SUBMITTAL DUE DATE: 3:30 P.M. (CDST), Tuesday, June 4, 2013

The Rockford Board of Education, District No. 205 (District) is hereby requesting information from qualified companies for Civil Engineering Services in accordance with the scope of work detailed herein.

Submittal format
Proposals must follow the format outlined in the RFQ and address the items in the sequence listed.

Seven (7) copies of your proposal must be received by the due date stated above. Submittal packages should include one (1) bound original, six (6) bound copies, and PDF version of the proposal on CD. Any submittals received after this time will not be accepted. Submittals must be submitted in a sealed envelope with the Request for Qualification number, subject and the offeror’s name and address clearly indicated on the envelope. All RFQ’s must be completed in ink or typewritten. Return proposals to:

Director of Purchasing
Rockford Public Schools
501 Seventh St., 6th Floor
Rockford, Illinois 61104

INQUIRIES
All inquiries for information shall be made to Vernon Hilton Director of Purchasing, (815) 966-3097, hiltonv@rps205.com E-mail inquiries are preferred.

RESERVED RIGHTS
It is the District's intent to obtain competitive information that may allow it to decide how to proceed both technically and financially with the procurement of “Landscaping Design Services”. Due to the special nature of the services being sought, this RFQ may or may not be used for awarding a contract.
Qualified landscape architects and urban design firms are invited to submit their qualifications for design refinement for landscape architecture services.

**Purpose and Key Objective**
The intent is to create and enable the district to maintain a Class A appearance of all district property as determined by the Project Coordinator. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by the Project Coordinator.

**General Requirements**
Proposals: Contractors may offer a Proposal for the Landscaping Design contained in the specifications of this RFQ. The Rockford School District 205 will also consider Proposals from multiple Contractors who partner together to provide the full range of required services. The Rockford School District 205 reserves the right to split the service agreement ("Contract" or "Agreement") among the Contractors, to award only part of the services specified in this RFQ, to negotiate with any qualified sources, or to cancel in part or in its entirety this RFQ, if it is in the best interest of the school district to do so. The school district may negotiate different terms and conditions with any Contractor after opening all of the Proposals.

**Services to be provided by Contractor**
1. The contractor will provide recommended landscape design, installation, and maintenance service for school property buildings.
2. Landscape design shall include recommended planting design, amenities for playgrounds, hardscape design, lighting design, irrigation design, and will take into consideration the annual climate changes in the Rockford Illinois area.
3. Hardscape improvements should ensure they compliment the building(s) exterior with similar material, easy seasonal maintenance, etc.

**Scope of Work**
The Scope of Work should include a step-by-step breakdown of the tasks to be performed on a product-by-product basis. Any tasks or subtasks that are assumed to be accomplished by Rockford School District 205 staff and the general level of participation expected should be clearly identified and included as tasks or subtasks. The “Scope of Work” should also be sensitive to planning process to date, and should not seek to re-design the larger project.

The deliverables for this project should include, at a minimum:
1. A design refinement stage that allows the school district to participate in the implementation of and the school(s) property improvements;
2. Based on the input from design team, revise the preferred design alternative and prepare materials;
3. In coordination with the design team if required, provide cost estimates for school property improvements;
4. In coordination with the design team prepare the construction drawings for the all improvements as needed;
5. Provide assistance and documentation to Rockford School District 205 during the permit submittal;
6. Assist with the bidding process including documentation, meeting attendance and review;
7. Attend any necessary construction meetings.

Rockford School District 205 assumes that, as a minimum, the following tasks are necessary to complete the planning of the school property redesign. The Scope of Work should also identify any additional tasks that may be vital to the project.

Rockford School District 205 has included with the documents a list of school buildings and drawings of school grounds areas that may require landscape design.

**Project Management**
The consultant shall manage all aspects of the project to maintain project schedule and budget. Invoices shall list expenditures for the invoice period, total expenditures to date and remaining budget by task. Monthly progress reports will be prepared and submitted to the Operation Department of the Rockford School District 205.

Monthly progress reports will address project progress, project schedule, information/decisions required to maintain the project schedule and complete deliverables, problems encountered that may affect the schedule, budget, or work products, and action/review items for the following month.

**Design Standards**
The consultant shall develop standards that address the use of materials, amenities for playgrounds, widths of pathway, lighting standards, landscaping, fencing, railings, street/parking traffic, security, vandalism protection measures, utility requirements, signage and other amenities such as benches, trash receptacles, shade structures, etc.
The proposal submitted (with potentially some modifications) will be included as the Scope of Work in the Professional Services Agreement to be negotiated with the final team. Teams are advised to prepare the proposal in such a way that it can easily be incorporated into the final contract.

Note: All work product performed by the team selected to perform this project shall become the sole property of the Rockford School District 205 including all original artwork, illustration, design plans, and text. All written and electronic files shall be delivered to the Rockford School District 205 and shall become the sole property of the Rockford School District 205. The school district shall retain all rights (without limitation) to use, alter, and disseminate all written and electronic work products associated with this project.

The Submittal Package
Teams must submit a complete package in order to be considered. The submission package must identify each of the sections below, with tabs, in the following order:

Cover Letter
A one page cover letter, specify the name of the lead firm, its mailing address, telephone number, fax number, website address and the name and email address of the individual to contact for further information. This letter should also identify all sub-consultants and related contact information. Finally, identify the office location or locations where the work will be completed.

Qualifications and Experience
Include a maximum of four qualifications that highlight the team’s experience in planning and urban design of a pedestrian mall, civic plaza, school grounds, or streetscape improvement projects. The strongest proposals will include constructed projects, versus projects that are still in the planning phase.

Scope of Work
In a straightforward manner, present the proposed approach to achieve the objectives and tasks described in this Request for Qualifications. It should be concise, yet include sufficient detail to completely describe the planned approach.

The scope should be describe each phase or task of work to be undertaken including the person’s hour level of effort for each class of personnel and for each sub-consultant, including deliverables to be provided. See “Scope of Work” section for more details.

Project Schedule
Provide a schedule for all tasks identified in the Scope of Work. The schedule shall show the project to be completed as soon as possible. The schedule should include review time by the project team. The School District expects to begin construction on the projects by Summer of 2013.

Conflict of Interest Statement
Provide a statement of any recent, current or anticipated contractual obligations that relate to similar work within the City of Rockford, which may have a potential to conflict with the design team’s (or sub-consultant’s) work on this project.

Cost Proposal
Fees for these services will be negotiated with the successful proposer(s) upon selection. If the successful proposer and the School District cannot agree on acceptable fees for such work, the School District will cease negotiations with that proposer and proceed to enter into negotiations with the next most qualified firm.

Submittal packages should include one (1) bound original, six (6) bound copies, and PDF version of the proposal on CD.

PROPOSAL SPECIFICATIONS
The proposal must include all the following information. Failure to include all of the required information WILL result in disqualification of the responder:

A. The responding bidder’s qualifications, years in business, experience in providing the level and type of service specified in the proposal.

B. The bidder must identify the business entity as individual, assumed name, partnership (naming Partners), or corporation.

C. The number of Full-time, Part-time employees and Salaried Supervisory employees available to perform the services specified in the proposal.

D. The bidder must list at least three (3) current references where they are currently providing services specified in the proposal. Include Company name, Contact name and telephone number.

E. Concur that Contractor will adhere to all Contract Provisions outlined in this proposal.
<table>
<thead>
<tr>
<th>HIGH SCHOOLS</th>
<th>MIDDLE SCHOOLS</th>
<th>EDUCATIONAL CENTERS</th>
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<tr>
<td><strong>Auburn Main Campus</strong>&lt;br&gt;5110 Auburn Street (61101)&lt;br&gt;966-3300 (FAX 966-3911)&lt;br&gt;Ryan Reinecke, Principal</td>
<td><strong>Eisenhower Middle School</strong>&lt;br&gt;3525 Spring Creek Road (61107)&lt;br&gt;229-2450 (FAX 229-2456)&lt;br&gt;Jeffrey Carlson, Principal</td>
<td><strong>Wilson ASPIRE</strong> (Special Education)&lt;br&gt;520 N. Pierpont Avenue (61101)&lt;br&gt;966-3770 (FAX 966-5297)&lt;br&gt;Jon Malone, Assistant Principal</td>
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<td><strong>Guilford High School</strong>&lt;br&gt;5620 Spring Creek Road (61114)&lt;br&gt;654-4870 (FAX 654-4901)&lt;br&gt;Janice Hawkins, Principal</td>
<td><strong>Flinn Middle School</strong>&lt;br&gt;2525 Ohio Parkway (61108)&lt;br&gt;229-2800 (FAX 229-2894)&lt;br&gt;Randy Bay, Principal</td>
<td><strong>Roosevelt Community Ed Center</strong>&lt;br&gt;978 Haskell Avenue (61103)&lt;br&gt;<strong>Adult Ed</strong> 966-3251 (FAX 966-3105)&lt;br&gt;<strong>Alternative HS</strong> 966-3265 (FAX 3178)&lt;br&gt;Heidi Houy, Principal</td>
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<td><strong>East High School</strong>&lt;br&gt;2929 Charles Street (61108)&lt;br&gt;229-2100 (FAX 229-2113)&lt;br&gt;Patrick Enright, Principal</td>
<td><strong>Kennedy Middle School</strong>&lt;br&gt;520 N. Pierpont Avenue (61101)&lt;br&gt;654-4880 (FAX 654-4874)&lt;br&gt;Marcus Lewis, Principal</td>
<td><strong>Rosecrance School Program</strong>&lt;br&gt;1601 University Dr (61107)&lt;br&gt;387-2546 (FAX 997-1775)</td>
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<td><strong>Jefferson High School</strong>&lt;br&gt;4145 Samuelson Road (61109)&lt;br&gt;874-9536 (FAX 874-2800)&lt;br&gt;Don Rundall, Principal</td>
<td><strong>Lincoln Middle School</strong>&lt;br&gt;1500 Charles Street (61104)&lt;br&gt;229-2400 (FAX 229-2420)&lt;br&gt;Jason Grey, Principal</td>
<td><strong>Juvenile Detention</strong>&lt;br&gt;5350 Northrock Dr (61103)&lt;br&gt;282-6878 (FAX 282-8161)</td>
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<td><strong>Marshall School</strong>&lt;br&gt;4664 North Rockton Ave&lt;br&gt;490-5400 (FAX 490-5405)&lt;br&gt;Jill Faber, Principal</td>
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<td><strong>Innovative Learning Center (ILC)</strong>&lt;br&gt;1907 Kishwaukee Street (61104)&lt;br&gt;977-3766</td>
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<td><strong>RESA</strong>&lt;br&gt;1800 Ogilby Road (61102)&lt;br&gt;489-5509 (FAX 966-5360)&lt;br&gt;William Ady, Principal</td>
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<td><strong>West Middle School</strong>&lt;br&gt;1900 N. Rockton Avenue (61103)&lt;br&gt;966-3200 (FAX 966-3216)&lt;br&gt;Maceo Rainey, Principal</td>
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(10/26/2012)
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<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Principal Name</th>
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<tr>
<td>Barbour Language Academy (K-8)</td>
<td>1506 Clover Avenue (61102)</td>
<td>966-3395 (FAX 966-3392)</td>
<td>Toni Gagliano, Principal</td>
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<tr>
<td>Beyer School</td>
<td>333 15th Avenue (61104)</td>
<td>966-3390 (FAX 966-3392)</td>
<td>Ivelisse Rosas, Principal</td>
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<td>Bloom School</td>
<td>2912 Brendenwood Rd. (61107)</td>
<td>229-2170 (FAX 229-2457)</td>
<td>Dr. Sandra Kuzniewski, Principal</td>
</tr>
<tr>
<td>Brookview School</td>
<td>3003 Halsted Road (61101)</td>
<td>654-4860 (FAX 654-4864)</td>
<td>Jan Johnson, Principal</td>
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<tr>
<td>Carlson School</td>
<td>Cherry Valley School (3-5)</td>
<td>332-4938 (FAX 332-9661)</td>
<td>Rori Regan-Buckner, Principal</td>
</tr>
<tr>
<td>Cherry Valley School (3-5)</td>
<td>619 East State street</td>
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<td>Conklin School</td>
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<td>654-4860 (FAX 654-4864)</td>
<td>John Johnson, Principal</td>
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<tr>
<td>Dennis School E.C.</td>
<td>730 Lincoln Park Blvd</td>
<td>490-5410 (FAX 966-3759)</td>
<td>George Richardson, Principal</td>
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<tr>
<td>Ellis Arts Academy (K-8) (Creative &amp; Performing Arts)</td>
<td>222 South Central Avenue (61102)</td>
<td>966-3909 (FAX 966-5266)</td>
<td>Martina Smith, Principal</td>
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<tr>
<td>Fairview Early Childhood</td>
<td>512 Fairview Avenue (61108)</td>
<td>227-8400 (FAX 229-2445)</td>
<td>Darcy Dunn, Principal</td>
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<tr>
<td>Froberg School</td>
<td>4555 20th Street (61109)</td>
<td>874-2464 (FAX 874-6228)</td>
<td>Christina Ulferts, Principal</td>
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<tr>
<td>Gregory School</td>
<td>1306 South Court Street (61102)</td>
<td>966-3740 (FAX 966-5291)</td>
<td>Kenneth Richardson, Principal</td>
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<tr>
<td>Haskell Year-Round School</td>
<td>515 Maple Street (61103)</td>
<td>966-3355 (FAX 966-8404)</td>
<td>Loree Leathers-Allen, Principal</td>
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<tr>
<td>Hillman School</td>
<td>3700 Greendale Drive (61109)</td>
<td>229-2385 (FAX 229-2807)</td>
<td>Carolyn Kloss, Principal</td>
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<tr>
<td>Johnson School</td>
<td>3805 Rural Street (61107)</td>
<td>229-2485 (FAX 229-2418)</td>
<td>Amber Miller, Principal</td>
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<tr>
<td>King School</td>
<td>2021 Hawthorne Drive (61107)</td>
<td>229-2430 (FAX 229-2461)</td>
<td>Kristine Leider, Principal</td>
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<td>Kishwaukee School</td>
<td>526 Catlin Street (61104)</td>
<td>966-3380 (FAX 966-6372)</td>
<td>Aimee Kasper, Principal</td>
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<td>Lathrop School</td>
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<td>966-3285 (FAX 966-3713)</td>
<td>Penny El-Azhari, Principal</td>
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<td>Lewis Lemon School</td>
<td>1993 Mulberry Street (61101)</td>
<td>967-8000 (FAX 967-8027)</td>
<td>Suzette Payne, Principal</td>
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<td>Marsh School</td>
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<td>229-2430 (FAX 229-2461)</td>
<td>Kristine Leider, Principal</td>
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<tr>
<td>McIntosh Elementary</td>
<td>525 N. Pierpoint Avenue (61101)</td>
<td>966-3275 (FAX 966-8922)</td>
<td>Al Gagliano, Principal</td>
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<tr>
<td>Maria Montessori (PreK-6)</td>
<td>4704 N. Rockton (61103)</td>
<td>654-4906 (FAX 654-4909)</td>
<td>Susan Erickson, Principal</td>
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<tr>
<td>Nashold School (3-5)</td>
<td>3303 20th Street (61109)</td>
<td>229-2155 (FAX 229-2421)</td>
<td>Peggy Natle-Heimann, Principal</td>
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<td>Nelson School</td>
<td>623 15th Street (61104)</td>
<td>229-2190 (FAX 229-2462)</td>
<td>Stephen Francis, Principal</td>
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<tr>
<td>Riverdale School (K-2)</td>
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<td>229-2870 (FAX 229-2891)</td>
<td>Teresa Schnieder, Principal</td>
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<tr>
<td>Rolling Green School</td>
<td>3615 Westgate Parkway (61108)</td>
<td>229-2881 (FAX 229-2315)</td>
<td>Kenneth Held, Principal</td>
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<td>Spring Creek School</td>
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<td>654-4960 (FAX 654-4969)</td>
<td>Ray Owens</td>
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<tr>
<td>Thompson School</td>
<td>4949 Marion Avenue (61108)</td>
<td>229-2830 (FAX 229-2832)</td>
<td>Emma Gipson, Principal</td>
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<td>Walker School</td>
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<td>966-3795 (FAX 966-3172)</td>
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<tr>
<td>Washington (Gifted)</td>
<td>1421 West Street (61102)</td>
<td>966-3370 (FAX 966-3347)</td>
<td>James Parker, Principal</td>
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<td>Welsh School</td>
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<td>966-3260 (FAX 966-3259)</td>
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<tr>
<td>West View School</td>
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<td>654-4945 (FAX 654-4903)</td>
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<tr>
<td>White Swan School (K-2)</td>
<td>7550 Mill Road (61108)</td>
<td>229-2184 (FAX 229-2459)</td>
<td>Dr. Pamela Nichols, Principal</td>
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<td>Whitehead School</td>
<td>2325 Ohio Parkway (61108)</td>
<td>229-2840 (FAX 229-2419)</td>
<td>Scott Lazar, Principal</td>
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<tr>
<td>ADMINISTRATION BLDG.</td>
<td>501 7th Street (61104)</td>
<td>966-3101 (FAX 966-3193)</td>
<td>Dr. Robert Willis, Interim Superintendent</td>
</tr>
<tr>
<td>STUDENT ASSIGNMENT CENTER</td>
<td>Sterling Holley Center</td>
<td>2000 Christina Street (61104)</td>
<td>Gregg Wilson, Supervisor</td>
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<tr>
<td>TRANSPORTATION DEPT.</td>
<td>Sterling Holley Center</td>
<td>2000 Christina Street (61104)</td>
<td>Gregg Wilson, Director</td>
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<td>SEPTRAN DEPT.</td>
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(10/26/2012)
GUILFORD
5620 Spring Creek Road (61114)
JEFFERSON
4145 Samuelson Road (61109)
Facility Assessment - MS

EISENHOWER
3525 Spring Creek Road (61107)
KENNEDY/ WILSON ASPIRE
520 N. Pierpont Avenue (61103)
AERIAL MAP

BARBOUR LANGUAGE ACADEMY
1506 Clover Avenue (61102)
CONKLIN
3003 Halsted Road (61101)
FROBERG
4555 20th Street (61108)
Facility Assessment - ES

HILLMAN
3701 Green Dale Drive (61109)

AERIAL MAP
AERIAL MAP
LATHROP
2603 Clover Avenue (61102)
Facility Assessment - ES

LEWIS LEMON
1993 Mulberry Street(61101)

AERIAL MAP
Facility Assessment - ES

MARSH
2021 Hawthorn Drive(61107)

AERIAL MAP
Facility Assessment - ES

MCINTOSH
525 North Pierpont Ave. (61101)

AERIAL MAP
MARIA MONTESSORI
4704 North Rockton (61103)
Facility Assessment - ES

NASHOLD
3303 20th Street (61109)

AERIAL MAP
Facility Assessment - ES

SPRING CREEK
5222 Spring Creek Road (61114)

AERIAL MAP
THOMPSON
4949 Marion Avenue (61108)
WASHINGTON ACADEMY
1421 West Street (61102)
West View
1720 Halsted Road (61103)
Facility Assessment - ES

WHITE SWAN
7550 Mill Road (61108)

AERIAL MAP
SUMMERDALE
3320 Glenwood Avenue (61101)
OPERATIONS SUPPORT CENTER
1907 Kishwaukee Street (61104)

AERIAL MAP