

**Oak Brook Park District
1450 Forest Gate Road
Oak Brook, IL 60523**

**REQUEST FOR LETTERS OF INTEREST, STATEMENTS OF QUALIFICATIONS
AND PERFORMANCE DATA FOR PROFESSIONAL SERVICES**

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RFQ NOTICE
**REQUEST FOR LETTERS OF INTEREST, STATEMENTS OF QUALIFICATIONS
AND PERFORMANCE DATA FOR PROFESSIONAL SERVICES**

The Oak Brook Park District (the “District”) is soliciting letters of interest, statements of qualifications, and performance data from qualified professional mechanical engineers to provide an analysis of the existing climate control air handling mechanicals of the Park District’s indoor Family Aquatic Center and to make recommendations and create stamped engineered plans and bid specifications for recommended improvements.

The Request for Qualifications and Submittal Requirements (the “RFQ”) for the Project is on file and available for pick up at the District’s Administration Office, in the Family Recreation Center at 1450 Forest Gate Road, Oak Brook, IL 60523, or by PDF format from the District’s website (www.obparks.org/bids).

The RFQ will be available Monday – Friday, 9:00 a.m. – 5:00 p.m., beginning Wednesday, July 27, 2022 through Tuesday, August 2, 2022

Responses to the RFQ shall be submitted in a sealed, opaque envelope and marked with "Submittal for Professional Services for “Family Aquatic Center HVAC Project.” Responses must be received on or before 12:00 p.m. on Monday, August 8, 2022 in the Administrative Office of the Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL 60523. No e-mail or fax submittals will be accepted.

The firm(s) selected must comply with applicable federal, state and local laws, rules, regulations and executive orders including but not limited to those pertaining to equal employment opportunity.

The selection of the successful firm(s) shall be at the District’s discretion and shall be made pursuant to the provisions of the Local Government Professional Services Selection Act, 50 ILCS 510/0.01, *et seq.* The District reserves the right to reject any and all proposals, or to accept any portion of the proposal, to waive any formality, technicality or irregularity in any proposal, and to be the sole judge of the value and merit of the proposals offered. Such decisions by the District shall be final.

Laure Kosey Executive Director
Oak Brook Park District



Oak Brook Park District

1450 Forest Gate Road • Oak Brook, IL 60523-2151

Phone: 630-990-4233 • Fax: 630-990-8379 • www.obparks.org

July 27, 2022

Re: Request for Letters of Interest, Statements of Qualifications and Performance Data for Professional Services (“RFQ”)

Deadline: Monday, August 8, 2022 at 12:00 p.m.

Location: Oak Brook Park District Administration Office
Family Recreation Center
1450 Forest Gate Road
Oak Brook, IL 60523

Dear Vendor:

Enclosed you will find information relating to the Oak Brook Park District’s (the “District” or the “District’s”) request for letters of interest, statements of qualifications, and performance data from qualified professional mechanical engineers to provide an analysis of the existing climate control air handling mechanicals of the Park District’s indoor Family Aquatic Center and to make recommendations and create stamped engineered plans and bid specifications for recommended improvements.

Enclosed are the proposal requirements for the Project. Please submit one (1) original and two (2) copies of your proposal to the location and by the deadline set forth above. Proposals received after the deadline set forth above will not be considered. It is the sole responsibility of the respondent to ensure that the District has received the proposal on time. Electronic or facsimile transmission will not be accepted.

For further information regarding the RFQ, please contact Laure Kosey, Executive Director, at 630-645-9535.

OAK BROOK PARK DISTRICT



Laure Kosey, Executive Director



We strive to provide
the **very best** in
park and recreational
opportunities, facilities and
open lands for our community.

**OAKBROOK PARK DISTRICT
1450 Forest Gate Road
Oak Brook, IL 60523**

**REQUEST FOR LETTERS OF INTEREST, STATEMENTS OF QUALIFICATIONS,
AND PERFORMANCE DATA FOR PROFESSIONAL SERVICES**

The Oak Brook Park District (the “District”) is soliciting letters of interest, statements of qualification and performance data (“RFQ”) from qualified professional mechanical engineers to provide an analysis of the existing climate control air handling mechanicals of the Park District’s indoor Family Aquatic Center and to make recommendations and create stamped engineered plans and bid specifications for recommended improvements. (“Project”).

The selection of the successful firm(s) for the Project shall be at the District’s discretion and shall be made pursuant to the provisions of the Local Government Professional Services Selection Act, 50 ILCS 510/0.01, *et seq.* The District reserves the right to reject any and all proposals, or to accept any portion of the proposal, to waive any formality, technicality or irregularity in any proposal, and to be the sole judge of the value and merit of the proposals offered. Such decisions by the District shall be final.

A. SCOPE OF SERVICES

The selected Engineer shall perform an analysis of the air quality and inspection of the indoor Family Aquatic Center climate control and air handling mechanicals. Engineer shall meet with District representatives to discuss recommendations for air quality improvements, including a cost opinion of the project, which shall provide optimal energy efficiency and low maintenance costs. The District shall rely on the Engineer, being expert in its field, to propose creative recommendations so that maximum value and utility is attained by the District. The Engineer shall prepare stamped engineered drawings and bid specifications for permit approval by the Illinois Department of Public Health and the Village of Oak Brook for the District’s chosen improvements to the climate control and air handling mechanical system. Engineer shall prepare complete Construction Documents for the Project. The Construction Documents shall consist of Engineered Drawings, Specifications, and other necessary documents as required to seek proposals/bids from qualified General Contractors.

Any requested changes made by permit review officials shall be made by the Engineer without any additional cost to the District.

Firms will be expected to provide resident engineers, architects, inspectors and other technical personnel necessary to observe, monitor and document a contractor's progress on a project from the start of field operations to final completion.

B. SELECTION PROCESS

The District will select firms on a Quality Based Selection process. The selection process will be made in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 *et seq.* (the “Act”).

1. Evaluation of Written Submissions:

An evaluation committee, consisting of District staff members, will review and evaluate all written responses to the RFQ in accordance with the general evaluation criteria set forth below (Selection Criteria) and based on such other information and matters as the committee deems necessary or desirable to determine the qualifications, responsibility, and suitability of each firm submitting a proposal in response to the RFQ.

After conducting such review and making such evaluations, the District may select not less than three (3) qualified firms (unless the District receives less than 3 submissions) to proceed to the oral interview stage of the selection process (a “Finalist” and/or the “Finalists”), or may reject all proposals.

2. Oral Interview:

If one or more Finalists are selected, an oral interview or interviews may be conducted by the District. At the interview, each Finalist shall be required to explain its submission in detail, including a full discussion of how its approach to the Project satisfies the general evaluation criteria set forth below (Selection Criteria). In addition, each Finalist shall be required to answer questions posed by the District. Oral interviews may be tape recorded.

Upon completion, review and consideration of the oral interviews, the District may request additional information from one or more of the Finalists if deemed necessary or desirable by the District to assist it in evaluating a Finalist’s qualifications for the Project.

3. Ranking:

Based upon the written submissions, oral interviews and any supplementary information submitted in response to the District’s request, and based upon the general evaluation criteria listed in below (Selection Criteria), such other criteria as the District determines appropriate, and such independent investigation (e.g. discussions with previous clients) as the District determines to be necessary or

desirable to assist it in evaluating a Finalist's qualifications, the District will rank the Finalists in the order of their qualifications for the Project.

4. Negotiations:

Following such ranking, the District will contact the highest ranking firm and attempt to negotiate a contract for the services at a fair and reasonable compensation taking into consideration the Project budget and the estimated value, scope, complexity and nature of the services to be rendered.

If fewer than three (3) submissions are received and the District determines that the firm(s) which did submit statements of interest is (are) qualified, the District may negotiate a contract with any such firm(s) in accordance with the requirements of the Act.

The Oak Brook Board of Park Commissioners will make the final selection of the architect/engineer for each Project.

C. SELECTION CRITERIA

The evaluation committee shall review the responses to the RFQ for the Project. The architect/engineer for the Project will be selected based on the following criteria (in no order):

1. Qualifications and experience of firm for the Project;
2. Qualifications and experience of staff assigned to the District;
3. Experience/Performance -- Review of past performance on public projects, evaluations of references, etc;
4. Method and/or approach to the Project;
5. Expressed understanding of issues related to the Project; and

D. SUBMITTAL REQUIREMENTS

Submissions for each Project shall include:

1) Letter of Interest

A letter of interest from the firm, introducing any team members, highlighting the team's proposal for performing the services in accordance with the Project description and meeting the results to be achieved as described in the RFQ.

Provide a cover letter indicating your firm's understanding of the requirements of the specific job proposal. The letter should be a brief formal letter from the prospective firm that provides information regarding the firm's interest in and ability to perform the requirements of the RFQ.

A duly authorized representative of the firm must sign the letter in response to the RFQ. The cover letter should be on letterhead and state the legal name of the firm, phone number, fax number, mailing address and e-mail address.

2) Firm History and Experience

- a) Please give a brief history and description of your firm (years in business, type of ownership, type of organization, size of firm, professional affiliations, and mission/vision). Firm will have no less than five (5) years actual business experience in landscape architectural/engineering services, with not less than two (2) years performing work for public agencies.
- b) Provide an organization chart graphically depicting the staff to be assigned to the specific Project.
- c) Please include resumes of all key personnel to be assigned to the specific Project, which should include, but is not limited to: years of experience, degrees, licensure, and etcetera. Attach any certifications, awards, or training that will assist in qualifying your firm for the Project.
- d) Provide documentation of firm's licensure to practice architectural and/or engineering services in the State of Illinois. List all in-house design disciplines that your firm provides. (i.e.: mechanical, electrical, civil engineering, etc.).
- e) Submit descriptions for similar projects your firm has worked on and list your firm's role for each project. List at least three (3) of the firm's recent project references for projects of a similar scope and size that have been completed within a similar timeframe. Provide performance data on these similar projects and describe why they are effective. Experience with park district and other units of local government, non-for-profit or other non-commercial clients is preferred. OSLAD Grant experience is preferred. During the interview process we will expect performance data for previous work on the following:
 - Project delivery method;
 - Start and end dates of the project and start and end dates of your services for the project; the targeted substantial and final completion dates for the project and the actual dates the project was substantially complete and finally complete and if the targeted dates were not met, why not;
 - The project budget and whether the project was completed within budget and if not, why not; number and scope (dollar amount/time extension) of change orders and reasons for change orders;
 - Disputes on the project (including without limitation disputes between your firm and the Owner or Owner's Representative, your firm and the Construction Manager, or your firm and a contractor or material supplier) and with respect to each dispute, describe the nature of the dispute in detail and how the dispute was resolved. Your information

should include, but not be limited to any litigation, mediation or arbitration proceedings, work suspension or stoppage and suspension or termination of your services.

- f) Provide a list of any projects in the past 3years that were not completed.
- g) Provide at least three (3) references for any *sub-consultants* that will be involved, with *current* addresses, principal client representatives, phone numbers and email addresses.

3) Firm's Methodology/Approach to the Project

- a) Discuss your firm's role, methodology and approach to the scope of services. Firms may suggest different approaches to achieving the objectives.
- b) Please provide a description of your team's approach to value engineering, efficient permitting, and working with other consultants.
- c) Describe how time will be allocated. Be precise about the division of responsibility.
- d) Describe your typical approach to construction observation and administration, including but not limited to your recommended anticipated frequency of site visits for this Project and what you will do during those site visits.
- e) Describe post construction services rendered, if any and whether such services are included as part of basic services.

4) The firm's capability to complete a project on schedule.

- a). Provide an outline work plan and tentative schedule for the specific Project;
- b) Break down work plan/timeline by task.
- c) Discuss your firm's method/approach for controlling the schedule of a project.
- d) Provide information on your team's current and planned workload and your ability to complete the Project within the desired timeline. Include a statement regarding the key personnel listed in this submission and their availability for the duration of the Project.

5) References/Signature Sheet

On the Reference and Signature sheet included, provide three (3) recent references for similar work. The list shall include the client's name, address, telephone number, project title and description, project location and the contact person.

Without a duly signed and executed Reference and Signature Sheet, the firm's submittal in response to this RFQ will not be considered.

6) RFQ Response Format

- a) Submit one (1) original and two (2) copies of your response for the Project, including all required forms and supporting documentation, with the original copy of the submittal clearly labeled “Original.”
- b) Submissions must be presented on 8 ½” x 11” paper in a loose-leaf folder or binder and inserted in a separate sealed, opaque envelope and labeled as “Family Aquatic Center HVAC Project.”
- c) A cover sheet containing the name of the firm making the proposal including the name, address, and telephone number of a specific contact person for this RFQ.
- d) A Table of Contents: All requested information must be presented in the order as listed within the Submittal Requirements.
- e) Any supplemental information you wish to provide. These additional supporting documents **should not exceed ten pages**. All submittals shall be bound and on 8.5” x 11” paper. The contents of the response to this RFQ by the successful firm will be referenced in any contract awarded for this Project.
- f) Submittals become the property of the District. The cost of preparation of proposals shall be the sole obligation of the submitting firms; the District is not liable for any costs incurred by submitting firms. The District, at its sole discretion, may waive any informalities and act in what it determines to be in the District’s best interest. Submissions will not be returned to the individual or the company that has submitted the proposal.

Submissions are due on or before Monday, August 8, 2022 at 12:00 p.m. at the following address: Oak Brook Park District Administration Office, Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523.

E. COMPENSATION TO BE EXCLUDED

In accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 *et. seq.*, please ensure that submissions and any related materials do not include estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation related to the Project. Any submission containing cost estimates or other compensation related figures will be considered non-responsive and will not be considered by the District.

F. SELECTION SCHEDULE

RFQ packages available to the Public: July 27, 2022

Letter of Interest/Statement of Qualifications due: Monday, August 8, 2022 – 12:00 pm

Selection of “Short List” for interviews: August 12, 2022.

Interviews with top rated firms: August 15 – 24, 2022.

**Request for Qualifications for Professional Services
Reference and Signature Sheet**

All firms providing a submittal for “Professional Services” shall include the Reference and Signature sheet completed and signed by the individual providing the submittal in behalf of the firm.

Please provide three (3) recent references for similar work. The list shall include the client name, address, telephone number, project title and description, project location and the contact person

Reference # 1

Client Name:

Contact:.....

Address:.....

Telephone Number:

Project title:

Description of Project:.....

Project Location:.....

Reference # 2

Client Name:

Contact:.....

Address:.....

Telephone Number:

Project title:

Description of Project:.....

Project Location:.....

Reference # 3

Client Name:

Contact:

Address:

Telephone Number:

Project title:

Description of Project:

Project Location:

Submitted by:

Name of Firm:

Address of Firm:

City: State: Zip:

Submitter's Name:

Telephone: E-mail:

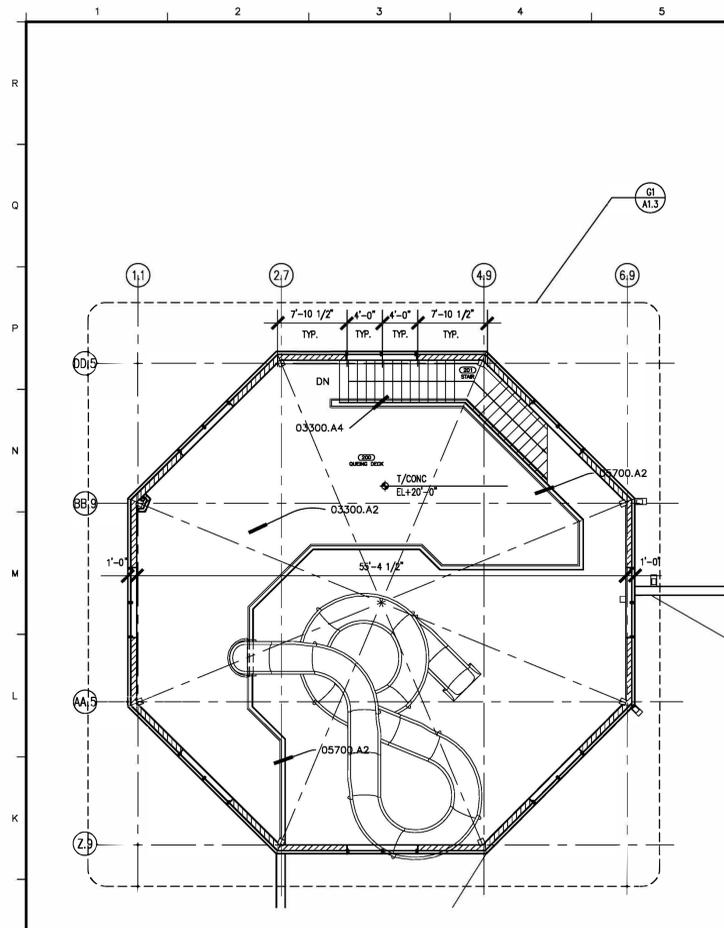
Oak Brook Park District
1450 Forest Gate Road
Oak Brook, IL 60523

**Request for Qualifications for Professional Services –
Oak Brook Park District Information**

Oak Brook Park District's Indoor Family Aquatic Center features:

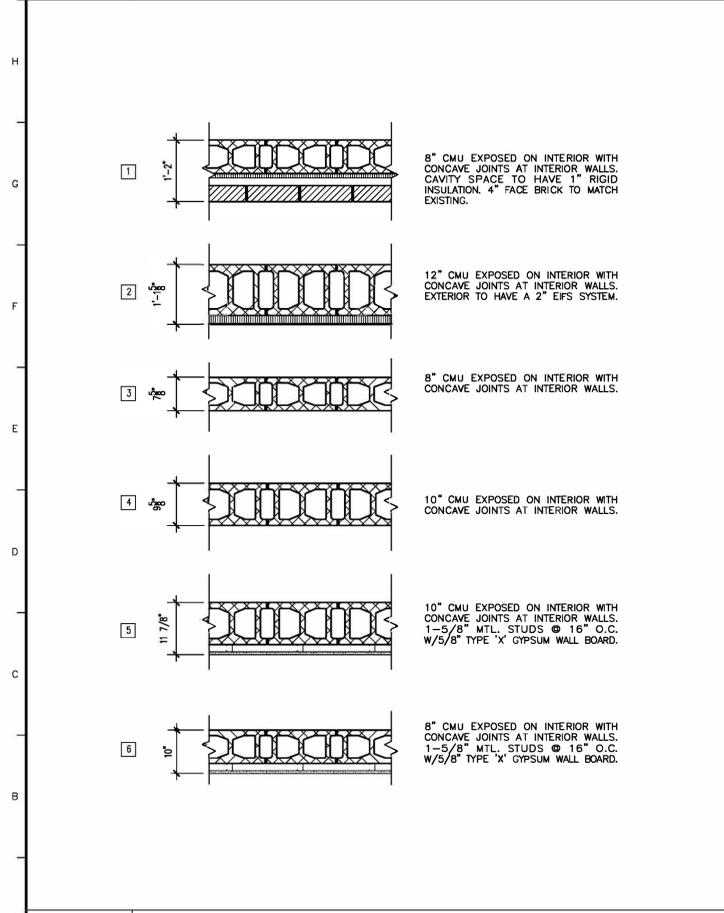
- a six lane 25-yard lap pool.
- a zero-depth entry leisure pool with interactive water play structure and 105-foot water slide. The leisure pool also has an adjacent lap lane and a water vortex.
- 10-person spa.

The Family Aquatic Center was built in 1999 as an addition to the Family Recreation Center.



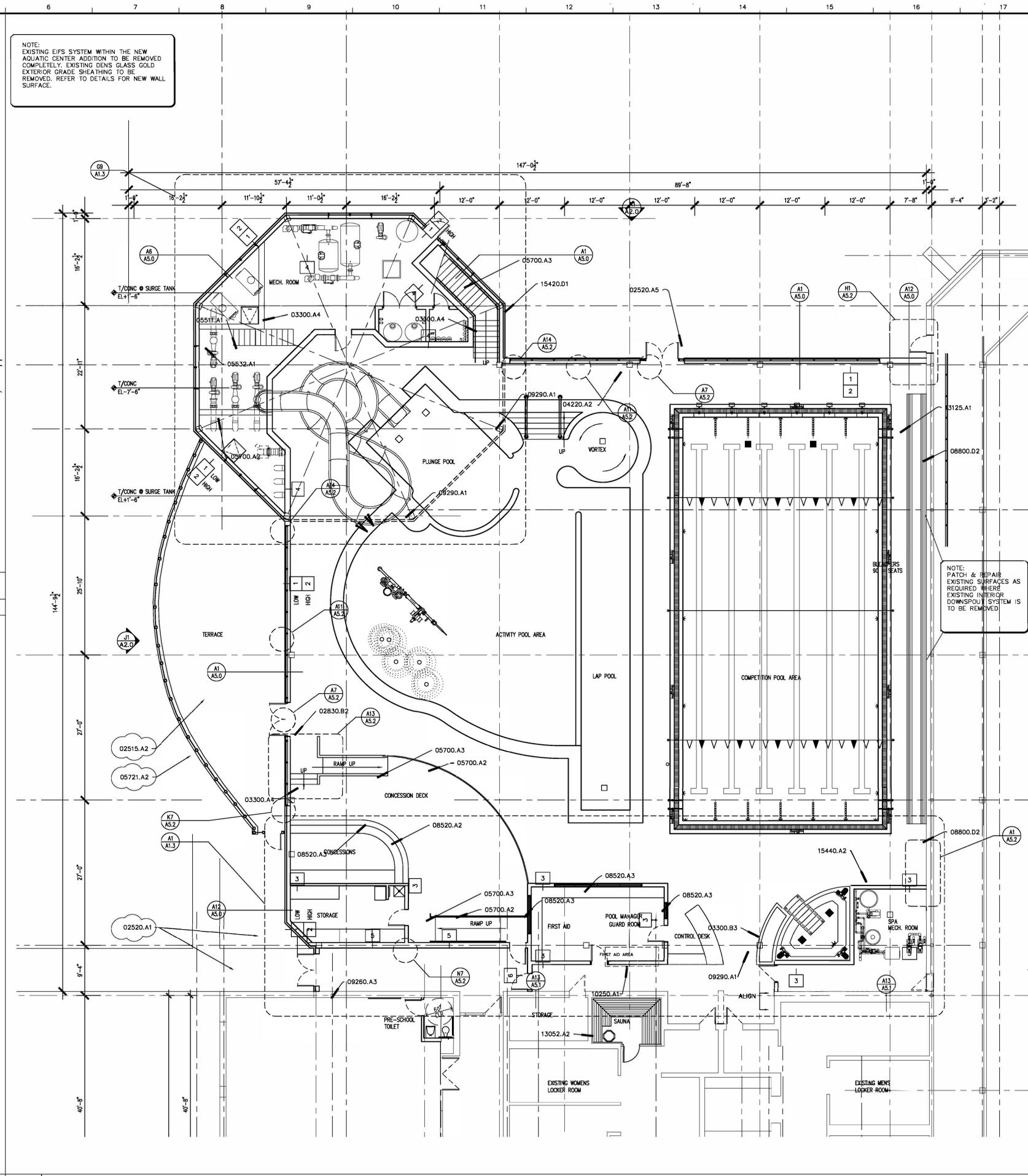
J1 QUEING DECK PLAN

1/8" = 1'-0" XPLAN2



A1 WALL TYPES

NTS XWALTYP



A6 FLOOR PLAN

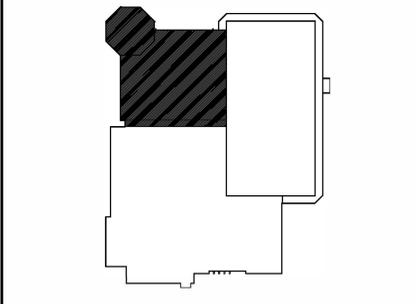
1/8" = 1'-0"

NOTE:
EXISTING EIFS SYSTEM WITHIN THE NEW AQUATIC CENTER ADDITION TO BE REMOVED COMPLETELY. EXISTING DENS GLASS GOLD EXTERIOR GRADE SHEATHING TO BE REMOVED. REFER TO DETAILS FOR NEW WALL SURFACE.

KEYNOTE LIST

- 02520.A5 CONCRETE STOOP.
- 02830.B2 PVC COATED GATE, DOUBLE ACTING AND SELF CLOSING.
- 03300.A2 SLAB - SEE STRUCTURAL.
- 03300.A4 CONCRETE STAIRS, BROOM FINISH.
- 03300.B3 CAST-IN-PLACE CONCRETE PLANTER, 1'-0" HIGH.
- 04220.A2 CMU COLUMN ENCLOSURE, MATCH HEIGHT OF CMU AT NEW CURTAIN WALL SILL.
- 05511.A1 METAL STAIR WITH NON-SLIP TREADS, INEMEC PAINT FINISH.
- 05532.A1 FIBERGLASS GRATING.
- 05700.A2 ALUMINUM GUARD RAILSEE L13 / A5.3
- 05700.A3 ALUMINUM HAND RAIL.
- 08520.A2 WINDOW, ALUMINUM FRAME, PROVIDE SLIDING WINDOW WITH SCREEN AT CONCESSION WINDOW OPENING.
- 08520.A3 WINDOW, ALUMINUM FRAME, FIXED, 1/4" TEMPERED GLASS.
- 08800.D2 EXISTING WINDOW FRAME TO REMAIN REGLAZE WITH LAMINATED SAFETY GLASS.
- 09280.A3 5/8" TYPE 'X' GYP. BD. ON 1-5/8" MTL. STUDS @ 16" O.C.
- 09290.A1 GLASS REINFORCED CONCRETE COLUMN COVER, 24" DIAMETER, TOP ON ENCLOSURE TO BE 14'-4" A.F.F.
- 10250.A1 FIRST AID CABINET - BY OWNER
- 13052.A2 FIRE-FABRICATED SAUNA UNIT AS MANUFACTURED BY HELO OR EQUAL, PROVIDE AS ALTERNATE BID.
- 13125.A1 2-TIER ALUMINUM FRAME / FIBERGLASS SEAT BLEACHER.
- 15420.D1 DOWNSPOUT.
- 15440.A2 DRINKING FOUNTAIN.

NOTE:
ALL DOORS & GATES LEADING TO POOL AREA SHALL BE EQUIPPED WITH SELF-CLOSING AND SELF-LATCHING MECHANISMS



KEY PLAN

NO SCALE

ref. F:\97000\97016\A0\Wllogo.dwg

Revisions / Submissions	
PLAN REV	3-12-98
IN-PROGRESS	26-98
50% C.D.	4/13/98
STEEL BID	5-04-98
95% C.D.	18 MAY 1998
PERMIT	20 MAY 1998
BID	19 JUNE 1998
IDPH REV	16 OCT 98

Oak Brook Park District
Indoor Aquatic Center
1450 Forest Gate Road
Oak Brook, Illinois 60521

north

Job No. 97016
Date 5-18-98
Drawn By CB
Checked By JRF

A1.2

Constr. Documents

