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November 16, 2023

Request for Qualifications (RFQ) Elmhurst History Museum-Public Performance Space Engineering/Architectural Design

The City of Elmhurst is seeking professional services from a qualified engineering or architectural firm to provide Engineering/Architectural Design Services for the Elmhurst History Museum's Public Performance Space Project. The qualified firm should have the ability and experience in design services, focusing on permeable paver installations and public performance space installations.

The RFQ shall be submitted by delivery method to the following address no later than 4:00 pm on Thursday, December 7, 2023:

**City of Elmhurst
Attn: Kent Johnson, City Engineer
209 N. York Street
Elmhurst, IL 60126**

All questions shall be submitted electronically to Dave Oberg (dave.oberg@elmhurst.org) on or before **4:00 pm on Monday, December 4, 2023**. A response to all questions received will be posted on the City's website.

Project Information:

The Elmhurst History Museum (EHM) was awarded a Public Museum Capital Grant from the Illinois Department of Natural Resources in the amount of \$698,500 to develop a small, outdoor public performance space on the museum's 1.1-acre campus at 120 E. Park Avenue, Elmhurst, IL 60126. It is the desire of the EHM to design the performance space in the winter of 2023/2024 and begin construction of the project in the spring of 2024.

The project improvement includes design and construction of a small, raised public performance space, serviced by electrical power to support speakers and sound systems for bands, storytellers, and actors. The performance space itself would be covered, to allow performances to go on in the event of light inclement weather. It would be designed by an architect, or a selected pre-manufactured structure, to be

sympathetic to the historic Glos mansion and adjacent grounds and would be on a smaller scale; while still allowing maximum flexibility in use of the full campus for museum initiatives. All construction materials would be in keeping with current City of Elmhurst requirements for the downtown district.

The public performance platform would be located on the museum's east lawn, between the Glos Mansion and the Education Center, and face west.

To offset any new hardscape from the performance space, and to create a natural viewing space for intended audiences, the eastern-most portion of the museum's existing asphalt parking lot, between the Glos mansion and Education Center, would be converted to permeable pavers with an inviting and aesthetic pedestrian feel. Decorative removable bollards or removable decorative fencing would close off this space during concerts and performances, giving a unified feel to the entire performance area. When not in use as flex space for audiences, the eastern-most portion of the parking lot would still be usable for parking.

Minimum Scope of Services:

The anticipated scope of work for this project will include, at a minimum, the following items.

- Topographic land survey of the subject land at the museum campus
- Preliminary site plans
- Final site plans
- Construction documents/bid specifications
- Construction bidding assistance

RFQ Submittal Requirements:

The following information shall be included to help the City of Elmhurst select an engineering firm for Engineering/Architectural Design Services.

1. Name, contact person, address, and brief history of firm.
2. Name and key information of the Engineers and/or Key Personnel to be assigned to this project.
3. Related experience during the last five years by the proposed Architects/Engineers and/or Key Personnel.
4. Project Understanding and Critical Project Components
5. Information that would differentiate your firm from others

****The RFQ shall be no more than five (5) pages for the write up. Resumes and example project sheets do not fall into this five page maximum requirement. ****

Ranking and Selection Information

The City is expecting to select an engineering firm based on the written submittal; however, the City reserves the right to hold in-person interviews in order to select the top firm if desired. Once a firm is selected based upon the RFQ submittal, the City will enter into contract negotiations with the top ranked firm. If an agreement cannot be reached with the top ranked firm, the City will start negotiations with the next highest ranked firm. For more information on Elmhurst's Qualification Based Selection (QBS) process, please see our "Qualification Based Selection Policy and Procedure" document located at...

https://www.elmhurst.org/how_do_i/bid_opportunities/index.php

Consulting firm ranking will be based on the following criteria:

- (30%) - Technical Approach
- (20%) - Firm Experience
- (20%) - Staff Capabilities
- (20%) - Work Load Capacity
- (10%) - Local Presence

An engineering/architectural firm that ranks high during the review process will demonstrate their experience and abilities related to the following:

- Permeable paver parking lot design.
- Public performance space design.