



City of Peru



Eric Carls, P.E.
City Engineer

P.O. Box 299 • 1901 Fourth Street • Peru, IL 61354-0299
815-224-6020 • fax: 815-223-9381 www.peru.il.us ericcarls@peru.il.us



Request for Professional Services Peru Police Station - Project # 17-11-BG City of Peru, IL

Purpose

The City of Peru, Illinois (hereinafter referred to as "The City") is issuing a Request for Qualifications for architectural services for the project described below and in accordance with the formal qualification-based selection process. The purpose of this Request for Qualifications is to solicit qualifications for providing professional services, architectural. The City hopes to enter into a contract with a responsible firm for such services, and accordingly is seeking certain information whereby such service capabilities shall be evaluated to determine which Architect shall be awarded the contract.

Scope of Project

The existing police station is located at the northwest corner of US Rte. 6 (4th Street) and West Street. The project consists of site evaluation, program development, conceptual design, final design, and various aspects of construction administration. The architect will provide the City with conceptual plans, construction plans, specifications, and various other documents necessary for budgeting, bidding, and construction.

Clarification of the Architects Role

The proposed architect will be responsible for the preparation and completion of all described tasks within this RFQ and others as determined by the Project Team. The Project Team shall consist of the Team Leader (Owner's Representative) – City Engineer Eric Carls, Police Chief Douglas Bernabei, and City Building Inspector. The Team may also include other City Employees, City Consultants, and the City Attorney as determined by City Engineer Eric Carls.

All work tasks completed by the architect will be formally submitted to the Team Leader for formal review and approval by the Project Team. All bids will be solicited, addenda published, contracts awarded, submittals approved, pay requests approved, and/or any other similar action items by the City of Peru with assistance and recommendation from the architect as needed.

Determination Factors

The following factors will be used in arriving at the selection of a professional firm, including but not limited to:

- Qualifications
- General experience
- Specific record of accomplishments with similar or like projects
- Skills and abilities of personnel (proposed project team)
- Workload and scheduling availability to start work on the project
- References

A formal decision will be made after the evaluation process, the City intends to enter into a contract with the selected architectural firm. Qualifications, experience, and performance will be considered as elements of a responsible proposal at the sole discretion of the City. The City's decision shall be final and not subject to recourse by any firm, person or corporation. The City reserves the right to reject any and all proposals.

City Review Process

The City and its project team will review each submittal. The project team will invite the selected firms for a formal interview. The interviewed firms will be ranked in order to determine the most qualified for the project.

The City will notify the selected firm upon completion of the formal recommendation and final vote of the City Council.

Required Information for the Qualifications Packet

The following information is required at a minimum to be submitted in writing as part of qualifications statement:

1. A detailed description of the firm, including as a minimum the following:
 - Names of all principals/partners
 - Founding date of the firm
 - General nature of work experience,
 - Number of professional and support staff in the firm
 - The firm's organizational chart
 - All licenses and/or certifications
2. Identification by name and qualifications for the Project Manager and project support staff. This includes a resume for each that includes:
 - title
 - education
 - licensure of proposed project team
 - relevant experience
 - specific role in the firm or any past firms
3. A description of the methods and/or techniques employed by the firm to maintain communication with the Project Team.
4. References for at least four (4) municipal, government entity, or similar projects of comparable size and scope to this project, or greater.
5. Submission of a statement describing specifically why your firm is qualified to act as the architect for the design and pre-construction phases of this project.
6. Submission of signed and dated Acknowledgement of Receipt and Understanding of Request for Qualifications. **Submittals must be submitted to the City at 1901 4th Street, Peru, IL on or before 10:00 A.M. on Thursday, July 27th, 2016.**

Method for Submitting Qualifications

Qualifications, all accompanying information, and required documents must be enclosed in a sealed envelope. The envelope must clearly state the phrase "**Request for Qualifications – Architectural Services – Project # 17-11-BG**". Qualifications must be received either by hand-delivery or mail to the following address no later than the date and time indicated in the previous section:

*Attn: Eric Carls, P.E.
City Engineer
City of Peru, IL
1901 4th Street
Peru, IL 61354*

***Qualifications Submittal - the firm shall include six (6) hard copies and one (1) pdf copy on flash (thumb) drive.**

Responsibilities of the Professional

It is the City's intention to enter into a contract with a professional firm as soon as possible. The architect will assist the City through the Phase 1 (Program Development), Phase 2 (Design), and Phase 3 (Construction Administration & Project Closeout). Responsibilities of the professional include, but are not limited to, the following:

Phase 1 – Program Development

- Site review and assessment
- Coordination of topographic survey
- Review and coordination of required site utilities
- Meeting with Project Team to discuss conceptual planning
- Review of the City's project goals and visions
- Develop project budgets
- Develop project schedules and timelines
- Review functional needs and requirements of the department for project incorporation
- Develop conceptual plans for the project teams review
- Modify conceptual plans and project parameters as results of meetings and reviews with the project team
- Attend community and project meetings as requested

Phase 2 – Design

- Prepare submittals for all required permits
- Develop detailed plans, specifications, and/or special conditions for various construction bid packets
- Review project plans, specifications, and bid documents with the project team
- Develop a detailed project cost estimate. The estimate shall reflect value-engineering ideas that have been accepted by the project team and additional design details incorporated during the completion of design documents.
- Develop a project schedule(s)
- Conduct on-going value engineering to identify opportunities of enhancing the value of the project
- Attend community and project meetings as requested
- Prepare a progress schedule and scope of work for inclusion in the bid documents

Phase 3 – Construction Administration & Project Closeout

- Assist the Project Team in developing and soliciting bid documents
- Assist the Project Team in preparing contracts
- Provide construction inspection support if needed and as directed by the City Engineer
- Manage shop drawing and submittal review process
- Review requests for information as needed
- Review and provide recommendations for change order requests as needed
- Attend regular project progress meetings
- Attend committee/council meetings as requested
- Assist project team and construction observer in preparing a punch list
- Provide listing of contractor supplied O&M manuals to be submitted at closeout

Acknowledgement of Receipt and Understanding of Request for Qualifications

By signing and dating below, I acknowledge receipt of this Request for Qualifications as prepared by City of Peru, Illinois. I understand that I agree to comply with all of the requirements in this request, and hereby submit this signed Acknowledgement of Receipt and Understanding of Request for Qualifications for professional services for the referenced project (**Project # 17-11-BG**).

Signature

Date of Signature

Name and Title of Firm Representative

Name of Firm

Address of Firm

Representative Phone/Contact Information