

**The Board of Trustees
Skokie Public Library
Cook County, IL**

Request for Qualifications for Professional Design Services for Roof Replacement Project

The Board of Trustees of Skokie Public Library is soliciting Statements of Qualifications from professional architectural and engineering firms to provide professional design services for the removal and replacement of the roofing at the facility located at 5215 Oakton St., Skokie, IL 60077. Firms with relevant experience are encouraged to apply. Consideration will be limited to firms which have demonstrated successful experience in the provision of professional design services of a similar scope for a public library or another public sector owner.

Contact Person: Richard Kong, Director, Skokie Public Library
rkong@skokielineibrary.info
847-324-3135

Date of Issue: Monday, April 26, 2021

Due Date: Monday, May 10, 2021 10:00 a.m. (CST)

Submittals to: Skokie Public Library
Attn: Richard Kong, Director
Professional Design Services for Roof Replacement Project RFQ
5215 Oakton St., Skokie, IL 60077

General

1. This RFQ and addenda are available on the library's website at <https://skokielineibrary.info/about/rfps/>.
2. Any changes to the RFQ or addenda will be posted no later than Thursday, May 6, 2021 by 5:00 p.m. (CST). Firms are responsible for checking the website to ensure that they have the most current information regarding the RFQ.
3. All questions pertaining to the solicitation must be in writing, and can be sent via email to the library director Richard Kong at rkong@skokielineibrary.info.
4. The Library is not liable for any costs incurred by any firm in connection with this RFQ. Expenses incurred by the responding firms are the sole responsibility of the firm and may not be charged to the Library.
5. All proposals submitted shall be binding for 90 calendar days following due dates.

6. Please submit eight (8) copies to the library address listed above and email an electronic copy to the library director Richard Kong at rkong@skokiellibrary.info.

Building Background

Skokie Public Library was originally constructed as a single-story library facility in 1960 with a capacity to hold 150,000 books. Architect James W. Hammond of Skidmore Owings & Merrill designed the original 34,200 square foot building. In 1963, the library building was honored by the American Institute of Architects and the American Library Association.

The Library was expanded in 1971 with a 67,000 square foot, 2-story addition abutting the east side of the original building. This addition increased the library's capacity to 350,000 books. The architect was James W. Hammond of Hammond & Roesch (later Hammond, Beeby & Babka).

In 2001, work began on a major expansion and renovation of the building. A third floor was added to the 2-story section and portions of the first floor were expanded to the west during this major rehabilitation project completed in 2003. The third floor includes staff offices and break rooms. The 2003 project also included an extensive remodeling of the interior. Robert D. Hunter of O'Donnell Wicklund Pigozzi & Peterson served as the design architect.

In 2020, work began on a major renovation project to the interior of the first and second floors, including all interior spaces available for public use. This project was essentially completed in April 2021. Andrew Berman Architect served as the design architect.

Roofing Description

Roof No. 1: The original single-story library structure completed in 1960 has a low-slope roof with a built-up roofing system that includes a gravel wearing course. Sheet metal gravel stops are located along exposed portions of the perimeter. The west side of the roof is terminated at a separation wall between the original structure and 2003 addition. The roof drains to a total of 6 roof drains.

Roof No. 2: The 2003 single-story addition along the west elevation consists of a low-slope roof with a modified bitumen roofing system. The east side of the roof is terminated at a separation wall between the addition and original structure. The separation wall is covered with a sheet metal coping cap. Modular skylights line most of the west side of the roof. Brick masonry parapet walls line the north and south sides of the roof, and at the middle of the west side adjacent to the main entrance canopy. Parapet walls are covered with sheet metal coping caps. The roof membrane wraps up the parapet walls. The termination of the membrane is covered by sheet metal counter flashing fastened to sheet metal receivers embedded in the masonry wall. The roof membrane is terminated at embedded edge metal flashing at the south courtyard and over the bookmobile garage door. There are a total of 11 roof drains along this roof.

Roof No. 3: The entrance canopy roof consists of a low-slope roof with a modified bitumen roofing system. The east side of the roof is terminated at the masonry wall. The roof membrane is terminated at embedded edge metal flashing along the remaining perimeter.

Roof Nos. 4a and 4b: The area between the original single story structure and the 1971 2-story addition is separated into 2 sections by the northeast courtyard. Each section consists of a low-slope roof with a modified bitumen roofing system. Skewed separation walls between the 2 small roof sections and the original single-story structure are covered with sheet metal coping caps. The east end of the roofs appeared to be canted and covered with sheet metal counter flashing. The top of the counter flashing was covered by the precast concrete facade panels.

Roof No. 5: The roof of the 2003 3rd floor addition consists of a low-slope roof with a modified bitumen roofing system. The roof membrane is terminated at embedded edge metal flashing along the perimeter. Equipment curbs have sheet metal counter flashing. The roofing system wraps up the base of window enclosure walls. Sheet metal counter flashing covers the termination of the membrane. There are a total of 10 roof drains servicing this roof.

Roof No. 6: The 5 window enclosures on the 3rd floor roof have standing seam metal roofs and wall panels. The window units sit on sheet metal coping caps that cover the curbs along the base of the window enclosures. Refer to the Facade Component Report for information on the windows.

Roof No. 7a: The 3rd floor addition constructed in 2003 is set back from the footprint of the 2-story building below. The exposed portion of the 2-story roof was converted to a vegetative roof during the 2003 rehabilitation project. According to the design drawings, the waterproofing system consists of a fully-adhered membrane with tapered insulation. Precast concrete curbs outline the perimeter of the vegetative areas. The remaining areas consist of gravel. Sheet metal coping caps and counter flashing cover the short parapet wall that lines the outside perimeter of the roof. The waterproofing system along the walls of the 3rd floor addition is covered by sheet metal counter flashing fastened to sheet metal receivers embedded in the wall below the precast concrete wall panels.

Roof Nos. 7b, 7c, and 7d: Terraces consisting of precast concrete pavers on pedestals over the waterproofing system are located at the northeast corner (7b), southeast corner (7c), and center (7d) of the west elevation. Steel railings anchored to precast concrete curbs separate the terraces from the rest of the vegetative roof. According to the original design drawings, there are a total of 14 roof drains on Roof No. 7.

Approximate Asset Quantities:

- Modified Bitumen Roofing:
- Roof No. 1: 24,000 square feet
- Roof No. 2: 6,500 square feet
- Roof No. 3: 500 square feet
- Roof Nos. 4a and 4b: 1,000 square feet
- Roof No. 5: 25,000 square feet
- Standing Seam Metal Roofing and Walls:
- Roof No. 6: 1,600 square feet
- Vegetative Roof Waterproofing:
- Roof No. 7a: 10,000 square feet
- Roof Nos. 7b, 7c, & 7d: 1,500 square feet
- Skylights: 32 modular panels

Additional Background

The annual operating budget for FY 2021-2022 is \$16.5 million, and the Reserve Fund for Sites and Buildings is approximately \$9.7 million.

The Library completed a capital asset study in 2017, which resulted in a clear outline of anticipated capital improvement projects over the next twenty years and the impact on the Reserve Fund for Sites and Buildings.

Purpose

The purpose of the project is to remove and replace the existing roofing at the library facility located at 5215 Oakton St., Skokie, IL 60077. The goal is to design and replace the roofing to meet the required needs of the library.

Scope of Services

The firm selected will work in cooperation with the Library to realize the goals of the Library in an expeditious and economical manner. Services shall include but are not limited to:

- Planning and Design: Necessary field work on-site; design new roofing system; participation in regular meetings with the Library; development of a preliminary project schedule; assistance in phasing the project to minimize interruption of library service; preparation of cost estimates during the design phase.
- Construction Documentation and Bidding: Preparation and coordination of the bid documents and manuals, public bid announcement and pre-bid walk-through; obtaining and opening bids along with recommendation of award in a manner consistent with requirements for public libraries under applicable statutes; and obtaining all required permits with the Village of Skokie.

- Construction Administration: Periodic on-site supervision and inspections including scheduling, coordination and quality control; scheduling and coordination of construction update meetings with Library; obtaining all required inspections with the Village of Skokie; coordination of all drawings and material submittals; submittal and management of all payment applications including all lien waivers, change orders etc.; final punch list per phase; and project close out including all manuals and documentation.

Expected Schedule

	Item	Due Date
	RFQ released	April 26, 2021
	Non-mandatory Pre-submittal Meeting and Walk-through at Skokie Public Library	May 3, 2021 at 10:00 a.m.
	Deadline for respondents to send clarifications/questions	May 4, 2021 at 10:00 a.m.
	Submissions due: evaluation of qualifications begins	May 10, 2021 at 10:00 a.m.
	Unsuccessful firms notified; Interviews with short-listed firms; Ranking of top 3 firms and contract negotiations	May 10-June 9, 2021
	Bidding Completed (tentative)	August 2, 2021
	Project start (tentative)	September 2021
	Project completion (tentative)	November 2021

Evaluation Criteria

The selected firm will be chosen based on its apparent ability to meet the overall expectations of the Library. The Library Board of Trustees will be the judge of which Statements of Qualifications offer the greatest benefit. The following criteria will be applied in the selection process.

1. Responsiveness and completeness of the Statement of Qualifications.
2. Experience and qualifications of team.
3. Technical quality and methodology of firm's approach to organizing and managing the project and ability to document information and recommendations in a clearly written format.
4. Understanding of project objectives and scope.

5. Ability of team to communicate and build consensus.
6. Experience in public library building projects.
7. Existing projects, workload, and availability.
8. References and examples of completed consulting projects. Satisfaction of former clients with competency of team and completed work.
9. Overall project management and ability to accomplish a project of this nature within the proposed time schedule.
10. Other factors deemed relevant by the Library Board of Trustees.

Requirements for Submitting Qualifications

Submit eight (8) printed copies and electronic copy **no later than Monday, May 10, 2021 by 10:00 a.m. (CST)** to:

Skokie Public Library
Attn: Richard Kong, Director
Professional Design Services for Roof Replacement Project RFQ
5215 Oakton St., Skokie, IL 60077

Faxed or emailed proposals will not be accepted.

Late submissions will not be accepted. Statements of qualifications will be taken under advisement and reviewed by the Library staff following the submittal deadline.

The Statement of Qualifications must include the following information in the stated order.

1. Information about the Firm

- a. Firm name, address and telephone number
- b. Primary contact name with email and telephone number
- c. Brief history of the Firm
- d. Information about workload and availability

2. Qualifications of the individual(s) who will work on the roofing project

- a. Describe the size and composition of your organization.
- b. Identify and provide resumes for the person(s) who will be assigned to this project and describe their respective roles and responsibilities.

3. Representative projects

1. Provide at least three examples of similar projects completed by the assigned personnel (library or public building projects preferred). Include the following information about each project:
 - a. Name and address of client.
 - b. Name, telephone number, and email address of contact person.
 - c. Summary of project or plan, including year completed, size, and total cost.
 - d. Photographs of the projects.

2. Discuss your Firm's experience with completing projects on-time and within budget.

4. Project Approach

- a. Briefly describe your Firm's experience and knowledge of your role in a Library project.
- b. Describe your understanding of the Skokie Public Library project and how your services would contribute to it.

Selection Process

1. **Submittal Requirements/Statement of Qualifications.** The Library staff will review and evaluate materials submitted prior to the deadline.
2. **Selection.** The Library staff will select 2-3 candidates for further evaluation. The staff will consider the responsiveness of the materials submitted, qualifications, ability of professional personnel, past record and experience, performance data, ability to meet time and budgetary requirements, workload, availability, and other factors deemed relevant by the Board of Trustees. Candidates selected may be required to make a public presentation regarding their qualifications.
3. **Oral Interview.** Candidates may be asked to meet with the Library Board of Trustees to discuss their materials submitted, assessment of the proposed project, and other subjects deemed relevant by the Board.
4. **Acceptance/Rejection of Proposals.** The Board of Trustees reserves the right to reject any or all qualification statements at its sole discretion. The Board of Trustees reserves the right to select a firm in the best interest of the Library and at the sole discretion of the Board. The Board of Trustees reserves the right to waive or modify any provisions of this request for qualifications.
5. **Procurement Requirements.** Procurement of design services for this project will be in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et seq.