

Request for Proposal of Architectural Services for the County of Champaign

RFP NO. 2025-15

Issue Date:

Wednesday, November 5, 2025

Closing Location:

Champaign County Executive's Office
Bennett Administrative Center
102 E Main Street
Urbana, IL 61801

CLOSING DATE AND TIME:

Friday, December 5, 2025

2:00pm CST

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GENERAL INFORMATION

Champaign County is seeking proposals from qualified architectural firms to assist the Director of Facilities in evaluating the condition of numerous county facilities and to prepare and administer project management services, over the next three fiscal years, during any approved project replacement or repair program. Proposals will be accepted electronically at Proposals will be accepted up to and no later than 2:00 p.m., Friday, December 5, 2025.

Champaign County wishes to retain an architectural firm, with the qualifications and staff resources necessary to perform comprehensive assessments of existing building structures and building envelopes, provide replacement system recommendations, provide project management services, and assist in development of our long-term capital replacement plan over the next three fiscal years. The successful firm shall provide services to the County as outlined in Section II Scope of Work. Anticipated projects can be found here - https://www.co.champaign.il.us/FacilitiesPlans/PDFS/11-Year_Capital_Facilities_Plan.pdf

SCOPE OF SERVICES

The following scope of services is included as a guide for the submitting firm. It is designed to identify the minimum service level expected from the successful consultant and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project.

The Consultant being selected through this Request for Proposal process will enter into an agreement with Champaign County to provide engineering services related to projects at various stages from pre-design to post-construction. The level of service requested will vary based on the scope of any given project.

Based on the requirements of the County, the consultant shall provide architectural services meeting all standards and codes used in design for basic services as required on projects as follows:

- Pre-Design Evaluation - Consult with the County and other necessary and appropriate government entities, utilities, organizations, and persons in order to ascertain project requirements and review the program prepared by the County, recommending any necessary revisions.
- Cost Estimating / Condition Survey and Report - Investigate, analyze and measure the existing facilities to determine the information necessary for project work. Measure and verify floor plans of existing buildings. Review existing system replacement studies (if applicable), analyze building envelope issues, County floor plans and drawings (as available) and make system recommendations. Prepare drawings and a report summarizing existing facilities and their condition. Prepare probable construction cost estimates to assist the County in the preparation of Capital Improvement requests. As part of the investigation, identify and document issues

pertaining to any future project (accessibility, operations, impact, etc.), Assist in the identification of grant or alternate funding opportunities including preparation of documents required for compliance requested by Champaign County Administration.

- Schematic Design - Upon receipt of written notification to proceed, prepare schematic designs for review and approval by the County. The schematic drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Life-cycle cost estimates to be provided upon request. Advancement to next design phase pending County review of report, comments and Notice to Proceed.
- Design Development - After the approval of the final schematic design submission, the County shall issue a written order to proceed with the Design Development phase. Submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cutsheets and material selection. If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined. Prepare a list of all necessary permits, licenses, review, and approvals as required. Advancement to next design phase pending County review of report, comments and Notice to Proceed.
- Contract Documents - Perform the final design and the preparation of detailed contract documents in accordance with applicable City, County, State and Federal regulations ("codes") for all elements of work including architectural plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with the County and other authorities as required (typically at 50% and 95% completion). Provide progress prints, specifications and revised cost estimates at specified intervals for the County's review and/or approval. Prepare for approval, by the County, the following documents: bid forms; project specifications and working drawings for the project; and, contract agreement.
- Bidding/Award - The Consultant is to assist the County in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommending awards, evaluating alternate bids and preparing a construction contract and assist in the evaluation of product or system substitutions.
- Construction Administration - Provide the construction contract to be entered into by the County for the construction of the project, to the satisfaction of the County, periodic architectural consultant services to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by the County. Conduct a preconstruction conference, which shall include, at least the Consultant, or its authorized representative, the contractor(s), Champaign County Facility Director or designees, as well as representatives of any other public or private agencies, which the County determines should be in attendance. At the preconstruction conference, the Consultant shall:
 - o Observe that all necessary permits and licenses have been obtained prior to work commencement.
 - o Raise for discussion and decision the manner in which the construction will be administered by itself and the County, the scheduling of construction, and any and all other issues or questions which in the opinion of the Consultant or the County must be settled before the start of construction. Before convening the preconstruction

conference, the Consultant shall confer with an authorized representation of the County concerning the agenda and who is to attend.

- Prepare and distribute minutes within 48-hours following the meeting.
- Throughout all phases, prepare and update on an interval that is mutually agreed upon, an estimate of construction cost consistent with the County's funding requirements in a format acceptable to the County. The estimate of construction costs shall document approved change orders (CO's) and all anticipated changes to the construction cost on an individual contract basis and indicate contingency balance.
- Recommend necessary or desirable changes (additions and credits) to the County, review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to the County, if they are accepted, review change orders for the County's authorization. There shall be no change in the scope of the work or in materials specified by the Consultant until approval for such change has been given in writing by the County.
- Determine, based on the Consultant's inspections and the contractor's applications for payment, the amount owing to the contractor and will issue certificates for payment in such amounts. By reviewing and approving a certificate for payment, the Consultant will also represent to the County that, to the best of its knowledge, information and belief, based on what its observation have revealed, the quality of the work is in accordance with the Contract Documents. Review and make recommendations to the County on any claims received from contractors.
- Make visits to the jobsite (at a frequency dictated by specific project) during power service cut and re-routing for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Conduct and attend on-the-job field meetings (at a frequency dictated by specific project) to review procedures, progress, scheduling, contractor compliance and other issues. Provide and distribute minutes of these meetings to the County and to parties designated by the County within 48-hours of the meeting. Where field condition differs from contract documents or disputes arise, the Consultant shall resolve issues satisfactorily to the County.
- Issue punch list(s) and re-inspect as necessary, and coordinate warranty submissions with manufacturers. Following the contractor's completion of the punch list, conduct final inspections in conjunction with the County. The Consultant shall create a "closeout" checklist for each contract and shall monitor the closeout process as part of the Certificate of Substantial Completion of the work. The approval of the County, or other Agency approvals, shall be required as a condition for the acceptance of the work by the County.
- Furnish to the County, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built. Provide the County with AutoCAD files in a format acceptable to the County and one set of reproducible drawings. Secure and transmit to the County all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.

- Commissioning - The Commissioning agent will develop and coordinate the full execution of the contract, observe and document the contractor's performance with the documented design. The agent will also review submittals; oversee any necessary training and the documentation, review, and approval of any Operation and Maintenance Manuals from the contractor for completeness. The agent will provide the County a written Final Commissioning Report.

The Consultant shall:

- Review existing drawings, plans, and actual conditions, and advise the County on issues of concern regarding design, material selection, cost estimation as well as cost (life cycle) analysis;
- Provide schematic and design development, bid documents, and a detailed cost estimate at each phase, which may include:
 - Attend coordination meetings
 - Provide progress prints/cost estimates (labor and materials) at appropriate intervals
 - Include elevations and/or three-dimensional renderings (as requested)
 - Provide architectural design drawings which shall include all components and accessories;
- Assist in the bidding phases:
 - Attend pre-bid and pre-construction meetings
 - Answer questions/clarifications during bidding;
- Review and evaluate submittals and claim for extra costs;
- Inspect the construction site and actively participate in on-site construction meetings. Advise the County regarding interpretations of contract documents and payments to contractors; and
- Conduct and assist the County for substantial completion by preparing a punch list and conducting a final inspection.

Agreements:

The County's intent is to retain an architectural firm with the qualifications and staff resources necessary to both perform comprehensive assessments of existing facilities as requested and develop a long-term repair and/or replacement program. The architectural services agreement will have a term of three (3) years with a provision for two (2) one-year renewals for a maximum of five (5) years.

Payment for services is anticipated to be based on an approved hourly rate schedule. The magnitude of services will vary by project. The County may request a fee proposal prior to commencing any approved project.

QUALIFICATIONS

The consultant's firm, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFQ.

The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Illinois, and shall be governed by the professional ethics of said professions in its relationship to Champaign County

It is understood that all reports, information, or data prepared or assembled by the consultant shall be confidential in nature and shall not be made available to any individual or organization, except Champaign County, without the prior written approval of the County.

The consultant shall be financially solvent. The County reserves the right to request information to determine solvency.

The consultant shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

TIME SCHEDULE

The County will use the following timetable, subject to change, which should result in the selection and award of contract on or about January 6th, 2026.

Date	Event
Wednesday, November 5th, 2025	Request for Proposal Posted
Friday, December 5th, 2025	Proposals Due by 2pm CST, names of respondents read aloud
Monday, December 8th, 2025	Proposals Opened at 2PM – County Executive’s Office, Bennett Administration Center, 102 E Main St, Urbana, IL
Tuesday, January 6 th , 2026	County Board Approval of Contract with Awarded Company

INSTRUCTIONS FOR RFP SUBMISSION

By submitting a proposal, the respondent represents that they have:

- Thoroughly examined and become familiar with the scope of services outlined in this RFP; and
- Are capable of performing quality work to achieve the County’s objectives.

The following information must accompany your proposal:

- Firm profile, including the size of firm, full suite of services offered by the firm, office location(s), years in business, and previous names, if any
- Outline of number and nature of the professional staff to be assigned to the County, including a brief resume for each key person listed, as well as their experience and training
- Narrative detailing the firm’s experience in assisting similar size entities, including:
 - any and all services for government agencies
 - a description of the firm’s experience in sustainable system design to reduce non-renewable resource consumption, minimize waste, and create healthy, productive environments
 - a summary of the firm’s understanding and experience in coordinating projects with regulatory and other governmental agencies
 - a listing of projects, that you were successful in attaining energy rebates, and their amounts, on the behalf of clients for projects that save energy.
 - a brief narrative of your knowledge and understanding of Champaign County facilities
 - list and describe any former projects completed for Champaign County.
- General outline of how the firm will complete the scope of services outlined in the RFP

- List of at least three (3) references where and when your firm provided similar services. Please provide names, e-mail addresses and telephone numbers of contact persons for each reference.
- List of litigation, outstanding judgments and liens where any member of the firm or firm salesperson was involved over the past five (5) years
- Proposed fee schedule
- Written confirmation the respondents shall comply with the Illinois Drug- Free Workplace Act. Contractor does certify that they provide a drug-free workplace for all employees engaged in performance of work under the contract by complying with requirements of the Illinois Drug-Free Workplace Act.
- Written confirmation the respondents shall comply with the Illinois Human Rights Act. Contractor certifies that it has a written harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process available through the Department of Human Rights and Human Rights Commission; (v) direction on how to contact the Department of human Rights and Human Rights Commission; and (vii) protection against retaliation. The Illinois Human Rights Acts prohibits discrimination on the basis of: "race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or an unfavorable discharge from the military service in connection with employment, real estate, transactions, access to financial credit, and the availability of public accommodations."

All proposals shall be submitted electronically by email to the Facilities Department in the County Executive's Office, at physicalplantap@champaigncountyil.gov. All proposals must be clearly marked with "RFP 2025-15" at the beginning of the subject line.

ALL PROPOSALS MUST BE RECEIVED BY Friday, December 5th, 2025, 2PM CST.

SELECTION CRITERIA

Selection of a firm will be made based on the following criteria:

- Ability of the respondent(s) to meet or exceed the requirements defined in the RFP
- Experience, qualifications and references
- Fee schedule
- Completeness of response to RFP as outlined in this solicitation
- Any other matter that County staff deems to be in the best interest of the County

The County reserves the right to reject any or all proposals and to request written clarification of proposals and supporting materials. The County reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

Interviews may be conducted in-person or via Zoom with one or more responsible entities that have submitted proposals to clarify certain elements if such information cannot be satisfactorily obtained by phone or email.

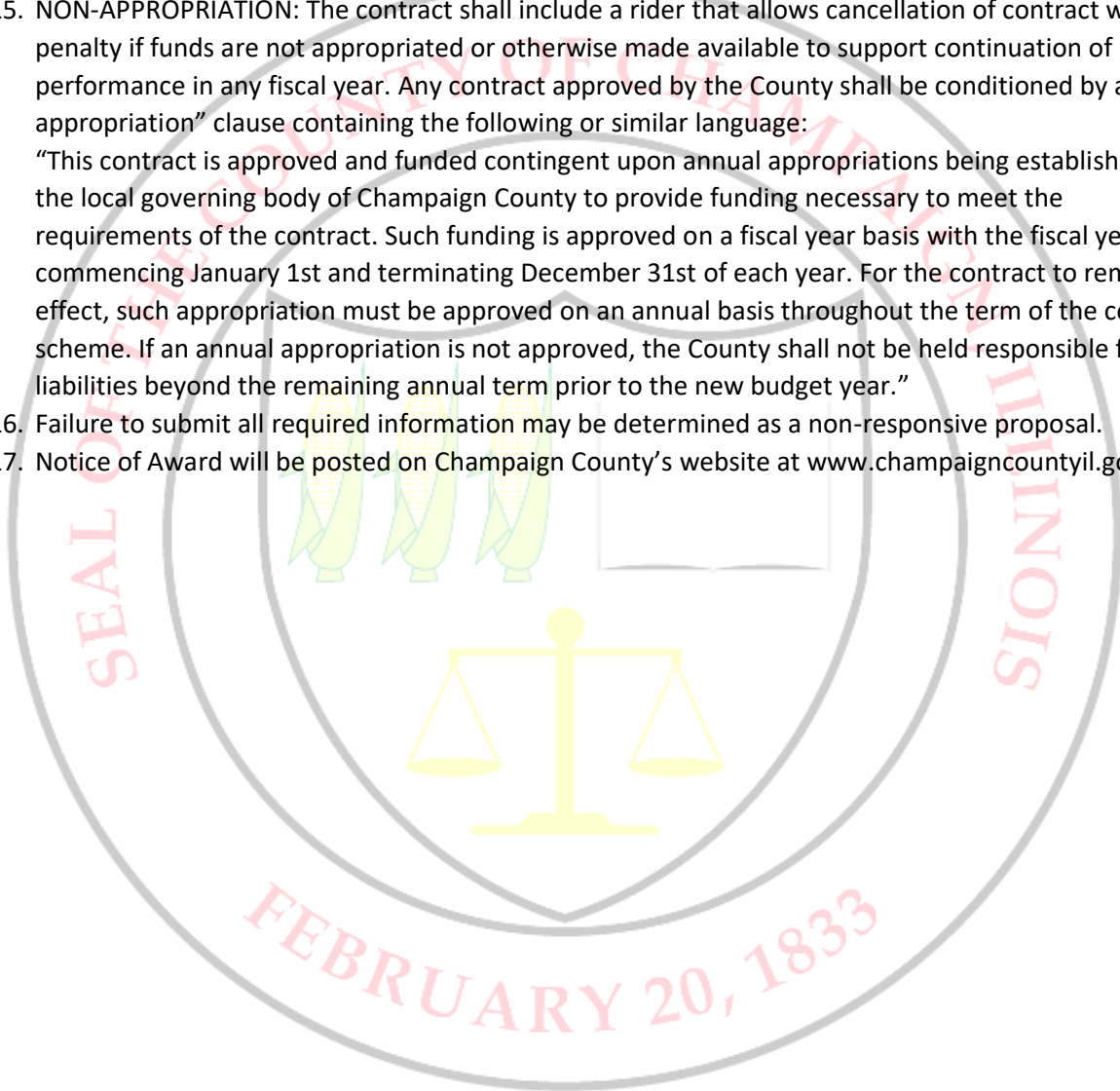
MBE/WBE/DBE and veteran-owned firms are encouraged to apply.

RFP CONTRACTUAL AGREEMENT AND RIGHTS

1. Champaign County will be referred to as "County" for the purposes of this document.
2. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal (hereinafter "RFP").
3. A proposal shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink or by digital equivalent by a person duly authorized to legally bind the partnership, company, or corporation submitting the proposal.
4. Bidders are to include all applicable requested information and are encouraged to include any additional information they wish to have considered. Additional information shall be a separate section of the proposal and shall be identified as such.
5. An electronic copy of your proposal is required. The proposal must be complete, clear, and concise.
6. Proposals will be received by Champaign County until the time and date shown on the cover page of this RFP, unless modified and announced by the County. Proposals received after the time set for closing will go unconsidered.
7. Champaign County shall not be responsible for unidentified proposals.
8. Proposals may be withdrawn by bidder prior to, but not after, the time set for closing. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days.
9. Offers, amendments, or withdrawal requests must be received within the timeframe advertised for RFP closing to be considered timely filed. It is the bidder's sole responsibility to ensure that all documents are received by person (or office) before the time indicated by the County.
10. By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
11. The County discourages bidders from submitting as part of their bid any trade secrets or other commercial or financial information bidders would prefer to remain confidential after a final selection is made. Bidders must clearly mark as "Confidential" any part of their submission which they consider to be proprietary information that could be exempt from disclosure under 5 ILCS 140/1 et seq. (the Freedom of Information Act). If any part of a submission is designated as "confidential", the bidder must attach to that part a detailed explanation of how this information fits within one or more exemptions listed at 5 ILCS 140/7. Bidders are reminded that Illinois law presumes that all records in the custody or possession of a public body are presumed to be open to inspection or copying, and exemptions are narrowly construed; however, it is generally the practice of the County to cite the exemption described at 5 ILCS 140/7(h) regarding 'proposals and bids' when a FOIA request is made before the County has made a final selection (including final and formal approval of contract). The County will make its own legal determinations in every instance and owes no duty to bidders to notify, consult with, or obtain the consent of bidders before responding to any FOIA request.
12. The agreement or contract resulting from the acceptance of a proposal shall be on forms prepared by the bidder and approved by the County, and shall incorporate, as the minimum, this entire solicitation, all amendments, and the successful bidder's proposal. The County reserves the right to reject any contract that does not conform to this solicitation and any County requirements for agreements and contracts.
13. This solicitation does not commit Champaign County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure a contract for the articles of goods or services.

Champaign County reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified bidders, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so. Champaign County reserves the right to interview any, all, or none of the respondents and to select who it feels is the most responsive consultant.

14. If awarded, this contract will be awarded to the bidder whose proposal is within the competitive range and determined to be in the best interest of Champaign County. The County reserves the right to reject all proposals received; and, in all cases, the County will be the only judge as to whether the proposal has, or has not, satisfactorily met the requirements of this RFP.
15. NON-APPROPRIATION: The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a "non-appropriation" clause containing the following or similar language:
"This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of each year. For the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. If an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year."
16. Failure to submit all required information may be determined as a non-responsive proposal.
17. Notice of Award will be posted on Champaign County's website at www.champaigncountyil.gov.



APPENDIX A

Building	Address	Square Footage
Animal Control	210 S. Art Bartell Road, Urbana, IL 61802	4,500
Bennett Administrative Center	102 E. Main St., Urbana, IL 61801	95,880
Brookens Building	1776 E. Washington St., Urbana, IL 61802	93,060
Coroner's Office	202 S. Art Bartell Road, Urbana, IL 61802	5,750
Courthouse	101 E Main St., Urbana, IL 61801	146,339
Election Supply	202 S. Art Bartell Road, Urbana, IL 61802	5,895
ESDA Garage	1703 E. Main St., Urbana, IL 61802	2,880
Highway	1605 E. Main St., Urbana, IL 61802	43,975
Highway Garage	1705 E. Main St., Urbana, IL 61802	4,320
Highway Garage	Rear, 1701 E. Main St., Urbana, IL 61802	4,320
Humane Society Building	1911 E. Main St., Urbana, IL 61802	10,200
ILEAS	1701 E. Main St., Urbana, IL 61802	95,436
ILEAS Garage	1707 E. Main St., Urbana, IL 61802	4,320
Juvenile Detention Center	400 Art Bartell Road, Urbana, IL 61802	31,000
METCAD	1905 E. Main St., Urbana, IL 61802	19,600
Physical Plant Shop	202 S. Art Bartell Road, Urbana, IL 61802	11,956
Pope Jail	502 S. Lierman Ave., Urbana, IL 61802	91,822
Salt Dome	301 S. Art Bartell Road, Urbana, IL 61802	1,440
Sheriff's Garage	1709 E. Main St., Urbana, IL 61802	7,800
Sheriff's Office	204 E Main St., Urbana, IL 61802	55,000