

REQUEST FOR QUALIFICATIONS

Architectural and Engineering Services

Indian Trails Shopping Center – Suites 20, 21, 22 & 23 Consolidation

VNA Health Care Medical Office Renovation

Project Location:

6519 W. 127th Street at Ridgeland Avenue

Palos Heights, Illinois

Owner:

VNA Health Care

Approximate Project Area: 5,550 + SF

Estimated Construction Budget: \$1,200,000 – \$1,500,000

Desired Project Completion: August 2027

RFQ No.: PH001

Issue Date: August 24, 2026

Qualifications Due: September 21, 2026

Owner Contact: Amy Baudouin, abaudouin@vnahealth.com

1. INVITATION TO SUBMIT QUALIFICATIONS

VNA Health Care (“VNA” or “Owner”) is soliciting Statements of Qualifications from qualified architectural and engineering firms (“A/E Consultant,” “Consultant,” or “Firm”) interested in providing comprehensive professional architectural and engineering services for the renovation and consolidation of Suites 20, 21, 22, and 23 at the Indian Trails Shopping Center in Palos Heights, Illinois.

The approximately 5,550 +-square-foot project will combine four existing suites into a single medical office facility for VNA Health Care. The project is anticipated to include renovation of the existing tenant spaces, development of a functional medical office layout, architectural improvements, building systems modifications, accessibility improvements, permitting, construction documentation, bidding assistance, and construction administration.

The estimated construction budget is approximately **\$1.2 million to \$1.5 million**.

VNA seeks an experienced A/E firm with demonstrated expertise in **medical office, outpatient healthcare, ambulatory care, or similarly complex commercial renovation projects**.

The selected firm will be expected to work collaboratively with VNA Health Care, the Owner's representatives, contractors, consultants, regulatory agencies, and other project stakeholders to

deliver a functional, code-compliant, cost-effective, and high-quality medical office environment.

2. PROJECT BACKGROUND

VNA Health Care intends to renovate and consolidate four existing suites within the Indian Trails Shopping Center into one integrated medical office facility.

The project is located at:

**6519 W. 127th Street at Ridgeland Avenue
Palos Heights, Illinois**

The approximately 5,550 SF premises currently consist of Suites 20, 21, 22, and 23. The proposed project will integrate the suites into a cohesive medical office environment suitable for VNA Health Care's operations.

The selected A/E Consultant will assist VNA from initial assessment and programming through design, permitting, bidding, construction, and project closeout.

The Consultant should anticipate that existing-condition verification will be an important component of the assignment. The selected Firm will be expected to evaluate available existing drawings and information and perform field verification necessary to develop accurate construction documents.

3. PROJECT OBJECTIVES

The primary objectives of the project are to:

1. Consolidate Suites 20, 21, 22, and 23 into one functional medical office facility.
2. Develop an efficient and patient-centered medical office environment.
3. Provide a design that supports VNA Health Care's clinical operations.
4. Maximize the effective use of approximately 5,550 SF.
5. Evaluate existing building systems and identify modifications required to support the proposed medical office.
6. Address applicable building, fire/life-safety, accessibility, healthcare, zoning, and other regulatory requirements.
7. Develop a project within the established construction budget of approximately \$1.2–\$1.5 million.
8. Minimize unnecessary disruption to adjacent shopping center tenants and operations.
9. Provide a coordinated and constructible set of bidding and construction documents.
10. Obtain required approvals and permits.

11. Provide bid documents for competitive general contractor procurement.
 12. Provide effective construction administration through project completion.
 13. Deliver the completed facility by the desired **August 2027** completion date.
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4. ANTICIPATED A/E SERVICES

The selected Consultant shall provide comprehensive professional architectural and engineering services appropriate to the project.

The following scope is intended to establish the anticipated services. VNA reserves the right to modify the scope during contract negotiations.

4.1 Project Initiation and Existing Conditions

The Consultant shall:

- Meet with VNA representatives to establish project goals, operational requirements, schedule, and budget.
- Review available existing drawings, surveys, reports, leases, landlord criteria, and other project information.
- Conduct site visits and field investigations.
- Verify existing architectural conditions relevant to the proposed renovation.
- Evaluate existing building systems to the extent necessary for the project.
- Identify existing conditions that may affect design, cost, schedule, or constructability.
- Identify potential code, accessibility, fire/life-safety, zoning, or permitting issues.
- Coordinate with the property owner/landlord as necessary.

4.2 Programming and Space Planning

The Consultant shall assist VNA with development of the medical office program, including:

- Staff and stakeholder interviews.
- Functional programming.
- Space planning.
- Patient flow analysis.
- Staff circulation.
- Public and private circulation.
- Clinical room requirements.
- Administrative/work areas.

- Waiting and reception areas.
- Restrooms and support spaces.
- Storage requirements.
- Equipment requirements.
- Technology and telecommunications coordination.
- Security considerations.
- Infection prevention considerations appropriate to the proposed use.
- Accessibility and patient accommodation requirements.

The Consultant shall develop preliminary floor plan concepts for Owner review.

4.3 Architectural Design

Architectural services shall include, as applicable:

- Floor plans.
- Reflected ceiling plans.
- Interior elevations.
- Finish plans and schedules.
- Door and hardware schedules.
- Casework and millwork design.
- Interior materials and finishes.
- Signage and wayfinding coordination.
- Accessibility compliance.
- Existing and proposed partition layouts.
- Restroom design.
- Reception and waiting areas.
- Clinical spaces.
- Staff spaces.
- Storage and support areas.
- Equipment coordination.
- Furniture coordination as required.
- Details necessary for construction.

The design shall balance functionality, durability, aesthetics, maintainability, and cost.

4.4 Engineering Services

The Consultant's team shall include appropriately licensed engineering professionals and provide engineering services necessary to support the project, including as applicable:

Mechanical Engineering

- HVAC assessment and design.
- Heating and cooling requirements.
- Ventilation.
- Indoor air quality considerations.
- Controls.
- Equipment selection.
- Ductwork modifications.
- Balancing requirements.
- Coordination with existing building systems.

Electrical Engineering

- Existing electrical service evaluation.
- Lighting design.
- Power distribution.
- Receptacle layouts.
- Dedicated equipment circuits.
- Emergency and life-safety systems.
- Data/telecommunications coordination.
- Security system coordination.
- Fire alarm coordination.
- Electrical code compliance.

Plumbing Engineering

- Existing plumbing assessment.
- Domestic water modifications.
- Sanitary waste modifications.
- Fixture layouts.
- Medical office plumbing requirements.

- Coordination with existing building systems.

Structural Engineering

Structural services shall be provided as necessary based upon existing conditions and proposed improvements, including:

- Review of existing structural conditions.
- Evaluation of proposed structural modifications.
- Structural design for new openings, equipment, supports, or other modifications as required.

Fire/Life-Safety

The Consultant shall coordinate applicable:

- Fire protection requirements.
- Fire alarm requirements.
- Means of egress.
- Occupancy requirements.
- Emergency lighting.
- Exit signage.
- Life-safety requirements.

5. HEALTHCARE-SPECIFIC REQUIREMENTS

Because the proposed facility will serve as a medical office for VNA Health Care, the Consultant shall demonstrate an understanding of healthcare-related design requirements applicable to the project.

The Consultant shall address, as applicable:

- Patient privacy.
- Patient and staff circulation.
- Accessibility.
- Infection prevention.
- Clinical workflow.
- Medical equipment coordination.
- Handwashing and hygiene requirements.
- Appropriate finishes for healthcare environments.

- Acoustical privacy.
- Security.
- Medication and supply storage.
- Staff support areas.
- Technology requirements.
- Applicable Illinois healthcare and building requirements.

The Consultant shall identify applicable regulatory agencies and approval requirements during the early design phase.

6. CODE, REGULATORY AND PERMITTING SERVICES

The Consultant shall identify and incorporate applicable requirements, including, as appropriate:

- State of Illinois requirements.
- Applicable City of Palos Heights requirements.
- Building codes.
- Fire codes.
- Accessibility requirements.
- Plumbing and mechanical codes.
- Electrical codes.
- Energy codes.
- Healthcare-related requirements.
- Landlord/tenant improvement requirements.
- Other applicable governmental or regulatory requirements.

The Consultant shall prepare and submit documents required for applicable permit and regulatory reviews and shall respond to plan-review comments.

7. COST ESTIMATING AND BUDGET CONTROL

Budget management shall be an integral component of the A/E services.

The Consultant shall:

- Establish preliminary project cost information.
- Prepare cost estimates at appropriate design milestones.

- Identify cost drivers and potential cost-saving opportunities.
- Advise VNA when design decisions may affect the established budget.
- Coordinate with the Owner regarding budget priorities.
- Identify alternatives when estimated construction costs exceed the project budget.
- Assist VNA in maintaining the construction budget of approximately \$1.2–\$1.5 million.

The Consultant shall clearly distinguish between construction costs and other project costs when presenting estimates.

8. DESIGN PHASES

The Consultant shall provide design services through appropriate phases, anticipated to include:

Phase 1 – Programming / Existing Conditions

- Project kickoff.
- Site investigation.
- Existing-condition documentation.
- Programming.
- Preliminary space planning.
- Code review.
- Initial budget evaluation.

Phase 2 – Schematic Design

- Preliminary floor plans.
- Conceptual design.
- Preliminary engineering approach.
- Preliminary finishes.
- Preliminary equipment coordination.
- Preliminary cost estimate.
- Owner review and approval.

Phase 3 – Design Development

- Refined architectural plans.
- Refined engineering systems.
- Interior design development.

- Equipment coordination.
- Material selections.
- Code coordination.
- Updated cost estimate.

Phase 4 – Construction Documents

Prepare coordinated documents suitable for permitting and competitive bidding, including:

- Architectural drawings.
- Engineering drawings.
- Specifications.
- Details.
- Schedules.
- Finish information.
- Equipment coordination.
- Code information.
- Bid/contract documents as required.

Phase 5 – Permitting

- Permit application preparation.
- Submission.
- Plan review coordination.
- Responses to review comments.
- Permit revisions.

Phase 6 – Bidding / Contractor Procurement

The Consultant shall assist VNA with:

- Bid document preparation.
- Pre-bid meeting.
- Contractor questions.
- Addenda.
- Bid evaluation.
- Review of contractor proposals.
- Recommendation regarding contractor selection.

Phase 7 – Construction Administration

Construction administration services shall include, as appropriate:

- Preconstruction meeting.
- Construction observation.
- Contractor coordination.
- Review of shop drawings and submittals.
- Requests for information.
- Change order review.
- Payment application review.
- Site observations.
- Punch-list development.
- Substantial completion.
- Final completion.
- Closeout documentation.

Phase 8 – Project Closeout

The Consultant shall assist VNA with:

- Final inspections.
- Punch-list completion.
- Closeout documentation.
- Record drawings.
- Operation and maintenance information.
- Final project documentation.
- Warranty coordination.

9. PROJECT SCHEDULE

VNA's desired completion date for the project is **August 2027**.

The selected Consultant shall provide a detailed proposed schedule demonstrating how the Firm will achieve this target.

The proposed schedule should identify anticipated dates for:

- A/E selection and contract execution.

- Project kickoff.
- Existing-condition investigation.
- Programming.
- Schematic Design.
- Design Development.
- Construction Documents.
- Permitting.
- Bidding.
- Contractor selection.
- Construction.
- Substantial completion.
- Final completion.

The Consultant shall identify major schedule risks and proposed mitigation strategies.

10. FIRM QUALIFICATIONS

Responding firms should demonstrate:

1. Appropriate Illinois professional licensing.
2. Experience with medical office, outpatient healthcare, ambulatory care, or comparable projects.
3. Experience with renovation and tenant-improvement projects.
4. Experience working within occupied commercial facilities.
5. Experience coordinating architectural, mechanical, electrical, plumbing, structural, and other disciplines.
6. Experience with projects of similar size and construction value.
7. Knowledge of applicable Illinois and local codes.
8. Experience with permitting and regulatory approvals.
9. Ability to manage project costs and schedules.
10. Availability to meet the proposed project schedule.
11. Strong communication and project-management capabilities.
12. Demonstrated quality-control procedures.

11. MINORITY- AND WOMEN-OWNED BUSINESS PARTICIPATION

VNA Health Care encourages meaningful participation by **minority-owned and women-owned businesses (M/WBE)** in the performance of this project.

Respondents should identify any M/WBE firms proposed as:

- Prime consultant.
- Architectural consultant.
- Engineering consultant.
- Specialty consultant.
- Subconsultant.
- Other professional service provider.

Respondents should provide, where applicable:

- Name of M/WBE firm.
- Certification status and certifying organization.
- Proposed scope of work.
- Anticipated percentage of professional services.
- Proposed contract value or estimated participation.

M/WBE participation will be considered as part of the overall evaluation where permitted by applicable law and VNA procurement requirements.

VNA encourages firms that do not have in-house M/WBE participation to identify qualified M/WBE subconsultants for appropriate project disciplines.

12. PROJECT TEAM

The Respondent shall identify the proposed project team, including:

- Principal-in-Charge.
- Project Manager.
- Lead Architect.
- Interior Designer, if applicable.
- Mechanical Engineer.
- Electrical Engineer.
- Plumbing Engineer.

- Structural Engineer.
- Other specialty consultants.

For each key team member, provide:

- Name.
- Title.
- Firm.
- Role on this project.
- Years of experience.
- Professional licenses/certifications.
- Relevant project experience.
- Percentage of anticipated involvement.

VNA expects the individuals identified in the Statement of Qualifications to be meaningfully involved in the project.

13. SIMILAR PROJECT EXPERIENCE

Respondents shall provide information on **at least three relevant projects** completed or substantially completed within the past five to seven years.

Preference may be given to projects demonstrating experience with:

- Medical offices.
- Outpatient healthcare facilities.
- Clinics.
- Ambulatory care.
- Healthcare tenant improvements.
- Commercial renovations.
- Projects of approximately 5,000–10,000 SF.
- Projects with construction values of approximately \$1–\$2 million.
- Projects completed within occupied buildings.
- Projects requiring significant MEP modifications.

For each project provide:

- Project name.

- Location.
 - Owner.
 - Project type.
 - Square footage.
 - Construction value.
 - A/E fee.
 - Completion date.
 - Scope of services.
 - Key personnel involved.
 - Reference name and contact information.
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14. STATEMENT OF QUALIFICATIONS REQUIREMENTS

The Statement of Qualifications shall be organized in the following order:

A. Cover Letter

Provide a concise letter expressing the firm's interest in the project and identifying the proposed Principal-in-Charge and Project Manager.

B. Firm Profile

Include:

- Legal name.
- Business address.
- Telephone.
- Website.
- Year established.
- Ownership structure.
- Number of employees.
- Office location proposed to manage the project.
- Illinois professional licensing information.
- Relevant certifications.

C. Relevant Firm Experience

Describe relevant medical office, healthcare, commercial renovation, and tenant-improvement experience.

D. Project Team

Provide qualifications and resumes for key personnel.

E. Similar Project Experience

Provide the requested project examples and references.

F. Project Understanding and Approach

Describe the firm's understanding of the project and proposed approach to:

- Existing conditions.
- Programming.
- Healthcare functionality.
- Design.
- Engineering coordination.
- Budget management.
- Permitting.
- Contractor procurement.
- Construction administration.
- Schedule management.

G. Project Schedule

Provide a proposed schedule demonstrating the ability to achieve August 2027 completion.

H. M/WBE Participation

Identify proposed minority- and women-owned business participation.

I. Quality Assurance / Quality Control

Describe the firm's QA/QC process for design and construction documents.

J. Availability and Capacity

Describe the firm's current workload and ability to staff this project.

K. References

Provide at least three client references for comparable projects.

L. Litigation / Claims / Disciplinary History

Identify any material professional claims, litigation, license disciplinary actions, or other matters relevant to the firm's ability to perform the work during the past five years.

M. Conflicts of Interest

Identify any actual or potential conflicts of interest.

N. Additional Information

Provide any other information the Respondent believes is relevant to the selection.

15. PROPOSED EVALUATION CRITERIA

VNA anticipates evaluating Statements of Qualifications using the following criteria:

Evaluation Criteria	Weight
Relevant medical/healthcare project experience	20%
Qualifications and experience of proposed project team	20%
Understanding of project and proposed approach	15%
Experience with comparable renovation/tenant-improvement projects	10%
Ability to meet project schedule	10%
Cost and budget management experience	10%
Quality assurance / quality control	5%
M/WBE participation and/or demonstrated commitment to M/WBE participation	5%
References and past performance	5%
Total	100%

VNA reserves the right to modify the evaluation process, request clarification, conduct interviews, and/or request additional information from respondents.

16. INTERVIEWS

Following evaluation of written Statements of Qualifications, VNA may invite selected firms to participate in an interview.

If interviews are conducted, VNA may request the proposed project team to participate.

Interview topics may include:

- Project understanding.

- Design approach.
- Healthcare experience.
- Existing-condition investigation.
- Budget management.
- Schedule.
- MEP coordination.
- Permitting.
- Construction administration.
- Communication.
- M/WBE participation.
- Risk management.

VNA reserves the right to select a firm based solely upon the written Statement of Qualifications or to conduct interviews as part of the selection process.

17. SELECTION AND CONTRACT NEGOTIATION

VNA intends to select the firm determined to be best qualified to perform the required professional services.

Following selection, VNA may enter into negotiations with the highest-ranked firm concerning:

- Scope of services.
- Project schedule.
- Professional fees.
- Reimbursable expenses.
- Additional services.
- Staffing.
- Contract terms and conditions.

If an agreement cannot be reached with the highest-ranked firm, VNA may elect to negotiate with the next highest-ranked firm.

18. PROFESSIONAL FEES

Respondents should not be required to provide a detailed fee proposal with the initial Statement of Qualifications unless specifically requested by VNA.

The initial selection will focus primarily on qualifications, experience, project approach, team, capacity, and demonstrated ability to successfully complete comparable projects.

VNA anticipates negotiating professional fees with the selected firm following selection.

If requested, the selected firm shall provide a detailed fee proposal broken down by project phase and discipline.

19. INSURANCE

The selected Consultant shall maintain insurance appropriate to the services provided and as required by the final agreement with VNA Health Care.

Anticipated insurance requirements may include:

- Commercial General Liability.
- Professional Liability / Errors and Omissions.
- Automobile Liability.
- Workers' Compensation.
- Employer's Liability.
- Other coverage required by the final contract.

Specific limits and requirements will be established during contract negotiations.

20. STANDARD OF CARE

The selected Consultant shall perform professional services consistent with the level of care and skill ordinarily exercised by members of the profession practicing under similar circumstances and conditions.

The Consultant shall be responsible for coordinating the work of its architectural, engineering, and specialty consultants.

21. OWNER'S RIGHTS

VNA Health Care reserves the right to:

- Reject any or all Statements of Qualifications.
- Cancel or modify this RFQ.
- Issue addenda.
- Request clarification.
- Request additional information.

- Conduct interviews.
- Select a firm based upon qualifications.
- Negotiate with the highest-ranked respondent.
- Negotiate with another qualified respondent if negotiations are unsuccessful.
- Modify the anticipated scope.
- Make no award.

VNA shall not be responsible for costs incurred by respondents in preparing or submitting Statements of Qualifications.

22. QUESTIONS AND COMMUNICATIONS

All questions concerning this RFQ shall be submitted in writing to the designated VNA contact.

RFQ Contact:

Amy Baudouin
VNA Health Care representative
400 N. Highland Ave.
Aurora, IL 60506
abaudouin@vnahealth.com
(630) 978-2532

Questions must be received no later than:

September 7, 2026

Responses and any official clarifications will be distributed to all known respondents and/or posted through the designated procurement method.

Respondents shall not contact other VNA employees, board members, consultants, landlords, or project representatives regarding this procurement unless specifically authorized.

23. SUBMISSION INSTRUCTIONS

Statements of Qualifications shall be submitted electronically in PDF format unless otherwise directed by VNA.

Submission Deadline:

September 14, 2026

Submit To:

abaudouin@vnahealth.com

Subject Line:

RFQ – Indian Trails Shopping Center Medical Office Renovation – A/E Services

The complete Statement of Qualifications should be clearly organized and should not exceed **5 pages**, excluding resumes, project sheets, and required forms.

Late submissions may be rejected.

24. ANTICIPATED PROCUREMENT SCHEDULE

Activity	Anticipated Date
RFQ Issued	August 24, 2026
Deadline for Questions	September 7, 2026
Responses/Addendum Issued	September 8, 2026
Statements of Qualifications Due	September 21, 2026
Evaluation	September 23, 2026
Interviews, if required	September 28, 2026
Notice of Selection	October 1, 2026
Contract Negotiations	October 4, 2026
Contract Execution	October 6, 2026
Project Kickoff	October 12, 2026
Desired Final Completion	August 2027

25. ANTICIPATED CONTRACT REQUIREMENTS

The selected Consultant should anticipate entering into a written professional services agreement with VNA Health Care.

The agreement is anticipated to address:

- Scope of services.
- Professional fees.
- Additional services.
- Schedule.
- Deliverables.
- Payment terms.
- Insurance.

- Indemnification.
- Ownership and use of documents.
- Confidentiality.
- Compliance with applicable laws.
- Termination.
- Dispute resolution.
- Subconsultant requirements.
- Record retention.
- Other customary professional services provisions.

The final agreement will be subject to review and approval by VNA Health Care.

26. CONFIDENTIALITY

Respondents shall treat non-public project information provided by VNA as confidential and shall not disclose such information except as necessary to prepare the Statement of Qualifications or perform services if selected.

27. NON-COLLUSION AND CONFLICT OF INTEREST

By submitting a Statement of Qualifications, the Respondent represents that to the best of its knowledge:

- The submission has been prepared independently.
 - The Respondent has not engaged in collusion with other respondents.
 - The Respondent has disclosed known conflicts of interest.
 - The Respondent is not aware of circumstances that would prevent it from providing independent professional services to VNA.
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28. CERTIFICATION OF SUBMITTAL

The undersigned certifies that the information provided in this Statement of Qualifications is true and complete to the best of the Respondent's knowledge.

Firm Name: _____

Address: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Telephone: _____

Email: _____

29. REFERENCES

Reference 1

Project: _____

Owner: _____

Contact: _____

Telephone: _____

Email: _____

Project Value: _____

Services Provided: _____

Reference 2

Project: _____

Owner: _____

Contact: _____

Telephone: _____

Email: _____

Project Value: _____

Services Provided: _____

Reference 3

Project: _____

Owner: _____

Contact: _____

Telephone: _____

Email: _____

Project Value: _____

Services Provided: _____

30. M/WBE PARTICIPATION FORM

Respondents shall identify anticipated minority- and women-owned business participation.

Firm M/WBE Status Certification Proposed Scope Estimated Participation

If no M/WBE participation is proposed, explain the firm's efforts and approach to identifying qualified M/WBE firms for the project:

31. PROJECT UNDERSTANDING

Respondents should provide a concise narrative addressing their understanding of the project and the key issues they believe will affect successful delivery.

At a minimum, discuss:

1. Consolidation of the four existing suites.
2. Medical office planning and patient flow.
3. Existing-condition verification.
4. MEP capacity and modifications.
5. Code and accessibility requirements.
6. Permitting.
7. Budget management.
8. Construction schedule.
9. Coordination with the shopping center/landlord.
10. Construction administration and quality control.

32. DESIRED CONSULTANT QUALIFICATIONS

VNA Health Care is particularly interested in firms that can demonstrate:

- Successful medical office renovation experience.
- Strong architectural and engineering coordination.
- Experience with projects between approximately 5,000 and 10,000 SF.
- Experience with construction budgets between approximately \$1 million and \$2 million.
- Experience working within existing commercial buildings.
- Familiarity with Illinois construction requirements.
- Strong cost-control practices.
- Strong construction-document quality.
- Ability to respond quickly to project issues.
- Strong communication with owners and contractors.
- Ability to meet an August 2027 completion target.
- Meaningful M/WBE participation or demonstrated commitment to M/WBE participation.

33. CONCLUSION

VNA Health Care seeks a highly qualified architectural and engineering partner capable of transforming the existing Suites 20, 21, 22, and 23 at Indian Trails Shopping Center into a modern, functional, efficient, and patient-centered medical office.

The selected Consultant will play a critical role in establishing the project program, developing the design, coordinating engineering systems, managing the project budget and schedule, obtaining required approvals, supporting contractor procurement, and providing construction administration through completion.

VNA welcomes Statements of Qualifications from firms with demonstrated healthcare renovation experience and encourages meaningful participation by minority-owned and women-owned businesses.

VNA Health Care looks forward to receiving Statements of Qualifications from qualified architectural and engineering firms.