



#P18-057

**REQUEST FOR PROPOSALS FOR A
FEASIBILITY STUDY FOR THE
RENOVATION OF TWO OFFICE BUILDINGS TO NEW
SUPPORTIVE LIVING FACILITIES**

FOR THE
HOUSING AUTHORITY OF THE COUNTY OF DEKALB

Contact Information:

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LEGAL NOTICE

**The Housing Authority of the County of DeKalb Requests Proposals
for a Feasibility Study for the Renovation/Conversion of an Office
Building into a Supportive Living Facility
#P18-057**

The Housing Authority of the County of DeKalb is requesting proposals for architectural services to provide a needs assessment, site assessment, preliminary design plans, and a detailed cost estimate for the renovation and conversion of an existing office building into a Supportive Living Facility.

Proposers must have, or be firms employing a person with, a current license and registration by the State of Illinois as an architect or professional engineer, with a minimum of ten (10) years' experience. The fee for services may be negotiated with firm chosen to be most qualified.

Bidders are invited to submit a proposal in sealed envelope, clearly marked "Architectural Assessment Services Supportive Living Facility" no later than December 28, 2018 by 4:30 P.M. at the Housing Authority's main office of 310 N. 6th Street, DeKalb IL,60115. The contact person is Michelle Perkins, Executive Director. For details visit <http://dekcohousing.com/procurement/>

The Housing Authority reserves the right to reject any or all proposals and to only award a contract if it is in the best interest of the Authority to do so.



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1. Introduction

The Housing Authority of the County of DeKalb [here in after “HACD”] seeks proposals from qualified Architectural and Engineering (“A/E”) firms for the purpose of providing a site evaluation(s), schematic design plans, and a construction cost estimate for the renovation of the following properties to be converted into a Supportive Living Facility:

Building	Information
315 N. 6 th Street DeKalb IL, 60115	<ul style="list-style-type: none"> • 24,050 Sq. Ft One Story Building • 1.65 acres built in 1956 • Poured Concrete Foundation, Masonry & Stone Exterior. • 13,172 Sq. Ft basement 50% finished • Forced Gas Heaters • Central Air Conditioning with Roof Mounted Units • Flat room • Wet Sprinkled • On Site Parking with Additional Lot • Zoned Light Industrial • Building currently vacant • PDF of building drawings on website
310 N. 5 th Street DeKalb IL, 60115	<ul style="list-style-type: none"> • 15,685 Sq. Ft. One Story Building • 1.06 acres built in 1936 • Poured Concrete Foundation, Masonry & Stone Exterior • Outdoor space, currently as a playground • 336 SQ. Ft. Basement • Forced Gas Heaters • Central Air Conditioning • Roof Mounted Units • Wet Sprinkled • On Site Parking and Additional Lot • Zoned Light Industrial • Building currently vacant • PDF of building drawings on website



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Only information that directly affects the RFP responses will be sent to all firms in the form of an addendum. Proposers are invited to submit a proposal in a sealed envelope, clearly marked “Architectural Assessment Services Supportive Living Facility” no later than December 28, 2018, 4:30 P.M. at the Housing Authority’s main office of 310 N. 6th Street, DeKalb IL,60115. There must be five (5) copies addressed to: Michelle Perkins, Executive Director.

The contract between HACD and the winning firm may be amended upon satisfactory completion of this study to include continued designer services through design development phase, construction document phase, bidding phase, and/or construction administration phase of the potential project. The total budget for the project is to be determined through this Feasibility Study.

2. Scope of Services

HACD is seeking proposals from qualified Illinois registered architectural consulting firms/individuals to conduct a Feasibility Study and prepare a preliminary design and cost estimate for the renovation/conversion of two office buildings into Supportive Living Facilities.

A cost estimate shall be prepared to identify the anticipated costs of construction based upon the selected schematic design solution. Subject to the approval of all requested services, the contract between the HACD and the winning firm may be amended to include continued designer services through design development phase, construction document phase, bidding phase, award of construction contract(s), construction administration phase, and final closeout and warranty period of the potential Project.

The general scope shall include, but not be limited to, the following tasks;

Task #1: Space Needs Assessment

DESCRIPTION: In consultation with HACD, and others who may be determined by HACD, evaluate the properties to determine and propose the number of units and configuration of such units [i.e., studio units and single occupied rooms, needed communal areas, etc.] that are feasible.

DELIVERABLES: A written report summarizing program and space needs for each facility to be transformed into a supportive living facility. The report shall describe how many unites can be created, staff space, etc.



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Task #2: Schematic Design

DESCRIPTION: Develop a diagram/drawing that incorporates the stated needs as outlined within the Space Needs Assessment. Diagram should provide a conceptual idea of the result of construction.

DELIVERABLES: Diagram that demonstrates the conceptual idea of the renovation/conversion to supportive living facilities.

Task #3: Evaluation of Existing Systems:

DESCRIPTION: Evaluate exterior of buildings condition of existing facility, roof, shell, HVAC, electrical, and plumbing.

DELIVERABLES: Provide a written report detailing the condition along with a recommendation, with cost estimates of what the needs for improvement are.

Task #4: Construction Cost Estimate and Schedule

DESCRIPTION: Develop a Construction Cost Estimate that includes all anticipated hard costs related to the construction of the proposed building project, inclusive of any demolition or abatement of the site. Provide a total project budget incorporating anticipated soft costs and contingencies. Develop a preliminary project schedule to include selection of A/E team, preliminary design, zoning approval process, production of permit drawings, permit review, bidding, GC selection and construction.

DELIVERABLES: Provide a written construction cost estimate and schedule.

Task #5: Completion of Feasibility Study

DESCRIPTION: Complete the above tasks and provide five (5) hard copies of a bound written report based on the described scope of services as outlined above as well as a digital PDF copy. HACD shall own all rights to any reports, plans, or materials produced under this Scope of Services.



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4. Project Schedule and Meetings

It is the goal of HACD to have a new renovated/converted supportive living facility completed in the near future. HACD seeks to complete the Feasibility Study by the end of the first quarter of 2019 so that a decision on purchase of property can be made as soon as possible.

5. Proposal Requirements

All interested firms **MUST** submit five (5) hard copies of their proposals as well as one (1) electronic copy (PDF) on a “CD” or a “thumb drive”.

Each applicant must provide the following information:

- A cover page, identifying the name of the project as “Feasibility Study for a Supportive Living Facility”. Include the name of the firm, official address, contact person, telephone number and email address.
- A Cover letter which must be signed by the individual with authority to bind the proposal team to contractual commitments.
- Proposed fees for conducting the study.
- If the proposal Team involves more than one firm, the Proposal must also identify all sub consultants or subcontractors in addition to the principal firm, with full contact information for each participating entity or individual.
- An outline of the experience of the firm with regard to similar projects considered relevant, including a summary of change order costs to overall project costs in such identified projects. Provide a proposed scope of work and services for the Project.
- A staffing plan with resumes that identifies the principal in charge, the project manager, and key personnel who will work on the design and site evaluation as well as an organizational chart of the team.
 - A description of the firm’s history, size, experience and capabilities available to complete the scope of work. The qualifications section of the proposal must include:
 - A description of the firm, its practice, specializations, staffing and current staff capacity and experience working for local government clients in the State of Illinois;
 - A Description of the team’s experience with supportive living projects. The description of experience must include a list of all supportive living building projects within the past ten (10) years in which the development team included any member of the team proposed for this project;
 - Resumes and evidence of appropriate and current Illinois licenses or registrations (where applicable) for all individuals who will be assigned to work on this study;
 - A list of the firm’s current contractual commitments.



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- Submit at least three (3) separate written professional references with persons who are familiar with the work of the firm's staff that will be assigned to this project; at least one (1) reference shall be a supportive living facility reference in the State of Illinois within the last five (5) years. References shall include full contact information for each reference (name, title, mailing address, telephone number and email address, the name of the project(s), and the date(s) of service). References must be available to be contacted by person, phone and/or correspondence as to the firm's past performance.
- Certificate of Insurance identifying limits of coverage for professional liability, general liability, auto, worker's compensation, and umbrella policies in place at the time of submission of proposals.

7. Evaluation Criteria

All proposals will be evaluated based on the criteria described below. HACD will award a contract for this project to the firm, or individual, who submits the most advantageous proposal based on consideration of specified evaluation and selection criteria. HACD will evaluate the proposals using the below evaluation criteria. HACD may at its own discretion schedule interviews.

Proposals

1. Firm must have a minimum of ten (10) years' experience in the design and renovation of buildings in Illinois. In documenting this qualification, the applicant should describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and identify the role that is anticipated each will play in the project.
2. Firm must demonstrate knowledge of, and experience in, legal and administrative requirements, procedures, and practices related to the design, funding, and construction of supportive living facility projects including the State Building Code.
3. Firm must have experience with projects funded under local, state and federal programs.
4. Firms must possess all necessary and current licenses and registrations, either within the firm or through independent consultants, to qualify under Illinois law to perform the function of the designer of the project, including Illinois registered architect on staff.
5. Firm must provide detailed description of at least three (3) recent similar projects on which the designer has performed similar services, identifying owners of those projects as well as the personnel who worked on them and state whether those individuals will be assigned to the project.
6. Firm must provide three (3) written professional references for similar projects, including names, addresses, projects you worked on, their costs, funding sources, and phone numbers
7. Firm must not be debarred or disqualified. This RFP has been structured to comply with all applicable Illinois Laws and all respondents to the RFP must ensure that the submittal is received by the date and time specified herein or automatically be disqualified.



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The proposals will be evaluated by HACD Staff using the following evaluation criteria.

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	25 points	Objective	The PROPOSED COSTS the proposer proposes to charge the HA to provide the required work.
2	25 points	Subjective (Technical)	The proposer's DEMONSTRATED UNDERSTANDING of the REQUIREMENT ; demonstrated experience designing and building supporting living facilities or similar projects.
3	15 points	Subjective (Technical)	The APPROPRIATENESS of the TECHNICAL APPROACH (including labor categories, estimated hours and skill mix) and the QUALITY of the WORK PLAN .
4	15 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES (in terms of personnel, equipment and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
5	20 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
	100 points	100 points	Total Points (other than preference points)

The ratings will take into consideration the consultant's experience, references and plan of services as well as compliance with the "Proposal Requirements" section of this RFP.



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8. Interviews and Awards:

HACD may make an award based upon review of the proposals as submitted. However, if interviews are required, firms may be invited to make a presentation before the Evaluation Committee.

HACD reserves the right to determine the firm it feels will perform the services in a manner that is in the best interests of HACD for this project. HACD will award the contract to the proposer offering the most advantageous proposal from a responsible and responsive proposer, taking into consideration all evaluation criteria set forth in the RFP.

A responder may correct, modify or withdraw a proposal by written notice received by HACD prior to the time and date set for the proposal submittal.

HACD may cancel this RFP or reject in whole or in part any and all responses, if HACD determine that cancellation or rejection serves the best interests of HACD.

HACD reserves the right to reject any proposals or all proposals or any parts thereof or to solicit new proposals and to award contracts as it deems in the best interest of HACD and to waive any informalities in the response process if it is in the best interest of HACD.

9. Submission Instructions:

A. Proposals

Bidders must submit proposal(s) in sealed envelope, clearly marked "Feasibility Study-Supportive Living Facility". There must be five (5) copies in each envelope plus a CD or jump drive with a digital copy (PDF) addressed to:

**Michelle Perkins, Executive Director
310 N 6th Street
DeKalb IL 60115**

Proposals must be returned no later than **December 28, 2018, 4:30 P.M.** No proposals will be accepted after the time and date noted. HACD Offices are open Monday through Friday between 8:30 a.m. and 4:30 p.m.

HACD reserves the right to accept any proposal in whole or in part, and to reject any and all proposals if it shall be deemed in the best interest of HACD to do so.



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B. Questions, Addendum or Proposal Modifications

Questions regarding this RFP must be submitted in writing to: Michelle Perkins, Executive Director through email at sperkins@dekcohousing.com.

If any changes are made to this RFP, an addendum will be issued and posted on the HACD website www.dekcohousing.com

RFP INFORMATION AT A GLANCE

HA CONTACT PERSON	Michelle M. Perkins Telephone [815/758/2692 x.124] sperkins@dekcohousing.com
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access www.dekcohousing.com . 2. Click on the <u>Procurement</u> heading.
PRE-PROPOSAL CONFERENCE	N/A
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL	3. As instructed within Section 6 of the RFP document, submit 5 copies of your "hard copy" proposal to the HA Central office.
PROPOSAL SUBMITAL RETURN & DEADLINE	December 28, 2018 The Housing Authority of the County of DeKalb 310 N. 6 th Street DeKalb, IL 60115 The proposal must be received by the HA by 4:30 PM on this date.

END OF REQUEST FOR QUALIFICATIONS



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