



## **TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS**

2815 West Washington Street | P.O. Box 19253 | Springfield, Illinois 62794-9253

R. Stanley Rupnik, Executive Director & Chief Investment Officer

<http://www.trsil.org>

877-927-5877 (877-9-ASK-TRS)

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### **REQUEST FOR INFORMATION (POSTED OCTOBER 1, 2021)**

#### **Introduction**

The Teachers' Retirement System of the State of Illinois (TRS) is conducting an information-gathering process to learn more about mechanical engineering design services available to TRS to overhaul the building's mechanical systems. See attached narrative for additional information.

This Request for Information (RFI) is for information-gathering purposes and does not obligate TRS to select any particular solution or vendor. TRS reserves the right to take any further action in its sole discretion as determined to be appropriate, including selecting a solution, issuing a formal solicitation, gathering more information, or pursuing no further or at all.

#### **Summary Description of TRS**

The General Assembly created the Teachers' Retirement System of the State of Illinois ("TRS" or "the System") in 1939. TRS administers a multiple-employer public pension plan to provide its members with retirement, disability, and death benefits. Membership is mandatory for all full-time, part-time, and substitute Illinois public school personnel employed outside the city of Chicago in positions requiring certification by the Illinois State Board of Education. Persons employed at certain state agencies relating to education are also TRS members. The System serves 427,321 members and had \$63.2 billion in assets held in trust for its membership as of July 31, 2021.

The retirement system is administered as a qualified plan under the Internal Revenue Code. TRS benefits and investments are governed by Articles 1, 16, and 20 of the Illinois Pension Code, 40 ILCS 5. Funding comes from member contributions, contributions by TRS-covered employers, the state of Illinois, and investment income. The System's most recent Comprehensive Annual Financial Report as well as a variety of other information about TRS is available on the TRS Web site at <https://www.trsil.org>.

A Board of Trustees (the Board) is responsible for the general administration of the System, including the duties granted to it under Article 16 of the Illinois Pension Code, 40 ILCS 5/16. Under the direction of the Executive Director employed by the Board, the day-to-day administration of the System is delegated to the System's staff. TRS currently

employees approximately 200 employees in two physical locations. The main office is in Springfield, Illinois with an additional location in Lisle, Illinois.

**Respondent's Contact Information:**

Please provide the following contact information with your response.

Name of Vendor		
Mailing address		
City	State	ZIP code
Phone	Fax	
Web site		
Federal Employer Identification Number (FEIN)		

Contact Person Name	Phone
Title	Fax
E-mail	
Authorized signature	Date

**Questions**

Please respond to the following questions, restating the question in each response. Please respond to the best of your understanding. TRS is not entertaining any questions about this RFI and you should not initiate any contact with TRS at this time, other than submission of your response.

**A. Cover Letter**

Include a cover letter signed by an individual authorized to bind the firm. Include a statement that warrants the truth and accuracy of the information included or representations made in the RFI.

**B. Table of Contents**

A table of contents of the material contained in the submittal package should follow the cover letter.

**C. Description of Firm**

Provide specific information regarding size, financial strength, location, nature of work performed, years in business, and approach that will be used in meeting the System's Needs.

#### **D. Background of Firm's Personnel**

Identify all personnel employed by the Firm who will/may work on Projects, including staff from other local offices, as well as the executives who will support and provide oversight. Include a proposed organization chart depicting your project teams. Describe the role and responsibilities of each individual listed. Include a resume for each person that may be assigned to Projects, specifying background, education, experience, and continuing education. Resumes must be included in this section of the RFI.

#### **E. Consultants**

Indicate the extent to which the Firm will subcontract its work on Projects, i.e, to consulting designers, consulting engineers, engineering firms. Identify each Principal or Supervising engineer that the Firm intends to use on Projects, and specify the scope of the work that shall be performed by that engineer. Unless System consents, in its sole discretion, the Firm may not subcontract any portion of the work on a Project to a Consultant or Engineer without prior consent of the System.

#### **F. Experience in Design and Construction/Modernization of Office Building Mechanical Systems.**

Provide specific examples of relevant projects on which you have worked within the last 10 years.

#### **G. Experience with Green Technology.**

Describe the firm's experience, approach and methodology in regard to :

- i. LEED Certification
- ii. Solar projects
- iii. Other

#### **H. References**

The Firm must provide a minimum of three (3) references for relevant projects completed within the last five years. Include project name, construction value, and current contact and title with contact information.

#### **I. Experience with State or Governmental Agencies**

Specify the Engineer's experience with working with any Governmental Agency.

#### **Instructions for Submission of Responses**

Please return your responses and any attachments via email to [Purchasing@trsil.org](mailto:Purchasing@trsil.org). **Responses must be received on or before 2:30 pm on October 18, 2021 to be considered.** Your response will not be accepted unless it is signed and dated.