REQUEST FOR STATEMENTS OF INTEREST, QUALIFICATIONS AND PERFORMANCE DATA FOR ARCHITECTURAL SERVICES FOR

GOLF COURSE and CLUBHOUSE RENOVATION

Issued On: March 1, 2018

Date Due: March 29, 2018 - 2:00 pm CST

At: 545 Academy Drive Northbrook, IL 60062

Pre-submittal Conference: March 8, 2018 at 1:00 pm CST

At: Sportsman’s Country Club Clubhouse 3535 Dundee Road Northbrook, Illinois
Section 1: Introduction

The Northbrook Park District (the “District”) is soliciting letters of interest, statements of qualification and performance data ("RFQ") from qualified design teams to provide comprehensive architectural design services for the renovation of the golf clubhouse at the District’s Sportsman’s Country Club (“Sportsman’s) and for major improvements to Sportsman’s golf course, including the potential relocation of the driving range to increase capacity and to optimize the customer experience (the “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 any 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.

Project Description
A Golf Operations Assessment of Sportsman’s (the “Assessment”) was conducted in 2017. The Assessment recommends that the District consider relocation of the driving range, and the addition of grass tees and covered heated hitting stations, all of which may necessitate course rerouting.

The Assessment also recommends course infrastructure improvements, including rebuilding the Classic 18 greens, tee improvements, with forward additions and back extensions, cart path additions and repairs, bunker improvements, replacement of the irrigation system on the East 9, and overall course drainage improvements.

Additional recommended improvements from the Assessment consist of new 22,000 – 24,000 square foot clubhouse (11,000 -12,000 main level, 11,000 - 12,000 lower level for cart storage), or renovating the existing clubhouse, with the construction of a 5,000 - 6,000 sq. ft. addition. Parking lot improvements and stormwater management requirements also need consideration.

The Project’s all-in budget is approximately twelve (12) million dollars for the planned improvements and includes all professional fees for design and construction of the Project, including but not limited to fees for engineering, design professionals and construction management services).

The chosen team will work closely with District staff and the Construction Manager during design and construction. It is anticipated that the construction delivery method will be Construction Manager as Advisor with Corporate Construction Services, 1323 Butterfield Road, Suite 110, Downers Grove, Illinois, acting as the Construction Manager.

Each respondent must reply to this RFQ by supplying a proposal with all relevant information that meets the requests and standards set forth in this RFQ.
A. **Pre-submittal Conference**

An optional pre-submittal conference will be held on **March 8, 2018** at 1:00 pm CST at Sportsman’s Country Club clubhouse, located at **3535 Dundee Road, Northbrook, Illinois**. All interested firms will have the opportunity to discuss the site with Park District staff and present questions as it relates to this RFQ.

All questions pertaining to the conference or to this RFQ can also be submitted to the email below on or before March 15, 2018.

Ed Dalton, Director of Parks and Properties  
Northbrook Park District  
Email: edalton@nbparks.org

B. **Park District Responses to Questions**

Responses to questions or requested clarifications or additional information regarding this RFQ or pre-submittal conference will be emailed to all firms no later than March 19, 2018 at 11:30 am CST.

C. **Submittal Response Date**

A total of nine (9) bound copies (one original and 8 copies) and 1 digital copy, including all required forms and supporting documentation, must be addressed and mailed or delivered to the address listed on the cover sheet. Proposals must be received on or before **2:00 PM CST, Thursday, March 29, 2018**. It is the sole responsibility of the respondent to ensure that the District has received the respondent’s proposal on time. No e-mail or fax submittals will be accepted.

**Section 2: Background and Golf Course Information**

Sportsman’s Country Club is owned and operated by the Northbrook Park District, an Illinois unit of local government located in northern Cook County and governed by a seven-member Board of Commissioners. The District serves approximately 31,000 residents and its boundaries cover approximately 17 square miles.

Sportsman's, located at 3535 Dundee Road, has a 27-hole golf course with a standalone 30-stall practice range and is home to the Northbrook Golf Academy.

Sportsman's recently received certification from the Audubon Cooperative Sanctuary Program for Golf Courses. Shoreline stabilization of all our ponds was recently completed in alignment with our commitment to environmental stewardship.
Section 3: Scope of Services

The design scope of services should include the interior and exterior aesthetics of the golf clubhouse and course improvements. The District is seeking an architectural team to prepare architectural and engineering designs, plans and specifications based upon the program elements listed in this RFQ and other elements as the project develops.

The proposed Scope of Services needed for this Project include:

- Existing Conditions, Systems Review and Field Verification
- Spatial Needs and Requirements
- 2-3 Public Engagement Workshops and all necessary materials
- Project Conformity to Building and Zoning Codes
- All Planning and Zoning meetings necessary
- Master Plan Design Concepts/Schematic Design
- Feasibility Study
- Budget Cost Estimates for Each Design Concept, DD and CDoc Phases
- Design Development Package
- Pre-Construction Services for Constructability Review and Schedule
- Construction Documents
- Permitting and Associated Revisions
- Bidding Assistance
- Construction Administration

The proposed Design Team needed for this Scope of Services is:

- Golf Course Architectural Services
- Clubhouse Architectural Services
- Structural Engineering
- MEP, Fire Protection
- Civil Engineering
- Low Voltage, A/V and Security Designer
- Interior Designer, Directional Signage, Furniture Services
- Landscape Architectural Services
- Agronomist/Soil Testing
- Ecological Services

The design team shall work with District staff in preparation of plans and specifications for the following phases to be completed by:

- Architect Contract: May 2018
- Kick-off Meeting: June 2018
- Course Master Plan Design Development: Summer/Fall 2018
- Clubhouse Schematic Design and Design Development: Summer/Fall 2018
- Construction Document Phase: Fall 2018/ Winter 2019
- Permitting: November 2018- January 2019
- Out to Bid: February 2019
This schedule can be expedited if the firm wishes to advance the work quicker than listed here. **The goal is to have the Project completed and the golf course reopened by Summer 2020.**

### Section 4: Selection Process

The District will select firms on a Qualifications-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”).

#### A. Evaluation of Written Submissions:

A Selection Committee, comprised of Northbrook Park District staff and Board members will review and evaluate all written proposals 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 Selection Committee may select not less than three (3) qualified firms (unless less than 3 submissions are received) to proceed to the oral interview stage of the selection process (a “Finalist” and/or the “Finalists”), or may reject all proposals.

#### B. Oral Interview:

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 Selection Criteria. The presentation and submission of a concept plan is recommended for this phase of the selection process. In addition, each Finalist shall be required to answer questions posed by the Selection Committee. Oral interviews may be video or tape recorded.

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

#### C. Ranking:

Based upon the written submissions, oral interviews and any supplementary information submitted in response to the District’s request, and based upon the Selection Criteria, and such other criteria as the Selection Committee determines appropriate, and any independent investigation (e.g. discussions with previous clients) as the Selection Committee determines to
be necessary or desirable to assist it in evaluating a Finalist’s qualifications, the Selection Committee will rank the Finalists in the order of their qualifications for the Project.

D. Negotiations:
Following such ranking, the Selection Committee 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 Selection Committee determines that the firm(s) which did submit statements of interest is (are) qualified, the Selection Committee may negotiate a contract with any such firm(s) in accordance with the requirements of the Act.

The recommendation of the Selection Committee will be subject to the approval of the Northbrook Park District Board of Commissioners. Award shall be made by the Northbrook Park District Board of Commissioners to the responsible respondent whose qualifications are determined to be the most advantageous to the District, taking into consideration the Selection Criteria and the negotiation of a contract in accordance with Section 4.D of this RFQ. The District reserves the right to accept the RFQ response as a whole or for any component thereof if it appears to be in the best interest of the District.

Section 5: Selection Criteria

The Selection Committee shall review the responses to the RFQ for the Project. The District will select a firm based on the following criteria (in no specific order):

A. Qualifications and experience of firm for the Project;

B. Qualifications and experience of staff assigned to the Project;

C. Experience/Performance -- Review of past performance on public projects, evaluations of references, etc.;

D. Method and/or approach to the Project; and

E. Expressed understanding of issues related to the Project.

Section 6: Submission Process, Due Date and Required Documents

A total of nine (9) bound copies (one original and 8 copies - original copy of the submittal clearly labeled “Original.”) and 1 digital copy, including all required forms and supporting documentation, must be addressed and mailed or delivered to the address listed below, which is the address to be used for all communication in connection with this Project:
Ed Dalton, Director of Parks & Properties
Northbrook Park District
545 Academy Drive
Northbrook, IL 60062

All responses must be received no later than 2:00 pm CST, on March 29, 2018. Responses received later than date and time above will be rejected.

Submissions must be presented on 8 ½” x 11” paper bound and inserted in a separate sealed, opaque envelope and labeled as “GOLF COURSE and CLUBHOUSE ARCHITECTURAL SERVICES.”

Section 7: Submittal Requirements

Submissions for each Project shall include:

A. Letter of Interest

A letter of interest from the firm, introducing any team members being proposed for the Project, 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 Project. 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.

B. Firm History and Experience

i. 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 architectural services, with not less than two (2) years performing work for public agencies.

ii. Provide an organization chart graphically depicting the staff to be assigned to the specific Project.

iii. 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, and licensure. Attach any certifications, awards, or training that will assist in qualifying your firm for the Project.
iv. 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.).

v. 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 during the past five (5) years. Provide the name, location and address, client name (complete with agency name, contact person, address and phone), project description and 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. During the interview process the Park District 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.
- Photos/Renderings of the project.

vi. Provide a list of any projects in the past 3 years that were not completed.

vii. 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.

C. Financial and Legal

i. Provide a copy of your firm’s most recent audited financial statements.

ii. Provide banking and insurance references (include name, titles and contact information).
iii. Provide a summary of all claims, litigation, administrative proceedings, arbitration or mediation which have been made against your firm, any of its principals and/or staff within the last five (5) years related to construction, architectural design or other professional services, or business activities. The summary should include claims, whether or not a lawsuit was filed, or if the claim has been filed, the amount of the claim, the type of project and services involved and the resolution of the claim.

D. Team’s Methodology/Approach to the Project

i. Discuss your team’s role, methodology and approach to the scope of services. Firms may suggest different approaches to achieving the objectives.

ii. Please provide a description of your team’s approach to value engineering, efficient permitting, and working with other consultants.

iii. Describe how time will be allocated. Be precise about the division of responsibility.

iv. 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.

v. Describe post construction services rendered, if any, and whether such services are included as part of basic services.

E. The team's capability to complete a project on schedule.

i. Provide an outline work plan and tentative schedule for the specific Project.

ii. Break down work plan/timeline by task.

iii. Discuss your team’s method/approach for controlling the schedule of a project.

iv. 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.

F. References/Signature Sheet

On the Reference and Signature sheet included, provide five (5) 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.
G. RFQ Response Format

i. Submit a total of nine copies (one original and 8 copies) and 1 digital copy, of your response for the Project, including all required forms and supporting documentation, with the original copy of the submittal clearly labeled “Original.”

ii. Submissions must be presented on 8 ½” x 11” paper bound and inserted in a separate sealed, opaque envelope and labeled as “GOLF COURSE and CLUBHOUSE ARCHITECTURAL SERVICES.”

iii. 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.

iv. A Table of Contents: All requested information must be presented in the order as listed within the Submittal Requirements.

v. The firms selected for oral interviews are recommended to present concept plans.

vi. Any supplemental information you wish to provide. These additional supporting documents should not exceed thirty (30) 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.

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 March 29, 2018 at 2:00 p.m. CST at the following address:

Ed Dalton  
Director of Parks & Properties  
Northbrook Park District Administration Office  
545 Academy Drive  
Northbrook, Illinois 60062.

Section 8: 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.

Section 9: Request Additional Information

The Park District reserves the right to request any further additional documentation that it deems necessary for the review and award process.

Section 10: Cancellation of Statement of Qualifications

The Park District reserves the right to cancel this request for professional services at any time, to elect not to award the work listed, to reject any or all of the responses, to waive an informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received. The Park District shall have no liability or responsibility to any firm in the event of cancellation of this RFQ.

Section 11: Insurance Requirements and Quality Assurance

The Park District requires evidence of insurance coverage: General Liability, Professional Liability, Automobile Liability and Worker’s Compensation for the general acceptable limits of the Park District as approved by the District’s risk management agency.

1. Insurance and Indemnification:
   a. A qualifying firm shall provide evidence of insurance coverage, when required, as set forth in the Submittal Requirements.
   b. To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the District, agree to indemnify and hold harmless the District, its officers, employees, agents and volunteers from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys’ and paralegals’ fees and court costs), arising out of or resulting from the performance of the services to be provided; provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly employed by the firm or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. A qualifying firm shall similarly agree to protect, indemnify and hold and save harmless the District, its officers, employees, agents and volunteers against and from any and all claims, costs, causes, actions, and expenses, including but not limited to legal fees incurred by reason of such firm’s
breach of any of its obligations under, or default of, any provision of any contract entered with the District for such services.

1) Commercial General and Umbrella Liability Insurance (CGL): CGL shall be provided and, if necessary, commercial umbrella insurance with a limit of not less than $1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the occurrence limit.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 04 13, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

The District, its officers, agents, employees and volunteers shall be named as additional insured under the CGL, using ISO additional insured endorsement CG 20 10, or a substitute form providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respects to any other insurance or self-insurance afforded to the District.

2) Professional Liability Insurance: Professional liability coverage shall be provided and, if necessary, commercial umbrella liability insurance with a limit of not less than $1,000,000 for each wrongful act arising out of the performance or failure to perform the professional services required hereunder.

3) Business Auto and Umbrella Liability Insurance: Business Auto Liability Coverage shall be provided and, if necessary, commercial umbrella liability insurance with a limit of not less than $1,000,000 each accident. Such insurance shall cover liability arising out of any auto, including owned, hired and non-owned autos.

4) Workers Compensation Insurance: Worker’s compensation and employers’ liability insurance shall be provided as statutorily required items.
Section 12: Modification and Withdrawal of Proposals

A proposal may not be modified, withdrawn or canceled for a period of ninety (90) days after the time and date designated for receipt of proposal. A firm may withdraw or modify a submitted proposal before the time and date designated for receipt by providing a written notice to the party receiving proposals on behalf of the Park District as noted herein.

Section 13: Schedule for Selection Process

The following is the proposed schedule for selection for the project team:
1. RFQ issuance March 1, 2018
2. Pre-submittal conference on March 8, 2018
3. Submission for questions no later than March 15, 2018
4. Responses to questions no later than March 19, 2018
5. Submission due date no later than March 29, 2018 at 2:00 PM CST
6. Selection Committee review and Finalist notification April 6, 2018
7. Selection Committee architect team interviews the week of May 1-3, 2018
8. Selection Committee begins negotiation with Finalist week of May 4, 2018
9. Selection Committee recommends to District Parks and Properties Committee week of May 14, 2018
10. Park District Board approval of proposal scope and fee.
Request for Proposal 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 team.

Please provide five (5) 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: ......................................................................................................................................................

Reference # 4

Client Name: .........................................................................................................................................................

Contact: ..................................................................................................................................................................

Address: ..................................................................................................................................................................

Telephone Number: ..................................................................................................................................................

Project title: ...............................................................................................................................................................

Description of Project: ..............................................................................................................................................

Project Location: ......................................................................................................................................................

Reference # 5

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:  
**Notice**

A. This RFQ is not a contract or offer of employment.

B. The cost of preparation of proposals shall be the sole obligation of the consultant.

C. All submitted proposals, whether accepted or rejected, are the property of the Northbrook Park District.

D. Elements and/or tasks in a proposal may be added or deleted at the discretion of the District pending negotiation of the scope of work and compensation.

E. All services and related documents, ancillary reports and the final report will be the property of the Northbrook Park District.

F. All potential proposers are reminded that information contained in submitted material will become public record upon opening of proposals by the District.

G. The firm selected to perform the work must enter into a standard Park District contract.