

Waukegan Port District - Harbor

55 South Harbor Place, Waukegan, Illinois 60085

telephone 847.244.3133 facsimile 847.244.1348

Joe Seidelmann, General Manager: jseidelmann@waukeganport.com

REQUEST FOR PROPOSAL ARCHITECTURAL SERVICES

INTRODUCTION

The Waukegan Port District – Harbor (“Client”), located at 55 South Harbor Place in Waukegan, Illinois (“Client Address”) is soliciting Proposals from Architects to plan and design renovations and refurbishments (“Work”) to the Waukegan Harbor Marina Office at 55 South Harbor Place in Waukegan, Illinois.

PROJECT DESCRIPTION

55 South Harbor Place in Waukegan, Illinois is a two-story building, presently housing the Waukegan Harbor Marina Office, as well as other harbor-related spaces, including lounge, restrooms and showers, a ship’s store, and laundry facilities.

The proposed renovations and refurbishments include: renovation of the first floor, with replacement/expansion of harbor-side three-season room and renovation of office space adjacent; renovation of second floor conference/board room with new access and exterior deck/viewing area adjacent and above the harbor-side three-season room. All Work shall be provided in accordance with applicable codes and with the Client’s intended use(s).

PREPARATION OF PROPOSALS

Proposals shall be submitted in opaque, sealed envelopes, and shall be labeled as follows:

Waukegan Port District
Waukegan Harbor Marina Offices Renovations and Refurbishment
55 South Harbor Place
Waukegan, Illinois

Additionally, each envelope shall include the following label(s):

Name and Address of Architect

Name and Address of Client

Proposals shall be submitted in triplicate, plus one (1) original.

Modifications to same, submitted orally or via telephone, shall not be accepted.

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PRE-QUALIFICATION OF ARCHITECTS

To be considered eligible to submit a Proposal to the Client, Architect shall be legally licensed under the applicable laws of the State of Illinois.

The Architect must have demonstrable prior experience in similar projects, in accordance with applicable codes, standards, rules, and regulations.

SCOPE OF WORK

The Scope of Services and Responsibilities shall be defined per AIA Document B141 Standard Form of Agreement between Owner and Architect with Standard Form of Architect's Services as follow:

Structural Engineering, Inspections, Reports, and Recommendations
Schematic Design
Design Development
Construction Documents
Construction Administration

FORM OF PROPOSAL

Proposals shall consist of the following information, in the order as indicated:

Cover Letter, stating interest in the project, with signature of duly authorized principal
Technical Qualifications
Experience with Similar Projects, involving marinas, harbors, and related work
List of Key Staff Personnel
Experience of Key Staff Personnel pertinent to the Work
Professional/Other Client References
Similar Projects, including dates and cost history
Evidence of Licensure in the State of Illinois
Financial References
Cost of Services Breakdown pertinent to Scope of Services

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ACCEPTANCE OR REJECTION OF PROPOSALS

The Client reserves the right to award the Work to the Architect whose Proposal, as submitted, is considered by the Client to be in the Client's best interest.

The Client will consider the following factors, pertinent to the Client's acceptance and/or rejection of any/all Proposals:

Price

Prior Experience in projects of similar scope and nature

The Client reserves the right to reject any and/or all Proposals when such rejection is in the interest of the Client, when Architect has not met the pre-requisites of the Proposal, and/or when Architect has previously failed to perform properly or complete on time contracts of a similar nature.

GENERAL INFORMATION

Architects shall carefully review all pre-requisites for Proposals, which will be adhered to upon Client's review of same. Proposals shall be evaluated to determine that the Architect is responsive to the Request for Proposal and that the Architect's Proposal, as submitted, is most suitable to the Client's interest.

Access to 55 South Harbor Place shall be scheduled in advance, via email, with Joe Seidelmann, General Manager of Waukegan Harbor and Marina:
jseidelmann@waukeganport.com

Proposals will be received at the offices of Joe Seidelmann, General Manager of Waukegan Harbor and Marina, 55 South Harbor Place in Waukegan, Illinois, until 5pm prevailing time on **November 15th 2018**. Proposals received after this time/date shall not be accepted. Proposals received before this date/time will be opened publicly, at **55 South Harbor Place, 11am on November 16th**.

Client shall hold all Proposals for ten (10) business days, for the purposes of reviewing same.

Client shall announce the successful Architect on or before thirty (60) business days after the date of receipt of Proposals.