



# REQUEST FOR QUALIFICATIONS PROFESSIONAL DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR CITY HALL COUNCIL CHAMBERS AND ADMINISTRATION REMODEL PROJECT

## **Project Summary**

The City of Rock Island is seeking qualifications from qualified firms for the design, development, and project oversight of the City Hall Council Chambers and Administration Remodel Project. Final design and construction will depend on approval of proposed renovations by the Rock Island City Council, Mayor and City Manager.

## **Project Background**

The City of Rock Island City Hall was built in 1940 and is located at 1528 3<sup>rd</sup> Avenue in Rock Island, IL. City Hall houses the General Administration, Finance, Community and Economic Development, Information Technology and Human Resources Departments, as well as Council Chambers and the employee health clinic.

## **Project Scope of Services**

The scope of services will include, but is not limited to, the following:

- 1) Conceptual design and construction cost of:
  - a. Design and Renovation of City Council Chambers, 3<sup>rd</sup> Floor
    - i. Adding a conference room
    - ii. Paint
    - iii. Replace flooring
    - iv. Configuration and design of council and public seating
    - v. Furniture
    - vi. ADA compliant restrooms
    - vii. Security, audio visual requirements (including remote participation), and lighting
  - b. Design and Renovation of the General Administration area, 1<sup>st</sup> Floor
    - i. Possible reconfiguration of space
    - ii. Paint
    - iii. Replace flooring
    - iv. Furniture
  - c. Replace Flooring in the Finance Department

## **Tentative Schedule of Events**

Issue RFQ	February 27, 2023
RFQ Deadline	March 20, 2023
Committee Review of Qualifications	Week of March 27, 2023
Award Date	TBA

### **Qualifications**

The qualifications should contain the following information, plus any other information deemed pertinent by your firm:

- A. Examples and brief synopsis of comparable projects including recent clients that may be used as references.
- B. Qualifications, experience and availability of key professional and technical staff including any anticipated subcontracted work.
- C. Location of the office which will perform the work and designation of the project manager and any additional team members.
- D. Proposed Scope of Services and the anticipated schedule showing the estimated time frame for completion of the required services.

All qualifications must be hand carried or mailed and will be received at the City Clerk's Office no later than 9:00 a.m. local central time, March, 20, 2023. All qualifications must be sealed and marked "CITY HALL REMODEL PROJECT QUALIFICATIONS."

### **Qualifications must be submitted to:**

Rock Island City Clerk  
Attn: CITY HALL REMODEL PROJECT QUALIFICATIONS  
1528 3<sup>RD</sup> Ave.  
Rock Island, IL 61201

*\*Qualifications received after this date and time will not be considered.*

Additional information and questions may be directed to Samantha Gange, City Clerk at [gange.samantha@rigov.org](mailto:gange.samantha@rigov.org).

### **Evaluation Criteria**

Each proposal will be reviewed and judged against the evaluation criteria listed below:

- A. Experience of the consulting firm and staff with projects of this type.
- B. Comprehensive knowledge, understanding, creativity, and application of the appropriate products, techniques, and standards used for the design and construction of similar amenities.
- C. Fees for services.
- D. Projected time schedule to complete the project.

After reviewing the firm's qualifications, the project steering committee will make its selection based upon the evaluation criteria. One or more firms submitting qualifications may be asked to participate in an interview, at the firm's own expense, with the project steering committee. The firm's staff member(s) responsible for the completion of these projects is/are required to attend the interview.