REQUEST FOR QUALIFICATIONS (RFQ)

Consultant Services – Passport Parking System Implementation Assistance

Issued: November 25, 2019
Due: Wednesday, December 11, 2019 – 3:00p.m.

The Village of Oak Park (“the Village”) is requesting qualifications to identify vendors to assure that it is receiving the optimum level of services.

Village of Oak Park
Attn: Tammie Grossman, Director, Development Customer Services Department
Village Hall
123 Madison Street
Oak Park, IL 60302
development@oak-park.us
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SECTION I
REQUEST FOR QUALIFICATIONS (RFQ)

Consultant Services - Passport Parking System Implementation Assistance
Issuance Date: November 25, 2019

The Village of Oak Park will accept proposals from qualified Consultants for Passport Parking System Implementation Assistance, as provided to the Parking Manager, as is further described within this document. This is a qualifications-based selection process. The Development Customer Services Department will review and evaluate the RFQ proposals. An agreement, in substantially the form attached, will be awarded as a result of this RFQ proposal, executed by the Village Manager and authorized by the Village Board, if applicable.

RFQ proposals will be accepted at the Development Customer Services Department, Oak Park Village Hall, 123 Madison Street, Oak Park, IL 60302, Monday through Friday, 8:30 a.m. to 5:00 p.m., until 3:00 p.m. local time on December 11, 2019. RFQ proposals must be sent electronically to development@oak-park.us.

RFQ specifications and proposal forms may be obtained at the Development Customer Services Department at the address listed above or by calling 708-358-5424. Information is also available from Tammie Grossman, Director, Development Customer Services Department, at development@oak-park.us or on the Village’s website http://www.oak-park.us/your-government/finance-department.

Do not detach any portion of this document. Upon formal award to the successful Consultant, a written agreement will be executed for the Services.

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

Submission of Proposals
Each consultant shall provide one (1) electronic copy of its RFQ proposal. The proposal shall be submitted on the RFQ proposal forms included herewith. The proposal shall be submitted to development@oak-park.us with the heading as follows: “Consultant Services - Passport Parking System Implementation Assistance.” Submittals shall bear the return address of the Proposer, and shall be addressed as follows:

TO: development@oak-park.us
Tammie Grossman, Director
Development Customer Services Department
Oak Park Village Hall
123 Madison Street
Oak Park, IL 60302
SECTION II
RFQ PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS

Preparation and Submission of RFQ Proposal
The RFQ proposal must be submitted on the forms furnished and delivered to the Development Customer Services Department by the specific time indicated on the cover page. Proposals arriving after the specified time will not be accepted. Mailed proposals which are delivered after the specified hour will not be accepted regardless of the post-marked time on the envelope. All blank spaces on the proposal form must be completed, if applicable. The proposal must be signed by an authorized officer of the Consultant entity. The proposal is contained in this document and must remain attached thereto when submitted.

Award of Contract
The Village will select a Consultant it determines most advantageous, considering demonstrated competence, integrity, capacity to perform the services, and other qualifications for the type of services required. The Village also reserves the right to reject all proposals, to waive technicalities, and to accept any item of any proposal unless the Consultant includes a restrictive limitation. The Village may choose to inspect, investigate and interview proposers before making a selection.

Costs of Preparation
The Village will not be responsible for any expenses incurred in preparing and submitting a RFQ proposal or entering into the applicable agreement.

Consultant’s Certification
Consultants and all proposed sub-consultants must complete the Proposer Certification in Section V of this RFQ. If the Consultant submits a false certification, the Village will disqualify the Consultant from contracting, or if a contract has already been executed, it will be deemed void. If the false certification is made by a sub-consultant, then the Consultant's submitted proposal will not be declared void if the Consultant terminates the subcontract upon the Village’s request after a finding that the subcontract's certification was false.

Taxes not Applicable
The Village of Oak Park, as a municipality, pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore these taxes should not be included in price quotations.

Withdrawal of Proposals
Any Consultant may withdraw its RFQ 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 Consultant 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 Consultant may not withdraw or cancel its proposal after having been notified that the proposal was accepted.
Investigation of Consultants
The Village will make such investigations as are necessary to determine the ability of the Consultant to fulfill the RFQ proposal requirements. This is a qualifications-based selection process. If requested, the Consultant should be prepared to present evidence to the Village of Oak Park of ability and possession of necessary facilities and financial resources to comply with the terms of the attached specifications and proposals. In addition, the Consultant 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 Consultant.

Rejection of Consultant
The Village will reject any RFQ 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 Consultant that failed to satisfactorily complete work for the Village under any previous agreement.

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

Compliance with Applicable Laws
The Proposer 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 of Oak Park are governed by the laws of the State of Illinois and the Oak Park Village Code 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.

Subletting of Agreement
No agreement awarded by the Village of Oak Park shall be assigned or any part sub-agreement without the written consent of the Village of Oak Park or as noted in the Consultant’s proposal. In no case shall such consent relieve the Consultant from its obligations or change the terms of the Agreement.

Interpretation of Agreement Documents
Any Consultant with a question about this proposal may request an interpretation thereof from the Village. If the Village changes the proposal, 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 Consultants. The Village will not assume responsibility for receipt of such addendum. In all cases, it will be the Consultant’s responsibility to obtain all addenda issued. Consultants will provide written acknowledgment of receipt of each addendum issued with the proposal submission.
Minority Business and Women Business Enterprise Requirements
The Village of Oak Park, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of Consultants and sub-Consultants 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.

Licenses
The Consultant shall be responsible for becoming a licensed Consultant in the Village.

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

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.

Familiarity with Scope of Services, Terms Conditions and Requirements
Consultants shall familiarize themselves with the full contents of this RFQ document and all conditions which affect their proposal or ability to complete the contract. Once a RFQ proposal has been submitted, the Consultant’s failure to have read and understand all the conditions, instructions and specifications of this Request for Qualifications shall not be cause to alter the terms of the contract.

No Collusion
The Consultant must disclose any person, firm or entity that has an interest in this contract, including sub-consultants. If at any time it shall be found that Consultant has colluded with any other person, firm, or corporation in procuring this Contract, then Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Contract shall, at the Village’s option, be null and void.

Defaulted Consultants
The Village of Oak Park will not award a contract to any person or entity that has breached or failed to perform under any contract with the Village or which owes any debt to the Village.
SECTION III
RFQ DETAILED SPECIFICATIONS

General Information
The Village of Oak Park is located approximately eight miles west of downtown Chicago, in Cook County, Illinois. The Village is a Home Rule municipality operating under the council-manager form of government and was incorporated in 1902. The Village covers an area of 4.5 square miles with no territorial expansion. It is primarily a residential community with twelve separate business districts. The Village offers a full range of municipal services to its residents. Oak Park is a thriving community of about 52,000 people and is known for its architectural heritage and diverse population. It is one of the region’s most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes.

Consultant Services - Passport Parking System Implementation Assistance – General Scope of Work
The Village seeks RFQ Proposals from qualified Consultants to provide assistance regarding the operation and implementation of the Village’s Passport Parking System. The selected consultant will provide said implementation assistance to the Village’s Parking Manager and Director of the Development Customer Services Department.

Schedule
The following is the proposed schedule for the consulting services (FY 2020):

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start</th>
<th>Completion</th>
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</thead>
<tbody>
<tr>
<td>Passport Parking System Implementation Assistance</td>
<td>January 2020</td>
<td>6-30-20</td>
</tr>
</tbody>
</table>

Contents of RFQ Proposals
This is a qualifications-based selection process. This RFQ Proposal is an opportunity for firms to submit their qualifications to be considered by the Village. Consultants shall complete all forms and required certifications contained in this document, and provide the Village with the information listed below:

1. A brief description of the consultant’s general capabilities, strengths and relative experience.
2. A team organization chart indicating the names of staff that will be on-site providing the Village assistance.
3. An outline of each individual’s personal experience on consulting projects of a similar nature, including size of project, role of individual, areas of responsibility, level of involvement and time assigned to the project.
4. A detailed explanation of the consultant’s experience with Passport Labs operational parking technology.
5. List of other contracts awarded to the consultant most comparable to the work described in the scope of services. Please provide contact name, address and phone number.
6. Any objections to any terms of the Request for Qualifications.
7. Each Consultant shall provide one (1) electronic copy of their proposal.

RFQ proposals shall contain the same level of information about proposed sub-consultants as is provided for the Consultant.

Evaluation of RFQ Proposal
This is a qualifications-based selection process. The Village of Oak Park will evaluate each submission based on the following response:

1. Firm experience;
2. Experience of key personnel; and
3. Evaluation of the firm’s ability to provide the required services.
SECTION IV
RFQ PROPOSAL FORM

This RFQ proposal is offered for acceptance by the Village of Oak Park within sixty (60) calendar days from the date of opening. The Proposer has read and agrees to all terms and conditions of this RFQ for Village of Oak Park Consultant Services - Passport Parking System Implementation Assistance.

Company Name ________________________________

By: ________________________________
(Signature)

Printed Name ________________________________

Title ________________________________

Email ________________________________

Company Address ________________________________

______________________________

Date of Proposal ________________ Telephone # ________________
SECTION V
PROPOSER CERTIFICATION

______________________________________, as part of its RFQ proposal on an agreement for Consultant Services - Passport Parking System Implementation Assistance, hereby certifies that said Proposer 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 relating to Proposing Requirement.

________________________________
(Authorized Agent of Proposer selected)

Subscribed and sworn to before me this _________ day of ____________________, 2019.

________________________________
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.)

(Proposer selected)

The individual or entity making the foregoing 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 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 Proposer if the Proposer is an individual)
(name of partner if the Proposer is a partnership)
(name of officer if the Proposer 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 ____________________, 2019.

______________________________
Notary Public’s Signature - Notary Public Seal -
SECTION VII
ORGANIZATION OF PROPOSING FIRM

Please fill out the applicable section:

A. Corporation:  
The Consultant 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 Consultant is a Sole Proprietor.  If the Consultant does business under an Assumed Name, the Assumed Name is ________________________________, which is registered with the Cook County Clerk.  The Consultant is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:  
The Consultant 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 affiliates are barred from proposing on this service as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Proposal rigging and Proposal 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 Consultant is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

Signature: _______________________________________

Name and address of Business: ____________________________________________

Telephone __________________________ E-Mail ___________________________

Subscribed to and sworn before me this ______ day of __________________, 2019.

______________________________
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 Development Customer Services Department at 708-358-5424.

1. Consultant 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-Consultants working on this agreement. Forms will be furnished to the lowest responsible Consultant 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: __________________
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 proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Development Customer Services Department at 708-358-5424.

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

Consultant Name__________________________
Total Employees________________________

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<th>Total Employees</th>
<th>Total Males</th>
<th>Total Females</th>
<th>Males</th>
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<th>Females</th>
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<th>Total Minorities</th>
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This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your proposal will disqualify you from consideration.

<table>
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<tr>
<th>Name of Person Making Affidavit</th>
<th>(Title or Officer)</th>
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<td>_______________________________</td>
<td>____________________</td>
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being first duly sworn, deposes and says that he/she is the _______________________

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 _________________________, 2019.

<table>
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<tr>
<th>(Signature)</th>
<th>(Date)</th>
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</table>
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.

Proposal Name: Consultant Services - Passport Parking System Implementation Assistance

Comments:

Signed: __________________________

Phone: __________________________
PROFESSIONAL SERVICES AGREEMENT

THE PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into this _____ day of ______________, 20__, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and __________________________, a ________________________________, (hereinafter referred to as the “Consultant”).

RECITALS

WHEREAS, the Village intends to have services performed by the Consultant pursuant to the Village’s Request for Qualifications dated November 25, 2019 (hereinafter referred to as “RFQ”), attached hereto and incorporated herein by reference, and the Consultant’s Proposal, attached hereto and incorporated herein by reference; and

WHEREAS, the Consultant has represented to the Village that it has the necessary expertise to perform such services for the Village; and

WHEREAS, the Consultant has expressed its willingness to furnish its services subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. RECITALS INCORPORATED.

1.1. The above recitals are incorporated herein as though fully set forth.

2. SERVICES OF CONSULTANT AND TERM OF AGREEMENT.

2.1. Consultant shall provide the services set forth in the Consultant’s Proposal (hereinafter referred to as the “Services”) after receiving written authorization by the Village. The Village shall approve the use of sub-consultants by Consultant to perform any of the Services that are the subject of this Agreement.

2.2. Consultant shall submit to the Village all reports, documents, data, and information set forth in the Village’s RFQ in a format customarily used in the industry. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement. Consultant shall be responsible for any delay in the Services to be provided pursuant to this Agreement due to Consultant’s failure to provide any required submittal in conformance with this Agreement.
2.3. In case of a conflict between the provisions of Consultant’s Proposal and the Village’s RFQ and/or this Agreement, this Agreement and the Village’s RFQ shall control to the extent of such conflict.

2.4. Village Authorized Representative. The Director of the Department of Development Customer Services or the Director’s designee shall be deemed the Village’s authorized representative for purposes of this Agreement, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Agreement. Consultant is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing Consultant with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.5. Consultant’s Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, Consultant hereby designates _______________ as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Consultant and with the effect of binding Consultant. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Consultant as having been properly and legally given by Consultant. Consultant shall have the right to change its authorized representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.6 The Consultant shall be an independent Consultant to the Village. The Consultant shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Services. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against Consultant. The Consultant's services under this Agreement are being performed solely for the Village's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

3. COMPENSATION FOR SERVICES.

3.1. The Village shall compensate Consultant for the Services as set forth pursuant to the Consultant’s Qualifications in an amount not to exceed $____________. Consultant shall be paid not more frequently than once each month (“Progress Payments”). Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Consultant. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., except as set forth herein.
3.2. The Village may, at any time, by written order, make changes regarding the general scope of this Agreement in the Services to be performed by Consultant. If such changes cause an increase or decrease in the amount to be paid to Consultant or time required for performance of any Services under this Agreement, whether or not changed by any order, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which additional compensation will be charged by Consultant shall be furnished without the written authorization of the Village.

3.3. Consultant shall, as a condition precedent to its right to receive a progress payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Agreement. In addition to the foregoing, such invoice shall include: (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; and (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase.

3.4. Notwithstanding any other provision of this Agreement and without prejudice to any of the Village’s rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Consultant is liable under this Agreement; (3) claims of sub-consultants, suppliers, or other persons performing Consultant’s Services; (4) delay in the progress or completion of the Services; (5) inability of Consultant to complete the Services; (6) failure of Consultant to properly complete or document any pay request; (7) any other failure of Consultant to perform any of its obligations under this Agreement; or (8) the cost to the Village, including attorneys’ fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village’s remedies set forth in this Agreement. The Village must notify Consultant of cause for withholding within fourteen (14) days of the Village’s receipt of an invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due Consultant under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys’ fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to Consultant under this Agreement.
4. **TERM AND TERMINATION.**

4.1. This Agreement shall be for a one (1) year term beginning 12:01 a.m. on _________________, 2019 through 11:59 p.m. on ________________.

4.2. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. The Village may terminate this Agreement, in whole or in part, for its convenience. No such termination may be effected unless the terminating party gives the other party not less than ten (10) calendar day’s written notice pursuant to Section 18 below of its intent to terminate.

4.3. If this Agreement is terminated by either party, Consultant shall be paid for Services performed to the effective date of termination, including reimbursable expenses. In the event of termination, the Village shall receive reproducible copies of drawings, specifications and other documents completed by Consultant pursuant to this Agreement.

5. **INDEMNIFICATION.**

5.1. Consultant shall, without regard to the availability or unavailability of any insurance, either of the Village or Consultant, indemnify, save harmless, and defend the Village, its officers, officials, employees, agents, and volunteers against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including reasonable attorneys’ fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with the Consultant’s performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of Consultant, but only to the extent caused by the negligence of Consultant or its sub-consultants or their respective employees.

6. **INSURANCE.**

6.1. Consultant shall at Consultant's expense secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 6. Consultant shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, which ever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best’s Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision shall also be stated on each Certificate of Insurance: “Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days’ written notice to the certificate holder named to the left.” The Consultant shall require any of its subconsultants to secure and maintain insurance as set forth in this Section 6 and indemnify, hold harmless and defend the Village, its officers, officials, employees, agents, and volunteers as set forth in this Agreement.
6.2. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**
   i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
   ii. Limits:
       - General Aggregate: $2,000,000.00
       - Each Occurrence: $2,000,000.00
       - Personal Injury: $2,000,000.00
   iii. Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.

(B) **Professional Liability:**
   i. Per Claim/Aggregate: $2,000,000.00
   ii. Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant, and the Consultant's obligations under the indemnification provisions of this Agreement to the extent same are covered.

(C) **Workers’ Compensation:**
   i. Workers’ compensation shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who provide Services, and in case work is sublet, Consultant shall require each subconsultant similarly to provide workers’ compensation insurance. In case employees engaged in hazardous work under this Agreement are not protected under the Workers’ Compensation Act, Consultant shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) **Comprehensive Automobile Liability:**
   i. Comprehensive Automobile Liability coverage shall include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.
   ii. Limits:
       - Combined Single Limit: $1,000,000.00

(E) **Umbrella:**
   i. Limits:
       - Each Occurrence/Aggregate: $5,000,000.00

(F) The Village, its officers, officials, employees, agents, and volunteers shall be named as additional insureds on all insurance policies set forth herein
except workers’ compensation and professional liability/malpractice. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees, agents, and volunteers.

6.3. The Village and Consultant agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Services.

6.4. Consultant understands and agrees that, except as to professional liability, any insurance protection required by this Agreement or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees, agents and volunteers as herein provided. Consultant waives and shall have its insurers waive, its rights of subrogation against the Village, its officers, officials, employees, agents and volunteers.

7. SUCCESSORS AND ASSIGNS.

7.1. The Village and Consultant each bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement. Except as above, neither the Village nor Consultant shall assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may not be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and Consultant.

8. FORCE MAJEURE.

8.1. Neither the Consultant nor the Village shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to: acts of nature, war or insurrection, strikes or lockouts, walkouts, fires, natural calamities, riots or demands or requirements of governmental agencies.

9. AMENDMENTS AND MODIFICATIONS.

9.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of Consultant.

10. STANDARD OF CARE.

10.1. Consultant is responsible for the quality, technical accuracy, timely completion, and coordination of all Services furnished or required under this Agreement, and shall
endeavor to perform such Services with the same skill and judgment which can be reasonably expected from similarly situated professionals.

10.2. Consultant shall promptly make revisions or corrections regarding its Services resulting from its errors, omissions, or negligent acts without additional compensation. The Village’s acceptance of any of Consultant’s Services shall not relieve Consultant of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies Consultant thereof within one (1) year of completion of Consultant’s Services.

10.3. Consultant shall respond to the Village’s notice of any errors and/or omissions within seven (7) days of written confirmation by Consultant of the Village’s notice. Such confirmation may be in the form of a facsimile confirmation receipt by the Village, or by actual hand delivery of written notice by the Village to Consultant.

10.4. Consultant shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement.

10.5. Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or Consultant with respect to this Agreement.

10.6. Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant’s, or its sub-consultants’, performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

11. DOCUMENTS AND BOOKS AND RECORDS.

11.1. Reports, examinations, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be provided pursuant to this Agreement (“Documents”) shall be and remain the property of the Village upon completion of the Services and payment to Consultant all amounts then due under this Agreement. At the Village’s request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. Consultant shall have the right to retain copies of the Documents for
its files. Consultant shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required herein.

11.2. Consultant’s Documents and records pursuant to this Agreement shall be maintained and made available during performance of the Services under this Agreement and for three (3) years after completion of any Services. Consultant shall give notice to the Village of any Documents to be disposed of or destroyed and the intended date after said period, which shall be at least ninety (90) days after the effective date of such notice of disposal or destruction. The Village shall have ninety (90) days after receipt of any such notice to give notice to Consultant not to dispose of or destroy said Documents and to require Consultant to deliver same to the Village, at the Village’s expense. Consultant and any sub-consultants shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. All books, records and supporting documents related to this Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and Consultant agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. Consultant shall make the Documents available for the Village’s review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Services as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. by providing any and all responsive documents to the Village.

11.3. Consultant shall have the right to include among Consultant’s promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by Consultant pursuant to this Agreement (collectively “Work Products”). The Village shall provide professional credit to Consultant in the Village’s development, promotional and other materials which include Consultant’s Work Products.

11.4. Consultant shall furnish all records related to this Agreement and any documentation related to the Village required under an Illinois Freedom of Information Act (5 ILCS 140/1 et. seq.) (“FOIA”) request within five (5) business days after the Village issues notice of such request to Consultant. Consultant shall not apply any costs or charge any fees to the Village regarding the procurement of records required pursuant to a FOIA request. Consultant agrees to defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney’s and witness fees, filing fees, and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from the Consultant’s actual or alleged violation of the FOIA, or the Consultant’s failure to furnish all documentation related to a request within five (5) days after the Village issues notice of a request. Furthermore, should the Consultant request that the Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Consultant shall pay all costs connected therewith (such as reasonable
attorney’s and witness fees, filing fees, and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. Consultant shall defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and shall pay all costs connected therewith (such as reasonable attorney’s and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by the Consultant’s request to utilize a lawful exemption to the Village.

12. **SAVINGS CLAUSE.**

12.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

13. **NON-WAIVER OF RIGHTS.**

13.1. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

13.2. This Agreement shall not prohibit Consultant from providing services to any other public or private entity or person. In the event that Consultant provides Services to a public or private entity or person, the Village, at its sole discretion, may determine that such Services conflict with a service to be provided to the Village by Consultant, and the Village may select another Consultant to provide such Services as the Village deems appropriate.

14. **THE VILLAGE’S REMEDIES.**

14.1. If it should appear at any time prior to payment for Services provided pursuant to this Agreement that Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services to be provided pursuant to this Agreement with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has attempted to assign this Agreement or Consultant’s rights under this Agreement, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Agreement or has failed to pay its debts as they come due (“Event of Default”), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen business days after Consultant’s receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

14.1.1. The Village may require Consultant, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective,
damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Consultant and the Services into compliance with this Agreement;

14.1.2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction;

14.1.3. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except for amounts due for Services properly performed prior to termination;

14.1.4. The Village may withhold any payment from Consultant, whether or not previously approved, or may recover from Consultant any and all costs, including attorneys’ fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default; or

14.1.5. The Village may recover any damages suffered by the Village as a result of Consultant’s Event of Default.

14.2. In addition to the above, if Consultant fails to complete any required Services pursuant to this Agreement, the Village shall be entitled to liquidated damages in the amount of five hundred dollars ($500.00) per day for each day the Services remains uncompleted. This amount is not a penalty, and the parties agree to said amount given the difficulties associated with determining or calculating damages to the Village in the event the required Services are not completed on time.

15. NO COLLUSION.

15.1. Consultant hereby represents and certifies that Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. Consultant hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has in procuring this Agreement, colluded with any other person, firm, or corporation, then Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village’s option, be null and void and subject to termination by the Village.

16. ENTIRE AGREEMENT.

16.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written
or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

17. **GOVERNING LAW AND VENUE.**

17.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

17.2. Venue for any action pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

18. **NOTICE.**

18.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or email transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:     If to the Consultant:

Village Manager     ________________________
Village of Oak Park  ________________________
123 Madison Street  ________________________
Oak Park, Illinois 60302   ________________________
Email: villagemanager@oak-park.us   Email: __________________

18.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

18.3. Notice by email transmission shall be effective as of date and time of transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event email notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

19. **BINDING AUTHORITY.**

19.1. The individuals executing this Agreement on behalf of the Consultant and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

20. **HEADINGS AND TITLES.**

20.1. The headings and titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.
21. **COUNTERPARTS; FACSIMILE OR PDF/MAIL SIGNATURES.**

21.1. This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

21.2 A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

22. **EFFECTIVE DATE.**

22.1. As used in this Agreement, the Effective Date of this Agreement shall be the date that the Village Manager for the Village of Oak Park executes this Agreement as set forth below.

23. **AUTHORIZEDATIONS.**

23.1. The Consultant’s authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Consultant’s board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager and Village Clerk warrant that they have been lawfully authorized to execute this Agreement. The Consultant and the Village shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

24. **EQUAL OPPORTUNITY EMPLOYER.**

24.1. The Consultant is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A and Chapter 13 (“Human Rights”) of the Oak Park Village Code are incorporated herein as though fully set forth. The Consultant shall not discriminate against any employee or applicant for employment because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. The Consultant shall comply with all requirements of Chapter 13 (“Human Rights”) of the Oak Park Village Code.

In the event of the Consultant’s noncompliance with any provision of Chapter 13 (“Human Rights”) of the Oak Park Village Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the Village, and the Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
In all solicitations or advertisements for employees placed by it on its behalf, the Consultant shall state that all applicants will be afforded equal opportunity without discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK-
SIGNATURE PAGE FOLLOWS]
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

By:  Cara Pavlcek
Its:  Village Manager
Date:  ________________, 2019

ATTEST

By:  Vicki Scaman
Its:  Village Clerk
Date:  ________________, 2019

CONSULTANT

By:  
Its:  
Date:  ________________, 2019

ATTEST

By:  
Its:  
Date:  ________________, 2019