

Oakton College

1600 E. Golf Road, Des Plaines, IL 60016

Posting Date: May 5th, 2026

Solicitation Number: TLE - RFQ#1

Addendum: #1

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

This addendum is issued to provide responses to the submitted questions.

1. Items 1 and 2 include the development of the 5-year strategic Master Plan. Items 3 and 4 seem to be the implementation of that 5-year plan through Owner's Rep services. Can you confirm?

Answer:

Items 3 and 4 reflect elements that would typically fall under implementation of the 5-year master plan through Owner's Representative services; however, it is important to distinguish that the scope of the master plan itself does not include ongoing Owner's Representative functions.

The master plan should inform and recommend the activities outlined in the sub-bullets, such as identifying projects, establishing priorities, developing preliminary cost estimates, and outlining key milestones, budgets, and sequencing for design and construction. It may also provide high-level guidance on architectural and engineering needs, construction coordination considerations, and procurement strategies.

However, the execution of these activities (such as overseeing architectural and engineering teams, managing design phases, coordinating construction activities, supporting bid processes, and handling FF&E procurement and installation) falls under Owner's Representative services and would occur during the implementation phase of the 5-year plan, not as part of the master planning contract itself.

2. If that is the case, does the award of this contract require the selected firm to recuse themselves from future projects identified in the Master Plan?

Answer:

The execution of these activities (such as overseeing architectural and engineering teams, managing design phases, coordinating construction activities, supporting bid processes, and handling FF&E procurement and installation) falls under Owner's Representative services and would occur during the implementation phase of the 5-year plan, not as part of the master planning contract itself. Therefore, the selected firm for the design of the master plan does not need to recuse themselves from future projects.

3. Could you please clarify what is meant by “data-driven” within the scope of this project? Specifically, are you anticipating the development of a database as part of the deliverables? Additional detail on expected deliverables would help us better define scope and provide a more accurate fee proposal.

Answer:

“Data-driven” in this context refers to using existing and available information to guide planning decisions, not the development of a new database as part of the deliverables.

Specifically, the intent is that the master planning process should incorporate relevant data inputs, such as space utilization, enrollment trends, deferred maintenance, lifecycle/asset condition, student needs, and operational considerations, to inform recommendations around purpose, longevity, functionality, and material selection. These considerations should align with broader goals related to student success, sustainability, and inclusion.

While the selected firm may recommend how data can be organized or leveraged more effectively, the scope does not require the creation of a standalone database. Instead, expected deliverables would include analyses, summaries, and planning recommendations that clearly demonstrate how data informed project identification, prioritization, and overall strategy.

4. Will existing campus planning resources, including facilities condition assessments, deferred maintenance analyses, or prior master planning documents be made available prior to the proposal deadline?

Answer:

Oakton’s current [Master Plan](#) and [Capital Plan updates](#) are available to the public on Oakton’s website.

5. Are there anticipated capital investment parameters that should inform planning recommendations for the FY2028–2033 cycle?

Answer:

While a final capital funding framework has not yet been established, bond sales will not be part of the plan, and respondents should assume that recommendations will need to consider phased implementation, prioritization of projects, operational and deferred maintenance impacts, and alignment with available funding sources and institutional capacity.

The College is seeking a plan that is both aspirational and actionable, including identification of short-, mid-, and long-term capital priorities, potential sequencing strategies, and opportunities to maximize existing assets where appropriate. Respondents are encouraged to incorporate flexibility into their approach to accommodate evolving institutional needs, enrollment trends, and future funding considerations.

6. What level and cadence of stakeholder engagement does the College anticipate across administration, faculty, trustees, and community partners?

Answer:

The College anticipates a structured but tiered approach to stakeholder engagement, with participation levels and cadence tailored to each group's role in the planning process.

Proposals should reflect engagement strategies that include broad participation across all stakeholder groups, while recognizing that involvement will vary in depth and frequency. For example, administration and key internal stakeholders (e.g., facilities, finance, academic leadership) are expected to be highly engaged throughout the process, with regular meetings, workshops, and decision-making touchpoints.

Faculty and staff should be engaged at defined intervals to provide input on academic, operational, and space-related needs, while trustees may be engaged at key milestones for alignment and approval.

For community partners and the public, engagement may be more limited and appropriately scaled; for example, through a public-facing presentation of the draft master plan and an open feedback period to gather input before finalization.

Overall, the proposal should outline a clear engagement framework, including methods, timing, and expected outcomes, demonstrating how inclusive input will be gathered and incorporated while maintaining an efficient and focused planning process.

7. Beyond the LEED qualification requirement, are there broader institutional goals related to that should shape our project approach?

Answer:

Beyond the LEED qualification requirement, the College is seeking a planning approach that reflects broader institutional goals related to sustainability, stewardship of resources, ecological conservation, operational efficiency, student experience, accessibility, adaptability of spaces, and long-term campus resilience. Respondents should consider how planning recommendations can support an inclusive, welcoming, and future-focused campus environment while balancing innovation with practical implementation considerations.

The College values approaches that evaluate opportunities for energy efficiency, modernization of existing facilities, flexible learning and collaboration spaces, deferred maintenance reduction, and responsible lifecycle planning.

8. For the following submittal requirement – should this be relayed in a project page format or as a sustainability narrative? Experience with sustainable building programming and design (two page maximum).

Answer:

A project page format that clearly highlights sustainability-related experience, outcomes, certifications, and project-specific initiatives is preferred. However, firms with more limited direct sustainability project experience may instead provide a sustainability narrative describing their overall approach, organizational commitment, emerging initiatives, and efforts toward integrating sustainable practices into their work.

9. Is a SDVOSB/VBE team member required for the overall 30% procurement goal?

Answer:

Per the Illinois Commission on Equity and Inclusion, SDVOSB/VBE is under a different legislative act and does not qualify under the BEP goal. For more information, you can visit the CEI's BEP website here: <https://cei.illinois.gov/programs0/business-enterprise-program.html>

10. Scope item #3 mentions providing 'Architectural and Engineering oversight' and guiding the design and construction documentation processes for renovation and new construction projects. Will the firm selected for this Strategic Master Plan contract be precluded from subsequently bidding on or serving as the Architect of Record for the downstream execution of the specific capital projects identified within the plan?

Answer:

The execution of overseeing architectural and engineering teams, managing design phases, coordinating construction activities, supporting bid processes, and handling FF&E procurement and installation falls under Owner's Representative services and would occur during the implementation phase of the 5-year plan, not as part of the master planning contract itself. Therefore, the selected firm for the design of the master plan does not need to recuse themselves from future projects.

11. Could the College please clarify and define the expectation for Submittal Requirement #12? Because this solicitation is issued as an RFQ, should submitting firms include our detailed fee structure in the initial proposal, or wait to provide that during the negotiation phase once a firm is selected?

Answer:

The College requests that submitting firms provide a preliminary detailed fee structure as part of the RFQ response. The intent is not to require a final negotiated fee at this stage, but rather to provide sufficient information for the evaluation committee to understand the proposed approach to project phasing, level of effort, anticipated tasks, and overall cost structure.

Respondents should include estimated fees broken down by phase and/or task, along with anticipated reimbursable expenses. It's understood that scope refinement and fee negotiations may occur following selection of the preferred firm, and final compensation structure will be subject to subsequent negotiation based on the agreed-upon scope of services.

12. **Prior Oakton experience:** The evaluation criteria include "Prior work and experience at Oakton College." Will firms without prior Oakton College experience still

receive full consideration if they demonstrate strong comparable master planning experience?

Answer:

Prior experience with Oakton College will be considered beneficial but not required, and will not be weighted more heavily than overall qualifications.

The evaluation will primarily focus on the firm's demonstrated master planning expertise, relevant higher education experience, and the qualifications of the proposed project team, including their ability to deliver a comprehensive, data-informed, and implementable plan.

Familiarity with Oakton, whether through prior projects or institutional knowledge, may provide helpful context and could be considered a value-add, particularly in terms of ramp-up time and understanding of campus dynamics. However, firms without prior Oakton experience will not be disadvantaged, provided they demonstrate a strong track record of similar work, an effective engagement approach, and a clear understanding of the College's goals and environment.

Overall, proposals will be evaluated on their quality, approach, experience, and team, with prior Oakton experience serving as a secondary consideration rather than a determining factor.

13. Prior experience scoring: How will prior Oakton College experience be weighted relative to broader master planning expertise and project team qualifications?

Answer:

Prior experience with Oakton College will be considered beneficial but not required, and will not be weighted more heavily than overall qualifications.

The evaluation will primarily focus on the firm's demonstrated master planning expertise, relevant higher education experience, and the qualifications of the proposed project team, including their ability to deliver a comprehensive, data-informed, and implementable plan.

Familiarity with Oakton, whether through prior projects or institutional knowledge, may provide helpful context and could be considered a value-add, particularly in terms of ramp-up time and understanding of campus dynamics. However, firms without prior Oakton experience will not be disadvantaged, provided they demonstrate a strong track record of similar work, an effective engagement approach, and a clear understanding of the College's goals and environment.

Overall, proposals will be evaluated on their quality, approach, experience, and team, with prior Oakton experience serving as a secondary consideration rather than a determining factor.

14. **BEP / MBE-FBE-PBE-SBE participation:** Does Oakton's aspirational BEP goal require that the **prime architectural firm** to be MBE/FBE/PBE/SBE-certified, or may this goal be satisfied through certified subconsultants, partners, or teaming firms?

Answer:

The prime architectural firm is not required to be BEP certified and may subcontract with BEP-certified vendor(s). However, the proposal must clearly describe how your firm intends to use the BEP-certified subcontractor(s), including the scope of their involvement and the percentage of the project assigned to them.

15. **Procurement:** What methods are used for project procurement? Are projects Design/Bid/Build or may other delivery methods be utilized?

Answer:

For the Master Plan construction projects, each project of \$50,000 or more will be publicly bid out.