



REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

September 2025

ORLAND TOWNSHIP GOVERNMENT OFFICE

Introduction

The Board of Trustees for Orland Township is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Architectural Services, as per (50 ILCS 510/) Local Government Professional Services Selection Act, to assist the Public Entity in performing possible planning, remodeling, construction and special projects. The firm selected shall have the primary responsibility for execution of the planning, design, construction documentation, and 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 public opening and reading of responses received by the Public Entity pursuant to this request.

RFQ Submission

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

Please submit:

Project proposal in three (3) bound copies; and one (1) digital copy via email to:

Lindsay Napleton
Executive Administrator
Orland Township
14807 S. Ravinia Ave.
Orland Park, IL 60462
708-403-4222
LindsayT@orlandtownship.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 Orland Township"** and the Respondent's name.

To best serve the Public Entity, only firms (the proposed office to work with the Public Entity) within 30 miles of the Public Entity office (by Google Maps) should submit their statement of interest and qualifications.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 75 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of



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contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

Schedule

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

September, 2025 - RFQ Released

*Monday through Fridays between 8:00 a.m. to 4:30 p.m.
– Non-Mandatory Pre-submittal Meeting and Walk-through
14807 S. Ravinia Ave., Orland Park, IL 60462

October 10, 2025– Last date for respondents to send clarifications / questions
October 10, 2025- Submissions due; evaluation of qualifications begins
October 14, 2025- Successful short-listed and unsuccessful firms notified
October 15 - Interviews with short-listed firms
October 15-16 - Ranking of top 3 firms and contract negotiations
October 16 - Committee recommends firm for Board Approval
October 20 - 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:

Lindsay Napleton
Executive Administrator
Orland Township
14807 S. Ravinia Ave.
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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.

Public Entity Background

Orland Township offers community services such as but not limited to Senior Services, Health Services, Youth & Family Services, Food Pantry, Assessor's



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Office, and more to residents. Building is often used for community and social gatherings.

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) Joint venture and/or cooperative professional teams will not be considered.
- c) The inclusion of subconsultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will not be required to be included in the submittal.

General Terms and Conditions

- a) All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The Public Entity assumes no responsibility for these costs. This RFQ does not commit the Public Entity 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 Public Entity to enter into a contract. The Public Entity reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The Public Entity reserves the right to waive informalities and irregularities in the submissions of qualifications received. The Public Entity 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 Public Entity, as determined by the selection committee, upon approval of the Public Entity Board of Trustees.
- d) The Public Entity reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the Public Entity.
- e) The purpose of this Request for Qualifications is to identify an experienced Architectural Services firm with the best combination of qualifications.
- f) Requests for site visits and introductory meetings will be allowed.
- g) All Proposers are prohibited from making any contact with the Public Entity Personnel, Board of Trustees, or Village Manager or any other administrator or employee of the Public Entity with regard to the RFQ,



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other than in the manner and to the person(s) designated herein. The Executive Administrator reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.

General Description of Scope of Services

- a) The selected architectural firm will become part of a project team consisting of members of the Public Entity and community stakeholders and to perform services as required.
- b) The Design Team may be requested to:
 - a. Attend meetings with Public Entity administrative staff as necessary.
 - b. Attend Public Entity Board of Trustees meetings as necessary.
 - c. Develop preliminary drafts of the Project Program for Public Entity review and comment.
 - d. Consult with Public Entity on budgetary and funding matters.
 - e. Consult with the Public Entity on Project scheduling considerations. Consult with the Public Entity on general concepts of the Project scope of work and Project needs.
- c) The firm's services and product provided shall conform to the Illinois State Municipal Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

Proposal Content

Statement of Interest –

Provide a signed statement of qualifications 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



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- 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 office that will be serving the Public Entity (key personnel, project experience, etc.). The office designated to serve the Public Entity, 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 of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm.
- List any litigation arbitration and alternative dispute resolution within the last 5 years, arising out of any design work for any Public Entity; 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 Public Entity and, if so, for what reason. If so, list the name and contact information for the Public Entity.

Firm Experience and Capabilities –

- Provide a list of all Public Entity 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 public entity or community building projects.
- Samples of work that demonstrate experience in community or public environments are required.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general Municipal spaces as well as the design of office spaces, Village Halls, Libraries, Community Spaces, etc.

Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm.
- Provide resumes of project designers, managers, key staff relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or



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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 Public Entity in writing. Unapproved staffing changes may result in a rejection of qualifications.

Project Approach –

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting the project 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 the Chicagoland Suburbs In your response, describe how your firm plans to respond when the Public Entity has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the Municipal 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 performed on Municipal facilities in Illinois in the last five (5) years.