

Oakton College

1600 E. Golf Road, Des Plaines, IL 60016

PostingDate: May 5th, 2026

Solicitation Number: TLE - RFQ#1

Submission Due Date: June 3rd, 2026 at 10:00 AM CST

Request for Pre-Qualification of Professional Design Services - Master Plan

Project Description:

Oakton College is seeking a qualified consulting firm to assist in the creation and development of a comprehensive five-year strategic Master Plan. The selected firm will partner closely with College leadership, designated representatives, and key stakeholders to define a clear, actionable roadmap for capital construction and infrastructure initiatives. The roadmap must align with institutional priorities, academic programming, facilities planning, financial sustainability, and student success outcomes.

The selected firm will report to the Vice President of Administrative Affairs and will work in close collaboration with the Assistant Vice President of Operations and Senior Manager of Campus Facilities.

Overview

Founded in 1969, Oakton Community College is a comprehensive community college located immediately north of the City of Chicago and south of Lake County, Illinois. The College has three campuses in Des Plaines, Skokie, and Evanston, Illinois. Oakton's campuses comprise approximately 700,000 square feet over 250 acres. The College currently has an enrollment of approximately 5,000 full time equivalent students, in addition to a significant population of non-credit learners. The College is guided by an eight-member, elected Board of Trustees, with the President serving as the Chief Executive Officer.

The College is completing the current five-year master plan, with the projects estimated at approximately \$63M scheduled for completion by Fiscal Year 2027. The selected firm will be engaged to identify, prioritize, and develop projects for inclusion in the next master planning cycle, covering fiscal years 2028 through 2033 (July 1 through June 30).

The contract will be from the time of Board approval (estimated August 2026) through June 2027. Competition of the project by June 2027 is essential to align with master plan initiation timing.

Scope of Services

The primary objectives of this engagement are to develop a forward-looking, data-driven Strategic Master Plan that integrates academic, operational, financial, and facilities planning while advancing equity, access, and inclusion.

Key objectives include:

- Develop a comprehensive five-year strategic Master Plan
- Align academic, operational, financial, and facilities priorities
- Incorporate equity, access, and inclusion as core planning principles
- Provide data-driven recommendations with measurable outcomes
- Establish a phased implementation roadmap with defined milestones

The selected firm will provide, at a minimum, the following services:

- 1. Project Initiation:** The firm will establish a structured and transparent project framework to guide all phases of the engagement.
 - a. Develop a detailed project work plan, schedule, and communication protocols.
 - b. Schedule, facilitate, and document meetings with key stakeholders.
 - c. Lead engagement activities with faculty, staff, students, administration, Board of Trustees, and community partners.
- 2. Overall coordination and communication:** The firm will serve as a central coordinator to ensure alignment, transparency, and effective communication throughout the planning process.
 - a. Support development of the Master Plan and associated recommendations.
 - b. Coordinate with architects, cost estimates, and other consultants as needed.
 - c. Provide monthly written progress reports and quarterly presentations, as needed to identified audiences.
 - d. Facilitate stakeholder meetings and distribute regular communication updates.
 - e. Maintain and update relevant College communication platforms.
- 3. Architectural and Engineering oversight:** The firm will provide oversight and coordination of architectural and engineering services associated with master planning and related projects.
 - a. Oversee architectural and engineering teams for renovation, rehabilitation, and new construction projects.
 - b. Support master plan development, including project identification, prioritization, and cost estimation.
 - c. Guide programming, schematic design, design development, and

- construction documentation processes.
- d. Establish key milestones, budgets, and deliverables for each phase of design and construction.
- 4. Construction Collaboration:** The firm will collaborate with the College to support construction planning, coordination, and execution.
 - a. Coordinate construction-related activities with the Senior Manager of Campus Facilities.
 - b. Assist with preparation of bid documents, specifications, and procurement processes.
 - c. Review bids and provide recommendations for awards.
 - d. Support conceptual design, renderings, and small project architectural services as needed.
 - e. Coordinate FF&E selection, procurement, and installation, whether within or outside of contractor scope.
- 5. Other Assistance:** The firm may be asked to provide additional planning and advisory services in support of the College's capital program.
 - a. Conduct feasibility studies and space utilization analyses.
 - b. Provide space planning and landscape architectural recommendations.
 - c. Support presentations to the Board of Trustees and relevant committees.

Firm Qualification Requirements

Only firms able to meet the following criteria will be considered:

1. Licensed to practice as an architect in the State of Illinois identifying each team member with appropriate licensure.
2. Registered and authorized to do business in the State of Illinois
3. The vendor shall provide professional liability insurance in the amount of three million dollars (\$3,000,000) and must list Oakton College as an additional insured on all applicable insurance policies as required by the contract.
4. LEED accreditation and certification
5. Prequalified with the State of Illinois Capital Development Board is preferred
6. Firms with an office located within 100 miles of Oakton Community College's Des Plaines campus are preferred.
7. Ability to demonstrate alignment with the College's aspirational goals for the State of Illinois MBE/FBE/PBE/SBE vendors

Submittal Requirements

Only proposals with complete documentation and information will be considered. All proposals must include the following information:

1. Cover Letter of Interest.
2. Description of firm, leadership, organizational chart, size, tenure, and all services provided.
3. List of all higher education clients in which work was performed in the last 10

years. Include scope of work, project final cost, all A&E fees and current contact information for each client and a description of completed projects (ten page maximum)

4. Experience with sustainable building programming and design (two page maximum).
5. Proposed project team for this engagement including their names, titles, education and/or experience, relevant licenses, and tenure with the firm.
6. List any previous names of firms and years of business under each name.
7. In the case of a multiple office firm, provide general information on the firm locations and the location of the individuals proposed for this solicitation.
8. List if your firm (under current or previous names) has been terminated from a project within the last 10 years, and if so, why.
9. MBE/FBE/PBE/SBEstatus.
10. Description of the approach and methodology to the scope of services. Include stakeholder engagement strategy, data analysis and planning methodology.
11. Proposed project schedule and timeline, with milestones identified.
12. Detailed fee structure, broken down by phase and/or task. All reimbursable expenses should be included.
13. Any additional, relevant information.

Evaluation Criteria

The following list provides criteria the College will use in the evaluation process:

1. Relevant experience and qualifications in a wide range of higher education projects (i.e. master planning, facilities assessments, utilization studies, programming, design, construction oversight, etc.)
2. Relevant experience and qualifications with new construction, remodeling, and infrastructure repair.
3. Proposed project team (firm and staff) experience and qualifications.
4. Quality and clarity of proposed approach.
5. Sustainable design, construction, and building knowledge/experience.
6. Prior work and experience at Oakton College.
7. MBE/FBE/PBE/SBEstatus
8. Cost and value.
9. References.

Other Considerations

1. If short listed, a one-hour interview with presentation will be scheduled.
2. The short-listed firms may be requested to provide a copy of the firm's financial statements.

Schedule

The following is the proposed schedule for the selection of firms:

May 5th, 2026	Information release date
May 12th, 2026 @11:00 AM CST	Last date to submit questions via e-mail
June 3rd, 2026 @ 10:00 AM CST	Submissions due, evaluation of responses begins

The College reserves the right to adjust these dates as needed.

Information Submission:

Proposals must be submitted electronically in PDF format by the specified due date. Late submissions will not be accepted.

Submission details: <https://oakton.sharefile.com/r-r78e23d65e2714666b50ee2c09b3e7449>

- Deadline: June 3rd, 2026 @ 10:00AM CST

Terms and Conditions

Oakton College reserves the right to reject any or all proposals. The College may request additional information or clarification. The College may negotiate scope and fees with the selected firm. All materials submitted become the property of the College.

The College reserves the right to cancel the contract upon 60 days' written notice.

The College is a public institution and therefore subject to comply with legitimate Freedom of Information Act (FOIA) requests. Please be advised that your response to this request for proposal is subject to comply with any FOIA requests for information. The FOIA copy of your response should indicate confidential and/or proprietary information that has been removed/redacted. Please mark this as "FOIA Copy."

The College participates in the State of Illinois Business Enterprise Program (BEP) with an aspirational goal of conducting 30% of its business with companies that qualify for this program. Interested businesses may visit the [Illinois Commission on Equity and Inclusion \(CEI\) Business Enterprise Program \(BEP\)](#) to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CEI as BEP vendors prior to contract award. Go to the Illinois of State Commission on Equity & Inclusion.

The vendor or agent hereby declares that he, nor any other agent of his business, entered into any collusion or agreement relative to the price to be submitted. He further declares that no persons, firms or corporations, have or will receive directly, any rebate, fee, gift, commission, etc., or that any employee or Board of Trustee member of Oakton College District #535 has any undisclosed interest in the award of this contract.

Oakton College is an equal opportunity employer, and parties doing business with the College must comply with the Equal Employment Opportunity Clause as required by the Illinois Fair Employment Practices Commission. Not less than the prevailing wage shall be paid for labor on the work to be performed as required by law.

Oakton College District #535 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.

Any exceptions to these terms, conditions or deviations from written specifications must be shown in writing and attached to the proposal form.

Contact Information

All questions regarding this Request for Pre-Qualification must be directed to:

Trinh Than
Purchasing Manager
tthan@oakton.edu