

**Request for Qualifications  
Architectural Services**

**Proposed Architectural Services:**

The City of Mt. Vernon is requesting qualifications from firms who are qualified to perform design and construction phase services as the Architect for an indoor recreational facility to be located at Lincoln Park on South 34<sup>th</sup> St. in Mt. Vernon.

The Architect will be responsible for assisting the City in all aspects of preconstruction/design and construction phase services.

Interested firms should submit five (5) written copies plus one electronic file of their qualifications to the City of Mt. Vernon, attention Nathan McKenna, 1100 Main St., P.O. Box 1708, Mt. Vernon Illinois, 62864.

For further information, please call Nathan McKenna at 618-242-6802. The City of Mt. Vernon reserves the right to reject any or all submittals received or any portions thereof, waive informalities in the submittals, and to negotiate with proponents if and when, at the City's discretion, the City deems that to be in its best interest. The City shall have no liability to any firm in the event the City refuses to consider or reject any submittal. The City of Mt. Vernon is an Equal Opportunity Employer.

Originator:     Nathan McKenna  
                  City of Mt. Vernon  
                  City Manager's Office  
                  1100 Main Street  
                  Mt. Vernon, IL 62864  
                  (618) 242-6802

**Project Description:**

The new Mt. Vernon Indoor Recreational Facility is anticipated to be an indoor recreation center that will likely feature a gymnasium, a running/walking track, a weight/cardio room, an aerobic/dance room, community meeting room(s), and support spaces. The aquatic features will include a recreational pool with lap lanes, an activity channel, a splash pad, and some deep-water areas for swimming lessons and aquatic exercise classes.

**Budget:**

The City of Mount Vernon has estimated the construction costs for this project to be approximately \$26,000,000, including the building, site work, design/construction, and contingencies.

**Project Schedule:**

The anticipated project time frame provides that construction documents will be completed by October 2025 and that construction will commence by January 2026; however, the City reserves the right to alter the schedule at its sole discretion.

The City intends to occupy the facility by July 1, 2027; however, the City reserves the right to alter the schedule at its sole discretion.

**Scope of Work:**

The general scope of work is as follows:

- A. **Provide architectural services as summarized in the American Institute of Architects Document AIA B132 Owner/Architect Agreement, CM as Advisor Edition, or B133 Owner/Architect Agreement, CM as Constructor Edition.**
- B. **The City will hire a Construction Manager to construct the project, and the Architect shall work in cooperation with the Construction Manager in the performance of the Services. The Architect shall be obligated to review and understand the Agreement between the City and its Construction Manager and will cooperate with the Construction Manager at all times during the design and construction phases of the Project. The Architect shall immediately report to the City any concerns that may arise due to services provided by the Construction Manager to minimize delay to the project.**

**Proposal Format:**

Five (5) copies of the qualifications should be submitted, plus one in electronic format (CD or flash drive) submitted on the company's official letterhead stationery and shall be signed by an authorized officer of the company. Qualifications shall include the following:

- A. Qualifications of the company, including:
  - Location of principal office & list of company officers.
  - Number of in-house personnel by discipline.
  - Annual architectural service revenue for the past 3 years.
  - Pending lawsuits or judgements against the company and/or company officers.

- B. Experience of the company’s work on projects of a similar size and/or nature, including:
  - A minimum of five (5) projects of comparable design, scope, and complexity requiring architectural services similar to those required here.
  - References for submitted projects.
  
- C. Qualifications of the key personnel to be assigned to the project, including:
  - A company-wide and project organization chart.
  - The education, certification/professional registration, and experience of the members of the project team.
  
- D. Approach to architectural services, including:
  - Predesign
  - Site Analysis
  - Schematic Design
  - Design Development
  - Construction Documents
  - Bidding
  - Construction Contract Administration
  - Post Construction

The City of Mt. Vernon encourages submission of qualifications from minority and women-owned firms. The City of Mt. Vernon does not discriminate on the basis of race, color, religion, creed, sex, age, ancestry, or national origin in consideration of this award.

**Selection:**

The City of Mt. Vernon will consider the qualifications of each company and will select the firm deemed most qualified by the City for this Project, following which the City and the selected firm shall enter into negotiations regarding the compensation to be paid to the selected firm for the scope of services required for this Project.

**Selection Process and Schedule:**

It is the intention of the City of Mt. Vernon to adhere to the following schedule for the selection of the Architect. However, should the schedule change, potential consultants will be notified.

- |                                              |                                |
|----------------------------------------------|--------------------------------|
|                                              | <b>(sample dates provided)</b> |
| • Solicitation of request for qualifications | February 28, 2025              |
| • RFQ due date                               | March 21, 2025                 |
| • Selection committee complete review        | April 2025                     |

The short list will be prepared by the Administration. It is the Administration’s objective to present no more than three (3) firms for final consideration.

Firms on the short list will be interviewed by the selection committee and may be required to

present their qualifications in person at a City meeting. The Architect's key personnel to be assigned to the Project shall be in attendance for the selection interview.

It is anticipated that the selected firm/team will be notified within 30 days of the scheduled date of the presentations, at which time fee negotiations will commence. If the City is unable to negotiate an acceptable contract with that firm, then the City reserves the right to negotiate with the next ranked consultant. Successful negotiations will conclude with the signed Agreement submitted to the City Council for approval.

The City will make notification of the selection to everyone who submits qualifications.

All qualifications submitted in response to the RFQ shall remain valid for at least ninety (90) days after the RFQ due date.

**Terms and Conditions:**

- A. City of Mt. Vernon reserves the right to reject any and all submittals. The City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all respondents, and to waive any defects as to the form or content of the RFQ or any submittals by any firm.
- B. This RFQ does not commit the City of Mt. Vernon to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submittals become the property of the City of Mt. Vernon as public records.
- C. By accepting this RFQ and/or submitting qualifications in response hereto, each respondent agrees for itself, its successors and assigns, to hold the City of Mt. Vernon and all of its various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such proponent, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFQ, revising this RFQ, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a proponent or negotiating or executing an Agreement incorporating the commitments of the selected proponent.