



**REQUEST FOR PROPOSALS (RFP)**  
**Professional Land Surveying Services for the**  
**Local Street Improvement Projects**

Issued September 14th, 2017

Due September 28<sup>th</sup>, 2017

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 September 28<sup>th</sup>, at 4:00 PM to:

Village of Oak Park  
Engineering Division of the Public Works Department

Attn: RFP for Professional Land Surveying Services for  
the Lake Street Streetscape Project and  
Local Street Improvement projects  
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 professional land surveying services to complete a topographic design survey for local street improvements for approximately **17** blocks,. 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, Village of Oak Park, 201 South Blvd, Oak Park, Illinois, 60302. Each Consultant shall *provide three (3) hard copies of their proposal and compensation schedule in a sealed envelope titled "RFP for Professional Land Surveying Services for the Local Street Improvement Project"*.

All additional questions must be submitted via email to [mckenna@oak-park.us](mailto:mckenna@oak-park.us) or [bkutz@oak-park.us](mailto:bkutz@oak-park.us) no later than **September 26, 2017**. 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 Board for approval.

Other inquiries regarding this RFP shall be directed to: Bill McKenna, Village Engineer, at [mckenna@oak-park.us](mailto:mckenna@oak-park.us) or to Byron Kutz, Assistant Village Engineer at [bkutz@oak-park.us](mailto: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 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 will be on the earlier of **October 16, 2017**, or the last date signed by both parties, whichever is later, and shall continue for an initial (approximately) one year period until the completion of all survey work associated with the Local Street Improvement projects.

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 be outlined on BCE 434 forms used by IDOT and include the work performed and corresponding hours, fees and out-of-pocket expenses. Total payments for each Phase 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 to provide surveying services. 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 sub-consultant 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 sub-consultant 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, sub-consultants, or assignees.

**Q. Tentative Schedule**

Because of project design schedules, there will be two submittal deadlines. The required Streets will be divided into Phase I and Phase II (see page 12). Below is a tentative schedule for the request for proposal, evaluation of responses, selection and approval of a preferred Consultant of surveying services for Local Street Improvement project:

Proposals due to Engineering Division	September 28, 2017
Agreement presented to Board for Approval	October 16, 2017
Submit final drawings of Local Streets Phase I (Weather dependent)	December 15, 2017
Project completion date all Local Streets (Phase II)	March 9, 2018

**R. Proposal Outline**

Proposals are requested to cover the basic services related to topographic and utility design surveying and as described in the scope of services section. 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:

- A. A brief description of the consultant's capabilities, strengths and relevant experience.
- B. A team organization chart indicating the staff and their areas of involvement.



- C. List other contracts awarded to consultant most comparable to the work described in the scope of services. Please provide contact name, address and telephone number. Also, provide contract costs associated with each project.
- D. Any objections to any terms of the request for proposal.

**T. Failure to Complete Work on Time**

Should the Consultant fail to complete and deliver the work according to the tentative schedule, the Consultant shall be liable to pay the Village of Oak Park liquidated damages according to Section 108.09 of the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction Adopted **April 1, 2016**. Extensions of contract time shall be according to Section 108.08 of the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction Adopted **April 1, 2016**.

## Section II. Scope of Services

The Village of Oak Park is seeking a land surveying company to complete topographic and utility design surveys for

### ***LOCAL STREET CAPITAL IMPROVEMENT PROJECT***

The Village is considering allowing this survey work to be completed by LIDAR technology. Any proposals utilizing LIDAR shall provide backup information attesting to the accuracy in regards to industry standards for LIDAR. If performing the survey with LIDAR requires for no-parking restrictions during the work, the consultant shall be responsible for hanging all no-parking signs and for coordinating this with the parking department. At the completion of the work if it is deemed that desired accuracies were not met with LIDAR, it will be at the consultant's cost to recollect this data using conventional survey methods still meeting the schedule outlined in Section I.Q.

The attached map and table is tentative and for proposal purposes.

The subjects of topographic design surveys shall consist of:

- 1) The design surveys shall include typical topographic objects, including but not limited to back of curb and edge of pavement lines, sidewalk, drive- ways, parkways, ADA ramps and detectable warning, courtesy walk lines, all trees (location and diameter at chest level), utility frames, valve boxes, street light and utility poles, traffic control signs and poles, fire hydrants, pavement markings, building corners and fence lines (when near survey limits), found cut crosses, control points and bench mark checks.

The topography shall also include the elevation points for all cross-sections, including sidewalk edges, top of curb, flow line, edge of pavement, pavement at 7' off curb face, pavement at 7' off curb face at center point of returns, lane lines, center line of street and crosswalks, quarter section elevations of pavement in areas of high crown. These cross-section elevations shall be taken at least every 50 feet and at drainage structures, manhole frames, mid radius of curb returns, etc.

#### Underground utilities

The design survey shall also include measured depths and visual inspections of all Village of Oak Park-owned water and sewer utilities at all manholes, valve vaults, valve boxes, catch basins, inlets, and sewer clean outs in the village's right of way. The depths to be *measured* shall include the depths to the bottom of the structure, the depths to the invert of any sewer pipes entering or leaving the structure, the depth to the water surface in catch basins, the depths to the top of any water main pipes in valve vaults, the depths to the top of the key or nut of any water main valves in valve boxes, and the size, material, and approximate direction of any water or sewer pipes. The report of the visual inspections of the structures shall list the condition and type of material of each structure (i.e. brick, concrete block, precast concrete), the condition of the existing frame and lid, the condition of any adjustment rings (i.e. precast concrete, bricks, etc), and the condition of the bench in all

manholes (i.e. full of debris, bricks collapsed, etc). The structure ID number that is assigned by the surveyor shall be painted on the lid of the structure or nearby pavement. The surveyor shall take a picture of the structure lid, with the ID number visible, and at least one picture of the inside of the structure showing the general condition of the frame and walls, and material of the structure and provide these files/photos to the Village on a portable memory device.

The subjects of these utility design surveys shall consist of:

- a) Contacting all utility companies and requesting current atlas information which shall be provided to the Village of Oak Park.
- b) Update topographic design surveys to include atlas/field data for all utilities entering and within the topographic design limits.
- c) Upon request, Utility company contact information, Copies of Village’s water and sewer atlases, VOP blank form of structure inspection sheets, and Village’s street lighting atlases will be provided for download on-line.

The design survey/utility drawing shall show the above mentioned topographic objects and elevation points in plan view along with any appropriate labels and notes. It also shall show existing utility lines drawn from structure to structure. The true center-of-pipe shall be used when drawing the location of sewer mains with eccentric manhole cones. Non VOP utilities shall be drawn using Design Level JULIE coordination, including atlas requests, details, and JULIE marks).

All existing topographic information necessary for design of street reconstruction and water-sewer replacement listed above will be required at the following site locations:

<u>Phase I</u>	Wisconsin Ave (Harrison to Adams)	2 N-S blocks
	LeMoyné Pkw (East Ave to Edmer)	2 E-W block
	Maple Ave (Roosevelt to Garfield)	4 N-S blocks
	Highland Ave (Flournoy to Harrison)	½ N-S block
	Clarence Ave (Roosevelt to Harvard)	2 N-S blocks
	Elmwood Ave (Fillmore to Harvard)	1 N-S block
<u>Phase II</u>	Augusta St. (Harlem to Forest)	2 E-W blocks
	Additional (TBNL)	2 E-W blocks
	Additional (TBNL)	2 N-S blocks

The consultant shall follow the current version of IDOT’s CADD Manual and Roadway Drafting Guidelines. The Consultant shall use English units, 2D design files, and use the current versions of IDOT’s PLANeng.dgn seed file and IDOTroad.cel file, as well as the line styles and text as described in IDOT’s CADD Manual. A legend shall be included on each page of the plan view sheets. (The Village of Oak Park uses MicroStation V8i CADD software)

For the design surveys, the consultant shall follow the following standard for vertical and horizontal site control:

1. Set at least two benchmarks (on hydrants) per block with a description of the bolt used (such as ne bolt, tagged bolt or first bolt past arrow)
2. Supply copies of field book notes containing bench loop data (carrying elevations forward with a total station is not allowed)
3. Horizontal control data used in the making of these design surveys shall be State Plane Coordinates (NAD 83 in **US Survey feet**). Control points shall be supplied with a description of marker and location necessary to relocate.
4. Vertical control data to be used is CCD (Chicago City Datum). Available benchmarks will be supplied to the Consultant by VOP engineering personnel.

The delivered form of design survey/utility data shall include an ASCII file (final and complete), GeoPak tin, MicroStation files (topo, notes, utility, ROW), and plan view drawing. The ASCII file shall consist of point #, northing, easting, elevation and description. The description shall correspond to the IDOT survey point code system. The plan view drawings shall utilize the above mentioned topographic objects and elevation points to show line work of utilities, buildings and pavement structures. Edge of pavement, bench mark notes and sewer invert elevations shall be shown. The invert elevation of sewer manholes in the adjacent streets will delineate where the proposed drainage line will be connected (if necessary).

The final design survey/utility data submitted to the Village of Oak Park shall consist of:

1. One copy of the plot of topography printed on 24" x 36" paper at 1"=20' scale and one half-size set
2. Two copies of portable memory device with plots of topography, field book notes, utility structure inspection sheets, topographic sketches and point list in ASCII format (point #, northing, easting, elev. and description), GeoPak tin / gpk files, and MicroStation files (topo, notes, utility, ROW)
3. The field book notes shall include a statement confirming usage of the same vertical and horizontal control points, signed by all participating crew chiefs and supervising Professional Surveyor.
4. Copies of all utility atlases and correspondences provided by all underground utility companies covered by the J.U.L.I.E system.

## FILES AND FOLDERS MANAGEMENT REQUIREMENTS

Data for each survey site shall be stored in one subfolder named "sitename\_fromstreet-tostreet\_YYYY", where YYYY is a year of the survey contract. Such folder shall contain only consecutive blocks.

There should be no cross-linking between sites subfolders to common main or supporting files, allowing secure transfers of complete data related to one site only, between networks, hard and mobile drives. If the survey data from multiple sites is stored in one file, it should

be copied with accompanying supporting files to all appropriate subfolders with different site names.

All main and supporting files, and all files with coded names like Geopack, shall be contained in separate subfolders with the content clearly explained in folder name like FinalCAD, FinalPDF, StructuresPDF, StructuresJPG, Benchmarks, FieldNotes, Geopack, Misc, etc.

The folder with final CAD drawing shall contain used color and pen tables, patterns, symbols, etc, grouped in a separate subfolder.

**Section III. Compensation Schedule**

Please complete all forms and submit the information requested on the following pages and submit three (3) hard copies of the compensation schedule along with the proposal. The Compensation schedule shall include the total price and signature below along with a fee schedule following the attached forms for cost plus fixed fee in accordance with IDOT standards for consultant services.

The undersigned proposes to perform the work as specified in Section II, "Scope of Services," of this call for proposals. The Consultant shall

**TOTAL PRICE TO PERFORM ALL WORK AS DESCRIBED IN SECTION II**    \$ \_\_\_\_\_

Proposal Signature: \_\_\_\_\_

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

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

\_\_\_\_\_,  
(Type Name of Signee)

being first duly sworn on oath deposes and says that the Vendor on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Vendor and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Contract.

## 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 dedicated team of personnel.
- 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.
- 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 \_\_\_\_\_

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

(Seal - If Corporation)

By \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
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)

Professional Land Surveying Services for the Local Street Improvement Project 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 \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(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 \_\_\_\_\_, 20\_\_.

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

- Notary Public Seal -

**Minority Business and Women Business Enterprises Requirements**

The Village of Oak Park in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of bidders and sub-Consultants in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

**Reporting Requirements**

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to fully cooperate with further inquiry by the Village of Oak Park will result in disqualification of your proposal.



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 affiliates<sup>1</sup> are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to “Proposing Requirements”.
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled “EEO Report.”
7. Neither the Firm nor its affiliates is barred from agreement with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Firm under the agreement in a civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an “Equal Opportunity Employer” as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the Consultant is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702.

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

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Name of Business: \_\_\_\_\_

Your Title: \_\_\_\_\_

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

(Number, Street, Suite #)

(City, State & Zip)

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Web Address: \_\_\_\_\_

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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



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

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

2. Check here if your firm is:

- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- Women’s Business Enterprise (WBE) (A firm that is at least 51% owned,

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.

- 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 \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 ( 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 Land Surveying Services for Local Street Improvement Projects  
Date Issued:            September 14, 2017

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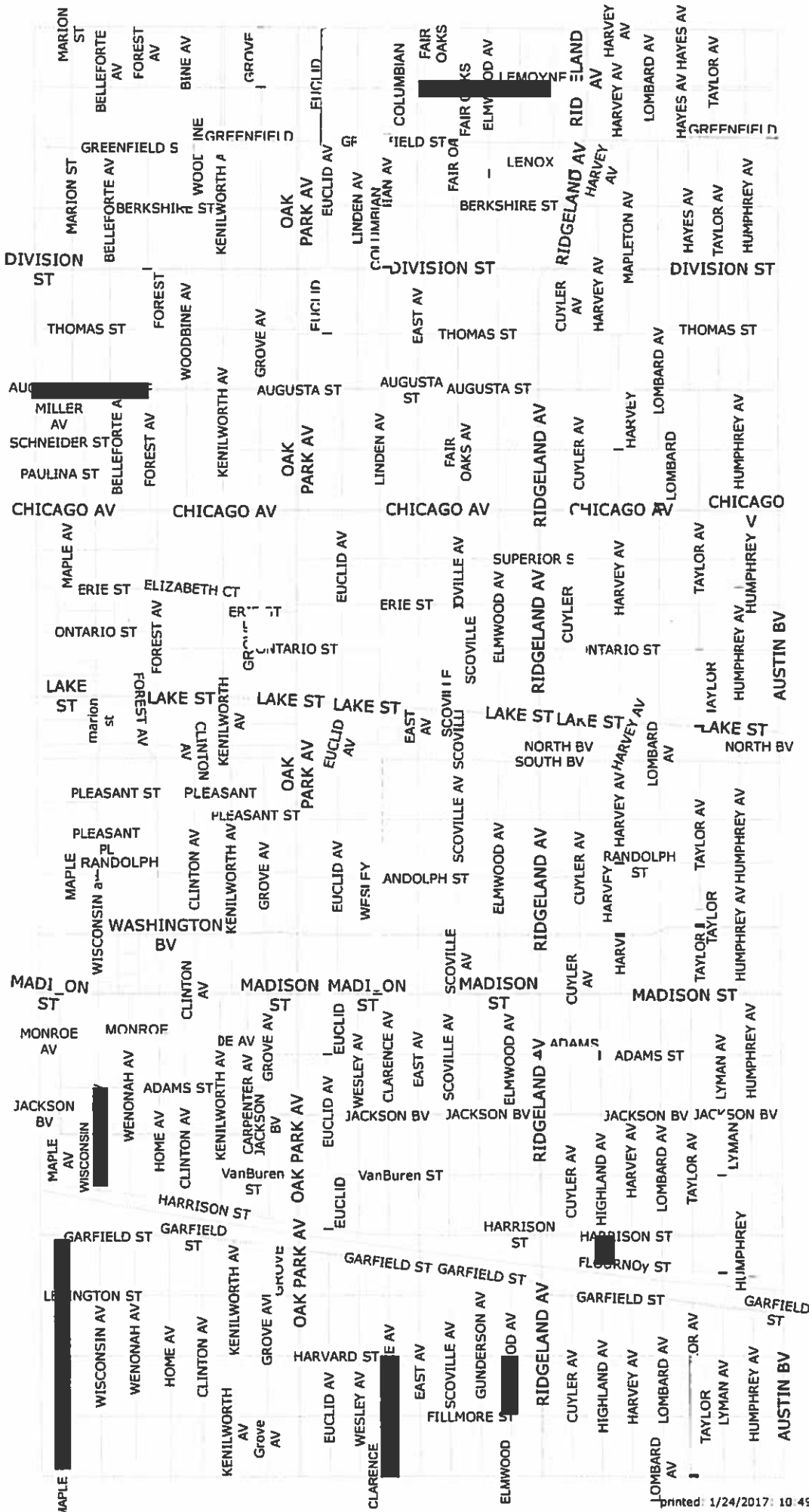
Comments:



2018

17-8 DESIGN SURVEY  
NEEDS FOR 2018

Included in the cost but  
To Be Named Later:  
- 2 east west blocks  
- 2 north south blocks



**CLARIFICATION ADDENDUM    Resent 9/26/17**

**SEPTEMBER 20, 2017**

**PROFESSIONAL LAND SURVEYING SERVICES**

**LOCAL STREET IMPROVEMENT PROJECTS**

**PROJECT NO. 17-08**

**VILLAGE OF OAK PARK**

**COOK COUNTY, ILLINOIS**

**DUE DATE: 4:00 PM, September 28, 2017**

This addendum's purpose is to clarify specific requirements in the original document. Where any part of the contract documents is amended, the unaltered provisions are to remain in effect.

**This is the only notice you receive, with no follow up by mail. Please CONFIRM receipt of this addendum by fax or email at [ddonnelly@oak-park.us](mailto:ddonnelly@oak-park.us)**

***1. PAGE 3, approx. 17 blocks..***

**refers to all the locations listed on page 11, including the TBNL blocks.**

**11 ½ N-S blocks and 6 E-W blocks, this would equal 17 1/2 blocks. E-W blocks are usually ½ the length of a N-S block. However, because of alley returns, it is really more than half the work of a N-S block. Hence the.. *approx. 17 blocks***

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Daniel Donnelly  
Village of Oak Park  
Engineering Division  
Ph 708-358-5730  
[ddonnelly@oak-park.us](mailto:ddonnelly@oak-park.us)

**ADDENDUM #2**

**SEPTEMBER 26, 2017**

**PROFESSIONAL LAND SURVEYING SERVICES  
LOCAL STREET IMPROVEMENT PROJECTS**

**PROJECT NO. 17-08**

**VILLAGE OF OAK PARK**

**COOK COUNTY, ILLINOIS**

**DUE DATE: 4:00 PM, September 28, 2017**

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*Page 1 ..(title page)*

*Attn.: RFP for Professional Land Surveying Services for  
the Lake Street Streetscape Project and  
Local Street Improvement Projects*

**Should read:**

**Attn: RFP for Professional Land Surveying Services for  
Local Street Improvement Projects**

**There is no streetscape surveying needed this year. Any previously received RFP with "Lake Street Streetscape" will still be accepted and reviewed.**

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Daniel Donnelly  
Village of Oak Park  
Engineering Division  
Ph 708-358-5730  
[ddonnelly@oak-park.us](mailto:ddonnelly@oak-park.us)