

# REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

September 22, 2025  
Newark Community High School #18

## **Introduction**

The Board of Education for Newark Community High School #18 is soliciting Statements of Interest and Statements of Qualifications and Performance Data from qualified firms to provide comprehensive Architectural Services, as per the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 *et seq.* (the "Act"), to assist the School District in performing possible planning, remodeling, construction, life-health safety projects and special projects. The firm selected shall have the primary responsibility for execution of planning, design, construction documentation, and/or construction administration phases of the project.

This RFQ is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no formal and/or scheduled public opening and reading of responses received by the School District pursuant to this request.

## **RFQ Submission**

RFQ's are due by October 10, 2025 **at 3:00 pm** local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit:

one (1) bound copies; and  
one (1) digital copy via email to:

Mr. Tim Ulrich

Superintendent Newark Community High School District #18

413 Chicago Rd.

Newark, Illinois 60541 (815) 695-5164

[tulrich@nchs18.org](mailto:tulrich@nchs18.org)

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase **"Request for Qualifications - Architectural Services for Newark CHSD #18"** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size.

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## **Schedule**

The following is the proposed schedule for the selection of firms to provide architectural services:

September 23, 2025 - RFQ Released via website (<http://www.nchs18.org>) and newspaper publication.

October 10, 2025 - Submissions due; evaluation of qualifications begins

October 15, 2025 – Board Building and Grounds Committee ranks top 3 firms

Week of October 27, 2025 - Interviews with short-listed firms, as per the Act's selection procedure

November 13, 2025 - Proposed Board action on firm to provide Services

## **Respondents' Inquiries and Addenda**

Any questions or concerns regarding this RFP shall be directed in writing to:

Mr. Tim Ulrich

Superintendent

Newark CHSD #18

413 Chicago Rd.

Newark, Illinois 60541

[tulrich@nchs18.org](mailto:tulrich@nchs18.org)

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

## **School District Background**

Newark Community High School is a public 9-12 school district in Kendall County. The school services students residing in the Village of Newark, Village of Lisbon, Village of Millbrook as well as unincorporated areas of Kendall, Grundy and LaSalle County. The district operates one school building within the Village of Newark and serves approximate 180 students.

## **General Information, Notifications, and Purpose**

- a) Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.
- b) The inclusion of subconsultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will not be required to be included in the submittal.

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## **General Terms and Conditions**

- a) All costs associated with developing or submitting a qualifications statement in response to this Request, and/or to provide oral or written clarification of its content, shall be borne by the respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFQ does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- c) The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, as determined by the Board of Education, upon approval of the School District Board of Education in accordance with the Act.
- d) The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.
- e) The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the combination of qualifications best suited to the District and its needs.
- f) Requests for site visits and introductory meetings will be allowed and may be requested by sending a written request to the District's Superintendent, as designated herein.
- g) All Proposers are prohibited from making any contact with District Personnel, the Board of Education, the Superintendent or any other administrator or employee of the District with regard to the RFQ, other than in the manner and to the person(s) designated herein. The Superintendent reserves the right to disqualify any Proposer found to have contacted the people listed above regarding the RFQ in any manner not permitted hereunder.

## **General Description of Scope of Services**

- a) The selected architectural firm is expected to become part of a project team consisting of members of the School District and community stakeholders and to perform services as required, requested, and authorized by the District.
- b) Upcoming projects known to be occurring soon:

- Third Floor HVAC Installation (Summer of 2026)

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- Locker room renovation
- 10 Year Health Life Safety
- c) The Design Team may be requested to:
  - a. Attend meetings with School District administrative staff as necessary.
  - b. Attend School District Board of Education meetings as necessary.
  - c. Develop preliminary drafts of the Project Program for School District review and comment.
  - d. Consult with School District on budgetary and funding matters.
  - e. Consult with the School District on Project scheduling considerations. Consult with the School District on general concepts of the Project scope of work and Project needs.
  - f. Consult with the School District and/or its legal counsel with respect to contract and bid package preparation and issuance, and to advise the School District with respect to bid evaluation and other aspects of the formal bid process that may be required for specific projects.
- d) The firm's services and products provided shall conform to the Illinois School Code and with all applicable federal, state and local laws, codes, ordinances, and regulations.

## **Proposal Content**

### **Statement of Interest, Statement of Qualifications and Performance Data –**

Provide a signed statement of interest, qualifications and performance data with the name and address of the respondent, expressing interest and capability to perform the work.

### **Firm Description – Provide the following:**

- Firm Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of architects, interior designers, engineers, etc.)
- List any previous names of firm and years of business under each name
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the

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office that will be serving the District (key personnel, project experience, etc.). The office designated to serve the District, in the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.

- The short-listed firms may be requested to provide a copy of the firm's financial statement. Provide a copy of the firm's certificate(s) of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm. Minimum coverage to be as follows:

General Liability [\$1,000,000]

Automotive Liability [\$1,000,000]

Professional Liability [\$1,000,000]

Worker's Compensation Statutory Limits

- List any litigation, arbitration and alternative dispute resolution proceedings within the last 5 years, arising out of any design work for any School District; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last 5 years from a project by a School District and, if so, for what reason. If so, list the name and contact information for the School District.

## **Firm Experience and Capabilities –**

- Provide a list of all School District clients for which you have provided services for in the last ten years. Include project description (whether the project involved planning, new construction, additions or renovations), the type of architectural, engineering, other services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing work such as energy efficiency upgrade and health/life-safety projects.
- Samples of work that demonstrate experience in public k-12 environments are required.

## **Key Personnel & Experience –**

- Provide a simple organizational chart identifying key members of the firm, including consultants.
- Provide resumes of project designers, managers, key staff and consultants relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information. Particular reference should be made to the firm's construction administration/observation personnel.
- If any staffing changes should occur between the submission of qualifications and the award of a contract, the architect must notify the District in writing. Unapproved staffing changes may result in a rejection of qualifications.

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## **Project Approach –**

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting multiple projects from inception to Owner acceptance. This should include strategies for collaboration, communication and community building. If your methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.
- The firm's ability / experience to work in Kendall County. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

## **References –**

- Provide a minimum of three [3] references for architectural services, including at least one performed on educational facilities Illinois in the last eight [8] years.