



JOHNSON LASKY KINDELIN
ARCHITECTS

Date: October 17, 2023

Rob Sproule
Public Works Director
Village of Oak Park
Department of Public Works
Oak Park IL 60302

RE: Oak Pak Village Hall Feasibility Study
Oak Park, Illinois

Dear Mr. Sproule,

We are pleased to submit this proposed fee for Historic Preservation Architectural Services to prepare a Historic Preservation Feasibility Study for the Oak Park Village Hall (OPVH). We base this fee on our understanding of the project gleaned from the RFQ materials, our informative interview process, and follow up calls and exchange of information with you. The following constitutes our proposal for *Professional Services* regarding the above-referenced project.

Project Understanding:

1. Overview:

The Village has asked that JLK prepare a report analyzing the potential for continued use and restoration/rehabilitation of OPVH. JLK and team will prepare a survey of Character Defining Features and a preservation plan for the building. These elements will be considered alongside extant programming and assessment findings prepared by others under a separate contract (FGM Architects). JLK will prepare three options for continued use of the OPVH for review and discussion. The preferred option will be developed as the final scheme, and this will be priced and presented as the final work product. Final renderings may be prepared to communicate one design idea for the proposed scheme.

2. Use of the Study: The study will be submitted as a tool for the Village to use alongside existing reports to analyze opportunities for reuse of the building and determine a path forward.

3. Project Design Team:

Meg Kindelin, AIA, JLK Architects
Katie McNamee, JLK Architects
Kelsey Kuehn, JLK Architects
Harshitha Beere, JLK Architects
Tim Scovic, AIA JLK Architects
Josh Houston, Middleton

Partner in Charge
Project Manager
Project Architectural Historian
Architecture and Analysis
Preservation Leader
Cost Estimating

4. Budget: NA / Study

5. Schedule: Approximately an 18-week study duration, assuming start date of November 1, 2023. This also includes 3 2-week review periods for OPVH staff and other users to review and comment. We recognize that user group interviews, meetings, and review schedules may lengthen the overall submittal schedule.

	Kick off	Week 1
Submittal 1	Site Survey, Historic Analysis <i>Review Period and meeting 1</i>	3 weeks <i>2 weeks or as scheduled</i>
Submittal 2	3 Schemes and Pricing <i>Review Period and meeting 2</i>	4 weeks <i>2 weeks or as scheduled</i>
Submittal 3	Preferred Scheme Discussion <i>Review Period and meeting 3</i>	3 weeks <i>2 weeks or as scheduled</i>
Submittal 4	Final Report Public Presentation <i>(meeting 4)</i>	2 weeks

Final Schedule dependent on stakeholder/participants availability for meetings and presentations during these months, correlation with regularly scheduled Village Board Meetings, etc.

- 6. Documentation Reviewed:** We understand that the following documents will be provided to us in digital format:
- a. *Original Drawings of the OPVH, and subsequent alteration documents as are extant*
 - b. *Historic Photographs*
 - c. *Programming Study for the OPVH as prepared by FGM Architects 2023*
 - d. *Proposed Schemes for New Village Hall or Reused Village Hall as prepared by FGM Architects, 2023*
 - e. *Digital Plans of the OPVH*

Professional Services:

**OPVH Historic Preservation Assessment, Planning & Feasibility Study
(outline with deliverables, tasks aligned to those presented in the RFP response)**

Task 1 | Evaluate the Existing Building, Research, and Create Building Preservation Plan

- 1. Kick Off:** JLK’s architects and historians will meet with Village Staff and the existing Architectural firm to review the project goals, facility needs, and existing condition reports for the Village Hall.
- 2. Review:** JLK’s architectural historians will review the National Register nomination form for the Village Hall to understand the building’s historic significance and identify the character-defining features, finishes, materials, and spaces that contribute to and communicate historic significance. Our historians will also review any readily available additional historic documentation, including photographs and drawings, to

aid in developing an understanding of the features that contribute to the building's historic significance.

3. **Site Walk:** JLK's architects and historians will walk through Village Hall with Village Staff and staff from the existing Architectural firm to gain an understanding of the existing conditions as they relate to existing challenges, project goals, and facility needs.
4. **Building Preservation Plan:** JLK will prepare a high-level Building Preservation Plan to define the spaces comprising Village Hall into primary, secondary, and tertiary historic building zones, categorized according to historic integrity and significance. This information is presented through color-coded floor plans and elevations which depict historic building zones accompanied by photographs and narrative descriptions identifying character-defining features, finishes, materials, and spaces.
5. **Submittal 1:** Survey and Research Findings and the BPP will be presented in report format for review and comment by OPVH committee.
6. **Meeting 1:** JLK will present report findings as a digital slide presentation at a public meeting as organized by the village.

Task 2 | Program Analysis and Three Design Options

1. **Conceptual Design Options:** Informed by analysis of existing conditions, project goals, and the Building Preservation Plan, JLK will prepare a report illustrating three (3) conceptual design options that investigate ways that the Village Hall can meet project goals informed by preservation standards. JLK will produce sketches, diagrams, and/or drawings and written narratives describing the conceptual design options. Each option will also be measured according to merit with associated advantages and disadvantages related to project goals and preservation standards.
 - a. Reuse programming will be based on the Programming Study prepared by FGM Architects in 2023.
 - b. Middleton Construction Consulting (MCC) will be engaged to develop budget estimates and help us understand the cost-related implications of the various strategies for reuse. Pricing will be at a Rough Order of Magnitude level, not line-item pricing.
2. **Review:** All conceptual design options and associated budget estimates will be reviewed with Village Staff and the existing Architectural firm.
3. **Submittal 2:** Three schemes and commentary will be presented in report format for review and comment by OPVH committee.
4. **Meeting 2:** JLK will present schemes finding as a digital slide presentation at public meeting as organized by the village. Comments will be collected and reviewed by JLK along with the Committee in an effort of narrowing down options to select a preferred option.

Task 3 | Prepare Preferred Design Option

1. **Preferred Scheme Refinement:** JLK will prepare a scheme that best meets project goals and preservation standards and is reflective of the public process.
2. **Submittal 3:** JLK will update the report documenting the conceptual design options, including the recommended scheme and associated cost estimate.

3. **Meeting 3:** JLK will present the preferred scheme as a digital slide presentation at public meeting as organized by the village.

Task 4 | Cumulative Report and Presentation

1. **Submittal 4:** JLK will submit the final report documenting the conceptual design options, including the finalized recommended scheme and associated cost estimate.
2. **Meeting 4:** With Village Staff and the existing Architectural firm, JLK will aid in preparing and presenting a summary of the information included in the final report to the Facility Review Committee and the Village Board.

Task 5 | Additional Meetings

1. Four Additional Meetings with the Facility Review Committee and/or the Village Board to be used at the project discretion.

Exclusions:

Additional services not included in the above base scope include but are not limited to the following:

1. Any additional programming such as that would result in finer, design development-level planning or layouts.
2. Architectural renderings and views to express design concept.
3. Production of text, image, logos, layouts, booklets, in any media that would be used as marketing material for the Village.

Compensation:

Based upon the *Project Understanding* and *Professional Services* above and upon the Qualifications section that follows, we propose professional service fees as follows:

1. Professional Services

For the Architectural and Cost Estimating Services defined in the *Professional Services* section above, we propose a **FIXED FEE** of **\$43,800** payable according to the following breakdown of total compensation:

Phase 1: Preservation Analysis and Building Preservation Plan <i>1 meeting</i>	35%
Phase 2: Program Analysis & Three Design Options <i>1 meeting</i>	30%
Phase 3: Prepare Preferred Design Option <i>1 meeting</i>	20%
Phase 4: Cumulative Report and Presentation <i>1 meeting</i>	15%

2. Reimbursable Expenses

The cost for reimbursable expenses for this project is estimated below

- A. Travel: \$150
- B. Printing if required: \$500
- C. Architectural renderings: billed hourly

3. Additional Services

The cost for additional services that are not included in the above work scope will be billed at an hourly rate based on the following rate schedule, current for 2023 work.

Principal	\$194.00
Senior Architect	\$130.00
Junior Architect	\$110.00
Admin	\$97.33
Intern	\$65.00

Qualifications:

1. Schedule is estimated based on 2-week stakeholder review periods for submittals.
2. Assessment does not include any material described in the exclusions above.

Respectfully submitted,



Meg Kindelin, AIA
President
Johnson Lasky Kindelin Architects



Office of the Secretary of State

ilsos.gov

New Facility Hours and Appointments

APPOINTMENTS REQUIRED for REAL ID, DL/ID card services and in-car driving tests. Check your local DMV facility for extended hours and appointment availability.



Business Entity Search

Entity Information

Entity Name	JOHNSON LASKY KINDELIN ARCHITECTS, INC.		
File Number	57052708	Status	ACTIVE
Entity Type	CORPORATION	Type of Corp	DOMESTIC BCA
Incorporation Date (Domestic)	11-04-1992	State	ILLINOIS
Duration Date	PERPETUAL		
Annual Report Filing Date	09-25-2023	Annual Report Year	2023
Agent Information	MARA GEORGES 20 S CLARK ST STE 400 CHICAGO ,IL 60603-1835	Agent Change Date	10-22-2021

Services and More Information

Choose a tab below to view services available to this business and more information about this business.

Status	↑ Assumed Name	↓
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No data available in table

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September 14, 2023

Mr. Rob Sproule
Public Works Director – Village of Oak Park

RE: Response to Request for Professional Qualifications (RFQ)
Project 23-130 Historic Preservation Architectural Services for Oak Park Village Hall Facility Renovation Evaluation

Mr. Sproule,

We are proud and pleased to present our professional service qualifications for Historic Preservation Architectural Services for the Oak Park Village Hall Facility Renovation Evaluation project. JLK Architects' work with historic buildings in and around Chicago goes back to 1992, and we're excited for this opportunity to work on this wonderful National Register-listed building.

Why JLK? As local experts in historic preservation, our current and past projects are varied and showcase our strengths, but JLK is also active in feasibility studies, programming analysis, and civic work. We're eager to continue this work at Oak Park Village Hall.

We know historic preservation. We're a full-service architecture firm and our core specialty is historic preservation and existing structures. We have a strong portfolio, a dedicated and technically expert staff, and awards attesting to our strength and dedication to the principles of Historic Preservation standards and practice at every level. Our past experiences ensure our future successes, and our experience with Modern historic buildings and municipal projects lends well to this opportunity. We recently completed a similar study for the Harry Weese-designed Goose Lake Prairie Visitor Center for the State of Illinois, and we're wrapping up programming and build-out for a 250,000-square-foot downtown office space for the City of Chicago.

We deliver. JLK is proud to continue delivering high-quality, award-winning work. We have been awarded local, regional, and national historic preservation awards for a variety of projects, including small-scale restorations and large, complex rehabilitations. In 2023, our staff is being honored with local and national preservation awards for our historic preservation architectural services and tax credit consulting work at OSF HealthCare Ministry Headquarters in downtown Peoria.

We listen. With 30+ years experience in the field, we're savvy and adept collaborators. We're dedicated to building a relationship with all project stakeholders to understand existing conditions, needs, and project goals. Based in Chicago's River North, we can be on-site in Oak Park and attend public meetings on short notice. We prioritize listening to Village Staff, stakeholders, and the structures themselves. Historic buildings have much to say if you know how to listen to them! We've learned that some of the most valuable details and insights can only be gathered firsthand.

We're ready! We've grown to an office of 23 architects, historians, and support staff. From our 31-year history of preserving existing buildings, we've expanded our areas of expertise to include interiors, office environments, facility programming, and additions. We are experienced with successfully providing historic preservation services for sensitive public projects in Chicago and the surrounding communities. We're positioned to prioritize this project and eager to work on this wonderful National Register-listed building.

In summary, we're excited to submit the enclosed qualifications and requested information. I, Meg Kindelin, President of JLK Architects, will serve as the main contact for the purposes of this RFQ. JLK Architects is a certified woman-owned (WBE) Subchapter S (Small Business) Corporation in the State of Illinois located at 230 West Huron Street, Suite 510, Chicago, IL 60654. I can be reached by phone at (773) 729-0153 and by email at mkindelin@jlkarch.com.

Thank you for your time and consideration.

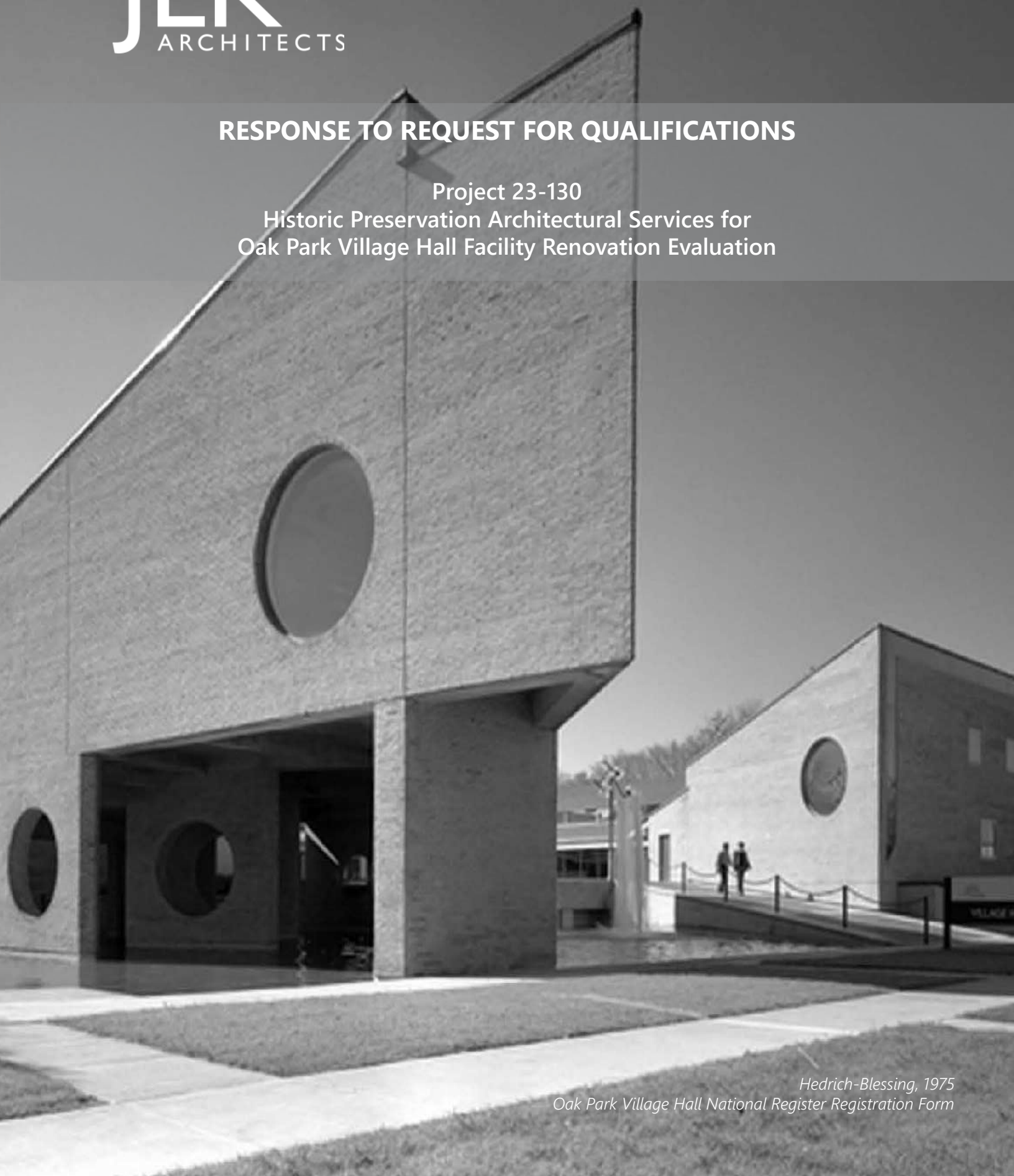
A handwritten signature in black ink, appearing to read 'Meg Kindelin', is written over a light blue horizontal line.

Meg Kindelin, AIA
President
JLK Architects



RESPONSE TO REQUEST FOR QUALIFICATIONS

Project 23-130
Historic Preservation Architectural Services for
Oak Park Village Hall Facility Renovation Evaluation



*Hedrich-Blessing, 1975
Oak Park Village Hall National Register Registration Form*

JLK understands that the Village of Oak Park is seeking to engage historic preservation experts in evaluating the feasibility of renovating the National Register-listed Village Hall facility. Over our 31-year history as a leading preservation architecture firm in Chicago, architects and historians in JLK's Historic Preservation Studio have successfully prepared the documentation and reporting necessary for various projects involving historic structures, including Condition Assessments, Feasibility Studies, and Building Preservation Plans.

Preservation architects and architectural historians in our **Historic Preservation Studio** are prepared to take the following approach to meet the Village of Oak Park's goals balancing the needs of modern Village governance while preserving the existing building's historic integrity. JLK is ready to undertake the work described and positioned to begin the project upon receipt of a notice to proceed.

Task 1 | Evaluate the Existing Facility Report and Project Goals

1. JLK's architects and historians will meet with Village Staff and the existing Architectural firm to review the project goals, facility needs, and existing condition reporting for the Village Hall.
2. JLK's architectural historians will review the National Register registration form for the Village Hall to understand the building's historic significance and identify the character-defining features, finishes, materials, and spaces that contribute to and communicate historic significance. Our historians will also review any readily available additional historic documentation, including photographs and drawings, to aid in developing an understanding of the features that contribute to the building's historic significance.
3. JLK's architects and historians will walk through Village Hall with Village Staff and staff from the existing Architectural firm to gain an understanding of the existing conditions as they relate to project goals and facility needs.

Task 2 | Design Options and Costs

1. Building Preservation Plan
 - a. A Building Preservation Plan is an important guide to understanding a historic building by identifying and documenting preservation priorities according to historic integrity and significance. The plan aids in informed decision-making during maintenance and renovation activities.
 - b. JLK will prepare a high-level Building Preservation Plan to define spaces comprising Village Hall according to primary, secondary, and tertiary historic building zones categorized according to historic integrity and significance. This information is represented by color-coded floor plans and elevations which depict historic building zones accompanied by photographs and narrative descriptions identifying character-defining features, finishes, materials, and spaces.
2. Conceptual Design Options
 - a. Informed by analysis of existing conditions, project goals, and the Building Preservation Plan, JLK will prepare conceptual design options that investigate ways that Village Hall can meet project goals informed by preservation standards. JLK will produce sketches/drawings and written narratives describing the conceptual design options. Each option will also be measured according to merit with associated advantages and disadvantages related to project goals and preservation standards.
 - b. Middleton Construction Consulting (MCC) will be engaged to develop budget estimates and help us understand the cost-related implications of the various strategies for reuse. JLK has a strong working relationship with MCC, our preferred professional cost estimator with special expertise in reuse and rehabilitation projects. We rely on MCC for projects with unique requirements, including work within occupied and public buildings where phasing and after-hours labor are necessary and factored into the planning process early on.
 - c. All conceptual design options and associated budget estimates will be reviewed with Village Staff and the existing Architectural firm to select a recommended scheme that best meets project goals and preservation standards.



Hedrich-Blessing (1975) and Norma Rios (2013), Oak Park Village Hall National Register Registration Form

Task 3 | Prepare Report and Presentation

1. JLK will prepare a final report documenting the conceptual design options, including the recommended scheme and associated cost estimate.
2. With Village Staff and the existing Architectural firm, JLK will aid in preparing and presenting a summary of the information included in the final report to the Facility Review Committee and the Village Board, with which JLK will also participate and present in up to five public meetings.

Project Schedule

We expect the work described to take place over approximately 10 weeks with additional time for review by Village of Oak Park Staff according to the following durations:

- Task 1: 3 weeks, dependent upon building access and receipt of necessary project materials and documentation, including existing conditions report, historic drawings, and photographs.
- Task 2: 4 weeks, culminating in a review meeting with stakeholders and Village Staff.
- Task 3: 3 weeks, culminating in delivery of the final report and associated summary presentation.

Quality Control & Quality Assurance Protocols

JLK maintains a robust quality control and quality assurance program. We take extreme care to ensure that all measures and activities, both on-site and in the office, are performed to the highest standard of both safety and professional requirements. Senior architectural staff provide technical review, management, and oversight throughout all tasks of every project to ensure the highest quality and accuracy at every stage. JLK takes additional care to manage and review the work of all subcontractors.

Challenges & Critical Project Elements

JLK frequently prepares condition assessments, feasibility studies, and preservation plans for historic buildings. In our experience, the biggest challenge in projects of this nature is hidden conditions that are difficult to diagnose and understand when services do not include detailed forensics such as scanning or investigative demolition. Fortunately, we are confident that the existing conditions report prepared by the existing Architectural firm and the input of Village Staff will guide our analysis here.

Village Staff & Public Engagement

JLK understands that the Village of Oak Park is engaged with another Architectural firm and is seeking additional consultation from historic preservation experts. JLK is a collaborative office which values inclusivity and close coordination with all project stakeholders. We will seek and carefully consider the experience and input of Village Staff during all tasks, from understanding project goals and existing conditions through conceptual design, final reporting and presentation.

Public engagement is an essential part of working with historic buildings. We are committed to working with Village Staff as partners in sharing information and gathering feedback from all project stakeholders, including the Facility Review Committee and Village Board.

We should note our frequent past collaboration with FGM Architects providing historic preservation architecture services. In this role we are confident in our abilities to collaborate with the existing project team, and we would be happy to collaborate directly to best understand the existing conditions and meet project goals.

JLK is a woman-owned full-service preservation architecture firm with a staff of preservation architects and architectural historians comprising our Historic Preservation Studio. Our staff meet the Secretary of the Interior Professional Qualifications Standards, which are used by the National Park Service, in the areas of Architectural History, Architecture, and Historic Architecture.

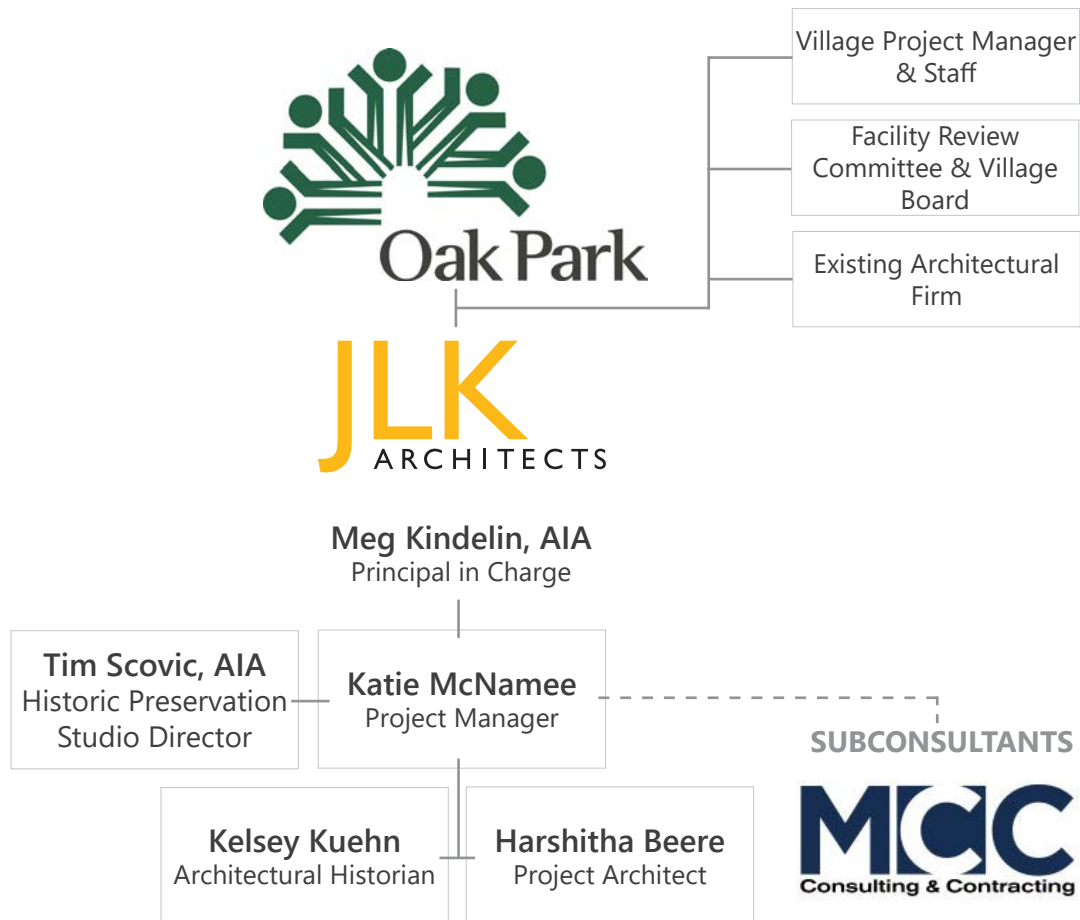
Personnel dedicated to this project are outlined in the organizational chart below and resumes detailing relevant experience are included in the following pages.

JLK guarantees that, so long as the following staff continued to be employed, the project team will remain as proposed and will be assigned to this project for its duration. JLK will ensure that any substitution or other change in project team personnel will be submitted to the Village of Oak Park for approval in advance.

JLK Architects Personnel

Meg Kindelin, Principal in Charge will oversee all aspects of the project. Tim Scovic, Historic Preservation Studio Director, will lead the quality control/quality assurance process and provide technical review and oversight. Katie McNamee, Project Manager will manage the project schedule, communication, and deliverable production. Kelsey Kuehn, Architectural Historian will review existing NRHP Nomination, identify and evaluate character-defining features, assist in the preparation of the Building Preservation Plan and all other reporting and presentation development. Harshitha Beere, Project Architect, will review existing conditions reporting and aid in developing the Building Preservation Plan and conceptual design options.

Organizational Chart





Meg Kindelin, AIA

President | Principal in Charge

Meg is the President of JLK and leads the Historic Preservation Studio. She is an accomplished and recognized architect with 25 years of experience. Meg brings enthusiasm, passion, and creative problem solving to all projects. Her actionable insights and hands-on approach ensure projects and teams of myriad size and scope are delivered on time and on budget. As an established leader in the preservation field, she sits on committees for Landmarks Illinois and the Illinois State Historic Preservation Office.

Education

Master of Architecture in Design
University of Texas at Austin

Master of Science in Architectural History
University of Texas at Austin

Bachelor of Science in Anthropology
University of Illinois at Urbana-Champaign

Registrations

Registered Architect in
States of Illinois, Indiana, and Kentucky

Qualifications

SOI-Qualified Historic Architect and Architectural
Historian, as codified 36 CFR Part 61

Professional Affiliations

AIA Historic Resources Committee

Society of Architectural Historians

Association for Preservation Technology
International

Chair, Illinois Historic Sites Advisory Council
(SHPO)

Landmarks Illinois, Easements Committee

WB Griffen Society

Society for Industrial Archaeology

Construction History Society of America

Chicago Architecture Foundation, Newhouse
Curriculum Program

National Trust for Historic Preservation

Transportation Women, Member

World Heritage USA, Member

Relevant Experience

**University of Illinois
Historic Architecture Retainer**
Champaign-Urbana, Illinois

Architectural Retainer

Historic Preservation Retainer

ADA Facilities Assessment Reports,
88 Buildings

Campus Survey and Maintenance
Guidelines

Campus-wide ADA Facilities
Assessment (88 Buildings)

Memorial Stadium Tower Restoration
Main Library Restoration

Illini Union Expansion Feasibility
Study

Presidents' House Feasibility Study

New Office Building Feasibility Study

KAM Isaiah Israel Synagogue
Planning & Interior Rehabilitation
Chicago, Illinois

**St. Nicholas Ukrainian Catholic
Cathedral**
Feasibility Assessment and Report
Chicago, Illinois

**Illinois Department of Natural
Resources**
Morris, Illinois

Goose Lake Prairie Visitor Center

Rialto Square Theatre
Assessment, Renovation, and
Rehabilitation
Joliet, Illinois

Northern Illinois University
DeKalb, Illinois

Swen Parson Hall
Parapets and Roof Assessment and
Replacement

Holmes Student Center
Condition and Envelope Assessment

Chicago Cultural Center
Chicago, Illinois

Randolph Lobby and Reception Hall
Restoration

Feasibility Assessment and Report:
Tiffany Stained Glass Domes
Restoration

OSF Healthcare Headquarters
Rehabilitation and Tax Credit Project
Historic Preservation Consultant
Peoria, Illinois

Public Building Commission
Chicago Public Library, Hall Branch
Assessment and Renovation
Chicago, Illinois

Illinois State University
Williams Hall / Historic Milner Library
Assessment, Restoration, and Reuse
Normal, Illinois



Tim Scovic, AIA, NCARB

Associate Principal | HP Studio Director

Tim has over 15 years of architecture experience, including work on over 24 properties listed in the National Register of Historic Places. He has specific expertise in pre-design services such as historic research, preservation master plans, historic structure reports, conservation management plans, feasibility studies, HABS/HAER documentation, and historic preservation tax credit applications. Tim masterfully and efficiently manages assessment, restoration, and rehabilitation projects of varied sizes and budgets through all phases of design and construction administration.

Education

Master of Architecture,
Historic Preservation Concentration
University of Illinois at Urbana-Champaign

Bachelor of Science in Architecture
University of Cincinnati

Registrations

Licensed Architect, State of Illinois

National Council of Architectural Registration
Boards (NCARB) Certified

Qualifications

SOI-Qualified Historic Architect and
Architectural Historian, as codified 36 CFR Part
61

Professional Affiliations

American Institute of Architects, Member

National Trust for Historic Preservation

Landmarks Illinois

Society for Industrial Archaeology

AIA Chicago, Historic Resources Committee
Co-Chair, 2012 – 2016

Association for Preservation Technology
Vice President, Western Great Lakes Chapter,
2012 – 2014

APT Western Great Lakes Chapter, Board
Member, 2010 – 2011

University of Illinois at Urbana- Champaign

Champaign-Urbana, Illinois

Library Roof & HVAC Replacement

Altgeld Hall Rehabilitation*

Natural History Building Rehab*

Davenport Hall Master Plan*

Illini Hall HABS Documentation*

Assembly Hall HABS Documentation*

University of Illinois at Chicago

College of Medicine Nurses' Building
Facade Assessment and Repairs

Chicago, Illinois

Northern Illinois University

DeKalb, Illinois

Swen Parson Hall
Parapets and Roof Assessment and
Replacement

Holmes Student Center
Condition and Envelope Assessments

Music Building and Gabel Hall Roof
Replacements

Chicago Park District

Iowa Building Pavilion Rehabilitation

Chicago, Illinois

Illinois Institute of Technology*

Engineering One Building Master Plan

Chicago, Illinois

Illinois Capital Development Board

Pullman North Factory Building
Stabilization

Illinois State Capital Dome Condition
Assessment Study*

Illinois State Fairgrounds Coliseum
Rehabilitation*

Rialto Square Theatre

Assessment, Restoration, and
Renovation
Chicago, Illinois

KAM Isaiah Israel Synagogue

Planning & Interior Rehabilitation
Chicago, Illinois

St. Nicholas Cathedral

Sanctuary and School Feasibility Study,
Restoration, and Repairs
Chicago, Illinois

Public Building Commission

Chicago Public Library, Hall Branch
Assessment and Renovation
Chicago, Illinois

Taliesin West, including

Music Pavilion*
Preservation Master Plan
Scottsdale, Arizona

Unity Temple Restoration*

Oak Park, Illinois

**Project completed prior to JLK*



Katie McNamee

Associate | Project Manager-Architect

With varied experience in architectural design, project management, historic preservation, and facility programming, Katie brings a unique and holistic understanding of the built environment. Her experience includes projects involving higher education institutions, religious structures, military installations, and federal and civic buildings. She is well-versed in all aspects of project phases and proficient with condition assessments, space planning and feasibility studies, historic research, HABS/HAER/HALS historic building documentation, and reporting for historic tax credits and regulatory compliance efforts, including Section 106.

Education

Master of Historic Preservation,
University of Kentucky

Bachelor of Science in Architecture, University
of Illinois at Urbana-Champaign

Qualifications

SOI-Qualified Architectural Historian, as
codified 36 CFR Part 61

Professional Affiliations

Landmarks Illinois, Skyline Council

Society of Architectural Historians

Society for Industrial Archaeology

Women in Transportation Symposium (WTS)
International

Relevant Experience

University of Illinois Urbana- Champaign

Champaign-Urbana, Illinois

Harker Hall Feasibility Study

Main Library Roof & HVAC
Replacement

Police Training Institute Feasibility
Study

Livestock Pavilion Feasibility Study

Trelease Hall Window Replacement

Oglesby Hall Window Replacement

University of Illinois at Chicago

Historic Preservation Architect
Retainer Contract Façade Investigation
Study
Chicago, Illinois

Northern Illinois University

Swen Parson Hall Parapets & Roof
Assessment & Replacement
DeKalb, Illinois

Public Building Commission

Chicago Public Library, Hall Branch
Assessment and Renovation
Chicago, Illinois

Joliet Public Library

HABS Documentation
Joliet, Illinois

Rialto Square Theatre

Renovation and Rehabilitation
Joliet, Illinois

KAM Isaiah Israel Synagogue

Planning & Interior Rehabilitation
Chicago, Illinois

Battledeck House

Restoration
Highland Park, Illinois

OSF Healthcare Headquarters

Rehabilitation and Tax Credit Project
Historic Preservation Consultant
Peoria, Illinois

U.S. Army Corps of Engineers

Fort Riley Building 223 Preservation
Fort Riley, Kansas

Nettle Creek Historic Aqueduct

Aqueduct at Illinois & Michigan (I&M)
Canal Replacement
Morris, Illinois

James R. Thompson Center

HABS Documentation
Chicago, Illinois

University of Kentucky

Memorial Coliseum Condition
Assessment Study
Lexington, Kentucky



Kelsey Kuehn

Associate | Architectural Historian

Kelsey is a multidisciplinary Architectural Historian with experience in architectural studies, historic preservation, and cultural resources management. She exceeds the Secretary of the Interior's Professional Qualifications for Architectural History and is experienced with conducting archival research, surveying, documenting, and evaluating historic buildings, and authoring various technical reports. Having contributed to National Register Nominations, Historic Tax Credits projects, and both Section 106 and Section 110 National Historic Preservation Act compliance efforts for diverse projects in 16 states, Kelsey is well-versed in successfully navigating these processes.

Education

Master of Art History
University of Wisconsin-Milwaukee

Bachelor of Science, Architectural Studies
Art History and Criticism Minor
University of Wisconsin-Milwaukee

Qualifications

SOI-Qualified Architectural Historian, as codified 36 CFR Part 61

Professional Affiliations

Docomomo US/Wisconsin, Founding Board Member

Landmarks Illinois, Skyline Council

Society for Industrial Archaeology

Relevant Experience

Illinois State Armory
HABS Documentation
Springfield, Illinois

Cook County Department of Transportation
Pulaski Road/Crawford Avenue Improvements, Section 106
Rockford, Illinois

City of Aurora
New York Street Bridge Condition Assessment and Section 106
Aurora, Illinois

Metra

Various Chicagoland Locations, Illinois

Beverly Hills-107th Street Station Condition Assessment and Reuse Feasibility Study

Glen Ellyn Station, HABS Documentation
Rock Island Amtrak Third Main and Yard Improvements Project, Section 106

City of Chicago

Chicago, Illinois

AIS Section 106 Review for Programs Funded by US Department of Housing and Urban Development

Alexander Von Humboldt Elementary School HABS Documentation

Chicago State University

Master Plan Facilities and Ground Condition Assessment
Chicago, Illinois

Times Theater

Historic Tax Credits Consultation
Rockford, Illinois

Rockford Gas, Light & Coke Company Fitting and Meter Shops

National Register Nomination and Historic Tax Credits Consultation
Rockford, Illinois

Chicago Department of Transportation

Chicago, Illinois

Chicago Pedway Improvements Project, Section 106

Riverwalk South Branch Extension, Section 106

South Western Avenue Bridge Rehabilitation Project, Section 106

OSF Healthcare Headquarters

Rehabilitation and Tax Credit Project
Historic Preservation Consultant
Peoria, Illinois

University of Illinois Urbana-Champaign

Champaign-Urbana, Illinois

Harker Hall Feasibility Study

Ikenberry Commons Master Plan

**Project completed prior to JLK*

JOSH HOUSTON

**VICE PRESIDENT | LEAD COST CONSULTANT
MIDDLETON CONSTRUCTION CONSULTING**

Josh has over eighteen years of experience in the construction industry which began in New York and since carried over to Chicago beginning in 2008. Having initially worked as a cost estimator and project manager for substantial commercial construction projects working for a large general contractor, he has worked on the owners representation side and as a member of the design team since 2008.

Having lead many projects of all sizes and types to successful completion, Josh uses the experience gained working in multiple large markets to manage and serve as the lead point of contact for all Illinois projects. His experience provides a base of information to establish contract values from the early design phases through construction documents including value engineering and bid reconciliation.



EXPERIENCE

9 years with MCC

18 years total

EDUCATION

B.S. Political Science & Criminal Justice

State University of New York at Fredonia
Fredonia, NY

CONTACT

P: (312) 445-0000 **C:** (631) 678-7863

E: Josh@middleton-cc.com

REPRESENTATIVE PROJECT EXPERIENCE

UIUC ALTGELD HALL RENOVATION, ILLINI HALL NEW CONSTRUCTION | CHAMPAIGN, IL | 2021 | \$192 M

Lead cost estimator for the complete interior and exterior renovation of Altgeld Hall (76,438 GSF), the second oldest building on campus and listed on the National Register of Historic Places, to a world class academic enterprise including the removal and repair of 30,000 SF of roofing, and the demolition and construction of the new Illini Hall (147,338 GSF) to include an innovative data science center for the departments of Mathematics and Statistics.

UIUC IL STREET RESIDENCES TOWNSEND & WARDALL HALLS | URBANA, IL | 2021 | \$55 M

Lead cost estimator: Provided Cost Estimating services for the renovation of the existing 10-story 110,000 GSF residence halls. Projects included full HVAC, electrical, plumbing and low voltage systems upgrades. The exterior precast facades of both buildings were repaired and cleaned, including all windows in both buildings replaced.

UIUC HARKER HALL STUDY | URBANA, IL | ONGOING | \$TBD

Lead cost estimator for this feasibility study for the reuse of Harker Hall, the oldest building on campus and listed on the National Register of Historic Places. Programming will create space for new offices supporting the Chancellor and senior leadership.

UIUC UNDERGRADUATE LIBRARY REDEVELOPMENT | URBANA, IL | TBD | \$46.8 M

Lead cost estimator for the redevelopment of the 95,920 GSF undergraduate library at the University of Illinois Urbana-Champaign into a special collections center which will include both public service and technical and processing functions for the Rare Book and Manuscript Library, the University Archives, and the Illinois History and Lincoln Collections.

UIUC NOYES LAB, SMITH HALL, & STOCK PAVILION ROOF REPLACEMENTS | CHAMPAIGN, IL | 2022 | \$1.1 M

Lead cost estimator for the replacement of ~14,630 GSF of roofing at multiple buildings ~ campus including repair and replacement of exterior stone and masonry such as perimeter facades and roof parapets.

In all, JLK's Historic Preservation Studio staffs nine, Secretary of the Interior-qualified Preservation Architects and Architectural Historians. Our experience preparing feasibility and preservation planning studies for buildings of all styles, types, and conditions – including modern public buildings – lends us the necessary skills and attention for this work. As collaborative historic preservationists, we regularly partner with architects of record, including FGM Architects, to ensure that modernization projects at historic structures meet client goals, preservation standards, and community interests.

Please find a summary of relevant project experience below and detailed information about four select projects included in the following pages.

Our Experience at a Glance - Over 30 Years in Historic Preservation Planning and Design

\$300 Million in public projects!

98% of JLK projects involve work with existing buildings!

Chicago Cultural Center

Feasibility Assessment and Report:
Tiffany Stained Glass Domes Restoration
Chicago, Illinois

Metra

Various Chicagoland Locations, Illinois

Project Management Oversight
Historic Preservation Architecture and
Planning Services

Beverly Hills-107th Street Station,
Conditions Assessment and Reuse
Feasibility Study

OSF Healthcare Headquarters

Preservation Architecture Services and
Historic Tax Credits
Peoria, Illinois

Chicago State University

Facilities and Ground Condition
Assessment and Master Plan
Chicago, Illinois

Illinois Department of Natural Resources

Hennepin Canal Historic Structure
Report and Condition Assessment
Henry County, Illinois

Goose Lake Prairie Visitor Center
Condition Assessment and
Programming
Morris, Illinois

Illinois State University

Williams Hall, Preservation Plan and
Reuse Feasibility Study
Bloomington-Normal, Illinois

Times Theater

Historic Tax Credits Consulting and
Preservation Architecture Services
Rockford, Illinois

Chicago Transit Authority

Chicago, Illinois

State & Lake Station, Section 106

Damen Green Line Station
Historic Study

City of Aurora

New York Street Bridge, Condition
Assessment and Preservation
Architecture Services
Aurora, Illinois

Chicago Department of Transportation

Chicago, Illinois

Historic Preservation Architecture and
Regulatory Compliance Services for:

Austin Green Line Station

Cicero Avenue Bridgehouse

Lake Street Bridge

South Western Avenue Bridge

Western Avenue Bridge

KAM Isaiah Israel Congregation

Master Plan, Preservation Architecture
and Planning Services
Chicago, Illinois

Governor Duncan Mansion and Park

Historic Structures Report
Jacksonville, Illinois

Martin Mitchell Mansion and Carriage House

Historic Structure Report and Restoration
Naperville, Illinois

Ragdale House

Historic Structure Report and Restoration
Lake Forest, Illinois

Rialto Theater

Historic Preservation Architecture and
Planning Services
Joliet, Illinois

University of Illinois at Urbana-Champaign

Architecture Building, Feasibility Study
and Preservation Plan

Graduate Library & Special Collections,
Reuse Feasibility Study and
Preservation Plan

Harker Hall, Reuse Feasibility Study

Ikenberry Commons, Master Plan

Illini Union Expansion Feasibility Study
and Preservation Plan

Livestock Pavilion, Feasibility Study and
Preservation Plan

Police Training Institute, Feasibility
Study and Condition Assessment

Presidents' House, Feasibility Study and
Preservation Planning

University of Illinois System

Design Partnership Institute, Feasibility
Study
Chicago, Illinois



DATES: 2022-23

ROLE: Preservation Architect

CLIENT REFERENCE:

Dennis Craig
UIUC Preservation Officer
217-300-2077
dlcraig@illinois.edu

KEY STAFF:

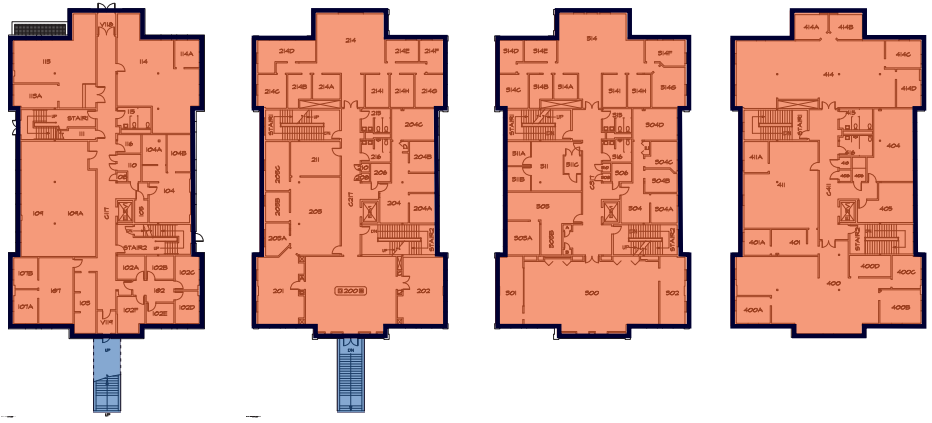
Meg Kindelin, Principal in Charge
Katie McNamee, Project Manager
Kelsey Kuehn, Architectural Historian
Jonny Keilman, Project Architect
Susan D. Turner, Technical Lead, QA/QC

Harker Hall is an Italianate style building built in 1878 and originally designed by Nathan Ricker and John M. Van Odsel as the Chemical Laboratory building. Harker Hall was listed on the National Register of Historic Places on November 19, 1986. It is the oldest building on the UIUC campus and has been in use by the home of the University of Illinois Foundation offices since 1991.

JLK is completed a programming and feasibility study for the reuse of Harker Hall as the new offices for the Chancellor and other senior leadership.

Services engaged:

- Space programming for new office layouts and shared building amenities
- Test fit analysis, including three scheme alternatives and space renderings
- Site, public approach, and wayfinding analysis
- Preservation planning and overall building condition assessment, including structural, mechanical, plumbing, and fire protection assessments as well as hazardous materials testing
- Cost estimating services



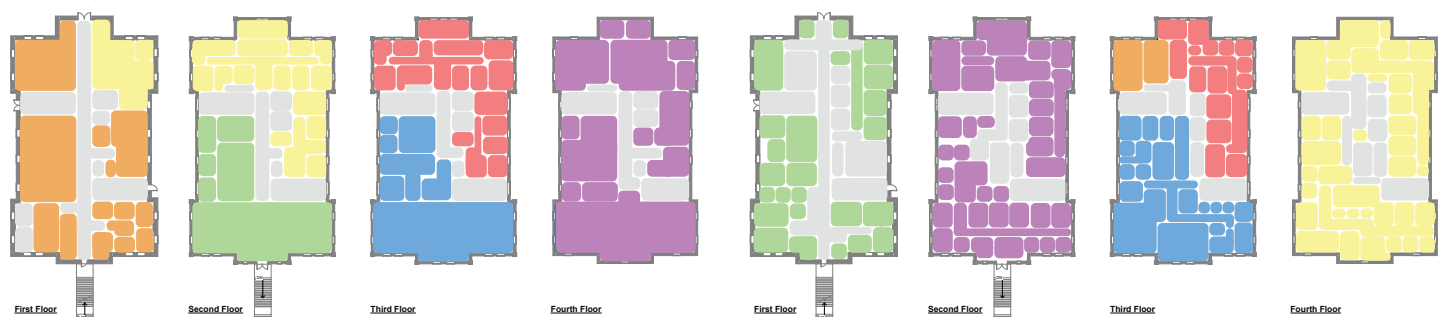
FIRST FLOOR SECOND FLOOR THIRD FLOOR FOURTH FLOOR

Building Preservation Planning, Preservation Zones Diagram

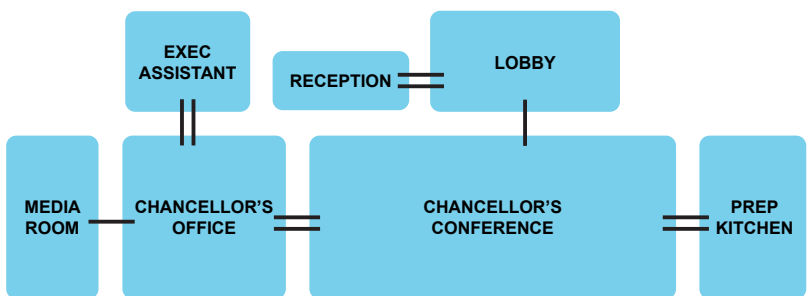


- DEPARTMENT LEGEND**
- SHARED AMENITIES
 - ACADEMIC AFFAIRS
 - BUDGET & RESOURCE PLANNING
 - OFFICE OF THE CHANCELLOR
 - UNDERGRADUATE EDUCATION
 - RESEARCH & INNOVATION
 - BATHROOMS & CIRCULATION

- DEPARTMENT LEGEND**
- SHARED AMENITIES
 - ACADEMIC AFFAIRS
 - BUDGET & RESOURCE PLANNING
 - OFFICE OF THE CHANCELLOR
 - UNDERGRADUATE EDUCATION
 - RESEARCH & INNOVATION
 - BATHROOMS & CIRCULATION



Programming Diagrams for Scheme A and Scheme B



- LEGEND**
- ADJACENCY
 - STRONG ADJACENCY

Programming Adjacencies Diagram



DATES: 2021-2024

ROLE: Preservation Architect

CLIENT REFERENCE:

Fred Stein
312-608-1400
fred@steinphoto.com

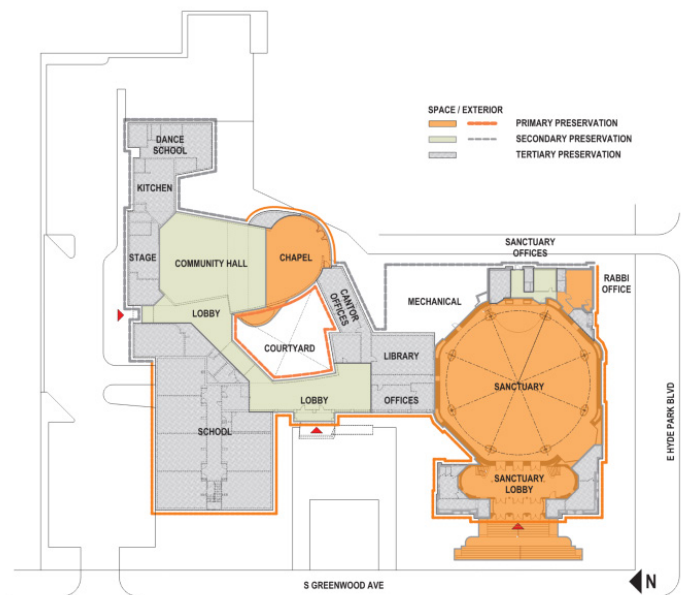
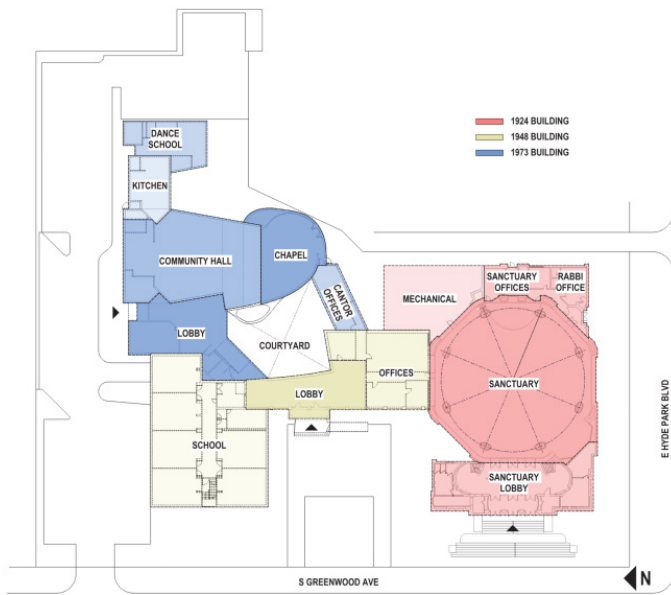
KEY STAFF:

Meg Kindelin, Principal in Charge
Tim Scovic Project Manager
Jen Feucht, Project Architect
Ashley Boduch, Project Designer
Harshitha Beere, Project Designer
Susan D. Turner, QA/QC

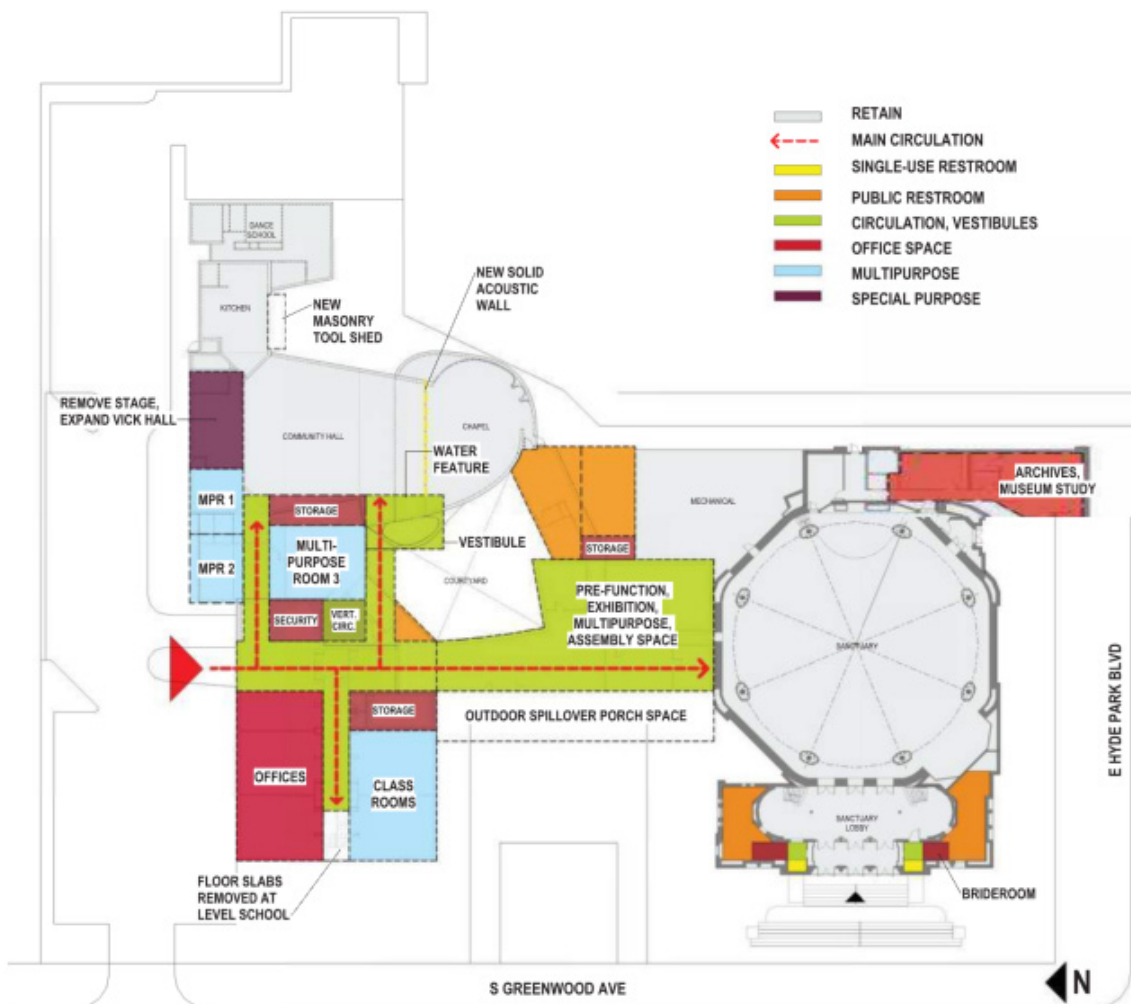
JLK is working closely with the KAM Isaiah Israel congregation to restore their 99-year-old Byzantine-style synagogue designed by noted architect Alfred Alschuler. The building was completed in 1924 and is significant for its several Guastavino domes. All planning and design work is being undertaken in stages and consistent with the Secretary of the Interior Standards for Treatment of Historic Properties.

JLK reviewed historic documentation and completed careful conditions assessments, programming and feasibility studies with stakeholders, and phased plans for an interior renovation. An initial Feasibility and Preservation Study Report was prepared to guide the now ongoing restoration.

Later additions from 1948 and 1973 are not entirely functional. JLK is balancing the reimagination of these spaces with the current and anticipated needs of the congregation and the historic period of significance and character-defining features of the historic synagogue to provide a rejuvenated facility that supports the congregation.



Space Diagram (Left) and Historic Preservation Plan Diagram (Right)



Long-term Redevelopment Plan



OSF Healthcare Campus Historic Tax Credits
Order of St. Francis Healthcare System
Peoria, Illinois



DATES: 2022-23

ROLE: Preservation Architect

CLIENT REFERENCE:

Chase Miller
Dewberry Architects
309-282-8131

KEY STAFF:

Meg Kindelin, Principal in Charge
Katie McNamee, Project Manager
Kelsey Kuehn, Architectural Historian
Susan D. Turner, Technical Lead, QA/QC

JLK was the Historic Preservation Architect and Historic Tax Credit Consultant for the rehabilitation and reuse of three buildings in Peoria's Downtown District for the new headquarters for the Order of St. Francis (OSF) Healthcare System, the largest healthcare organization in the Midwest. The client earned 45% of all project costs through federal and state historic tax credits by completing the project in accordance with national preservation standards.

JLK directed the preservation work to ensure all aspects of the project met the Secretary of the Interior's Standards for Rehabilitation and coordinated directly with the Illinois State Historic Preservation Office on the tax credit application and review. Work also included historic research, extensive surveying of historic materials and spaces in the building, and directing the team on all historic details, treatment, and strategies.



(Above) Historic Photograph and Photograph Depicting Building Condition Prior to Historic Rehabilitation
(Below) Photographs After Historic Rehabilitation



DATES: 2022-23

ROLE: Architect

CLIENT REFERENCE:

Keith Moore
Project Manager
Capital Development Board
312-833-5374
keith.moore@illinois.gov

KEY STAFF:

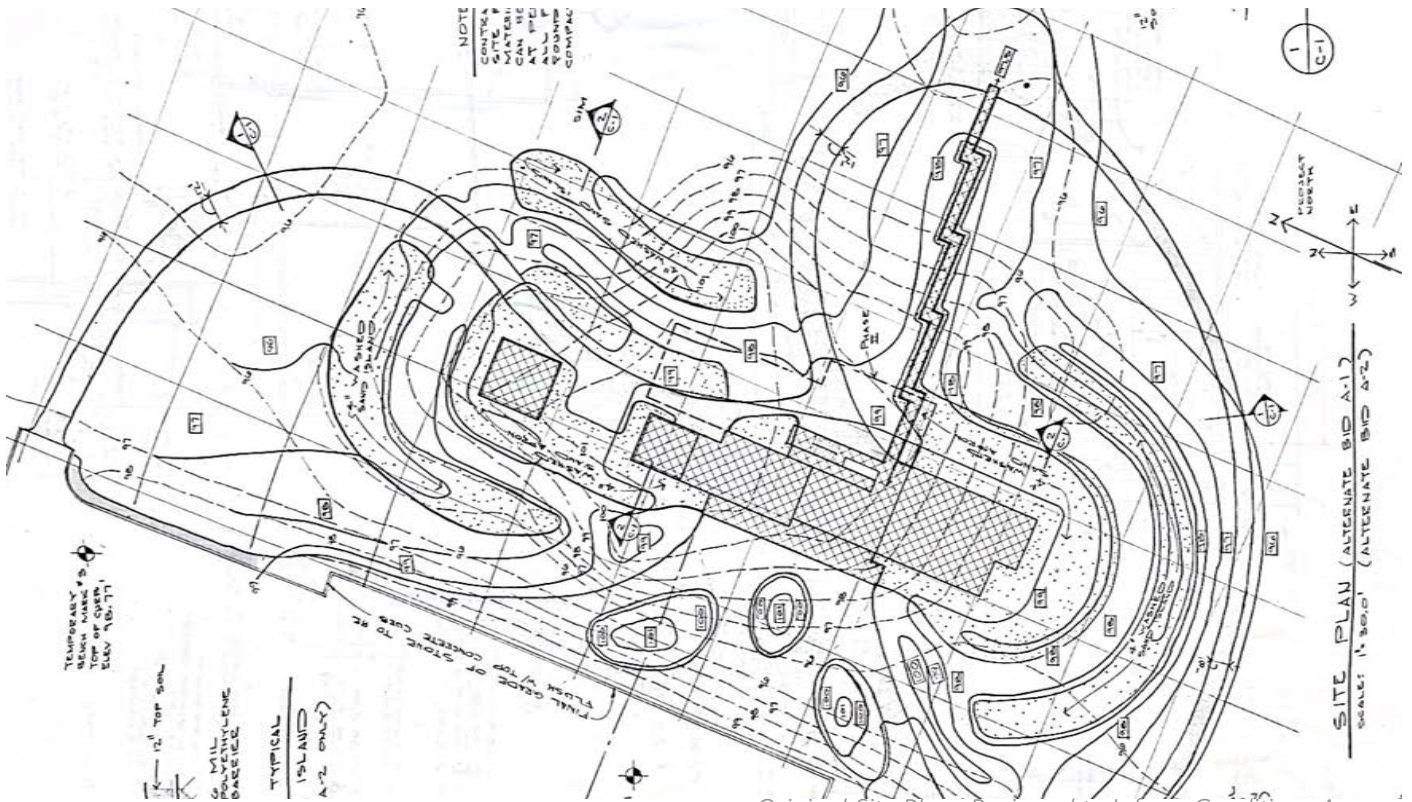
Meg Kindelin, Principal in Charge
Heidi Nickel, Project Manager
Harshitha Beere, Project Architect
Susan D. Turner, Technical Lead, QA/QC

Goose Lake Prairie Visitor Center is a Modern style building dedicated in 1978 and designed by prominent architect Harry Weese. The center is located at the Goose Lake Prairie State Natural Area, the largest prairie west of the Mississippi River., and houses lobby, reception, office, and interpretive spaces. The building was closed to the public at the time of JLK's study due to its poor condition and functionally obsolete spaces.

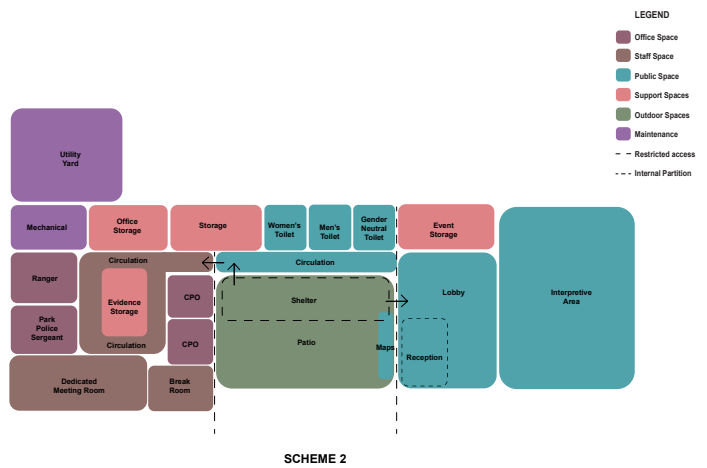
JLK completed a building condition assessment and programming analysis for the Illinois Department of Natural Resources. JLK documented existing conditions, spatial configuration, and use to evaluate programmatic needs.

Services engaged:

- Overall building condition assessment, including structural assessments and hazardous materials testing
- Documentation and analysis of existing programming, spatial configuration, and use
- Identification and evaluation of programming needs via spatial analysis and client coordination
- Preliminary programming and use planning, including development scheme alternatives



Exterior Conditions from Assessment Site Visit



Programming Diagrams for Scheme 1 and Scheme 2



Request for Qualifications (RFQ)

for

Project 23-130
Historic Preservation Architectural Services

for

Oak Park Village Hall Facility Renovation Evaluation

RFQ Issued: August 23, 2023

Response Due: 3:00 PM on September 14, 2023

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested architectural firms to provide Historic Preservation Architectural Services.

To have your qualifications considered, the documents must be submitted via email with a subject of:

Project 23-130
Historic Preservation Architectural Services
for
Oak Park Village Hall Facility Renovation Evaluation

Qualification emails must be received by the Village, no later than 3:00 PM on September 14, 2023. Qualifications received after the closing time and date will not be considered.

Project Information

Notice to Firms

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested architectural firms to provide Historic Preservation Architectural Services for the Oak Park Village Hall Facility Renovation Evaluation. These services will be procured in accordance with the applicable sections of the Village's Purchasing Policy related to Qualifications Based Selection (QBS).

Project Objective

The Village of Oak Park is evaluating the feasibility of renovating the current Village Hall facility to meet the needs of modern Village governance while preserving the historic integrity of the existing building and the spirit of Open Government. The project goals include:

- Meeting current building codes including addressing life safety issues.
- Meeting current accessibility codes including Illinois Accessibility Code and Americans with Disabilities Act.
- Meeting or exceeding the Illinois Energy Conservation Code.
- Addressing safety and security Issues for the building and site.
- Making the existing building functional as a modern Village Hall including addressing space, noise, and lack of support facilities (including but not limited to: Gender-Neutral Bathrooms, Employee Wellness / Interfaith spaces, and a Lactation Room) issues.

The Village has already engaged an architectural firm to evaluate the condition of the existing Village Hall Building and outline minimum renovation requirements. That firm will identify and outline the necessary improvements for the facility to meet the outlined goals of the Renovation Evaluation Study project. The evaluation and necessary improvements report will be completed shortly and made available to the selected Historic Preservation Architectural Firm.

The intent of this project is to engage a separate architectural firm with experience in historic preservation to evaluate the viability of the facility to address outlined needs, identify options for meeting those needs and define the cost of renovating the Village Hall facility to meet the goals of the Village and the specific needs outlined in the report prepared for the Village while maintaining the historic integrity of the existing building and the spirit of Open Government.

Budget and Term

The Village has budgeted \$40,000 for historic architectural services for the term of the agreement. The Village expects the deliverables for this project to be delivered prior to December 31, 2023.

Scope of Services

This project is being managed by the Village utilizing local funds for all costs. A Professional Services Agreement ("Contract") will be executed with the Village for the project. The Village anticipates completion of this project prior to December 31, 2023.

- Firms responding to this RFQ must have experience in design of renovations to historic commercial and municipal buildings.
- Firms responding to this RFQ must have recent and relevant experience in developing cost estimates for proposed options.

- Firms responding to this RFQ must have experience presenting to local boards or commissions.
- Firms responding to this RFQ must have an Illinois or Chicagoland office.

The preliminary scope of work for each task is provided below.

Task 1 – Evaluate the Existing Facility Report and Project Goals

- Meet with Village Staff and existing Architectural firm to review identified project goals and facility needs.
- Review the existing condition report for the Village Hall.
- Review the National Register of Historic Places Registration Form to understand the historical aspects that must be maintained.
- Tour the existing Village Hall facility to gain insight into the conditions and issues that will need to be addressed.

Task 2 – Design Options and Costs

- Develop Conceptual Design Options to meet facility needs that meet the intent of the Village’s project goals and facility needs while maintaining the historic integrity of the building. The concepts to address specific project goals and facility needs shall be in the form of sketches/drawings and narratives.
- Develop Budget estimates for proposed design options that include all related soft costs, furniture, inflation, and sustainability considerations.
- Meet with Village staff and architectural consultant to review proposed options and estimated costs.

Task 3 – Prepare Report and Presentation

- Based on findings, prepare a report that outlines recommended options and summarizes potential renovation costs that meet the goals of the project and address facility issues.
- Work with Village staff and the architectural consultant to prepare and present a summary presentation to the Facility Review Committee and the Village Board.
- Participate and present in up to five public meetings with the Facility Review Committee and Village Board.

The detailed scope of services and schedule will be negotiated at the time of contract development.

General Requirements

General

The following general information is provided and will be carefully followed by all Consultants to ensure the qualifications are properly prepared.

1. All submitting Consultants must furnish all information required by this RFQ.
2. The Consultant shall notify the Village via an email to rsproule@oak-park.us that they have received the RFQ so that any addendums or communications can be sent electronically to the contact person identified in the email.
3. The Village reserves the right to conduct discussions with qualified Consultants in any manner necessary to serve the best interest of the Village and consistent with the Village’s Purchasing Policy.

Proprietary Information

1. Except as provided herein or as otherwise set forth in the Village's Purchasing Policy, all proceedings, records, contracts, and other public records relating to procurement transactions will be open to inspection in accordance with the Illinois Freedom of Information Act (5 ILCS 140/).
2. Each Consultant has the right to identify data or other materials submitted in connection with this procurement as trade secrets or proprietary information, which will not be subject to inspection pursuant to the Illinois Freedom of Information Act, by stating such in respect to the relevant portions at the time of submission of its proposal.

Questions and Communication

1. All contact between prospective Consultants and the Village with respect to this RFQ will be formally held at scheduled meetings or in writing through the issuing representative. Questions and comments regarding meaning or interpretation of any aspect of this RFQ must be submitted in writing to the Village via email at rsproule@oak-park.us, and must be received before 3:00 PM on September 8, 2023. Only written questions will be accepted. Questions and/or comments which are submitted after the deadline set forth within this RFQ will not be answered.
2. The Village will respond to all questions and comments that are submitted hereunder and are deemed to address a matter that is relevant and substantive in nature within a reasonable period of time, in the form of a written Addendum that will be transmitted via email to all prospective Consultants that have received the RFQ and posted on the Village's website. Oral communications between the Village and Consultant regarding the interpretation or meaning of any aspect of this RFQ are not authorized and may not be relied upon for any purpose.

Addenda to the RFQ

1. The Village reserves the right to amend this RFQ at any time prior to the deadline for submitting qualifications. If it becomes necessary to revise any part of this RFQ, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Consultants who are on record with the Village as having received this RFQ and posted on the Village's website. If, in the opinion of the Village, the deadline for the submission of proposals does not provide sufficient time for consideration of any Addendum, then such deadline may be extended at the discretion of the Village.
2. It will be the responsibility of each Consultant to contact the procurement contact identified in the RFQ prior to submission of a proposal hereunder in order to determine whether any addenda have been issued in connection with this proposal. Notwithstanding any provisions to the contrary, the failure of any Consultant to receive any Addenda will neither constitute grounds for withdrawal of its proposal nor relieve such Consultant from any responsibility for incorporating the provisions of any Addenda in its proposal. Upon issuance by the Village, Addenda will be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

Arrearage, Debarment, and Suspension

By submitting qualifications in response to this RFQ, the Consultant will be deemed to represent that it is not in arrears in the payment of any obligation due and owing the Village, the State of Illinois, or any public body in Illinois. This representation will be deemed to include the payment of taxes and employee benefits. The Consultant further agrees that, in the event it is awarded a contract hereunder, it will not become in arrears to any such public body during the term of the contract. The Consultant agrees that no officer or employee thereof has been debarred or suspended or otherwise excluded from or ineligible for participation in, any public procurement activity of a nature similar to this RFQ. The Consultant will not knowingly engage any subcontractor who has been debarred or suspended or who is otherwise excluded from or ineligible for

participation in public procurement activity and will include in each of its subcontractors and subcontractor agreements certifications on the part of its subcontractors that satisfy the requirements of this provision.

Submitting Qualifications

1. The deadline for submitting qualifications has been provided herein. Submittals will be opened in accordance with the provisions of the Village's Purchasing Policy. There will be no public opening. The list of prospective Consultants will be available for public inspection only after Contract award or upon cancellation of the RFQ.
2. Except as set forth below, the required transmittal or cover letter must accompany the proposal. The purpose of the transmittal or cover letter is to formally submit the qualifications to the Village and to bind the Consultant to the terms, conditions and specifications contained in the RFQ. The transmittal or cover letter must be signed by an individual who is authorized to bind the Consultant to all matters set forth in the qualifications.

Late Qualifications

Qualifications or unsolicited amendments to qualifications arriving after the deadline will not be considered.

Rejection of Qualifications

The Village reserves the right to: (a) reject any or all qualifications received; (b) cancel the RFQ at any time prior to award; and/or (c) waive informalities in the event the Village determines such action is in its best interest. Qualifications must meet or exceed the mandatory requirements of this RFQ. If a Consultant does not meet a mandatory requirement, it will be rejected.

Presentations

The Village may elect to conduct interviews with prospective consultants. Consultants selected for an interview will be notified by September 19, 2023. The Village anticipates that any interviews will be conducted during the week of September 19, 2023.

Negotiation

The Village requires a minimum three-person team to negotiate with firms. The team will consist of the Public Works Director, Village Planner, and Deputy Village Manager. The team may delegate this responsibility to other staff members.

In the event that the Village determines in writing and in its sole discretion that only one Consultant is fully qualified, or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Consultant. The Village reserves the right to negotiate any aspect of the proposal or the Contract in any manner that best services the needs of the Village and is within the scope of this RFQ. The Village is under no obligation to award, but may do so based upon an analysis of submitted qualifications and subsequent negotiations.

Cost

The Village will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

Submittal Organization and Format

Proposals will address the following general topics and also emphasize the Consultant's qualifications to perform the services. Proposals will be evaluated on the basis of the information presented by the Consultant and the evaluation criteria set forth in this RFQ. This selection is a QBS process and no firm shall submit estimates of cost with its proposal.

Consultants will follow the proposal format outlined in this section. Failure to adhere to the prescribed format may result in rejection of the Consultant's proposal. All proposal elements shall be included and shall include at a minimum the following:

Transmittal or Cover Letter

A transmittal letter or cover letter must be prepared on the Consultant's letterhead, must accompany the proposal, and must be signed by a duly authorized representative of the Consultant. The transmittal or cover letter must include an affirmative statement that binds the firm to the terms, conditions; and specifications contained in the RFQ. At minimum, the letter must include all of the following information:

1. Consultant's full legal name
2. Type of entity and state of organization or incorporation
3. Consultant's principal address
4. Consultant's mailing address (if different)
5. Name and title of contact for the purposes of this RFQ
6. Telephone number and email address of principal contact

Background

This section will include a brief history of the firm and its organization, including name and contact information of the principal or officer who will serve as the primary point of contact for the Consultant and who will have authority to negotiate on behalf of the Consultant. This section will also include a general description of the Consultant's experience in providing the services described in this RFQ, including any special qualifications, experience, awards, etc. At the election of the Consultant, the Background may be included in the Consultant's transmittal or cover letter.

Project Approach

The purpose of this section is to present the Consultant's understanding of the project requirements. This section shall include a preliminary proposed management plan based on the scope of services outlined in this RFQ, including coordination of multiple concurrent tasks and how they will be accomplished to meet schedule and budget constraints. Include in this section a discussion of any joint ventures and subcontractors to be used. Any specific challenges or critical project elements shall also be identified in this section. A discussion of the Consultant's approach to quality control/quality assurance will be included in this section. The responsibilities of each joint venture contractor or subcontractor will also be discussed. The Consultant should address how Village staff will be integrated into the services to be provided under this RFQ.

Project Personnel

This section will contain the names, background, and experience on similar types of projects of the key personnel proposed for these services. An organizational chart showing duties, responsibilities, and the lines of communication will be included in this section. Resumes that demonstrate experience on similar projects and specify the individual's duties on those projects will be included as an appendix to the proposal. Include in this section guarantees that, for so long as its members continue to be employed by the Consultant, the project team will remain as proposed and will be assigned to this project for its duration. Following award of a contract hereunder (if any), any substitution or other change in project team personnel must be approved in advance by the Village.

Experience and Qualifications

This section should discuss the experience and qualifications of the Consultant and the project team in the performance of projects of similar size and nature as that described herein. For joint ventures, the experience of

all firms as it relates to this project must be discussed. In order for a Consultant to be deemed qualified to perform the services described in this RFQ, the experience listed in this section of the proposal must be in accordance with or contain the following:

1. Have been completed within the last five (5) years from the issuance date of the RFQ
2. Be of a scope similar to that outlined in this RFQ
3. Brief description of the project
4. Scope of services provided by the Consultant
5. Identify the project manager and other key team members
6. Provide contact information for references

Financial Responsibility

Unless such information is otherwise included in the Background section, the Consultant will additionally provide a statement indicating the length of time the firm has been in business, the number and location(s) of its office(s), the current number of full-time employees.

Format

The proposal in its entirety shall be a PDF file using 8.5"x11" pages, tabbed by section and be a maximum of 20 single-sided pages. If a submitting firm is confident that their qualifications for the work can be exhibited in fewer pages than the maximum they are encouraged to do so.

Selection Criteria

All submittals will be evaluated based up on the following criteria and respective weights:

1. Technical Approach (20%)
2. Firm Experience (25%)
3. Specialized Expertise (20%)
4. Staff Capabilities (25%)
5. Past Performance (10%)



Addendum 1

Village of Oak Park: Project 23-130

Historic Preservation Architectural Services for Oak Park Village Hall Facility Renovation Evaluation

The following list of questions have been provided to Village staff regarding the RFQ listed above.

1. Are you expecting any MEP engineers or specialty safety/security consultants to be involved for this project?

Consultants should present key project personnel that they feel will be most adventitious to meeting the Village's requested scope of service. The Village has outlined that bringing the facility up to current building code and addressing safety and security issues are part of the project goals. The selected firm needs to evaluate the viability of the facility to address those outlined needs along with others, identify options for meeting those needs and define the cost of renovating the Village Hall facility to meet the goals of the Village and the specific needs outlined in the report prepared for the Village while maintaining the historic integrity of the existing building and the spirit of Open Government.

2. Are there any MBE/WBE goals or requirements for this project?

Not at this time.

3. Not mentioned in the RFQ is the police headquarters in the basement of the present building. Is the police headquarters space, including related parking and ramp, to be included in the program being prepared by the present architect and therefore be included in the Renovation Evaluation study? Or is that function being moved elsewhere, outside the present building?

Under the scenario where the Village Hall facility is being renovated, the Police Department functions would be moving to a new facility and would not need consideration. However, the lower level of the facility will be evaluated as part of the larger project and may be repurposed for other uses.

4. Same question for the adjacent to the south parking lot. Is that space to be included in the program being presently prepared and will it be included in the Renovation Evaluation study? –

Staff do not believe that the parking lot in its current design or state would be considered historic and will not be evaluated for historic preservation as part of the scope of this project.



Addendum 2

Village of Oak Park: Project 23-130

Historic Preservation Architectural Services for Oak Park Village Hall Facility Renovation Evaluation

The following list of questions have been provided to Village staff regarding the RFQ listed above.

1. Does the Village of Oak Park have any specific sustainability goals or benchmarks that exceed the Illinois Energy Conservation Code?

The Village of Oak Park strives to be leaders in sustainability and is interested in evaluating the potential for the existing building to meet or exceed LEED certifications or even be a net-zero building while maintaining its historic integrity. The Village is interested in evaluating the potential for this along with the estimated costs.

2. Will architectural plans or the building be made available to the selected preservation architect? If so, do drawings accurately illustrate existing conditions of the building and what format are they in, digital or otherwise? 2a. Does the village have .dwg, .rvt, or other digital floor plans, sections, or elevations available for the consultants use?

All available plans and documents for the Village Hall Building will be made available to the selected firm. This includes both paper and digital versions. While the Village has extensive drawings and materials, it should not be assumed the materials are entirely complete.

3. What role will the existing architect on the project have in developing the Conceptual Design Options outlined under Task 2? Will the concepts be driven primarily by the preservation architect or will this other architect drive concepts with input from the preservation architect?

The existing architect will outline identified project goals and facility needs and will review the proposed options and estimated costs with staff. They don't have a direct role in development of the Conceptual Design Options to meet the needs and goals.

4. Is there an overall project estimate for the renovation that will help guide the direction of the conceptual schemes?

It is assumed the question refers to budget. No, there is no budget outlined at this time. The intent of the project is to inform the Village potential for and the estimated total cost to renovate the facility to meet Village goals while maintaining the historic integrity of the building.

5. Are the public meetings anticipated to be held following the preparation and finalization of the report or will these happen concurrently with preparation of the report to inform the final direction and selection of conceptual scheme?

The Facility Review Committee will be reviewing the materials prepared by the architectural consultants and making recommendations to the Village Board. If the historic preservation architect identifies

multiple conceptual concepts to address specific goals or issues, the Facility Review Committee and staff may ask questions or provide guidance that result in one concept being preferred over another.

6. In Scope of Services, Task 1 you refer to "existing architectural firm" is this term synonymous with the term "architectural consultant" used in Task 2 bullet point 3 and Task 3 bullet point 2.

Yes.

7. Will the evaluating firm selected to conduct the scope of work with the current architecture firm, or independently?

The selected firm will be conducting the scope of work independently. Staff and the current architecture firm will be available to answer questions and provide support where requested and possible.

8. Do you expect the project to start on or around Oct 1, 2023?

Work is expected to begin mid to late October depending on when the Village Board takes action on this item.

9. Is the current firm completing Programming that we can use for our design work. Or will we need to complete Programming of needs with individuals/departments/users of Village Hall?

Space needs analysis and programming work has already been completed and will be provided.