



## Winnebago County - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

(815)319-4380 [Purchasing@purchasing.wincoil.gov](mailto:Purchasing@purchasing.wincoil.gov)

REQUEST FOR QUALIFICATIONS	25Q-2399	ISSUE DATE	3/21/25
RFQ TITLE	WINNEBAGO COUNTY FOREST PRESERVE - ARCHITECT SERVICES		
RFQ DUE DATE	4/16/25	DUE TIME (CST)	10:00 AM
SUBMIT ONE ORIGINAL RESPONSE, ONE MEMORY STICK	BOND REQUIRED	NONE	

The County of Winnebago, Illinois in conjunction with the Winnebago County Forest Preserve hereby solicits qualified individuals and interested firms to submit proposals for providing all services necessary to provide **WINNEBAGO COUNTY FOREST PRESERVE - ARCHITECT SERVICES**.

The Forest Preserve is seeking a firm to provide Architecture and Engineering Services. The selected firm will support the design process for an upcoming design bid build project in conjunction with the County Forest Preserve Administration. The Forest Preserves of Winnebago County are exploring options for constructing a new natural resource maintenance facility southwest of Rockford, Illinois.

Proposer's proposals must be delivered by the date and time listed under Schedule of Events to:

**Winnebago County Purchasing Department  
404 Elm Street - Room 202  
Rockford, IL 61101**

### OVERVIEW OF THE FOREST PRESERVES OF WINNEBAGO COUNTY:

The Forest Preserves of Winnebago County is a unit of local government, governed by an independent board of 7 elected commissioners, in the State of Illinois, whose mission is to protect, conserve, enhance, and promote Winnebago County's natural heritage for the environmental, educational, and recreational benefit of present and future generations. The district manages over 11,500 acres of open space for the conservation of natural resources and for recreational opportunities, which include hiking, camping, golfing, and horseback riding.

### CONTRACT TERM

Winnebago County Forest Preserves will administer the contract. The term of this contract will be determined upon selection of the qualified proposed vendor. Please note this contract will require Winnebago County Forest Preserve Board Approval.

**GENERAL REQUIREMENTS**

This is a Request for Qualifications. Proposals will be opened and evaluated in private and submittal information will be kept confidential until a final selection is made.

**SUBMISSION DATE AND TIME**

No later than **10:00 a.m. (CST)— Thursday, April 16, 2025**. Proposals received after the submittal time will be rejected. (Refer to Schedule of Events)

**CONTACT PERSON:** Hope Edwards, Director of Purchasing – [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

**SCHEDULE OF EVENTS**

3/21/2025	RFQ Solicitation is made available
3/28/2025	Questions emailed to <a href="mailto:purchasing@purchasing.wincoil.gov">purchasing@purchasing.wincoil.gov</a> by 12:00 p.m.
4/9/2025	Questions answered via Addendum sent and posted on website by 4:00 p.m.
4/16/2025	RFQ submittals due by 10:00 a.m.
Week of April 21st	Evaluation Process Begins
Early May	Possible Presentations and Oral Interviews, <i>if needed</i>
May 2025	Projected Committee and Award Date

## **SECTION ONE: INSTRUCTION TO PROPOSERS**

### **1.1 INTRODUCTION/BACKGROUND**

The Forest Preserve is seeking a firm or individual (hereinafter known as “Consultant”) to provide Architecture and Engineering Services. The selected firm will support the design process for an upcoming design bid build project in conjunction with the County Forest Preserve Administration.

### **1.2 COPIES OF RFQ DOCUMENTS**

- A. Only complete sets of RFQ solicitation documents should be used for preparing proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.
- B. Complete sets of RFQ documents must be obtained on the County’s website.
- C. Submitted Proposals must include all forms and requirements as called for in the Request for Qualifications. Failure to include all necessary forms and licenses will result in a non-responsive proposal.

### **1.3 EXAMINATION OF RFQ DOCUMENTS**

- A. Each Proposer shall carefully examine the RFQ and other documents, and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the proposal. Ignorance on the part of the Proposer shall in no way relieve him/her of the obligations and responsibilities assumed under the proposal.
- B. Should a Proposer find discrepancies or ambiguities in, or omissions from, the specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County by email at [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov) by the **Schedule of Events deadline**.

### **1.4 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA**

No oral interpretations will be made to any Proposer as to the meaning of the documents. Any inquiries or requests for interpretation must be received **in writing by the date specified, in the Schedule of Events**, emailed to [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov).

All such changes or interpretation will be made in writing in the form of an addendum and, if issued, shall be posted on the County’s website no later than five (5) business days prior to the established Proposal due date. It shall be the Proposer’s sole responsibility thereafter to find and download the addendum.

Each Proposer MUST acknowledge receipt of such addenda on the Proposal Signature Form. All addenda are a part of the documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before proposals are opened.

### **1.5 GOVERNING LAWS AND REGULATIONS**

The Proposer is required to be familiar with and shall be responsible for complying with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work. Knowledge of occupational license requirements and obtaining such licenses for Winnebago County and municipalities within Winnebago County are the responsibility of the Proposer.

## **1.6 HOLD HARMLESS CLAUSE**

The Proposer covenants and agrees to indemnify, hold harmless and defend Winnebago County, its Board members, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by County, and any other losses, damages, and expenses of any kind, including attorneys' fees, costs and expenses, which arise out of, in connection with, or by reason of services provided by the Proposer or any of its Sub-consultant(s) in any tier, occasioned by the negligence, recklessness, or intentionally wrongful conduct of the Proposer, or its Sub-consultant(s) in any tier, their officers, employees, servants or agents. In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall indemnify the County from any and all increased expenses resulting from such delay. Should any claims be asserted against the County by virtue of any deficiency or ambiguity in the plans and specifications provided by the Proposer, the Proposer agrees and warrants that Proposer shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

## **1.7 PREPARATION OF PROPOSALS**

Signature of the Proposer: The Proposer must sign the proposal forms in the space provided for the signature. If the Proposer is an individual, the words "Doing Business As", or "Sole Owner" must appear beneath such signature. In the case of a Partnership, the signature of at least one of the partners must follow the firm name and the words "Member of the Firm" should be written beneath such signature. If the Proposer is a limited liability company, the title of person signing the Proposal on behalf of the limited liability company must be stated and evidence of his authority to sign the Proposal must be submitted.

## **1.8 SUBMISSION OF PROPOSALS**

- A. Proposals shall be submitted to Winnebago County at the designated location not later than the time and date for receipt of proposals indicated in the RFQ solicitation, or any extension thereof made by Addendum. Winnebago County's representative authorized to open the proposals will decide when the specified time has arrived and no Proposals received thereafter will be considered. Proposals received after the time and date for receipt of Proposals will be returned unopened.
- B. Winnebago County Purchasing Department receives proposals by paper only. Please DO NOT email or fax proposals.
- C. Each Proposer shall submit with his Proposal the required evidence of his qualifications and experience.

## **1.9 REQUIRED COUNTY FORMS**

Proposer shall complete and execute the forms specified in the RFQ (Proposal Signature Form and Business References); failure to provide executed documents may result in Proposer being determined to be not fully responsive to the RFQ.

## **1.10 MODIFICATION OF PROPOSALS**

Written modification will be accepted from firms if addressed to the entity and address indicated in the Request for Qualifications and received prior to Proposal due date and time. Prior to the time and date designated for receipt of Proposals, any Proposal submitted may be modified by delivery to the County Purchasing Department of a complete Proposal as modified. All emails shall be marked "Modified Proposal" delivery shall comply with requirements for the original proposal.

### **1.11 RESPONSIBILITY FOR PROPOSAL**

The Proposer is solely responsible for all costs of preparing and submitting the proposal, regardless of whether a contract award is made by the County. *Unless otherwise specified by the Proposer, the County has no less than one hundred twenty (120) day to make a final selection.*

### **1.12 RECEIPT AND OPENING OF PROPOSALS**

The properly identified Proposals received on time will be opened by the County Purchasing Department. Any Proposal not received by the Purchasing Department on or before the deadline for receipt of proposals designated in the solicitation or Addendum(s) will not be opened.

### **1.13 NEGOTIATIONS**

The County may elect to negotiate a contract with the highest qualified firm(s) at compensation and for a term that the County determines in writing to be fair and reasonable. In making this decision, the County shall take into account the estimated value, scope and complexity and firm's nature of the services to be rendered. Also, consider how much subcontract the firm(s) will need to use for a project.

If the County is unable to negotiate a satisfactory contract with any of the top selected firms, the County may re-advertise the project.

### **1.14 AWARD OF CONTRACT**

- A. The County reserves the right to waive any informality in any proposal, or to readvertise for all or part of the work contemplated. If proposals are found to be acceptable, written notice will be given to the selected Proposer of the award of the contract. The County reserves the right to reject any and all proposals.
- B. If the award of a contract is annulled, the County may award the contract to another Proposer(s), or the work may be re-advertised or may be performed by other qualified personnel as the County decides.
- C. A contract will be awarded to the Proposer(s) deemed to provide the services which are in the best interest of the County.

The County also reserves the right to reject the proposal of a Proposer who has previously failed to perform properly or to complete contracts of a similar nature on time.

**1.15 CERTIFICATE OF INSURANCE AND INSURANCE REQUIREMENTS**

The Proposer shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Winnebago County Forest Preserve within fifteen (15) days after award of contract or acceptance of the proposal, with Winnebago County listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Proposer/Proposer. Policies shall be written by companies licensed to do business in the State of Illinois and having an agent for service of process in the State of Illinois. Companies shall have an A.M. Best rating of VI or better.

- A. Workmen's Compensation            Illinois Statutory Limits
- B. Employers Liability                    \$2,000,000
- C. Comprehensive General Liability form
  - Limits - Bodily Damage            \$2,000,000 per occurrence
  - \$2,000,000 aggregate
  - Property Damage                    \$2,000,000 per occurrence
  - \$2,000,000 aggregate
- D. Auto Insurance; Comprehensive form including, owned; non-owned and hired autos, uninsured motorists.  
Limit - Same as General Liability

Winnebago County Forest Preserve shall be named as an Additional Insured on the General Liability and Vehicle Liability policies.

**CHANGES IN INSURANCE COVERAGE:**

The Proposer/Contractor will immediately notify the Winnebago County Purchasing Department if any insurance has been cancelled, materially changed, or renewal has been refused and the Proposer/Contractor shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits.

If suspension of work should occur due to insurance requirements, upon verification by the County of required insurance, the County will notify Proposer/Contractor when they can proceed with work.

Failure to provide and maintain required insurance coverage(s) and limits could result in immediate cancellation of the Contract and the Proposer/Contractor shall accept and bear all costs that may result due to the Proposer's/Contractor's failure to provide and maintain the required insurance.

**END OF SECTION ONE**

## SECTION TWO: SCOPE OF WORK

### PROJECT OVERVIEW

The Forest Preserves of Winnebago County are exploring options for constructing a new natural resource maintenance facility southwest of Rockford, IL. The proposed structure will be built at one of three potential locations at Funderburg Forest Preserve.

The current project is envisioned as:

Building and site design for a 7,000 SF steel framed structure on concrete foundation. We are currently working under the assumption that any new construction at the site will require a new water well, septic, electrical and natural gas service. The structure will need to be roughly 70' deep by 100' wide, and approximately 20' tall in order to allow a mezzanine structure and 14' garage door heights. The structure will be divided into two primary spaces:

#### 1. Office Space:

Approximately 2,500 SF of fully finished space with the following features:

- (2) full bathrooms with showers
- (3) single occupancy office spaces at approximately 150 SF each
- One communal work space approximately 400 SF in size
- One lab space with plumbing and ventilation approximately 250 SF in size
- A break / conference room with kitchenette
- Utility closet

#### 2. Shop Space

Approximately 4,500 SF of insulated, heated workspace with the following features:

- At least (3) garage doors 14' in height
- At least 700 SF mezzanine structure that will support 2<sup>nd</sup> floor storage. Underneath will consist of:
  - (1) 200 SF room with water, ventilation, and isolated floor drain and containment system
  - (1) Approximately 200 SF open concept mud / locker room
  - Remaining space to be used as tool room
- In floor drains that discharge water outside or into containment system

### SPECIFICATIONS – SCOPE OF WORK

#### A. Overview

1. The project will include site selection, design development, architectural services, and construction bid document preparation for the development of a new maintenance shop at Funderburg Forest Preserve in southern Winnebago County. This facility will support the day-to-day operations of the district's natural resource management staff and will require a mix of finished office space (approximately 2,500 sf) and garage space (approximately 4,500 sf).
2. Your design services must include full architectural (including interior design), structural, mechanical, plumbing, electrical, low voltage, geothermal, and fire protection. This proposal is to include all FF&E including furniture, fixtures, equipment, signage, security, and AV.

3. A schedule has been included outlining the RFP and approval process from the county. A DRAFT timeline has been included for design and construction milestones as a basis for this RFP, however respondents will be required to provide a detailed design and construction schedule.
4. The county will be entering into an AIA contract agreement with the successful respondent.

#### B. Goals and Objectives

1. Develop and construct a facility that meets the needs of the District's Natural Resource Management department
2. Ensure that the building design is functional, efficient, and cost effective. Your team is expected to stay within the county's budget. In case of budget overruns, provide value engineering solutions at no additional costs to the county.
3. Collaborate with relevant stakeholders, including Forest Preserve and Winnebago County staff and officials, public safety personnel, construction manager, and contractors, to ensure the design solution aligns with operational requirements and budgetary constraints.
4. Ensure that the design solution is compliant with all relevant codes and regulations.

#### C. Scope of Work

##### 1. General

- a. Consult with the District to understand the needs, goals, and objective of the project.
- b. Evaluate short list of potential project sites at Funderburg Forest Preserve for feasibility
- c. Provide expert advice and guidance throughout the design phase, including attending meetings, addressing stakeholder feedback, and incorporating necessary revisions.
- d. Develop design drawings and construction plans based on the approved schematic and conceptual designs within the limitations of the budget.
- e. Prepare contract documentation that will be used for estimating, bidding, and construction phases, including drawings and specifications. Renderings may be required for client and or public presentations.
- f. This scope of work includes all budgeting efforts through each phase of design including but not limited to schematic, design development, and construction documents.
- g. Submit project drawings to the appropriate authorities having jurisdiction for plan review and approval and obtain all required permits.
- h. Provide construction administration services, including site visits and inspections as required throughout the duration of the project.
- i. Include any necessary time to attend meetings during the design and construction phases of the project.
- j. Be responsive to questions from the construction contractor during project build



**FEES AND EXPENSES:**

- Describe proposed fees and fee model options available;
- Fees should be itemized by task or deliverable, as consistent with the submission’s organization. The fee proposal should assign dollar amounts or percentages of total fees to each major work product.

**EVALUATION CRITERIA**

Proposals will be evaluated by an evaluation committee who shall review, evaluate, and verify information submitted by Proposer. All proposals will be evaluated and scored according to the following Evaluation Criteria. It is the intent of the County to conduct a fair and comprehensive evaluation of all proposals received. The contract for this RFP will be awarded to the Proposer who submitted a proposal that is most advantageous to the County.

The evaluation committee will recommend an award, to the Winnebago County Forest Preserve Board, for the highest scoring proposal. The Winnebago County Forest Preserve Board will make the final decision as to award of a contract/agreement.

The County reserves the right to reject any and all proposals and to waive technical errors and irregularities as may be deemed best for the interests of the County. Proposals that contain modifications, are incomplete, unbalanced, conditional, obscure, or that contain additions not requested may be rejected at the option of the County.

	<b>RFQ Evaluation Criteria</b>	<b>100%</b>
1	<b>Completeness of Response</b> <i>All instructions followed.</i> <i>Submission included all requested information.</i>	20%
2	<b>Qualifications &amp; Key Personnel</b>	30%
3	<b>Relevant Project Experience &amp; Innovation</b>	30%
4	<b>Business References</b>	20%

**END OF SECTION TWO: SCOPE OF WORK**

**SECTION THREE: PROPOSAL SIGNATURE FORM**

<b>Name of Proposer</b>			
<b>Contact Person</b>			
<b>Address</b>			
<b>City, State, ZIP</b>			
<b>Telephone</b>		<b>FEIN No.</b>	
<b>Email(s)</b>			

**TO:** Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies they are an:

- OWNER/SOLE PROPRIETOR     
  MEMBER OF PARTNERSHIP     
  AN OFFICER OF CORPORATION     
  MEMBER OF JOINT VENTURE

Further, as the Proposer, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the scope of services or work specifications for the above designated service, and all other documents referred to or mentioned in the solicitation documents, specifications and attached exhibits, including Addenda.

(Proposer, must list below any and all Addenda on red lines)

**No(s): \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ issued thereto;**

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate. The Affiant deposes and says that he/she has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

Further, the Proposer certifies that he/she has provided equipment; supplies or services comparable to the items specified in this solicitation to the parties listed in the Business Reference Form and authorizes the County to verify references of business and credit at its option. Finally, the Proposer, if awarded a contract, agrees to do all other things required by the solicitation documents, and that he/she will take in full payment therefore the sums set forth in any resulting contract award.

**SIGNATURE OF PROPOSER**

**SIGNATURE** \_\_\_\_\_

**Name and Title of Signer** \_\_\_\_\_

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2025**

**AUTHORIZED VENDOR NEGOTIATOR**

**Name and Title** \_\_\_\_\_

**Phone and Email** \_\_\_\_\_

**END OF SECTION THREE: PROPOSAL SIGNATURE FORM**

## BUSINESS REFERENCES

The RFQ Proposer must list references for the last three (3) completed projects, listing company, name, address, contact person, telephone number and date of completion. If the Proposer is a new business, provide references that will enable the County to determine if Proposer is responsible.

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

NUMBER OF YEARS IN BUSINESS	
NUMBER OF PERSONNEL ON STAFF	

**RETURN PROPOSAL LABEL**

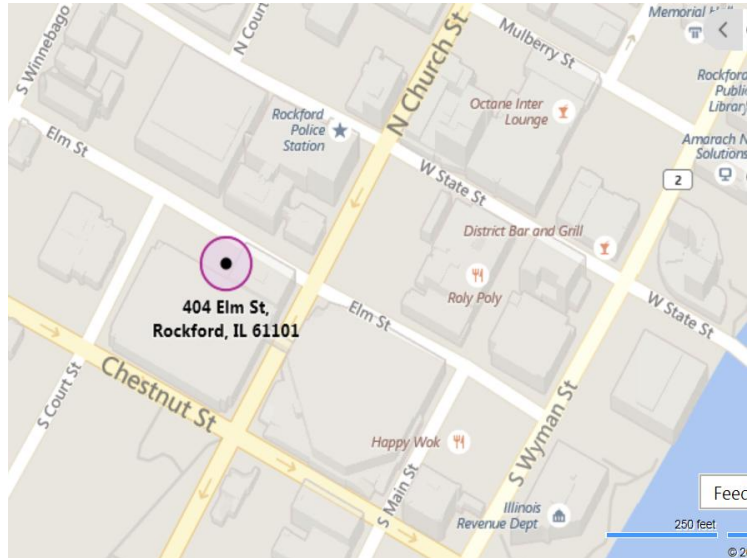


The County of Winnebago, Illinois will receive sealed Proposals at:

**WINNEBAGO COUNTY  
PURCHASING DEPARTMENT  
404 ELM STREET, ROOM 202  
ROCKFORD, ILLINOIS 61101**

All Proposals must be enclosed in sealed envelopes marked:

**“WINNEBAGO COUNTY  
FOREST PRESERVE -  
ARCHITECT SERVICES”**



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



<b>PROPOSAL# 25Q-2399</b>	<b>WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101</b>
<b>PURCHASING DIRECTOR: HOPE EDWARDS</b>	
<b>PROPOSAL NAME: WINNEBAGO COUNTY FOREST PRESERVE - ARCHITECT SERVICES</b>	
<b>PROPOSAL DUE DATE/TIME: APRIL 16, 2025 - 10:00 AM</b>	