

## **NOTICE OF REQUEST FOR QUALIFICATIONS FROM ARCHITECTURAL FIRMS**

Please take notice that the Will County Metropolitan Exhibition and Auditorium Authority which owns the historic Rialto Square Theatre in downtown Joliet, Illinois is seeking Requests for Qualifications from architectural firms to assist the Authority in the design, bidding and construction related activities for several projects at the Theatre Complex. The Projects include retrofitting the building to include a sprinkler system, adding seats, designing upgrades for unused space and other projects. The Projects will be funded by a grant received from the State of Illinois and administered by the Illinois Department of Commerce and Economic Opportunity. Qualified firms must comply with all the rules and regulations applicable to the grant process. Contractors will be required to comply with applicable provisions of the Illinois Prevailing Wage Act. The Authority encourages participation in the RFQ process by minority business, women's business enterprises, and labor surplus area firms.

The Request for Qualifications are available for pick-up at the Authority office located at 102 N. Chicago Street, Joliet, Illinois 60432, or may be obtained on the Authority's website <https://rialtosquare.com/>

Responses to the RFQ are due not later than Friday, June 10, 2022 at 4:00 p.m. (central time). Questions may be directed to Jack Ericksen at [jericksen@rialtosquare.com](mailto:jericksen@rialtosquare.com) not later than Monday, June 6, 2022 at 4:00 p.m. (central time). A walk-through of the property will be conducted on Wednesday, June 1, 2022 at 2:00 p.m. (central time). Please contact Mr. Ericksen if you intend to participate in the walk-through.

# WILL COUNTY METROPOLITAN EXHIBITION AND AUDITORIUM AUTHORITY

## RIALTO SQUARE THEATRE REQUEST FOR QUALIFICATIONS



## **SECTION 1. NOTICE OF REQUEST FOR QUALIFICATIONS.**

The Will County Metropolitan Exhibition and Auditorium Authority (the “WCMEA”), Illinois, is requesting Statements of Qualifications from professional, qualified Architecture firms or individuals experienced in the design, bidding and construction of retrofitting a historically significant building to install a sprinkler system and other improvements which may include adding seats, designing upgrades for unused space and other projects (the “Project”) . Responses to this Request for Qualifications (RFQ) are sought from professional, qualified firms or individuals who are capable of designing and preparing bid documents and overseeing the Project. A complete response to this RFQ must include ten (10) copies of a bound written report containing both a PDF format and a Microsoft Word format version of the Statement of Qualifications. Statements of Qualification will be received until 4:00 P.M. (Central Time) on Friday, June 10, 2022, at Rialto Square Theatre, 102 N. Chicago Street, Joliet, IL 60432. The submittal deadline is absolute. Late submittals will not be considered. Statements of Qualification received after the due date and time will not be accepted or considered and will be returned to the sender without review. Prospective firms and individuals must select a method of delivery that ensures the Statement of Qualifications will be delivered to the correct location by the due date and time. This RFQ may be downloaded from WCMEA website or provided at the address listed above. Questions regarding this RFQ may be directed to Jack Ericksen at [jericksen@rialtosquare.com](mailto:jericksen@rialtosquare.com). Questions may be submitted not later than Monday, June 6, 2022, at 4:00 p.m. (central time). All questions and answers will be shared with all firms that have registered their interest in responding. In order to be notified of all RFQ questions and answers, firms must notify Mr. Ericksen by email of their interest in responding to the RFQ. The Projects will be financed in whole or in part through a grant received by the State of Illinois and administered through the Department of Commerce and Economic Opportunity. Qualified firms must comply with all grant rules and regulations. Contractors will be required to comply with applicable provisions of the Illinois Prevailing Wage Act. The Authority encourages participation in the RFQ process by minority businesses, women’s business enterprises and labor surplus firms.

Interested firms or individuals are required to certify non-discrimination in employment practices and identify any potential or perceived conflict of interest (personal and/or property interest in the subject scope of work). Pre-qualification is not required. All interested firms and individuals responding to this RFQ are required to comply with all applicable provisions of federal, state, and local law. The WCMEA reserves the right to (1) reject any or all responses, (2) waive informalities in a response, (3) select a firm or individual who has submitted fully responsive Statement of Qualifications and who is determined by the WCMEA to be a professional, qualified firm or individual to be in the best interest of the WCMEA, or (4) take whatever action or make whatever decision it determines to be appropriate. The WCMEA assumes no obligation in this general solicitation of Statements of Qualifications and all costs and expenses of responding to this RFQ shall be the responsibility of the interested firms or individuals.

## **SECTION 2. BACKGROUND AND SCOPE:**

The WCMEA owns the Rialto Square Theatre together with office space in the “Rialto Complex” situated in downtown Joliet, Illinois. The Rialto Theatre was designed by architects C.W. and George Rapp. The theatre opened in 1926 and underwent a restoration in the 1980’s. The building is on the National Register of Historical Places and is considered one of “150 Great Places in Illinois” by the American Institute of Architects.

Tasks will include the following and will be finalized with the firm retained.

**Task 1:** Pre-Schematic Design Plan Description: Develop preliminary design drawings for the Project. Development of this task should include interaction with the various WCMEA representatives.

**Task 2:** Total Project Cost Estimate and Schedule Description: Provide a total Project cost estimate that includes all costs related to the design, permitting, and the construction of the Project which will be broken into incremental phases including, but not limited to, project management, fees, contingencies and all other applicable costs. Provide a complete proposed project schedule including realistic deadlines for design development, permitting and construction phases.

**Task 3:** Prepare bid documents, assist WCMEA with the bid process and evaluations and provide assistance in the construction phase of the Project.

### **SECTION 3. MINIMUM QUALIFICATIONS AND CRITERIA FOR EVALUATION:**

The firm or individual ultimately selected is expected to hold the following minimum qualifications and will be evaluated on the following criteria;

- a. Demonstrated knowledge and recent experience designing and completing successful similar facility projects within the scope, schedule, and budget.
- b. Must demonstrate knowledge and experience with respect to retrofitting aged buildings.
- c. Demonstrated ability to accurately assess current and future needs.
- d. Creativity in developing unique design solutions in furtherance of the Project.
- e. Ability to bring a complete, competent team addressing all necessary disciplines.
- f. Quality of the information presented in the Statement of Qualifications and completeness, relevance, and organization of the information and materials presented.
- g. Qualifications of design team members to lead the project effort. This must include an Organizational Chart with identification of the actual team members who will be assigned to this Project, not just available staff or consultants.
- h. Response of references. A selection committee will review the Statements of Qualifications submitted in response to this RFQ and may request interviews with some firms or individuals. The selection committee will rank the top firms and individuals based on Statements of Qualifications and interviews (if conducted).

### **SECTION 4. STATEMENT OF QUALIFICATIONS: RESPONSE FORMAT**

Statement of Interest and Qualifications is herein solicited and should include the following information in the following order and format describing the prospective consultant's availability, interests, qualifications, and current relevant experience. The response to this RFQ will identify a qualified team that has substantial experience in preparing the requested deliverables.

- a. Cover letter indicating the RFQ due date and title, the firm or individual's name, address, telephone number, fax number, and email contract address(es);
- b. Firm or individual profile;
- c. Identify the team members and provide resumés of the team members and identify the agents and subcontractors (if any) that the firm or individual anticipates assigning in conjunction with this project. Include a discussion of the expertise of the individuals who will be assigned to the project team, along with a description of their individual roles;

- d. Describe why the firm or individual is the best qualified to perform the scope of services in a timely and responsive manner;
- e. A detailed list of the tasks to be performed, to include a proposed schedule for performance, and an analysis of each task to include the personnel assigned and the proposed methodology for completing the task;
- f. A schedule showing the various tasks, the time to complete each task, and a total time frame proposed to complete the project;
- g. Provide at least three (3) public entity or private references (with contact name, address, and telephone number) for which the firm and proposed key personnel have performed (or are performing) that represents work similar to the Project.
  
- h. Identify the proposed project architect and other consultants are licensed to practice within the State of Illinois;
- i. Identify any legal proceedings, arbitrations, complaints or court actions files by any person against the firm or individual within the last three (5) years for any project involving the design and construction of similar Projects.
- j. Conflict of Interest: Provide a statement that discloses any past, on-going, or potential conflicts of interest that the firm or individual may have as a result of performing work in response to this RFQ.

**SECTION 5. RECORDS AND FINANCIAL DATA:**

All correspondence with the WCMEA, including responses to this RFQ, will become the exclusive property of the WCMEA upon receipt and will become public records under the Illinois Freedom of Information Act. Financial data, rates for services, and cost sheets are not considered confidential or proprietary. All documents submitted in response to this RFQ will be subject to disclosure if requested by a member of the public. There are a very limited number of exceptions to this disclosure requirement. During this selection process, until a firm or an individual is selected, the WCMEA will not disclose proposals (or any parts thereof), except as required under applicable law. This means that, depending on the nature or timing of the request, or future court decisions, that information may not remain private or confidential and may be publicly disclosed.

**SECTION 6. GENERAL PROVISIONS:**

Each prospective firm or individual submitting a Statement of Qualifications in response to this RFQ agrees that the preparation of all materials for submittal to the WCMEA and all presentations are at the firm or individual's sole cost and expense, and the WCMEA will not, under any circumstance, be responsible for any costs or expenses incurred by a prospective firm or individual. In addition, each prospective firm understands and agrees that all documentation and materials submitted with a Statement of Qualifications will remain the property of the WCMEA will become a public record; the WCMEA will assume ownership of all documents and deliverables submitted by prospective firms and individuals. Release of this RFQ does not commit the WCMEA to the selection of a firm or an individual and does not commit the WCMEA to enter into any agreement with a firm or an individual identified by the WCMEA through this process and the most qualified to provide the services described in this RFQ. Prospective firms and individuals are responsible for making necessary investigations and examination of records. Failure to do so will not act to relieve any condition of a potential professional services agreement or the requirements set out in this RFQ. It is mutually understood and agreed that the submission of a Statement of Qualifications shall be considered evidence that the prospective firm has made such examinations and

investigations. No request for modification of a Statement of Qualifications shall be considered after its submission on the grounds that the prospective firm or individual was not fully informed as to any fact or condition. A prospective firm or individual may withdraw their proposal at any time prior to the date and the time which is set forth herein as the deadline or submittal of Statements of Qualifications. The WCMEA reserves the right to request additional information at any time from any and all prospective firms or individuals as deemed necessary by the WCMEA to evaluate the proposals. This process may not be used, however, as an opportunity to submit missing documentation or to make substantive revisions to the original Statement of Qualifications.

If a prospective firm or individual has a question or requests clarification pertaining to this RFQ, such question or request for clarification must be put in writing and submitted to the individual identified below. The WCMEA will provide all prospective firms or individuals who have provided their contact information with a list of all questions and requests for clarification, as well as the answers to the questions and responses to the requests for clarification. All Statements of Qualifications will remain in effect and legally binding for at least one hundred twenty (120) days from the date of submission. This Request for Qualifications shall be governed in accordance with the laws of the State of Illinois and the jurisdiction of any disputes hereunder shall be had in Will County or in the appropriate federal court with jurisdiction over the matter. Unless otherwise directed, all communications regarding this RFQ, including all questions, should be submitted to Jack Ericksen at [jericksen@rialtosquare.com](mailto:jericksen@rialtosquare.com).

#### **SECTION 7. PROJECT FUNDING**

The project will be funded in whole or in part by a State of Illinois grant administered by the Department of Commerce and Economic Opportunity received by the WCMEA. The firm selected should be familiar with the grant process and request and be able to meet all the grant timelines.

#### **SECTION 8. EVALUATION OF PROPOSALS:**

Firms meeting the submittal requirements and meeting the minimum requirements will be evaluated. The submitted proposals will be reviewed and selected based upon factors in this RFP and including the following:

- a. Experience on similar projects with references (name, title, address, phone& e-mail) within the last three years only;
- b. Firm Information (size, location, history, resources, etc.);
- c. Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.;
- d. Ability to meet project deadlines (availability of staff to perform services);
- e. Completeness of project approach (detailed scope of services/tasks, etc.);
- f. Any additional services/tasks not identified in this RFP that the consultant believes will improve the project, reduce costs and time, etc.;



- g. Understanding of standards and policies, special requirements, code and regulations pertinent to the anticipated scope of services.
- h. Pricing. The fee for each phase will be negotiated with the awarded architecture firm. Pricing will not be considered in the evaluation of qualifications.

**Follow up Interviews**

Follow-up discussions/interviews may be conducted with several firm(s) to resolve any questions, finalize the scope of work and service agreement on a fee as a means to recommend final selection to the Board of Trustees if necessary.

**Withdrawal of Proposals**

No proposal shall be withdrawn for a period of 120 (one-hundred twenty) days after the proposal due date.

**Rejection of Proposals**

Proposals that are not prepared in accordance with these Instructions may be rejected. If not rejected, WCMEA may request correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Consultants.

**Acceptance of Proposals**

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Consultants. The WCMEA reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of WCMEA and to the public based on the evaluation factors in this RFP; to reject the low fee proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Consultants should not rely upon, or anticipate, such waivers in submitting their proposal.

**SECTION 9. TENTATIVE RFQ SCHEDULE:**

The following is the WCMEA tentative schedule for selection of a consultant: RFQ Release

Walk through of Rialto Theatre Complex ..... Wednesday, June 1, 2022, 2:00 p.m. (central time)

Deadline for Submittal of Questions or Requests for Clarification..... Friday, June 3, 2022, 4:00 p.m. (central time)

RFQ Response Submittals Due to the WCMEA: ..... Friday, June 10, 2022, 4:00 p.m. (central time)

## **SECTION 10. CHANGES TO RFQ**

The Authority reserves the right to change and amend this RFQ.

## **SECTION 11. INSURANCE REQUIREMENTS**

- a. Worker's Compensation and Employer's Liability with limits not less than:

- (1) Worker's Compensation Statutory;  
(2) Employer's Liability

- \$1,000,000 injury-per occurrence
- \$500,000 disease-per employee
- \$1,000,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

- b. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

- c. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

\$2,000,000 Bodily Injury and Property Damage Combined Single Limit  
Coverage is to be written on an "occurrence" bases.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)

- d. Professional Liability Insurance. With a limit of liability of not less than \$1,000,000 per occurrence and \$5,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out of the Contract.

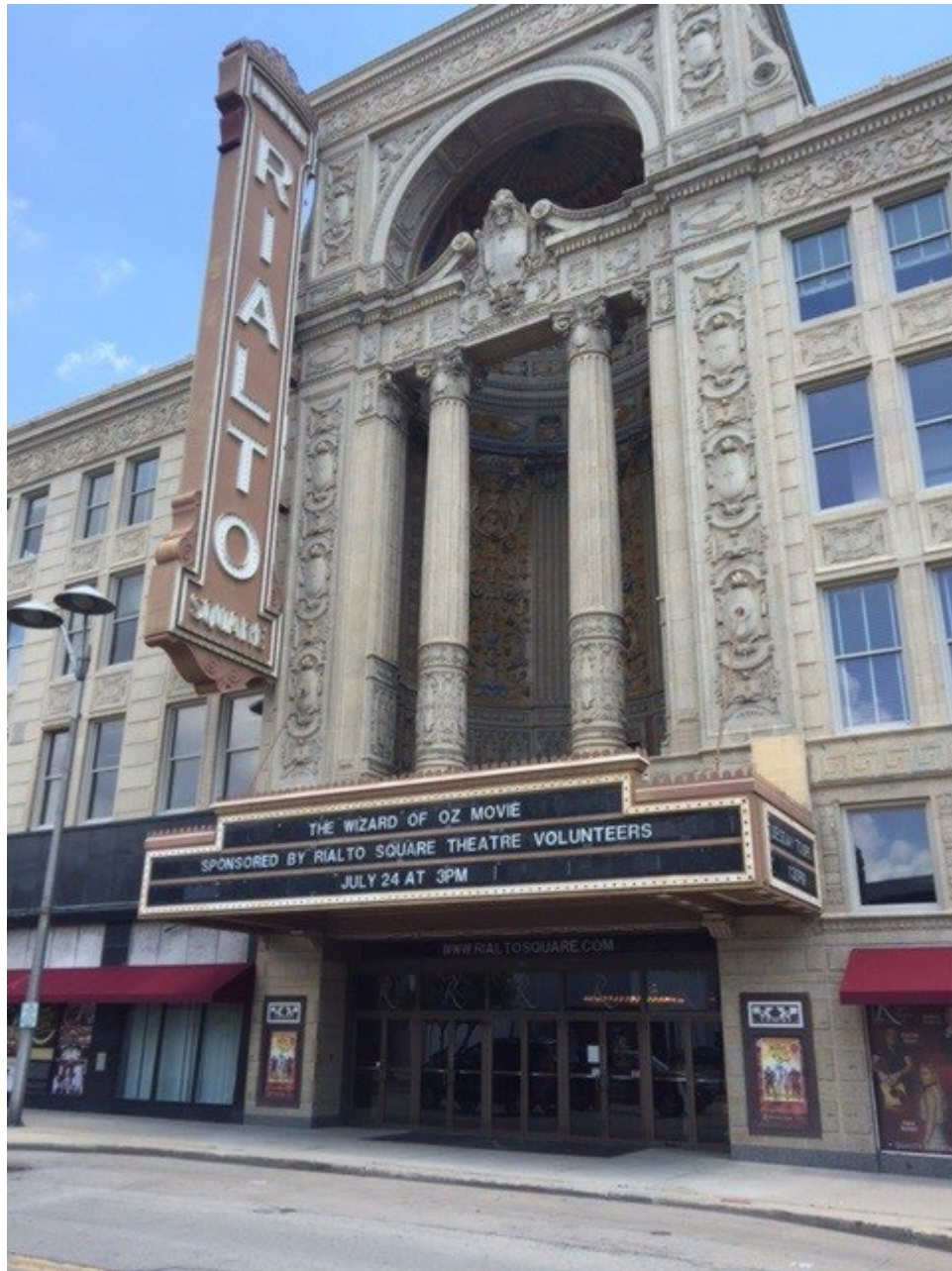
- e. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

- f. Owner as Additional Insured. Owner shall be named as an Additional Insured on all policies except for: Worker's Compensation Professional Liability Each such additional Insured endorsement shall identify Owner as follows: WCMEA, including its Board members and elected and appointed



officials, its officers, employees, agents, attorneys, consultants, and representatives.

- g. Other Parties as Additional Insureds. The Owner and VenuWorks LLC together with their employees, agents and consultants shall be named as additional insureds as allowed by the policy.



**RIALTO SQUARE  
THEATRE**