The St. Charles Park District (the “District”) is soliciting Request for Qualifications and Statements of Qualifications from qualified professional planning and architectural firms to provide professional services, development, distribution and analysis of an Indoor Space Needs Study. Terms and Conditions of Request for Qualifications and Submittal Requirements, with attachments, are on file and available for pick up at the Pottawatomie Community Center at 8 North Avenue St. Charles, IL 60174, on our website at www.stcparks.org or by e-mail in PDF format by submitting a request to mkies@stcparks.org.

The Terms and Conditions of Request for Qualifications and Submittal Requirements, with attachments, will be available Monday – Friday, 8:30 am – 8:30 pm, beginning Wednesday, October 30, 2019.

The Request for Qualifications and Statement of Qualifications shall be submitted in a sealed envelope marked “Submittal for Professional Services-2019 Indoor Space Needs Study” to the Attention of Michael R. Kies, Superintendent of Recreation and must be received at or before 4:00 pm on November 20, 2019 at the Pottawatomie Community Center of the St. Charles Park District, 8 North Avenue, St. Charles, IL 60174. No e-mail, postage or fax submittals will be accepted.

All firms providing a “Submittal for Professional Services-2019 Comprehensive Indoor Space Needs Study” must comply with applicable Illinois Law requiring the payment of prevailing wages to all laborers, workmen and mechanics as determined by the Illinois Department of Labor, and must comply with the Illinois Statutory requirements regarding labor including Equal Employment Opportunity laws.

The Qualification Evaluation Process will be as set forth in the Terms and Conditions of Request for Qualification. The selection of the successful firm(s) shall be at the District’s discretion and shall be made pursuant to the provisions of the Local Government Professional Services Selection Act, 50 ILCS 510/0.01, and et seq.

Michael R. Kies
Superintendent of Recreation
St. Charles Park District
8 North Avenue
St. Charles, IL 60174
630-513-4335
mkies@stcparks.org
Date: October 30, 2019  
Re: Request for Qualifications and  
Statement of Qualifications for Professional Services  
Deadline: November 20, 2019  
Location: St. Charles Park District  
Pottawatomie Community Center  
8 North Avenue  
St. Charles, IL 60174

Dear Vendor:

Enclosed you will find information relating to the St. Charles Park District's intention to contract for professional services for a Comprehensive Indoor Space Needs Study to assist in planning and development of strategies to steer the District's indoor programs, services and usage for the next five years.

Enclosed are the Terms and Conditions of Request for Qualifications, Statement of Qualifications and Submittal Requirements.

Please submit an unbound original RFQ and five (5) bound copies of your Submittal to the location set forth above. Late submittals will not be accepted.

For further information regarding this Request for Qualifications and Statement of Qualifications for Professional Services, please contact Michael R. Kies, Superintendent of Recreation, at 630-513-4335 or mkies@stcparks.org.

ST. CHARLES PARK DISTRICT

________________________________________
Michael R. Kies  
Superintendent of Recreation
St. Charles Park District
8 North Avenue
St. Charles, IL 60174
www.stcparks.org

Request for Qualifications
Instructions and Specifications for:

St. Charles Park District
Comprehensive Indoor Space Needs Study

Date Issued: October 30, 2019
Qualifications Due: November 20, 2019

The St. Charles Park District is accepting proposals for the development and analysis of a Comprehensive Indoor Space Needs Study. The RFQ process will be managed by the Superintendent of Recreation at the Pottawatomie Community Center located at 8 North Avenue, St. Charles, IL 60174. Except for holidays, the Community Center is open Monday - Friday 8:30 am – 8:30 pm.

Proposals will be accepted until 4:00 pm on November 20, 2019.

ALL PROPOSALS MUST BE ENCLOSED IN SEALED ENVELOPES TO THE ATTENTION OF MICHAEL R. KIES, SUPERINTENDENT OF RECREATION.

All questions regarding this RFQ should be forwarded or addressed to:

Michael R. Kies
Superintendent of Recreation
St. Charles Park District
8 North Avenue
St. Charles, IL 60174
630-513-4335
mkies@stcparks.org
St. Charles Park District Request for Proposals
Comprehensive Indoor Space Needs Study

Section 1: Introduction

The St. Charles Park District requests qualifications from qualified, experienced, and licensed architects, recreation consultants and other professional firms (each a “Respondent”), to provide services related to the development and analysis of a comprehensive indoor space needs study, including performance of the tasks and scope of work generally described in Sections 4 and 5 of this RFQ (the “Services”).

The Comprehensive Indoor Space Needs Study will serve the District as the vision, guiding principles, resource allocation and prioritized action plan to meet the identified needs of the community and become the focal instrument to assist the Park Board of Commissioners and Staff in planning the future direction of the District’s current and future indoor facility programming and service space.

Each Respondent must reply to this RFQ by supplying a proposal with all relevant information that meets the requests and standards set forth in this RFQ.

The Park District also reserves the right to reject any and all proposals at its sole discretion.

Each Respondent must submit one (1) original unbound and five (5) bound copies of its proposal to:

Michael R. Kies, Superintendent of Recreation
St. Charles Park District
8 North Avenue
St. Charles, IL 60174

A. **Response Date:** One (1) original unbound and five (5) printed and bound copies of the proposal must be received on or before 4:00 pm, November 20, 2019. It is the responsibility solely of the Respondent to ensure that the Park District has received the proposal by the time and date noted above. Electronic or facsimile transmission or submission is not acceptable.

B. **Park District Responses to Questions from Respondents:** Questions or requested clarifications or additional information regarding the requirements of the RFQ must be addressed to the Superintendent of Recreation, Michael R. Kies, no later than November 13, 2019, at 4:00 p.m. The Superintendent of Recreation will provide a written e-mail response that states every question and corresponding response from the Park District to all entities who have expressed interest and registered with St. Charles Park District on November 15, 2019. Neither questions nor responses will be logged after November 15, 2019 unless deemed critical to the nature and quality implications of the RFQ process as determined by the Superintendent of Recreation. The intent of this procedure is to ensure a level playing field in the submission and evaluation process as well as keep all interested Applicants informed of clarifications to the RFQ. If you are downloading or planning to participate please send Michael R. Kies an email at mkies@stcparks.org indicating your intention.
Section 2: District Overview and General Background

The St. Charles Park District is an independent unit of local government and is governed by a seven member Park Board of Commissioners under the provisions of the Illinois Park District Code and the ordinances enacted by the District and related statutes of the State of Illinois. The Park District serves approximately 51,000 residents with park, recreation and open space services.

The St. Charles Park District is located 40 miles west of downtown Chicago and encompasses an area of approximately 14.9 square miles in Kane County. The City of St. Charles has a population of 33,376 according to the 2012 census. The District serves the St. Charles Township boundary.

The District, incorporated in 1911, is governed by a Board-Manager form of government and provides recreational services and opportunities to all residents of the District. To accomplish this, the District follows a written mission statement, “Enrich the quality of life through excellence in programs, parks, facilities & services.”

Based on that mission, the District provides a full range of services that include preservation of open space, recreational programs, park management, capital development, and general administration.

Governing Body
The Park District is governed by the Park Board, which is composed of seven individuals elected at large. This Board, comprised of resident volunteers, serves without pay and reviews, formulates and adopts policies for the operation, control, improvement and planning of the park and recreation facilities and activities within the Park District. The Park Board also solicits community input, promotes and interprets programs to other public and government officials, and fulfills all statutory requirements as prescribed by law.

Administration Department
The role of the Administration Department is to administer the overall operations of the Park District including business affairs. As delegated by the Park Board, the director is primarily responsible for administering the day-to-day operations and functions of the Park District within the policies and guidelines, as established by the Park Board. It is also the responsibility of the director to function as communicator between staff and the Park Board.

Parks Department
The Parks Department is charged with the maintenance, operations and enhancement of all parks and natural areas and the provision of environmental education programs and related services.
The Parks Department maintains numerous sites including two dedicated Illinois Nature Preserves (Norris Woods and Ferson Creek Fen), James O. Breen Community Park, East Side Sports Complex, Primrose Farm, Hickory Knolls Discovery Center, Boy Scout Island, area bike trails, as well as numerous mini-parks, neighborhood parks, community parks, and associated multipurpose fields and play equipment. Together, the Park District owns and manages more than 1,400 acres.
St. Charles Park District Request for Proposals
Comprehensive Indoor Space Needs Study

**Recreation Department**
The Recreation Department manages the Park District's recreational facilities and provides programs and activities designed to meet the physical, social, and cultural recreational needs of residents. The extensive programs offered by the Recreation Department are intended to serve all segments of the residential population from preschool children to older adults. These programs include summer day camp, swimming lessons, dance, drama, music, art, youth and adult sports, gymnastics, ice skating, nature study, teen programs, golf lessons, an older adults club, and many other activities. The Recreation Department is also responsible for the operation of Pottawatomie Community Center, River View Miniature Golf Course, Norris Recreation Center, Swanson Pool, Otter Cove Aquatic Park and the STC Underground Teen Center.

**Golf Department**
The Golf Department operates the historic Pottawatomie Golf Course, designed by the renowned golf architect, Robert Trent Jones. On October 3, 1997, Audubon International designated Pottawatomie Golf Course as a certified Audubon Cooperative Sanctuary. It was the first nine-hole golf course, internationally, to become certified in all six Audubon categories to include: Environmental Planning; Water Conservation; Integrated Pest Management; Outreach and Education; Water Quality Management; and Wildlife and Habitat Management. Out of 2,000+ member golf courses seeking certification worldwide, there are only a few golf courses that get certified each year by Audubon International.

**Section 3: Evaluation and Selection Process**

1. All Respondents who submit a valid and complete response will be evaluated and rated based on the following criteria:

   a. Capability and history of the applicant in the facilitation, leadership and development of park and recreation indoor space needs study through a thorough and public process for other agencies of similar size, scope, population served and need.

   b. Quality of proposed service to include unique systems and approaches to the development of needs assessment and/or indoor space needs study as to avoid “cookie-cutter” results that do not represent the unique characteristics and needs of the St. Charles Park District and community it serves.

   c. Ability to demonstrate, at minimum, the technical competence of the proposed project team to perform the work specified in this Request for Proposal. Use of Internet tools, software and other techniques not specifically outlined in this proposal, but in the applicant’s opinion, could enhance the final work product, should be included. Including GIS.

   d. Past record of performance as determined from all available information, including direct communication by the District with applicant’s former clients. Factors to be considered include, but may not be limited to: related experience, familiarity with similar types of projects, cost control, work quality, prioritization of process, and completion of the scope of work specified in the request on schedule.
St. Charles Park District Request for Proposals
Comprehensive Indoor Space Needs Study

e. Demonstration of the capability under current workload and resources available to perform the work within the project schedule and any subsequent revisions. Factors to be considered include, but may not be limited to: work methodology, management methodology, activity coordination methodology, leadership methodology, inclusive methodology and consideration of areas not addressed, but deemed essential by the applicant to be effective in the conduct of the project.

f. The qualifications and experience each member will bring to the project to result in the best final work product.

g. Location and accessibility of the applicant’s company.

h. Evaluation and analysis by evaluation team members on which applicant is the “best fit” for the project to ensure the scope and desired expectations are met or exceeded.

2. The process for selection of the request for proposal for the project will be as follows:

a. All valid, complete and timely responses will be evaluated by a review team. Members of this team will be determined by the Park District and may include members of the Park Board of Commissioners, professional staff and potentially key community members and/or associated groups.

b. Responses will be reviewed by the team and ranked based on the criteria set forth in Section 3.1 of this RFQ and in accordance with the Local Government Professional Services Selection Act. Those applicants that rank one through three from the pool of responses received will be considered and possibly scheduled for an oral presentation and interview to be conducted beginning the week of Monday, November 25, 2019.

c. If a suitable candidate emerges after the completion of the interview process, the qualified applicant will be forwarded for recommendation and final approval by the Park Board of Commissioners and award of professional services agreement, pending successful negotiations between the applicant and Superintendent of Recreation of the Park District, on Wednesday, December 10, 2019.

Section 4: Statement of Qualifications Information

Each Respondent interested in submitting a proposal must include a statement of qualifications setting forth the following information:

1. Firm Profile
   a. Name, address, main contact person, phone, fax, e-mail and web address.
   b. General Background and History
   c. Service Offerings
2. Project Team
   a. A narrative describing the roles of each project team member assigned to this project.
   b. Resumes of the team members identified in the preceding narrative.
   c. Provide same information as stated above for any sub-contractor being proposed to be incorporated into the project team.

3. Related Project Experience
   a. Experience in developing a comprehensive indoor space needs study.
   b. Provide examples of like type projects completed by the firm.
   c. Description of creative examples used in the development of an indoor space needs study.
   d. Description of the form and character of the final product that respondent’s firm would propose to be considered. Include aspects of report of findings, recommendations, data bases, etc. Include suggestions for incorporation of multi-media and/or computer and web based communications, products and processes.
   e. Description in scope and size of completed projects with other park districts or park and recreation agencies.

4. Project Approach
   a. Description of the approach respondent’s firm would be conducting to meet the expectations of the comprehensive indoor space needs study and what the desired outcomes of the approach would result in.
   b. Include examples of tools, approaches, systems and controls that the firm would use in this project to complete the scope of services illustrated in this RFP.

5. References
   a. Provide four (4) references on similar recent projects.

6. Appendix (Optional)
   a. Additional information, report page samples, etc. about the Respondent and the work product being proposed that will benefit the Park District and review team in its selection process.

7. Additional Terms of Qualification

The following additional terms of Respondent qualifications must be met in the firm’s preparation of and the District’s consideration of each Submittal:

   a. Compliance with Laws: All services and any qualifying firm shall comply with all federal and state laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Employment Opportunity Commission.

A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et seq.); and further certify that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code (720 ILCS 5/33E-3, 33E-4)

A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act (30 ILCS 580/1, et seq.), and that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et seq.).

A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.

b. Insurance and Indemnification: A qualifying firm shall provide evidence of insurance coverage, when required, as set forth in the Submittal Requirements.

To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the District, agree to indemnify, defend and hold harmless the District, its officers, employees, agents and volunteers from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the services to be provided; provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly employed by the firm or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. A qualifying firm shall similarly agree to protect, indemnify and hold and save harmless the District, its officers, employees, agents and volunteers against and from any and all claims, costs, causes, actions and expenses, including but not limited to legal fees incurred by reason of such firm’s breach of any of its obligations under, or default of, any provision of any contract entered with the District for such services.
i. Commercial General and Umbrella Liability Insurance (CGL): CGL shall be provided and, if necessary, commercial umbrella insurance with a limit of not less than $1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the occurrence limit.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

The District, its officers, agents, employees and volunteers shall be named as additional insureds under the CGL, using ISO additional insured endorsement CG 20 10, or a substitute form providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the District.

ii. Professional Liability Insurance: Professional liability coverage shall be provided and, if necessary, commercial umbrella liability insurance with a limit of not less than $1,000,000 for each wrongful act arising out of the performance or failure to perform the professional services required hereunder.

iii. Business Auto and Umbrella Liability Insurance: Business Auto Liability Coverage shall be provided and, if necessary, commercial umbrella liability insurance with a limit of not less than $1,000,000 each accident. Such insurance shall cover liability arising out of any auto, including owned, hired and non-owned autos.

Business auto insurance shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

iv. Workers’ Compensation insurance: Workers’ compensation and employers’ liability insurance shall be provided at statutorily required limits.
v. Other Insurance Requirements:
   a. If the liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
   b. Any deductibles or self-insured retentions must be declared to the District. At the District’s option, such deductibles or self-insured retentions shall be eliminated as respects the District, its officers, employees, agents and volunteers, or procurement of a bond be required to guarantee payment of losses and other related costs, including, but not limited to investigations, claim administration and defense expenses.
   c. Each subcontractor shall be required to purchase and maintain insurance of the type specified above. Certificates of insurance from such subcontractors may be requested by the District and, if requested, shall be furnished.

Section 5: Scope of Services

Data Inventory and Analysis

Provide a Comprehensive Indoor Space Needs Study document based on communications, data and relative information gathered during the Opportunity Analysis and Indoor Facility Needs Assessment processes and develop strategies, priorities and direction setting action plans to guide the District effectively and serve the community with high quality and fiscally responsible programs, services and facilities over the next 5 years of its indoor space.

Respondent will:

Utilize data from the Park District’s 2018 Comprehensive Master Plan (CMP), Needs Assessment Survey, guest surveys, program evaluations, annual reports, program guides, capital plans, program and membership statistics, facility usage results and any other pertinent information to obtain the Project Goals.

The initial goals of the RFQ are:

- To assist the Park District in determining and prioritizing where to invest resources in regard to expanding, maintaining and maximizing the current and future recreational needs of the community and guests.
- To gather current baseline statistics of individual and total square foot of indoor facility rooms, gyms and program areas.
- To evaluate the Park District’s current indoor recreation space as it relates to the CMP, Needs Assessment and current usage.
- Define gaps between current usage and potential future growth, additionally analyze facility trends, demographics and market area.
- Assist the Park District in identifying the purpose for and use of each space, while understanding the unique features of those spaces.
• To assist the Park District in determining the proper space needs while integrating those ideas into the current schedules and future opportunities.
• To identify cost recovery by location/space, i.e. generating revenue, while identifying opportunities for potential “enterprise” spaces.
• Identify hard and soft cost saving opportunities and determine if and how space can be utilized for multiple uses.
• Help to create baselines for peak use, hours per week of utilization, space capacities and facility operating hours.
• Determine what current and new spaces could assist in serving the recreational needs within the community.
• Create a plan of integration of proposed programs and services with clear guidelines and objectives to facilitate the process of service integration.
• Identify any additional opportunities to maximize programs and services to add value to the experience of the residents and guests of the St. Charles Park District.

The Park District will work with the selected Consultant to provide historical data on facility memberships, annual visits, cost associated with visits, revenue history and guest survey results.

Final Comprehensive Indoor Space Needs Study - Action Plan Development Phase

Contractor will:

1. Prepare refined recommendations by category for:
   a. Recreation Services and Programs
   b. Existing Indoor Facilities
   c. New Facilities
   d. Administration, Staffing, Operations. Maintenance

2. Rank recommendations in categories of high, medium and low.

3. Create a 5 Year Action Plan detailing:
   a. Year
   b. Action
   c. Data needed
   d. Cost and phasing recommendations
   e. Funding strategy
   f. Capital Costs associated with recommendations
   g. Critical schedule path

Final Comprehensive Indoor Space Needs Study Preparation Phase

Contractor will:
1. Document the information from previous phases and general recommendations in a booklet format including text, photographs, maps, tables and other appropriate methods to convey the information.

2. Meet with the Task Force up to three (3) times to review the recommendations and draft plan progress. Prepare summaries of the discussion and decisions. Update the recommendations and draft plan following each meeting.

3. Present the Final Comprehensive Indoor Space Needs Study to the Board of Commissioners for adoption.

Section 6: Project Schedule

The following timetable is anticipated for the various phases and aspects of this project.

RFQ and Selection Process

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<thead>
<tr>
<th>Date/Time Frame</th>
<th>Project Tasks/Deadline</th>
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<tbody>
<tr>
<td>October 30, 2019</td>
<td>Request for Qualifications are released</td>
</tr>
<tr>
<td>November 13, 2019</td>
<td>Deadline to submit Proposal Questions</td>
</tr>
<tr>
<td>November 15, 2019</td>
<td>Final date to release Responses to Proposal Questions</td>
</tr>
<tr>
<td>November 20, 2019</td>
<td>Request for Qualification Submittal Deadline 4:00 p.m.</td>
</tr>
<tr>
<td>November 22, 2019</td>
<td>Finalists Contacted</td>
</tr>
<tr>
<td>November 24, 2019</td>
<td>Finalists Interviews</td>
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<tr>
<td>December 2019</td>
<td>Award Contract for Professional Services by Park Board</td>
</tr>
</tbody>
</table>

Comprehensive Indoor Space Needs Study Process

- Note – Specific target dates to be determined between the Project Team and Consultant during a Kick Off Meeting for this process.

<table>
<thead>
<tr>
<th>Date/Time Frame</th>
<th>Project Tasks/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2019</td>
<td>Data Inventory and Analysis Phase</td>
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<tr>
<td>January 2020</td>
<td>Strategy Development Phase</td>
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<tr>
<td>February 2020</td>
<td>Final Comprehensive Indoor Space Needs Study - Action Plan Development Phase</td>
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<tr>
<td>March 2020</td>
<td>Final Comprehensive Indoor Space Needs Study - Preparation Phase</td>
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<tr>
<td></td>
<td>Final Comprehensive Indoor Space Needs Study - Presentation to Park Board</td>
</tr>
</tbody>
</table>
St. Charles Park District Request for Proposals
Comprehensive Indoor Space Needs Study

Notice to Candidates

This RFQ is not a contract or an offer of employment.

The cost of preparation of proposals shall be the sole obligation of the consultant.

All submitted proposals, whether accepted or rejected, are property of the Park District.

In accordance with the Local Government Professional Services Selection, fees will be negotiated after a firm is selected based on qualifications.

Elements and/or tasks in a proposal may be added or deleted at the discretion of the Park District pending negotiation of the scope of work and compensation.

All services and related documents, ancillary reports, and the final report, whether in written, video or electronic formats, will be the property of the Park District.

The consultant selected to perform the work must enter into a standard Park District “contract for services” to perform the services. The consultant shall certify that no official or employee of the Park District or any business entity, in which an official of the Park District has an interest, has been employed or retained to solicit or aid in the procuring of the contract.

District Staff Involvement

Park District Staff will provide consistent and thorough involvement in monitoring and coordinating the project, as well as in reviewing and evaluating submittals. The Park District Board of Commissioners will approve all final decisions regarding award of a contract, policy decisions and adoption of a final Comprehensive Indoor Needs Study.

This completes the Request for Qualifications Document.