



## REQUEST FOR QUALIFICATIONS (RFQ)

### Request for Qualifications

for On-Call Professional Architectural / Engineering Services Contract

Issued: December 7<sup>th</sup>, 2022

Qualifications Due: December 30<sup>th</sup>, 2022

The Village of Oak Park (“the Village”) is requesting qualifications for on-call architectural/engineering services to identify consultants to assure that it is receiving the optimum level of services at a competitive price.

Responses shall be submitted via email on or before December 30<sup>th</sup>, 2022 at 2:00

## **Section I. General Requirements**

### **A. Introduction and Mandatory Terms**

The Village is requesting a Statement of Qualifications (SOQ) from multi-disciplined architectural/engineering consultants for on-call task order professional architectural and/or engineering services. See Section II- Scope of Services, for additional information.

The Village will accept electronic pdf responses via email (paper submittals will not be accepted). Each Consultant shall *provide one (1) pdf of their qualifications in an email titled "Statement of Qualifications for On-Call Architectural and Engineering Services COMPANY NAME."* It is the responsibility of the consultant to notify the Village of its intent of submitting a proposal so that they added to a plan-holder list in case addenda are issued.

All questions must be submitted via email to [vics@oak-park.us](mailto:vics@oak-park.us) no later than noon on December 14, 2022. Responses will be provided to the known list of RFQ recipients.

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

### **B. Presentation of Request for Qualifications**

The Village reserves the right to select a short list of Consultants at its own discretion to present their qualifications, respond to questions, and supply supplemental information. The Village reserves the right to reject any or all submittals and to disregard any informality on the statement of qualifications when in its opinion, the best interest of the Village will be served by such action.

### **C. Consultant Notification**

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

### **D. Award of Agreement**

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

Any agreement with a selected Consultant or Consultants must be reviewed and approved by the Village Attorney, may be approved and authorized by the Village of Oak Park Board of Trustees, and executed by the Village Manager. The Consultants are advised that Village staff, other than the Village Manager, have no authority to sign

agreements or modify existing agreements on behalf of the Village and that any such agreements are null and void.

**E. Taxes Not Applicable**

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

**F. Interpretation of the Request for Qualifications Document**

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

In the event that a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested RFQ specifications initiated by the Village, a copy of such addendum will be provided to the known list of RFQ recipients. The Village will not assume responsibility for receipt of such addendum. In all cases it will be the Consultants' responsibility to obtain all addenda issued.

**G. Competency of Consultant**

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

**H. Subletting of Contract**

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

**I. Compliance with Applicable Laws**

The Consultant will strictly comply with all Ordinances and codes of the Village of Oak Park and applicable federal and state law.

**J. Term of Agreement**

The initial Master Agreement shall be on the last date signed by both parties, whichever is later, and shall continue for a period of approximately three (3) years. The Village retains the right to renew this initial agreement under the same terms and conditions upon mutual agreement with the respondent. Renewals are to be done on a yearly basis for no more than two additional terms of approximately one year each.

Price escalation will be allowed and subject to one (1) adjustment per year. The requested increase must be that of the general industry. In this event, written notification stating the requested increase and supporting document justification must be forwarded to the Village. The annual adjustment shall be based upon 100% of the percentage of change of 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, Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois - Gary, Indiana - Kenosha, Wisconsin (all items, 1982-84 = 100). Notwithstanding anything contained herein to the contrary, the annual adjustment shall not be greater than five percent (5%) of the previous year's cost for services provided under this agreement in any year. If the Respondent fails to justify the requested increase, the Village reserves the right to reject the request and cancel the balance of the agreement.

If any price reductions are announced during the agreement period, the Village shall receive benefit of such reductions. This request shall also be in the form of a written notification and shall become effective thirty (30) days from the date the notice was received by the Village.

**K. Payments**

The Village shall pay the consultant on a monthly basis based on the services provided during the month as set forth in this section and in such task order. Payment to the consultant shall be made within 30 days of the receipt of an invoice. A detailed summary of costs will be submitted to the Village for review and approval. Invoices shall be mailed to the Village Engineer located at the Village of Oak Park, 201 South Boulevard, Oak Park, Illinois 60302. All invoices will be paid within 30 days of approval. Charges for late payments must be in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1, requiring a maximum interest penalty of 1% per month or portion thereof.

For all services provided which are not covered by a task order, the Consultant shall invoice the Village on an hourly basis for direct labor to perform the work based on rates provided.

**L. Termination of Contract**

The Village reserves the right to terminate any multi-year agreement if the Village's Board of Trustees fails to appropriate funds for this purpose in any subsequent fiscal year. All funds for payments after December 31st of the current fiscal year are subject to appropriation by the Village for this purpose.

The Village further reserves the right to terminate the whole or any part of this agreement, upon written notice to the consultant, in the event of default by the consultant. Default is defined as failure of the consultant to perform any of the agreement or failure to make sufficient progress so as to endanger performance of this agreement in accordance with its terms. In the event of default and termination, the Village will procure upon such terms and in such manner as may be deemed appropriate services similar to those so terminated. The consultant shall be liable for excess costs for such similar services unless acceptable evidence is submitted that failure to perform the agreement was due to causes beyond the control and without the fault of negligence of the consultant.

**M. Consultant Personnel Assigned to the Village of Oak Park Account(s)**

The Village reserves the right to accept or reject any staff designated by the Consultant. The Consultant shall request approval for substituting any key staff identified in the RFQ. If no suitable replacement staff is provided, the Village reserves the right to terminate the agreement.

**N. Confidentiality**

The Consultant shall keep the Village's employee and all related data confidential.

**O. Insurance Requirements**

The selected Consultant must purchase and maintain for the length of the agreement, the lines of insurance described in this section. All insurance coverage shall be on an occurrence basis. The Consultant shall provide evidence of such insurance to the Village together with its proposal, and will provide evidence that the Village has been added as a named insured, where applicable, before commencement of the services and on an annual basis thereafter. Certificates of Insurance shall contain a clause stating that the coverage afforded by the policies listed will not be canceled or materially altered, except after forty-five (45) days advance written notice to the Village. The Consultant shall secure the following endorsements to each of the required policies: "It is understood and agreed that the insurance company will give not less than forty-five (45) days advance written notice of any cancellation or material change under any of these policies to the Village of Oak Park. *"In the event that such notice is not given to the Village of Oak Park at least forty-five (45) days prior to cancellation or material change, the policy will continue in full force and effect for the benefit of the Village as if such*

*change or cancellation had not occurred."* 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 \$ 1,000,000.00

Personal Injury \$ 1,000,000.00

iii. Coverage for all claims arising out of the Proposer's operations or premises, anyone directly or indirectly employed by the Proposer.

(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 insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform work pursuant to the agreement, and in case work is subcontracted, the 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 said worker's compensation insurance, the Proposer 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. Coverage to 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 \$2,000,000.00

(f) The Village, its officers, officials, employees and agents shall be named as additional insureds on all insurance policies set forth herein except Workers' Compensation and Professional Liability. 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 and agents.

The Consultant understands and agrees that any insurance protection required by the 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 and agents as herein provided.

**P. Hold Harmless and Indemnity**

Notwithstanding any limitations or restrictions applicable to any insurance or bonds required hereunder, the Consultant shall defend, indemnify and hold the Village of Oak Park and its officers, officials, employees, and agents harmless from and against any and all liability, loss, damage, claim, payment or expense, including attorney fees, which the Village or its officers, officials, employees, and agents may incur resulting from or arising out of any error or omission in the performance of the agreement by the Consultant, including, without limitation, errors or omissions in the handling, accounting for, or transferring of funds, or to work, services or systems or products provided in the performance of the agreement by the Consultant or its employees, agents, servants, associates, Consultants, subconsultants, or assignees.

**Q. Tentative Schedule**

Below is a tentative schedule for the request for qualifications, evaluation of responses, selection and approval of on-call Consultant(s):

VOP issues RFQ	Dec. 7, 2022
Questions due at noon by	Dec. 14, 2022
Qualifications due to Building Maintenance Division	Dec. 30, 2022 2:00 p.m.
Review	Jan. 3-6, 2023
Interviews if deemed necessary	Jan. 9-13, 2023
Recommend Agreement Approval of consultant pool	Jan. 13, 2023
Board Approval of consultant pool	Feb. 6, 2023

## **Section II. Scope of Services**

The Village is requesting statement of qualifications (SOQ) from multi-disciplined architectural/engineering consultants for on-call task order professional engineering services for Building Improvement Fund projects. Selected consultants would support Village staff in areas where assistance is required due to workload or due to specialized technical requirements of certain projects.

Selected consultant(s) will still be able to submit proposals for any projects the Village chooses not to utilize the on-call list. This on-call list will only be utilized for locally funded engineering tasks and does not apply to federally funded engineering projects/phases.

The on-call consultant(s) shall provide staffing and other resources on an as-needed basis for professional architectural and/or engineering services that may include, but are not limited to:

- Grant writing and assistance
- Design engineering of mechanical, electrical, plumbing, structural and renovation projects
- Construction/project management
- Assistance with project budgeting for future years
- Assistance in preparing life-cycle cost and payback analyses

Individual task order assignments will be designated to only one of the firms from the pool of selected on-call consultants.

For each task performed, the on-call consultant will develop and submit a specific scope of work and fee estimate to the Village of Oak Park for negotiation and approval prior to the start of any work.

While the final determination of which Building Improvement Fund projects will be implemented during the term of the contract is not yet determined, the Village's most recent 5-year Capital Improvement Plan can be downloaded from the Village's website at:

[https://www.oak-park.us/sites/default/files/budgets/2023/fy23-27\\_adopted\\_cip.pdf](https://www.oak-park.us/sites/default/files/budgets/2023/fy23-27_adopted_cip.pdf)

For the immediate future, potential task orders include architectural services for the bunk room renovations project at the main fire station, the new emergency egress balcony construction on the 2<sup>nd</sup> floor of the north fire station, and roof repairs at the south fire station. A complete list of all CIP Building Improvement Fund projects for 2023 is included in this RFQ at the end of this Section.



## SOQ Submittal Instructions

- Consultants eligibility to submit SOQ:
  - Licensed with the state of Illinois as a Professional Design Firm, and listed in good standing with the Office of the Illinois Secretary of State.
  - Shall have a presence in the greater Chicagoland area.
  - Staff shall be managed by personnel with the appropriate licensing (e.g. P.E., S.E., P.G.)
- Village Selection Team

The Building Maintenance Division will utilize a selection team of Public Works and Engineering staff members to be part of the process to review all the consultant SOQ's received for the RFQ process. Evaluation will be based on criteria outlined herein which may be weighted by the Village in a manner it deems appropriate.
- SOQ evaluation- A Qualifications Based Selection (QBS) methodology will be utilized according to the Village's purchasing policy. The Village will consider all the material submitted by each Consultant, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing agreements of this type; criteria includes, but is not limited to:
  - Firm Experience and Municipal Experience
    - The Village may contact references directly to inquire about the quality and type of services currently being provided to other customers.
  - Staff Capabilities
    - The Village will assess the experience and relevant knowledge of the proposed dedicated team of personnel.
- SOQ Outline: Submittals are requested to cover all of the aforementioned services. Excluding the required Village forms it is encouraged for the consultant to limit SOQ length to 10 pages. Submittals shall include the following information:
  - 1) Information about the consultant firm: Include a listing of different services offered and include any specialized licenses, accreditations, etc. held by staff (for example, LEED AP). Summarize how the consultant is qualified to assist in meeting the Village's goals for the contract. Describe the consultant's capabilities, strengths and relevant experience in municipalities with building infrastructure similar in character to Oak Park.
  - 2) Organization Chart & Key Staff: Provide listing of key staff assigned to the contract along with a brief summary of their relevant experience and qualifications and note location of offices for key staff. Include a team

organization chart indicating the key staff and their areas of involvement. Staff resumes do not count towards page total.

- 3) Staff Experience: An outline of each individual's personal experience on projects of a similar nature, including size of the project, role of the individual, areas of responsibility, level of involvement and time assigned to the project.
  - 4) Consultant Firm's Experience: List other contracts awarded to consultant most comparable to the work described in the scope of services. Please provide contact name, address and telephone number.
  - 5) Any objections to any terms of the request for proposal.
  - 6) Attach hourly rate schedule for various classifications in your organization, as well as your proposed standard multiplier and overhead rate to be used for non-task order services. Final rates and multipliers will be negotiated with the most qualified firms recommended for selection.
- Interviews: The Village may, at its sole option, conduct interviews and/or site visits as part of the final selection process.

**Oak Park 2023 Building Improvement fund  
Project  
List**

Last Update: 12/5/22

Location	Project	Budget	Notes
All	Property Condition Assessment (PCA) Renewals	\$ 25,000.00	Village had PCAs done previously for all buildings. Oldest is from 2015 for Village Hall. This project involves conducting new PCAs for all locations including incorporating energy audits for each location.
All	Energy Audit	\$ 80,000.00	

Fire Sta. 1	Bunk Room Modifications/Renovations	\$ 240,000.00	Includes new alerting system for the Fire Dept. (est. at \$50,000). "Loose" unofficial scope/plan was bid out in early 2022. Bids ranged from \$40K to \$200K. Fire Dept. has provided more detailed narrative/plan of what is desired. Need architect to provide final plans/specs/drawings for permitting process and bidding.
Fire Sta. 1	AC Unit Replacement	\$ 25,000.00	Scheduled for replacement in 2023: condensing units, compressors and associated components for two AC systems. In 2024, the following items would be replaced: domestic water heater (\$5,000), exhaust fans (\$15,000), fire alarm panel and carbon monoxide (CO) detectors (\$15,000) and sprinkler pipe sections (\$10,000).
Fire Sta. 1	Replace Men's Showers (Design only)	\$ 10,000.00	This project involves renovating the 2nd floor men's shower area at the main fire station to install new showers and allow for more space and a separate area for more women's showers. \$10,000 is for design only. \$40K is ear-marked for 2024.
Fire Sta. 2	Egress for Second Floor	\$ 50,000.00	This project involves removing one window in the kitchen area on the second floor and installing a new egress point (doorway with exterior landing) for life safety purposes. Structural and masonry work would be included.

Fire Sta. 2	New Geothermal System	\$ 350,000.00	\$25K for design; \$25K for environmental; \$300K for construction
Fire Sta. 3	Roof Repairs	\$ 200,000.00	
PWC	BAS Upgrades	\$ 90,000.00	
PWC	HVAC Air and Fan Motor Balancing and Monitoring	\$ 30,000.00	
PWC	Locker Room Upgrades	\$ 100,000.00	
PWC	New Exterior and Overhead Doors	\$ 30,000.00	
PWC	Utility Piping Replacements	\$ 25,000.00	Could be bid out as one project with one plumbing contractor. Design plans for this are already done and project is being bid on Wed., Dec. 14th.
PWC	Wash Bay Floor Drain Upgrades	\$ 175,000.00	
Village Hall	Electrical Upgrades (Design/assessment)	\$ 25,000.00	\$250,000 in 2024 for construction
Village Hall	Ventilation Improvements Employee Lounge Restrooms	\$ 35,000.00	This project most likely not be needed.
Metra	Safety and Security Improvements	\$ 45,000.00	Challenges include coordination with Metra, CTA, VOP and Union Pacific.
	<b>TOTAL:</b>	<b>\$ 1,535,000.00</b>	



## RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: \_\_\_\_\_

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_

TYPE NAME OF SIGNEE

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

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

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

Dated \_\_\_\_\_

\_\_\_\_\_  
Organization Name

(Seal - If Corporation)

By \_\_\_\_\_

Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

In the state of \_\_\_\_\_. \_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**(Fill Out Applicable Paragraph Below)**

(a) Corporation

The Respondent 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 bid 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 which permits the person to execute the offer for the corporation.)

(b) Partnership

Name, signature, and addresses of all Partner

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The partnership does business under the legal name of

\_\_\_\_\_ which name is registered with the office of  
\_\_\_\_\_ in the county of \_\_\_\_\_  
in the state of \_\_\_\_\_.

(c) Sole Proprietor

The Respondent is a Sole Proprietor whose full name is \_\_\_\_\_.

If the Respondent is operating under a trade name said trade name is  
\_\_\_\_\_ which name is registered with the office of  
\_\_\_\_\_ in the county of \_\_\_\_\_ in the state of  
\_\_\_\_\_.

Signed \_\_\_\_\_

Sole Proprietor



**Attachment I.**

**RESPONDENT CERTIFICATION**

\_\_\_\_\_, as part of its bid on a contract for  
(name of Respondent)

statement of qualifications (SOQ) from multi-disciplined architectural / engineering consultants as eligible to submit on proposals with the Village for on-call professional engineering services, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract 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 "Bidding Requirements".

By: \_\_\_\_\_  
(Authorized Agent of Respondent)

Subscribed and sworn to  
before me this \_\_\_\_ day  
of \_\_\_\_\_, 2022

\_\_\_\_\_  
(Notary Public)



**Attachment II.**

**TAX COMPLIANCE AFFIDAVIT**

\_\_\_\_\_, being first duly sworn, deposes and says:

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

\_\_\_\_\_.  
(bidder 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 bidder if the bidder is an individual)  
(name of partner if the bidder is a partnership)  
(name of officer if the bidder 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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public's Signature

- Notary Public Seal -



**Minority Business and Women Business Enterprises Requirements**

The Village of Oak Park in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of bidders and subConsultants 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 statement of qualification document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your statement of qualifications.



**Attachment III.**

**ORGANIZATION OF BIDDING 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 Bid 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



**Attachment IV.      Compliance Affidavit**

I, \_\_\_\_\_ being first duly sworn on oath depose and state as follows:  
(Print Name)

1. I am the (title) \_\_\_\_\_ of the Proposing Firm ("Firm") and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Qualifications and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option.
5. Neither the Firm nor its affiliates<sup>1</sup> 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 related to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Firm nor its affiliates is barred from agreement 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 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 Firm under the agreement in a 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.

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<sup>1</sup> Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting 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 bidding or contracting business entity.

Signature:\_\_\_\_\_ Printed Name\_\_\_\_\_

Name of Business:\_\_\_\_\_ Your Title: \_\_\_\_\_

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

(Number, Street, Suite #)

(City, State & Zip)

Telephone:\_\_\_\_\_ Fax: \_\_\_\_\_ Web Address: \_\_\_\_\_

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

### M/W/DBE STATUS AND EEO REPORT

1. Consultant Name: \_\_\_\_\_

2. Check here if your firm is:

☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed

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 Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

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 subConsultants 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: \_\_\_\_\_

**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 proposal. An incomplete form will disqualify your proposal. 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**

Consultant 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 Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal 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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
 ( Signature )

\_\_\_\_\_  
 ( Date )







**Attachment V.**

**No Proposal Explanation**

If your firm does not wish to submit qualifications, please provide us with Attachment V and include in the space below any comments you may have concerning this proposal or any related factors that prevented you from submitting a response.

Project Name:            *Request for Qualifications for On-Call Professional Architectural /  
Engineering Services Contract*

Date Issued:            December 7, 2022

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Comments: