



**VILLAGE OF SKOKIE PURCHASING DIVISION**  
**REQUEST FOR QUALIFICATIONS**

Specification Number: 2024-07-02

**DESIGN SERVICES for VILLAGE SEAL**

**NAME:** \_\_\_\_\_

**Due Date & Time: 3:00 P.M., Friday, November 17, 2023**

**Number of Copies:** Please submit one (1) original and two (2) copies of your response.

**PLEASE MARK THE RETURN ENVELOPES:**

1. Submission Due Date and Time
2. Title of Job
3. Specification Number

**RETURN PROPOSALS TO:**

Village of Skokie  
5127 W. Oakton Street  
Skokie, IL 60077  
ATTN: Michael Aleksic, Assistant Finance Director  
Telephone: (847) 933-8240  
[michael.aleksic@skokie.org](mailto:michael.aleksic@skokie.org)

**LATE SUBMISSIONS, AND FAXED OR EMAILED SUBMISSIONS  
WILL NOT BE ACCEPTED.**

## **GENERAL INFORMATION**

### **INTENT & PURPOSE**

The Village of Skokie, Illinois is currently undertaking a process to design a new Village seal for use on official Village documents, signage, and other applications.

This initiative follows a Village committee's yearlong review of the current Village of Skokie seal, which features a depiction of a Native person and has been used since the 1940s. After completing extensive research and soliciting feedback from Chicago-area Native community groups, the Village committee determined that the current Village seal should be replaced with a new, culturally appropriate design that reflects the rich history and promising future of the Village. The committee further recommended engaging artists knowledgeable of Native communities in Skokie, the Great Lakes region, and beyond to develop Village seal designs.

The purpose of this Request for Qualifications (RFQ) is to solicit statements of qualifications from individuals and firms capable of designing a new Village seal for the Village of Skokie. It is the intent of the Village to retain the services of individuals or firms that are best qualified to create a Village seal for use across multiple applications and surfaces.

The Village Seal Committee comprised of community volunteers and Village staff will review and evaluate responses based on the evaluation criteria contained herein. A select number of the highest rated individuals and/or firms may be asked to participate in the next step of the seal design process in order to provide the committee with multiple design options to consider. Individuals and/or firms may also be asked to participate in interviews and/or a Request for Proposals (RFP) process in order to determine the best value in providing the required services.

### **PROJECT DESCRIPTION**

The Village of Skokie intends to design and adopt a new Village seal for use on official documents and other applications.

The Village is seeking a seal that represents:

- The history of Skokie's land
- The Native community
- The possibilities of Skokie's future
- The richness of Skokie's multi-cultural community

To represent the community rather than the individual, the new Village Seal should not contain a depiction of a Native American person.

The Village intends to solicit input from the broader Skokie community regarding the characteristics and attributes they feel represent Skokie. Feedback will be provided to selected artist(s) and/or firm(s) for consideration in the seal design process.

In addition to meeting the parameters above, the adopted Village seal must be aesthetically pleasing and usable in multiple sizes and across multiple applications, including documents, signage, electronic forms, and other uses.

The awarded individual(s) or firm(s) will be required to work closely with Village Seal Committee to develop designs for review, approval and ultimate selection of a final design or designs. If necessary, the Village may retain the services of a professional communications firm to modify and finalize the selected design in order to meet Village needs.

The Village intends to adopt a new Village seal by early 2024, which will require awarded individual(s) and/or firm(s) to produce design concepts in December 2023 so that designs can be reviewed, selected and finalized.

## **RFQ SUBMISSION**

### **FORM AND CONTENT**

Individuals and firms interested in providing design services described herein must submit a Qualifications Statement to the Village's Purchasing Office, 5127 Oakton Street, Skokie, Illinois 60077, no later than 3:00 p.m. on Friday, November 17, 2023. At a minimum, interested individuals/firms are to submit written qualifications that address the following:

Experience – A detailed description of the individual/firm's qualifications and experience, specifically with projects that are similar in scope to Skokie's project. In the statement, include information on the number of years in business, and any experience with municipalities. Artists may provide a CV or resume.

Portfolio – Please submit images, photos and/or renderings of artwork, seals, logos or related works created by the individual/firm, in particular designs that may be similar to what will be proposed for the Village of Skokie, along with a detailed description of such works.

Cultural Knowledge – Individuals should describe their familiarity and knowledge of Native communities that inhabited and continue to live in the Great Lakes regions, particularly the area that is now Skokie.

References – Provide at least three (3) references for artistic projects that may be contacted. Include name, address, phone numbers, emails, contact person(s) and a description of the services provided.

### **EVALUATION**

The Skokie Village Seal Committee will evaluate all responses to this RFQ. Evaluation criteria includes, but is not limited to:

- Relevant lived and artistic experience

- Strength of portfolio
- Knowledge of Native communities in the Skokie area
- Availability to work on the subject project
- Experience and qualifications of firm staff (if applicable)
- Quality of references

The Committee will evaluate and rank all responses, and may request interview(s) and/or additional submittals. The Committee reserves the right to seek clarification or obtain additional information during the evaluation process. The Village of Skokie will be the sole and final authority on which candidate(s) are best qualified for the subject project.

### **RESERVED RIGHTS**

This Request for Qualifications shall be subject to the following terms and conditions:

1. This RFQ does not commit the Village to contract with any individual or firm. The Village reserves the right to reject any or all responses and to eliminate any or all firms or persons responding to this RFQ from further consideration.
2. All costs incurred in connection with responding to this RFQ shall be borne by the responder.
3. All responses to this RFQ shall become the property of the Village and shall not be returned.
4. The Village reserves the right to confirm all information submitted and to request additional information if required.
5. Any material changes to this RFQ that are deemed necessary during this process will be submitted to all recipients through issuance of a written addendum.

### **ADDITIONAL INFORMATION**

All correspondence and inquiries regarding this RFQ should be addressed to the following:

Michael Aleksic  
Assistant Finance Director  
5127 Oakton St.  
Skokie, IL. 60077  
847-933-8240  
847-568-8839(f)  
[michael.aleksic@skokie.org](mailto:michael.aleksic@skokie.org)

**REFERENCES**

**For**

**VILLAGE OF SKOKIE**

List below current business references for whom you have performed work similar to that described in this RFQ.

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

**BUSINESS ORGANIZATIONS ONLY:**

\_\_\_\_\_ Sole Proprietor: An individual whose signature is affixed.

\_\_\_\_\_ Partnership: State full names, titles and addresses of all responsible principals and/or partners on attached sheet.

\_\_\_\_\_ Corporation: State of Incorporation: \_\_\_\_\_

Please provide your Federal Employer Identification Number (F.E.I.N.): \_\_\_\_\_

Seal (affix seal below if applicable)

(List Name of Officers)

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Attest:

\_\_\_\_\_  
Signature of Secretary