



## **DeKalb County, Illinois Courthouse Expansion Project**

Date: December 10, 2009

RE: Request for Qualifications- Architectural/Engineering Planning Services

The DeKalb County Ad Hoc Courthouse Committee is pleased to offer this Request for Qualifications (RFQ) for architectural/engineering planning services. We wish to hire a firm to partner with us and the Construction Management at Risk firm that we will select through a separate process on this exciting project. The proposed addition is to the existing Courthouse within the city limits of Sycamore, Illinois. The County has not yet decided whether or not to pursue LEED certification on this project but is definitely interested in employing conservation standards and green building practices.

If your firm chooses to respond, please format your submittal to comply with the attached RFQ. Responses to the RFQ are due by 2:00 pm January 26, 2010 at the County Board Office 200 North Main Street, Sycamore, IL 60178

The Courthouse Committee appreciates your time and attention to this request. We look forward to reviewing your proposal.

Sincerely,

Ruth Anne Tobias  
County Board Chairman

Attachment: RFQ

# Request for Qualifications



## De Kalb County

200 North Main Street, Sycamore, IL 60178

[www.dekalbcounty.org](http://www.dekalbcounty.org)

Issue date 12/10/2009

## INTRODUCTION

### **DeKalb County Courthouse Expansion Project Background**

On October 21, 2009 the DeKalb County Board approved two capital improvement projects to be done in sequence - first expansion of the DeKalb County Courthouse and second expansion of the DeKalb County jail. The DeKalb County Courthouse opened for business in 1905. It was the third courthouse for the then 42 year-old county. It contained approximately 41,000 square feet and cost \$100,000.00. The building was completely remodeled in 1984 at which time approximately 2,000 square feet were added to the lower level.

Growth of the county, and the inevitable increase in service demand has, over the years, forced most of the original county departments housed there to other locations. In 1984 the remodeled facility removed the County Treasurer, County Clerk & Recorder, Supervisor of Assessments, County Finance Office and Public Defender. In 2002 the States Attorney and Court Services offices were relocated to the newly constructed DeKalb County Legislative Center. At that time the Public Defender moved back in to the Courthouse to occupy the space that the Court Services Department had grown out of. An architectural study conducted in 2006 concluded that a minimum of 33,000 square feet should be added to the facility so that all departments of the Judicial Group could, once again, be housed there. The estimated cost of this project (in 2010 dollars) was \$12,550,851. (See DeKalb County website HOT TOPICS>COUNTY BOARD>Judicial Center Study)

The “Judicial Group” or “Criminal Justice Group” referred to here includes the Circuit Court Judges and Bailiffs, the Circuit Clerk, the Jury Commission, the States Attorney, the Public Defender and Court Services. In September of 2008 Presiding Judge Klein appointed a Committee representing a broad cross-section of the DeKalb County legal and political communities to study the current overcrowding in the Criminal Justice Group offices and comment on the historical aspects of an addition to the courthouse. (Full report on County Website) The DeKalb County Courthouse is not listed on any historical register but is considered by most to hold historical significance. Following months of review the Judicial Committee recommended adding approximately 36,000 square feet to the current courthouse. The recommendation included a number of changes/additions.

- New secure entrance
- Relocation of high volume court
- Relocation of States Attorney/Court Services
- New and expanded Circuit Clerk’s office
- Provision for additional 5/6 courtrooms
- Expanded Jury and conference rooms
- Additional elevators

The Committee reviewed several approaches to expand the existing Courthouse including an off-site facility and an addition to the north side but ultimately overwhelmingly recommended that two wings (east and west) consisting of a lower level plus two stories each be added. They envisioned floors of 6,000 square feet each to accommodate the new space and estimated that the project would cost in the vicinity of \$10-12 million.

Current plans call for continuous occupancy of the facility during the expansion project. The County intends to secure the services of a qualified Construction Management at risk firm prior to hiring an Architect/Engineer. The County Board plans to fund the project using a combination of Recovery Zone and Build America Bonds. The County is using Scott-Ballice Strategies as financial advisor and plans to use the Bank of Montreal as lead underwriter on this project.

The selected firm will work closely with the Ad Hoc Courthouse Committee. This seven-member committee consists of five of the 24 members of the DeKalb County Board along with the Circuit Clerk and the presiding Judge. This Committee has the authority to hire the project "team" consisting of the Architect/Engineer and Construction Management Firm. This Committee will oversee the development of a more refined cost projection and a more detailed financing plan. The Committee will recommend this financing plan and cost projection to the full County Board prior to the sale of bonds for this project. We currently anticipate this occurring in the spring of 2010. If you have any questions, please email Ray Bockman or Jim Scheffers [rbockman@dekalbcounty.org](mailto:rbockman@dekalbcounty.org); [jscheffers@dekalbcounty.org](mailto:jscheffers@dekalbcounty.org) with those questions by January 21, 2010. Email will be the only acceptable form of communication between the county and the A/E firms during the RFP process. Any attempts at informal communications may eliminate a prospective submittal at the discretion of the Ad Hoc Courthouse Committee. The deadline for submitting proposals is 2:00pm January 26, 2010 at the County Board Office 200 North Main Street Sycamore, IL 60178. No proposals will be accepted after that time. You must submit 12 hard copies and two electronic copies of the proposal. Hard copies should be bound and clearly marked "COURTHOUSE ARCHITECT/ENGINEERING RFQ". The Courthouse is open to the public Mon – Fri from 8:30 to 4:30. Walk throughs with staff are voluntary and may be scheduled by appointment with Jim Scheffers at the email address above.

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## **1.0 PROJECT SCOPE-Architect-Engineers Services**

The Architect-Engineers Services shall consist of the phases outlined below and include normal architectural and structural, civil, electrical, and mechanical engineering services. The selected firm will also need to address courthouse security either by identifying a qualified outside consultant or demonstrating in-house security expertise. The Architect-Engineer shall demonstrate willingness to collaborate with the owner and the selected Construction Manager at risk in utilizing a "Team Approach" throughout the project. The County has not yet made a decision as to possible LEED Certification for this project but is definitely interested in employing conservation principles and green building techniques. Certification decisions will be made pursuant to a cost-benefit analysis.

### **1.1 SCHEMATIC DESIGN PHASE**

The Architect-Engineer shall make a reasonable number of site inspections and consult with the Owner and Construction Manager (CM) to ascertain requirements of the project. The Architect-Engineer shall, in cooperation with the CM, assist with program interpretation and prepare schematic design studies leading to a recommended solution together with a general description of the project for approval by the owner. The CM shall provide a construction cost estimate at the completion of Programming and Schematic design phases of this project. The Architect-Engineer shall use the schematic design phase estimate as the preliminary budget in developing the Design Development document.

## **1.2 DESIGN DEVELOPMENT PHASE**

Following approval of the schematic design the Architect-Engineer shall, working to the extent necessary with the CM, prepare the design development documents. These plans shall include equipment layouts, elevations, sections, structural, civil, electrical, mechanical and other drawings and outline specifications to establish and illustrate the size and character of the project in its essentials as to kinds of materials, types of structural, civil and mechanical systems, site work and such other work as may be required. The CM shall provide the owner with project cost estimates at the 50% and 100% completion points of the Design Development phase.

## **1.3 CONSTRUCTION DOCUMENTS PHASE**

Following owner approval of design development documents the Architect-Engineer shall, again working to the extent necessary with the CM, prepare the construction contract documents which set forth in detail the requirements for all the architectural, structural, civil, electrical, mechanical and assigned service-connected equipment work, site work and utilities. The Architect-Engineer shall assist the owner and CM in the preparation of bidding information including standard conditions and any supplemental conditions and any other construction contract documents that the owner may require to collectively form the Contract Documents. The CM shall at 50% completion and at 90% completion of the construction documents prepare, and submit to the owner for approval, drawings and refined cost estimates for the project.

## **1.4 BIDDING PHASE**

The Architect-Engineer shall provide for the use of the Owner and CM a reproducible set of working drawings, specifications and any addenda thereto for each subdivision of work. If required by the owner, the Architect-Engineer shall assist the owner and CM in the review and evaluation of bids received.

## **1.5 CONSTRUCTION PHASE**

During the construction phase the Architect-Engineer shall furnish representatives on site as necessary to assure compliance with the requirements of the contract documents. The Architect-Engineer shall review all shop drawings, samples and other submissions for conformance with construction documents and advise the owner and CM of such compliance or non-compliance. The Architect-Engineer shall assist the CM in reviewing the progress of construction and recommend to the CM and owner any remedial steps necessary achieve compliance with construction documents and/or maintain project schedules. The Architect-Engineer shall provide field personnel sufficient to assist the team in timely project completion. Attendance at weekly or bi-weekly job site meetings and participation in any necessary problem solving is expected. The Architect-Engineer shall work with and assist the CM in the preparation and transfer to the owner a final set of drawings and specifications (including any addenda) with any changes recorded upon them and any work not conducted or installed eradicated from those drawings and specifications.

## **2.0 SUBMITTAL REQUIREMENTS**

Interested firms shall submit a concise statement of the firm's qualifications, which includes the following information, documented in the manner and order below. All materials shall be presented in 8 ½" x 11" format. Submissions shall not consist of more than 40 single-sided pages excluding the cover letter. Please provide tabbed separation of sections (tabs will also not count toward the page limit).

### **2.1 Cover letter**

Signed by an officer of the firm, indicating the desire to be considered for this project and a summarized statement of reasons why the firm should be selected.

### **2.2 General Firm Information**

- 2.2.1 Name, contact person, address, phone & fax numbers
- 2.2.2 Brief history of the firm, and number of employees
- 2.2.3 Track record of on-budget, on-schedule projects (past 5 years)

### **2.3 Project Approach- Planning & Design Philosophy**

- 2.3.1 Include Proposed Project Schedule and Philosophy for Courthouse design

### **2.4 The Project Team**

- 2.4.1 Organizational chart of proposed team members, their roles, and major lines of communication
- 2.4.2 Brief Resumes of proposed team members
- 2.4.3 If Sub-consultants are proposed, include data on the firm and key team members' resumes

### **2.5 Relevant Recent Project Experience (list three projects)**

- 2.5.1 Name of project, location, estimated or actual date of occupancy
- 2.5.2 Description of project – construction delivery method used
- 2.5.3 Description of services firm provided
- 2.5.4 Interior and exterior images, renderings and/or floor plans

### **2.6 Client References from projects listed under 2.5**

Include project name, Client name, and address and contact information including email addresses.

### **2.7 Other Required Information**

- 2.7.1 Verification of firm's licensure to practice in the State of Illinois
- 2.7.2 Verification of insurance coverage for professional liability/errors & omissions

### 3 SELECTION PROCESS

The county's Selection Committee will review and evaluate qualifications of each firm based on the content of their submittals. Factors that will be considered include, but are not limited to the following:

1. Experience with courts facility planning & design
2. Experience in working with an Owner-AE-CM Team in an open and inclusive process
3. Successful adherence to established project schedules and budgets
4. Experience and availability of assigned team members particularly security consultants
5. Sensitivity to appearance of finished project
6. Commitment to value engineering
7. Utilization of conservation principles and green building techniques

The Ad Hoc Courthouse Committee will review the proposals privately and rank-order them individually. Once results of the Committee member's rankings are compiled the county will create a short list of firms to interview. Further information may be requested prior to those interviews. The county reserves the right to reject any and all submittals.

The Committee will notify all firms who submitted proposals when the short list of firms is determined. Instructions for interviews will be shared with the short listed firms. Interviews are tentatively planned to occur the week of February 15<sup>th</sup> 2010 with final selection anticipated prior to the end of that month. The County will work with the A/E – CM Team to adopt a firm project schedule shortly after the conclusion of the selection process.