



Request for Quote/Proposal (RFP)

Date: September 1, 2026

	Requesting Agency:	Vendor/Company:
Organization/Entity:	Northwest Center Against Sexual Assault (NWCASA)	
Primary Contact Name:	Rebecca Plascencia Executive Director	
Contact Email	rplascencia@nwcasa.org	
Contact Phone	847-806-6526 x350	

Deadline for completed proposal no later than: September 30, 2026

Please return the completed quote to the Agency at the Primary Contact listed above.

Vendors interested in bidding on this project are directed to review the agency needs reflected below and provide a proposal to the requester indicated above. All questions can be directed to the Primary Contact.

RFP 1: PRE-CONSTRUCTION & DESIGN SERVICES

0. Procurement Method

This procurement is conducted in accordance with 2 CFR 200.320(b)(2) Competitive Proposals. As this solicitation is for Architectural/Engineering (A/E) professional services, NWCASA will use a qualifications-based selection process, in which proposers will be evaluated based on demonstrated competence and qualifications, with cost negotiated with the selected firm. NWCASA will perform and document an independent cost or price analysis in connection with this procurement. This method complies with federal procurement standards applicable to grant-funded projects.

1. Introduction and Project Background

Northwest Center Against Sexual Assault (NWCASA) ("Owner") invites qualified architectural and engineering firms ("Proposer") to submit proposals for Pre-Construction and Design Services for the NWCASA Building Project located at 1655 S. Arlington Heights Rd, Arlington Heights, Illinois. We work to empower individual impacted by sexual harm and end sexual violence in our community. This project aims to transform this property into a healing space to continue providing quality sexual assault services to the community while expanding our programs and reach in the community through trainings and community groups. We are seeking partners with demonstrated expertise in nonprofit commercial property development, including architectural design and construction management, to guide this project from conception to completion. The project involves the renovation and reconfiguration of an approximately 9,200-square-foot, two-story commercial building to support survivor-centered services, prevention education, administrative offices, and community engagement space. The Owner intends to procure design services separately from construction services. A second RFP will be issued for Construction & Closeout Services.

2. Project Description and Scope of Work

Project Scope: The selected firm will provide architectural design services, including permit-ready construction documents, for the project. The complete project design involves partial demolition of



the existing internal structure, development of a design that aligns with the organization's criteria, reconstruction of the 9,200 sq ft, two-story building, and support corrective action identified during inspection, including the addition of ADA access to the first floor. Key components include:

- **Design Phase:** Development of conceptual and schematic designs, design development, and construction drawings.
- **Pre-construction:** Site assessment, zoning analysis, permitting, and cost estimation breakdown by services.

The selected firm will provide architectural and engineering design services for the project. Construction services will be procured separately under a subsequent RFP.

Programming & Planning

- Validation of space needs
- Quadrant-based layout strategy per floor
- Safety and acoustic privacy design considerations
- ADA ramp design for first-floor access
- Evaluation of bathroom expansion options

Design Phases

- Conceptual / Schematic Design (30%)
- Design Development (60%)
- Construction Documents (90–100% Permit Set)
- Each phase shall include defined deliverables, including drawings, narratives, cost estimates, and review meetings sufficient to support Owner approval and grant documentation requirements.
- All deliverables are subject to Owner review and written approval prior to progression to the next phase.

Pre-Construction Services

- Cost estimating at 30%, 60%, 90%
- Value engineering recommendations
- Sustainability strategies (LEED, WELL, Green Globes optional evaluation)
- Coordination with the Village of Arlington Heights for permit readiness
- Pre-application meetings with the jurisdiction
- Support development of bid documents and respond to technical questions during procurement; all procurement activities and award decisions will be managed solely by NWCASA.

Construction Administration (Optional)

- Submittal review
- Site visits
- RFI responses
- Pay application review

Permit-ready documents must be delivered no later than December 31, 2026. The Design Firm shall prioritize permit readiness and early jurisdiction coordination. Permit issuance timelines depend on jurisdictional review and are not solely under the Design Firm's control. Permit readiness by December 2026 is a material milestone of this project. The Proposer must outline specific strategies for achieving an expedited review process.

Additional Considerations:

The project aims to establish a clear vision and set of expected outcomes that align with the Owner's strategic objectives.

- Clear use of the floor layout to include "quadrants" designed to accommodate the organization's service pillars and future growth plans, including:
 - training/multipurpose room,



- board meeting room,
- staff break room with a kitchen,
- group meeting rooms,
- collaborative workspace, and
- 25-35 individual office spaces.
- Controlled and secure entry space with waiting room
- Development plans must include an ADA access ramp to the first floor of the building.
- Given the nature of our organization's work, the design should include a controlled and secure entry space, including staff safety features, privacy, and acoustic separation for client service areas, and a spatial configuration that fosters a comfortable and calming internal space.
- Opportunity to provide options to expand bathroom capacity.
- Encouraging the development of the project to include environmentally sustainable, green initiatives, and/or a minimal carbon footprint. Open to consideration for a comprehensive Sustainability Management Plan outlining strategies for waste reduction, on-site environmental protection, and material sourcing, as well as certifications such as LEED, Living Building Challenge, WELL Building Standard, or Green Globes.
- The life cycle of the project can be completed within a specified financial budget and designated timeframe, using workflow phases for common areas and by "quadrant."

3. Key Personnel and Qualifications

Proposers must demonstrate:

- Experience in commercial interior renovation (7,500–15,000 sq ft range)
- ADA compliance expertise
- Nonprofit or community-based project experience preferred
- Municipal permitting familiarity in Illinois

Provide:

- Organizational chart
- Resumes of lead architect and project manager
- Three client references (last 5 years)

4. Proposed Timeline

Procurement

- **RFP Release:** September 1, 2026
- **Mandatory Site Visit:** available to be scheduled with the Primary Contact on September 14, September 15, September 16, or September 17. Attendance at one site visit is mandatory to submit a responsive proposal.
- **Proposals Due:** September 30, 2026
- **Interviews:** October 5 – October 7
- **Expected Selection:** upon Board of Directors Review and Approval
 - Notice of Intent to Award: on or before October 23, 2026
- **Contract Execution:** on or before November 2, 2026

Submitted Proposals must remain valid for 90 days from the due date above. The Contractor is required to identify any potential long-lead items within 7 days of the Award date. Contractor acknowledges that the permit readiness and submission for December 2026 are material project milestones.



Timeline reflects project delivery requirements; NWCASA will ensure full and open competition in accordance with 2 CFR 200.319 through broad outreach and documentation of all solicitation efforts. Failure to meet mandatory requirements (including site visit attendance and submission completeness) may result in disqualification as non-responsive.

All proposals should include a design schedule which includes programming & validation, schematic design, design development, and permit set complete, and permit submission.

5. Budget and Cost Structure

This project is funded in whole or in part through grant funding and subject to Board governance and fiduciary oversight. Accordingly, all pricing, cost documentation, and financial reporting associated with this project are subject to review, audit, and compliance requirements by the Owner and applicable funding entities.

The Contractor acknowledges that financial transparency, documentation integrity, and adherence to approved budgets are material requirements of this engagement. Open-book pricing and clear, detailed documentation of all project costs are required to ensure compliance with grant agreements and applicable fiduciary obligations.

All project costs shall be fully documented and made available for review by the Owner and, where applicable, funding agencies or auditors in accordance with the standards outlined in this RFP. NWCASA will perform a cost or price analysis to determine price reasonableness before contract award.

The expected design budget for this project is between \$50,000 and \$100,000, plus permit fees.

The Design Firm shall provide:

- Fixed fee or not-to-exceed proposal
- Breakdown by phase (Programming, SD, DD, CD, CA)
- Hourly rates for additional services
- Reimbursable expense schedule

All invoices must include:

- Phase status
- Percent complete
- Budget-to-actual tracking

The Owner reserves the right to audit project costs at any time during the project, and the Contractor shall retain all project financial records for no less than three (3) years following Final Completion or longer if required by grant conditions.

NWCASA will maintain complete procurement records, including:

- RFP posting and outreach documentation
- All proposals received
- Evaluation scoring and selection rationale
- Contract and amendments

Records will be retained in accordance with grant requirements (minimum 3 years or longer if required) and will be made available to DCEO or auditors upon request.

All costs must be allowable, allocable, and reasonable in accordance with 2 CFR Part 200. Consistent with qualifications-based selection for A/E services, final pricing and scope will be negotiated with the selected firm before contract execution. Total compensation shall not exceed the approved not-to-exceed amount without prior written authorization from NWCASA.



No work shall begin, and no costs shall be incurred, until a fully executed contract is in place and, where applicable, until the grant agreement is executed. Costs incurred prior to execution are at the contractor's sole risk and may not be reimbursable under grant funding.

6. Submission Guidelines and Evaluation Criteria

Submit proposals electronically by 2:00 PM CST on September 30, 2026.

Evaluation Criteria - Proposals will be evaluated based on the following:

- **Experience & Qualifications (25%)**: Similar projects, firm history.
- **Technical Approach (25%)**: Project methodology, innovation, and sustainability.
- **Cost Effectiveness (20%)**: Budget realism and value engineering.
 - Cost will be evaluated for reasonableness but will not be the primary basis for selection. Final compensation will be negotiated with the selected firm.
- **Timeline (20%)**: Ability to meet milestones.
- **References/Interview (10%)**

Proposals will be evaluated using a documented scoring methodology aligned to the criteria above.

- A minimum of two (2) evaluators will independently review proposals
- Scores will be documented and retained
- Final selection rationale will be documented in writing and maintained in the procurement file

The award will be made to the proposer whose proposal is most advantageous, taking into account qualifications, technical approach, and cost. Proposers may request a debrief following award; however, all procurement decisions are final.

This RFP will be publicly advertised to ensure full and open competition, including but not limited to:

- Organizational website
- Professional networks and industry associations
- Direct outreach to a minimum of three (3) qualified firms
 - In the event fewer than three proposals are received, NWCASA will document outreach efforts and justification for proceeding.

NWCASA will maintain documentation of all outreach and responses in accordance with grant compliance requirements. All procurement documentation will be maintained in a centralized procurement file in accordance with grant requirements.

7. Terms and Conditions

NWCASA reserves the right to reject any proposals, decline proposals that are non-responsive to grant compliance requirements, waive any informalities, and negotiate the final scope of work. This building project may be subject to Board Approval, Grant Compliance Requirements, including, but not limited to, the Prevailing Wage Act, the Employment of Illinois Workers on Public Works Act, Public Act 96-1064 Business Enterprise Program, the Illinois Works Jobs Program Act, Bonding Requirements, and Environmental Review Requirements.

The selected contractor agrees that any resulting contract will include all applicable provisions required under 2 CFR 200 Appendix II, including but not limited to:

- Equal Employment Opportunity
- Davis-Bacon Act (if applicable)
- Contract Work Hours and Safety Standards
- Rights to Inventions
- Clean Air Act / Federal Water Pollution Control Act
- Debarment and Suspension
- Byrd Anti-Lobbying Amendment



Contractor must not be suspended or debarred from federal or state contracting. NWCASA will verify contractor eligibility through SAM.gov before award.

The Contractor shall comply with:

- Business Enterprise Program (BEP) participation requirements
- Illinois Works Apprenticeship Initiative (if applicable)
- Employment of Illinois Workers on Public Works Act

Proposers shall describe their approach to meeting or exceeding these requirements.

Issuance of this RFP does not obligate NWCASA to award a contract or to pay any costs incurred in the preparation of a proposal.

8. Potential Challenges

Proposers shall identify:

- Permit risk mitigation strategy
- Phased occupancy coordination
- Schedule compression strategies

9. Conflict of Interest

Proposers must disclose any actual or potential conflicts of interest, including any relationships with NWCASA Board members, staff, or affiliates.

No employee, officer, or Board member of NWCASA shall participate in the selection, award, or administration of a contract supported by grant funds if a real or apparent conflict of interest exists. All disclosures must be included with the proposal submission.

10. Required Qualifications

Must be licensed in Illinois and capable of sealing construction documents.

11. Appendices and Additional Information

Owner will provide:

- Property survey
- Inspection reports
- Existing floor plans or mock drawings for concept (if available)