



# REQUEST FOR QUALIFICATIONS

## Charger Center

**ARCHITECTURAL /  
ENGINEERING SERVICES**  
February 2025

Sandburg / 2400 Tom L. Wilson Blvd. / Galesburg, IL 61401  
[sandburg.edu](http://sandburg.edu)



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# Table of contents

|                                   |           |
|-----------------------------------|-----------|
| <b>I. Proposal overview</b>       | <b>3</b>  |
| A. Sandburg background            | 3         |
| B. Objectives                     | 3         |
| C. Scope of services              | 3         |
| <b>II. RFQ schedule of events</b> | <b>4</b>  |
| <b>III. Selection criteria</b>    | <b>5</b>  |
| <b>IV. General requirements</b>   | <b>10</b> |
| A. Receipt of bids                | 10        |

# I. Proposal overview

## A. Proposed project

As part of a master facilities plan, Carl Sandburg College (Sandburg) seeks to upgrade its current athletic facilities to a state-of-the-art flexible-use space for a multi-story athletic and convention center to be constructed on the southeast side of the Sandburg campus in Galesburg, IL (Charger Center). Sandburg is seeking statements of qualifications from architect/engineering firms interested in submitting a proposal for services related to the project.

## B. Sandburg background

Sandburg is dedicated to serving the educational needs of western and central Illinois. With the fourth largest community college district in square miles, the college has served its district for more than 55 years. Students planning to transfer to a four-year university or enter the skilled workforce can select one of more than 40 programs the college offers. The college had more than 1,600 full- or part-time students enrolled for the 2023-2024 academic year. The main campus, located in Galesburg, IL, has an additional location in downtown Galesburg and a branch campus in Carthage, IL.

### Mission

To provide all students with opportunities for success.

### Vision

Where dreams come to life and lives come to change.

## C. Scope of services

Statements of qualification should include all architectural, engineering and environmental studies to complete the design of the Charger Center. Key design elements Sandburg would like to prioritize include: office spaces, meeting spaces, training room, locker rooms, storage space, one wood court and two sport courts, e-sports arena, golf simulator, fitness center, and outdoor athletic facilities to support soccer, baseball, softball and concessions. The overall size of the project is anticipated to be approximately 50,000 square-feet of new construction. Additionally, the design will include approximately 53,000 square-feet of outdoor athletic space and 72,000 square-feet of parking.

The selected firm will work closely with Sandburg, its construction manager, and any vendors or contractors. The selected firm should be prepared to assign a project manager to participate in meetings to collaborate with those involved in the project.

The selected firm will provide full architectural/engineering services for the development of the Charger Center from conceptual design to construction administration and warranty walk-through. The selected firm may be requested to provide the following services:

1. **DESIGN DEVELOPMENT AND COORDINATION**

Include all sub-consultants in the architectural services contract. The design should be coordinated with other design disciplines working on the project, including planners, architects, landscape architects, engineers and other specialty consultants as it relates to the proposed project.

2. **PREPARE ARCHITECTURAL PLANS**

Architectural documents will be developed, and civil design plans for the site work, including provisions for accessibility, drainage, protection of adjacent facilities, etc., will also be developed.

3. **FULL DETAILED COST ESTIMATE**

A full, detailed cost estimate will be developed based on the preliminary architectural documents.

4. **CONSTRUCTION DOCUMENT**

Development of construction documents accounting for the college's budget and design priorities.

5. **CONSTRUCTION ADMINISTRATION**

Sandburg and the selected firm will further define the scope of services as part of the contract negotiation to ensure that the services provided fully meet Sandburg's needs.

## II. RFQ schedule of events

| Event                                         | Date and time               |
|-----------------------------------------------|-----------------------------|
| <b>Issue request for qualifications (RFQ)</b> | Feb. 7, 2025                |
| <b>Deadline for questions/clarifications</b>  | Feb. 21, 2025 @ 2 p.m. CT   |
| <b>RFQ submittals due</b>                     | Mar. 6, 2025 @ 2:30 p.m. CT |
| <b>Proposal evaluation period</b>             | March 10-March 21, 2025     |
| <b>Selection of qualified firm</b>            | March 27, 2025              |
| <b>Contract award</b>                         | April 3, 2025               |
| <b>Kick-off project with selected agency</b>  | April 7, 2025               |

**Schedule notes:** The above dates are subject to change at the discretion of Sandburg.

## III. Respondent qualifications

Eligible qualified firms will demonstrate:

1. Related experience with higher education clients during the last 10 years where professional architectural/engineering services (of all types) were performed.
2. Experience in design and development of athletic, convention and multi-purpose buildings, and experience incorporating new design with existing campus structures.
3. Success in meeting client needs and objectives — the ability to work with the Sandburg leadership team, facilities and our contractors and to coordinate multiple inputs in a manner that remains consistent with Sandburg's design priorities.
4. Expertise to ensure excellent and seamless collaboration and partnership from kick-off through completion.

## IV. Submission requirements

1. A narrative of your firm, including but not limited to:
  - a. Name, address, phone, fax number and website of the firm's primary location responsible for the Sandburg project.
  - b. Name, address, phone, fax number and website of any subcontractor firm locations. If subcontractors will be used, include scope of work and qualifications of subcontractors.
  - c. Name, phone, fax and e-mail address of principal(s) and contact(s) responsible to Sandburg, as well as office address/general location(s).

- d. Brief history of your firm, including number of years in business, type of ownership and type of organization.
  - e. Size of firm, including number of staff by category and annual volume of architectural/engineering management work (by type) performed during the past five years.
2. Professional affiliations
  3. Resumés of key personnel who would be committed to this project for its entire duration, and their current and projected workload.
  4. Comparable project experience with at least three relevant projects within the past 10 years:
    - Project name and location
    - Brief description
    - Date completed
    - Total gross square footage
    - Project reference (contact name, title, company, relation to project, and current phone number and email)
  5. Firm approach:
    - Provide the methodology your firm would use in conducting the project from inception to owner acceptance. This should include strategies for collaboration, communication and community building.
    - Provide the firm's approach to quality assurance and controls. Describe how the work will be monitored with respect to budget and time.
  6. Efforts to include local and minority-owned businesses (MBE), women-owned businesses (WBE), veteran-owned businesses (VBE) and/or disabled-owned businesses (PBE). Include the following:
    - Current firm employment statistics, including minority, women, veteran and disabled staff.
    - Current status as an Illinois Central Management Services (CMS)-certified MBE, WBE, VBE and/or PBE (if applicable). Include appropriate documentation for same.
    - Current status as a MBE, WBE, VBE and/or PBE, certified by another governing body (if applicable). Include appropriate documentation for same.
    - Current company diversity-equity-inclusion mission statement and equal employment opportunity plan.

- Proposed plan specific to the outlined Sandburg project, describing in detail how MBEs, WBEs, VBEs and PBEs will be employed throughout all construction activities.
7. Provide the following safety information:
    - a. Experience modification rate (EMR) for previous three years
    - b. Total recordable incident rate (TRIR) for previous three years
    - c. Copies of your OSHA Form 300 and 300A for the previous three years
    - d. A table of contents for your health and safety program
  8. Provide a listing and brief description of all legal action for the past five years in which your firm, or any firm member, has been a debtor in bankruptcy; or a defendant in a lawsuit for deficient performance under a contract; or a defendant in an administrative action for the deficient performance on a project; or a defendant in any criminal action.

You're invited to include additional information not included above if you believe it may be useful and applicable to this selection process.

**This request for qualifications is not an invitation to bid. Responses will be evaluated based on the relative merits of the qualifications. Do not provide proposed fees or other cost information.**

## D. Questions

As part of your response to this RFQ, provide written responses to the following questions:

1. Discuss the types of services your firm provides. If you're not a full-service firm, discuss the types of services your firm does provide, and how you select and integrate into your processes the services your firm doesn't provide.
2. Discuss your processes from planning to completion of projects. Include budget control, schedule control, quality control, safety assurance, team communication and other areas you feel are important.
3. Describe your firm's experience with and knowledge of green and sustainable buildings — both officially certified and not; as well as your knowledge and use of green/sustainable products and systems.
4. Discuss new and innovative techniques, procedures and processes you've used in the recent past, and their impacts on project success. Describe how your firm researches and seeks out such new techniques, procedures and processes.

5. How do you manage and evaluate change orders? Discuss your process.
6. How do you manage/ensure onsite collaboration?
7. Describe your process and ability to be timely for weekly progress meetings and support additional meetings as needed with key project stakeholders.
8. Describe how you would engage local contractors and workers to maximize the use of labor forces from Illinois Community College District 518.

## **E. Additional information**

1. Notwithstanding any other provisions of this RFQ, the Sandburg board of trustees reserves the right to award this contract to the firm(s) that best meet the requirements of this project, and in the sole judgment of the board, is most advantageous to the college.
2. Further, the college board of trustees reserves the right, for any or no reason, and at its sole and absolute discretion, to:
  - a. Amend, in whole or in part, withdraw or cancel this RFQ
  - b. Accept or reject any or all proposals prior to execution of a contract for any or no reason and with no penalty to the college, and waive technicalities and informalities in the proposal process
  - c. Negotiate the terms and conditions of an agreement with the selected firm, if any.

These negotiations will include all aspects of services and fees. Neither the selection of a firm nor the negotiation of the agreement with the firm constitutes Sandburg's acceptance of the proposal or a binding commitment on behalf of the college to enter into an agreement with such firm, as any binding arrangement must be set forth in an agreement signed by both parties and is subject to all requisite approvals.

3. All materials submitted in response to this RFQ will become the property of Sandburg. Any restrictions on the use of data contained within your submission must be clearly stated in the submission itself. Sandburg cannot ensure that all information submitted will be kept confidential and suggests that any proprietary information be clearly marked or otherwise protected by the firm.
4. Sandburg reserves the right to conduct discussions with, and to request additional information from, one or more proposers. No proposer shall have any rights against Sandburg as a result of such discussions.
5. Each submission prepared in response to this RFQ will be at the sole cost and expense of the firm with the express understanding that there will be no claim whatsoever for reimbursement from Sandburg. All costs incurred

by firms associated with the preparation, submission, presentation and demonstration of proposals and attendance at meetings, including but not limited to, costs related to transportation, lodging and other related expenses are the sole responsibility of the firm and will not, under any circumstances, be reimbursed by Sandburg.

## **V. Proposed agreement provisions**

1. Sandburg will negotiate an agreement with the selected consultant. The following provisions will be included as part of this agreement:
  - Firm will maintain, during the term of any resulting contract and for five years after, commercial general liability including contractual liability in the amount of \$1 million per occurrence, (this policy will name Sandburg as additional insured and waive rights of subrogation against the college).

The contractor will maintain professional and pollution liability in the amount of \$1 million. Proposers must also maintain all employee-related insurances, in the statutory amounts, such as workers' compensation and employer's liability and unemployment insurance, for its employees involved in performing services pursuant to any resulting contract.

Workers' compensation policy will waive all rights of subrogation against the college. Such coverages may be self-funded.

- The successful firm won't assign or subcontract any portion of its obligations under the contract without prior written consent of Sandburg. Assignment or subcontracting in no way relieves the successful firm of any of its obligations.
- The firm hereby agrees to abide by all applicable federal, state, county and city laws and regulations and to be responsible for obtaining and/or possessing any and all permits and licenses that may be required.

## VI. General requirements

### A. Submission instructions

1. Read and comply with all terms and conditions of this RFQ.
2. Make your proposal concise and avoid the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable proposal. For ease of review, follow the outline in the above sections entitled statement of qualifications and questions. Clearly number each response accordingly.
3. It's the firm's responsibility to seal the submission package correctly, have it marked and in the administration office by the specified date and time for opening. Proposals received after the deadline won't be considered, and no extensions will be granted.
4. All firms responding to the RFQ must submit complete responses to the information requested and must note any exceptions to any information contained or requested in the RFQ. Exceptions will be evaluated by the selection committee.
5. Selected finalists may be requested to provide oral presentations. Those firms will be notified to arrange specific times. A tour of the facilities and sites can also be arranged at that time.
6. Submissions must be firm for 90 days. Any firm can withdraw or modify its submission at any time prior to the scheduled closing time for the receipt of submissions, but no firm can withdraw or modify its submission for a period of 90 days after such date. Only written requests for withdrawal or modification of a submission will be accepted. Withdrawals or modifications must be addressed in the same manner as submissions and must be received prior to the scheduled closing time for the receipt of submissions.
7. Negligence on the part of the firm in preparing its submission confers no right of withdrawal or modification of the submission after such submission has been opened.

### B. Receipt of RFQ responses

Vendors must submit proposals for the **architectural/engineering** services before 2:30 p.m. CT, March 6, one of the following ways:

#### Email

Send PDF of proposal to [dsmith@sandburg.edu](mailto:dsmith@sandburg.edu), cc'ing  
[mljohnson@sandburg.edu](mailto:mljohnson@sandburg.edu).

**Mail**

Office Manager for the President  
Sandburg  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401

The response should be clearly identified as "RFQ Response — Architectural/  
Engineering Services — Charger Center."

Direct correspondence and questions to the office of:

Michelle Johnson ([mljohnson@sandburg.edu](mailto:mljohnson@sandburg.edu) / 309.341.5258)  
Vice President of Institutional Resources  
Sandburg  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401

Responses to questions/clarifications will be posted to the Sandburg website at:  
[sandburg.edu/about/campus-resources/RFP.html](http://sandburg.edu/about/campus-resources/RFP.html).

## Evaluation process and selection criteria

Responses will be evaluated based on the following criteria:

- Consultant experience and qualifications (25%) — Demonstrated experience and qualifications of the consultant in performing similar projects
- Staff experience (15%) — Qualifications, ability and experience of staff
- Project understanding (15%) — Understanding of project and the RFQ and how the firm will approach the project
- Personnel resource and availability (15%) — Capacity of firm in terms of number of employees available to meet the stated schedule for project completion
- Client references (10%)
- Unique resources (20%) — Unique resources the firm will bring to the project and any special experience the firm may have with innovative planning and design of similar facilities

The proposals may be evaluated by a selection committee of Sandburg administrators, consultants and staff. Interviews may be requested of short-listed firms/teams for further evaluation. The final selection will be made by the Sandburg Board of Trustees.

Following evaluation, the college will then negotiate a specific scope of services, fees and schedule with the selected firm. If an agreement cannot be reached with the first selected firm, the college will terminate negotiations with that firm and may choose to open negotiations with the second-ranked firm. The compensation discussed with one firm is confidential and will not be discussed or disclosed with others.