



PAWNEE COMMUNITY UNIT SCHOOL DISTRICT #11

810 North Fourth Street, Pawnee, Illinois 62558

Molly Edmonds
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Architect of Record Selection

Firm Statement of Qualifications Criteria

Please provide us with a statement of your firm's qualifications to include the following information. All materials submitted must be formatted in the manner and order below. Any additional specific information about your firm that will benefit the District in its selection process should be included as Appendix items.

1. General Firm Information
 - a. Name, contact person, address, phone and fax number of the firm
 - b. Type of organizational structure (i.e. individual, partnership, corporation, other)
 - c. Number of employees and responsibilities
 - d. Year firm was established
 - e. Services that will be provided by your firm
 - f. Services that your firm does not provide, but is provided by others
2. Consultant Information
 - a. Name, contact person, address, phone and fax number of all consultant firms
 - b. Type of organizational structure (i.e. individual, partnership, corporation, other)
 - c. Year firm was established
 - d. Types of services that will be provided by each consultant firm
3. Project Experience
 - a. Provide the following information on three clients for whom the assigned project team has provided the 10-year Health Life Safety Survey within the last five years.
 - b. Name of the District or School that services were provided
 - c. Client contact – name, position, address, phone number, and fax number
 - d. Gross square feet of project
 - e. Estimated and actual construction cost
 - f. Number of change orders for the project
 - g. Name of Project Director and Design Architect
 - h. Photographs or renderings of projects

General Conditions

I. No Obligation to Award: This RFQ does not oblige Pawnee CUSD #11 to award a contract to any respondent. The district may, at its option, revise the selection process,

the schedule of events, or anticipated date of award, may request further information from any respondent, or may withdraw this RFQ in part or in its entirety.

II. Proposal Participation: Any entity that has received this RFQ directly from Pawnee CUSD #11 or indirectly through a third party is eligible to submit a proposal for the required services.

III. Withdrawal of Proposal: A respondent may withdraw its proposal without prejudice to itself, by submitting a written request for its withdrawal to Molly Edmonds, Superintendent, at any time during the entire selection process.

IV. Rejection of Proposal: Pawnee CUSD #11 may reject any and all proposals. The right is reserved to reject any or all proposals and to waive technical defects, as is in the best interest of the district.

V. Confidentiality: Pawnee CUSD #11 will respect the confidentiality of the information provided under each proposal. However, proposals are subject to Freedom of Information requests. Proposals that do not advance in the selection process will not be returned.

Selection Process

The selection process will follow a qualifications-based selection procedure. Statements of Qualifications submitted will be ranked by the Facilities Advisory Committee and interview the top ranked firms. Firms will be evaluated on the basis of the following factors:

- Overall Firm Experience and Capabilities
- Relevant Project Experience
- Project Approach
- Project Scheduling and Cost Estimating

Schedule

Request Available: November 25, 2025

Deadline for Submittal of Statement of Qualifications: December 15, 2025

Notification of Selection: December 19, 2025

Statements of Qualifications will be due by December 15, 2025 at Pawnee CUSD #11 district office located at 810 North Fourth Street, Pawnee, IL 62558 or emailed to Molly Edmonds at medmonds@pawneeschools.org. Submittals received after this deadline will not be considered. Request for additional information regarding the proposal should be directed in writing to the above address or email to medmonds@pawneeschools.org.