



Architectural Design & Engineering Services Request for Proposal **Addendum 1**

Prepared By:

Contact
Cullen Construction Management
566 W. Adams,
Suite 440,
Chicago, IL 60661

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Re-Released Date:
December 15th, 2023

Newly added language is
highlighted in **Blue**.



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Request for Proposal

Architectural & Engineering Design Services
Start Early
Lake County, IL

On behalf of Start Early, Cullen Construction Management hereby requests proposals for Professional Architectural and Engineering Design Services to support the new construction of an early learning facility in Zion, Illinois, or Beach Park, Illinois for the Educare of Lake County project.

Contents of RFP

- I. General Information
- II. Project Overview
 - a. Project Team
 - b. Project Documents
 - c. Schedule
- III. Roles & Responsibilities
- IV. RFP Specific Deliverables
- V. Evaluation Criteria

Proposal Questions & Submission

Community Outreach Meeting **Previously Held 12/7/23**
Questions due: **12/28**
Response due: **1/8/2024** By Noon CST

Questions will be directed to Tony Guzman & Emily Dyrek.

Tony Guzman 708.785.0828 tony@cullencm.com

Emily Dyrek 708.359.0962 emily@cullencm.com

Proposal Submissions are sent to the following email.

RFPstartearly@cullencm.com

Send a confirmation email to emily@cullencm.com & Tony@cullencm.com after the documents are sent to the Procurement email.

I. General Information

Start Early

Start Early was founded in 1982 as the Ounce of Prevention Fund, a nonprofit public-private partnership. Since the beginning, we have delivered best-in-class doula, home visiting, and Early Head Start and Head Start programs and advocated for thoughtful policies and adequate funding at the local, state, and federal levels. From our roots directly serving families and children on Chicago's South Side and rural Illinois, we have expanded nationwide, impacting early childhood programs and policies with partnerships in 25 states. Our role as on-the-ground practitioners continues to be the bedrock of our expertise and a source of innovation and leadership in the field.

Our story is focused on the idea that starting early and nurturing the attachments between children and adults is essential to a child's present and future well-being. Decades of research have proven that quality early

childhood programs are a smart investment. Our founder, businessman, and philanthropist, Irving B. Harris understood that the best hope for leveling the playing field and allowing children to thrive is to invest in the earliest days and create intensive, long-term support for a developing child and their family. For 40 years, Start Early has been a champion for quality early learning and care, focused on closing the opportunity gap for our youngest learners.

Our core values lay the foundation for our identity and the way we do our work. They reflect our ongoing commitment to instilling a culture that makes Start Early a great place to work and supports our role as a catalyst for change. See more on our website.

- Empowerment - Listen Well
- Appreciation & Respect - Do What We Say We Will Do
- Learning - Be Curious, Keep Learning
- Communication - Collaborate to Deliver Our Mission
- Diversity - Drive Change Together
- Excellence - Focus on Results

In addition to our core values, we want to prioritize staff and community perspectives throughout the design, procurement, and construction. We expect the Design Team to work closely with the Start Early team to collaborate closely together and have a demonstrated passion and experience with leading community architecture along with participatory design processes for soliciting community input on the design and build of projects.

We have also highlighted additional design principles we expect to shape the approach and physical space:

- Diversity, Equity & Inclusion
 - We want the vendors we work with to reflect the community we serve, prioritizing minority-owned, women-owned, local businesses.
 - We want the space to be at the forefront of inclusivity for children and families, including those with disabilities and dual language learners.
- Continuity of Programming
 - Educare Lake County will be one of 27 early learning centers across the country. We want to ensure that all Educare spaces embody the same excellence and high standards.
- Innovation & Environment
 - Start Early believes that all children have the right to environments that support their healthy development and that the impacts of climate change undermine the development and physical safety of young children. Taking a climate-focused approach to the design and construction of the Educare space is essential.
- Sustainability
 - The goal is to achieve a Net Zero building and campus.
 - This goal should be reachable and included in the proposal costs.

Project Scope of Work

Start Early completed an early childhood landscape analysis of Lake County, met with local stakeholders, and reviewed local assessments before focusing on Beach Park and Zion as potential community areas for the Lake County Educare. Start Early is further exploring the potential land options in these areas in partnership with the communities. Start Early has also secured anchor funding for the project.

The project scope is to provide a complete design of an approximately 35,000 square-foot state-of-the-art Educare early learning center for 174 children and families. The architectural scope includes but is not limited to, all design, civil, landscape, MEPFP, communications design, security design, furniture design and

procurement, and lighting design. The building shall be ADA-compliant and compliant with all appropriate local, city, state, and federal regulations. The construction budget is approximately \$15-17 million.

Site Information:

1. Building Size: Comprises approximately 35,000 SF
2. Location: TBD, Lake County, IL, anticipated site size approximately 4 acres

II. Project Overview

a. Project Team

- i. Owner: Start Early
33 West Monroe Street, Suite 1200
Chicago, IL 60603
- ii. Owners Rep: Cullen Construction Management
566 W. Adams, Suite 400
Chicago, IL 60661
(312) 674-7919

b. Community Outreach Meeting

- i. See additional document for a link to the meeting recording and Q&A.
- ii. An additional outreach meeting can be held if requested by bidders.

c. Project Documents

The following documents are provided for review and bidding purposes.

1. Insurance Requirement exhibit
2. Subconsultant breakdown exhibit

d. Schedule / Timeline

- Addendum 1 Issuance of RFP December 15th, 2023
- Community Outreach Meeting If requested
- RFP Due to Start Early January 8th
- RFPs Opened January 8th Week
- Interview Architects January 16th – 18th
- Award Architecture Firm January 22nd
- Preconstruction/ Design Phase Feb 2024- July 2024
- Permit Submission July 2024
- Construction Phase September 2024 – July 2025
- Move Coordination & Close Out August 2025

III. Company Overview / Roles & Responsibilities

- a. Provide a brief history of your firm.
 - i. Size of firm and staff.
 - ii. Years in business.
 - iii. Organizational chart of the firm.
- b. Provide resumes of key team members.
 - i. Unit Rates of team members

- c. Confirm consultants that may be part of the overall design team, including but not limited to civil engineer, structural engineer, interior designer, AV/LV engineer, FFE designer, and MEPFP.
- d. Provide a list of a minimum of three (3) projects completed by your firm that best represents a similar scope, budget, program, and complexity. For each project, provide the following:
 - i. Completion Date
 - ii. Name & Location
 - iii. Budget
 - iv. Graphic Description
 - v. Photographs
 - vi. Square Footage (New, Addition or Renovation)
 - vii. Cost per Square Foot (Excluding site and architectural fees)
- e. Identify any ongoing or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or Contractor against your firm for any project within the past five (5) years.
- f. Provide a minimum of the following references to contact, references should be from projects completed within the past (5 years).
 - i. (3) Client References
 - ii. (3) General Contractor References

IV. RFP - Specific Deliverables

- a. Provide pricing breakdown and schedule for the following five steps.
 - i. Programming
 - 1. Work with Start Early's stakeholders to compile the programming for the new building.
 - ii. Conceptual/Schematic Design
 - 1. Presentation to and approval by Start Early
 - 2. Assume two reviews with Start Early team.
 - 3. Planning Commission approval package
 - 4. Provide Rendering of exterior and interior spaces
 - iii. Design Development
 - 1. Include two formal reviews with Start Early
 - 2. Include weekly check-in meetings to provide progress updates.
 - iv. Permit Drawings and Construction Documents:
 - 1. Include one formal review with Start Early Team prior to submission.
 - 2. Include all necessary information for the Permit Package for submission.
 - 3. Include weekly check-in meetings to provide progress updates.
 - 4. Construction Documents to include any permit and bid comment updates.
 - 5. Provide Breakout for the following scope included in your base proposal:
 - a. Civil Engineering
 - b. Landscaping
 - c. FFE Design & Procurement
 - d. Kitchen Design
 - e. Lighting Design
 - f. Interior Design
 - g. Sustainability

- v. Construction Administration
 1. Attend weekly OAC meetings.
 - a. Biweekly in person.
 2. Review and process contractor shop drawings and submittals.
 3. Review and provide necessary sketches in response to the contractor's RFIs.
 4. Review Contractor's payment applications
 5. Provide monthly inspections of construction progress.
 6. Assist in the final punch list.
- b. Equal Employment Compliance Requirements:
 - i. By submitting this proposal, the proposer certifies conformance to the applicable Federal Acts, Executive Orders and Illinois Statutes and Regulations concerning Affirmative Action toward equal employment opportunities. All information and reports that are required by the State of Illinois or City of [name] Governments having responsibilities for the enforcement of such laws shall be supplied to Start Early upon request, for purposes of investigation to ascertain compliance with such acts, regulations and orders. Start Early is an equal-opportunity employer. Women and minority businesses are strongly encouraged to apply for this contract.

V. Evaluation Criteria

1. Compliance with the requirements of this RFP.
2. Project Team – staffing, sub consultant team
3. Experience with similar projects, building type
4. Experience with Net Zero and Sustainability Design
5. Team's local knowledge
6. Cost
7. References
8. Proposed schedule
9. MBE/WBE Participation
10. Participatory design & community engagement experiences

The Owner reserves the right to reject any proposal or award at any time for any reason during the contract negotiation process. The successful Contractor must work diligently with the Owner to execute and deliver a signed agreement.

Exhibits

- **Exhibit A - Insurance Requirements**
- **Exhibit B – Subconsultant Fee Breakdown**

Exhibit A

Insurance Requirements

INSURANCE REQUIREMENTS The Architect agrees to procure and maintain at all times the types of insurance specified below in order to protect the Owner, its, officers, agents and employees, and associated parties from the acts, omissions and negligence of the Architect, its officers, officials, subcontractors, joint venture, partners, agents or employees (collectively the "Architect's Parties") with regard to the Project. The insurance carriers used must be authorized to conduct business in the State of Illinois and shall have a BEST Rating of not less than an "A" except where noted.

Required Insurance Coverages:

A. General Liability Commercial/General Liability Insurance written on an occurrence form (Primary) and Umbrella Liability (Excess) Commercial/General Liability Insurance provided is to have limits of not less than One Million Dollars (\$1,000,000) per occurrence. Umbrella Liability (Excess) is to have limits of not less than Five Million Dollars (\$5,000,000). Personal & Advertising Injury and will also cover injury to Architect's agents subcontractors, invitees and guests and their personal property. The Owner and Associated parties are to be endorsed as an additional insured on the Architect's policy and such insurance will be endorsed as primary to, and non-contributory with, any insurance, including self-insurance, whether primary, excess, or on any other basis, maintained by such additional insured.

B. Workers' Compensation and Employer's Liability Workers' Compensation and Occupational Disease Insurance in accordance with the laws of the State of Illinois along with Employer's Liability in an amount of not less than \$1M/\$1M/\$1M.

C. Automobile Liability Insurance When any motor vehicles (owned, non-owned and/or hired) are used in the Architect's or the Architect's Parties' performance of work in connection with the Construction Project, the Architect shall provide, directly or through the General Contractor, Comprehensive Automobile Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence CSL, for bodily injury and property damage.

D. Professional Liability (Errors & Omissions) The Architect, in connection with the Architect and the Architect's Parties' performance of work in connection with the Construction Project, shall maintain Professional Liability insurance covering acts, errors or omissions shall be maintained with limits of not less than Five Million Dollars (\$5,000,000) per claim and naming Owner and Associated parties as certificate holders. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services under this Agreement. A Claims-made policy which is not renewed or replaced must have an extended reporting period which complies with statute of repose in applicable state.

Related Requirements

The Architect shall advise all insurers of the contract provisions regarding insurance. The failure of the Architect to notify insurers of the contract provisions shall not relieve Architect from its insurance obligations under this contract. Nonfulfillment of the insurance provisions shall constitute a breach of the contract and the Owner retains the right to stop work until proper evidence of insurance is provided.

The Architect's original Certificates of Insurance evidencing the required coverages are to be in force on the Effective Date of this Agreement. In addition, copies of the endorsement(s) adding the Owner and Associated parties to Architect's policy as an additional insured is required.

The required documentation must be received prior to Architect or any Architect's Parties commencing work at the construction project site. No Architect, Architect's Parties or Architect's authorized representatives are to commence work for the Owner prior to full compliance with this Agreement and notification from Owner for Architect to proceed.

Renewal Certificates of Insurance, requested endorsements, or such similar evidence is to be received by Owner and Associated parties prior to expiration of insurance coverage. The receipt of any certificate does not constitute agreement by the Owner that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with the requirements of the Agreement. The insurance policies shall provide for thirty (30) days written notice to be given to the Owner and Associate parties in the event coverage is substantially changed, canceled or non-renewed.

Architect expressly understands and agrees that any insurance or self-insurance programs maintained by Owner and Associate parties shall apply in excess of and will not contribute with insurance provided by the Architect under this Agreement. If any of the required insurance is underwritten on a claims made basis, the retroactive date shall be prior to or coincident with the date of this Agreement and the Certificate of Insurance shall state the coverage is "claims made" and also the Retroactive Date. The Architect shall maintain coverage for the duration of this Agreement. Any extended reporting period premium (tail coverage) shall be paid by Architect. When requested, The Architect shall provide to the Owner and Associate parties , a certified copy of the insurance policies obtained pursuant hereto. It is further agreed that the Architect shall provide the Owner and Associate parties with a thirty (30) days' notice in the event of the occurrence of any of the following conditions: aggregate erosion in advance of the Retroactive Date, cancellation and/or non-renewal.

Any and all deductibles or self-insured retentions on referenced insurance coverages shall be borne by Architect.

The Architect shall require all its subcontractors to carry the insurance required herein providing additional insured status to the Owner and Associate parties or the Architect may provide the coverage for any or all of the Architect's Parties, and if so, the evidence of insurance submitted shall so stipulate and adhere to the same requirements and conditions as outlined above. Evidence of such coverage must be submitted to Owner and Associate parties. If any of the insurance required to be maintained by this contract is written with aggregate limits, Architect shall actively monitor all claims, incidents and occurrences that may affect such insurance to assure that the application of the aggregate limit will not have the practical effect of reducing the minimum amount of insurance coverage that is available on a per occurrence or per claim basis.

If, at any time, the full minimum per occurrence or per claim limit is not available for the payment of claims, or Owner or Architect reasonably believe that such limits may not be available, Architect shall take immediate steps to increase the aggregate limits as necessary to provide such coverage, notify Owner in writing, subject to the insurance requirements herein, maintain separate insurance protection that is not subject to the aggregate limit.

Exhibit B

Subconsultant Fee Breakdown



Subconsultant Fee Breakdown Form

Prime Consultant (RFP Responder)

Name: _____

Address: _____

MBE/WBE/VBE: _____ Certifying agency: _____

Subconsultant

Scope: _____

Scope Value (Proposed subcontract value):\$ _____ % of Prime _____ %

Name: _____

Address: _____

MBE/WBE/VBE: _____ Certifying agency: _____

Subconsultant

Scope: _____

Scope Value (Proposed subcontract value):\$ _____ % of Prime _____ %

Name: _____

Address: _____

MBE/WBE/VBE: _____ Certifying agency: _____

Subconsultant

Scope: _____

Scope Value (Proposed subcontract value):\$ _____ % of Prime _____ %

Name: _____

Address: _____

MBE/WBE/VBE: _____ Certifying agency: _____

Subconsultant

Scope: _____

Scope Value (Proposed subcontract value):\$ _____ % of Prime _____ %

Name: _____

Address: _____

MBE/WBE/VBE: _____ Certifying agency: _____