



Channahon Fire Protection District Request for Proposal – Professional Architectural Services

Introduction

The Board of Trustees of the Channahon Fire Protection District (District) are requesting proposals from qualified Illinois firms (hereinafter, “contractor”) to provide professional services, including: building design, site configuration, site improvements, construction documents, construction bid assistance, and construction management for:

The construction of a satellite fire station located at the northeast intersection of Interstate 55 and Illinois Route 6; west of Thomas Dillon Drive. The proposed project shall be configured on +/- 3.826 acres adjacent to a fuel and travel center, multi-unit retail row plaza, and motel. The general scope of the project includes the design and construction of no more than a 7,500 ft² building capable of housing 5 personnel with 2 adjacent apparatus bays to store a minimum of 1 primary engine, 1 primary ambulance, and 1 secondary ambulance.

All questions or communications pertaining to this RFP shall be presented in writing via email to:

Name: John Petrakis ~ Fire Chief, Channahon Fire Protection District

Email: jpetrakis@channahonfire.com

Description of the District & Project

The Channahon Fire Protection District serves a developing community through two manned fire stations. The district protects approximately 35 mi² comprised of residential, industrial, and chemical refinement/production/storage facilities. In addition, the fire district is responsible for incidents along the Interstate 55 corridor, Des Plaines River, and DuPage River.

The proposed construction project will replace the current satellite Fire Station #2 located at 23441 W. McClintock Road. The building was constructed circa 1972 and has been renovated to house up to 3 firefighter/paramedics. However, due to growing call volumes and changing district response profiles, the movement of this particular facility is necessary to update its functionality, ensure adequate standard of cover, and promote efficient response times.

Delivery of Proposals

Please send 1 original and 5 copies of the proposal in a sealed envelope via postal or freight carrier labeled “Request for Proposal: Professional Architectural Services for Fire Station Construction Design” to:

**Board of Trustees of the Channahon Fire Protection District
Attn: Fire Chief John Petrakis
Channahon Fire Protection District
24929 S. Center Street
Channahon, Illinois 60410**

The proposals must be received by **3:00 p.m. CST on Wednesday April 7, 2021** at the Channahon Fire Protection District’s headquarters facility located at 24929 S. Center Street, Channahon, Illinois 60410 to be considered. Late proposals will not be considered.



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Terms for Making Proposal

Firms interested in being considered for the project should submit a statement of qualifications, which includes the following the information:

- A cover letter, including, a statement of interest to provide Architectural Design Services for Fire Station Facilities.
- A table of contents that includes a clear identification of the material contained in the RFP, by section and page number.
- A title page that contains the name of the firm, local address, telephone number, fax number, name of contact person, location of branch offices (if any), and proof that the firm is licensed to practice within the state of Illinois.
- Provide an overview of the services provided by the firm and a brief insight into the firm's design and approach philosophies for fire station facilities.
- A description for no more than 5 fire station facilities the firm has completed which are comparable to the scope and design of this project.
- Within each description, include the following: project name, project location, project description and the nature of the services provided by the firm.
- Provide qualifications for key personnel that would be required to provide Architectural Design Services for a typical fire station facility. For each individual, include a resume, detailing: person's role, years of experience, licenses, and project experience with a brief description that outlines the individual's responsibilities.
- Note the firm's ability to deliver projects on schedule and the ability to stay within predetermined time and budget requirements.
- The names and telephone numbers of a least five references from current and similar projects completed within the past five years.
- Brochures and / or other information that may help evaluate the qualifications of the firm.

Notice to Accept & Reject Proposals & Waiver of Compensation

The Board may reject any or all proposals submitted, waive formalities, technical requirements and/or deficiencies and irregularities; solicit new proposals; or further negotiate with the contractor of its choice if some other manner of negotiation better serves the District's interest. Proposals submitted will be evaluated by the Board. During the review process, the Board has the right to request additional information and corrections from any or all of those submitting proposals. Once the Board has reviewed the proposals, it may request oral presentations from any or all of those submitting proposals.

All costs incurred with the submission of proposals are solely those of the proposer. The Board will not reimburse any expenses of those submitting proposals.

Public Opening Time & Date

All proposals will be opened in public and displayed at 9:00 AM on April 8, 2021 at 24929 S. Center Street, Channahon, IL 60410 via open public meeting.

Proposal Acceptance Notification

Valid proposals shall be reviewed and evaluated by Fire District officials, with subsequent consideration and selection by the District's Board of Trustees.

The Fire Chief will provide timely written notice of the Board's decision to selected firms offering the Board's intent to interview firms at a later date, time, and location.



**Channahon Fire Protection District
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***NOTICE OF PUBLICATION
IN ENGLISH LANGUAGE NEWSPAPER OF GENERAL CIRCULATION
AND ON DISTRICT WEBSITE***

PUBLIC NOTICE – REQUEST FOR STATEMENTS OF INTEREST

The Channahon Fire Protection District is seeking Request for Proposals for professional architectural services for the following project:

The construction of a satellite fire station located at the northeast intersection of Interstate 55 and Illinois Route 6; south of Thomas Dillon Drive. The proposed project shall be configured on +/- 3.826 acres adjacent to a fuel and travel center, multi-unit retail row plaza, and motel. The general scope of the project includes the design and construction of no more than a 7,500 ft² building capable of housing 5 personnel with 2 adjacent apparatus bays to store 1 primary engine, 1 primary ambulance, and 1 secondary ambulance.

Statements of qualifications and performance data for those firms which do not have such a statement on file with the District shall be submitted at the same time as the Request for Proposal.

To be considered, proposals shall be received by the District no later than 3:00 PM CDT on April 7, 2021, at the headquarters fire station located at 24929 S. Center Street; Channahon, Illinois 60410. Late proposals will not be accepted under any circumstances.

All proposals will be opened in public and displayed at 9:00 AM CST on April 8, 2021 at 24929 S. Center Street, Channahon, IL 60410 via open public meeting.

The District reserves the right to reject any or all proposals after opening and is not required to accept a document that does not meet its established specifications, terms of delivery, quality, and serviceability requirements.