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Statement of Interest (SOI) Village of Bensenville – Senior Center Project Architectural Services

The Village of Bensenville is soliciting Statement of Interest and Qualifications from qualified firms to provide comprehensive Architectural services for its Senior Center Project. **This SOI is not an Invitation for Bid:** responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening and reading of responses received by the Municipality pursuant to this request.

Please submit SOI electronically to Mehul Patel (mpatel@bensenville.il.us) and Joseph Caracci (icaracci@bensenville.il.us) no later than **12:00 pm CST on March 11, 2021**. The electronic submittal should have the following subject line:

Statement of Interest – Village of Bensenville Senior Center Project

All written questions shall be submitted electronically to Mehul Patel on or before **12:00 pm CST on March 5, 2021**. A response to all written questions received will be posted on the Village’s website, no later than **3:00 pm CST on March 8, 2021**.

Project Information:

The Village of Bensenville is proposing to convert a leased space inside St. Alexis Church located at 400 W. Wood Ave, Bensenville, IL 60106 into its new Senior Center. The converted space will be utilized for future events benefiting the Senior citizens of the community. A **non-mandatory** site visit is scheduled for March 2, 2021 from 11 AM to 12 PM.

The Village is actively working with the Illinois Department of Commerce and Economic Opportunity to secure grant funding for the construction of the proposed project. The Village is seeking funding in the amount of \$1,180,000.00.

- Provide comprehensive architectural design services including but not limited to preparation of plans, contract specifications, bidding assistance, project advertising, award recommendation, etc.
- Attend meetings with Village administrative staff as necessary.
- Attend Village Board of Trustees meetings as necessary.

- Develop preliminary drafts of the Project Program for Village review and comment.
- Consult with Village on budgetary and funding matters.
- Consult with the Village on Project scheduling considerations. Consult with the Village on general concepts of the Project scope of work and Project needs.

The project is anticipated to be advertised for bidding on July 29, 2021 with a project bid opening on Aug 12, 2021. The award to the responsible and responsive contractor is anticipated on Aug 24, 2021. The tentative final completion date is estimated around March 31, 2022.

SOI Submittal Requirements:

The following information shall be included to help the Village of Bensenville select consultant(s) for the above referenced project(s).

1. Name, contact person, address, and brief history of firm.
2. Project(s) title that the firm is submitting the SOI for.
3. Name and resume (limit resume to three pages) of the Project Manager to be assigned to this project.
4. Related experience during the last five years by the proposed Project Manager.
5. Project Understanding/approach and Critical Project Components
6. Information that would differentiate your firm from others

The SOI shall be no more than two pages (double sided, single spaced, font size 12) total, not including resume of the Project Manager.

The Village of Bensenville does not intend to conduct interviews as part of the SOI for this project.

Ranking and Selection Information

It is the intent of the Village of Bensenville short list three firms based on review of the SOI. From the top three, the Village will then select top ranked architectural firm for this project. Once a firm is selected, the Village will request a proposal from the selected firm and enter into contract negotiations with the top ranked firm. If an agreement cannot be reached with the top ranked firm, the Village will start negotiations with the next highest ranked firm. The selection of the top three firms will be listed on the Village website by Mar 19, 2021. The design contract award is anticipated on April 13, 2021.

Consulting firm ranking will be based on the following criteria:

- (15%) - Project Approach
- (30%) - Firm Experience/Similar Project Experience
- (40%) – Proposed Project Staff Capabilities
- (15%) - Work Load Capacity