



Request for Proposal
for
Fulton County Courthouse

Prepared by: **Hometown Consulting LLC**

For: **Fulton County Board**

Request for Proposals (RFP)
Structural Engineering Report for Fulton County Courthouse

Issued by: Fulton County Board - Fulton County, IL

Date Issued: 6/12/2024

Proposal Due Date: 08/06/2024

Introduction

The Fulton County Board is seeking proposals from qualified structural engineering firms to conduct a comprehensive structural assessment of the Fulton County Courthouse in Lewistown, IL. This assessment evaluates the current condition of the courthouse structure and determines renovation feasibility.

Project Background

The Fulton County Courthouse, a historic building in Lewistown, IL, needs a thorough structural evaluation. The goal is to understand the structural integrity of the building and to develop a clear plan for potential renovation or necessary repairs.



309-370-2865



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Scope of Work

The selected firm will be responsible for the following tasks:

- 1. Initial Assessment:* Conduct a site visit to inspect the current condition of the courthouse. Review existing documentation and historical data related to the building.
- 2. Detailed Structural Analysis:* Perform a comprehensive structural analysis of the building, including foundations, walls, floors, roof, and any additional structural components. Identify any deficiencies, damages, or potential structural issues. This detailed analysis also needs to specifically discuss the bell tower of the courthouse and its' structural integrity.
- 3. Feasibility Study:* Evaluate the feasibility of renovating the courthouse based on the findings of the structural analysis. Provide recommendations for necessary repairs, upgrades, or reinforcements required to ensure the building's structural integrity and safety.
- 4. Reporting:* Prepare a detailed report summarizing the findings of the structural analysis and feasibility study. Include cost estimates for recommended repairs or renovations. Present the report to the Fulton County Board and stakeholders.

Proposal Requirements

Interested firms are requested to submit a proposal that includes the following information:

- 1. Executive Summary:* Overview of the firm, including relevant experience and qualifications.
- 2. Project Team:* Names and qualifications of key personnel assigned to this project. Resumes and relevant experience of the project team members.
- 3. Approach and Methodology:* Detailed description of the proposed approach and methodology for conducting the structural assessment and feasibility study.



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4. *Project Timeline*: Proposed timeline for completing the project, including key milestones.
5. *Cost Proposal*: Detailed cost proposal, including a breakdown of fees for each phase of the project.
6. *References*: List of similar projects completed by the firm, including client references.

Submission Instructions

Proposals must be submitted in a sealed envelope clearly marked "RFP for Structural Engineering Report - Fulton County Courthouse" and delivered to:

Patrick J. O'Brian
Fulton County Clerk & Ex-officio clerk of the County Board
PO Box 226
Lewistown, IL 61542
Or emailed to
pobrian@fultoncountyilelections.gov

Submission Deadline: Proposals must be received by 4:00 pm on the [Due Date].

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the firm and project team.
- Understanding of the project requirements and proposed methodology.
- Feasibility and comprehensiveness of the proposed approach.
- Cost effectiveness.
- References and past performance.

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Contact Information

For any questions or further information, please contact:

Cole McDaniel

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Phone: 309-370-2865

Email: cmcdaniel@hometownconsultants.com

We look forward to receiving your proposal and working together to ensure the structural integrity and future of the Fulton County Courthouse and county operations. Fulton County reserves the right to refuse all bids for any reason.

Sincerely,

John Spangler, County Board Chair
Fulton County Board



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