



Request for Proposals (RFP)

for

Permit Plan Review and Inspection Services

RFP Issued: October 1, 2025

Response Due: 4:00 PM on October 24, 2025

The Village of Oak Park, Illinois (the Village) is issuing a Request for Proposals (RFP) to solicit proposals from interested engineering firms to provide Permit Plan Review and Inspection Services.

To have your proposal considered, the documents must be submitted via email to Christopher.Welch@oak-park.us with a subject of:

Permit Plan Review and Inspection Services

Proposal emails must be received by the Village, no later than 4:00 PM on October 24, 2025. Proposals received after the closing time and date will not be considered.

I. General Requirements

A. Introduction and Mandatory Terms

The Village requests the services of a qualified Consultant for the purpose of providing staffing with the primary duties of permit plan review and inspection services for the Engineering Division of the Public Works Department for 2026. Please fill out the appropriate forms for all sections being submitted for consideration.

The Village will receive responses via email to Christopher.Welch@oak-park.us until 4:00 P.M. on October 24, 2025. It is the responsibility of the Consultant to notify the Village, via the email address above, of their intent of submitting a proposal so that they are on the RFP-holder list in case of addenda being issued. Email addresses for primary team members must be provided within the proposal.

All questions must be submitted via the email address above no later than 10:00 A.M. on October 17, 2025. Responses will be provided to Consultants on the RFP-holder list.

Proposals 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.

B. Interviews

The Village may elect to conduct interviews with prospective Consultants. Consultants selected for an interview will be notified by October 31, 2025. The Village anticipates that any interviews will be conducted November 4-6, 2025.

C. Consultant Notification

Consultants will be notified via email 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 RFP-holder list. 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 begin on January 1, 2026, or the last date signed by both parties, whichever is later, and shall continue until December 31, 2026 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 submitted via email to the Village Engineer at bmkenna@oak-park.us. 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.

Commercial General Liability

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

Limits:

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

Professional Liability

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.

Limits:

Per Claim/Aggregate	\$2,000,000.00
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Workers' Compensation

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.

Comprehensive Automobile Liability

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.

Limits:

Combined Single Limit	\$1,000,000.00
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Umbrella

Limits:

Each Occurrence/Aggregate	\$5,000,000.00
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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 Permit Plan Review and Inspection Services project.

RFP	10/01/25
Questions due	10/17/25, 10:00 A.M.
Proposals due	10/24/25, 4:00 P.M.
Proposals reviewed	10/26/25-10/31/25
Interview with preferred Consultant(s) if necessary	11/4/25 – 11/6/25
Negotiation with preferred Consultant(s)	11/7/25-11/19/25
Village Board Meeting	12/2/25

R. Proposal Outline

Proposals are requested to cover the basic services related to providing staffing 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 20 pages excluding any forms.

- A brief description of the proposed staff's capabilities, strengths and relevant experience for reviewing and inspecting private-permit jobs for municipalities with infrastructure similar in character to Oak Park.
- A resume of the proposed staff'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.
- List other contracts awarded to consultant most comparable to the work described in the scope of services.
- 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.
- 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.
- 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 of \$240,000 which should cover approximately 1200 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 number of hours the Village will be able to utilize their services when considering the proposals.
- Any objections to any terms of the request for proposal.

S. Reference Materials

Exhibit A included at the end of this document is a tabulation of the number of permits and work

II. Scope of Services

A. 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 (PWD) 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 2026. The Village receives about 6,000 permit applications and about 10,000 inspection requests annually. PWD is responsible for providing permit review and inspections for any work within the ROW for these permit projects. It is estimated that PWD completed approximately 2500 permit reviews and over 100 inspections annually, from 2023-2025. It is estimated that these annual tasks require approximately 1200 hours. The number of permit review and inspections varies by season.

B. Plan Review and Inspection

- The consultant shall perform technical reviews for three divisions of public works: Engineering, Water-Sewer, and Forestry. These reviews consist of site-development plans for work in the ROW, water-sewer service plans, private utility plans such as ComEd and Nicor projects, ROW obstruction permits, and small cell applications. 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. The consultant shall be responsible for coordinating the locations of approved small cell permits and water-sewer service permits with Village GIS staff and GIS consultants.
- The Village is in the process of starting to use Oxcart Permit Systems for over-sized /over-weight vehicle permits. The consultant shall review the last legs of routes within the Village, and issue approvals, based on Village ordinances that prohibit these vehicles on certain streets, Planned Development requirements, etc.
- The consultant shall perform inspections for two divisions of public works: Engineering and Water-Sewer. Inspections will comprise inspections of the completed work in order to release any construction deposits or bonds; generally, inspections for PWD are only in the right-of-way. At the conclusion of a successful final inspection, the consultant will prepare final paperwork and submit paperwork to Village staff so that any deposits are refunded to the applicant.
- The consultant shall also serve as a clearinghouse for all permits assigned to PWD, 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 PWD staff to balance workload while ensuring that permits and inspections are being completed within established turnaround times.
- All reviews and inspections are accessed via VillageView (CityView). Generally, plan reviews can either be completed in the office or remotely and inspections are performed in the field via the VillageView mobile app.
- The consultant shall be provided with Village of Oak Park email addresses and phone numbers and respond to emails or phone messages from permit applicants generally with 1 working day.
- The consultant shall provide replacement staff in the case that the primary staff-person assigned to the Village is out of 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 PWD staff as it applies.
- The number of annual plan reviews and inspections for PWD is an estimate and varies per month and per year.
- The following are 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.		

C. Qualifications

The consultant shall provide a multi-disciplined staff-person(s) capable of performing both plan reviews and inspections, and all communication and coordination required with those tasks. In general, the intent is to have the same staff person(s) at all times except for excused absences such as vacation or sick-time. The consultant may elect to have multiple primary staff assigned to this work with one, or more, more tenured staff and one, or more, less experienced staff to manage simpler permit application reviews.

Knowledge of:

- 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
- Village engineering policies, procedures, and issues

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

D. Experience and Training Guidelines

Experience: It is recommended that the at least one staff person shall have minimum of five (5) years professional experience involved with reviewing and inspecting private permits for municipalities.

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

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

E. 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.

F. Work Hours

- Normal working hours for PWD is 8:30 A.M. to 5:00 P.M., five (5) days a week. The village desires somewhat consistent coverage on a week-to-week basis throughout the course of the year depending on the workload. The weekly hours provided will depend on the number of permit applications and the consultant's billable rates. Work is anticipated to be part-time coverage with the opportunity for reviewing permits remotely. The consultant shall be in-person at least one-day per week to allow for restoration deposit inspections and for meeting with Village engineering staff. 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.
- After hours: Generally, most plan reviews and inspections can be completed during normal working hours. Any emergency or after-hour inspections can be assigned to Village staff.
- 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.

- Work location: The Village anticipates a combination of on-site work at PWC and remote work. The Consultant shall determine the appropriate mix of on-site and remote work to best fulfill the Scope of Services.

G. Consultation

- Plan review-related during business hours: Plan review includes all phone consultations with the Village and permit contacts, including the permit applicant, for each plan review or re-review performed.
- Permit-related during business hours: Inspections include all phone consultations with the Village and permit contacts, including the permit applicant, for each inspection performed, as necessary.
- Permit-related after business hours: On rare occasion, phone consultation is required outside normal working-hours of business in regards to scheduling of an inspection.
- Staff consultation during business hours: The Consultant shall be expected to attend any onsite or remote 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.

H. Provided by the Village of Oak Park

- 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 Village servers and will be considered property of the Village.
- 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 the Public Works Center (PWC).

I. Provided by the Consultant

- 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.
- Any PC or laptop for remoting in to review and administer permits remotely. The Village will create Village employee credentials and email addresses so that the consultant can remote into the Village's compute system and permit system remotely.
- Vehicle for travel between PWC and the various permit 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.
- Personal protective equipment (such as safety vest, hard hat and steel-toe boots).
- The staff person's main-office will be assumed to be at PWC during their tenure; any trips back and forth to the consultant's main-office for any supplies or equipment will not be billable hours.

J. Policy Compliance

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

III. 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 following criteria will be used.

- Responsiveness to RFP: The Village will consider all material submitted to determine whether the Consultant's offering is in compliance with this RFP.
- Ability to Perform Current and Projected Required Services: The Village will consider all 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.
- Experience and Relevant Knowledge: The Village will assess the experience and relevant knowledge of the proposed staff person.
- References: The Village may contact references directly to inquire about the quality and type of services currently being provided to other customers.
- 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.
- 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.

IV. Required Forms

Please complete all forms and submit the information requested on the following pages as part of the proposal.



Respondent Certifications

(3 pages)

Proposal Signature: _____

State of _____

County of _____

(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)

NOTARY PUBLIC

State of Illinois, County of _____

Subscribed and sworn to before me this

_____ day of _____ A.D. 20_____

My commission expires _____

(Signature & Seal)

Complete the applicable paragraph below.

1. Corporation

The Vendor 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 their proposal 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.)

2. Partnership

Name, signature, and addresses of all partners:

The partnership does business under the legal name of

_____, which name is registered with the office of _____
_____ in the county of _____.

3. Sole Proprietor

The Vendor is a sole proprietor whose full name is

_____. If the Vendor is operating under a trade name, said trade name is _____,
_____, which name is registered with the office of _____
_____ in the county of _____.

Signed: _____
(Sole Proprietor)

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

the Permit Plan Review and Inspection Services for 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)

NOTARY PUBLIC
State of Illinois, County of _____

Subscribed and sworn to before me this

_____ day of _____ A.D. 20_____

My commission expires _____

(Signature & Seal)



Tax Compliance Affidavit

(1 page)

_____, being first duly sworn, deposes and says:
(Name)

that he/she is _____ of _____.
(Partner, Officer, Owner, etc.) (Bidder)

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.

NOTARY PUBLIC

State of Illinois, County of _____

Subscribed and sworn to before me this

_____ day of _____ A.D. 20_____

My commission expires _____

(Signature & Seal)



Organization of Proposing Firm

(2 pages)

Complete the applicable paragraph below.

1. Corporation

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

_____ 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 does have a corporate seal. (In the event that their proposal 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.)

2. Partnership

The Vendor is a Partnership which operates under the name _____.

Name, signature, and addresses of all partners:

(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.

3. Sole Proprietor

The Vendor is a sole proprietor whose full name is

_____. If the Vendor is operating under an assumed name, said assumed name is

_____, which name is registered with the office of _____ in the county of _____.

The Vendor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

Signed: _____
(Sole Proprietor)

4. Affiliates

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

(Signature of Owner)



Compliance Affidavit

(2 pages)

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* 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.

*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: _____

Telephone: _____ Fax: _____ Web Address: _____

NOTARY PUBLIC

State of Illinois, County of _____

Subscribed and sworn to before me this

_____ day of _____ A.D. 20_____

My commission expires _____

(Signature & Seal)



M/W/DBE Status & E.E.O. Report

(2 pages)

Please fill out the form completely. 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 the proposal. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

Vendor Name: _____

Check here if the firm is:

_____ MBE

_____ WBE

_____ DBE

_____ Non-M/WBE

If your firm is a M/W/DBE, please submit copies of all certification letters.

What is the size of the firm's current stable work force?

_____ Number of full-time employees

_____ Number of part-time employees

Similar information will be requested of all subconsultants working on this agreement. Forms will be furnished to the vendor 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: _____

Vendor Name: _____ Total Number of 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 Compliance Affidavit. Failure to include it with your proposal will disqualify you from consideration. **An EEO-1 Report may be submitted in lieu of this report.**

NOTARY PUBLIC

State of Illinois, County of _____

_____, being first duly sworn, deposes and says that he/she is the _____
 (Name of person making the affidavit) (Title or Office)

of _____ and that the above E.E.O. Report information is true and accurate and is submitted with the intent that
 (Name of Company)

it be relied upon. Subscribed and sworn to before me this _____ day of _____ A.D. 20_____

My commission expires _____

 (Signature & Seal)



No Proposal Explanation

(1 page)

If your firm does not wish to submit a proposal, please indicate 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: Permit Plan Review and Inspection Services

Date Issued: October 1, 2025

Comments:

Exhibit A. Permits Yearly Breakdown

Permit Plan Review and Inspection Services

2023 Permits	Public Works/ Engineering Review	Restoration Deposit Refund Request	Hours Spent by Review Team
April	137	2	60
May	168	11	70
June	187	3	70
July	172	5	70
August	205	14	60
September	189	6	50
October	227	8	70
November	128	3	60
December	130	8	60
Total	1543	60	570

2024 Permits	Public Works/ Engineering Review	Restoration Deposit Refund Request	Hours Spent by Review Team
January	111	11	70
February	176	3	90
March	222	5	120
April	250	3	110
May	240	14	90
June	277	9	90
July	224	16	90
August	253	7	90
September	232	13	100
October	281	10	100
November	176	9	80
December	133	5	60
Total	2575	105	1090

2025 Permits	Public Works/ Engineering Review	Restoration Deposit Refund Request	Hours Spent by Review Team
January	141	3	80
February	140	1	70
March	215	1	100
April	251	5	100
May	296	10	90
June	249	20	80
July	310	12	80
August	256	15	60
September	242	8	50
Total	2100	75	710