



REQUEST FOR PROPOSALS (RFP)

Construction Inspection Services

Issued May 9, 2013

Due May 31, 2013

The Village of Oak Park ("the Village") is requesting qualifications to identify vendors to assure that it is receiving the optimum level of services at a competitive price.

Responses shall be returned on or before May 31, 2013 at 5:00 PM to:

Village of Oak Park
Finance Department
Attn: RFP-BPS-2013-1
123 Madison Street
Oak Park, IL 603

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Section I. General Requirements

A. Introduction and Mandatory Terms

The Village of Oak Park ("the Village") is requesting proposals to identify vendors to provide construction inspection services and to assure that the Village is receiving the optimum level of services at a competitive price.

The Village of Oak Park will receive responses at the Office of the Purchasing Coordinator Monday through Friday, 8:30 A.M. to 5:00 P.M. at 123 Madison Street, Oak Park, Illinois, 60302. Each service provider shall *provide three (3) hard copies of their response in a sealed envelope titled "RFP-BPP-2013-1," as well as one (1) softcopy via email.* Email submissions will be accepted until the close of business on May 31st at 5:00 pm. Hard copies of the submission may be received after this date. Emailed submissions received after the submittal time may be rejected.

There is no pre-bid conference currently scheduled.

All additional questions must be submitted via email to clesner@oak-park.us no later than May 17th, 2013. Responses will be provided to the known list of RFP recipients as well as on DemandStar.com.

Responses will be reviewed and evaluated in private, and all information regarding status will be kept confidential until a decision is made and a recommendation provided to the Village Board for approval

Other inquiries regarding this RFP shall be directed to: Craig M. Lesner, Chief Financial Officer, at clesner@oak-park.us.

B. Presentation of Request for Qualifications

The Village reserves the right to select a short list of Service Providers at its own discretion to present their qualifications, respond to questions, and supply supplemental information.

C. Service Provider Notification

Service Providers will be notified in writing of further questions and/or decisions.

D. Award of Contract

A contract or equivalent agreement may be executed once one or more respondents are found to be qualified, a selection of the most qualified is determined by the evaluation committee, and the Village Board approves of the award.

E. Taxes Not Applicable

The Village of Oak Park as a municipality pays neither federal excise tax nor Illinois retailer's occupational tax.

F. Interpretation of the Request for Proposal Document

Any Service Provider in doubt as to the true meaning of any part of this document may request an interpretation thereof from the Village or its representative. The person requesting the interpretation shall be responsible for its prompt delivery. At the request of the Service Provider or in the event that Village management deems the interpretation to be substantive, the interpretation will be made by written addendum duly issued by the Village.

In the event that a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested RFP specifications initiated by the Village, a copy of such addendum will be mailed to all prospective Service Providers. The Village will not assume responsibility for receipt of such addendum. In all cases it will be the Service Providers' responsibility to obtain all addenda issued.

G. Listing of Subcontractors and/or Sub consultants

In order that the Village may be assured that only qualified and competent subcontractors and/or sub consultants will be employed on the proposed project, each Service Provider shall submit with their response a list of subcontractors and/or sub consultants who would be called upon to perform the work. The consultant shall have determined to their own satisfaction that a listed subcontractor and/or sub consultant has been successfully engaged in this particular type of work for a reasonable length of time and is qualified both technically and financially to perform that pertinent phase of the work for which they are listed.

H. Competency of Service Provider

No submission will be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default upon any debt or contract. The Service Provider, if requested, must present evidence of ability and possession of necessary facilities, and financial resources to comply with the terms of the scope of services.

I. Subletting of Contract

No contract awarded by the Village of Oak Park shall be assigned or any part sub-contracted without written consent. In no case shall such consent relieve the vendor from their obligations or change the terms of the contract.

J. Village Ordinances

The Service Provider will strictly comply with all Ordinances of the Village of Oak Park and laws of the State of Illinois.

K. Term of Agreement

To be determined.

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Section II. Specific Requirements

The Village of Oak Park is seeking proposals for providing building construction inspection services for the project to be located at 150 Forest Avenue, Oak Park, IL. The proposed project consists of the construction of a new 22-story above grade with 1 level below grade structure with 270 residential dwelling units, 25,000 square feet of retail space (finished to white box build-out for purposes of this Request For Proposal) and a 588 car parking garage. We anticipate the project to begin construction in September 2013. The construction schedule is anticipated to be 36 months.

On-site inspections shall be performed to verify that work being performed is in compliance with the following codes:

- 2009 International Building Code, no amendments
- 2009 International Fire Code, no amendments
- 2009 International Mechanical Code, no amendments
- 2009 International Fuel Gas Code, no amendments
- 2004 State of Illinois Plumbing Code, no amendments
- 2002 National Electrical Code, NFPA 70, no amendments
- 1997 Illinois Accessibility Code
- Illinois Energy Conservation Code, as amended by the State of Illinois

Inspection types to be performed shall include, but not be limited to the inspections outlined within the respective referenced codes and the following:

1. **Footing Pre-pour**
Inspected after a footing is formed out, including all steel bars, before concrete is placed.
2. **Foundation Pre-pour**
Inspected after a foundation is formed out, including all steel bars, before concrete is placed.
3. **Foundation Backfill**
Inspected after foundation waterproofing, exterior drain tile, exterior insulation, and anchoring or bracing have been installed, before it is covered.
4. **Below Grade Plumbing/Sewer**
Inspected after plumbing/sewer work below grade is complete, before it is covered.
5. **Below Grade Electric**
Inspected after electrical work below grade is complete, before it is covered.
6. **Below Grade HVAC**
Inspected after gas lines or ducts are installed below grade, before it is covered.
7. **Slab Pre-pour**

Inspected after forms, sub-grade, reinforcement, interior drain tile, vapor barrier are installed, and other required Below Grade inspections have passed, before concrete is placed or pavers are installed.

8. Plumbing Rough

Inspected after plumbing work in concealed spaces is completed, before being covered.

9. Electric Rough

Inspected after electric work in concealed spaces, including wire pull is completed, before being covered. Low-voltage and communication cables must also be installed and inspected.

10. HVAC Rough

Inspected after ducts, vents, and/or gas lines, are installed in concealed spaces, before being covered.

11. Fire stopping Assemblies

Penetrations of fire-rated assemblies shall be inspected during the course of the work, prior to being covered.

12. Framing

Inspected after other required Rough inspections have passed, after all framing is completed, before walls and ceilings are insulated.

13. Insulation

Inspected after the framing inspection has passed, after insulation is installed, before being covered.

14. Drywall

(Required only for fire-rated construction) Inspected after each layer of drywall is installed and taped, before additional layers of drywall, wallpaper, ceiling tiles, paint, or similar is installed.

15. Electric Service

Inspected after the electric service is installed.

16. Plumbing Service

Inspected after the plumbing service is installed, before being covered.

17. Plumbing Final

Inspected after all plumbing work is complete. *(Any service work will be listed as a service inspection).*

18. Electrical Final

Inspected after all electric work is complete. *(Any service work will be listed as a service inspection).*

19. HVAC Final

Inspected after all HVAC equipment is installed and operating.

20. Building Final - Inspected after all other phases of work, including any other Village Department final inspections are approved, after all work is complete.

The proposal shall include the cost of performing an initial and one re-inspection for each inspection type per area of work. The unit cost for providing additional inspections requested by the Village of Oak Park shall be indicated in the proposal.

All inspections shall be performed on the pre-scheduled day or within 24 hours of any request. Inspection results shall be recorded on forms provided by the building department and delivered to the building department at the end of each work day.

The entity submitting the proposal shall maintain a local presence for the duration of the project. All staff performing inspections shall hold current certifications from the International Code Council for the respective trade work being inspected and have proven experience with working in the trades on large-scale commercial or mixed-use projects. All plumbing inspections shall be performed by an Illinois licensed plumber.

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If a proposer cannot meet any of the specifications, expectations or services in Section II, or takes exception to any of the terms or conditions presented, these exceptions should be distinctly noted in the appropriate sections. If no exceptions are presented, the Village will assume full capabilities as described in Section II.

Section III. RFP Response Instructions

A. Proposal Format

Proposals should be prepared simply and economically, providing a straight-forward, concise description of proposer capabilities to satisfy the requirements of this request.

For your hardcopy submission, special bindings, colored displays, promotional materials, etc., are not desired. If using tabs please ensure each tab is labeled with more than simply a number or letter.

Emphasis should be placed on completeness, simplicity and clarity of content. All proposal responses must be in the following format:

1. Cover Letter
2. Table of Contents
3. Respondent Background
4. Proposed Scope of Service
5. Proposed Schedule of Implementation
6. References
7. Cost Proposal
8. Attachments

The desired information for each of these sections is described below.

1. *Cover Letter*
The cover letter should contain the name of the proposing respondent (and/or third party vendors), the address of the proposing officer(s), and the contact individual(s) authorized to answer technical, price, and contract questions. Contact information should include telephone number, fax number, mailing address, and email address. The cover letter must be signed by a person or persons authorized to bind the proposer(s).
2. *Table of Contents*
The contents of the proposal shall be included in an index at the beginning of the proposal and should include all contents and attachments.
3. *Respondent Background*
This section should include the full name and principal address of the respondent. Include the state in which the vendor is incorporated to operate and the date of incorporation if applicable.

The Village requests that proposing vendors provide the names of a designated account executive or relationship manager, as well as an alternate. The designated account executives must have the authority to make timely decisions in the normal course of business on their own. In addition, describe the organization of any additional staff team which would service the account. Provide a listing of the entire proposed staff team,

including name, title, and length of service with the vendor. Additional qualifications and experience on similar accounts may be included.

4. *Proposed Scope of Services*

Clearly and succinctly describe the scope of services to be provided.

If there are any services offered in addition to what the Village has requested that may be of interest to the Village, please describe those in an additional subsection at the end of your response to the scope of services.

5. *Proposed Schedule of Implementation*

Discuss the implementation effort and lead time that would be required to establish the services requested in this RFP. Include the detailed steps involved and your proposed schedule for meeting each step. Please also provide detailed working assumptions as to what the schedule is based upon such as availability of Village resources, etc.

6. *References*

Provide a list of client references of similar sized and/or municipal accounts which the proposer has served over the past two years and is currently serving. Provide no fewer than three references. Provide a contact person, telephone number, and email address for each reference customer.

7. *Cost Proposal*

The Village reserves the right to eliminate any individual service contained in the RFP, if based on analysis, the fees for providing the service are excessive, or if the service proposed can be performed in an alternative manner.

8. *Attachments*

- A. Tax Compliance Certificate
- B. Staff Reference Form
- C. EEO Report
- D. Decline to propose (if needed)

Section IV. Proposal Evaluation

Proposals will be evaluated by Village staff. Evaluation will be based on criteria outlined herein which may be weighted by the Village in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

A. Responsiveness to RFP

The Village will consider all the material submitted to determine whether the proposer's offering is in compliance with the RFP.

B. Ability to Perform Current and Projected Required Services

The Village will consider all the material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing contracts of this type.

C. Experience and Relevant Knowledge

The Village will assess the experience and relevant knowledge of the proposed dedicated team of personnel.

D. Financial Stability and Depository Rating

The Village may conduct analysis to examine the respondent's creditworthiness, including capital adequacy, asset quality, management, earnings, liquidity, and sensitivity to interest rate or market risk. This will be assessed by internal staff and/or external rating services.

E. References

The Village may contact references directly to inquire about the quality and type of services currently being provided to other customers.

F. Cost Proposal

The Village will evaluate aggregate services based on the overall cost effective approach to providing the services requested in this RFP.

G. Optional Interviews and/or Site Visits

The Village may, at its sole option, conduct interviews and/or site visits as part of the final selection process.



Attachment A.
Tax Compliance Certificate

_____, being first duly
sworn, deposes

and says: that he/she is _____
(partner, officer, owner, etc.)

of _____ .

The individual or entity making the foregoing proposal certifies that he/she is not barred from contracting with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

(Name of Partner if the Contractor is a Partnership)
(Name of Officer if the Contractor is a Corporation)

Subscribed and sworn to this _____ day of _____, 2013.

Notary Public

The above statement must be subscribed and sworn to before a notary public.

**Attachment D****Decline to Propose - Explanation**

If your firm does not wish to offer on the attached specifications, please return this form along with any comments you may have concerning the request or any factors that you feel were areas that prevented your firm from submitting a proposal.

COMMENTS: