



REQUEST FOR STATEMENT OF QUALIFICATIONS

Architectural and Engineering Services

Maine Township Food Pantry

9850 Milwaukee Ave, Glenview

By Order Of:
Kimberly Jones, Maine Township Supervisor
847-297-2510
www.maintown.com

SOQs shall be submitted no later than October 30, 2026 by 5:00 PM to:

Maine Township
Attn: Clerk's Office
1700 Ballard Road
Park Ridge, Illinois 60068

Section 1 – General Information

About Maine Township

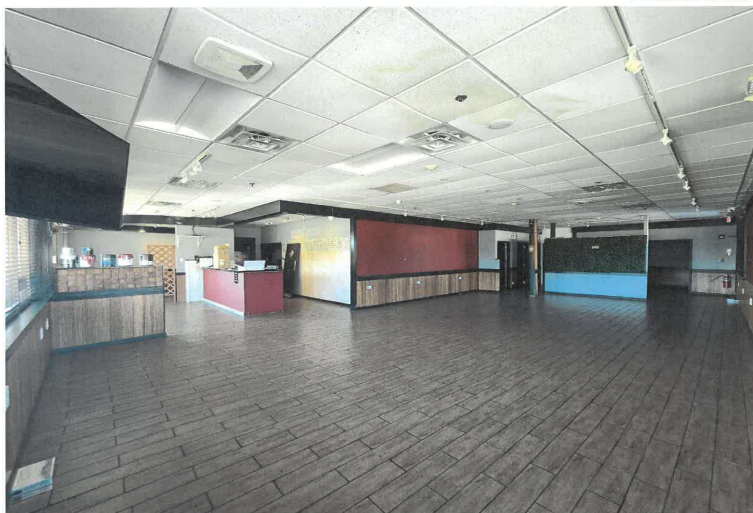
Maine Township (“Township”) is a tax-exempt Township organized and operating under the Illinois Township Code (60 ILCS 1/ et seq.). The Township serves approximately 140,000 residents across portions of Des Plaines, Glenview, Morton Grove, Niles, Park Ridge, and Rosemont. The Township provides a wide range of human services to meet the needs of the community, including a food pantry that serves thousands of residents each year. To meet the growing demand, the Township purchased a building at 9850 Milwaukee, Glenview, that will provide expanded space and improved accommodations to better serve residents and support the continued growth of the Food Pantry program.

Overview

Maine Township is seeking Statements of Qualifications (SOQ) from qualified and licensed engineering and/or architecture firms to for various professional architectural and engineering services for the renovation and adaptive reuse of an existing commercial restaurant building and its surrounding exterior lot located at 9850 Milwaukee, Glenview, previously operated as a restaurant, into a modern community food pantry with associated parking. The Township desires to transform the existing structure into a functional, efficient, accessible, and welcoming facility, with a complementary design to Maine Township Town Hall, located at 1700 Ballard Rd., Park Ridge, IL that is capable of supporting current food pantry operations while allowing for future growth.



Maine Township Town Hall, 1700 Ballard Rd., Park Ridge, IL



9850 Milwaukee Ave, Glenview, IL

The selected firm(s), if any, will provide planning, architectural design, engineering coordination, and construction documents necessary to complete the project.

The Township will make qualifications-based evaluations and selections of one or more firms, in accordance with the Illinois Local Government Professional Services Selection Act (50 ILCS 510.01/ et seq.) and other applicable laws and regulations. The Township will likely have other architectural and engineering needs in the future, however, this RFQ only addresses the food pantry project.

Section 2 – Scope of Project

The architectural and engineering services required for this project include, but are not limited to:

Phase 1 – Existing Building Evaluation

- Visit and evaluate the existing building
- Review existing architectural and structural conditions
- Evaluate building systems
 - HVAC
 - Plumbing – Sewer and Storm Sewer
 - Electrical
 - Security – Access, Alarm and Cameras
 - Fire protection
 - Structural
 - Parking lot
 - Exterior Lighting and Signage
- Identify code deficiencies
- Review ADA accessibility requirements
- Identify opportunities and constraints

Phase 2 – Programming

Meet with Township staff to determine operational needs, including:

- Client intake
- Waiting area
- Shopping-style food pantry
- Dry food storage
- Walk-in cooler/freezer
- Refrigerated and frozen storage
- Food receiving area
- Loading dock operations and client vehicle loading space
- Volunteer workstations

- Restrooms
- Janitorial and mechanical spaces
- Future expansion opportunities

Phase 3 – Conceptual Design

Prepare conceptual layouts that include:

- Space planning
- Building circulation
- Exterior improvements
- Parking evaluation
- Storm Sewer
- Site Access
- Delivery operations
- Public access
- Sustainability opportunities
- Village of Glenview Requirements and Permits

Provide presentation-quality floor plans and renderings.

Phase 4 – Design Development

Prepare:

- Floor plans
- Elevations
- Building sections
- Material selections
- Preliminary engineering coordination
- Updated project cost estimate

Phase 5 – Construction Documents and Work

- In consultation with the Township Board and Administration, design the renovated food pantry building
- Provide cost estimates of the project
- Provide the schematic and conceptual design for the renovation
- Prepare the construction bid package in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the pre-bid conference, bid opening, and evaluation of bids.

- Provide quality control to ensure the contractor and the subcontractors are providing materials, labor, and products consistent with what is identified in the design and specifications.
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards.
- Review and approve all contractor requests for payment within the approved budget and submit approved requests to the Township for payment processing, excluding change orders.
- Provide one set of, as built, reproducible plan drawings to the Township upon project completion.
- Conduct final inspection, testing, and approval of the completed project for acceptance, including successful completion of the punchlist.

Design Objectives

The design should create a food pantry that is:

- Efficient for staff and volunteers
- Welcoming to clients
- ADA accessible
- Energy efficient
- Durable and easy to maintain
- Flexible for future growth
- Safe and secure
- Consistent with applicable health and food safety standards

The design should maximize reuse of the existing building where practical while identifying improvements necessary to support long-term operations.

Deliverables

The firm shall provide:

- Existing conditions report
- Programming report
- Conceptual floor plans
- Support for development of grant opportunities
- Renderings
- Cost estimates
- Design Development documents
- Construction documents
- Permit drawings

- Digital CAD and PDF files
 - Final record drawings
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Section 3 – Statement of Qualifications Contents

Respondents' SOQs should be organized by the areas listed below. Elements listed under each part must be included in the submittal.

A. Firm General Background

- Company history
- Office location(s) and address(es)
- Number of years in business
- Number of employees
- A description of the firm's current workload and how that will be coordinated with the Township's project.

B. Firm Qualifications

- Special Disciplines
- Licenses
- Certifications

C. Relevant Experience

Describe at least five similar projects involving:

- Adaptive reuse
- Food pantries
- Grocery facilities
- Commercial renovations
- Municipal buildings
- Community service facilities

D. Project Team

Identify and provide resumes or professional biographies for all individuals proposed for the following applicable roles:

- Principal-in-charge
- Project Manager

- Lead Architect
- Structural Engineer
- Mechanical Engineer
- Electrical Engineer
- Plumbing Engineer
- Civil Engineer (if applicable)

E. References

Provide at least three references for comparable projects completed within the last five years.

Include the client name, type of government entity (if applicable), services provided, description of the work performed, and any corresponding materials.

F. Approach

Describe the firm's approach to:

- Design process
- Cost control
- Schedule management
- Quality assurance

G. Conflicts of Interest

Please identify any actual or potential conflicts of interest.

H. No Fee Structure

Pursuant to the Section 5 of the Local Government Professional Services Selection Act [50 ILCS 510/5], do **not** provide verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation, until the Township has selected a firm for negotiations pursuant to the Act.

SECTION 4 - Pre-Proposal Meeting / Site Visit

A pre-proposal meeting and/or site visit may be held to evaluate the existing building and review existing architectural and structural conditions. Email Victoria Rizzo at vrizzo@mainetown.com by 5:00 PM on October 23, 2026. to schedule a site-visit. All responses to questions during the site visit will be oral and in no way binding to the Township.

SECTION 5 - Questions And Addenda

Any modifications to the Scope of Project will be communicated through an official addendum posted on the Maine Township website at mainetown.com. Firms are responsible for reviewing all issued addenda prior to submitting a SOQ.

All questions regarding this RFQ shall be submitted to Victoria Rizzo at vrizzo@mainetown.com no later than October 23, 2026 by 5:00PM. Answers to all questions regarding this RFQ will be posted on mainetown.com.

SECTION 6 - Schedule and Submission Instructions

Five (5) printed copies and one (1) electronic copy on a flash drive of the responding firm's "Statement of Qualifications" are required.

The submittal must be in a sealed envelope bearing the name and address of the firm and "Statement of Qualifications for Maine Township Architectural and Engineering Services".

The Statement of Qualifications shall be submitted no later than 5:00 PM. on October 30, 2026.

Mailing address for submissions:

Maine Township
Attn: Clerk's Office
1700 Ballard Road
Park Ridge, Illinois 60068

Only submittals meeting the requirements of this Section 6 will be considered.

Firms are advised that the Township is a public body under the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.) and that submissions and their supporting documents may be subject to disclosure under the Freedom of Information Act. Proprietary or confidential information provided to the Township in a submission must be expressly labelled as proprietary or confidential. The Township's discussion of the final selection of firms will take place in an open meeting.

SECTION 7 – Qualifications and Evaluation Criteria

The Township will consider the materials submitted by firms, including references, and may conduct interviews. SOQs will be evaluated in part based on the evaluation criteria below:

- Overall quality of the SOQ response;
- Qualifications and experience of the firm and the professional personnel to be assigned to the project;
- Understanding of the project and scope;
- Design experience of similar projects;
- Demonstrated ability to perform services described;
- Satisfaction of former clients with the competency of the firm and the quality of work, as verified by references;
- Related experience with similar projects, with local government experience desirable.
- The location and workload of the respondent;
- Any other qualifications-based factors as the Township may determine in writing are applicable; and
- All publicly available information about the respondent.

The Township may, during the evaluation process, request additional information from any firm that the Township deems necessary to determine the firm's ability to perform the project. If such information is requested, the firm shall be permitted two business days to submit the requested information.

SECTION 8 – Conditions

- This RFQ is only an invitation to submit a Statement of Qualifications and does not commit the Township to enter into an agreement or to proceed with the project. The Township reserves the right to determine, in its sole discretion, whether a submission, in its judgment, meets the needs or purposes intended. The Township also reserves the right to reject any and all submissions or waive any formality, technicality, or irregularities in any submission.
- While the Township may have other outstanding architectural and engineering needs in the future, and the Township is open to a continuing relationship with a firm if amenable to and agreed to in writing by the parties. Contracting with a firm for this project does

not imply that the Township is entering into a long-term contractual relationship with a firm.

- All costs incurred by responding to the RFQ are the sole responsibility of the respondents.
- A firm may withdraw its qualifications any time prior to the submission deadline. Any proposals not withdrawn by this time shall constitute, for a period of 90 days, an irrevocable offer to provide the services described in the firm's submission and the "Scope of Project" section above.
- The selected firm shall not assign any interest in the contract and shall not transfer any interest or subcontract any services without the prior express written consent of the Township, in the Township's sole discretion.