

LEGAL NOTICE - MUST RUN IN
SOUTHTOWNSTAR
MONDAY AUGUST 1, 2011

LEGAL NOTICE

VILLAGE OF ORLAND PARK, ILLINOIS
REQUEST FOR QUALIFICATIONS

PAVEMENT, ROADWAY, AND TREE MANAGEMENT CONSULTANT

The Village of Orland Park, Illinois will receive sealed proposals until 11:00 A.M. on the 19th day of August, 2011, at the Office of the Village Clerk, 14700 S. Ravinia Ave., Orland Park, Illinois 60462, for a Pavement, Roadway, and Tree Management Consultant. Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

The specifications are on file and available for inspection and copies will be available at the Office of the Village Clerk and online on the Village's website www.orland-park.il.us.

No proposal shall be withdrawn after the opening of the proposals without the consent of the Village for a period of sixty (60) days after the scheduled time of opening and reading proposals.

The President and Board of Trustees reserve the right to reject any and all proposals or parts thereof and to waive any informalities, technicalities and irregularities in proposing and to disregard all non-conforming, conditional or counter proposals.

The successful proposer shall be required to comply with the provisions of all State of Illinois and federal laws as well as the State of Illinois Human Rights Act and the regulations of the Illinois Human Rights Commission.

By order of the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois.

PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF ORLAND PARK, ILLINOIS

BY: DAVID P. MAHER
VILLAGE CLERK



VILLAGE OF ORLAND PARK, ILLINOIS

**PAVEMENT, ROADWAY, AND TREE
MANAGEMENT CONSULTANT**

REQUEST FOR QUALIFICATIONS

ISSUE DATE

August 1, 2011

DUE DATE

**AUGUST 19, 2011
@ 11:00 AM**

**VILLAGE OF ORLAND PARK, ILLINOIS
PAVEMENT, ROADWAY, AND TREE
MANAGEMENT CONSULTANT
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I. INSTRUCTIONS TO PROPOSERS

OVERVIEW

The Village of Orland Park (“Village”) is seeking a consultant to perform various data collection and engineering services required to implement an asset management system (AMS) that will assist the Department of Public Works (“DPW”) in managing Village roadways and trees.

Proposals must be submitted no later than **11:00 a.m., local time, on Friday, August 19, 2011**. No consideration will be given to information/proposals received after the above stated date and time. Proposers must submit four (4) complete, sealed, signed and attested copies of the proposal, one (1) of which is bound and three (3) of which are complete, identical unbound copies of the proposal labeled: **Village of Orland Park – Pavement, Roadway, and Tree Management Consultant - RFQ** and addressed to:

Village of Orland Park
Village Clerk’s Office
14700 S. Ravinia Avenue
Orland Park, Illinois 60462

All proposals submitted must include all the information and documents as requested in this proposal. No oral or electronic proposals, including those sent by facsimile or via email, will be accepted or considered. All proposals received after the submittal time will be rejected and returned unopened. Failure to follow these instructions may result in rejection of the proposal.

THE VILLAGE RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY IRREGULARITIES.

Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

Addenda/Clarifications

All proposers are encouraged to communicate with staff prior to submittal. The Village requires that all questions related to this proposal be made in writing via fax/e-mail so all questions are clear and can be adequately answered. Please fax or email all questions to Ed Wilmes at (708) 403-8798 or ewilmes@orland-park.il.us by Tuesday, August 9, 2011. This gives the Village the opportunity to respond in a timely manner, allowing adequate time to complete the applications. It also allows the Village to share pertinent information with all the applicants.

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GENERAL INFORMATION

Overview

The Village of Orland Park, located in Cook and Will Counties, Illinois, maintains a roadway network consisting of residential streets, collectors, and arterials with a total of approximately 280 centerline miles. The management of the roadway network is a function of the Village of Orland Park's Department of Public Works.

As the Village of Orland Park has evolved over the years there are a number of roadway sections that have been developed. Design guidelines for the Village's roadways were strictly followed as the development occurred, however like other rapidly-developing communities, long range planning and oversight for the continued performance and maintenance of the roadway was not always a priority, resulting in disparate roadway conditions and application of stewardship services.

Purpose

The goal of this project is to develop a pavement and roadway asset management system that will allow the Village of Orland Park to perform capital and maintenance planning that optimizes the limited funds available for roadway maintenance. Additionally, the asset management program will be used to understand and value the Village's tree inventory and gauge potential implications of tree loss due to factors such as the emerald ash borer, severe weather, etc.

Description

The Village is seeking a consultant to perform various data collection and engineering services required to implement an asset management system (AMS) that will assist the Department of Public Works (DPW) in managing Village roadways and trees. At the conclusion of the project, the following objectives will be met:

- Performance of condition surveys for approximately 280 miles of roadway pavements;
- Inventory of approximately 26,000 trees within Village roadway right-of-way (ROW);
- Implementation and customization of AMS software that will:
 - Manage inventory and attribute data of roadway pavements and trees;
 - Predict future performance of pavement condition;
 - Assess pavement maintenance and rehabilitation (M&R) needs;
 - Assist in developing optimized selection of M&R projects and capital improvement plan.

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REQUIREMENTS OF PROPOSAL

The requirements listed in the following technical categories were designed to help ensure a successful delivery and implementation of an AMS that will meet the Village's needs. The successful consultant must demonstrate ability to define and implement a comprehensive management plan that meets these requirements in coordination with appropriate Village staff.

System Data Management

- The AMS shall interface directly with the Village's GIS and system data shall be referenced corresponding to an appropriate referencing scheme that matches or relates to the existing GIS ID for network segments.
- The AMS shall allow user-defined attributes capable of managing a customizable set of asset data available for decision-support.
- The AMS shall have the capability to ingest and use data from other Village data repositories, including other asset management systems (i.e., signs) that the Village is pursuing, to assist in functions such as segment query selection and M&R decision support.

Data Collection & Condition Surveys

- Asset inventory and condition data shall be collected via digital means from a survey vehicle operating at normal traffic speeds to minimize impact on the traveling public.
- Multiple camera angles shall be used to obtain geo-referenced survey images, providing a "driver's perspective" of the roadway sufficient for assessing condition of pavement and trees.
- The Consultant shall perform an assessment of pavement condition based upon a modified version of the Pavement Condition Index (PCI), allowing for distress identification from "windshield" view survey images and laser measurements of pavement rutting.
- Inventory data for tree assessment must include location of the trunk based on GPS coordinates per the Village GIS referencing system.
- All survey images shall be delivered to the client at the time of system implementation.
- The AMS shall provide a means for users to access survey images for a specific location and view images corresponding to system data.

System Customization & Analysis

- The AMS shall allow the user to create, review, modify, and select mathematical performance models used in predicting future pavement condition.
- The AMS shall allow for cross-asset condition assessment and decision support (i.e.

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multi-variable overall condition assessment, criteria-based selection of maintenance triggers, etc.).

- The AMS shall be used to develop multi-year needs analysis for a user-defined analysis period ranging to at least 15 years.
- The AMS shall include a method to perform optimized project selection, evaluated on the basis of projected pavement condition and treatment costs (i.e. benefit-cost, remaining life, etc.).
- The AMS shall allow the creation and evaluation of user-defined agency goals (i.e., network average condition, minimum level of service thresholds, etc.).
- The AMS shall perform planning analysis to evaluate the effects on network pavement condition considering various investment scenarios, including:
 - Unlimited budget
 - Fixed-budget
 - Required budget to maintain condition
- The AMS shall provide basic reports of system data (i.e., inventory, condition, M&R analysis, etc.) at the following levels:
 - Project-level (detail)
 - Network-level (summary)

Reports & Presentation

- The Consultant shall develop a report demonstrating the following:
 - 15-year Planning Summary
 - 5-year Maintenance Needs Report
 - 5-year Capital Improvement Plan
- The Consultant shall prepare, deliver, and perform presentations (in coordination with DPW), summarizing all phases of the project and 5-year plan results, in separate meetings to the following:
 - Finance and MIS Departments
 - Village Board

System Delivery, Training, & Support (OPTIONAL)

The Village wishes to consider the alternatives between 1) acquiring the AMS to be delivered and implemented within the Village network and 2) retaining the Consultant to host and support the AMS and provide data deliverables and reports summarizing system data and analysis results. If the Village elects to acquire a system, the following requirements must be met by the Consultant.

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- The Consultant shall coordinate with Village IT and engineering staff to deliver and install the software.
- The Consultant shall provide training for 2-4 Village staff at the time of installation.
- The Consultant shall include and provide a minimum one year of technical support service following successful installation and training on the Village's network.

Data to be Provided by the Village

To assist in performance of the project scope, the Village will provide the selected Consultant with GIS, database, and aerial image files that will detail relevant feature data for the following items:

- Roadway centerlines
- Available pavement construction history data (pavement type and age, minimum)
- Bridges
- Railroads
- Bicycle Trails
- Watercourses

Minimum Qualifications

The following reflects the minimum qualifications for companies eligible to submit proposals to the Village of Orland Park for performing pavement, roadway, and tree management consultant services on behalf of the Village.

Qualified companies are expected to be knowledgeable and experienced with transportation asset management, including data collection, pavement engineering and modeling, and development and customization of pavement preservation strategies for local roads agencies. The Village reserves the right to reject any company that does not provide the minimum levels of experience or demonstrate a successful track record with projects of similar size and scope.

1. Qualified companies shall be licensed as a business in the State of Illinois and shall also have demonstrated experience in the identification and management of Midwest native plant communities.
2. A qualified team shall include and identify specific personnel to serve the following key roles on this project. The Consultant shall provide individual resumes for each of the personnel identified in key roles, detailing the individual requirements stated below.
 - **Project Manager** – Minimum 10 years of managing transportation asset management projects; Demonstrated knowledge and experience with pavement

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and asset management in Illinois local government agencies; Licensed Professional Engineer in State of Illinois

- **Pavement Management Engineer** – Minimum 5 years pavement management experience with proposed AMS; Demonstrated experience with implementing asset management decision logic for multiple assets within proposed AMS; Licensed Professional Engineer in State of Illinois
- **Tree Management Specialist** – Minimum 10 years tree management and assessment experience for municipal agencies; Demonstrated knowledge and experience with tree management experience local to Suburban Chicago; Certified Arborist

3. Qualified companies shall include proof of representative experience in pavement, roadway, and tree management per the following instructions:

- Representative experience shall be demonstrated through the use of one-page project profiles for clients in which the Consultant has performed work similar to the Scope of Services.
- The Consultant shall include the following information for each project profile:
 - Project Title
 - Agency
 - Client Technical Representative (name, title, and contact information)
 - Narrative Description of Services provided by Consultant
- The Consultant shall provide 5 project profiles demonstrating relevant pavement management experience.
- The Consultant shall provide 3 project profiles demonstrating relevant tree management experience.

Schedule and Scope of Work

The following table provides the anticipated schedule and scope of work that the selected consultant must agree to.

Dates	Description
August 1, 2011	Village issues Request for Qualifications (RFQ)
August 9, 2011	Questions/Comments due to Village
August 11-12, 2011	Village response to submitted questions
August 19, 2011	RFQ responses are due at the Village Clerk's Office.
August 20-23, 2011	Review of Submitted Statements of Qualifications
August 25, 2011	Interviews with selected firms
August 26, 2011	Selection of preferred consultant

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Dates	Description
August 29, 2011	Submittal of Cost Proposal
August 29-30, 2011	Review of Cost Proposal and Scope
September 15, 2011	Recommendation to Public Works and Engineering Committee
October 6, 2011	Board of Trustee approval

Funding

This project has been funded for 2011 and proposed for 2012 and 2013 to provide for the anticipated technical assessment costs.

It is anticipated that services provided under this contract may be desired by the Village for a number of future years.

PROJECT DELIVERABLES

In addition to the forms included in this RFQ (Section II), any firm submitting a proposal shall include documentation and information that demonstrates their ability, and details the necessary systems, programs, and processes to provide Pavement, Roadway, and Tree Management to the Village of Orland Park.

The submitting firm’s Proposal should include the following information:

1. Firm Information: Name, address and brief history of firm.
2. Related Project Experience: Interested firms should submit an overview of relevant municipal experience from the last 5 years. Specific examples of relevant experience should be included. Reference should be made to project name, date completed, municipal clients’ name and contact information, project budget, etc.
3. Firm Qualifications: Interested firms should submit project profiles and staff resumes for the key personnel of the firm that will work directly with the Village.
4. Project Approach: Interested firms should provide a summary of the proposed project approach which includes projected schedules and anticipated results and deliverables. Included would be proposed milestones, submittal dates for key documents, and seasonal restrictions. Firms should also provide specific information regarding project approach for performing data collection, condition assessment, system customization, plan development, reporting, and system delivery, training, and maintenance.

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5. Identification of Critical Issues: In addition to the scope of services and technical requirements as identified by the Village, the Consultant should provide a further assessment of other critical issues which will need to be addressed, based upon the firm's experience with similar projects.

***Note Regarding Fee Proposal:** Do not submit a fee proposal at this time. Upon receipt of the Proposals and completion of interviews, the Village will begin negotiations with the top ranked firm relative to actual scope of services, fees, payment schedule, and contract. If an agreement cannot be satisfactorily negotiated with the top-ranked firm, negotiations will be terminated and the Village will enter into negotiations with the second-ranked firm, and so on until agreement is reached and a firm is selected. Following selection of a consulting firm by Village Staff, the recommendation will be forwarded to the Public Works and Engineering Committee and the Village Board for approval.*

GENERAL PROVISIONS

CONTRACT

The successful proposer ("Consultant") will be required to enter into a standard form contract, subject to modifications, (see Appendix), with the Village of Orland Park and to submit all necessary insurance certificates within ten (10) business days of receiving notice that it has been awarded the contract (hereinafter referred to as the "Contract"). The contract(s) will be modified to incorporate the terms of this RFQ and any pertinent documents included with the selected proposers accepted and approved proposal. The Village reserves the right to terminate the relationship with the successful proposer if the required documents are not submitted to and approved by the Village within ten (10) business days of receiving notice of award of the contract. **The proposer shall also include a copy of their standard contract terms and conditions for review of the Village with the RFQ or they will not be considered or utilized in the contract process.**

This contract shall be governed by and construed according to the laws of the State of Illinois.

Should the Consultant neglect, refuse, or fail to complete the work under the contract in accordance with the Village's Requirements, the Consultant may be liable for consequential damages resulting directly from their negligent acts.

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Period of Performance

Actual work cannot begin until the Village issues a written Notice to Proceed to the Consultant. In order to receive said Notice to Proceed, the Consultant shall submit to the Village for its approval all the necessary contracts, certifications and insurance. Village approval of the contracts and insurance shall be evidenced by its issuance of the signed contract by the Village and the Notice to Proceed. The Village reserves the right to terminate the relationship with the successful proposer if these documents are not submitted to and approved by the Village within ten (10) business days of notice of project award.

Incurred Costs

The Village of Orland Park will not be liable in any way for any costs incurred by the respondents in replying to this RFQ.

Confidentiality

Appropriate Village staff shall examine the submitted proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the proposer pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Village Manager. All data, documentation and innovations developed as a result of these contractual services shall become the property of the Village of Orland Park. Based upon the public nature of these RFQ's, a proposer must inform the Village, in writing, of the exact materials in the offer which it claims are exempt from disclosure pursuant to the Illinois Freedom of Information Act.

Assignment

Successful proposer shall not assign the work of this Project without the prior written approval of the Village.

Compliance with Laws

The proposer shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and Village governments, which may in any manner affect the preparation of proposals or the performance of the Contract.

Proposer hereby agrees that it will comply with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including the provision dealing with sexual harassment and that if awarded the Contract will not engage in any prohibited form of discrimination in employment as defined in that Act and will require that its subcontractors agree to the same restrictions. The Consultant shall maintain, and require that its subcontractors maintain,

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policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. Contractors and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. Contractors and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed.

Indemnification

To the fullest extent permitted by law, the Consultant shall defend, indemnify and hold harmless the Village, its trustees, officers, agents and employees, from and against all claims, damages, losses, costs, expenses, judgments and liabilities, including but not limited to attorney's fees, costs and expenses, arising out of or in connection with Consultant's performance of or failure to perform this Agreement, provided that any such claim, damage, loss, costs, expenses, judgments or liabilities are attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible personal property, including the loss of use resulting therefrom, that is caused in whole or in part by any act or omission of the Consultant, any sub-Contractor, anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable.

In the event such indemnity as described above is prohibited by law, then said indemnity shall only be to the extent caused by the negligent acts or omissions of the Consultant, sub-Contractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, or to the extent allowed by applicable law.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of Consultant or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The Consultant further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

Consultant agrees that a similar waiver of liability limitation will be incorporated in its agreements with sub-Contractors or anyone directly or indirectly employed by them. Consultant agrees that in the event it fails to incorporate such a waiver of liability limitation in its agreements with said Sub-contractors and others, then it will be responsible for any additional liability arising out of said failure. The defense and indemnification obligations set forth in this provision shall survive the termination or expiration of this Agreement.

Consultant further agrees that all future contracts in furtherance of this contract between Consultant and any of its Sub-contractors will designate the Village as an intended third party

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beneficiary of that contract. Consultant hereby agrees to specifically label Village as an “intended third party beneficiary” in all contracts entered in furtherance of this contract.

PROPOSAL SUBMISSION REQUIREMENTS

Proposers must submit four (4) complete, sealed, signed and attested copies of the proposal, one (1) of which is bound and three (3) of which are complete, identical unbound copies of the proposal and shall have provided all requested information, and submitted all appropriate forms, narratives, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive. The bound copies shall have original signatures and the unbound copy may be photocopies.

Once submitted, no proposal may be withdrawn without the Village's consent, but it may be superseded by a subsequent timely proposal. Any proposal received after the time and date specified for opening, or any postponement thereof, will not be considered. Proposals shall be irrevocable for a period of sixty (60) calendar days after the Village opens them.

Each proposer is responsible for reading the RFQ documents and determining that the specifications describe the work to be performed in sufficient detail. Failure of a proposer to do so shall not relieve the proposer of any obligation with respect to said proposal. After proposals have been opened, no proposer shall assert that there was a misunderstanding concerning the nature of the work to be done and no such claim shall relieve a proposer from its obligation to perform. All proposals must be made only on the forms provided by the Village and must be made in accordance with this Request for Proposal all of which are on file and may be obtained for examination in the Village of Orland Park Clerk’s Office 14700 S. Ravinia Ave. Orland Park, IL 60462 and are made part of this notice as though fully set forth herein.

Certifications

All certifications and forms in Section II must be completed and submitted with the proposal.

Insurance

Consultant shall purchase and maintain, at all times during the performance of the work under this Contract, insurance coverage, including Worker’s Compensation, Automobile Liability, Comprehensive General Liability, Excess Liability and Professional Liability, in the amounts set forth in the Village’s Insurance Requirements attached in Section II. Proposers must sign and submit with the proposal, the Insurance Requirements page, as recognition of the insurance coverages and amounts (hereinafter referred to as “coverage(s)”) that will be required to be in place before the commencement of any work by the successful proposer.

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By signing this form, the proposer is certifying that in the event the proposer does not already have the required insurance coverage in place, that the proposer has checked with their insurance carrier and verified that the coverage requested will be able to be obtained by the proposer within ten (10) days after the date of the Notice of Award of the Contract. The proposer has the sole responsibility of verifying that the coverage will be available for purchase and has made any and all inquiries necessary to satisfy this requirement and fully inform themselves in regards to any additional policy premiums the successful proposer may incur as a result of obtaining said required coverage. The proposer also represents that they have taken the insurance requirements into account and at the proposers' sole discretion, has factored this into the proposed prices submitted. The successful proposer is solely and entirely responsible for the payment of policy premiums and in no event will the RTA or the Village of Orland Park be obligated to incur any additional expense, nor will the Village increase the amount of the Contract above the amount proposed, as a result of any expense the successful proposer may incur to satisfy the obligations required herein.

Please submit with the proposal, a current policy Specimen Certificate of Insurance showing the insurance coverage the proposer currently has in force.

Upon award of the contract, any insurance policies providing the coverage required of the Consultant shall be specifically endorsed to identify **"The Village of Orland Park, and their respective officers, trustees, directors, employees, and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured."** If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a "Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage." The certificate of insurance shall also state this information on its face. Certificates of insurance must state that the insurer shall provide the Village with thirty (30) days prior written notice of any change in, or cancellation of required insurance policies. The words "*endeavor to*" and "*,but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives*" must be stricken from all Certificates of Insurance submitted to the Village, but failure of the insurer to strike this reference shall not be a waiver of the obligation to provide any written notice.

Execution of the Contract by the Village will be contingent upon provision of the required insurance certificates to be provided by the Consultant, sub-contractor and installers. A "Notice to Proceed" will not be issued and work may not commence until the required Certificates of Insurance are submitted to the Village.

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EVALUATION OF PROPOSALS

Each proposal will be reviewed independently and rated as to completeness, understanding of project assignment, relevant experience, project approach, and assessment of project challenges. Following the initial review, up to three firms may be selected for an interview. Following the interview, a preferred consultant will be selected and a Fee Proposal will be requested.

Oral Presentations

During the evaluation process, the Selection Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

Right to Reject Proposals

The Village reserves the right to accept any proposal, any part or parts thereof, or to reject any and all proposals.

The Village reserves the right to waive minor informalities or irregularities in the proposals received, to accept any proposal deemed advantageous to the Village, or to reject any and all proposals submitted. Conditional proposal, or those which take exception to the Contract documents without prior written approval from the Village, may be considered non-responsive and may be rejected.

The Village may make such investigations as it deems necessary to determine the ability of the proposer to perform the work in conformity with the Contract documents, and the proposer shall furnish to the Village all such information and data for this propose as the Village may request.

Negotiations

The Village of Orland Park reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFQ. The Village may require the entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental, and other submissions provided by the proposer during discussions or negotiations will be held by the Village of Orland Park as contractually binding on the successful proposer.

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PROPOSAL SUBMITTAL CHECKLIST

In order to be responsive, the proposer must submit all of the following items:

- Sealed Proposal Envelope - **Addressed to the Village of Orland Park, Attn: Village Clerk's Office**, 14700 S. Ravinia Ave., Orland Park, Illinois 60462 and labeled: **Village of Orland Park – Pavement, Roadway, and Tree Management Consultant - RFQ**, in the lower left hand corner.
- Proposal - Proposer must submit four (4) complete, sealed, signed and attested copies of the proposal, one (1) of which is bound and three (3) of which are complete, identical unbound copies of the proposal and shall have provided all requested information, and submitted all appropriate forms, certificates and affidavits and addendum acknowledgements in each copy in order to be considered responsive. All copies shall have original signatures.
- Information and narratives as requested in the Requirements of Proposal/Project Deliverables sections of the RFQ, including a sample contract from your company if you intend to submit one for the Village's consideration.
- All forms completed from Section II:
 - Proposal Summary Sheet
 - Business Organization
 - Certificate of Eligibility to Enter into Public Contracts
 - Sexual Harassment Policy
 - Equal Employment Opportunity
 - Tax Certification
 - Insurance Requirements

II - REQUIRED PROPOSAL SUBMISSION DOCUMENTS

PROPOSAL SUMMARY SHEET

Pavement, Roadway & Tree Management Consultant
Project Name

IN WITNESS WHEREOF, the parties hereto have executed this proposal as of date shown below.

Organization Name: _____

Street Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: _____ Fax: _____

E-Mail address: _____

FEIN#: _____

Signature of Authorized Signee: _____

Title: _____

Date: _____

ACCEPTANCE: This proposal is valid for _____ calendar days from the date of submittal.
(Note: At least 60 days should be allowed for evaluation and approval)

BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed to this proposal.

_____ Partnership: Attach sheet and state full names, titles and address of all responsible principals and/or partners. Provide percent of ownership and a copy of partnership agreement.

_____ Corporation: State of incorporation: _____
Provide a disclosure of all officers and principals by name and business address, date of incorporation and indicate if the corporation is authorized to do business in Illinois.

In submitting this proposal, it is understood that the Village of Orland Park reserves the right to reject any or all proposals, to accept an alternate proposal, and to waive any informalities in any proposal.

In compliance with your Request for Proposals, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined.

_____ (Corporate Seal)
Business Name

_____ Signature _____ Print or type name

_____ Title _____ Date

**CERTIFICATION OF ELIGIBILITY
TO ENTER INTO PUBLIC CONTRACTS**

IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED.

I, _____, being first duly sworn certify
and say that I am _____
(insert "sole owner," "partner," "president," or other proper title)

of _____, the Prime Contractor submitting this proposal, and that the Prime Contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid-rotating" of any state or of the United States.

Signature of Person Making Certification

Subscribed and Sworn To
Before Me This _____ Day
of _____, 20__.

Notary Public

SEXUAL HARASSMENT POLICY

Please be advised that pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must:

"Have written sexual harassment policies that shall include, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department (of Human Rights) and the Commission (Human Rights Commission); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added)

Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes:

...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

_____, having submitted a proposal for _____ (Name of Contractor) for _____ (General Description of Work Proposed on) to the Village of Orland Park, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

By: _____
Authorized Agent of Contractor

Subscribed and sworn to before me this ____ day of _____, 20__

Notary Public

EQUAL EMPLOYMENT OPPORTUNITY

Section I. This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

Section II. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights (hereinafter referred to as the Department) the Contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Agreement, the Contractor agrees:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; 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.

B. That, if it hires additional employees in order to perform this Agreement, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract.

E. That it will submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and

Regulations for Public Contracts.

G. That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Vendor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Vendor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Section III. For the purposes of subsection G of Section II, “subcontract” means any agreement, arrangement or understanding, written or otherwise, between the Vendor and any person under which any portion of the Vendor’s obligations under one or more public contracts is performed, undertaken or assumed; the term “subcontract”, however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Vendor or other organization and its customers.

ACKNOWLEDGED AND AGREED TO:

BY: _____

DATE: _____

Subscribed and sworn to before
me this ____ day of _____, 20__

Notary Public

TAX CERTIFICATION

I, _____, having been first duly sworn depose and state as follows:

I, _____, am the duly authorized agent for _____, which has submitted a proposal to the Village of Orland Park for _____ and I hereby certify
(Name of Project)

that _____ is not

delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:

a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or

b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

By: _____

Title: _____

Subscribed and Sworn to
Before me this _____
Day of _____, 20__

INSURANCE REQUIREMENTS

Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's

WORKERS COMPENSATION & EMPLOYER LIABILITY

\$500,000 – Each Accident
\$500,000 – Policy Limit
\$500,000 – Each Employee
Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY

\$1,000,000 – Combined Single Limit
Additional Insured Endorsement in favor of the Village of Orland Park

GENERAL LIABILITY (Occurrence basis)

\$1,000,000 – Each Occurrence
\$2,000,000 – General Aggregate Limit
\$1,000,000 – Personal & Advertising Injury
\$2,000,000 – Products/Completed Operations Aggregate
Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

EXCESS LIABILITY (Umbrella-Follow Form Policy)

\$2,000,000 – Each Occurrence
\$2,000,000 – Aggregate
EXCESS MUST COVER: General Liability, Automobile Liability, Workers Compensation

Any insurance policies providing the coverages required of the Contractor shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

The bidder agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the selected bidder and the bid will be awarded to the next lowest bidder or result in creation of a new bid.

ACCEPTED & AGREED THIS _____ DAY OF _____, 20____

Signature

Authorized to execute agreements for:

Printed Name & Title

Name of Company