



REQUEST FOR PROPOSALS (RFP)

**19-7 Permit Plan Review and Inspection Services for the Public Works
Department**

Issued February 15, 2019

Due March 1, 2019

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

Responses shall be returned on or before March 1, 2019 at 10:00 AM to:

Village of Oak Park
Engineering Division of the Public Works Department
Attn: RFP for 19-7 Permit Plan Review and Inspection Services for the Public Works
Department
201 South Blvd
Oak Park, IL 60302

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Section I. General Requirements

A. Introduction and Mandatory Terms

The Village requests the services of a qualified Consultant for the purpose of providing a staff person with the primary duties of permit plan review and inspection services for the Department of Public Works for 2019. Please fill out the appropriate form(s) for all sections being submitted for consideration.

The Village will receive responses Monday through Friday, 8:30 A.M. to 4:00 P.M. at the Office of the Village Engineer until 10am on March 1, 2019, Village of Oak Park, 201 South Blvd, Oak Park, Illinois, 60302. Each Consultant shall *provide three (3) hard copies of their response in a sealed envelope titled "19-7 Permit Plan Review and Inspection Services for the Public Works Department."* It is the responsibility of the consultant to notify the Village their intent of submitting a proposal so that they are on the plan-holder list in case of addenda being issued. Email addresses for primary team members must be provided within the proposal.

All additional questions must be submitted via email to bkutz@oak-park.us no later than 10:00 A.M. on February 22, 2019. Responses will be provided to the known list of RFP recipients.

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

Other inquiries regarding this RFP shall be directed to: Byron Kutz, Assistant Village Engineer, at bkutz@oak-park.us.

B. Presentation of Request for Qualifications

The Village reserves the right to select a short list of Consultants at its own discretion to present their qualifications, respond to questions, and supply supplemental information.

C. Consultant Notification

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

D. Award of Agreement

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

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

E. Taxes Not Applicable

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

F. Interpretation of the Request for Proposal Document

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

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

G. Competency of Consultant

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

H. Subletting of Contract

In order that the Village may be assured that only qualified and competent subcontractors and/or sub-consultants will be employed on the proposed project, each consultant shall submit with their proposal a list of subcontractors and/or sub-consultants who would be called upon to perform the work. The consultant shall have determined to their own satisfaction that a listed subcontractor and/or sub-consultant has been successfully engaged in this particular type of work for a reasonable length of time and is qualified both technically and financially to perform that pertinent phase of the work for which they are listed.

No contract awarded by the Village of Oak Park shall be assigned or any part subcontracted without the written consent of the Village of Oak Park. In no case shall

such consent relieve the bidder selected from their obligations or change the terms of the contract.

I. Compliance with Applicable Laws

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

J. Term of Agreement

The initial agreement shall be on the earlier of March 18, 2019, or the last date signed by both parties, whichever is later, and shall continue until December 31, 2019 or until the completion of the term of the agreement, whichever is sooner.

The Village retains the right to renew this initial agreement under the same terms and conditions upon mutual agreement with the Respondent. Renewals are to be done on a yearly basis for no more than two additional terms of approximately one year each. Price escalation will be allowed and subject to one (1) adjustment per period. The requested increase must be that of the general industry. In this event, written notification stating the requested increase and supporting document justification must be forwarded to the Village. The annual adjustment shall be based upon 100% of the percentage of change of the latest published Index (as defined below) as compared to the Index for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois - Gary, Indiana - Kenosha, Wisconsin (all items, 1982-84 = 100). Notwithstanding anything contained herein to the contrary, the annual adjustment shall not be greater than five percent (5%) of the previous year's cost for services provided under this agreement in any year. If the Respondent fails to justify the requested increase, the Village reserves the right to reject the request and cancel the balance of the agreement.

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

K. Payments

The Village shall pay the consultant on a monthly basis based on the services provided during the month. Payment to the consultant shall be made within 30 days of the receipt of an invoice for services as outlined in the proposal. A detailed summary of costs will be submitted to the Village for review and approval. The summary of costs shall include the work performed and corresponding hours, fees and out-of-pocket expenses. Total payments shall not exceed the amount submitted on the Proposal Form, unless prior approval is received from the Village. Invoices shall be mailed to the Village Engineer located at the Village of Oak Park, 201 South Boulevard, Oak Park, Illinois 60302. All invoices will be paid within 30 days of approval. Charges for late payments must be in accordance with the Local

Government Prompt Payment Act, 50 ILCS 505/1, requiring a maximum interest penalty of 1% per month or portion thereof.

L. Termination of Contract

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

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

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

The Village reserves the right to accept or reject any staff designated by the Consultant. If no suitable replacement staff is provided, the Village reserves the right to terminate the agreement.

N. Confidentiality

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

O. Insurance Requirements

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

cancellation had not occurred." The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(a) **Commercial General Liability:**

i. Coverage to include, Broad Form Property Damage, contractual and Personal Injury.

ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00

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

(b) **Professional Liability:**

i. Per Claim/Aggregate \$2,000,000.00

ii. Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant, and the Consultant's obligations under the indemnification provisions of this Agreement to the extent same are covered.

(c) **Workers' Compensation:**

i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform work pursuant to the agreement, and in case work is subcontracted, the Consultant shall require each subconsultant similarly to provide Workers' Compensation Insurance. In case employees engaged in hazardous work under this Agreement are not protected under said worker's compensation insurance, the Proposer shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(d) **Comprehensive Automobile Liability:**

i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.

ii. Limits:

Combined Single Limit	\$1,000,000.00
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(e) **Umbrella:**

i. Limits:

Each Occurrence/Aggregate	\$2,000,000.00
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(f) The Village, its officers, officials, employees and agents shall be named as additional insureds on all insurance policies set forth herein except Workers' Compensation and Professional Liability. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage

shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees and agents.

The Consultant understands and agrees that any insurance protection required by the agreement or otherwise provided by the Consultant shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees and agents as herein provided.

P. Hold Harmless and Indemnity

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

Q. Tentative Schedule

Below is a tentative schedule for the request for proposal, evaluation of responses, selection and approval of a preferred Consultant(s), for the 19-7 Permit Plan Review and Inspection Services for the Public Works Department.

<i>VOP issues 19-7 RFP</i>	Feb 15 th , 2019
Questions due at 10:00 A.M. by	Feb 22 nd , 2019
Proposals due to Engineering Division by 10:00A.M.	March 1 st , 2019
Proposals reviewed	March 1 st to 5 th
Interview with preferred Consultant(s) if necessary	Mar 6 th and 7 th
Negotiation with preferred Consultant(s)	March 8 th , 2019
Recommend Agreement Approval	March 8 th , 2019
Village Board Meeting	March 18 th , 2019
Service start date	April 1 st , 2019

R. Proposal Outline

Proposals are requested to cover the basic services related to providing a staff person in accordance with any standards and as described in the scope of services starting in Section II. The Village reserves the right during the term of the agreement to request additional services in addition to those specified in the Proposal form with payment for those additional services to be mutually agreed upon between the Village and the consultant.

Proposals shall include the following information and shall be limited to a total of 10 pages excluding any forms:

- 1) A brief description of the staff person's capabilities, strengths and relevant experience for reviewing and inspecting private-permit jobs for municipalities with infrastructure similar in character to Oak Park.
- 2) A resume of the proposed staff person's education and work experience; outlining personal experience on projects of a similar nature, including size of the project, role of the individual, areas of responsibility, level of involvement and time assigned to the project.
- 4) List other contracts awarded to consultant most comparable to the work described in the scope of services.
- 5) A statement of commitment that personnel named in the proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.
- 6) A schedule of hourly salary rates and any overhead factors. A detailed cost proposal for the scope of work, all direct and indirect costs shall be factored into the Staff-Person's hourly rate.
- 7) The Consultants proposed work schedule for full vs part-time (include number of days per week if proposing part time staffing) for the staff person(s). The Village has a fixed budget which should cover roughly 1000 hours based on typical billable rates for the equivalent services. The Village will be considering the qualifications and experience of the Consultant's staff person(s) in addition to the amount of hours the Village will be able to utilize their services when considering the proposals.
- 8) Any objections to any terms of the request for proposal.

S. Reference Materials

There are no reference materials for this RFP.

Section II. Scope of Services

Background

The Village requests the services of a qualified Consultant for the purpose of providing a staff person to work with the Engineering Division of the Public Works Department with a primary job responsibility of performing plan reviews for private permit projects within the public right of way (ROW) and inspection of these permit projects within the ROW for 2019. The Village receives about 6,000 permit applications and about 10,000 inspection requests annually. The Public Works Department (PW) is responsible for providing permit review and inspections for any work within the ROW for these permit projects. It is estimated that PW completes around 500 permit reviews and over 100 inspections annually. It is estimated that these annual tasks comprise between 750 and 1000 hours. On average there could be 3-5 scheduled restoration/pre-pour inspections and 3-5 obstruction reviews (dumpster and moving trucks) per day at the peak of the season, and 5-10 plan-reviews per week although the amount of plan-reviews varies depending on the season. Permit plan-reviews and acting as a clearinghouse for public works is the priority for this contract, with the consultant using remaining hours for inspection tasks based on available budget. Should the Consultant's staff person be working on a full time basis and there are no permit related tasks, the Village's Engineer or Assistant Village Engineer can assign mutually agreed upon duties with the Consultant for the staff person to perform.

Plan Review and Inspection:

1. The consultant shall perform technical reviews for three divisions of public works: Engineering, Water-Sewer, and Forestry. These reviews consist of site-development plans, water-sewer service plans, private utility plans such as ComEd and Nicor projects, obstruction permits for dumpster and moving trucks. The technical reviews will comprise of grading review, accessibility review, applicability to village codes and specifications as well as applicability to specifications from outside agencies such as: MWRD, IEPA, IDPH, Illinois Access Board.
2. Based on available budget remaining throughout the contract, the consultant shall perform inspections for two divisions of public works: Engineering, and Water-Sewer. Inspections will comprise of pre-pour inspections and inspections of the completed work in order to release any construction deposits or bonds; generally inspections for public works are only in the right-of-way. At the conclusion of a successful final inspection, final paperwork will be prepared so that any deposits are refunded to the contractor. While onsite for engineering and water-sewer reviews, the inspector will be expected to also perform general tree-protection inspections on behalf of forestry and notify the forester of any issues.
3. The consultant shall also serve as a clearinghouse for all permits assigned to Public Works, coordinating and assigning any permits as applicable to public works staff that cannot be performed within the consultant's provided contract hours or expertise. This coordination will require weekly coordination with public works staff to balance workload while ensuring that permits and inspections are being

completed within established turnaround times.

4. All reviews and inspections are accessed via VillageView (CityView). Generally plan reviews are performed at a desk-top and inspections can be performed in the field via the VillageView mobile app.
5. The consultant shall provide replacement staff in the case that the primary staff-person assigned to the village of Oak Park is out of the office for any consecutive time greater than a week. For any absence less than a week, the consultant will coordinate with and assign the work to PW staff as it applies.
6. The number of annual plan reviews and inspections for public works is an estimate and varies per month and per year.
7. Below are the typical recommended review times:

Type of Building	First Plan Review	Second Plan Review
Single Family Residential		
New Construction	5 Business days or less	3 Business days or less
Addition	4 Business days or less	2 Business days or less
Remodel	4 Business days or less	2 Business days or less
Expedited Review	3 Business days or less	2 Business days or less
Multi-Family Residential (less than 4 stories)		
New Construction	5 Business days or less	3 Business days or less
Addition	4 Business days or less	2 Business days or less
Remodel	4 Business days or less	2 Business days or less
Expedited Review	3 Business days or less	2 Business days or less
Commercial Family (less than 12 stories)		
New Construction	7 Business days or less	5 Business days or less
Addition	5 Business days or less	3 Business days or less
Remodel	5 Business days or less	3 Business days or less
Expedited Review	3 Business days or less	2 Business days or less
Retail/Restaurants/Hospitality		
New Construction	5 Business days or less	3 Business days or less
Addition	4 Business days or less	2 Business days or less
Remodel	4 Business days or less	2 Business days or less
Expedited Review	3 Business days or less	2 Business days or less
Municipal/Educational/Industrial		
New Construction	7 Business days or less	5 Business days or less
Addition	5 Business days or less	3 Business days or less
Remodel	5 Business days or less	3 Business days or less
Expedited Review	3 Business days or less	2 Business days or less
Larger jobs shall be reviewed within five (5) business days to ten (10) business days, while new high-rise or large structures shall take no longer than fifteen (15) business days. Obstruction permits for dumpsters and moving trucks generally are reviewed within 48 hours.		

Qualifications

The consultant shall provide a multi-disciplined staff-person capable of performing both plan-review and inspections, and all communication and coordination required with those tasks. In general the intent is to have the same staff-person at all times except for excused absences such as vacation or sick-time.

Knowledge of:

- Basic civil engineering principles and techniques.
- Applicable laws and regulatory codes relevant to assigned area of responsibility.
- Methods, materials and techniques used in the construction of public works projects.
- Modern developments, current literature and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Village engineering policies, procedures, and issues.
- Complex civil engineering principles and techniques.
- Modern construction and maintenance methods, techniques and materials.

Ability to:

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to review design computations, and engineering plans.
- Apply Village engineering policies and procedures.
- Apply applicable laws and regulatory codes applicable to areas of assigned responsibility.
- Understand and interpret engineering construction plans, specifications and other contract documents.
- Communicate clearly and concisely, both orally and in writing. Deal tactfully with contractors, engineers and property owners. Ability to analyze complex engineering computations.
- Ability to read and understand engineering studies.
- Work independently in the absence of supervision.
- Maintain mental capacity which allows for effective interaction and communication with others.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Walking, standing or sitting for extended periods of time*
 - *Operating assigned equipment.*

- Maintain effective audio-visual discrimination and perception needed for
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment*

Experience and Training Guidelines

Experience: It is recommended that the Staff-person shall have minimum of 5 years professional experience involved with reviewing and inspecting private-permit jobs for municipalities. **AND**

Training: A Bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field. **AND**

License or Certificate: Possession of an appropriate, valid Illinois driver's license.

Working Conditions

Work in an office environment; requires some sitting, standing and walking; some work at a construction site; exposure to dust, noise and vehicular traffic.

Work Hours:

1. Normal working hours for public works is 830am to 500pm, 5 days a week. The village desires consistent coverage on a week-to-week basis throughout the course of the year according to workload. The weekly hours provided will depend on the consultant's billable rates. Based on available budget the village will select either full-time or part-time coverage. Typical village holidays are New Year's day, Martin Luther King Jr day, President's day, Memorial day, Independence day, Labor day, thanksgiving day (Thursday and Friday), and Christmas day.
2. After hours: Generally most plan reviews and inspections can be completed during normal working hours, in general the consultant will be required to work onsite and remote work will not be allowed. Any emergency or after-hour inspections can be scheduled to village staff.
3. Work performance:
 - All services are to be performed under the supervision of the Public Works Director or the Village Engineer/Assistant Village Engineer and in compliance with village policy, codes, and interpretation. All inspections

and plan reviews shall be performed in a non-adversarial, ethical, professional, and personable manner.

Consultation:

1. Plan review-related during business hours: Plan reviews includes all phone consultations with the Village and permit contacts, including the permit applicant, for each plan review or re-review performed.
2. Permit-related during business hours: Inspections include all phone consultations with village staff and permit contacts, including the permit applicant, for each inspection performed, as necessary.
3. Permit-related after business hours: On occasion, phone consultation is required outside normal working-hours of business in regards to scheduling of an inspection.
4. Staff consultation during business hours: The consultant shall be expected to attend any onsite village training which relates to permit and plan-review such as meetings discussing village policies, software procedures for VillageView (CityView), village code requirements, or any meetings that pertain to a specific development, or any active reviews or inspections.

The following will be provided by the Village of Oak Park for use by the Staff-Person:

- Desk space and access to a computer with permitting software, including use of internet for work-related activities. All files worked on by the consultant will be stored on the village servers and will be considered proprietary to the Village of Oak Park.
- Use of facilities including bathrooms, lunch area, copy machines, and general office supplies (such as pens/markers, staples, paper-clips).
- Parking-pass for employee parking across from public-works.

The following shall be provided by the Consultant for use by the Staff-Person:

- Smart-phone for work email and cell phone usage to communicate with residents and contractors. The consultant shall download any software as needed to perform inspections such as the VillageView mobile app.
- Vehicle for travel between the public works office and the various construction projects around the village. Vehicle shall be marked with the company-name and be equipped with vehicle strobe lights. Fuel, insurance, mileage, maintenance costs and any other costs associated with the vehicle shall be paid for by the consultant. Vehicle shall have space to haul general equipment and shall be equipped with a laser-level and rod, 25' measuring-tape, 100' nylon tape measure, flash light, smart-level, 5-pound hammer, manhole pick, chaining-pins, string and bubble-level, hand-held infrared thermometer, and personal protective equipment (such as safety-vest, hard-hat and steel-toe boots).

The Staff person's main-office will be Public Works during their tenure; any trips back and forth to the consultant's main-office for any supplies or equipment will not be billable hours.

Policy Compliance:

The consultant shall be in accordance with the Village's guiding principles, policies and comply with village policies in regard to computer software and internet usage.

Proposal Submittal

Each consultant submitting a proposal is asked to consider the items as outlined in the Scope of Services listed above. Proposal shall be limited to a total of 10 pages excluding any forms.

Section III. Compensation Schedule

Please complete all forms and submit the information requested on the following pages and include the compensation schedule (providing hourly rates) as part of the proposal documents.

Section IV. Proposal Evaluation

Proposals will be evaluated by Village staff. Evaluation will be based on criteria outlined herein which may be weighted by the Village in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

- A. **Responsiveness to RFP**
The Village will consider all the material submitted to determine whether the Consultant's offering is in compliance with this RFP.

- B. **Ability to Perform Current and Projected Required Services**
The Village will consider all the material submitted by each Consultant, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing agreements of this type.

- C. **Experience and Relevant Knowledge**
The Village will assess the experience and relevant knowledge of the proposed Staff person.

- D. **References**
The Village may contact references directly to inquire about the quality and type of services currently being provided to other customers.

- E. **Cost Proposal**
The Village will evaluate aggregate services based on the overall cost effective approach to providing the services requested in this RFP. The Consultant shall indicate the hourly billable rates for the staff person(s) along with any direct reimbursable.

- F. **Optional Interviews and/or Site Visits**
The Village may, at its sole option, conduct interviews and/or site visits as part of the final selection process. Teleconferencing is an acceptable option.



RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: _____

State of _____)

County of _____)

_____,
TYPE NAME OF SIGNEE

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

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

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

Dated _____

(Seal - If Corporation)

Organization Name

By _____
Authorized Signature

Address

Telephone

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

In the state of _____. _____
Notary Public

My Commission Expires: _____

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Respondent is a corporation, which operates under the legal name of

and is organized and existing under the laws of the State of

The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

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

(b) Partnership

Name, signature, and addresses of all Partner

The partnership does business under the legal name of _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

(c) Sole Proprietor

The Respondent is a Sole Proprietor whose full name is _____.
If the Respondent is operating under a trade name said trade name is _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

Signed _____
Sole Proprietor



Attachment I.

RESPONDENT CERTIFICATION

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

the 19-7 Permit Plan Review and Inspection Services for the Public Works Department, to the Village of Oak Park, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Bidding Requirements".

By: _____
(Authorized Agent of Respondent)

Subscribed and sworn to
before me this ___ day
of _____, 2019

(Notary Public)



Attachment II.

TAX COMPLIANCE AFFIDAVIT

_____, being first duly sworn, deposes and says:

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

(bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:
Its:

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

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

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

Notary Public's Signature

- Notary Public Seal -



Attachment III.

ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

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

President _____

Secretary _____

Treasurer _____

Registered Agent Name and Address: _____

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

B. Sole Proprietor:

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

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

C. Partnership:

The Consultant is a Partnership which operates under the name _____

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

_____	_____
_____	_____
Signature	Signature

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

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

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

Signature of Owner



Attachment IV. **Compliance Affidavit**

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

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

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

Signature: _____ Printed Name _____

Name of Business: _____ Your Title: _____

Business Address: _____

(Number, Street, Suite #)

(City, State & Zip)

Telephone: _____ Fax: _____ Web Address: _____

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

Notary Public

M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

1. Consultant Name: _____

2. Check here if your firm is:

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

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

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

_____ Number of full-time employees

_____ Number of part-time employees

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

Signature: _____

Date: _____

EEO REPORT

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

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

Consultant Name _____

Total Employees _____

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

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

_____, being first duly sworn, deposes and says that he/she is the _____
 (Name of Person Making Affidavit) (Title or Officer)

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

be relied upon. Subscribed and sworn to before me this _____ day of _____, 2019.

 (Signature)

 (Date)



Attachment V. No Proposal Explanation

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

Project Name: Professional Services for the 19-7 Permit Plan Review and Inspection
 Services for the Public Works Department

Date Issued: February 15, 2019

Comments: