

# STATEMENT OF QUALIFICATIONS

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Prepared For:

Date:

By:

**Carlile Group**

Architects | Inspectors | Managers

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Architecture | Inspections | Management  
5 S. Main Street  
Manteno, Illinois 60950  
[carlile-group.com](http://carlile-group.com)

The Carlile Group helps owners  
create, enhance, and maintain  
their building capital.

# At a Glance

The Carlile Group is comprised of Carlile Architects LLC and Carlile Home and Property Services Inc.

**Office:**  
5 South Main Street  
Manteno, Illinois 60950

**Phone:**  
(815) 401-0526

**Fax:**  
(815) 401-1295

**Web:**  
www.carlile-group.com

**Licensed Design Firm:**  
184.006405

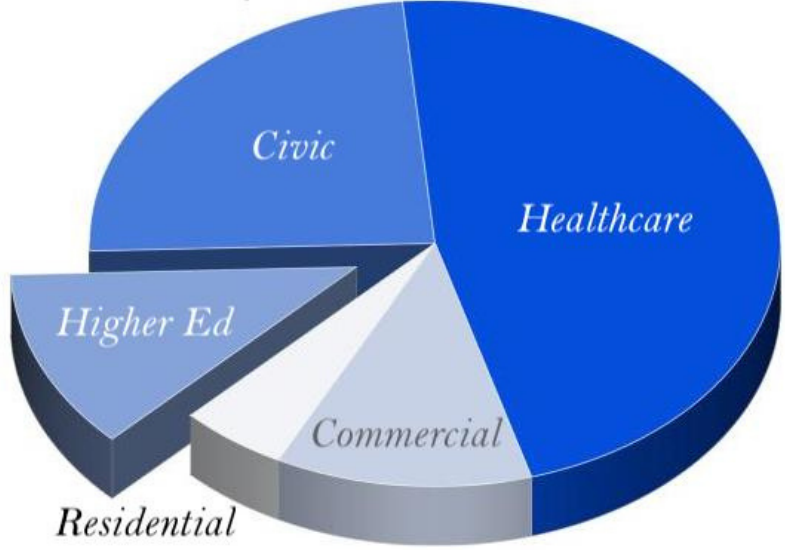
**Licensed Inspector Entity:**  
451.000244

**Years in Business:**  
1998 Founded (23 Years)

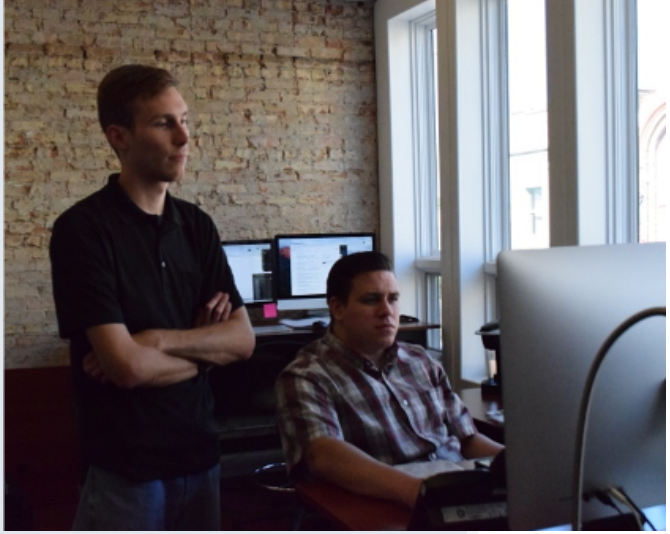
# Firm Profile

The Carlile Group is pleased to provide this Statement of Qualifications for your information and consideration. The following pages outline our diverse multi-discipline competencies, our experienced and knowledgeable staff, and our commitment to providing quality solutions for each project.

*Firm Revenue by Sector*



The Carlile Group is a consulting Architectural, Inspection, and Property Management firm serving the State of Illinois, Indiana, and Texas.



With a comprehensive understanding of our built infrastructure, The Carlile Group is well positioned to address operational and functional deficiencies, provide holistic design services, and provide physical plant management to ensure our clients buildings work as hard as they do. Sustainability, life safety, and high performing buildings ensure that our clients buildings are capable of facilitating each function required of them.

We approach each project as an opportunity to go beyond conventional approaches and bring something new to our clients. Our goal is to provide buildings that function as is needed in the present while celebrating the advent of the future while recognizing the inspirations of the past.



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# Services & Disciplines

Solutions that are aesthetically desirable, operationally functional, and environmentally responsible.

The Carlile Group is unique in that our services span traditional design and typical inspection services. Our depth of knowledge, resulting from various expertise, ensures that our design team is capable and knowledgeable of existing condition considerations, a paramount responsibility when engaging renovations, repairs, and additions on existing structures. Our inspection team is reinforced by designers who have the training and experience in resolving deterioration and deficiencies. Conversely, our architecture team is supported by inspectors trained in the identification and resolution of deficient conditions. Property and physical plant management relies on the expertise of our wholistic team ensuring that maintenance repairs, preventative maintenance, and management of tenants is adequately provided. Our services include:

## Strategic Planning

- Master Planning
- Feasibility Studies
- Construction Cost Analysis
- Leasehold Analysis
- Code & Regulatory Audit
- Bid Evaluation

## Architecture

- New Construction Design
- Renovations & Additions
- Tenant Improvements
- Historic Preservation
- Facade Rehabilitation
- Interior Design
- Renderings & BIM

## Inspections

- Real Estate Transaction
- Construction Administration
- Multi-Family & Condo
- Commercial Inspections
- Moisture Intrusion
- Infrared Imaging

## Property Management

- Tenant Screening
- Move-in/out Coordination
- Financial Reporting
- Rent Collection
- Legal Actions
- Pre-lease Inspections
- Maintenance & Repairs

## Building Plan Review

- Plan Review
- Construction Inspection
- ICC Compliance



## Environmental

- Radon Testing
- Air Quality Sampling



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## Project Delivery

The Carlile Group is able to provide professional services that compliment the delivery method preferred by the owner. Our full range of building capital services and ability to adapt our services to the desired delivery method is easily configurable at the onset of each project. The Carlile Group has experience with publicly procured projects and our development of project deliverables including reports, documentation, and performance specifications are configured in the format best suited to each clients individual requirements.

## Project Management and Quality Control

All projects are lead by a qualified and experienced member of our team offering a single point of contact for our clients, consultants, and contractors. Project Managers are tasked with scheduling, staffing, budget, and execution of service beginning at the feasibility phase through project commissioning. The PM will work directly with the owner or their designated representative to provide accurate and timely deliverables and monitor the established project goals throughout all project phases. Our Design Principal provides oversight of all projects and provides as-needed Quality Assurance processes complying with our internal Quality Control procedures to ensure you, the client, receive the highest quality services in a timely fashion and within budget.

## Technology and Systems

The Carlile Group is proud of our Green Initiatives to reduce waste related to services delivered. In so much as possible, our firm is paperless, utilizing state of the art computer systems and devices in the delivery of each project. In conjunction with our all iMac environment, we utilize various softwares to ensure our deliverables are accurate, coordinated, and meet the rigorous high standards demanded by our clients. Third party software utilized by our team helps to streamline project development, and ensure accurate deliverables including Autodesk AutoCAD 2020, BQE ArchiOffice, Deltek, HomeGauge, Buildium, and RS Means.



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# References & Recommendations

Our best advocates to speak about our services are our current and previous clients. A list of contacts is provided for your information and use. We have also provided Letters of Recommendations on the following pages.

## **Kankakee Community College**

Attn: Rich Soderquist - Director of Facilities  
(815) 802-8173

## **Cook County Office of Asset Management**

Attn: Timothy Ozog - Project Manager  
(312) 603-0315 timothy.ozog@cookcountyil.gov

## **Riverside Healthcare**

Attn: Jayson Nordstrom - Senior Project Manager  
(815) 935-7872

## **Godley Park District**

Attn: Ken Sorensen - Executive Director  
(815) 458-6129

## **Illinois Capital Development Board**

Attn: Leonard McGee - Project Manager  
(312) 814-1495 leonard.mcgee@illinois.gov

## **Manteno Fire Protection District**

Attn: Scott O'Brian - Chief  
(815) 468-6619

## **St. John United Church of Christ**

Attn: Barbara Lohrbach - Pastor  
(815) 932-3336

## **Kankakee Valley Montessori School**

Attn: Lidia Lehnus - Board President  
(815) 935-5867

## **Village of Manteno**

Attn: Chris LaRocque - Village Administrator  
(815) 929-4842. clarocque@villageofmanteno.com



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Our diverse list of current and previous clients showcases our ability to provide services to both private and public clients including:

- Commercial Office
- Retail & Hospitality
- Residential
- Primary Education
- Higher Education
- Healthcare
- Religious
- Institutional
- Light Industrial
- Warehousing



*Kankakee Community College*



Biotherapies for Life™



**Illinois  
Department of  
Natural Resources**



2/06/19

To Whom It May Concern:

We have had Carlile Group working in our facility for a number of years. Throughout this period, we have enjoyed a great working relationship with their professional and highly trained Personnel. They have provided us with great service, timely project completion; always keeping Riverside first in mind.

We would highly recommend using Carlile Group for any of your projects both large and small.

Sincerely,



Jonathan R. Overacker  
Director of Facilities



DEPARTMENT OF FLEET AND FACILITY MANAGEMENT  
CITY OF CHICAGO

March 25, 2013

LETTER OF REFERENCE: Carlile Architects

To whom it may concern:

My name is Edwin M. Batchman, I am a Construction Project Manager employed by the City of Chicago, Department of Fleet & Facility Management. I am writing this Letter of Reference on behalf of Mr. Jacob Carlile, of Carlile Architects.

In my duties as Project Manager I worked closely with Mr. Carlile on several City of Chicago construction projects while he was employed with Teng & Associates, now EXP. Mr. Carlile's performance of fulfilling the architectural duties under the terms of the Task Order contracts was exceptional. He served as Project Architect on several construction projects that were successfully completed using the Job Order Contract (JOC) construction process.

Mr. Carlile continually demonstrated his keen architectural and management abilities in the planning and organization of both construction and repair projects. He always displayed a high degree of professionalism & closed-out all of his projects without incident.

Please feel free to contact me directly should have any follow-up inquiries regarding this Reference Letter. I can be reached @ 312.744.1107 (office) or 312.735.9068 (cell).

Sincerely,

Edwin M. Batchman





*Kankakee Community College  
Office of the President  
100 College Drive  
Kankakee, IL 60901  
p. 815.802.8110  
f. 815.802.8101  
w. www.kcc.edu*

November 2019

To whom it may concern

During the five years that I have been employed at Kankakee Community College, we have had many opportunities to work with the Carlile Group. For each project, the Carlile Group has exceeded our expectations. Jacob Carlile and his team always listen carefully and attentively to understand the College's needs. Using our input in thoughtful ways, they present our leadership team with an array of options and solutions to the problems we face. Perhaps most importantly, the Carlile Group always follows through and executes on the commitments they make. The work they perform is always high quality.

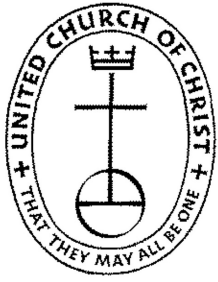
Because KCC's partnership with the Carlile Group has been so beneficial to our college, I have no reservation in recommending the Carlile Group.

Sincerely,

A handwritten signature in black ink, appearing to read "MGB", with a long horizontal line extending to the right.

Michael G. Boyd, Ph.D.  
President

1.



# ST. JOHN UNITED CHURCH of Christ

1045 W. River St. • Kankakee, Illinois 60901

Rev. Barbara Lohrbach, Pastor

Telephone - (815) 932-3336 Fax - (815) 929-5706

March 8, 2018

Re: Carlile Group and Mr. Jacob Carlile  
143 North Schuyler Avenue, Suite 250  
Kankakee, Illinois 60901

To Whom It May Concern:

Over the last two years, it has been our pleasure to work with Mr. Jacob Carlile and the architectural firm, Carlile Group. Our congregation made the decision to pursue the possibility of making our space fully accessible and enlarge our current space to accommodate more people for fellowship and outreach. We interviewed several architects and chose Carlile Group. It was the right choice!

Jacob and the staff of Carlile Group had experience in working with churches; we are a different client in that decisions have to be made by committee and elected council and that is not always easy. Jacob and his staff were thorough, listened intently to our dreams, and worked to achieve those dreams within the budget we established. Jacob's attention to detail and ability to design around our 60-year old structure and give us a facility that is new and yet compliments the original was tremendous. Every time someone steps into our new facility, they are amazed at the design and the way it functions to give us the space we envisioned.

Throughout the process, Jacob and his staff were always available. We contracted with Carlile Group to be the general contractor for the project, and their expertise was invaluable as we negotiated with contractors. The experience of taking on a building project is daunting. With the work of Carlile Group, we had the right help at the right time all along the way. We highly recommend Carlile Group to anyone who is looking for a firm to help them build the project of their dreams!

On behalf of the people of St. John United Church of Christ, I offer this recommendation.

Sincerely,

*Rev. Barbara Lohrbach*

Rev. Barbara Lohrbach

THE BOARD OF COMMISSIONERS

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BUREAU OF ECONOMIC DEVELOPMENT

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DIRECTOR

OFFICE OF CAPITAL PLANNING & POLICY  
George W. Dunne Cook County Office Building  
69 W. Washington, Suite 3000  
Chicago, Illinois 60602-4053

TEL: 312-603-0300  
FAX: 312-603-9997

March 21, 2013

Jacob J. Carlile, AIA  
1511 N. Convent 700-296  
Bourbonnais, IL 60914

Re: Letter of Recommendation

To whom it may concern:

Jacob J. Carlile was the architect and designer selected for the Countywide Exterior Wall Repair Group 1, Package 4 (at the Hawthorne Warehouse). The project consisted of removal and replacement of a 150 linear ft. section of wall that was delaminating away from the main structure of the building. His design included steel beam reinforcement and rebar throughout the new wall to ensure its stability. Jacob was personally very hands-on and diligent throughout the course of the project. During construction, he discovered that a section of the wall had not been properly built which led to the contractor tearing it down and rebuilding it per the plans specifications. I would work with Carlile Architects again and I would recommend them for architectural, development, and / or planning projects.

Thanks,

Curtis Florence  
Project Director