

Request for Qualifications for Lake Land College Workforce Development Center Renovation

General

Provide ten copies of the qualifications / proposal by 2:00 pm CST, October 16, 2014 in the Office of the Director of Facilities Planning, Lake Land College, Mattoon, Illinois 61938. Facsimile responses will not be accepted. Proposals received after 2:00 pm will not be considered.

The outside of the envelope shall be clearly marked:

“PROPOSAL FOR ARCHITECTURAL SERVICES FOR LAKE LAND COLLEGE WORKFORCE DEVELOPMENT CENTER RENOVATION”

Questions regarding this Request for Proposal, or regarding submitted proposals, should be directed to Mike Kasdorf, Director of Facilities Planning, (217) 234-5431, mkasdorf@lakelandcollege.edu.

The selection committee will pre-select the firms to be interviewed. Those firms selected to be interviewed will be informed of the exact time and place of the interview at a later date.

Project Description

Location: Lake Land College Workforce Development Center, 305 Richmond Ave. East, Mattoon, Illinois 61938.

Scope: This facility will be a renovation complete of Lake Land College’s existing Workforce Development Center. The present building is a single story masonry and steel structure with a floor area of approximately 74,000 gross square feet which houses the following operations.

- The Center for Business and Industry (CBI)
- TRiO Talent Search
- Commercial Driver’s License Training (CDL)
- Adult Education
- Highway Construction
- Pathways
- Workforce Investment Act (WIA)
- C.E.F.S. Economic Opportunity Corporation (CEFS)
- Corrections

In addition, there is a need for a variety of administrative offices and conference rooms. Requirements for commons areas, restroom facilities, mechanical systems, plumbing systems and electrical equipment will also be addressed.

This building will be connected to the College's existing Andover building automation system, communications and data networks. It is currently connected to municipal and public services such as electrical power service, storm and sanitary waste systems, natural gas and water service. The renovation will require additions, alterations and improvements to those systems. Site development shall include additions, modifications and improvements to landscaping, walkways, parking areas, improvement and extension of existing site lighting, signage and controls. The scope also includes, but is not limited to:

- Building Information Modeling and integration with GIS

- Installation of energy saving systems, including but not limited to, geothermal heating and air-conditioning, passive and active solar energy systems, high efficiency lighting, daylighting, etc.

- Modifications to associated retail spaces

- Upgrade of the building facade

- Resurfacing of parking areas

- Improvement of storm water handling

- Tuck-pointing/masonry maintenance

- Roof replacement

- Moveable equipment

LEED Silver required (minimum)

Complete Building Information Model (BIM) required

Budget: Approximately \$8,000,000 combined State and local funds

Proposals

The following content will be evaluated by the committee and be used as the basis for selecting firms to be interviewed, and the final selection of an architectural firm. Brevity and clarity are highly valued. Proposals shall be arranged in the following order and be organized for ease of understanding:

Do not provide cost proposals at this time.

Introductory Letter

Prepare an executive summary stating your understanding of the project, why your firm should be chosen and any general information you wish the College to consider about the proposal.

Firm Information

- Provide a complete Illinois Form 255

- Firm shall have an Illinois office

- Demonstrate firm's history of working with CDB

- Firm must meet all MBE/FBE participation requirements

- Provide examples of your BIM capabilities

Provide additional information for projects cited as Relevant Project Experience on Illinois Form 255 form including:

- General Contractor's contact information

- Project Description including

 - Facility type

 - Addition, renovation or new construction

 - Original project budget

 - Original project design and construction schedules

- Names, roles and responsibilities of each team member involved

- Description of design and development method used

- Dates of project milestones completed

- Evaluation of project including:

 - Analysis of original project budget to final cost

 - Comparison of original schedules to design and construction milestones

 - Evaluation of project change orders

Include one set of photographs (no larger than 8½" x 11") and/or drawings (no larger than 18"x24") for each of the referenced projects including interior and exterior views. These items will be returned upon request.

Team Personnel

No change in personnel assigned to the project on Illinois Form 255 will be permitted without prior approval of the College.

Organizational Chart:

Provide copies of organizational charts for the firm as a whole and the specific design team for this project.

Provide an organizational chart which includes CDB, Using Agency, A/E, consultants, etc.

Design Philosophy and Implementation:

Provide a narrative description on the Architect's/Engineer's approach to the Project Program. Specific discussion should include:

- Communication and Coordination with the Using Agency

- Project Management Methods

- Cost and Schedule Management Procedures

- Program Development and Review Methods

Quality Assurance

Describe methods you will use to ensure that the design and construction of the project will be completed on time and within budget.

Address your achievements in energy conservation design. The College stresses energy conservation in all of its construction and remodeling projects.

Provide a detailed explanation of how you intend to achieve operational cost objectives.

Describe in detail the proposed on-site commitment during design and construction.

Consultants

Provide explanation of experience with large-scale geothermal systems. Provide reference projects and contact information for owners/developers.

Claims and Suits History

List all claims, judgments, disciplinary actions, arbitration proceedings or suits settled, pending or outstanding against the firm, officers or team members related to performance of professional services within the past ten years.

Provide complete information for any claims, suits or requests for arbitration filed by or on behalf of officers or team members within the past ten years.

Conflicts of Interest:

Disclose all possible Conflicts of Interest