

Request for Proposals
For Provision of Architectural
Services for
SCHUYLER-INDUSTRY CUSD #5
Performing Art Center

Date of issue: June 25, 2018
Due Date for Receipt of Proposal: July 13, 2018

*Any and all architectural firms wishing to be considered for provision of architectural services must respond in writing by the date listed using the form included herein and attaching any requisite documentation.

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SECTION 1
Terms

"Board" means Board of Education of Schuyler-Industry District No. 5;

"District" means; Schuyler-Industry District No. 5;

"Due Date" means the date by which Proposal must be received;

"Projects" means work anticipated by District on which architect will be expected to perform;

"Proposal" means the Letter of Interest submitted by Architect by Due Date with included documentation;

"Architect" means an architect or architectural firm properly licensed and certified to serve a public school districts operating in the State of Illinois and desiring to submit a Proposal;

"RFP" means this Request for Proposals; and

"Superintendent" means Superintendent of Schools of the District.

SECTION 2
Scope of Anticipated
Projects

2.1 District Rights. The following project listed in 2.3 is a anticipated future project for District. District expressly reserves its right and authority to add projects, remove projects, delay projects, alter projects or otherwise not execute projects.

2.2 Proposals. Providing diagrams, proposals, or other information regarding the following project does not in any way guarantee the project will occur, the project will occur in the timeframe listed, the architect will be used for the project, or that the project will occur in the means or manner listed. The purpose for the information in 2.3 is to allow Architect the opportunity to understand District's future plans and to have a means to draft information and plan upon which Architects' skill may be considered a n d compared.

2.3 Projects. The following project is anticipated to require the services of the Architect that is hired:

Project Name	Project Scope	Anticipated Inception Date
Performing Arts Center	Planning and Construction of a Fine Arts/Performing Arts Center for School District	Fall 2018

SECTION 3 General Information

3.1 **Purpose.** The purpose for the RFP is to procure for District an Architect to perform services for District to plan and construct a Fine Arts/Performing Art Center. In order to be considered, an Architect shall submit a proposal to be received by District at the location described herein on or before the Due Date.

3.2 **General Requirements.** The proposal shall comply in every way with the requirements of the RFP, shall address all projects, and shall include a letter substantially consistent with Section 7 herein. The purpose of this RFP is to enable all parties a basis for information and comparison. The Board expressly retains the right to accept or reject any proposal for any reason.

3.3 **Board Decision.** The Board reserves the right to make or defer a decision on the hiring of an architect or firm at any time. The Board anticipates reviewing and hearing proposals at a Building and Grounds Committee meeting at a date and time to be determined.

3.4 **Questions.** Questions shall be directed in writing to Superintendent. Mr. Beau Fretueg who will direct all questions and answers to all Architects providing an executed Letter of Intent with sufficient information to contact and generally consistent with Section 6, herein below by 9th day of July 2018 at or before 2:00 p.m.

3.5 **Letter of Intent.** An Architect desiring to submit a proposal shall submit a Letter of Intent not later than 9th day of July 2018 at or before 2:00 p.m. in order to receive answers to all of the questions received by the District. An Architect who fails to submit a Letter of Intent by the deadline may submit a proposal, but accepts any and all risk for failure to receive sufficient information.

3.6 **Proposals.** Architects wishing to be considered to be hired by the Board to perform architectural services for the District shall submit a written proposal not later than the 13th day of July 2018 at or before 2:00 p.m. substantially complying with the terms of this RFP.

3.7 **Communication.** It is the Architect's responsibility to ensure that intended proposals and communications are received and understood. The District shall have no responsibility or liability for any person or firm's failure to confirm receipt, and shall retain no responsibility for contacting architects except to communicate to the fax number or email provided in Section 6 herein below answers to questions asked and answered before the 9th day of July, 2018 at or before 2:00 p.m..

3.8 **Error.** The Board retains the right to waive or enforce error at Board's sole and exclusive discretion. The Board shall not be required to hire, retain, or work with any

architect or firm, and shall have the absolute right to accept, reject, or modify any proposal at its discretion.

3.9 **Receipt.** All documents required by this RFP must be marked received by District with the date and time of receipt, and must be delivered by the Due Date at:

Mr. Beau Fretueg, Superintendent of Schools
Schuyler-Industry School District No. 5
740 Maple Avenue
Rushville, Illinois 62681

3.10 **Evaluation.** The District shall, unless it has a satisfactory relationship for services with one or more firms, evaluate the firms submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, and such other qualifications-based factors as District may determine in writing are applicable. The District 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.

3.11 **Contract.** On the basis of evaluations, discussions and presentations, the District shall, unless it has a satisfactory relationship for services with one or more firms, select no less than three (3) 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 specific project. The District shall then contact the firms 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 (3) firms submit proposals, the District may either rank the firms submitting proposals or reject all firms.

**SECTION 4
Schedule**

Last Date of Accepted Receipt

Letter of Intent
Questions Regarding RFP
Proposal
Interviews (if necessary)
Anticipated Board Decision

July 9th, 2018 2PM
July 13th, 2018 2PM
July 25th, 2018 6 PM
August 2018

SECTION 5
Requirements for Submission

The following requirements shall apply to all proposals. Board expressly reserves the right to accept or reject any proposal which fails to comply with the requirements herein:

1. Executed Letter of Intent;
2. Executed Letter of Interest, substantially consistent with Section 7;
3. Statement of years in business under present name;
4. Summary of any judgments against the Architect in which Architect has been found to be professionally negligent;
5. References;
6. Licenses and certifications;
7. Description of any relationship between principals or employees and Board; and
8. Portfolio of work.
9. Proposals for Projects and information regarding specific measures that will be taken to comply with District timelines.

SECTION 6
Letter of Intent

Date _____

Mr. Beau Fretueg, Superintendent of Schools
Schuyler-Industry School District No. 5
740 Maple Avenue
Rushville, Illinois 62681

RE: Letter with Architectural Services Proposal

Dear Mr. Fretueg:

My name is _____

I am with the architectural firm of _____

We are located at _____

Our phone number is _____

Our fax number is _____

We can be reached by email at _____

We wish to declare our interest in serving as your school district's architect, and intent to submit a proposal.

Sincerely,

SECTION 7
Letter of Interest

Date _____

Mr. Beau Fretueg, Superintendent of Schools
Schuyler-Industry School District No. 5
740 Maple Avenue
Rushville, Illinois 62681

RE: Letter of Interest -Provision of Architectural Services

Dear Mr. Fretueg:

My Name is _____ I am with the
architectural firm of _____.

We are located at _____.

Our phone number is _____.

We can be reached by email at _____.

We have been in business under our present name for _____ years.

[Other qualifications the Architect would like District to consider]

We wish to declare our interest in serving as your school district's architect. We have reviewed the request for proposals, and wish to be considered.

We have attached the following documents for your consideration:

1. Portfolio of Past Work
2. Licenses and Certifications (list)
 - a.
 - b.
3. Summary of Judgments
4. References
5. Summary of Relationships with District Employees or Board
6. Proposals for Projects and information regarding specific measures that will be taken to comply with District timelines.

Please let us know if we can be of further assistance to your district.

Sincerely,
