committee, is best suited to provide the requested services.
2. The chosen selection process is separated into two stages; stage one is the solicitation of this RFQ which is open to any firm or team invited that would like to be considered, and stage two is review of qualified finalists and interview before our selection team, if considered necessary by the Selection Team.
3. This RFQ is an open call with no restrictions.
4. Review of all Qualification submittals will be by the District Selection Team. Consideration will be given to all respondents based on the criteria listed within.
5. It is the intent of the District to negotiate an agreement with the highest ranked proposer based on the submittal and interview. The District reserves the right to determine the highest ranked responsible proposer on the basis of an individual item or group of items.
6. If the District is unable to negotiate a satisfactory contract with the firm which is the highest ranked, negotiations with that firm will be terminated. The District will then begin negotiations with the firm which the next highest ranked.
7. The Park District reserves the right to accept or reject any or all proposals. The Park District reserves the right to cancel this Request or any portion thereof for any reason.
8. All expenses incurred for preparing, submitting and presenting the proposals to the Park District shall be paid for by the professional design firm.

K. Contractual Agreement

1. The contractual agreement between the Park District and the successful architectural firm shall be the most current AIA Document "Standard Form of Agreement Between Owner and Architect" as amended by the Park District's legal counsel.
2. If the successful firm does not execute a contract within thirty (30) days after receiving the contract, the Park District reserves the right to award a contract to the next most qualified firm.

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L. Submittal Form

Profile Questionnaire

Each firm shall answer each of the following questions in full in order for the application to be considered by the Oswegoland Park District.

- A. **Firm Name:** _____
- Business Address:** _____
- City:** _____ **State:** _____ **Zip:** _____
- Main Phone:** _____ **Main Fax:** _____
- B. **Name & title of primary contact person:** _____
- Phone:** _____ **E-mail:** _____
- C. **Parent company (if any) and address:** _____
- _____
- D. **Submitting company is a (corporation, partnership, sole proprietorship, limited liability company, other):** _____
- E. **Federal employer identification number:** _____
- F. **Year firm was established under its present form of ownership:** _____
- I. **Each firm and sub-contractor working on the project must complete this questionnaire.**

Financial Statement

Attach to this page your firm's audited financial statements for the past three (3) years.

For submitters who are not required to have their financial statements audited:

Acceptable alternate documentation would be un-audited financial statements that include balance sheets and income statements (or equivalents) for the three (3) most recent years. Assets / liabilities and income / expenses must be presented in sufficient detail for the Oswegoland Park District to determine the financial condition of the submitter's business.

Such internally-generated documents must be notarized to ensure authenticity/accuracy.