



REQUEST FOR QUALIFICATIONS

For Architectural and Engineering Services

Lake Forest Library

360 East Deerpath Road Lake Forest, IL 60045 847.234.0636 www.lakeforestlibrary.org

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Overview

Lake Forest Library is seeking proposals from architectural firms to provide architectural and engineering design services for construction documents for repair and restoration of the existing historic library dome.

Contact: Library Board of Trustees
operations@lakeforestlibrary.org

Date of Issue: September 27, 2021

Due Date: Friday, October 15, 2021 5:00 pm (CT)

Submit to: Lake Forest Library Board of Trustees
Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045
operations@lakeforestlibrary.org

Board of Trustees: John F. Johnson, President; Bryan Bertola, Vice President; Elizabeth Grob, Secretary; Andrea Lemke, Treasurer; and Trustees Germaine Arnson, Jim Clifton, JoAnn Desmond, Sue Shattock, and Heather Strong.



General

1. The RFQ and addenda are available on the Library's website at: www.lakeforestlibrary.org/requests.
2. All questions pertaining to the RFQ must be in writing and received no later than 5:00 pm (CT), than Friday, October 8, 2021. Send questions via email, using the subject line *RFQ Architectural & Engineering Services*, to Lake Forest Library Operations at operations@lakeforestlibrary.org.
3. Any changes to the RFQ or addenda will be posted no later than Monday, October 11, 2021 by 5:00 pm (CT). Firms are responsible for checking the Library's website to ensure that they have the most current RFQ information.
4. The Library is not liable for any costs incurred by any firm or agent thereof in connection with this RFQ. Expenses incurred by a responding firm and its agents are the sole responsibility of the firm and may not be billed or charged to the Library now or at any time in the future.
5. All submitted proposals are binding until January 13, 2022 (ninety (90) calendar days following the submission due date).
6. Please submit five (5) bound copies to the Library address noted in the **Overview** (page 3) and an electronic copy via email, using the subject line *RFQ Architectural & Engineering Services*, to the Lake Forest Library Board of Trustees at operations@lakeforestlibrary.org.

RFQ Purpose

The Library is seeking proposals for architectural and engineering design services to repair and restore the Library's historic dome and related components.

The firm selected will work in cooperation with the Library to realize the goals of the Library in an expeditious and fiscally responsible manner. Services shall include but are not limited to:

- Planning and Design: Necessary field work on-site; coordinate 3rd party consultants if applicable; develop comprehensive design solution; participation in regular meetings with the Library Building Committee; development of a preliminary project schedule; assistance in phasing the project to minimize interruption of library service; and preparation of cost estimates during the design phase.
- Construction Documentation and Bidding: Preparation and coordination of the bid documents: drawings and specifications; public bid announcement and pre-bid walk-through; obtaining and opening bids along with recommendation of award in a manner

consistent with requirements for public libraries under applicable statutes; and obtaining all required permits from the City of Lake Forest and its commissions and review boards.

- Construction Administration: Periodic on-site supervision and inspections including scheduling, coordination and quality control; scheduling and coordination of construction update meetings with Library Building Committee; obtaining all required inspections with the City of Lake Forest; coordination of all drawings and material submittals; submittal and management of all payment applications including, without limitation, all lien waivers and change orders; final punch list per phase; and project close out including all manuals and documentation.

The Library

The [Lake Forest Library](#) was chartered on July 4, 1898 and moved to its current building and location in 1931. The Library is governed by a nine-member Board of Trustees selected by the Caucus and appointed by the Mayor with approval of the City Council. Trustees serve a maximum of two three-year terms.

The Library's FY2022 annual operating budget is \$4,381,371 million. The Library's fiscal year is May 1 to April 30.

The Library Building

The [Library](#) resides in the City of Lake Forest Historical District, which is on the National Register of Historic Places (<https://catalog.archives.gov/id/28893342>). A history of the Library is at: en.wikipedia.org/wiki/Lake_Forest_Library. The present Library building, original structure designed by architect Edwin H. Clark, opened in 1931. Two major renovations/ additions occurred in 1978 and 1991. Also, of note and potentially relevant to this Dome Repair & Restoration Project, in 1984 the copper dome was replaced, and in 2012-14 a slate roof, flat roof and gutter project was completed. See specifications for the 1984 dome renovation project at: <https://lakeforestlibrary.org/1984dome>.

Scope of the Project

The Library is commencing Phase I of the Capital Improvement Project, the repair and restoration of the historic dome and interior rotunda (the "Dome Repair & Restoration Project"). In 2018, HGA, Inc. prepared the Lake Forest Library Feasibility Report ("Feasibility Report") which is available at: <https://tinyurl.com/LFL-Feasibility>. In 2019, HGA, Inc. prepared the Lake Forest Library Dome Report (the "Dome Report") which is available at: <https://tinyurl.com/LFL-DomeReport>.

The selected firm should be prepared to begin work immediately after a contract is signed. We expect the selected firm to be able to present its work in a variety of venues, including community governance venues.

Focus Areas and Issues

The Library is seeking a comprehensive repair and restoration design solution for the historic dome. The Dome Repair & Restoration Project areas include, but are not limited to the following: Dome, Dome Base (often referred to as the drum), Dome Pedestal (including piers/foundations), Rotunda Attic (unoccupied interior of the dome), and Rotunda (occupied interior space under the dome specifically the ceiling and murals).

The main focus of the Dome Repair & Restoration Project is the roofing system and rainwater management; however, firms should apply a holistic approach and review and make recommendations for all applicable interdependent systems, including but not limited to: masonry assembly, structural system, mechanical, electrical, plumbing, life safety, glazing, interior and exterior materials/ finishes.

Applying parties should reference the Dome Report.

Evaluation Process and Criteria

The RFQ and any addenda will be available on the Library website at: www.lakeforestlibrary.org/requests. The Library Board will select the firm that offers the greatest benefit to the Library based on its Statement of Qualifications and professed ability to meet the overall expectations of the Dome Repair & Restoration Project. The following criteria will be used in the selection process:

- Proposed project schedule.
- Proposed project team.
- Proposed Design Approach
- Quality of prior work experience presented.
- Responsiveness and completeness of statement provided in response to the RFQ.
- Experience and qualifications of the firm including demonstrated knowledge of planning, management, evaluation skills, and experience.
- Technical quality and methodology of firm's approach to organizing and managing the project; ability to document information and recommendations clearly in written format.
- Ability of the firm to communicate with various governmental units and other stakeholders, including Lake Forest City Council, Lake Forest Historic Preservation Commission, Lake Forest Preservation Foundation, and others.
- Experience working on historic public structures.
- References and examples of completed consulting projects; satisfaction of former clients with competency of architect and completed work.

Selection Process

The Library's Board of Trustees will evaluate submissions, select firms for interviews with the Library Building Committee, check references, make the final decision, and negotiate an Architectural Design Services Contract with the successful firm. The Board, at its discretion, may seek expert advice in reviewing the submissions.

The Library is under no obligation to make a selection under this RFQ, and it reserves the right to make any selection it chooses. The Library reserves the right to reject any or all submissions at its sole discretion, accept a submission based on other considerations, and waive or modify any provision of this RFQ.

Site Visits

All firms are encouraged to visit the Library to gain an understanding of the project and to familiarize themselves with the Library and its grounds. While site visits are encouraged, they are not mandatory and will not be a pre-requisite for submitting a response.

Appointments for a tour of the Library building and campus are available between October 1, 2021 and October 5, 2021. More than one firm may be scheduled into the same time slot. Please contact operations@lakeforestlibrary.org to schedule a time for a site visit.

Submissions

Submit five (5) printed copies and one (1) electronic copy no later than 5:00 pm (CT), Friday, October 15, 2021 to:

Lake Forest Library
360 East Deerpath Road
Lake Forest, IL 60045
operations@lakeforestlibrary.org

The electronic submission should be sent via email, using the subject line *RFQ Architectural & Engineering Services*, to operations@lakeforestlibrary.org.

Late submissions will not be accepted. Submissions will not be opened in public, and information will be kept confidential until an award is made. An acknowledgement will be sent for each submission received.

The submission must include the below listed required information in the stated order. Submissions should not exceed 50 single-spaced pages. This limit includes the cover letter and resumes. The submission may be printed single-sided or double-sided as long it does not exceed the 50 single-spaced page limit.

Required information

The following should be included in the submission in the stated order:

Introduction

1. Cover letter with firm name, address, email, and phone.
2. Contact person's name, address, email, and phone.

3. A concise statement that demonstrates the firm's understanding of the project and scope of services sought by the Library.
4. Provide a proposed Project Schedule highlighting the implementation and milestones of the Dome Repair & Restoration Project through construction bidding and award process.
5. Description of any additional consultants that will perform work as part of your proposal. Provide names, addresses, and relevant experience for additional consultants.

Firm History

1. Number of years in business.
2. Type of organization, size and composition of your firm.
3. Type of ownership, identify owners, partners, etc.
4. Geographical areas of operation.

Personnel

1. A team organizational chart.
2. List of the project team, identifying the role of each key team member and the amount of their time that will be dedicated to the Dome Repair & Restoration Project. Provide résumés for each key personnel.

Experience and References

1. Discuss your firm's experience and, in particular, the team's experience with restoration of historic structures, in particular, domes and public buildings.
2. Identify three to five historic restoration projects that were completed within the last seven (7) years. For these projects provide:
 - a. Name and address of client.
 - b. Name, telephone number, and email address of the client contact person.
 - c. Name, telephone number, and email address of the general contractor.
 - d. Summary of the project, including year completed
 - e. Identify key prospective Dome Repair & Restoration Project team members that were also part of the example project's team and their role on the example project. Contract Information to include:
 - i. Original Construction Budget:
 - ii. Original Construction Contract Amount:
 - iii. Final Construction Contract Amount:
 - iv. Original Completion Schedule:
 - v. Actual Completion Schedule:
 - vi. Contract Type:
 - f. Photographs of the project.

Financial

1. Attach firm's most recent balance sheet and income statement, certified by a licensed Certified Public Accountant. This statement must comprise a period ending no more than one year prior to the submittal date of this proposal.
2. Statement if firm is presently negotiating or entertaining a sale, acquisition, or merger that would alter the Firm's current structure.
3. If a Non-Disclosure Agreement is needed to provide this information, please forward the request to operations@lakeforestlibrary.org prior to submission.

Other Information

Provide other pertinent information that you feel makes your firm qualified for the proposed project.

Anticipated Timeline

Item

Issue RFQ	September 27, 2021
Non-mandatory site visits, by appointment	October 1 – October 5, 2021
Written submissions due	October 15, 2021
Submission review; firm interviews	October 15 – November 1, 2021
Selection, notification, commence contract negotiation	November 2021
Library Board approval of selected firm and contract	November 2021