

DAILY SOUTHTOWN
Tuesday, September 15, 2015



LEGAL NOTICE

VILLAGE OF ORLAND PARK
REQUEST FOR PROPOSALS # 15-024
ORLAND PARK NATURE CENTER FINAL DESIGN AND ENGINEERING PROJECT

The Village of Orland Park, Illinois will receive sealed Proposals not later than 11:00 a.m., local time, on Thursday, October 15, 2015, at the Office of the Village Clerk, 14700 S. Ravinia Ave., Orland Park, Illinois 60462, for final design and engineering consultant work pertaining to the Orland Park Nature Center. Submittals will be opened and evaluated in private and qualification information will be kept confidential until an award is made.

The specifications are available at the Village Clerk's Office and online at the Village's website www.orlandpark.org. No submittals shall be withdrawn after the opening without the consent of the Village for a period of ninety (90) days after the scheduled time of submission.

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

Proposers must comply with all provisions of State of Illinois and federal laws concerning public works projects including but not limited to the Illinois Prevailing Wage Act, 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: JOHN C. MEHALEK

VILLAGE CLERK



VILLAGE OF ORLAND PARK, ILLINOIS

REQUEST FOR PROPOSALS #15-024

ORLAND PARK NATURE CENTER FINAL DESIGN AND ENGINEERING PROJECT

ISSUED

September 15, 2015

SUBMITTAL DEADLINE

October 15, 2015
11:00 A.M.

SUBMIT SEALED PROPOSALS TO:

Village of Orland Park
Attn: Clerk's Office
14700 S. Ravinia Ave.
Orland Park, IL 60462

**VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024**

TABLE OF CONTENTS

I. INSTRUCTIONS TO PROPOSERS

- Summary 2
- Project Description..... 2
- Submission Requirements 9
- Evaluation of Proposals/Proposers..... 12
- General Terms and Conditions 14
- Submittal Checklist 17

II. REQUIRED FORMS

- Affidavit of Compliance 18
- Insurance Requirements..... 22

III. EXHIBITS

- **Exhibit A** – Aerial Map..... *(under separate cover)*
- **Exhibit B** – Master Plan.....*(under separate cover)*
- **Exhibit C** – Sample Agreement*(under separate cover)*
- **Exhibit D** – 2014 Soil Boring Report*(under separate cover)*
- **Exhibit E** – 2014 Topographic Survey
with IDOT Overlay.....*(under separate cover)*
- **Exhibit F** – Technical Proposal.....*(to be provided by Proposer)*

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

SECTION I – INSTRUCTIONS TO PROPOSERS

SUMMARY

The Village of Orland Park (the “Village”) prepared this Request for Proposals (the “RFP”) to solicit qualified firms who can complete final design and engineering consultant work pertaining to the Orland Park Nature Center (the “Nature Center”).

Contact & Questions

Jane Turley, Senior Planner
Development Services, Village of Orland Park
E-mail: jturley@orlandpark.org
Phone: (708) 403-6118

Any **questions** regarding this RFP must be submitted **not later than noon on Monday, October 5, 2015**. Questions must be submitted in writing to Jane Turley, Senior Planner. E-mail is the preferred method of communicating.

PROJECT DESCRIPTION

Overview

The proposed Nature Center is located at 13951-61 Lagrange Road, just north of Orland Park’s new downtown and the Metra railroad tracks. The site is part of a larger area called the ‘Mill Creek Green Triangle’, which is bound by 135th Street to the north, Lagrange Road to the west, and Southwest Highway to the southwest. This area is important because of its adjacency to regionally important natural areas including McGinnis Slough, known region wide for its bird population, and Mill Creek flowage, backwaters, flood plain and wetlands.

In *April 2012*, the Village purchased the former Pebble Creek Nursery property on Lagrange Road with funds from the Village's Open Lands Program, with the vision to restore and preserve the land, and to convert the existing building and property to a Nature Center.

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

In *April 2015*, the Board approved a conceptual Master Plan to guide the development of the Nature Center and to incorporate the following objectives:

- Utilizes the existing driveway, which has been expanded to accommodate relocated parking spaces.
- Redevelops the former parking lot area into a flexible outdoor gathering space.
- Incorporates green features throughout the site.
- Envisions small group indoor and outdoor learning opportunities, based on self-guided tours led by kiosks and other educational signage.
- Includes looped trail system with seating areas and restoration exhibits.
- Includes a boardwalk that extends over the existing detention area to a bird watching station.
- Utilizes and improves existing building with a patio, green roof, green storm water collection system, and façade wall murals with nature themes. (Full building improvements and programming and will be determined at a later date.)

At this time, the next step is to move forward with final site design, engineering and construction based on the Board approved Master Plan. To that end, the Village seeks to secure the preparation of necessary construction documents and secure any necessary permit applications from outside agencies so that the project can be constructed.

The Village is soliciting the services of qualified firms to provide documents necessary to move forward with the construction of the Nature Center Master Plan as approved by the Village Board of Trustees. The work is anticipated to be a collaboration of qualified consultants of various disciplines as relevant to each task including Engineers, Landscape Architects, and Ecologists.

No building improvements or plans are requested at this time. Other items shown in the Master Plan are to be completed at a later date including the signs and kiosks, education displays, stage, and bird watching station and overlook deck.

A limited soil boring study of the Nature Center site was completed in 2014 that is available for background information. *See Exhibit D.*

**VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024**

Timeline

DATES/DEADLINES	DESCRIPTION
September 15, 2015 8:00 a.m.	Village issues RFP
October 5, 2015 12:00 p.m. (noon)	Deadline for RFP questions
October 15, 2015 11:00 a.m.	Proposals due
October 30, 2015	Village selects finalists
November 2015	Village conducts interviews
November – December 2015	Village selects most qualified respondent, makes award recommendation and obtains Commission & Board approvals.
December 2015	Contract execution/Notice to Proceed
January 2016	Initial meeting
January –April 2016	Preparation of preliminary documents
May 2016	Obtain Village approvals to finalize (Board of Trustees, OLC, Plan Commission)
June-August 2016	Finalize Engineering
June-August 2016	Permits Application & Agency coordination (Subject to agency schedules)
September 2016	Bid coordination & contractor selection
Fall 2016 - Spring 2017	Project construction

NOTE: Schedule is subject to change due to outside permitting requirements and other unanticipated delays. Project construction may be delayed based on potential grant restrictions.

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

Deliverables

The winning Proposer must deliver the following:

1 - Topographic and Boundary survey update:

A professional topographic and boundary survey of the project area was completed in 2014 (see *Exhibit E*). However, due to the IDOT current widening of Lagrange Road, permanent changes have since been made to the western portion of the nature center site. IDOT has supplied the proposed contours which have been overlaid on the 2014 survey. The above information will be available for use as the base map for the project; however these updates must be completed:

- a. Survey of the as built condition of the newly revised entry drive on Lagrange Road.
- b. Update of the tree information on the 2014 topographic survey as a part of the final landscape plan task.

2 - Wetland Delineation And Outside Permitting:

- A. Delineation of onsite wetland that meets all requirements of a wetland delineation as required by the USACE, Chicago District.
- B. Determine need, coordinate, and secure any required permits from outside agencies.

3 - Preliminary Engineering Drawings:

- A. In consultation with Village staff and using the Board approved conceptual Master Plan as a basis, along with the updated Boundary and Topographic survey, and utilizing results of the wetland delineation, the consultant shall prepare preliminary engineering drawings for review by Village. All items are to be completed in collaboration with engineers, landscape architects and ecologists as relevant to skill set.
- B. Preliminary engineering shall include preliminary versions of site layout, grading, sections & profiles, storm water, construction details, preliminary landscape plan, and cost estimates.
- C. Once the preliminary engineering plans are prepared, consultants shall submit to the Village for review and approval. Village review may include staff, OL Commission, Plan Commission and Board of Trustees input. The consultant will be required to meet as needed with the various stakeholders to explain plans and gather input.

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

D. Once revisions have been made based on Village comment, final engineering drawings are to be prepared which will be the basis for obtaining construction bids. Interim meetings with the Village and other review agencies may be required. All items are to be completed in collaboration with engineers, landscape architects and ecologists as relevant to skill set. A summary of sheets is as follows:

- a. Title Sheet
- b. Summary of Quantities
- c. General Notes
- d. Vertical/Horizontal Ties and Controls
- e. Construction Staging Plan
- f. Demolition plan (existing driveway and parking lot)
- g. Site layout
- h. Site grading
- i. Storm water system design, based on existing system reused to accommodate site changes. BMPs are to be utilized where feasible.
- j. Erosion control and protection
- k. Sections/profiles for parking lot, patios, paths
- l. Construction details and design specifications for the following items:
 - i. Permeable paver parking,
 - ii. Parking lot retaining wall along detention pond (if needed)
 - iii. Boardwalk
 - iv. Patio
 - v. Seating/retaining wall (west of stage)
 - vi. Pavement and other trail surfaces
 - vii. Other details as identified in design process
- m. Lighting and utility plan
- n. Final landscape plan for entire site, including updated tree survey and mitigation plan, detail design for prairie, savannah, infiltration basin, and wetland restoration.

4 - Final Engineering Plans, Specifications and Estimates:

Prepare construction plans, bid documents, specifications, and opinion of probable cost and working day estimates for the project. Plans will be submitted to the Village for approval at preliminary and final submittal levels.

5 - Permit Application Preparation and Submittals:

- A. Prepare, submit and administer the necessary documentation and meetings for the anticipated permits for this project. This may include but is not limited to IDOT, IDNR, MWRD, IEPA, ACE, Cook County, etc.
- B. Agency coordination and response to agency comments.

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

6 - Bidding Assistance:

- A. Prepare bid documents and specifications and addenda as needed.
- B. Provide memorandum with recommendation on selection of contractor and bid tabulation summary.

7 - Construction Observation and Contract Administration (OPTIONAL):

- A. *This deliverable is optional.* Provide a part time on-site resident engineer or task relevant professional with hours as dictated by the contractor's construction schedule and activities. This task may require part time observation during certain construction periods.
- B. *This deliverable is optional.* Engineer will make all surveys and measurements related to the final quantity measurement and documentation.

Existing Conditions

Currently, the property consists of approximately 3 acres located at 13951-13961 Lagrange Road. Access to the site is a small driveway that cuts across the property, with a full access curb cut on Southwest Highway, and a right in-right out access on Lagrange Road. A small existing detention pond abuts to the north of the driveway, and an existing wetland abuts the driveway to the north. The wetland continues on northward onto the abutting 24 acre parcel. The long range vision is to eventually secure at least portions of that property for expansion of the nature center site. There is a small existing building on the site that will remain, and will be programmed and remodeled at a later time for use as the indoor portion of the Nature Center

IDOT is currently widening Lagrange Road along the western edge of the property, with significant permanent impact to the property. The right of way take is increasing by 5', but more importantly has altered approximately 40' from the western property line with a permanent 3:1 slope, which significantly constrains use of that portion of the property.

The Nature Center site was the location of the former Pebble Creek Nursery. When the Village took possession of the property in 2012 after a lengthy foreclosure process, it was in poor condition with much debris and trash. It was overrun by invasive plant species and dead or dying balled plant material. The existing site pavement and retaining walls were in poor condition. The Village's Parks Department has made tremendous progress in the last year cleaning up the site and getting it ready for restoration.

**VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024**

Funding

A variety of sources will potentially fund the design and construction of the Nature Center including contributions from the Village, the Open Lands Corporation, grants as available from local, state and federal government sources as well as private non-profits.

Volunteer Services and Donations

In response to recent inquiries offering donated design services, the Village will graciously consider volunteer or reduced fee service donations for all or part of the Nature Center project, by responding as such through this RFP. Volunteers for professional services must meet the same contractual requirements and obligations as fee based service providers. The Village's acceptance of donations in no way obligates the Village to offer future paid work to a qualified firm.

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

SUBMISSION REQUIREMENTS

Addenda

Before the RFP submission deadline, the Village will make available to the public answers to questions or any modifications or additions to this Project or RFP in the form of a written addendum. Interested Proposers may **find addenda and sign up for Bid Posting e-mail alerts** on the Village's website at www.orlandpark.org/bids.aspx.

Proposers will not be relieved of obligations due to failure to examine or receive documents, visit the website or become familiar with conditions or facts of which the Proposer should have been aware and the Village will reject all claims related thereto. Information other than in the form of a written Addendum issued by the Village from any officer, agent, or employee of the Village or any other person shall not affect the risks or obligations assumed by the Proposer or relieve him from fulfilling any of the conditions and obligations set forth in this RFP. In the event of conflict with the original RFP documents, addenda shall govern to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the proposal submission. A Proposer's failure to include a signed formal Addendum in its proposal submission may deem the proposal non-responsive.

Copies

Proposers must **submit one (1) Compact Disc (CD) containing the full proposal electronically and four (4) complete, sealed, signed and attested hardcopies of the submission**. One (1) hardcopy shall be an **original unbound** version, marked "Original" and must contain original signatures. One (1) hardcopy shall be an **original bound** version, marked "Original" and must contain original signatures. The final two (2) hardcopies shall be complete, identical, **bound copies** of the submission. Proposals shall include all requested information, forms, affidavits and addendum acknowledgements (if applicable) in each copy in order to be considered responsive.

Questions

Proposers may, in writing, ask questions or request clarification about this RFP. The question deadline for this ITB is at noon on Monday, October 5, 2015. **Only written inquiries directed to the contact person listed and received by the question deadline will be given consideration.** No oral comments will be made to any Proposer as to the meaning of the Project Description or RFP documents.

**VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024**

Required Forms

Proposers shall provide all the information requested in *Section II* – Required Forms of this RFP.

1. Affidavit of Compliance – *Section II* of this RFP includes the Affidavit of Compliance which must be completed, signed, notarized and submitted.
2. Insurance Requirements – *Section II* of this RFP includes the Insurance Requirements which must be completed, signed and submitted with the proposal. Proposers may submit with the RFP a current policy Certificate of Insurance showing the insurance coverages the Proposer currently has in force.

Sealed Proposals Required

In order to be responsive, SEALED proposals must be received by the Village in the Office of the Village Clerk, 14700 South Ravinia Avenue, Orland Park, Illinois 60462, **not later than 11:00 a.m., local prevailing time on October 15, 2015**. Oral, telephonic, telegraphic facsimile or electronically transmitted proposals will not be considered, except for the CD copy requested in this RFP.

Proposers must submit all copies in one (1) envelope labeled RFP # 15-024 – Orland Park Nature Center Final Design and Engineering Project in the lower left hand corner. All sealed proposals must be submitted to the Village Clerk’s Office.

Technical Proposals

In order to be considered for this Project, Proposers must submit a Technical Proposal. Technical Proposals shall be marked “**Exhibit F – Technical Proposal**”, provide a straight-forward, concise description of the Proposer’s capabilities to satisfy the requirements of the RFP and include the following eight (8) elements.

1. **Firm Information:** Provide the following information:
 - a. Firm name
 - b. Firm address
 - c. Firm contact person name
 - d. Firm contact person e-mail address
 - e. Firm contact person phone number
 - f. A brief history of your firm.
2. **Cover Letter:** Submit a signed letter of transmittal briefly stating understanding of the work, the commitment to perform the work within the established time period, a statement why the firm believes it is the best qualified firm to perform the engagement and a statement that the proposal is a firm and irrevocable offer for

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

ninety (90) days.

3. **Scope of Services:** Each firm should define the Scope of Services that will be provided to meet deliverables requested based upon the firm's experience with similar projects.
4. **Related Design Experience:** Interested firms should submit at least three (3) (but not more than five (5)) specific examples of relevant projects. It is very important to demonstrate the Consultants role as part of the development team. Reference should be made to project name, date completed, municipal clients' or private developer name and contact information, project budget, etc.
5. **Project Approach:** Interested firms should provide a summary of the proposed project approach which includes projected schedules, proposed milestones, submittal dates for key documents, and project phasing.
6. **Resumes of Key Personnel:** Interested firms should submit resumes and background information on the key personnel that will work directly with the Village.
7. **Price Proposal:** The proposed fees should contain all pricing information relative to performing the project as described in this request for proposals on a "not to exceed" basis. The total all-inclusive maximum price proposed is to contain all direct and indirect costs including all out-of-pocket expenses. The fee proposal should also contain rates for additional professional services in the case it becomes necessary for the Village to request that the proposer render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement. Any such additional work agreed to between the Village and the firm shall be performed at the same rates set forth in the fee proposal. Work performed outside the scope of services outlined in this request for proposal is to be performed only at the written request of the Village. **Indicate whether your firm is interested in providing the Village with volunteer services and donations, and explain the scope of the volunteer services and donations. Address any relevant items such as incurred cost reimbursement.**
8. **References:** Proposers shall provide the Village with the names and contact information of three (3) professional references for which similar services have been provided. List any municipalities or public entities your firm has served in the last five (5) years. Proposers shall grant the Village permission to contact said references and ask questions regarding prior work performance. Village shall use the information gained from Proposer's references for further evaluation.

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

EVALUATION OF PROPOSALS/PROPOSERS

The Village will review each proposal independently and rate according to a variety of criteria including completeness, understanding of project assignment, Scope of Services, related professional experience and qualifications, project approach and price proposal. Following the initial review, up to three firms will be selected for an interview.

A selection committee comprised of Village staff will evaluate all proposals, which will be reviewed, evaluated, and scored, using the criteria and weights defined below. Based on scores, firms will be selected for interviews. After the interviews, there will be a final scoring of firms that will guide final selection.

Selection Criteria

The following will be used for scoring each of the submittals:

1. Quality of proposal and submittal completeness **(20%)**
2. Demonstrated successful experience on projects of similar or larger scopes, value and quality. **(20%)**
3. Demonstrated organizational capacity and managerial capability to successfully execute and deliver projects of similar or larger scopes, value and quality. **(15%)**
4. Demonstrated credentials, experience, and reputation of personnel identified to lead, execute, deliver and manage the Project to include key proposed consultants. **(15%)**
5. Demonstrated successful past performance through references of previous clients, including local governments. **(15%)**
6. Price proposal **(15%)**

Other

Each Proposer is responsible for reading this RFP and determining that the Project Description describes the Project in sufficient detail. Proposers shall notify the Village of any inappropriate services called for by the Village in this RFP and shall note in its Proposal the adjustments made to accommodate such deficiencies.

After proposals have been opened, no Proposer shall assert that there was a misunderstanding concerning the nature of the Project and services to be delivered, and no such claim shall relieve a Proposer from its obligation to perform.

The Village reserves the right to accept any proposal, any part or parts thereof, or to

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

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 proposals, or those which take exception to the RFP documents without prior written approval from the Village, may be considered non-responsive and may be rejected.

The Village award will be made within ninety (90) calendar days after the date of the RFP opening, or any mutually agreed extension thereof. Award of the Contract is subject to approval by the Village's Board of Trustees.

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

GENERAL TERMS AND CONDITIONS

Assignment – The successful Proposer shall not assign the work of this Project without the prior written approval of the Village.

Changes in the Scope of Work - Changes in the contractual scope of work shall be preceded by a duly executed Change Order itemizing any change in the Contract sum or terms and conditions and, if required by the Village, approved by the Village Board of Trustees prior to acceptance of the Change Order.

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 bids 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. Proposers 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. Proposers are also required to comply with all applicable federal laws, state laws and regulations regarding minimum wages, limit on payment to minors, minimum fair wage standards for minors, payment of wage due employees, and health and safety of employees. Proposers are required to pay employees all rightful salaries, medical benefits, pension and social security benefits pursuant to applicable labor agreements and federal and state statutes and to further require withholdings and deposits therefore.

Confidentiality – As a unit of local government, the Village is subject to the Illinois Freedom of Information Act (FOIA) or 5 ILCS 140/1, et. seq. as amended. Therefore, after award of the Contract, responses, documents, and materials submitted by the Proposer in response to this ITB will be made available for public inspection in accordance FOIA, unless otherwise determined by the Village Manager. Based upon the public nature of these ITBs, where applicable, a Proposer must inform the Village, in writing, of the exact materials in the offer which it claims are exempt from disclosure pursuant to FOIA.

Contract – Actual work cannot begin until the Village issues a written Notice to Proceed to the successful Proposer. In order to receive said Notice, the successful Proposer shall submit to the Village for its approval all the necessary contracts, bonds, and insurance. Village approval of the contracts, bonds, 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) days of notice of bid award. *Section III* includes a sample standard contract, subject to modifications, that the successful Proposer will be required to enter into with the Village within ten (10) business days of notice of bid award (hereinafter referred to as the "Contract"). This Contract will be satisfied upon completion, inspection, acceptance, and final payment for the work performed. Certain provisions of the

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

Contract shall survive the expiration or termination of the Contract.

Guarantees and Warranties - All guarantees and warranties required shall be furnished by the Proposer if awarded the Contract and shall be delivered to the Finance Department before final payment on the Contract is issued. By submitting a proposal, Proposer expressly warrants that any services, materials and equipment furnished under the contract will be of good quality and new unless otherwise expressly required or permitted by the contract documents, that the work will be free from defects for one (1) year from the issuance of the final payment by the Village and deficiencies shall be corrected by the successful Proposer under its warranty immediately upon notification from the Village.

Indemnification - The successful Proposer shall indemnify, defend and hold harmless the Village, its trustees, officers, directors, agents, employees, representative and assigns, from lawsuits, actions, costs (including attorney's fees), claims or liability of any character, incurred due to the alleged negligence of the Proposer, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said Proposer, its officers, agents and/or employees arising out of , or in performance of any of the Contract provisions, including and claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act: or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the Village, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The Proposer shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

The Proposer shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the Proposer shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

Inspections – The Village reserves the right to make any Project inspections at any time.

Insurance – The successful Proposer shall purchase and maintain, at all times during the performance of the work under this Contract, insurance coverage and endorsements, including Worker's Compensation, Automobile Liability, Comprehensive General Liability and Excess Liability, in the amounts set forth in the Village's Insurance Requirements attached in *Section II* of this RFP. Proposers must sign and submit with the proposal, the Insurance Requirements in *Section II* of this RFP, as recognition of the insurance coverages and amounts that will be required to be in place before the commencement of any work by the successful Proposer. By signing this form, Proposers certify that in the event the Proposer does not already have the

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

required insurance coverages in place, the Proposer has checked with their insurance carrier and verified that the coverages and endorsements 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.

Proposers have the sole responsibility of verifying that the coverages and endorsements will be available for purchase and that they have 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's. Proposers also represent that they have taken the insurance requirements into account and at Proposers' sole discretion, has factored this into the price proposal submitted. The successful Proposer is solely and entirely responsible for the payment of policy premiums and in no event will the Village be obligated to incur any additional expense, nor will the Village increase the amount of the Contract above the price proposal, as a result of any expense the successful Proposer may incur to satisfy the obligations required herein.

Payments – Payment terms will be made pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.) after receipt of the successful Proposer's dated invoice. For payment, submit invoices via e-mail to AccountsPayable@orlandpark.org and include the following information:

- Your Name and address
- The Village's Purchase Order number
- Dates of service
- Dollar Amount Being Requested
- Current invoice amount
- Invoices from subcontractors
- Lien Waivers from subcontractors

Invoices for payment must be approved by the Village. Upon the Village's request, invoices for progress payments must include supporting documentation such as packing slips, subcontractor's invoice and material invoices.

Tax Exemption – In order to obtain a Tax Exemption Certification for sales tax exemption on purchases directly related to work being done for this Project, the successful Proposer must complete the Village's Sales Tax Exemption Number Authorization Form. The successful Proposer may email purchasing@orlandpark.org for a copy of this form.

**VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024**

SUBMITTAL CHECKLIST

In order to be responsive, each Proposer must submit the following items:

1. **One (1) Compact Disc (CD) containing the full proposal electronically and four (4) sealed hardcopies of the proposal:** Not later than the submittal deadline, Proposers must submit proposals in one (1) envelope labeled RFP #15-024– Orland Park Nature Center Final Design and Engineering Project in the lower left hand corner and addressed to:

Village of Orland Park
Attn: Clerk's Office
14700 S. Ravinia Ave.
Orland Park, IL 60462

2. **Technical Proposal**
3. **Signed and completed forms from *Section II*:**
 - a. Affidavit of Compliance (*notarization required*)
 - b. Insurance Requirements
4. **Any Village-issued Addenda.** Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the bid submission. A Proposer's failure to include a signed formal Addendum in its bid submission may deem its bid non-responsive.

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

SECTION II: REQUIRED FORMS

AFFIDAVIT OF COMPLIANCE

Proposers shall complete this Affidavit of Compliance. Failure to comply with all submission requirements may result in a determination that the Proposer is not responsible.

The undersigned _____,
(Enter Name of Person Making Affidavit)

as _____,
(Enter Title of Person Making Affidavit)

and on behalf of _____,
(Enter Name of Business Organization)

certifies that Proposer is:

1) **A BUSINESS ORGANIZATION:** Yes [] No []

Federal Employer I.D. #: _____
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Proposer is (check one):

- Sole Proprietor
- Independent Contractor (Individual)
- Partnership
- LLC
- Corporation _____ (State of Incorporation) _____ (Date of Incorporation)

2) **AUTHORIZED TO DO BUSINESS IN ILLINOIS:** Yes [] No []

The Proposer is authorized to do business in the State of Illinois.

3) **ELIGIBLE TO ENTER INTO PUBLIC CONTRACTS:** Yes [] No []

The Proposer is eligible to enter into public contracts, and 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.

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

4) SEXUAL HARRASSMENT POLICY COMPLIANT: Yes [] No []

Please be advised that 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 a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, 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 (the "Department") and the Human Rights Commission (the "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."

5) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANT: Yes [] No []

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

The Proposer shall:

(I) not discriminate against any employee or applicant for employment 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; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure 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; (IV) 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; (V) 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; (VI) permit access to all relevant

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

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; and (VII) 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 Proposer 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 Proposer 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.

Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer'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 Proposer or other organization and its customers.

In the event of the Proposer'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 the Proposer 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.

6) TAX COMPLIANT: Yes [] No []

Proposer 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.

AUTHORIZATION & SIGNATURE:

I certify that I am authorized to execute this Affidavit of Compliance on behalf of the Proposer, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the proposal is genuine and not collusive, and information provided in or with this Affidavit are true and accurate.

**VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024**

The undersigned, having become familiar with the Project specified in this RFP, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

ACKNOWLEDGED AND AGREED TO:

Signature of Authorized Officer

Name of Authorized Officer

Title

Date

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

Notary Public Signature

NOTARY SEAL

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

INSURANCE REQUIREMENTS

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

PROFESSIONAL LIABILITY

\$1,000,000 Limit -Claims Made Form, Indicate Retroactive Date & Deductible

Any insurance policies providing the coverages required of the Contractor, excluding Professional Liability, 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 Proposer agrees that if they are the selected contractor, within ten (10) 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 Proposer.**

ACCEPTED AND AGREED TO:

Signature of Authorized Officer

Printed Name and Title

Name of Business Organization

Date

VILLAGE OF ORLAND PARK, ILLINOIS
RFP #15-024

SECTION III: EXHIBITS

- **Exhibit A** – Aerial Map..... (*under separate cover*)
- **Exhibit B** – Master Plan.....(*under separate cover*)
- **Exhibit C** – Sample Agreement(*under separate cover*)
- **Exhibit D** – 2014 Soil Boring Report(*under separate cover*)
- **Exhibit E** – 2014 Topographic Survey
with IDOT Overlay.....(*under separate cover*)
- **Exhibit F** – Technical Proposal.....(*to be provided by Proposer*)