



# Lake County

## Purchasing Division

<http://doingbusiness.lakecountyil.gov/>

Waukegan Campus

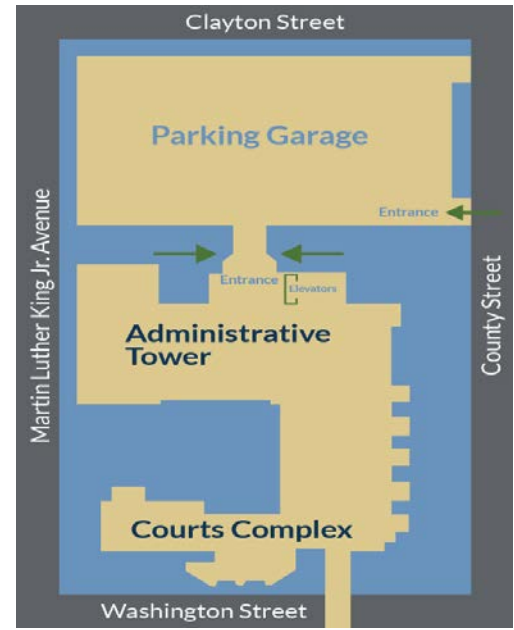
Please note the submission location is:

**Lake County**  
**Attn: Purchasing Division**  
 18 N. County Street – 9<sup>th</sup> Floor  
 Waukegan, IL 60085

Contact information for Lake County Purchasing is:

**Purchasing Division**  
 Phone 847-377-2992  
 Fax 847-984-5889

Email: [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov)



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE.

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SOI No. 18184	Deliver to:  Lake County <b>ATTN: PURCHASING DIVISION</b> 18 N. County Street – 9 <sup>th</sup> Floor Waukegan, IL 60085
Buyer: Michael Schieve	
<u>SOI Description</u> Architectural/Engineering Design Services for Comprehensive Renovation of the Courts Annex in Waukegan, Illinois	
<u>SOI Due Date*</u> December 13, 2018 at 2:00 p.m.	

\*Please note: Responses are due at the 9<sup>th</sup> floor reception desk and shall be time stamped by 2:00 p.m. local time on the required due date. Please allow sufficient time for parking, passing through security and arriving at the 9<sup>th</sup> floor.

# STATEMENT OF INTEREST # 18184

## Architectural and Engineering Design Services for the proposed comprehensive renovation of the Courts Annex in Waukegan, Illinois

Notice is hereby given that Statements of Interest (SOI) (one original and one electronic unprotected copy) will be received from qualified architectural and engineering firms interested in providing the services, as described herein. Firms are encouraged to submit as much information as necessary to demonstrate their interest, experience, and qualifications to perform the work described for any project, service, or combination thereof. **To Lake County Purchasing, 18 N. County St., 9th Floor, Waukegan, IL 60085 until December 13, 2018 at 2:00 p.m.**

CONTACT / QUESTIONS: Please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the SOI number and addendum link. Questions may also be submitted via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov). All questions shall be submitted no less than seven (7) days prior to the SOI opening date. No interpretation of the meaning of the plans, specifications or other Contract documents will be made orally. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a firm to improperly submit a proposal.

### 1. Intent & Background:

Lake County intends to enter into a contract with a qualified architectural/engineering firm to provide full design services for the proposed comprehensive renovation of the Courts Annex on the County's Waukegan Campus.

The Annex was originally constructed in 1976 as the Lake County Jail. The lower level of the structure served as the County Morgue and a Sheriff's Office shooting range. In the late 1980's jail functions were transferred to the newly constructed Babcox Justice Center, leaving space available for other County needs. In 1994 floors 2-4 were renovated to provide 6 additional jury capable courtrooms, the first floor converted to Jury Assembly, and the lower level an office for the Clerk of the Courts. Unlike the Main Courthouse, the Annex does not effectively support the courtroom usage due to significant facility constraints including but not limited to a low floor to floor height, small floor plate and irregularly spaced columns which make adaptive re-use as courtroom space difficult.

Renovations will focus on repurposing the entire 5-level, approximately 60,000 square foot facility from courtrooms to court support functions including the Clerk of the Courts, Court Security and Court Administration operations. In addition to transitioning the primary use of this facility, Annex renovations will also focus on unifying and improving public access and circulation paths with the rest of the downtown Waukegan campus.

In 2014, the DLR Group in association with Dan Wiley & Associates, Inc, Robison Guarnerly Inc, and CCS International were commissioned to prepare a master plan (Phase 4 Study) for the renovation of the Lake County Main Courthouse and Annex. The purpose of this planning study was to prepare, analyze, and recommend a feasible housing plan for the continued use of the facilities. The study included extensive interviews conducted with stakeholders, review of current operations, trend analysis, program development, schematic design options, and preliminary cost estimates. Attached as **Exhibit A** are excerpts from the Lake County Civil/Family Court Master Plan (Phase 4 Study) for the proposed renovation of the Courts Annex.

### 2. Project Scope of Services:

Work to be performed under this contract will include architect/engineer-of-record services for the design and construction of the proposed comprehensive renovation of the Courts Annex, including all associated site engineering and landscaping. The selected firm will provide complete A/E services for program verification, design development,

preparation of contract documents, bidding and construction administration phases of the project.

In accomplishing of the responsibilities outlined above, the Architect/Engineer shall specifically do the following;

- A. The Architect/Engineer shall be responsible to interview appropriate staff and perform an analysis of space utilization; determine projected requirements for space needs, and; estimate the impact of trends related to their requirements. It is the responsibility of the Architect/Engineer to design specifications to accomplish this project within the project budget, in accordance with local, state and federal regulations. The Architect/Engineer shall identify alternates individually, in the event that the County needs to reduce the project scope to fall within the construction budget.
- B. The Architect/Engineer shall be responsible for field verification of existing building conditions including all utilities to be impacted during the course of this project.
- C. Program verification with the County staff as required.
- D. Preparation of design documents to adequately define the scope and cost of the project. Attend meetings with County representatives and others as required to properly communicate the design intent and illustrate sufficient adherence to program requirements, project schedule and budget.
- E. Perform life cycle analysis for design elements deemed appropriate by the County. At a minimum, this shall include major mechanical, electrical and building envelope systems.
- F. Assist the Owner in soliciting construction testing proposals with recommendations to Owner for award of contract. Architect/Engineer shall provide recommendations for items to be tested, and quantities of material testing required.
- G. Assist the Owner in soliciting geotechnical service proposals with recommendations to Owner for award of contract. Architect/Engineer shall provide recommendations locations, quantities and depths of borings.
- H. Assist the Owner in reviewing available construction procurement options and making a recommendation for the most appropriate project delivery method for completion of the work.
- I. Provide three cost estimates in a format requested by the County; one during Design Development, one at 50% and one at 100% completion of Construction Documents (pre-bid) for review by the Owner.
- J. Conduct and attend project meetings during the design phase and construction document phases as required. Provide documentation of the proceedings of the meetings no later than five working days after each meeting.
- K. Upon request, attend County Board and Public Hearing meetings. It shall be assumed that attendance will be required at a minimum of two County Board meetings and two public hearing meetings associated with the City of Waukegan review process.
- L. Preparation of bid documents consisting of drawings and full project specifications for all site and building improvements required for project completion. Bids and Bid Packages to be opened in accordance with the project schedule and Lake County regulations.
- M. Attend and participate in all pre-bid meetings, respond to all questions and prepare addenda as required. Assist the County in developing and reviewing bidder qualifications.
- N. Participate in Bid and scope evaluation and due diligence investigation of references of the lowest qualified bidders and provide a written recommendation to the Owner.
- O. Coordinate with third party County consultants including, but not limited to, building automation, commissioning, office furnishings and certain aspects of technology implementation.
- P. Coordinate and manage permit process with all agencies having jurisdiction over the project. Begin permitting dialogue process with local authorities no later than the design development phase.
- Q. Provide assistance to contractors in securing any permits to be obtained for the construction of the project not previously obtained by the A/E.
- R. Respond to all requests for information (RFI) in a timely fashion.
- S. Participate in pre-construction and pre-installation meetings as required.
- T. Provide Construction Administration services through construction completion and Owner occupancy, including weekly construction meetings with associated construction observation. Prepare and distribute reports of site observations.
- U. Review shop drawings and submittals, product data and samples, etc. and coordinate with Owner for timely reviews.

- V. Aid the contractor during initial start-up, testing, adjustment, balancing and commissioning of the building systems.
- W. Provide comprehensive record documents (drawings and specifications) at the completion of the project. Provide record documents in hard copy as well as CADD or BIM format.
- X. All work product corresponding with the scope of work shall be turned over to the county in both hard copy and a digital format acceptable to the County. Work product includes, but is not limited to, architectural and engineering plans, elevations, perspectives, sections; spread sheets relating to analysis and development of schedules, costs, budgets, implementation, operations, and other reports and recommendations; all presentation material; and all source file information used in completing the scope of work.
- Y. The Architect/Engineer shall work closely with the Contractor(s) and the County during the full course of the work. All work shall be done in accordance with local, state and federal regulations.
- Z. Include all consultants necessary to complete the scope of work, provide minutes of coordination meetings held between the A/E and various consultant teams in the execution of the design for review by the Owner.

#### **Scope Clarifications:**

- A. Electronic media for Existing Site Conditions will be made available by the County for use by the A/E. Confirmation of existing site conditions shall be the responsibility of the A/E.
- B. The County will use a contract furniture vendor for general office furniture procurement. The A/E will be responsible for space planning general office furniture locations and coordinating utilities, but shall not be responsible for specifying, bidding or installation of general office furniture.
- C. The County will bid low voltage wiring (voice/data/cable TV/door control/security camera) and equipment under a separate contract. The A/E shall be responsible for including general layout coordination and rough-in for these systems under their scope of work.

### **3. Preliminary Project Schedule**

To ensure that that Lake County is able to proceed with the identified projects, the proposers should indicate their ability to meet the targeted deadlines indicated below:

<b>Action Item</b>	<b>Proposed Schedule*</b>
Issue SOI	<b>November 9, 2018</b>
Deadline for submission of questions	December 6, 2018
Submittal of SOI	<b>December 13, 2018</b>
Shortlist Presentations & A/E Selection	January 7-11, 2019
Submittal of A/E Proposal	January 25, 2019
County Board Approval & Contract Execution	<b>March 12, 2019</b>
Kick off meeting	March 18, 2019
Complete Design Development Phase	October 2019

***\*This timeline may be subject to change.***

Each timeframe listed above will include time required for Lake County staff review of and presentation of each deliverable.

### **4. Submission Requirements**

#### **Section 1.0 – Executive Summary**

Provide a brief summary, which describes and highlights your firm’s interest, experience and qualifications for this project.

#### **Section 2.0 – Relevant Experience**

- Describe your firm’s experience in designing government office facilities including those with law enforcement and detention components.

- Provide a detailed description and project profile sheets for up to five completed projects of similar type and scope containing services previously described. Emphasis should be placed on work completed within the last three to five years. Summary should describe the following for each of the projects:
  - Brief description of project, including location, total sf, and project delivery method
  - Project references including contact person and phone number
  - Services rendered
  - Date project was started and completed
  - Actual total project cost including breakdown of hard/soft costs
  - Key personnel and consultants assigned to project team

Respondents are advised that “recent experience” refers specifically to government office facility projects. Related experience may be helpful, but current experience with government office facility design is expected.

All experience submitted for a team member while in the employment of a different firm shall include their title and role on the project as well as the firm name that held the contract for all work submitted for Relevant Experience.

### **Section 3.0 – Project Design and Management Team**

- List specific personnel (including sub consultants) proposed for the project team, including the project assignment and role or area of responsibility of each individual. State the current assignments for personnel proposed for the project, and their percentage of involvement at various stages of design and construction. Provide a resume for each proposed team member, specifically stating tenure or experience with your firm, experience and qualifications of each individual. The following list represents a minimum submittal for key personnel from the architect/engineer team:
  - Principal in charge – Architect
  - Project Architect – Architect
  - Principals in charge – Civil, Structural, Mechanical, and Electrical engineer
  - Project Engineers – Civil, Structural, Mechanical, and Electrical engineer
- Who on your team will provide consistent day-to-day leadership and management for the project?
- How much time will they spend on the project during the design phase and during the construction phase?
- What meetings are they expected to attend during each phase?
- What are your expectations for performance of this individual with regard to management of your design team?
- In the event that the owner contact / liaison leaves the employment of this firm, who will replace this position (provide full background for this individual for consideration)?
- List and rank 10 key attributes or abilities that this individual possesses and the benefits that this brings to the Owner.

### **Section 4.0 –Schedule**

- What commitments and manpower are available from the firm to meet the project schedule?
- What steps would the firm take in order to make up schedule time if that were required?
- Demonstrate that your firm consistently meets project deadlines with respect to design and bid packages and provide examples of success in meeting critical timeframes including project scope and contact information for each example.
- Provide a detailed schedule for the completion of this scope of work including major milestones, presentation, owner review periods and other owner responsibilities. This schedule shall be provided as a submittal requirement.

### **Section 5.0 – Budget**

- How does your firm maximize and maintain quality design and high-quality project image while maintaining tight budget constraints? Cite examples of specific things that you have done on other projects to meet this objective.

- Describe your firm's approach to value engineering and what contribution does the firm typically provides during each phase of design and construction. Value engineering should include the ability of the proposer to evaluate cost saving opportunities in the construction project and add value to the project by applying a creative approach to optimize lifecycle, energy consumption and operational costs resulting from the building design.
- Provide examples of documents/processes used by the firm for project budgeting, estimating, value engineering and cost control.

## **Section 6.0 - Quality**

- List the steps and describe the quality control processes we can expect from the firm during each phase of the design process to assure careful coordination of all disciplines and a high quality of design and contract documents.
- Why is careful coordination and quality of documentation important to the firm? Does the firm take a leadership role in the review, approval and coordination of consultants' work?
- Provide a brief description of the firm's experience utilizing 3D modeling or BIM and the approach to implementing BIM during design and construction. This includes your firm's use of BIM to communicate design concepts, solve specific logistical and constructability issues, for cost validation purposes, schedule simulation, reconciliation of design and construction models, and any requirements for subcontractors to use BIM for virtual coordination and shop drawing production.
- Provide errors & omissions experience for the past five (5) years and/or any reductions in insurability.

## **Section 7.0 - Firm Differentiation**

This section represents one of the most important sections for the selection of the short-listed firms. Please respond to the individual questions carefully and succinctly.

- Provide a detailed description of your design approach to this project, which demonstrates your understanding of specific, critical issues and challenges pertaining to the design and construction of a project of this nature.
- Provide a description of the attributes, processes and/or experiences that differentiates your firm from other firms.
- Describe the most innovative relevant project undertaken by your firm in the last five years and how it impacted the building users/owner.
- Describe your firm's familiarity with applicable codes and regulations including, City of Waukegan Codes, regulations and the public hearing process, and the requirements of other state and local authorities having jurisdiction.

## **5. Evaluation Process**

### **A. Evaluation Criteria Overview**

The County will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. Lake County will review submissions and conduct negotiations in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/).

### **B. Evaluation Organization**

An Evaluation Committee will be established to score and evaluate the submitted proposals. The Evaluation Committee may include members from Lake County's departments who have experience with justice and law enforcement. The Committee will be responsible for the proposal evaluation (including corporate reference checks).

### **C. Evaluation of the Proposals**

Lake County will evaluate the Proposers response and the extent to which it meets the requirements delineated in this SOI. All proposals submitted in response to this SOI will be scored based on the evaluation factors identified:

- Relevant Experience:** Proven experience in the planning and design of similar facilities;

- B. **Project Team:** Qualifications of proposed project team members, including depth of talent and staffing experienced in the execution of similar projects;
- C. **Schedule:** Willingness to meet time requirements and workload of the firm;
- D. **Budget:** The ability of the proposer to maintain budgetary control;
- E. **Quality:** Past performance on previous contracts or services provided;
- F. **Firm Differentiation:** Distinct attributes that make the firm uniquely capable to provide the services required.

#### **D. Short List**

The evaluation factors will be used to assist the evaluation committee in determining a short list. Proposer's will be notified by the County if they have been selected for the short list. Please note, Lake County reserves the right to not short list any and all Proposers if it is not in the best interest of the County.

#### **E. Interview**

Lake County reserves the right, as part of the evaluation process, to ask for additional materials, interview, or schedule site visits to any or all Proposers. Site visits may be scheduled or unscheduled as determined by the County. If applicable, the County shall contact Proposers to arrange an interview.

#### **F. Additional Investigations**

The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

**General Information Sheet**

**AUTHORIZED NEGOTIATORS:**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**RECEIPT OF ADDENDA:** The receipt of the following addenda is hereby acknowledged:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

In submitting this statement of interest, it is understood that the County reserves the right to reject any or all submittals, to accept an alternate submittals, and to waive any informalities in any submittal.

**BUSINESS ORGANIZATION: (check one only)**

\_\_\_\_ Sole Proprietor: An individual whose signature is affixed to this proposal.

\_\_\_\_ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.

\_\_\_\_ Corporation: State of Incorporation: \_\_\_\_\_

\_\_\_\_ Non-profit Corporation

\_\_\_\_ 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the proposer hereby certifies that it is not barred from bidding on a contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**References**

Provide FIVE (5) references for projects. Governmental references are preferred over others. (Attach additional pages as needed)

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

Date of Service: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

Date of Service: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

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Name of Contact Person \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

Date of Service: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

\_\_\_\_\_

Date of Service: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

\_\_\_\_\_

Date of Service: \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

## **FIRM QUALIFICATIONS**

**Name and Address of Office from which this contract will be administered**  
(ATTACH ADDITIONAL PAGES AS NEEDED)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address \_\_\_\_\_

Project Manager: \_\_\_\_\_

**# Years in Business:** \_\_\_\_\_ **Number of Employees:** \_\_\_\_\_

**Annual Sales: \$** \_\_\_\_\_ **Dunn & Bradstreet #:** \_\_\_\_\_

**Indicate if firm is a certified M/W/DBE and attach certification:** \_\_\_\_\_

**List employees who will be dedicated to the Project:** (Attach additional pages as necessary)

NAME	POSITION TITLE	NUMBER OF YEARS	AREA OF RESPONSIBILITY/TASK EXPERIENCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____