



JOLIET JUNIOR COLLEGE
— 1901 —

Qualifications-Based Selection (QBS)
#R26003

Joliet Junior College and the City of Joliet
Public Safety Training Institute



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Joliet Junior College / City of Joliet Qualifications-Based Selection (QBS)

OVERVIEW

Through this Qualifications-Based Selection (QBS) process, Joliet Junior College (JJC) and the City of Joliet seek a highly qualified architectural partner to provide a feasibility study and cost analysis, along with programming, land use analysis, and preliminary site/building layout services for a public safety training institute. The selected firm will play a key role in shaping a facility that maximizes land use efficiency, enhances safety, and ensures long-term adaptability to meet evolving public safety and educational needs.

Additional scope is discussed in Appendix B the **SCOPE OF WORK** section of this proposal.

BACKGROUND

Joliet Junior College (JJC)

JJC, the nation's first public community college, is a comprehensive institution offering a wide range of academic and career-focused programs. These include pre-baccalaureate courses for students planning to transfer to four-year universities, career and technical education leading directly to employment, adult education and literacy programs, workforce training, and a variety of student support services aimed at promoting success.

JJC serves approximately 11,500 full-time and part-time students and employs around 1,377 staff members. To meet the needs of its diverse district, JJC operates from multiple sites including one main campus, two extended campuses and two education centers. The main campus is located within the city of Joliet, with extension campuses in Romeoville and Morris. Education Centers are located at Weitendorf, and the City Center in downtown Joliet.

As the sole public postsecondary institution within the boundaries of Community College District 525, JJC is located about 45 miles southwest of Chicago—the third-largest city in the United States. The college's 1,442-square-mile district serves a population of more than 700,000 residents across Will, Grundy, Kendall, LaSalle, Kankakee, Livingston, and Cook counties.

Joliet Junior College is guided by its mission to strengthen communities, inspire learning and transform lives, and follows its vision as the first choice for learning, working and cultivating pathways to prosperity.



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City of Joliet

The City of Joliet, the fourth-largest city in Illinois, is home to a wide range of public safety departments and professional service providers. The proposed Public Safety Institute will serve as a shared resource—providing state-of-the-art facilities for JJC’s Emergency Medical Services (EMS) and Fire Science programs, as well as training opportunities for local and regional public safety professionals. This joint effort reflects the City’s commitment to strengthening its public safety infrastructure while supporting the educational and workforce mission of JJC.

I. QBS SCHEDULE & SUBMISSION INSTRUCTIONS

Date	Event
Thursday, October 2, 2025.	Vendors contacted via email / advertised.
Thursday, October 16, 2025, at 9:00 a.m.CST via Microsoft TEAMS	Pre-bid meeting for firms that intend to submit a proposal. Click here to join the meeting. This link is also available on the purchasing website at https://jjc.edu/community/vendors/current-solicitations .
Monday, October 20, 2025, at 2:00 p.m. CST.	Last date/time for submission of written questions through the ESM sourcing solutions tool under the Q and A section.
Thursday, October 23, 2025.	Responses to questions will be addressed by addendum.
Friday, October 31, 2025	A letter of interest <u>must</u> be submitted by this date, or subsequent proposals will not be accepted. The letter of interest should be emailed to the attention of Matt Stephenson, Senior Director of Business & Auxiliary Services at purchasing@jjc.edu
Thursday, November 6, 2025, at 2:00 p.m. CST.	Proposals must be submitted electronically through the ESM Solutions electronic sourcing site.
November 6 through November 13, 2025.	Evaluation Team reviews proposals
November 10 through November 2025.	Interview of the top selected firms
December 11, 2025.	Notification of Award



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- A. ADVICE:** The department responsible for this QBS is the Business and Auxiliary Services located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be the Senior Director of Business and Auxiliary Services, telephone (815) 280-6640.
- B. SUBMISSION:** The submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed and hard copy proposals ARE NOT acceptable. All QBSs must be submitted by the date and time of public opening (see above). All proposals must be submitted electronically through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal.

A step-by-step [supplier registration guide](#) is posted to the college's website for your reference. [General supplier guides](#) are also available on the ESM website. If you have any questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.

Registration Link:

<https://supplier.esmsolutions.com/registration#/registration/contactInformation/>

General Supplier Guide (ESM Documents):

<https://support.esmsolutions.com/hc/en-us/sections/115000917048-Supplier-Guides>

Supplier Registration Guide (JJC Document):

<https://www.jjc.edu/sites/default/files/Purchasing/FY2019/Supplier%20Registration%20Screenshots%20Final.pdf>

Please note the electronic sourcing tool will allow you to attach supporting documentation.

QBSs not submitted in the format as instructed by this QBS will not be accepted.

QBSs received after the date and time specified shall be considered LATE, and shall not be opened. While the ESM platform is a reliable tool for electronic submissions, vendors should be aware that, as with any online system, occasional technical issues may occur. To mitigate any risk of delayed submissions, vendors are strongly encouraged to complete their bid submissions well in advance of the deadline. Please note that all proposals are electronically sealed and remain confidential until the official bid opening, at which time they become accessible to JJC.

Accuracy of Proposals / Withdrawal of Proposals prior to QBS Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour.



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However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the QBS without the prior written approval of the Senior director of Business and Auxiliary Services or Joliet Junior College.

C. ADDENDA: The only method by which any requirement of this solicitation may be modified is by written addendum.

D. BLACKOUT PERIOD: After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of proposal submission requirements or any information pertaining to preproposal conferences. Such vendors making such request shall

email the Senior director of Business and Auxiliary Services, at purchasing@jjc.edu. No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such response.

II. GENERAL TERMS AND CONDITIONS

See Appendix A

III. FORMAT FOR RESPONSE

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified. All proposals must be submitted via email through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal. See item I.B above for more information.

A. TITLE PAGE: Show the QBS subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

B. TABLE OF CONTENTS: Clearly identify the materials by sections and page number(s).

C. LETTER OF TRANSMITTAL: Limit to one or two pages.

1. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
2. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.
3. Vendor shall note any and all relationships that might be a conflict of interest and include such information with the proposal.

D. PROFILE OF VENDOR: Indicate the number of people in the organization and their level



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of experience and qualification and the percentage of their time that will be dedicated to this process.

1. Provide a list of the vendor and subcontractor's top current project for similar projects, indicating the type of services the organization has performed for each client.
2. Indicate any third-party firms involved with your program and state their role(s).
3. Provide contact information (name, phone number, and email address of at least three (3) references for projects of similar size and scope.

E. SCOPE SECTION: Clearly describe the scope of services to be provided based upon the information in Appendix B Scope of Work section. Respond to each item listed.

F. RESPONSES TO ADDENDUM (if necessary)

G. COMMITMENT TO DIVERSITY: Provide information on initiatives your firm takes to increase and promote diversity.

H. CERTIFICATION OF CONTRACT/BIDDER

IV. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Any award resulting from this QBS will be made to that vendor whose offer conforms to the QBS and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include the following considerations through a weighted scoring system:

	DESCRIPTION	WEIGHT
1	Firm Qualifications and Experience: Demonstrated experience in master planning, programming, and land use analysis for higher education, public safety, or municipal facilities. Successful completion of projects of similar size, scope, and complexity. Ability to address both academic and professional training needs in a shared-use facility. Overall experience, reputation, expertise, stability, and financial responsibility.	30%
2	Project Team and Key Personnel: Qualifications, experience, and availability of the proposed project manager and key team members. Ability to provide services expediently and efficiently. Demonstrated success collaborating with multiple stakeholders, including municipal agencies and higher education institutions.	20%
3	Approach, Methodology and Stakeholder Engagement: Understanding of project goals and objectives. Proposed methodology for site planning, building placement, and maximizing land use efficiency. Strategies for ensuring safety, accessibility, and long-term adaptability. Demonstrated ability to conduct meaningful engagement with diverse stakeholders (college administrators, faculty, students, and public safety professionals). Approach to transparent communication and consensus-building.	20%
4	Commitment to diversity*	20%
5	Any other relevant factor a business entity would consider in selecting a supplier, the	10%



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firm's proximity, and the ability to respond quickly	
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*Commitment to diversity considerations may include:

- Business Enterprise Program (BEP) certification or utilization that meets or exceeds the college's 30% goal
- Assistance to BEP firms in obtaining lines of credit, insurance, equipment, supplies, or related services
- Percentage of prior year revenues for projects that incorporate the involvement of BEP firms
- Existence of a written supplier diversity plan or training/mentoring program for BEP firms
- Percentage of members serving the firm's governing board, senior executive, and managers who are women, minorities, or persons with a disability
- The following guide is used to score this category.
 - 0 = No mention of diversity within the proposal
 - 1 = Very little mention of diversity within the proposal
 - 2 = Company follows basic equal opportunity hiring practices only
 - 3 = Beyond the mention of basic equal opportunity hiring practices, the company only briefly touches on its commitment to diversity
 - 4 = Company demonstrates commitment to diversity in detail OR company is certified by CEI
 - 5 = Company goes above and beyond to demonstrate commitment to diversity OR company goes above & beyond to demonstrate commitment to diversity AND is certified by CEI



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CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on or responding to this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE ATTACHED WITH YOUR PROPOSAL



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Appendix A

General Terms and Conditions

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Senior director of Business and Auxiliary Services. Payment terms will be Net 45.

Right to Cancel: JJC may cancel contracts resulting from this QBS at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

Dispute Resolution: JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

Illinois Department of Human Rights Act

The parties to any contract (inclusive of subcontractors) resulting from this QBS hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. Any vendor awarded a contract as a result of this QBS must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.



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Sexual Harassment Policy

Pursuant to Section 50-80 of the Illinois Procurement Code, each bidder/respondent who submits a bid, proposal, or offer for a State of Illinois contract under this Code shall have a sexual harassment policy in accordance with paragraph (4) of subsection (A) of Section 2-105 of the Illinois Human Rights Act. A copy of the policy shall be provided to the college entering into the contract upon request.

Illinois Criminal Code of 1961

Responding vendors must not be barred from bidding on/responding to this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

Business Enterprise Program (BEP):

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575).

Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Commission on Equity & Inclusion (CEI), [Business Enterprise Program \(BEP\)](#) web site to obtain complete requirements and additional details. BEP certified firms and firms utilizing subcontractors for the project may be required to submit a [utilization plan](#) that meets or exceeds the college's goal.

If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal is required within the utilization plan.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

Award: The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

Retention of Documentation: All proposal materials and supporting documentation that are submitted in response to this proposal becomes the permanent property of JJC.



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Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

Quantity: There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However, the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

Insurance: The supplier performing services for JJC shall:
Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this QBS. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this QBS. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

Taxes: JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

Indemnification: The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts, falsification of information, or omissions of the supplier.

In the event the supplier breaches its Business Enterprise Program (BEP) obligation as described within the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575) and pledged within the supplier's submitted utilization plan, the supplier is required to pay liquidated damages to Joliet Junior College equal to 20% of the award amount for college-funded projects. For projects involving state or federal funds, the supplier is required to pay liquidated damages to Joliet Junior College equal to the full amount of the award amount.



Appendix B

Scope of Work

Introduction

Joliet Junior College (JJC), in partnership with the City of Joliet, seeks professional architectural services to support planning, land use analysis, and building placement for a new Public Safety Institute. This facility will serve as a shared resource for public safety departments and JJC's Emergency Medical Services (EMS) and Fire Science programs, enhancing both professional training and academic instruction.

The selected architectural firm will be responsible for providing conceptual design, programming, facility renderings, and preliminary site/building layout services to ensure the project maximizes land use efficiency, safety, short-term needs, and long-term adaptability. Reference Attachment A for the preliminary land map.

Project Objectives

- Deliver a functional and safe design that supports fire services (fire station), police and fire training, and educational missions.
- Optimize land use to accommodate current and future needs.
- Align design with accreditation and training standards for public safety programs.
- Ensure long-term flexibility, durability, and cost-effectiveness.

1. Project Overview

The Public Safety Institute is envisioned as a multi-functional facility that will house training, education, and operational components, including but not limited to:

Main Facilities

- Fire Station
- Burn Tower
- Classroom/multi-use facility for police and fire training
 - Indoor shooting range
- Space for future enhancements

Police / Law Enforcement Training Needs

- **Indoor Firing Range:** 10–20 lanes, 25–50 yards, with armory, ammunition storage, weapons cleaning stations, secure storage, and personal item space.



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- **Classroom Space:** Capacity for up to 250 students per semester, with room for growth. A minimum of three classrooms is recommended, designed for flexible use across disciplines.
- **Defensive Tactics Training:** Dedicated mat room with adjacent locker rooms and showers.
- **Computer and Forensics Lab:** Equipped for evidence analysis, digital forensics, and investigative training.
- **Courtroom Simulation Space:** For legal procedure and mock trial training.
- **Police Simulation Space:** Scenario-based training (judgment, decision-making, situational awareness), including a cityscape facility.
- **Future Consideration:** Dormitories to support a residential Police Academy, with potential integration of Fire and EMS use.

Fire / EMS Training Needs

- **Drive-Through Bays:** Capacity for four fire apparatus/vehicles for training and separate from the fire station.
- **Burn Tower:** Multi-story structure designed for a range of fire training scenarios.
 - 3–4 stories with attached two-story residential structure.
 - Graduated floor sizes to simulate residential through high-rise conditions.
 - Multiple entries, balconies, windows, and forcible entry props.
 - Multi-pitch roof props with anchor points and punch-through capability.
 - Reconfigurable interior walls, burn rooms on each floor, smoke control, stairwell variety, and durable furnishings.
 - Integrated standpipes (interior/exterior).
 - Shaded rehab area with SCBA fill station, bathrooms, lockers, and showers.
 - At least two fire hydrants for engine supply.
 - **Scenario Enhancements:** Garage burn room, garden apartment, hose beds, ladder racks, street/curb layouts, utility props, alley space.
 - **Specialized Training Areas:** Vehicle extrication pad, fire extinguisher/propane area, HazMat props, dive pond with drafting area.
 - **Technical Rescue:** High-angle, trench, confined space, and collapse rescue capabilities.
 - **Future Expansion:** City street with non-burn structures (residences, storefronts, clean training tower) and fire systems lab (sprinkler, alarms, elevator).
- **Fire Station:** Support active fire department operations with efficient access to the training programs described herein. Requires direct access to a public roadway and may be separate from the training facility.
- **Classroom Access:** Shared classroom and lab spaces as outlined herein.

Shared / Support Needs

- Parking and driveways accommodating staff, students, trainees, and emergency vehicles.



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- Shared multi-use spaces that can be utilized across police, fire, and EMS programs.

Purpose of the Facility

1. Provide law enforcement, fire service, and EMS professionals with state-of-the-art training facilities.
2. Support JJC academic programs in EMS, Fire Science, and related public safety disciplines.
3. Operate an active fire station to serve the community.

2. Scope of Work

The architectural firm will provide services in alignment with a Qualification-Based Selection (QBS) process. The scope includes:

2.1 Land Use & Site Analysis

- Evaluate available land for suitability, access, utilities, and environmental considerations.
- Conduct site circulation studies for emergency vehicles, students, and public access.
- Recommend optimal land use and building placement.

2.2 Space Programming

- Collaborate with stakeholders from JJC and the City of Joliet to confirm programmatic needs.
- Define space adjacencies, functional requirements, and capacity needs for each component.
- Prepare conceptual diagrams illustrating building placement and site layout.

2.3 Conceptual Design

- Develop preliminary layouts that reflect the scale, orientation, and interrelationships of program components.
- Ensure compliance with zoning, safety regulations, and training standards.
- Consider phasing strategies for incremental development, if required.

2.4 Deliverables

- Site analysis report with recommended building placement.
- Conceptual site plan showing major program elements and infrastructure.
- Space programming summary.
- Preliminary cost considerations (order-of-magnitude estimates).
- Presentation materials for College and City leadership, government officials, and potential donors.



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- Notes and documentation from programming meetings.
- Final deliverables in both editable and PDF formats.

3. Roles and Responsibilities

JJC and City of Joliet

- Provide site information, existing conditions data, and relevant master planning documents.
- Coordinate stakeholder meetings and provide access to end users.
- Review and approve deliverables.

Selected Architectural Firm

- Deliver professional expertise, analysis, and conceptual designs as outlined in the scope.
- Facilitate workshops and meetings to incorporate stakeholder input.
- Provide required documents and presentations within agreed timelines.

4. Schedule

The anticipated project schedule includes:

- Phase 1: Initiation & Data Gathering – 4–6 weeks
- Phase 2: Site Analysis & Programming – 6–8 weeks
- Phase 3: Conceptual Design – 8–10 weeks
- Phase 4: Final Review & Presentation – 2–3 weeks

5. Firm Selection and Award

- Shortlisted firms will be invited to present proposals to the evaluation team.
- Price negotiations and final contract terms will be completed with the finalist selected by JJC and the City of Joliet.



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Attachment A – Map of JJC Main Campus.

