

**Request for Statement of Interest (SOI)**  
**Kane County Division of Transportation (KDOT)**  
**Building A Architectural Services**

The Kane County Division of Transportation (KDOT) is in need of professional services from a prequalified Architectural Services consulting firm to review architectural drawings for a renovation of office space in a portion of KDOT's Building A located at 41W011 Burlington Road, St. Charles, IL.

At this time the County anticipates starting these services in March/April 2019 with a duration of 12 months or less.

**The 2–page Statement of Interest document shall be submitted electronically via KDOT QBS no later than 4:00 P.M. on Friday, March 8, 2019.** If you plan to enter into a joint venture with another firm for this project please note this on your Statement of Interest, including the name of the firm you are entering into a joint venture with for this project. The Short-listed firms will be posted on our Consultant Selection Summary Table website at <http://www.co.kane.il.us/dot/SOISummary.aspx>.

**Any new firm interested in doing work with the Kane County in regards to this or any other future professional service, must first submit their Prequalification Document to Kane County by following the instructions found at <http://kdot.countyofkane.org/Shared%20Documents/QBS.pdf>. The prequalification document will be reviewed and approved in a short period of time, if the appropriate documentation was provided. Each firm must first be prequalified in order to electronically submit their Statement of Interest via KDOT QBS no later than the deadline described above.**

More information regarding our Qualifications Based Selection process may be found at <http://www.co.kane.il.us/dot/consultant.aspx>.

Firms interested in providing services to Kane County are hereby notified of the Kane County's Ethics Ordinance No. 10-206, in particular, Section 10, page 15. Only the firm that is ultimately selected for these professional services will be required to provide the Ethic Ordinance information directly to the Kane County Division of Transportation as part of the consultant services agreement. The complete Ethics Ordinance No. 10-206 document is available online at the following link <http://www.countyofkane.org/Documents/Department%20of%20Human%20Resources%20Management/Ethics%20Ordinance.pdf>.

**A Statement of Interest (SOI) received after the above noted deadline will not be used as part of our consultant selection process. Kane County anticipates selecting the prequalified Architectural Services firm directly from the 2-page Statement of Interest document. This process is described further on Page 13 of our Quality Counts! Qualifications Based Selection Process document at <http://kdot.countyofkane.org/Shared%20Documents/QBS.pdf>.**

## **PROJECT DESCRIPTION**

The work will be a two-step process: 1) review and preparation of comments of draft architectural drawings and cost estimate (prepared by others); and 2) review and preparation of comments of construction bid documents and cost estimate (prepared by others) for a redesign of existing office space to accommodate existing and additional work spaces which includes removing walls/doors and adding additional windows. Scope of services will include, but are not limited to:

- Verification/measurement of existing conditions for the space to be renovated
- Review of office renovation requirements with KDOT staff
- Review of draft architectural drawings and cost estimate (prepared by others) and preparation of comments for the office renovation plan which may include, but not necessarily limited to: electrical, low-voltage wiring (data/network), HVAC, furniture, lighting, wall and window layout
- Review of Construction Bid Documents and cost estimate (prepared by others) and preparation of comments for the office renovation
- Other services customarily furnished by an Architect on similar projects.

## **CONTACT INFORMATION**

Any questions regarding the requested services should be directed to Heidi Files, Deputy Chief of Staff, at (630) 406-7308 or at [filesheidi@co.kane.il.us](mailto:filesheidi@co.kane.il.us) or the Qualifications Based Selection Process should be directed to Steve Coffinbargar, Assistant Director of Transportation – Project Implementation, at (630) 406-7170 or at [coffinbargarsteve@co.kane.il.us](mailto:coffinbargarsteve@co.kane.il.us).