

Request for Qualifications (RFQ)
Architectural Services for Bathroom Remodeling Project

Released September 12, 2025

RFQ Response Due Date and Time: October 3rd, 2025, by 5 pm CST

Return Sealed Proposal to: Shorewood-Troy Public Library District
650 Deerwood Dr.
Shorewood, IL 60404
Attn: Jennie Mills, Library Director
jmills@shorewoodtroylibrary.org

Please mark the front of the envelope with 'RFQ Response – Architectural Services'.

Number of copies: Submit two (2) hard copies of the proposal.

Offers may not be withdrawn for a period of 90 days after proposal due date without the consent of the Shorewood-Troy Public Library District. The Library will not return any materials received in response to this invitation. Submittals will not be opened in a public forum.

1. Purpose and Intent

The Board of Trustees of the Shorewood-Troy Library District ("Library") seeks professional architectural services under contract to implement a bathroom remodeling project for its facility's lower level. The project will be composed of a redesign of two (2) single-stall family bathrooms and the remodeling of the bathrooms.

While this Request for Qualifications addresses only a bathroom remodeling project, the Library will likely have other architectural and design needs in the future, and the library intends to establish a long-term relationship, provided both parties are amenable to it and agree in writing. However, this RFQ should only address the bathroom remodeling project.

2. Background Information

The Library building was constructed in 1985, with the lower level being completed for occupation in 1992. The two family bathrooms were last remodeled in 1992. They are both fully tiled, including the walls.

3. Scope of Work for Architectural Services

The Library is requesting comprehensive architectural services, including planning, design, cost estimation, preparation of construction documents, reproduction costs, bidding (if required by law), bid and/or vendor evaluation, construction administration, and final inspection.

The architect, the construction team, and Library administration will jointly determine the anticipated start date for construction upon hire; however, the Library has set a target completion date of May 2026.

Detailed Scope of Services includes, but is not limited to:

- In consultation with the Library Board and Administration, design the remodeling of the bathrooms
- Provide cost estimates of the project
- Provide the schematic and conceptual design for the remodel
- Prepare the construction bid package in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the pre-bid conference, bid opening, and evaluation of bids.
- Provide quality control to ensure the contractor and the subcontractors are providing materials, labor, and products consistent with what is identified in the design and specifications.
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards.
- Review and approve all contractor requests for payment within the approved budget and submit approved requests to the Library for payment processing, excluding change orders.
- Provide one set of, as built, reproducible plan drawings to the Library upon project completion.
- Conduct final inspection, testing, and approval of the completed project for acceptance, including successful completion of the punchlist.

4. Schedule

Below is the estimated timeline for the architectural firm search. The following schedule is subject to change. Except as noted below, changes will only be made by written amendment to this RFQ.

Date:

September 12, 2025,
September 24, 2025
October 3rd, 2025
October 20-30, 2025
November 13, 2025

Event:

Release Request for Qualifications
Site Visit (Optional)
Proposals Due
Interviews Conducted (if requested)
Library Board Awards Contract
(subject to delay without notice to proposers)

5. Site Visit

An optional pre-proposal site visit will be held at the Library (650 Deerwood Dr., Shorewood, IL 60404) on September 24, 2025, from 10:00 a.m. to 11:00 a.m.

Firms are encouraged to use this opportunity to ask clarifying questions, obtain a better understanding of the project, and to notify the Library of any ambiguities, inconsistencies, or errors discovered upon examination of this RFQ. All responses to questions during the site visit will be oral and in no way binding to the Library.

6. Questions

Questions must be submitted in writing by 5:00 p.m. CST on September 26, 2025. Questions are best received and responded to most quickly when sent directly to jmills@shorewoodtroylibrary.org via email. Questions will not be accepted by telephone.

7. Corrections and Addenda

- If a proposer discovers any ambiguity, conflict, omission, or other error in the RFQ, the proposer shall immediately notify the contact person (Jennie Mills at jmills@shorewoodtroylibrary.org) in writing and ask for clarification or modification of the document. Modifications will be made as addenda to all parties in receipt of this RFQ.
- Addenda issued by the Library interpreting or changing any of the items in the RFQ, including all modifications thereof, shall be incorporated in the proposal. Any oral communication by the library's designated contact person or any other Library staff person concerning this RFQ is not binding on the Library and shall in no way modify this RFQ.

8. Selection Process.

The Library will consider the materials submitted by the respondents, including references, and may include interviews. Proposals will be evaluated in part based on the evaluation criteria below.

Evaluation criteria:

At a minimum, respondents must provide all the requested information in this RFQ. The Library will consider:

- Overall quality of the RFQ response
- Qualifications and experience of professional personnel to be assigned to the project, including reference checks
- Understanding of the project and scope
- Design experience of similar projects
- Demonstrated ability to perform services described
- Architect's capability to meet time and project budget, including projected workload affecting completion of the project requirements, and availability of personnel to respond and provide services promptly
- Satisfaction of former clients with the competency of the architect and the quality of work, as verified by references
- Ability to communicate and build rapport with Board and staff members
- Related experience with similar projects, with Library or municipal experience desirable.
- Willingness to meet time requirements.
- The location and workload of the respondent.
- Any other qualifications-based factors as the Library may determine in writing are applicable.
- All publicly available information about the respondent.

The Library may, during the evaluation process, request additional information from any proposer that the Library deems necessary to determine the proposer's ability to perform the required services. If such information is requested, the proposer shall be permitted two (2) business days to submit the information requested.

Interviews with up to 3-6 firms will be conducted at the candidate's own expense. Upon final selection after the interviews, negotiations will begin with the architect of the first choice. If a satisfactory contract cost cannot be reached with the architect of first choice, the next architect will be contacted.

9. Other Conditions

- This RFQ is only an invitation to submit a Statement of Qualifications and does not commit the Library to enter into an agreement or to proceed with the project. The Library reserves the right to determine, in its sole discretion, whether a proposal, in its judgment, meets the needs or purposes intended. The Library also reserves the right to reject any and all proposals or waive any formality, technicality, or irregularities in any proposal.
- While the Library does have other outstanding architectural needs in the future, and the Library is open to a continuing relationship with an architectural firm if amenable to and agreed to in writing by both sides, contracting with an architectural firm for this project does not imply that the Library is entering into a long-term contractual relationship with an architectural firm.
- All costs incurred by responding to the RFQ are the sole responsibility of the respondents.
- Architectural firms are advised that the Library is a government agency. Proposals and their supporting documents may be subject to under the Illinois Freedom of Information Act. Proprietary and or confidential information provided to the library in response to this RFQ must be expressly labelled as proprietary or confidential. The Library's discussion of the final selection of architectural firms will take place in an open meeting.

10. Proposal Format and Submittal Requirements

Proposals should provide a concise statement of your firm's qualifications, including the following information and any other specific material that you feel is relevant to the Library's consideration of your firm as the architect for this project. The particular information **must** be provided in this order:

- a. Introduction:** Please provide an introduction, including the following information:
 - a. The firm's legal name, address, telephone number, and principal's email address
 - b. The principal (s) of the firm and their experience and qualifications
 - c. The primary contact person who will be associated with the Library's project and their resume
 - d. A description of the firm's prior experience, including design and construction management of similar renovation projects, the location of the project, and the cost.
 - e. A description of the firm's current workload and how that will be coordinated with the Library's project, as well as the firm's anticipated availability during the term of the Library's project.
 - f. A list of key personnel, including their back-ups, that may be associated with the Library's projects. For each person included, please include a brief biographical sketch. Include the individual's relationship with the firm, current job title, employment history with the firm, educational background, and number of years of relevant experience. If your firm is selected for interviews, the key personnel will be expected to be the ones interviewing.

- g. References and completed projects of the team (primary contact person and key personnel). Please identify and designate three to five completed public library or similar projects that the team or its members have undertaken within the last five years.
- For each reference project include:
- Brief description of the project and date of occupancy
 - Actual costs vs. budgeted costs
 - Client contact
 - Illustrative drawings
- b. **Statement of Philosophy**
- c. **Description of Approach to Projects**
- d. **Description of Services (Understanding of Scope):** State the knowledge and understanding of the needs of the Library.
- e. **Certification.** Certify that all components of the proposal will remain firm for a minimum period of ninety days following the opening of the proposal.
- f. **Acceptance of Conditions:** Provide an acceptance-of-conditions statement that affirms the respondent's acceptance of all conditions and requirements contained in the RFQ.
- g. **Execution:** Sign the proposal in ink and provide the postal address of the respondent.
- h. **Supplementary information:** at the discretion of the firm.