
REQUEST FOR PROPOSALS
INSTRUCTIONS AND SPECIFICATIONS FOR:

Village of Oak Park
Plan Review and Inspections

Proposal Number: RFP-DCS-2015-Plan-Review-and-Inspections
Issuance Date: 01/14/2015

The Village of Oak Park (“Village”) will receive proposals from a qualified firm to provide inspection and plan review services during the calendar year 2015. Proposals will be accepted at the Village of Oak Park, Development Customer Services, 123 Madison, Oak Park, IL 60302, Monday through Friday, 8:30 a.m. to 5:00 p.m. until 2:00p.m. local time on Friday, February 13, 2015. Proposals will be reviewed and the results of the review will be presented to the Village Board of Trustees.

Proposals must be enclosed in a sealed envelope marked
“RFP-DCS-2015-Plan-Review-and-Inspections”

Proposal forms may be obtained at the Development Customer Services at the address listed above or by calling 708-358-5420.

The Village reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal. Information is available from the Director of Development Customer Services, Tammie Grossman, at 708-358-5420.

Do not detach any portion of this document. Upon formal award to the successful Contractor, a written agreement will be executed for the Project in substantially the form attached.

The Board of Trustees reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal.

Submission of Proposals

The proposal shall be submitted on the proposal form included herewith. The proposal shall be submitted in a sealed envelope marked **“RFP-DCS-2015-Plan-Review-and-Inspections”** and shall bear the return address of the contractor, and shall be addressed as follows:

TO: Tammie Grossman
Director Development Customer Services
Village of Oak Park
123 Madison Street
Oak Park, IL 60302

PROPOSAL FOR:
Village of Oak Park 2015 Plan Review and Inspections

Notice to Proceed

Work shall begin within fourteen (14) days from the **Notice to Proceed** from the Village's Director of Development Customer Services, Tammie Grossman. All work shall be completed as set forth herein.

SECTION I
PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS

Preparation and Submission of Proposal:

All proposals must be delivered to the Village by the specific time indicated on the cover page. Proposals arriving after the specified time will not be accepted. Mailed proposals that are received by the Village after the specified hour will not be accepted regardless of the post-marked time on the envelope. Proposals must be signed by an officer of the company who is authorized to enter into agreements on behalf of the company. Proposals shall be sealed in an envelope and marked as stated on the cover page.

Contract Term

The initial contract term shall be from the date of award to December 31, 2015. The Village shall have the right to renew the contract on an annual basis for two (2) optional one year terms (January 1 to December 31) as set forth below. The Contractor shall begin performing the services within fourteen (14) days of a notice to proceed from the Director of Development Customer Services or her designee.

Contract Renewal

The Village shall have the right to renew the contract for two (2) additional one (1) year terms with all terms and conditions, other than price, remaining the same. The Village shall allow the Contractor to increase or decrease the contract price for each annual renewal provided that the annual price adjustment shall equal the change in the latest published Index (as defined below) as compared to the Index for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Statistics, (US DOL/BLS) Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois – Gary, Indiana – Kenosha, Wisconsin (all items, 1982-1984 = 100). However, the maximum increase in cost shall be capped at five percent (5%) of the previous year's cost.

The Contractor must propose an annual cost adjustment pursuant to the terms of this section with supporting documentation in writing to the Village 60 days before the expiration of the applicable term. If the Village rejects the proposed price change, it will have the option not to renew the contract.

Recertification

If the Village renews the contract for an additional one year term, the Contractor will provide the Village with a renewed certification in the form in Section V indicating that it continues to be eligible to contract with units of local government. If the Contractor is not able to certify

that it continues to meet all requirements, it shall provide a detailed explanation of the circumstances leading to the change in certification status.

Award of Agreement

The Agreement will be awarded in whole or in part to the responsible Contractor or Contractors whose proposals, conforming to the request for proposals, will be most advantageous to the Village; price and other factors considered.

Costs of Preparation

The Village will not be responsible for any expenses incurred in preparing and submitting a Proposal or entering into the applicable Agreement.

Taxes not Applicable

The Village as an Illinois municipality pays neither Illinois Sales Tax nor Federal Excise Tax (State Tax Exemption Identification Number E9998-1823-06). Contractors should exclude these taxes from their prices.

Withdrawal of Proposals

Any Contractor may withdraw its proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals by signing a request therefore. No Contractor may withdraw or cancel its proposal for a period of sixty (60) calendar days after the advertised closing time for the receipt of proposals. The successful Contractor may not withdraw or cancel its proposal after having been notified that the proposal was accepted by the Village Board of Trustees.

Investigation of Contractors

The Village will make such investigations as are necessary to determine the ability of the Contractor to fulfill the proposal requirements. If requested, the Contractor should be prepared to present evidence to the Village of its ability and possession of necessary facilities and financial resources to comply with the terms of this Request for Proposals. In addition, the Contractor shall furnish the Village with any information the Village may request, and shall be prepared to show completed work of a similar nature to that included in its proposal. The Village reserves the right to visit and inspect the premises and operation of any Contractor.

Rejection of Contractor

The Village will reject any proposal from any person, firm or corporation that appears to be in default or arrears on any debt, agreement or the payment of any taxes. The Village will reject any proposal from a Contractor that failed to satisfactorily complete work for the Village under any previous agreement.

Conditions

Contractors are advised to become familiar with all conditions, instructions and specifications governing the work. Contractors shall be presumed to have investigated the work site, conditions and scope of the work before submitting a proposal.

Compliance with Applicable Laws

The Contractor will strictly comply with all ordinances of the Village of Oak Park and Village Code and laws of the State of Illinois.

Governing Law

All agreements entered into by the Village are governed by the laws of the State of Illinois without regard to conflicts of law. Any action brought to enforce an agreement with the Village of Oak Park must be brought in the state and federal courts located in Cook County, Illinois.

Subcontracting

No agreement awarded by the Village shall be assigned or any part subcontracted without the prior written consent of the Village. In no case shall such consent relieve the Contractor from its obligations or change the terms of the Agreement.

Interpretation of Agreement Documents

Any Contractor with a question about this Request for Proposals may request an interpretation thereof from the Village. If the Village changes the Request for Proposals, either by clarifying it or by changing the specifications, the Village will issue a written addendum, and will mail a copy of the addendum to all prospective Contractors. The Village will not assume responsibility for receipt of such addendum. In all cases, it will be the Contractor's responsibility to obtain all addenda issued. Contractors will provide written acknowledgment of receipt of each addendum issued with the proposal submission.

Minority Business and Women Business Enterprise Requirements

The Village, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of Contractors and subcontractors to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Agreement

The selected Contractor shall enter into an Agreement with the Village to complete the Project in a form substantially similar to the Agreement attached hereto. The Agreement shall be executed by the Contractor and returned within ten (10) calendar days after the Agreement has been served upon the Contractor. The Contractor shall execute three copies of the Agreement. One fully executed copy will be returned to the Contractor.

Fees and Cost

In the event any action is brought to enforce any agreement entered into by the Village of Oak Park, or to collect any unpaid amount from the Village of Oak Park, each party bears the responsibility of paying its own attorneys' fees and costs.

Dispute Resolution

The Village of Oak Park does not agree to the mandatory arbitration of any dispute.

Hold Harmless

See attached form Agreement.

Insurance

See attached form Agreement.

Termination of Agreement

See attached form Agreement.

References:

Contractors shall furnish a minimum of four (4) references from projects similar in scope within the last two (2) years. Include phone number and email address.

CONTRACTOR REFERENCES

Contractor Name: _____

	Name	Address	Contact Info
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

State the number of years in this business _____.

State the number of current personnel on staff trained in the provision of inspections _____ and plan review _____.

SECTION II **DETAILED SPECIFICATIONS**

I. Purpose

The Village of Oak Park (hereinafter the “Village”) is seeking proposals from a qualified Contractor (hereinafter “Contractor”) to provide both inspection services and permit Plan Review and Inspection services for the Development Customer Services Department’s Permit Processing Division. The inspection services will be for the following disciplines: Building, Mechanical, Electrical, and Plumbing inspections of construction work within the Village boundaries. The Plan Review services will be permit-related for the following: Building, Mechanical, Electric, Plumbing, energy, and accessibility plans for commercial and residential projects within the Village boundaries.

II. Background

The Village currently performs all Building Inspection Services in-house with Village-employed inspectors but is considering transitioning to privatizing this service in 2015. The Village currently uses a combination of in-house Village-employed Plan Reviewers and a Contractor to conduct permit Plan Reviews for time sensitive or large projects.

III. Definitions

For purposes of this RFP, the following definitions shall apply:

1. “Bidder” shall mean “Contractor submitting Proposal”.
2. “Inspection” or “Reinspection” means a site visit for any plumbing, electrical, building (including structural and accessibility) or mechanical inspection, and service request inspections, such as stop work orders, construction site maintenance, etc. Inspections shall include, but not be limited to, any necessary research or consultation, all meetings and phone conversations with Village staff, permit contacts and applicants, written and electronic documentation, and all site reviews related to an Inspection. For example, a plumbing Inspection and an electrical Inspection conducted at the same time are subject to separate fees for plumbing and electrical Inspections; however, all research, consultation, written and electronic documentation, meetings, and phone conversations shall be included in the Inspection fee amount.
3. “Plan Review” or “Re-review” means performing the technical review of architectural and engineering plans for compliance with codes, ordinances, and related laws and regulations. Projects requiring plan review are permit-related and include, but are not limited to: single family, multi-family, high-rise, commercial, office, individual tenant improvement, and mixed- use developments.
 - a. Standard Plan Review or Re-Review shall be completed within 10 days or less after the plans are submitted to the Contractor.
 - b. Expedited Plan Review or Re-Review shall be completed within 3 days after the plans are submitted to the Contractor.

4. "Proposal" sometimes referred to as "bid", unless the context requires otherwise.
5. "Inspection Services and Building Permit Plan Review Request for Proposal" is sometimes referred to as "Request for Proposal" and "RFP".
6. "Scope of Work" includes the requirements of Section V, subject to the additional requirements described in the RFP. Scope of Work is sometimes referred to as "Specifications."
7. "Workload" means anticipated services based upon the historical data provided.

IV. Workload

The estimated construction value in the Village for 2013 and 2014 was approximately \$60 million and \$120 million respectively. The numbers of permits issued are as follows:

5600 in 2012,
6300 in 2013, and
6300 in 2014.

Inspection Services Performance Levels

The Village historically performs 6,000-8,000 Inspections per calendar year. The types of Inspections performed by the Village consist of the following:

- 8% Mechanical Inspections
- 21% Plumbing Inspections
- 24% Electrical Inspections
- 46% Building Inspections (includes mechanical, structural, and accessibility)
- 1% Service request Inspections (stop work orders, construction site maintenance, CDBG meetings)

Plan Review Services Performance Levels

The Village issues approximately 5500-6000 permits annually with the volume of Plan Review requests depending upon market conditions. The Village historically performs approximately 4000 Plan Reviews each year; of that number 2200 are for over the counter-permits and all Reviews are currently performed in-house. In 2014, the Village sent the following types of projects to a third-party for review:

- 1 Commercial Projects
- 0 Residential Projects
- 0 Industrial Projects

Administrative Adjudication/Court Responsibilities:

The Village utilizes an in-house Administrative Adjudication process to enforce code violations, in addition to the Circuit Court. The Permit Processing Division issues approximately 5-10 citations per year that require inspector support, which often requires inspectors to provide testimony and documentation, including Inspection reports, statements, photos, or other supporting information in court and at the Village's Administrative Adjudication hearings. Administrative hearings are held during regular

business hours on Thursdays at Village Hall and generally take approximately one hour; court is generally scheduled once a month, or as otherwise required.

v. Scope of Work.

1. Inspection:

- a. The Contractor's qualified inspectors shall perform Building, Mechanical, Electrical, Plumbing, Energy and Accessibility Inspections of construction work within the Village boundaries. The Inspections shall be for both work performed under Village-issued permits and for non-permitted work/stop work order situations.
- b. The Village has four large-scale high-rise developments projects planned over the next 25 months. In order to ensure that those project demands are met, the Contractor may consider dedicating a different team for those projects. Please specify in the narrative section and provide separate pricing, if desired.
- c. There is no guarantee that the actual number of Inspections will fall into the range described in Section IV, as the number of Inspections depends on a number of factors, including, but not limited to, economic and construction activity. The Contractor shall provide appropriate personnel to perform the Inspections and Re-inspections within 48 hours from the time an Inspection is requested by a permit applicant and scheduled by the Village.

2. Plan Review:

- a. The Contractor's qualified plan reviewers shall perform technical review of building, mechanical, electric, plumbing, energy, and accessibility plans for a variety of commercial and residential projects performed under Village-issued permits.
- b. There is no guarantee that the actual number of Plan Reviews will fall into the range described in Section IV, as the number of plans/permits depends on a number of factors, including, but not limited to, economic and construction activity. The Contractor shall provide appropriate personnel to perform Standard Plan Reviews and Re-reviews within 10 days after the time the plans are submitted to the Contractor.
- c. Expedited Plan Review standard – Plan Review shall be completed within three (3) days after the time the plans are submitted to the Contractor.

3. Administrative Adjudication/Court Responsibilities:

The Contractor's qualified inspectors will assist in enforcing code violations through the Circuit Court and the Administrative Adjudication process, as described in Section IV.

4. Hours:

- a. Normal working hours: Normal hours of scheduled Inspections will be 8:30 a.m. to 5:00 p.m., Monday through Friday, and shall follow the same Village Hall holiday schedule: closed New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday & Friday), and Christmas Day. A typical business day consists of 30-50 scheduled Inspections. It is not unusual to schedule an additional 2-4 inspections each day for unusual cases

or last minute Reinspections.

- b. After-hours: On occasion, emergency or after-hours Inspections will be required. When the Village submits an emergency Inspection or after-hours Inspection request, the Contractor shall provide an inspector with the required qualifications to perform the Inspection within two hours of notice by the Village. The Contractor shall provide emergency and after hours contact numbers to the Village and be readily available. Also, the Contractor will be included in Fire and Police Departments' Emergency call-chain list for after-hours phone consultation and emergency Inspection for building related issues.
- c. Work Performance:
 - i. All services are to be performed under the supervision of the Director of Development Customer Services and the Chief Building Official/Permits Processing Manager and in compliance with Village policy, Codes, and interpretation. All Inspections and Plan Reviews shall be performed in a non-adversarial, ethical, professional, and personable manner.
 - ii. To provide the required Inspection and response, the Contractor shall provide a consistent/stable roster of inspectors.

5. Inspection Scheduling:

Village staff will schedule Inspections for the Contractor. All Inspection requests and inspectors' field copy of the file will be prepared daily for the Contractor by Village staff. The Contractor is responsible for entering all results of Inspections into the Village's inspection software system, either remotely or at a designated Village terminal on a daily basis.

6. Plan Review Scheduling:

Village staff will route the appropriate plan copies to the Contractor for review. The Contractor will be responsible for scheduling the Review for completion within the time required for a Standard or Expedited Plan Review.

7. Inspection Reporting:

The Village is currently transitioning to a new Permitting, Licensing and Inspection software program, CityView, and anticipates the program being implemented and operational in early Summer 2015. The Village shall provide the necessary equipment (i.e. tablets and laptops) to be able to track and record inspection results electronically in the field and print copies of reports for permit contacts. The Village will provide the Contractor with training to utilize the inspection software.

8. Plan Review Results:

The Village is currently transitioning to a new Permitting, Licensing and Inspection software program (as mentioned in 7 above). The software will provide the ability to electronically conduct Plan Reviews. The Contractors should be capable of conducting electronic plan reviews using Bluebeam software supplied by the Village.

9. Consultation:

- a. Permit-related during business hours: Inspections include all phone consultations with the Village and permit contacts, including the permit applicant, for each Inspection performed, as necessary.
- b. Permit-related after business hours: On occasion, phone consultation is required outside the normal hours of business in regard to an Inspection.
- c. Plan Review-related during business hours: Plan Reviews include all phone consultations with the Village and permit contacts, including the permit applicant, for each Plan Review or Re-review performed.
- d. Staff consultation during business hours: Contractor shall provide the services of a technical staff member, who is a Master Code Professional as certified by the International Code Council, for phone consultation with Village staff during the Village's normal business hours, as described in Subsection F(1) above.
- e. Daily Inquiries: The Chief Building Official typically addresses daily inquiries regarding building-related matters. In his/her absence, e.g., vacation, sick leave, Contractor may be required by Village to provide technical assistance and address such inquiries. In such case, Contractor will provide appropriate personnel.

10. Equipment:

The Contractor shall provide all vehicles, clothing, inspection equipment, cell phones, safety equipment and other related materials necessary to perform the services. Inspectors must carry identification clearly showing they are Village authorized inspectors. The cost to provide these materials shall be incorporated into the Contractor's proposed bid amounts.

11. Personnel Assignment:

The Village reserves the right to designate alternative personnel of the Contractor when the Village is dissatisfied with the performance of assigned personnel after the contract commences.

12. Village Training:

The Contractor's inspectors and Plan Review staff will be expected to attend training on various Village policies including, but not limited to software, procedures, Village Code requirements, and tree protection. Such training will be provided by or through the Village, at its cost.

13. Policy Compliance:

The Contractor and its inspectors and Plan Review staff will be required to execute and comply with certain Village policies regarding computer software and other user agreements.

VI. Qualifications

1. Inspector qualifications:

The Contractor shall provide qualified inspector(s) who are multi-disciplined as described below. This requirement will allow the Village to benefit from multi-

disciplined inspectors who can perform Inspection services for both plumbing and building components in lieu of multiple inspectors inspecting a single project.

- a. Plumbing Inspections vary from underground, aboveground, roughs, finals, stack tests, gas tests, gas piping, pressure tests, boiler, lawn sprinkler, backflow inspections, residential, commercial, temperatures, and other duties as performed by a State of Illinois Licensed Plumbing Inspector or assigned by the Village.

Minimum Plumbing inspector qualifications are:

- 1) **Must hold a valid Illinois Plumbing License and be authorized to inspect plumbing**
As defined by 225 ILCS 3201
- 2) **Must hold a cross-connection control device inspection license as issued by the Illinois Environmental Protection Agency to inspect cross-connection control devices.**

- b. The building, electrical and mechanical Inspections include but are not limited to: residential, commercial, industrial and are to include various construction site property maintenance, mechanical, structural, accessibility, energy, low voltage, commercial and residential electric overhead and underground services, above ceiling, roughs, final inspections, and other duties as performed by Certified International Code Council Inspector or assigned by the Village.

Minimum inspector qualifications and/or certifications are:

- 1) **ICC Certified Building Official (CBO)**
- 2) **ICC Residential Building Inspector**
- 3) **ICC Commercial Building Inspector**
- 4) **ICC Commercial Electrical Inspector or equiv. license from Chicago/NFPA Certificate**
- 5) **ICC Residential Electrical Inspector or equiv. license from Chicago/NFPA Certificate**
- 6) **ICC Commercial Mechanical Inspector**
- 7) **2-3 years of construction trade experience**

- c. The Contractor is encouraged, but not required to consider employment of former Village Inspection Staff in its response to this RFP. Such consideration, or lack thereof, will not affect the proposal's consideration.

2. **Plan Review qualifications:**

The Plan Reviews and responses shall be performed and/or supervised by Master Code Professionals, the highest code professional certification level available through the International Code Council.

3. **Contractor qualifications:**

The Contractor must be qualified to provide the services required by this RFP. The Village shall determine such qualification, based upon the following:

- a. Contractor's experience with projects of similar size and scope;
- b. Ability of the Contractor to provide the services;
- c. Qualifications of the individuals assigned to the team to provide the services;
- d. The Village reserves the rights to verify inspector qualifications and company references;
- e. The scope of the work proposed by Contractor; and
- f. Bidders' qualifications.

VII. Licenses

Each Contractor submitting a proposal shall possess all necessary federal, state, and local licenses as are required by law, and shall, upon request, furnish satisfactory proof to the Village that the licenses are in effect during the entire period of the contract for each individual assigned to work under the contract.

VIII. Project Schedule/Term of Contract

The Village intends to review all proposals and select a Contractor in the first quarter of 2015. The anticipated timetable for the process is:

- Solicitation of Request for Proposals Released by the Village on January 14, 2015
- Contractor Open House/Question and Answer Session with Village Staff on January 22, 2015 at 1:00 PM in Village Hall Room 215
- Contractor Inquiry Deadline for Questions Related to the RFP – January 30, 2015
- Village's written response to Contractor questions for assistance with bid proposals available – February 4, 2015
- Contractor Proposals Submitted to the Village by 2:00 PM on February 13, 2015
- Selection of Contractor first quarter of 2015
- Award of Contract first quarter of 2015
- Start of Plan Review and Inspection Services anticipated second quarter of 2015

Proposals submitted shall be valid through 2015. A contract for services shall be executed between the Village and Contractor with contract services anticipated to become effective on May 1, 2015. All Contractor staff assigned to provide the required services shall have obtained their designated certificates and qualifications prior to the RFP submittal due date. The Village will enter into a contract with the selected Contractor for an initial term limit of three (3) years, with provisions for an option to renew/extend the contract for an additional three (3) year period.

IX. Inspection Services and Building Plan Review RFP Open House

The Village will host an open house/question and answer session with prospective Contractors to discuss the RFP and expectations of the Village and Contractor on January 22, 2015. Contractors who plan to submit a proposal for services are encouraged to attend. Attendance at the open house is not required for submittal of a proposal. The Village will compile a list of questions and answers that are received at the open house and throughout the open proposal period. This data will be provided to prospective Contractors upon request and will be available on February 4, 2015.

X. Proposal Requirements

All proposals must be received at the address set forth herein no later than **2:00 PM CST on February 13, 2015.**

Late proposals will not be accepted. Proposals shall be hand delivered or mailed. Emailed or faxed proposals will not be accepted. Contractors are to submit all materials together in a sealed packet, in accordance with the Instruction to Bidders, Attachment C. Contractors must submit five (5) copies of the proposal.

The following information must be addressed in the proposal:

1. Brief description of the firm
2. An executive summary detailing your firm's understanding of the project and the firm's interest in the project
3. Requirements specified in the Scope of Work (item V)
4. Workload (item IV) and Qualifications (item VI)
5. Necessary Licenses (item VII)
6. Detailed Cost Proposal broken down (Section IV)
7. References – names and phone numbers of references from at least three similar projects
8. A certificate of insurance shall be provided as required in the Instructions to Bidders, Attachment C.
9. Statement of credit/ability to perform based on financial resources.

Proposals must include, at a minimum, properly completed and executed all documents as required by the RFP. Proposals must be signed by an authorized official of the Contractor, along with the name of the official and his/her title typed below the signature.

The submission of the Proposal grants permission to the Village to make inquiries concerning the Contractor, its principals, officers, and directors to any persons or firms the Village deems appropriate.

XI. Evaluation of Proposals

The contract will be awarded to the Contractor who submits a proposal which is in the best interests of the Village. The bidders qualifications described in Section VI will be used to evaluate the proposals.

XII. Fee

At a minimum, the cost proposal must be broken down, as provided in the Bid Sheets. Please be very explicit in listing and describing any services or items not included in the proposal fee amounts. The proposed fees in the Bid Sheets shall be for the first year period of the contract.

XIII. Instructions to Bidders

Contractor shall comply with the Instruction to Bidders, attached hereto and incorporated herein. Contractor is expected to fully inform itself as to the conditions, requirements, and

Specifications before submitting bids. Failure to do so will be at the Contractor's own risk. Submitting a proposal is an assumption that the Contractor is familiar with all conditions and intends to comply with them unless otherwise noted.

XIV. Inquiries

Any inquiries regarding this Request for Proposal shall be directed to Tammie Grossman, Director of Development Customer Services. Ms. Grossman may be contacted by telephone at 708.358.5420 or via email at tgrossman@oak-park.us (*email preferred*).

All inquiries/questions related to this RFP shall be submitted no later than January 30, 2015. A summary of all inquiries and Village responses will be compiled and added as a supplement to this RFP by February 4, 2015. Contractors who intend to submit a proposal are encouraged to request a copy of this document prior to submitting their final proposal.

XV. Formation of Contract

Upon selection, the final contract amount may be subject to negotiation to determine exact scope of services to be provided and final contract fee amount and a contract outlining all relevant terms shall be executed by both parties. Selection does not guarantee award of the contract. In the event the Contractor and the Village fail to execute a contract, the Village will choose from the remaining proposals or issue another Request for Proposals. Award of a contract shall not be final until a written contract has been approved by the Village of Oak Park Board of Trustees and entered into between the Parties.

The Village reserves the right, at its sole discretion, to cancel or modify this RFP in part or in its entirety. The Village will not reimburse Contractor for any costs incurred in preparation or submission of the proposal. All costs of preparing proposals, including site visits and preliminary analyses, are made at the sole cost of the Contractor, and will not be reimbursed in anyway. Proposed fees should not include or consider the costs incurred in preparation of the proposal.

Proposals shall become the property of the Village upon receipt.

SECTION III
RFP SUBMITTAL REQUIREMENTS

At a minimum, the following submittal requirements shall be included in the response to the RFP:

- a. **Cover Letter**. Cover letter signed by an authorized representative of the contractor committing the contractor to provide the services as described in the RFP in accordance with the terms and conditions of this RFP and any contract awarded pursuant to the RFP process. The cover letter must include:
 1. The number of years the contractor has been in business.
 2. An overview of the experience and background of the contractor.
 3. The legal name of the entity, its principal place of business, its legal form (corporation, partnership, limited liability company, etc.), the name of all principals and/or owners and/or partners, and authority to do business in Illinois.
 4. The name and telephone number of the principal contact.
 5. A commitment to comply with all OSHA and other federal, state, and city safety standards.

- b. **Narrative** demonstrating the exact type and nature of the Contractor's proposed services and how they accomplish the objectives of the work as well as the ability to rapidly respond to the needs of the Village. The Village will also evaluate the completeness and reasonableness of the firm's proposed plan for accomplishing the inspections and plan reviews set forth above. The narrative should describe the role of and introduce each key individual in the contractor's organization that will actively be involved in the performance of the services requested herein.

- c. **Professional Licenses**. Contractor shall provide evidence and copies of any and all required licenses from the State of Illinois. All documents shall be kept current and valid. At Contractor's sole expense, it shall procure all necessary licenses, certifications and permits needed to conduct the required work.

SECTION IV
PROPOSAL FORM (Pricing)

The undersigned contractor agrees to all terms and conditions of the preceding specifications in the attached Personal Services Agreement and will furnish all the insurance documents and security deposits as stipulated. Please provide unit prices listed below for 2015.

Plan Review Pricing:

In the Resource Costs table, for each Plan Review resource, please enter the resource title, name of resource, the estimated number of hours required to conduct the Plan Reviews, the resources that will be assigned and the fully-loaded hourly cost the Village will be charged for this resource.

Plan Reviews

Type	Approximate Number of Annual Plan Reviews
Small Permits	
Commercial Permit	
Residential Permit	
Remodel Permit	

Resource Costs

Resource Title	Name of Resource	Estimated Hours	Hourly Rate ¹	Annual Cost
<i>Ex: Architect</i>	<i>Jane Doe</i>	<i>500</i>	<i>\$ 50.00</i>	<i>\$ 25,000</i>
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Resource Cost Total		0		\$ -

Consulting per hour \$ _____

¹ Hourly Rates should reflect fully-loaded rates.

Plumbing Inspection Pricing

For each inspection resource, please enter the resource title, name of resource, the resources that will be assigned, the estimated hours required to perform inspections, and the fully-loaded hourly rate charged for this resource. The Annual Cost column will calculate automatically.

Inspections

Type	Approximate Number of Annual Inspections
Plumbing	

Resource Costs

Resource Title	Name of Resource	Estimated Hours	Hourly Rate ¹	Annual Cost (Inspection completed in the field)
<i>Ex: Plumbing Inspector</i>	<i>Jane Doe</i>	<i>500</i>	<i>\$ 50.00</i>	<i>\$ 25,000</i>
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Proposed Cost		0		\$ -
			Other Cost Total	#REF!

Consulting per hour

\$ _____

¹ Hourly Rates should reflect fully-loaded rates.

Building & Electrical Inspection Pricing

For each inspection resource, please enter the resource title, name of resource, the resource that will be assigned, the estimated hours required to perform inspections, and the fully-loaded hourly rate charged for this resource. The Annual Cost column will calculate automatically.

Inspections

Type	Approximate Number of Annual Inspections
Building & Electrical Inspections	

Resource Costs

Resource Title	Name of Resource	Estimated Hours	Hourly Rate ¹	Annual Cost (Inspection completed in the field)
<i>Ex: Building Inspector</i>	<i>Jane Doe</i>	500	\$ 50.00	\$ 25,000
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Proposed Cost		0		\$ -

Consulting per hour \$ _____

¹ Hourly Rates should reflect fully-loaded rates.

SIGNATURE PAGE

Proposal Signature: _____

State of _____) County of _____)

_____,
(Type Name of Individual Signing)

_____ being first duly sworn on oath deposes and says that the contractor on the above proposal is organized as indicated below and that all statements herein made on behalf of such contractor and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Agreement Specifications and has checked the same in detail before submitting this Proposal; that the statements contained herein are true and correct.

Signature of contractor authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of contractor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated: _____/____/201__ _____
Organization Name
(Seal - If Corporation)

By:

Authorized Signature

Address

Telephone

Subscribed and sworn to before me this _____ day of _____,
201__.

_____ in the State of _____ My

Commission
Notary Public

Expires on ____/____/_____

PROPOSAL FORM continued

Complete Applicable Paragraph Below

(a) Corporation

The contractor is a corporation, which operates under the legal name of _____ and is organized and existing under the laws of the State of _____. The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

The corporation does have a corporate seal. (In the event that this proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

(b) Partnership

Names, Signatures, and Addresses of all Partners

The partnership does business under the legal name of _____, which name is

is registered with the office of _____ in the county of

_____.

(c) Sole Proprietor

The contractor is a Sole Proprietor whose full name is

_____. If the contractor is operating under

a trade name, said trade name is _____,

which name is registered with the office of _____

in the county of _____.

Signed: _____
Sole Proprietor

In compliance with the above, the undersigned offers and agrees, if his/her proposal is accepted within ninety (90) calendar days from date of opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

SECTION V
CONTRACTOR CERTIFICATION

_____, as part of its proposal on agreement for 2015 Plan Review and Inspections for the Village of Oak Park Village Hall, hereby certifies that said contractor selected is not barred from proposing on the aforementioned agreement as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code.

(Authorized Agent of contractor selected)

Subscribed and sworn to before me this _____ day of _____, 201__.

Notary Public's Signature

- Notary Public Seal -

SECTION VI
TAX COMPLIANCE AFFIDAVIT

_____, being first duly sworn, deposes and says:

that he/she is _____ of
(partner, officer, owner, etc.)

(contractor selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement 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 or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:
Its:

(name of contractor if the contractor is an individual)
(name of partner if the contractor is a partnership)
(name of officer if the contractor is a corporation)

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

Subscribed and sworn to before me this _____ day of _____, 201__.

Notary Public's Signature

- Notary Public Seal -

Minority Business and Women Business Enterprises Requirements

The Village in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of contractors and subcontractors in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village will result in disqualification of your proposal.

SECTION VII
ORGANIZATION OF FIRM

Please fill out the applicable section:

A. Corporation:

The Contractor is a corporation, legally named _____ and is organized and existing in good standing under the laws of the State of _____. The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

Registered Agent Name and Address: _____

The corporation has a corporate seal. (In the event that this Proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The Contractor is a Sole Proprietor. If the Contractor does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Contractor is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

Signature

Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: _____

Signature of Owner

SECTION VIII
COMPLIANCE AFFIDAVIT

I, _____, (Print Name) being first duly sworn on oath depose and state:

1. I am the (title) _____ of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Proposal based on the request and have verified the facts contained in the Proposal in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Bid rigging and Bid rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates is barred from agreeing with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the agreement in civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the Contractor is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

¹ Affiliates means: (i) any subsidiary or parent of the agreeing business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the agreeing business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the agreeing business entity.

Signature: _____

Name and address of Business: _____

Telephone _____ E-Mail _____

Subscribed to and sworn before me this _____ day of _____, 201__.

Notary Public

- Notary Public Seal -

SECTION IX
M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. For assistance in completing this form, contact the Department of Development Customer Services at 708-358-5420.

1. Contractor Name: _____

2. Check here if your firm is:

- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

_____ Number of full-time employees

_____ Number of part-time employees

4. Similar information will be requested of all sub-contractors working on this agreement. Forms will be furnished to the lowest responsible Contractor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: _____

Date: _____

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. An incomplete form will disqualify your Bid. For assistance in completing this form, contact the Purchasing Department at 708-358-5473.

An EEO-1 Report may be submitted in lieu of this report

Contractor Name _____

Total Employees _____

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Bid. It should be attached to your Affidavit of Compliance. Failure to include it with your Bid will be disqualify you from consideration.

_____, being first duly sworn, deposes and says that he/she is the _____

(Name of Person Making Affidavit)

(Title or Officer)

of _____ and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this _____ day of _____, 2014.

(Signature)

(Date)

SECTION X
NO PROPOSAL EXPLANATION

If your firm does not wish to propose on the attached specifications, the Village of Oak Park would be interested in any explanation or comment you may have as to what prevented your firm from submitting a Proposal.

Thank you.

RFP Name: Village of Oak Park Village Proposal RFP-DCS-2015-Plan-Review-and-Inspections.

Comments:

Signed: _____

Phone: _____