

Village of Homewood

REQUEST FOR QUALIFICATIONS

For Professional Services to Develop Plans, Specifications, Options and Estimates
for the Installation of a New HVAC System at the Village of Homewood
Public Safety Campus



RFQ Submittals Are Due Thursday, November 6, 2025 by 5:00 p.m.

Submit One Original or One Electronic Copy to:

Village of Homewood
ATTN: Patrick DiDiana
17755 Ashland Avenue
Homewood, Illinois 60430
Electronic copies to: pdidiana@homewoodil.gov

For Questions Contact: Patrick DiDiana, Assistant Public Works Director
pdidiana@homewoodil.gov or (708) 206-2901

This RFQ is posted on the Village of Homewood website at:
www.homesweethomewood.com

October 10, 2025

Re: Professional Services to Develop Plans, Specifications, Options, and Estimates for the Installation of a New HVAC System at the Village of Homewood Public Safety Campus

Dear Mechanical Engineering Consultant:

The Village of Homewood seeks a qualified mechanical engineering consultant to provide professional services to develop plans, specifications, options, and estimates for the installation of a new HVAC system at the Village's Public Safety Campus.

Proposal instructions are contained in the Request for Qualifications (RFQ) document. Please provide the requested information in the prescribed written format. Failure to comply with the prescribed format may result in disqualification.

Responses: Responses to the inquiries will be sent to all participating consulting firms and will be displayed publicly at Village Hall and at www.homesweethomewood.com.

Printed and Email Proposals Due: Copies of the original proposal must be received no later than 5:00 p.m. on November 6, 2025. Feel free to also submit digital copies of the proposal in addition to the printed proposals. Please include an email contact when submitting either.

Village of Homewood
Attn: Patrick DiDiana
17755 Ashland Avenue
Homewood, IL 60430
pdidiana@homewoodil.gov

Committee Review: The committee review will consist of the following members/reviewers and are expected to review the proposals and make a final recommendation to the Village Board. Our evaluation consists of the Village Manager, Assistant Village Manager, Public Works Director, Assistant Public Works Director, Village Engineer, and Representatives from Police and Fire Departments.

Thank you for your interest and participation. We look forward to reviewing your proposal.

Sincerely,

Patrick DiDiana

Patrick DiDiana, MPA
Assistant Public Works Director

REQUEST FOR QUALIFICATIONS

Professional Services to Develop Plans, Specifications, Options, and Estimates for the Installation of a New HVAC System at the Village of Homewood Public Safety Campus

I. Summary

The Village of Homewood seeks to replace the existing HVAC system at its Public Safety Campus (PSC), which houses the Fire and Police Departments. The new, modern system must be operationally reliable, efficient, and resilient. The PSC is considered essential infrastructure that must remain fully operational at all times. Ensuring that the PSC is served by an HVAC system that provides dependable performance, energy efficiency, and maintainability is therefore a priority for the Village.

The objective of this project is to plan, design, and implement a new HVAC solution that addresses the long-term operational needs of the PSC. The system may consist of a single type or a combination of modern HVAC technologies, but it must be capable of providing consistent comfort, indoor air quality, and resiliency in a 24/7 operating environment. The selected approach should also balance cost, performance, and lifecycle considerations to ensure that the Village's investment provides sustainable value.

Responsive qualifications will demonstrate expertise in designing HVAC systems for critical facilities, particularly police, fire, or similar mission-critical operations. Key services shall include evaluating the facility's mechanical requirements, developing design options, and recommending a preferred solution that meets performance criteria and long-term asset management goals. Upon authorization of the Village, the selected firm may also be asked to develop engineering plans, specifications, and cost estimates to support procurement and construction of the new HVAC system.

The Village will use a qualifications-based selection process to identify the most qualified firm with which to negotiate a contract. Submittals that include collaboration with other qualified firms or specialists will be considered. The Village reserves the right to reject any and all submittals. This request is neither a contractual offer nor a commitment to purchase services. No contractual obligation shall arise from this solicitation, the preparation or submission of qualifications, or the evaluation of proposals.

Background

The Village seeks qualifications from experienced mechanical engineering firms to provide professional services for the development of a new HVAC system at the PSC, which houses the Village's Fire and Police Departments. The PSC, constructed in 1967, is approximately 22,000 square feet of space, mission-critical, and must operate 24/7 to support emergency response efforts. In 2011, the Village undertook a major HVAC replacement, installing a geothermal system to improve efficiency, reduce energy costs, and modernize operations, supported in part by state and grant funding.

More than a decade later, the Village recognizes the need to plan for the next generation of HVAC systems that will continue to ensure reliability, efficiency, and resiliency for this essential 24/7

facility. The objective of this project is to identify and implement a modern HVAC solution—whether a single-system type or a combination—that provides dependable performance, energy efficiency, maintainability, and long-term value. Consideration will also be given to lifecycle costs, sustainability, infrastructure impacts, and alignment with future capital projects.

Responsive qualifications will demonstrate expertise in designing HVAC systems for critical facilities such as police, fire, or other mission-essential operations. Firms should highlight their ability to evaluate facility needs, develop and compare modern system options, and recommend a preferred solution that balances cost and performance. Collaborative proposals that leverage the expertise of multiple firms or specialists will be considered.

The Village will conduct a qualifications-based selection process to identify the most qualified firm with which to negotiate a contract. The Village reserves the right to reject any and all submittals. This request is neither a contractual offer nor a commitment to purchase services. No contractual obligation shall arise from this solicitation, the preparation or submission of qualifications, or the evaluation of proposals.

II. Project Description

The Village's PSC requires a new and modern HVAC system to replace the current geothermal system installed in 2011. The existing system was originally selected to improve efficiency and reduce operating costs, but after more than a decade of service, it no longer meets the operational and infrastructure demands of the facility. To ensure reliable performance, comfort, and efficiency for this critical 24/7 operation, the Village seeks qualified firms to provide professional services to develop plans, specifications, options, and estimates for the installation of a new HVAC system at our PSC.

The project focuses on two primary goals:

- **Professional Services for HVAC System Development** – Provide professional services to develop detailed plans, specifications, options, and cost estimates for the installation of a new HVAC system at the Village's PSC. The proposed solution, whether a single system or a combination of systems, must ensure reliable performance, energy efficiency, ease of maintenance, and long-term cost-effectiveness.
- **Asset Management and Long-Term Planning** – Recommend solutions that align with the Village's long-term capital planning goals, including lifecycle cost considerations, sustainability opportunities, infrastructure impacts, and potential grant funding sources.

The project will culminate in a comprehensive design recommendation with supporting documentation, including a report and presentation to Village staff and the Village Board. The report will provide clear and actionable guidance on the most effective and sustainable HVAC solution for the facility.

III. Scope of Services

The selected consultant and any proposed sub-consultants shall have a proven track record of providing professional engineering services for the planning and design of HVAC systems in mission-critical facilities such as fire, police, and other 24/7 operations.

The following scope of services is intended as a guide to the Village's goals for this project. Additional services may be required that are not listed below, and some details provided herein may prove redundant or unnecessary. The consultant's proposed Scope of Work may be used to supplement or be incorporated in its entirety to define the Professional Services Agreement's (PSA's) scope, compensation, and schedule. Tasks are generally shown in procedural order of development; however, some may be performed concurrently, may overlap, or may require staging.

Firms responding to this RFQ should clearly demonstrate how their qualifications and prior experience will enable them to successfully address the areas outlined below. Submittals should highlight relevant projects, specialized expertise, and the firm's ability to deliver solutions that meet the Village's goals for a modern HVAC system at the PSC.

1. Project Management and Coordination

- demonstrated ability to manage multi-phase facility projects, including communication with Village staff, regular progress updates, and effective coordination of sub-consultants
- experience providing structured reporting (e.g., meeting agendas, minutes, action item tracking, and monthly status reports) to support decision making and project accountability

2. System Needs Assessment

- experience evaluating the heating, cooling, ventilation, and control requirements of complex, mission-critical facilities
- ability to establish performance, comfort, resiliency, and indoor air quality criteria that form the basis for system design
- familiarity with conducting staff interviews, reviewing existing documentation, and identifying deferred maintenance issues that could affect HVAC system performance or future planning

3. HVAC System Alternatives Development

- capability to identify and compare potential system solutions—whether a single-system type or a combination (e.g., boilers, rooftop units, VRF, energy recovery)
- demonstrated experience preparing concept-level layouts or descriptions that help illustrate how alternatives would be integrated into an existing facility
- ability to assess alternatives based on performance, maintainability, sustainability, and suitability for continuous public safety operations

4. Cost and Infrastructure Impacts

- expertise in preparing order-of-magnitude estimates for capital, operating, and lifecycle costs, including phased cost projections that account for budget cycles
- ability to identify major infrastructure requirements (electrical, structural, spatial, constructability) and communicate their implications clearly
- familiarity with staging approaches to minimize disruption during construction in occupied, 24/7 facilities

5. Preferred Solution and Long-Term Planning

- experience recommending system solutions that balance cost, performance, resiliency, and long-term asset management considerations
- ability to incorporate lifecycle planning, deferred maintenance findings, and future capital improvement coordination into recommendations
- familiarity with sustainability opportunities and potential funding or incentive programs that may support implementation

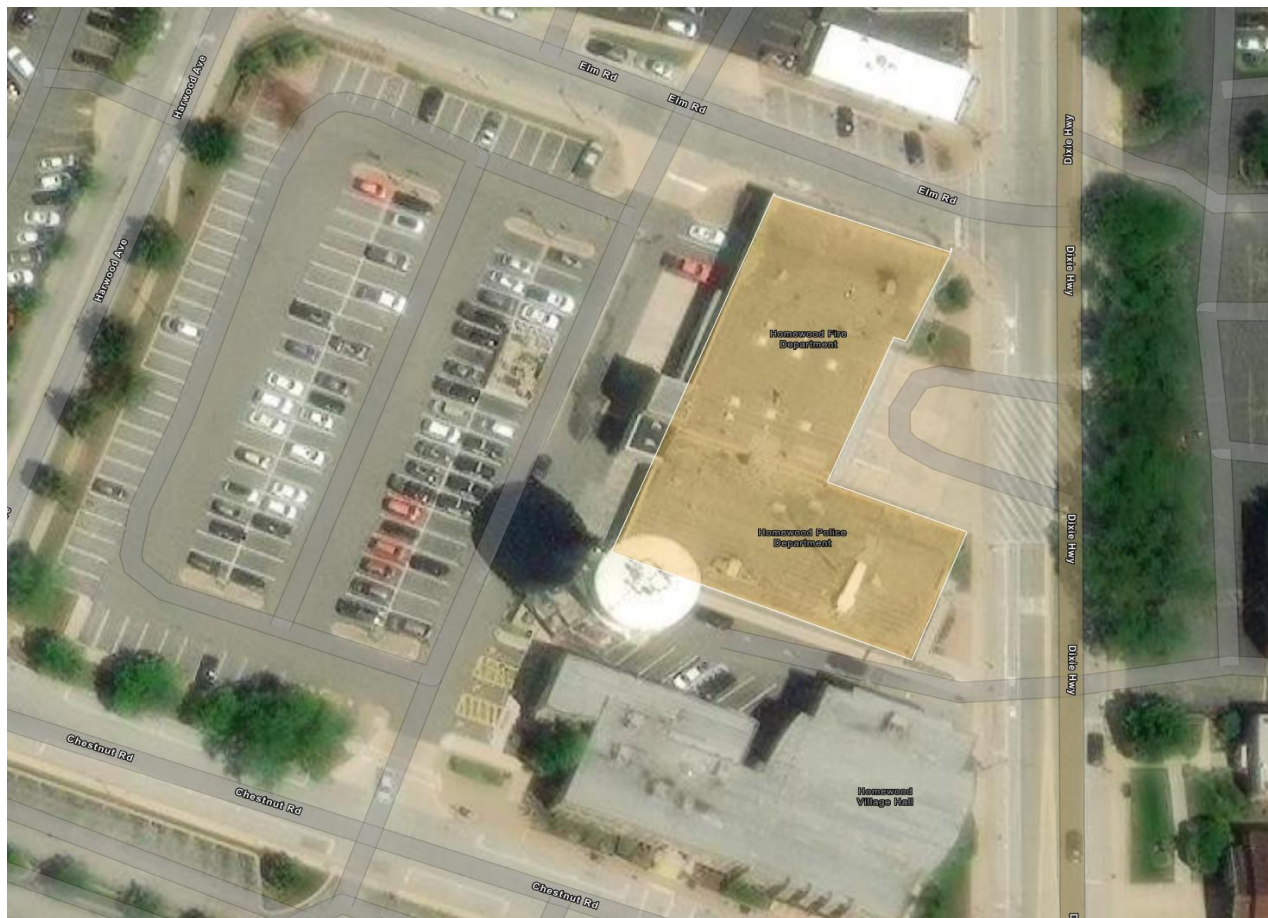
6. Final Reporting and Presentation

- strong track record of preparing comprehensive reports that summarize needs, alternatives, costs, impacts, and final recommendations
- demonstrated ability to communicate technical information in a clear and actionable manner to Village staff, decision makers, and elected officials
- experience presenting findings in both written and visual formats that support informed decision making and long-term planning

IV. Proposed Location:

Village of Homewood Public Safety Campus

1. **Police Department** - 17950 Dixie Hwy., Homewood, IL 60430
2. **Fire Department** - 17950 Dixie Hwy., Homewood, IL 60430



V. Minimum Qualifications

- The consultant shall be a licensed professional engineering firm authorized to practice in the State of Illinois.
- The consultant shall have demonstrated experience with the evaluation, design, and/or feasibility analysis of geothermal and conventional HVAC systems.
- The consultant shall have knowledge of building systems serving 24/7 public safety or mission-critical facilities, including operational and redundancy considerations.
- The consultant shall have demonstrated ability to perform lifecycle cost analysis, feasibility studies, and infrastructure impact assessments for mechanical system alternatives.
- The consultant shall employ staff with appropriate professional registrations and technical expertise in HVAC engineering, energy efficiency, and asset management planning.
- The consultant shall comply with all applicable Federal, State, and local regulations and must not be debarred or suspended from participation in State or federal projects.

VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Qualifications Based Proposal** – The quality of submission by the consultant should clearly illustrate its understanding of the Village’s request, responsiveness to format and instructions of the RFQ, and should be readable with correct use of grammar and syntax.
- **Knowledge and Experience** – The consultant shall be a licensed and registered professional engineering firm with a minimum of five (5) years of experience in the evaluation and feasibility analysis of HVAC systems, including geothermal systems. The firm shall demonstrate prior experience assessing building mechanical systems, providing lifecycle cost analysis, and developing recommendations for public or institutional facilities.
- **Team Lead** – This will include a resume for the consultant’s designee to be placed in charge of managing the services included in the RFQ and who will be the direct point of contact with the Village. The resume may include experiences or accomplishments of the designee at a previous employer; however, the Village would prefer that the designee have at least been Team Lead on a minimum of two projects in whole for the consultant. It should also include a history of successful project implementation and successful previous implemented projects.
- **Key Personnel** – This should include additional staff employed by the consultant that will be utilized for any or all specific services included in the RFQ. Please illustrate strengths, licenses, and certifications, which may include experiences or accomplishments by Key Personnel at a previous employer.
- **Projects** – The consultant shall have completed or been involved in at least three (3) projects involving the evaluation, design, or feasibility analysis of HVAC systems, including geothermal or other complex mechanical systems serving public or institutional facilities.

Description	Total Possible Points
Qualifications of Firm: <ul style="list-style-type: none"> • Project Understanding • Overall qualifications of project’s managers, key personnel • Overall experience on similar projects • Success/outcomes of previous projects 	60
Project Management and Key Personnel: <ul style="list-style-type: none"> • Experience on similar HVAC evaluation and feasibility projects • Mechanical system assessment, performance analysis, and recommendation development experience • Experience with geothermal systems and alternative HVAC technologies (e.g., rooftop units, boiler/chiller, hybrid systems) • Professional training/qualifications and licensure of key personnel (e.g., Professional Engineer) • Experience conducting lifecycle cost analysis and long-term capital planning for building systems • Workload and availability to complete the project within the Village’s desired timeframe • Identification of sub-consultants or specialized resources (if applicable) 	35
References - Past Performance and Existing Contracts	5
Total Points	100

VII. Project Timeline

Approximate Dates	Action
Friday, October 10, 2025	Advertisement of RFQ
Tuesday, October 21, 2025	Mandatory Site Visit/Walk Through at 10:00a.m.
Thursday, November 6, 2025	RFQs Due
Week of November 10, 2025	Select and Schedule Firms to be Interviewed
Week of November 17, 2025	Identify Successful Consultant – Develop Contract and Project Summary to be Submitted to Village Board
Tuesday, December 9, 2025	Presentation and Award of Contract to Village Board for Approval

Requests for evaluation updates may be forwarded to the Village’s Public Works Department at any time. Questions and requests for updates should be made via phone at (708) 206-2901 or sent via email to pdidiana@homewoodil.gov.

VIII. Recommended Response Materials

Successful proposals should generally include the following materials:

- **Cover Letter:** This should identify the consultant, their place of business, and the name and telephone number of the person to contact regarding the subject RFQ. The Cover Letter shall be authored and signed by an individual, partner, or designated representative of the consultant that is sanctioned to enter into contracts. The Cover Letter should be formal and intelligible yet clearly demonstrate the consultant's candidacy for this request.
- **Knowledge and Experience:** This should be a more detailed narrative from the consultant of qualifications that includes a summary of experience.
- **Team Lead:** This should include a resume for the consultant's designee to be placed in charge of managing the services included in the RFQ and who will be the direct point of contact with the Village. The resume may include experiences or accomplishments of the designee at a previous employer; however, the Village would prefer that the designee have at least been Team Lead on a minimum of two (2) projects in whole for the consultant.
- **Key Personnel:** This will include additional staff employed by the consultant that will be utilized for any or all specific services included in the RFQ. Please illustrate strengths, licenses, and certifications, which may include experiences or accomplishments by key personnel at a previous employer.
- **Subcontractors:** This should include professional subcontractors that the consultant has used, will use, or worked for or collectively with on similar projects.
- **Projects Assessments:** This should be a more detailed narrative from the consultant describing and establishing the requirements of an assessment.
- **References:** A list of not less than (5) five relevant references must be included. References may be contacted after selection to determine if the consultant is responsive and responsible.

IX. Terms and Conditions

General Provisions & Disclaimers

This Request for Qualifications (RFQ) is not a commitment or contract of any kind. The Village reserves the right to pursue any and/or all ideas generated by this request. The Village further reserves the rights to reject, modify, or cancel, in part or in its entirety, this RFQ. The Village assumes no obligation, and none is implied, to award a contract for any phase or services specified in this RFQ. Costs for developing submissions are entirely the responsibility of the respondents and shall not be reimbursed in any case. The Village reserves the right to reject any and all submissions.

The Village reserves the right to waive any requirements of this RFQ when it determines that waiving a requirement is in the best interest of the Village. Submittals are public records subject to disclosure under the Freedom of Information Act (FOIA). The Village cannot guarantee that any information submitted in response to the RFQ will remain confidential.

Prevailing Wage

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (820 ILCS 130/1-12).

Confidential and Proprietary Information

The Village of Homewood is subject to the Freedom of Information Act and the Illinois Open Meeting Act. Vendors must understand that information and other materials submitted in response to this RFQ or in connection with any contract because of this RFQ may be subject to disclosure as a public record. Therefore, submission of trade secrets or proprietary information or materials is discouraged. Confidential information in the RFQ should be clearly marked.

Please submit Requests for Proposals to:

Patrick DiDiana, MPA
Assistant Public Works Director
Village of Homewood Public Works
17755 Ashland Avenue
Homewood, Illinois 60430
Phone: (708) 206-2901
Email: pdidiana@homewoodil.gov

**The RFQ Submittals Are Due Thursday, November 6, 2025 by
5:00 p.m.**

ATTACHMENTS

- A. *Plans for Geothermal System (Available Upon Request)*
- B. *Plans for Public Safety Campus (Available Upon Request)*