

**ACTION ITEM: RECOMMENDATION FOR PURCHASES OF \$100,000 OR MORE –
ARCHITECTURAL/ENGINEERING CONSULTANTS FOR UNIVERSITY
BRANDING, WAYFINDING, AND SIGNAGE PROGRAM**

Project Background

Northeastern Illinois University requires Architectural and Engineering consulting services for the development of campus branding, wayfinding, and signage systems designs. The current wayfinding and signage systems are obsolete and do not fully reflect university changes. A Request for Qualifications was conducted to select Architectural/Engineering firms to address these needs. The new Master Agreements for Architectural and Engineering services allows the university to utilize any of the two selected firms on an as needed basis without having to enter into separate contracts for each project. This contracting process allows for a mechanism to engage with the selected vendors on a project-by-project basis.

Selection Overview

A Request for Qualifications solicitation was posted on the Illinois Public Higher Education Procurement Bulletin in accordance with the Architectural, Engineering, and Land Surveying Qualifications Based Selection (QBS) Act (30 ILCS 535/1). An evaluation committee was formed to review and evaluate vendor submissions. Thirteen firms submitted Statements of Interest, eleven of which passed administrative review.

Two firms were selected based on their qualifications to provide Architectural and Engineering services consistent with the QBS Act. The evaluation committee selected The Smithgroup, Inc. and Lothan Van Hook DeStefano Architecture (LVDA) based on their qualifications and experience with campus branding, wayfinding and signage projects. Consulting services will be provided on an as needed, task order basis as determined by the University's needs.

The Business Enterprise Program (BEP) goal commitments will be met as follows: The SmithGroup, Inc. will meet a 50% BEP goal and Lothan Van Hook DeStefano Architecture will meet a 53% BEP goal.

Scope of Services

Vendors will provide services such as Program Analysis, Schematic & Development Design Services, Construction Documents, assist with bidding phase and oversight of construction phase for Campus Branding, Wayfinding, and signage designs for all Northeastern Illinois University locations.

Services in each phase include:

- Program Analysis: Evaluation of university requirements and develop a recommendation
- Schematic & Development Design: Develop diagrams, plans and schematics
- Construction Documents: Develop building plans, specifications and supporting documents
- Bidding Phase: Assist university with answering potential bidder's questions about project
- Construction Phase: Ensures all work is carried out to specific standards, building codes and specifications

Design services for potential projects may include:

- Campus Branding
- Defined Entries or Gateway Destinations
- Interior and Exterior Wayfinding
- Room Identification Signs
- Signage Systems

Master Agreement Amount: Not to exceed \$300,000 per year, per vendor.

The award is for an annual amount of up to \$300,000 per vendor. The Master Agreements are for an initial term of four years with an option to renew.

Source of Funds: President's Strategic Fund

SELECTED VENDORS:

Vendor:
Lothan Van Hook DeStefano Architecture (LVDA) (Non-BEP) 701 Market St., Ste. 1300 St. Louis, MO 63103

LVDA Subconsultants:	
Cardosi Kiper Design Group, Inc. (BEP-CF) 2437 S. Western Ave. Chicago, IL 60608	Altamanu, Inc. (BEP-HF) 1700 W. Irving Park Road, Suite 202 Chicago, IL 60613
Rubinos & Mesia Engineers, Inc. (BEP-AM) 200 S. Michigan Avenue, Suite 1500 Chicago, IL 60604	Virtual Energy Solutions, Inc. (BEP-HM) 444 W. Lake Street, suite 1700 Chicago, IL 60606
CCS International, Inc. (BEP-AM) 1815 S. Meyers Road, Suite 1070 Oakbrook Terrace, IL 60181	

Vendor:	Smithgroup Subconsultant:
Smithgroup, Inc. (Non-BEP) 651 W. Washington Blvd. Chicago, IL 60661	Selbert Perkins Design (BEP-CF) 2 N. Riverside Plaza, Suite 1475 Chicago, Illinois 60606

Summary of Respondents:

13 firms submitted Statements of Interest:* 5 firms are BEP; 8 firms are Non-BEP

**List of firms are available upon request*

Recommended Action

I request that the Board approve expenditures related to the Architectural/Engineering vendors for the campus branding, wayfinding and signage program design services. The award is for an annual amount of up to \$300,000 per vendor as determined by university needs. The Master Agreements are for an initial term of four years with an option to renew.

REB2021R- Real Estate Broker Services

Milestone	Date	
Update RFP	9/2/21	
Finalize RFP	9/7/21	
Purchasing Review	9/8/21	
SPO Review	9/10/21	SPO review
Issue RFP	9/13/21	
Pre-Submittal Conference	9/17/21	10:00 AM Zoom Call
Last Date of Questions	9/22/21	
Publish Addendum	9/24/21	
Due Date	10/5/21	
Administrative Review	10/6/21	
Evaluation Kick Off Meeting	10/8/21	one week for scoring
Technical Scores Due	10/15/21	
First Evaluation Committee Meeting, if required	10/19/21	
Oral Presentations by shortlist	10/21/21	One Week
Second Evaluation Committee Meeting, if required	10/22/21	
Pricing Scores	10/22/21	
Negotiation with Finalist, if required	10/25/21	
Best and Final Offers	10/27/21	One Week
Consensus Meeting, if required	10/28/21	
Award Recommendation*	10/29/21	
Finance Building and Grounds Committee Meeting	Jan. 2022	
Publish on Bulletin	TBD	
Procurement Policy Board Waiver (PPB)	TBD	