

Association for Individual Development
Request for Proposals for Architectural Services
December 1, 2023

A. General Information

Association for Individual Development (AID) is soliciting proposals for Architectural and Engineering Services for the new construction of a community mental health center in Elgin, Illinois. Celebrating 62 years of providing customized, consumer-focused programs and services in an equitable, inclusive manner, the Association for Individual Development (AID) works with individuals with developmental, intellectual, physical and/or mental health challenges, those who have suffered a trauma, those experiencing immediate and/or chronic crises and those at risk to overcome personal, behavioral, societal and environmental barriers to achieve recovery, independence, self-reliance and to live the lives they choose. Operating in Kane, Kendall, DeKalb, DuPage, Will, McHenry and suburban Cook County communities, AID is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) and the American Association of Suicidology (AAS). In FY 2022, AID served 5700 people in client-centric, community-based programs.

Instructions for submission:

1 digital copy of the submittal must be returned by January 10, 2024 to:

RFP@aidcares.org with the email subject heading "NAME of FIRM's submission to AID for architectural services for a community mental health center"

Questions regarding the request for proposals:

Questions will be permitted. Please submit written questions to swanson.chrissy@gmail.com on or before the deadline.

B. Project Description

The subject property is located on a 16-acre parcel of land owned by AID. The site is located at 695 South State Street and is part of a larger redevelopment initiative by AID that includes a Permanent Supportive Housing development and a Low-Income Housing Tax Credit development on the same site. AID proposes to use 1.81 acres of this parcel in Elgin for the AID Wildwood Community Mental Health Center (the CMH). The proposed Community Mental Health Center and social service center will be a 2-story building that will include Community Mental Health Center space, Employment Services for people with disabilities, AID Finance and Resource Development departments, as well as co-location space for Genoa Healthcare, a closed-door pharmacy. The on-site pharmacy will provide direct access to a pharmacy team that is dedicated to AID staff and consumers and greatly improves efficacy of treatment and medication adherence for persons with behavioral health diagnoses. The building will also have

available drop-down space for other healthcare and social service providers and meeting space for book clubs, 12-step groups, and other community events.

AID is seeking an architecture firm to fully design this new construction, stand-alone structure that will be approximately 20,000 sf with a foot print of approximately 10,000 sf on a lot size approximately 2 acres. AID seeks about 70 parking spaces, site landscaping, walkways and lighting.

The building to include a reception area and lobby, offices, a community room, library, computer lab, closed door pharmacy, nursing office, and classrooms. The bulk of the space will be used for office space for clinicians to meet with clients. The design work will include all elements of new construction including planning and design for site work, including grading, roads and walkways, parking, utilities, and landscaping. The project includes all design elements of a new construction 2-story building including facility construction (concrete, masonry, metals, wood/framing, insulation, doors/windows, finishes, specialties, equipment) and facility services (fire suppression, plumbing, heating/cooling, electrical).

The architect will need to collaborate with our pharmacy partner on the design and layout of the pharmacy.

C. Project Milestones

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| • Owner selection of architectural firm | January 16, 2024 |
| • Owner and firm meet for initial concept planning | TBD |
| • Collaborative design planning with AID’s stakeholders | TBD |
| • Set of plan for General Contractors to bid on project | TBD |
| • Complete IFC set for Permit | TBD |
| • Architectural Supervision during construction | |

D. Submittal Requirements

1. Firm Overview

- a. Name of Firm
- b. Address
- c. Contact information for this proposal
- d. Years in business
- e. Names and titles of officers/owners
- f. Brief overview of firm, including # of employees, history, and other relevant information.

2. Firm Experience

- a. Provide a description of any projects of similar size and scope (up to five) your firm has completed in the last 10 years including the name of the project, address, owner, total square feet, purpose of the building and photo.
- b. Provide a description of any projects completed in Elgin.

3. Project Approach

- a. Provide a brief description of the approach and methodology your firm will use to design the project.
- b. Provide a list of your project team, along with a description of their roles and a brief (one paragraph each) description of their experience. Include any consultants or contractors, if known at this time.

4. Fee Proposal

a. Outline your total fees for the project.

AID intends to enter into a contract with the selected firm using the AIA Document B101-2017 with services divided into basic, supplemental, and additional services. AID would like civil engineering and landscape design included as part of basic services. Please provide a single stipulated sum total for your services, as well as a proposed schedule for payments. For example:

- Total Fee: \$XX,XXX
- Design development phase \$XX,XXX invoiced monthly or at completion of this phase
- Construction documents phase \$XX,XXX invoiced monthly or at completion of this phase
- Construction administration/supervision \$XX,XXX invoiced monthly

b. Outline your rates for supplemental services.

5. Proposed Project Schedule and Milestones

Please propose timeframes for completing these project milestones. You may also propose alternate milestones.

- Owner selection of architectural firm January 16, 2024
- Owner and firm meet for concept planning
- Complete set for bid for General Contractors
- Complete IFC set for Permit

6. Provide names and contact information for 3 references who have hired your firm to design new construction projects for them in the past 3 years.

E. Evaluation Criteria

1. Experience with similar projects – 20 points
2. Methodology and approach – 20 points
3. Cost of services – 20 points
4. Proposed schedule -10 points
5. Satisfactory references – 20 points
6. Compliance with this request – 10 points

F. Attachments

- a. Site Survey
- b. Site Photos**