



**ELGIN MATH & SCIENCE ACADEMY  
CHARTER SCHOOL**

1600 Dundee Avenue, Elgin, IL 60120  
[www.ElginMathAndScience.org](http://www.ElginMathAndScience.org)

P 630.883.5013  
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July 3, 2019

VENDORS,

The Elgin Math and Science Academy (EMSA) located at 1600 Dundee Avenue in Elgin, IL 60120 is soliciting vendors with an expertise in historic building renovation and school architectural design to address EMSA's existing gymnasium and administration building systems and structures, provide schematic design and permit drawing set on a timeline that is compatible with EMSA's Master Plan Schedule.

Proposals must be submitted to EMSA's CFO no later than **5:00 pm on Wednesday, July 24, 2019.** A preliminary tour of the campus and its historic structures is available by appointment only by contacting EMSA's CFO, Frank Bisconti, whose information is detailed below.

Thank you, in advance, for your response to this RFP.

Sincerely,

Frank Bisconti

Chief Financial Officer  
1600 Dundee Ave., Elgin, IL 60120-1608  
[fbisconti@emsacharter.org](mailto:fbisconti@emsacharter.org)  
Direct: (630) 883-5313

**Historic Gymnasium and Administration Building Renovation Schematic Design and Drawings  
REQUEST FOR PROPOSALS**

## Purpose

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified design firms (A/E) interested in contracting with the Elgin Math and Science Academy Charter School (EMSA) to provide desired services as outlined in this RFP. EMSA has identified the following objectives:

- To provide design solutions for EMSA's building renovation needs that support EMSA's educational vision. See: [EMSA's website](#)
- To provide schematic design and permit drawings related to the renovation of EMSA's Gymnasium and Administration Buildings.
- To provide designs that meet historic landmark guidelines as required by the terms of EMSA's lease.
- To provide designs that are sensitive to the natural ecosystem of the campus and sustainable.
- To work as a team with EMSA and consultants to design the renovations within EMSA's budget which is estimated between three and five million dollars.

## Qualifications

Qualified individuals or teams should have a background in designing educational spaces and adaptation of historically significant structures.

## Background

**EMSA's Mission Statement 2019:**

*At EMSA, students and teachers will reach their highest potential through active exploratory learning and social responsibility.*

EMSA opened in August 2018 as a tuition-free, public charter school with no admission requirements other than U-46 school district residency. EMSA opened at its full capacity of 200 students in grades K-3 and has maintained a wait list for entry ever since. Each year will add a new grade until it reaches K-8 in 2023. EMSA's campus setting has been dedicated to education for almost 100 years. It is surrounded by Kane County Forest Preserve property which has also been designated an Illinois Nature Preserve.

EMSA currently occupies the education building which had 13 classrooms, several administrative offices, a cafeteria/assembly room, and a serving kitchen. Renovations of the Gymnasium and Administration

Buildings will provide space for gym and multipurpose, temporary classroom, specials, and administration. The Administration Building was designed by renowned Prairie School architect John VanBergen. EMSA leases the property from the City of Elgin.

## Scope of Services

The following scope of design services, including structural, mechanical, electrical, plumbing, civil engineering services, energy modeling/analysis, food service and energy, technology and security integration, and management, shall be provided by the A/E for the renovations of the Gymnasium and Administration Buildings.

A/E's scope of services shall include:

- Follow directives conveyed in EMSA's Vision and Pre-Design Visioning as prepared by Wheeler Kearns Architects and pertinent parts of which are attached as Exhibit A to create detailed plans for building elevations, material selections, mechanical, plumbing, electrical / control systems and final design. Several revisions of the plan may be needed as the project is developed during this planning stage. The A/E shall provide energy modeling for mechanical and other building systems under consideration. The A/E will then prepare a final design plan based on the input received from EMSA, consultants, and any applicable governmental agencies responsible for project approvals.
- Construction Documents: After approval and acceptance by EMSA of the detailed plans the A/E will be responsible for preparation of the required architectural / engineering drawings and plan documents, e.g. site plan, mechanical, electrical, plumbing, and structural plan. After final approval of the architectural drawings and plan documents by EMSA, as well as the appropriate municipal commissions and other governing bodies, the A/E will create detailed construction and specification documents for bidding purposes. The final construction documents shall include as a minimum: Site Plan, Roof Plan, Storm Water/Drainage Plan, Floor Plan(s), Exterior Elevations, Building Sections, Foundation Plan, Framing Plan(s), Details, Plumbing Isometrics, Door / Window / Room finish / Header / Plumbing / Electrical schedule, HVAC Plans, Electrical Plans.
- Construction Administration & Project Closeout: The A/E shall be a representative of and shall advise and consult with EMSA during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.
  - Plan Approvals - The A/E is responsible for the procurement of ALL plan approvals from the local municipalities (such as City of Elgin, FRWRD, Kane County Regional Office of Education, State of Illinois), including, but not limited to, Stormwater Management, HVAC, Mechanical, plumbing and/or Fire Protection.
  - Construction Related Services - The A/E will provide on EMSA's behalf, construction administration and inspection services. At a minimum, services to be provided consist of

coordinating regular progress meetings, review of shop drawings, assist EMSA in floor and finish material selection, undertake construction observation, process certificates for payment to prime contractors, and facilitate preparation of final record drawings, warranty follow-up and project closeout.

- The A/E, in conjunction with the Construction Manager, shall provide updated budgetary cost estimates during each phase of the design process.

## Design Guidelines

EMSA will require the A/E to integrate sustainable principles/design into this project. The A/E shall apply/utilize standards found in the Leadership in Energy & Environmental Design Green Building Rating System, Declare, Cradle to Cradle or other nationally recognized sustainability program/certification. EMSA may consider pursuing LEED or other sustainability program/certification. EMSA may engage the services on an independent commission agent/authority. The A/E shall integrate EMSA's vision for teaching & learning concepts into the program and design of all projects.

**Project Design and Construction Timeline: July 2019-September 2020**

## A/E Profile

Respondents to this RFP shall include the following minimum information in their proposal:

- A. General qualifications: describe the general qualifications of A/E).
- B. Special qualifications: describe any special or unique qualifications of A/E as they relate to this project including, but not limited to, historic building renovation, sustainable/green building design and school facility designs.
- C. Previous experience: provide a list of similar type projects undertaken by A/E, including name of client, address, contact person and telephone number.

## Proposal Response

Respondents to this RFP shall include the following minimum information in their proposal:

- A. Describe how A/E will organize and perform the work described in the Scope of Services section. List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided the sub-consultant(s).
- B. Describe A/E's understanding of the project and the planned approach to achieve the goals of the project. Submittal shall include a listing of contemplated tasks and number of estimated hours by personnel classification/discipline for each phase of the project.
- C. Describe sustainable or "green" design experience as well as experience in historic architecture rehabilitations/renovations.
- D. Provide a fee proposal. Fees shall include ALL meetings needed to successfully complete this project and ALL reimbursable costs other than plan/document printing costs (incurred for this bidding phase of the project) and required plan submittal fees.
- E. Provide a description of any possible additional related costs and/or fees (not included in your base fee) that EMSA might incur as a result of this design process.
- F. Provide a description of monthly status reports, e.g. project timeline, deliverables, costs incurred to date, and costs to project timeline.
- G. Consultant / Supplier Diversity inclusion in the present RFP and past projects.

## Proposal Evaluation/Selection Process / Agreement Award

The responses will be reviewed by EMSA's Master Plan Committee. Responding A/E(s) will bear all costs of this RFP and interviews, if any. Proposals will be reviewed using the following criteria /elements: Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outlined in the RFP.

- Consultant / Supplier Diversity inclusion
- Fee Proposal / Cost: Overall fee / billing rates
- Prior experience, Qualifications, References, Past Performance of A/E
- Experience / Expertise in K-8 School Projects
- Experience in Historic Architecture Projects
- Experience with Sustainable or "Green" Design

At EMSA's discretion, to further assist in evaluation, some, one, or all of the responding A/E(s) and/or individuals may be requested to participate in an interview process. The interview will be used as another opportunity to clarify any issues within a given Proposal and explore the approaches that may be used to satisfy all requirements for EMSA.

At EMSA's discretion, it may directly negotiate with the best qualified A/E on final scope and fee. EMSA may also consider alternative proposals to provide A/E services if there is an opportunity for substantive savings (without adversely affecting the project timeline or quality) and other significant benefits (to be clearly articulated by the proposer and be measurable) accruing to EMSA. EMSA may investigate the qualifications of any individual or A/E under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP.

EMSA also reserves certain rights, including, but not limited to, the following:

- A. Reject any or all of the proposals
- B. Issue subsequent Requests for Proposals
- C. Cancel the entire Request for Proposal
- D. Remedy technical errors in the Request for Proposal process
- E. Appoint evaluation committees to review qualifications and proposals
- F. Seek the assistance of outside technical experts in evaluation
- G. Approve or disapprove the use of particular subcontractors
- H. Establish a short list of A/E(s) eligible for discussions after review of RFP
- I. Negotiate with any, all, or none of the A/E(s)
- J. Solicit best and final offers from all, some, or one of the A/E(s)
- K. Award a contract to one or more A/E(s)
- L. Waive informalities and irregularities in RFP
- M. Award without discussion

Selection will be based upon a determination as to which proposal is in the best interest of EMSA.

## Award of Agreement

Upon the completion of the selection process, EMSA shall notify all A/E(s) of the selection on or before July 31 and the successful A/E shall enter AIA Standard Form of Agreement Between Owner and Architect (the "Agreement"). A/E's Proposal and Fee shall be based on the terms of the Agreement.

### **Submittal Requirements**

Any questions concerning this RFP must be submitted via e-mail on or before Wednesday, July 24, at 5:00 PM to: Frank Bisconti, EMSA CFO, E-mail: [fbisconti@emsacharter.org](mailto:fbisconti@emsacharter.org)

**Responses to RFP shall be received by EMSA no later than 5:00 PM on July 24, 2019.**

Submit proposals to:

Frank Bisconti, EMSA CFO

1600 Dundee Ave, Elgin, IL 60120

Or electronically to Frank Bisconti, CFO, [fbisconti@emsacharter.org](mailto:fbisconti@emsacharter.org)

Please mark proposal as: "Proposal for EMSA Gymnasium and Administration Buildings Architectural & Engineering Design Services" and clearly identify the A/E submitting the proposal. Proposals received after the date and time specified will be returned unopened. All proposals will become property of EMSA.

### **PUBLIC RECORDS REQUIREMENTS**

EMSA shall hold all proposals and subsequent submissions in confidence, to the extent consistent with applicable law, until a final decision has been made or the selection process is terminated. Respondents are advised, however, that pursuant to Illinois law, all materials received by EMSA that fall within the definition of "public record", shall be disclosed by EMSA upon request.

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