



## Legislation Text

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**File #:** 2022-0020, **Version:** 0

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### Title/Name/Summary

RFQ 22-004 - Professional MEP and Architectural Services

### History

The Public Works Department recently issued a Request for Qualifications (RFQ) for Professional Mechanical, Electrical, and Plumbing (MEP) and Architectural Services to provide design, consulting, permitting, project estimating, and construction contract administration services on an as-need basis. The intent of the RFQ was to create a list of no fewer than four (4) pre-qualified firms from which to solicit proposals for various Village facility improvement projects.

The Natural Resources and Facilities (NRF) Division of the Public Works Department is ultimately responsible for the care and maintenance of all Village facilities, including the implementation of capital projects. NRF currently has a list of over twenty (20) projects requiring upfront MEP/Architecture documents before those projects can be put out for bid.

RFQ 22-004 "Professional MEP and Architectural Services" was issued by the Public Works Department on February 3, 2022. The RFQ was opened on February 17, 2022, at which point seventy-one (71) firms had fully or partially downloaded the RFQ documents, and nineteen (19) firms had provided qualifying submissions.

The RFQ asked interested firms to provide a Statement of Qualifications demonstrating a proven record of success working with municipalities on facility improvement projects. Firms were evaluated based on Staff Qualifications (20%), Company Experience/Operating History (30%), Quality Assurance/Quality Control (QA/QC) Processes (15%), and Past Experience with the Village (35%). A "Sample Evaluation Sheet" was provided in the RFQ documents and is attached for reference.

Recommended firms approved by the Village Board would establish a Master Service Agreement with the Village and be included on a pre-qualified list to submit proposals for Village Facility projects between 2022 through 2024, with the option to extend individual contracts for up to two (2) years.

The first step of the evaluation process was for the selection Committee, comprised of four (4) Public Works Department management staff members, to rank the nineteen (19) submissions based on the RFQ criteria. The Selection Committee used the scope of services and review criteria outlined in the RFQ to evaluate each submission. A numerical scale was utilized to rank all submissions. Scores were averaged, and all firms scoring above 3.0 were included on a shortlist of firms. Ultimately, nine (9) firms were shortlisted and scheduled for interviews. A "Short List Scoring Summary" is attached for reference.

Final evaluation interviews were conducted via Zoom on February 24 and February 25, 2022. Firms presented an overview of their firm and details of sample projects, followed by questions from staff. A descriptive scale (Excellent, Very Good, Good) was utilized by the Selection Committee to

characterize each firm. At the conclusion of the interviews, the Selection Committee ranked the nine (9) firms interviews as follows:

Excellent: Valdes Engineering Company, Farnsworth Group, Cordogan Clark, Kluber Inc.  
Very Good: Tria Architecture, Williams Architects, Robert Juris Associates Architects  
Good: Wight and Company, Arcadis US

A "Final Evaluation Summary" is attached for reference. The Selection Committee decided that the seven (7) firms characterized as "Excellent" and "Very Good" best met the RFQ criteria and demonstrated the ability and qualifications to successfully complete a range of projects required by the Village. The recommended firms provide all requested services in house, which should help streamline the proposal and design processes. Having seven (7) firms also ensures that an adequate number of proposals can be obtained for each project.

As such, the Selection Committee recommends the following seven (7) firms for Village Board approval:

Cordogan Clark Associates  
Farnsworth Group Inc.  
Kluber Architects Engineers  
Valdes Engineering Company  
Tria Architecture  
Williams Architects  
Robert Juris Associates Architects

If approved, a master service agreement (MSA) for Professional MEP and Architectural Services would be established with each of these seven (7) firms. Once contracts are established, the Village may request proposals from these firms for facility improvement projects from 2022 - 2024, with the option to extend any or all of those contracts for an additional two (2) years.

#### Financial Impact

There are no financial impacts to the Village with the approval of the recommended firms.

#### Recommended Action/Motion

I move to approve entering into master services agreements for Professional MEP and Architectural Services with Cordogan Clark Associates, Farnsworth Group Inc., Kluber Architects Engineers, Valdes Engineering Company, Tria Architecture, Williams Architects, and Robert Juris Associates Architects from 2022-2024, with the option to extend individual master services agreements for up to two (2) additional years;

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review.