



Office of the Secretary of State Jesse White  
**ilsos.gov**

## Corporation/LLC Search/Certificate of Good Standing

### Corporation File Detail Report

File Number 52252466

Entity Name CORDOGAN CLARK & ASSOCIATES, INC.

Status  
ACTIVE

#### Entity Information

Entity Type  
CORPORATION

Type of Corp  
DOMESTIC BCA

Incorporation Date (Domestic)  
Friday, 19 December 1980

State  
ILLINOIS

Duration Date  
PERPETUAL

#### Agent Information

Name

**JOHN G CORDOGAN****Address**

960 RIDGEWAY AVENUE  
AURORA , IL 60506

**Change Date**

Wednesday, 15 December 1999

**Annual Report****Filing Date**

Monday, 21 November 2022

**For Year**

2022

**Officers****President****Name & Address**

JOHN G CORDOGAN 446 COURTNEY CIRCLE SUGAR GROVE, IL 60554

**Secretary****Name & Address**

JOHN W CLARK 518 LINDEN WILMETTE, IL 60091

**Old Corp Name**

04/22/1996

LOUIS C. CORDOGAN, ARCHITECT, P.C.

12/15/1999

LOUIS C. CORDOGAN, INC.

11/09/2016

CORDOGAN, CLARK & ASSOC., INC.

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[File Annual Report](#)

Adopting Assumed Name

Articles of Amendment Effecting A Name Change

Change of Registered Agent and/or Registered Office

(One Certificate per Transaction)

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Mon Jan 09 2023

REQUEST FOR QUALIFICATIONS

# THE VILLAGE OF OAK PARK

December 30, 2022







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# COVER LETTER





December 29, 2022

Village of Oak Park  
Public Works Dept. - Building Maintenance Division  
201 South Boulevard  
Oak Park, IL 60302

**RE: Request for Qualifications On-Call Professional Architectural / Engineering Services Contract**

Dear Selection Committee,

We are pleased to present our qualifications to the Village of Oak Park to be considered as the Village's Architect and Engineer to assist with Village facility projects on an as-need basis. We believe our team will be an excellent partner for the Village and any future projects. We are eager to provide the Village of Oak Park once again with the highest caliber professional design and engineering services at the best value. The Cordogan Clark Team is client focused and committed to these projects, with professionals ready to start immediately and remain focused through completion. We love what we do, are dedicated to our clients, and focus on providing cost effective and practical solutions that create aesthetically pleasing, functional environments.

Cordogan Clark is a full-service firm of more than 125 architectural, engineering, and construction management professionals dedicated to excellence. We regularly provide a full range of design services including facilities assessment, master planning, feasibility studies, programming, space planning and interior design, renovations, MEP engineering, ADA and Life/Safety analysis and implementation, construction administration, construction estimating and construction management. We can provide: Architectural, Mechanical, Electrical, Plumbing, Fire Protection Engineering and Structural Engineering services – all in house

In addition to the Village of Oak Park, our firm has provided similar "on call Task Work" services for and maintained strong relationships with a number of other similarly sized municipalities, including but not limited to, Kendall County, Kane County, Schaumburg, Glenview, Lake Forest, Niles, River Forest, Aurora, Yorkville, Naperville, and Tinley Park.

This is exactly the type of work our team excels in, and we look forward to the opportunity and would be honored to partner with the Village of Oak Park. Please do not hesitate to contact us if we can assist your efforts in any way. Thank you for your consideration of our qualifications. If you have any questions regarding our team or this proposal, please contact Brian at 630-209-7525 or [bkronewitter@cordoganclark.com](mailto:bkronewitter@cordoganclark.com).

Respectfully submitted,

**Cordogan Clark**



Brian Kronewitter, AIA, DBIA  
Executive Vice President

## INFORMATION ABOUT THE FIRM





## FIRM PROFILE

Cordogan Clark is a full service architectural, engineering, interiors, planning and construction firm of innovative professionals committed to excellence. We are passionate about our work, inspired by our clients, and committed to providing exceptional service through integrated and sustainable design and construction solutions. We believe that the best projects arise from a collaborative journey of discovery and overcoming challenges with our clients that reveals insights and spurs innovation. Cordogan Clark has designed and built a wide variety of award-winning municipal projects of similar characteristics to the Village of Oak Park's scope of work and will utilize our practical, cost-effective design and construction expertise.

Louis C. Cordogan, AIA, founded the firm in Chicago in 1951 and added a second office in Aurora, Illinois in 1968. John Cordogan, Managing Partner, joined the firm in 1973. The office incorporated the two locations in 1984 under the direction of Principals John Cordogan, AIA, and John Clark, AIA, to become Cordogan Clark & Associates. Since then, the firm has grown with over 125 professionals, seven offices, Aurora, Illinois, Chicago, Illinois, Lafayette, Indiana, Sawyer, Michigan, St. Louis, Missouri, Davenport, Iowa, and Madrid, Spain. Each office works together and combines industry expertise and personal attention to deliver exemplary customer experiences and innovative high value services.

### LEGAL NAME

Cordogan Clark & Associates

### LOCAL OFFICE

960 Ridgeway Avenue  
Aurora, Illinois 60506  
T: 630.896.4678  
F: 630.896.4987

### POINT-OF-CONTACT

Brian Kronewitter, AIA, DBIA  
P: 630.209.7525  
E: [bkronewitter@cordoganclark.com](mailto:bkronewitter@cordoganclark.com)

### OWNERSHIP

John Cordogan, Principal

### BUSINESS STRUCTURE

Corporation

### STAFFING

Architecture - 73  
Engineering - 18  
Construction Management - 12  
Interiors - 3  
Support Staff - 22

### LICENSES

Licensed Architects - 40  
Licensed Engineers - 5  
LEED Accredited Professionals - 14

### DISCIPLINES OFFERED IN-HOUSE

Architecture  
Engineering  
Construction Management  
Planning  
Interior Design  
Comprehensive Consultation

### WEBSITE

[www.cordoganclark.com](http://www.cordoganclark.com)

**95%**  
Repeat  
Clients

**125+**  
Full - Time  
Employees

**7**  
Office  
Locations





## INTEGRATED SERVICES PERFORMED IN-HOUSE

### PLANNING

- Master Planning
- Site Planning
- Phased Development Planning
- Capacity Analysis
- Educational Space Planning

### ARCHITECTURE

- New Construction
- Building Additions
- Renovations & Rehabilitations
- Sustainable / LEED Design

### CONSTRUCTION

- Design / Bid / Build Construction
- Design / Build Construction
- General Contracting
- Integrated Project Delivery
- Pre-Construction Services
- Estimating
- Guaranteed Maximum Price Delivery
- Target Value Design
- Coordination & Procurement
- Construction Logistics Analysis
- Constructability Analysis
- Value Analysis
- LEAN Construction
- Continuous Cost Modeling

### ENGINEERING

- MEP Engineering
- Structural Engineering
- Forensic Engineering
- Energy Modeling
- Renewable Energy Analysis
- Low Voltage Technology

### INTERIOR DESIGN

- Space Planning
- Color & Material Selection
- Furniture, Fixture & Equipment

### COMPREHENSIVE CONSULTATION

- Facilities Condition Assessments
- 3D Laser Scanning
- Thermo Imaging
- Drone Photography Analysis
- Virtual Design & Construction
- Development Proforma Analysis
- Referendum Outreach & Marketing
- Public Private Partnership Teaming
- Project Development Services
- Project Entitlement Services
- Space Needs Assessment
- Community Engagement
- Site Selection Assistance
- Health Life-Safety Surveys
- ADA / Accessibility Surveys
- Life-Cycle Cost Analysis
- MEP Systems Condition Assessments
- Building Envelope Design & Evaluation
- Owner Representation
- LEED/WELL Building Design



## LEED CERTIFICATION

Another important facet of our approach is cost-effective sustainability. Cordogan Clark has an established history of sustainable design and knowledge of the USGBC LEED Certification process. Whether the intent is to minimize energy consumption and associated costs, reduce the building's carbon footprint, greatly reduce the water consumption, utilize environmentally conscious building materials, Cordogan Clark will include the green strategies in alignment with your specific goals, tailored to maximize the efficiency of the specific project.

We have experience with an array of innovative construction design materials and engineering systems within the last five years. As designers we find it important to evaluate and incorporate sustainable principals into every project. Sustainable strategies focus on reduction of maintenance and operational costs through selection of resilient durable materials and energy conscious building systems, as well as occupant comfort and stimulation to become not only a place to learn but a place to learn from. From placing the building appropriately on the site during the initial analysis to specifying low-emitting finish and furniture selections during construction documentation, the Cordogan Clark team is designing for you and your future. Below is a preliminary list of strategies the Cordogan Clark team will discuss with the City:

- Efficient exterior and interior lighting fixtures and layouts
- Occupancy sensors and variable lighting controls to control lighting usage

- Efficient HVAC technologies and appropriate zoning for maximum control and comfort
- Building orientation / fenestration locations to both maximize and minimize sun exposure into interior space for energy efficiency
- Other passive strategies such as operable windows for daylight, and sun screening with landscaping
- Low-flow plumbing fixtures
- Grey-water reuse / Rain-water utilization
- Low-albedo reflective roofing systems or extensive (low-profile) vegetated green roof system
- Inclusion of recycled, rapidly renewable and/or regionally manufactured building materials
- Low-emitting building materials to maximize occupant comfort and safety
- Indigenous, low-maintenance planting materials

These strategies are a tapered list with budget considerations in mind, however the study is not limited to just these options. Cordogan Clark has experience with a spectrum of sustainable design initiatives beyond those listed above. Cordogan Clark LEED Certified / sustainable project resume include the LEED Gold Certified Aurora Police and Public Safety Headquarters, LEED Platinum Certified Aurora University John C. Dunham STEM Partnership School, LEED Gold Certified Devon Bank, LEED Silver Certified Roquette America Headquarters, and the 100% Ecologically/Environmentally Friendly Herget Middle School.





In addition to the Village of Oak Park, our firm has provided similar “on call Task Work” services for and maintained strong relationships with a number of other similarly sized municipalities, including but not limited to, Kendall County, Kane County, Schaumburg, Glenview, Lake Forest, Niles, River Forest, Aurora, Yorkville, Naperville, and Tinley Park.

Cordogan Clark looks forward to the opportunity to once again work with the Village of Oak Park. Executive Vice President and Project Director, Brian Kronewitter, has years of experience working with the Village and its staff, most recently having worked on the Village’s New Public Works Center.

We strive to provide the highest quality services required for each specific project within stipulated or promised time frames with the greatest quality of service, communication, and attention to detail. Our office is less than thirty miles away, with team members living less than ten miles away from the Village. If the Village has any emergency needs, our team members can be on site in less than an hour. The structure of our full services firm allows us to commit specific team members to the Village, ensuring that you receive top priority. This is to safeguard that the Village has dedicated team members able to respond immediately, who are committed to the success of the Village of Oak Park and building relationships with all project stakeholders from the Village. We believe that for us to have a successful partnership with the Village of Oak Park, your team members should get to know our entire team, and foster relationships outside of strictly architectural meetings. We believe that having dedicated team members who know your team on a higher level creates a better understanding of intricate dynamics that exist in a highly successful client and professional consultant relationship.





## ORGANIZATION CHART & KEY STAFF EXPERIENCE





## KEY STAFF

The team we have assembled represents the level of effectiveness and efficiency that is needed for these projects. In no other team will you find this balance of project understanding, alignment of skills and collaborative initiative for your projects. Project Director, Brian Kronewitter, and Project Manager, Tim Weber, are readily available and committed to work on any projects that arise for the Village of Oak Park, along with the rest of our highly experienced team members.

As an integrated delivery firm, we can provide in-house architectural, engineering and construction management services. In consultation with the Village, we will use additional consultants as necessary, and as your partner, the Village will receive the benefits of a team that is committed to bringing a dynamic, collaborative approach to produce the highest value design solutions for the Village of Oak Park.

### PROJECT LEADERSHIP



**BRIAN KRONEWITTER**  
Project Director



**BRUCE CAIRNS**  
Senior Managing Architect

### PLANNING / PROGRAMMING / DESIGN TEAM

#### **CORDOGAN CLARK** ARCHITECTURE



**TIM WEBER**  
Project Manager



**KELLY SCHOMER**  
Project Architect

#### **CORDOGAN CLARK** ENGINEERING



**WAI CHIANG**  
Principal Structural Engineer



**DAVID ALLEN**  
Senior Mechanical Engineer



**DOUG SCHOMER**  
Electrical Systems Designer



# BRIAN KRONEWITTER, AIA, DBIA

## PROJECT DIRECTOR

Brian Kronewitter is Executive Vice President for Cordogan Clark and leads the firm's Project Development and Construction Division along with managing key client relationships. Client focused, Brian establishes a partnership with clients to maximize project scope, program and scope objectives, ensuring client satisfaction, and providing sound design and budget advice.

Brian has over thirty years' experience in the design and construction industry in various leadership capacities. This experience includes providing Architectural, Construction Management, and Design-Build management services in the public and private sectors with significant experience in the K-12, higher education and public sector / municipal facilities markets. Additionally, Brian has been actively involved in numerous professional organizations, has been on the NEI - AIA Board of Directors and currently is in his second term on the Naperville Building Review Board.

Brian received a Bachelor of Architecture and a Bachelor of Science in Environmental Design from Ball State University in Muncie, Indiana. He is a licensed architect in Illinois and Ohio, and a member of the Design Build Institute of America and the American Institute of Architects.

### EDUCATION

*Bachelor of Architecture  
Bachelor of Science in  
Environmental Design,  
Ball State University*

### REGISTRATIONS & CERTIFICATIONS

*Licensed Architect: Illinois, Ohio  
IL #001.016704*

### PROFESSIONAL AFFILIATIONS

American Institute of Architecture  
Board of Directors

Design-Build Institute of America  
Education & Legislative Committee

ILCMA - Committee Member

Society for College &  
University

Illinois Library Association

Illinois Parks &  
Recreation Association

Illinois Community College CFO's

Illinois Municipal League

Will County Government League

DuPage Mayors & Managers

APPA

American Public Works Association

City of Naperville Building Council

### OFFICE LOCATION

Aurora, Illinois

### RELEVANT EXPERIENCE

- Village of Oak Park, New Public Works Center
- Village of Schaumburg, Task Architect
- Village of Schaumburg, Prairie Arts Center Revitalization and Addition
- Village of Glenview, Task Architect
- Village of Tinley Park, Fire Station Renovations
- Village of Shorewood, New Village Hall
- Kane County, Multi-Use Facility
- Kane County, Adult Justice Facility
- Kane County, Diagnostic Center
- Kane County, Sheriff's Headquarters
- Kane County, Municipal Buildings Assessments
- Kane County, Justice Center Renovations
- Kane County, Regional Training Center
- United City of Yorkville, Facilities Master Plan
- United City of Yorkville, City Hall and Police Facility
- Huntley Fire Station #1
- Kendall County, Facility Needs Study
- Will County, Coroner & Recorder of Deeds Building
- Will County, Sheriff's Office 1st Midwest Renovation
- Will County, Sheriff's Office Space Planning
- City of Delafield, Public Safety & Library Complex
- Lake County, Courthouse Renovation
- Lake County, Central Permit Facility
- Forest Preserve City of DuPage City, St. James Farm
- University of Illinois at Springfield, Police Station
- University of Illinois at Urbana-Champaign, Police Station



#### EDUCATION

*Bachelor of Architecture,*  
University of Illinois at Chicago

#### REGISTRATIONS & CERTIFICATIONS

*Registered Architect*  
IL #001.019039

Leed Accredited Professional

#### PROFESSIONAL AFFILIATIONS

Aurora Veteran's Advisory Council

#### OFFICE LOCATION

Aurora, Illinois

## BRUCE CAIRNS, RA, LEED AP

### SENIOR MANAGING ARCHITECT

Bruce designs and manages a variety of education, recreation, and municipal project types. He manages task-oriented projects for municipal and educational institutions and contributes to the design of many other projects as well. Bruce has been instrumental in leading the development of some of Cordogan Clark most notable projects.

Bruce produces freehand drawings and illustrations that capture design goals. He provides comprehensive building evaluations and LEED Design analysis for a variety of projects. With the assistance from key staff, Bruce's coordinates projects through site analysis and initial design to construction documents and administration. Bruce uses his exceptional drawing skills, background in hands-on construction, and attention to a client's needs to provide balanced solutions that exceed expectations.

#### RELEVANT EXPERIENCE

- United City of Yorkville, Facilities Master Plan
- United City of Yorkville, City Hall & Police Facility
- City of Aurora Unified, Streetscape Plan
- City of Aurora, County Clerk Renovation
- City of Aurora, South Neighborhood Master Plan
- Village of Sugar Grove MEP
- Huntley Fire Station #1
- Huntley Fire Station #5
- Rose Park Administrative Offices, Salt Creek Rural Park District
- Des Plaines Park District, Mechanical Renovation
- Park District of Highland Park, New Community Center
- City of Chillicothe, Hall Interior Renovation
- Oswego Park District, Building Assessment
- Fox Valley Park District, Prisco Renovation





# TIM WEBER, AIA, NCARB

## PROJECT MANAGER

As Project Manager for a variety of projects, Tim has proven his ability to develop a sophisticated program, provide LEED Analysis, and successfully carry it from schematic design through to final punch-list. His active involvements in organizations like the Building Enclosure Technology and Environment Council (BETEC) and the Building Enclosure Council (BEC-Chicago), allow him to ensure cost effective, high-performing, and durable building enclosures in both new and renovation work.

Tim's innate ability to manage the technical aspects of a project while keeping the creative integrity of the design intent intact makes him an excellent leader of our proposed team. Tim is collaborative, extremely responsive and a clear communicator who will ensure that our team meets the goals of your project.

### EDUCATION

*Master of Architecture*  
University of Illinois at  
Urbana-Champaign

*Bachelor of Science of  
Architectural Studies with  
Certificate in Urban Planning*  
University of Wisconsin-  
Milwaukee

### CERTIFICATIONS

*Licensed Architect*  
IL 001.025159

LEED Accredited Professional

NCARB

### PROFESSIONAL AFFILIATIONS

National Institute of Building  
Sciences

Building Enclosure Technology  
and Environment Council

Building Enclosure Council

### RELEVANT EXPERIENCE

- Huntley Fire Station #1, Huntley, Illinois
- Huntley Fire Station #5, Huntley, Illinois
- City of Naperville, Fire Station #9
- Village of Sugar Grove, Fire Stations (6)
- Village of Sugar Grove, Police Station (Silver Level LEED)
- Village of Sugar Grove Feasibility Study
- Village of Sugar Grove, Library
- Kendall County, Facility Needs Assessment
- Kendall County, Public Safety Campus
- United City of Yorkville, City Hall and Police Facility
- Western Illinois University, Emergency Response Center
- Kane County, Historic Third Street School Building Assessment
- Kane County, Historic Kane City Courthouse Parapet Repair
- CDB, Department of Juvenile Justice
- Fermilab, FCC Precast Repair
- Fermilab FCC2, Data Center Renovation
- Fermilab HACC, Data Center Renovation
- Fermilab, MuOn
- Plum Landing Retirement Center, Exterior Restoration
- Devon Bank, Wheeling Branch (LEED Gold)

### OFFICE LOCATION

Aurora, Illinois



#### EDUCATION

*Bachelor of Architecture,  
Iowa State University*

#### REGISTRATIONS & CERTIFICATIONS

*Licensed Architect  
IL #001.021855*

#### PROFESSIONAL AFFILIATIONS

*Village of Oswego,  
Historic Preservation Chair*

#### OFFICE LOCATION

*Aurora, Illinois*

# KELLY SCHOMER, RA, NCARB

## PROJECT ARCHITECT

Kelly has served as the Project Architect for a variety of recreational, educational, institutional, and hospitality projects. Her exceptional computer skills and attention to detail, combined with over 10 years of architectural project experience, enable her to listen to clients' goals and needs, and translate them into preliminary design concepts, 3D models, drawings, and construction documents. Her strong ability to follow projects from the initial concept through construction provides clients with seamless service.

Kelly received her Bachelor of Architecture from Iowa State University with an emphasis in historic preservation. She participated in the study abroad program through the University, which allowed her to study in Rome, Italy. Her architectural eye for detail also informs her other interests in music and photography. Her love of horses has benefited her work as the premier equestrian architect on a variety of projects, including the College of Veterinary Medicine for University of Georgia-Athens, and the Hong Kong Jockey Club Thoroughbred Training Center. Kelly is a licensed Architect, as well as a registered Interior Designer, with the State of Illinois.

#### RELEVANT EXPERIENCE

- Park District of Highland Park, ADA Improvements
- Oswegoland Park District, Stewart Farm Master Plan
- Oswegoland Park District, Existing Building Survey
- Oswegoland Park District, Winrock Pool
- Des Plaines Park District, Chippewa Pool
- Forest Preserve District of DuPage County, St. James Farm
- Aurora University, Spartan Athletic Park
- Aurora University, Master Plan
- Aurora University, Parking Deck
- Aurora University, Davis Hall Remodel
- Aurora University, New Library
- Aurora University, New Student Success Center
- Aurora University, Parolini Music Center Remodel
- Aurora University, Eckhart Hall Tuckpointing
- Aurora University, Spartan Athletic Park
- Waubonsee Community College, Dickson Fire Protection Upgrade
- Waubonsee Community College, Ackerlow CNC Lab Renovation
- Waubonsee Community College, Ackerlow/Weigel Re-Roofing
- Waubonsee Community College, Collins Hall ADA Survey
- Waubonsee Community College, Master Plan
- Illinois State University, Existing Building Survey
- Waubonsee Community College, Aurora Fox Valley Nursing Campus
- University of Georgia, College of Veterinary Medicine
- Illinois State University, West Fields Master Plan
- Salvation Army, New Facility



### EDUCATION

*Master of Science in  
Civil Engineering, University of  
Illinois at Chicago*

*Bachelor of Science in  
Civil Engineering, University of  
Illinois at Chicago*

### REGISTRATIONS & CERTIFICATIONS

*Registered Structural  
Engineer: Illinois  
#081.006566*

*Registered Professional  
Engineer: Indiana, Iowa,  
Louisiana, New York, Missouri,  
Wisconsin*

### OFFICE LOCATION

*Aurora, Illinois*

# WAI CHIANG, S.E., P.E.

## PRINCIPAL STRUCTURAL ENGINEER

Wai Chiang, S.E. is currently a registered structural engineer in the State of Illinois and a registered professional engineer in multiple states. Wai has accumulated extensive structural design background in municipal facilities, industrial warehouses, retail buildings, theaters, schools, condominiums, equipment supporting platforms, telecommunication towers, single family residences and mid- to high-rise mixed-use buildings from 14 to 40 stories in height. He was involved from the conceptual development all the way to completion, with detailed coordination and communication throughout the process.

In addition to the design experience, Wai is also an experienced forensic engineer who had investigated hundreds of cases related to structural failures, building envelopes, fire / moisture damage, catastrophes, foundation movements, construction accidents, defects, design errors, construction induced vibrations, etc. He had served as an expert witness in trials and given presentations on various forensic engineering topics to the legal, insurance and engineering industries.

### RELEVANT EXPERIENCE

- Kane County Building Assessment
- Kane County Multi-Use Facility, Kane County
- City of Glenview, Task Architect
- City of Aurora, Aurora Public Library
- United City of Yorkville, Police Station
- Kendall County, Planning for Future Renovations
- Oswegoland Park City, Prairie Point Pavilion
- Oswegoland Park City, Fox Bend Golf Course Deck Replacement
- Forest Preserve City of DuPage City, St. James Farm
- Fox Valley Park City, Prisco Community Center Renovation
- Norridge Park, City Renovation
- City of Chicago, 41st Street Pedestrian Bridge
- McCormick Place West Convention Center, Chicago, IL, Expansion
- 1555 S Wabash Condominium, Chicago, IL
- University of Illinois at Springfield Police Station
- University of Illinois at Urbana-Champaign Police Station



### EDUCATION

*Bachelor of Science in  
Mechanical Engineering,  
Southern Illinois University*

*Associate Degree in Science,  
Joliet Junior College*

### REGISTRATIONS & CERTIFICATIONS

*Registered Professional  
Engineer  
#062.063531*

*Certified to use Carrier  
Energy Simulation Software  
for LEED Projects*

*LEED Accredited Professional*

### PROFESSIONAL AFFILIATIONS

*National Fire  
Protection Association*

*American Society  
of Heating, Refrigerating and  
Air Conditioning Engineers*

### OFFICE LOCATION

*Aurora, Illinois*

# DAVID ALLEN, P.E., LEED AP

## SENIOR MECHANICAL ENGINEER

David is responsible for the implementation of all mechanical engineering design and coordination from schematic design through the completion of construction documents and final installation. His responsibilities include the establishment and monitoring of project budgets and schedules; value engineering; coordination of project trades; specification of project equipment and materials, as well as, preparation of specification documents.

David is directly involved in the mechanical systems design, development and coordination of every project the firm manages. His experience includes the design and renovation of building mechanical systems for a wide variety of user groups including municipal, educational, financial, commercial, medical, residential, institutional and industrial.

David brings to each project the ability to work well within a team structure and adept at creating good working relationships with all professionals associated with the project.

### RELEVANT EXPERIENCE

- Kane County, Multi-Use Facility
- Kane County, Municipal Buildings Assessment
- United City of Yorkville, Police Station
- Village of Sugar Grove, Fire Station #2
- City of Naperville Municipal Building, Cooling Towers Replacement
- Will County, Coroner & Recorder of Deeds Building Renovation
- Will County, Sheriff Office Space Planning Kane County, Courthouse Renovations
- City of Aurora, Police & Public Safety Headquarters
- City of Aurora, Public Library
- Fox Valley Park District, Prisco Community Center Addition and Renovation
- Aurora University, New Dormitory & Alumni Hall Addition
- University of Chicago, Task Architect
- University of Illinois at Springfield Police Station
- University of Illinois at Urbana-Champaign Police Station
- Kishwaukee Family YMCA
- Greenleaf Manor



# DOUG SCHOMER, LEED AP

## ELECTRICAL SYSTEMS DESIGNER

With over 40 years of experience, Doug is a veteran of a diverse range of electrical design, management, and installation projects. He has direct knowledge of electrical construction methods and materials, especially in the execution of lighting and power applications. His knowledge also extends to low voltage systems such as fire alarm and voice / data systems and infrastructure LAN and wireless networking. His working knowledge of local codes and AHJ expectations help expedite the permit process.

Doug has been directly involved in the electrical systems design, development and coordination of every project the firm has managed.

He brings to each project the ability to work well within a team structure and works hard to create good working relationships with all professionals associated with the work. His pragmatic approach has been successful in a broad range of educational, recreational, public, residential, financial and both light and heavy industrial projects.

Doug has been involved with many of the firm's projects from the application of fire and communications systems, sustainable lighting to the installation of new technology systems for 100-year-old buildings to new state-of-the-art facilities.

### EDUCATION

*Certificate of Completion Electrical  
Apprentice, Waubensee Community  
College & IBEW*

*Continuing Education Course in  
Basic Programming, Waubensee  
Community College*

### REGISTRATIONS & CERTIFICATIONS

LEED Accredited Professional  
US Green Building Council  
Registered Energy Professional,  
Chicago Dept. of Buildings

UTC Fire & Security Course:  
Significant Changes to NFPA 72

### PROFESSIONAL AFFILIATIONS

National Fire Protection Association

Illuminating Engineering  
Society of North America

International Brotherhood of  
Electrical Workers Local 461

### OFFICE LOCATION

Aurora, Illinois

### RELEVANT EXPERIENCE

- Kane County Multi-Use Facility, Kane County
- Kane County, Municipal Buildings Assessment
- Kane County Clerk Facility, Addition and Renovation Will County, Coroner & Recorder of Deeds Building Renovation
- United City of Yorkville, Police Station
- City of Aurora, Aurora Police & Public Safety Headquarters
- City of Aurora, Public Library
- City of Aurora, Civic Center
- Will County, Sheriff Office Space Planning
- Village of Sugar Grove, Public Works Facility
- Village of Sugar Grove, Fire Station #2
- Village of Sugar Grove, Public Library
- City of Naperville, Fire Station #9
- City of Naperville, Municipal Building
- City of Naperville, Police Station
- Naperville Park City, Community Center Renovation
- Fox Valley Park City, Prisco Community Center Addition and Renovation
- University of Illinois at Springfield Police Station
- University of Illinois at Urbana-Champaign Police Station Kane County, Courthouse Renovations



## CONSULTANT FIRM'S EXPERIENCE







## KANE COUNTY TASK ARCHITECT

### KANE COUNTY, ILLINOIS

Cordogan Clark is currently the Task Architect for Kane County and has performed a variety of architectural improvements including:

- Regional Training Center (Firing Range)
- County Buildings Facility Condition Assessment Report
- Third Street Courthouse
  - New Elevator
  - CASA Office Renovation
  - ADA Renovations
  - Circuit Clerk Office Renovations
  - Boiler House Masonry Repairs & Foundation Underpinning
  - Masonry Parapet Restoration
  - Courtroom Renovations & HVAC Improvements
- Sixth Street School Demolition
- Juvenile Justice Center Renovations & New Chiller
- Sheriff & Jail HVAC Upgrades
- Justice Center New Cooling Tower & Elevator Modernization
- Kane County Diagnostics Center & County Clerk Renovations
- Kane County Branch Court & Circuit Clerk Building Re-Roofing Project
- Government Center - HVAC & Parking Lot Improvements
- Multi-Use Facility
- County-wide Facilities Condition and ADA Assessment
- 2020 Assessment Updates
- New Communications Tower
- Jail & Justice Center Camera Modernization

*\*And more projects available upon request*

### CLIENT

Kane County Board Office  
Roger Fahnestock,  
Chief Information Officer  
719 South Batavia Avenue  
Geneva, Illinois 60134  
630.232.3570  
fahnestockroger@co.kane.il.us

### PROJECT SIZE

Varies

### DATE COMPLETED

Varies

### PROJECT TEAM

Brian Kronewitter  
Bruce Cairns  
Tim Weber  
Wai Chiang  
David Allen  
Doug Schomer



## VILLAGE OF GLENVIEW TASK WORK

### GLENVIEW, ILLINOIS

Cordogan Clark has been working closely with the Village of Glenview since 2017 as a preferred AE vendor. During that time we have assisted the Village on several facility planning and Operation & Maintenance projects including forensic structural engineering, construction budgeting and project programming in addition to our standard AE services. We have worked on a range of facility types for the Village including their Village Hall and Public Safety Building, both Metra Railway Stations, the Facility Services Building and Yard area as well as the West Lake Water Reservoir. These projects have typically involved multiple stake holders as well as a range of complex components including existing construction failure assessment, multi-phased construction sequence planning and long range budget planning that have helped the Village prioritize their work to align with their budget and schedules.

- Village Hall and PSB Interior Renovations: 2018
- Facility Services Building and Yard Renovation Programming: 2019
- Facility Services Building Interior HVAC Improvements Feasibility: 2019
- Metra Station Office and Café Renovations: 2020
- Metra Station Exterior Door Renovations: 2020
- Water Reservoir Roofing Project: 2021

All projects for the Village of Glenview have been completed on time and within budget.

### CLIENT

Village of Glenview  
Chris Clark, Project Manager  
1225 Waukegan Road  
Glenview, Illinois 60025  
847.901.6074

### PROJECT SIZE

Varies

### DATE COMPLETED

Ongoing

### PROJECT TEAM

Brian Kronewitter  
Wai Chiang





## KENDALL COUNTY MASTER PLANNING & SPACE NEEDS STUDY

### YORKVILLE, ILLINOIS

Kendall County, the fastest growing county in Illinois, commissioned Cordogan Clark as their County Architect and Construction Manager in 2022 and has been working together to develop a Facilities Master Plan and Space Needs Study that focuses on their two main campuses in Yorkville.

The Fox Street Campus Study concentrates on the County Administration, County Clerk's Space, Voter Operations. County Recorder, County Assessor's space, County Treasurer, Planning/Buildings/Zoning, GIS and the IT Departments and how to manage the space limitations and growth. New additions or a new stand alone building and renovations are options being explored.

The Ogden Ave. Campus focuses on the Public Safety Building, County Coroner's space, Sheriff's Office space and a new building for Facilities Management. This project will also provide solutions for upgrades to the jail that have evolved over the years with new technologies and other changes to corrections. This project will include new buildings, additions and significant renovations.

### CLIENT

Kendall County  
Scott Koeppel, County Administrator  
111 W. Fox Street  
Yorkville, Illinois 60560  
309.532.4121  
[skoeppel@co.kendall.il.us](mailto:skoeppel@co.kendall.il.us)

### PROJECT SIZE

Varies

### DATE COMPLETED

Varies

### PROJECT TEAM

Brian Kronewitter  
Tim Weber  
Wai Chiang



# RIVER FOREST COMMUNITY CENTER FACILITIES PLAN

## VILLAGE OF RIVER FOREST, ILLINOIS

The Village of River Forest needed an assessment of their current Civic Center Authority building and a Master Plan for future needs. The project needed to take into account the goals of the following stakeholders:

- River Forest Civic Center Authority
- River Forest Township
- River Forest Community Center
- Opportunity Knocks
- School District 200/CITE
- River Forest Park District
- School District 90
- River Forest Public Library
- Village of River Forest

The scope of work included a building assessment of the current 39,000 square foot building, interviewing each stakeholder to discover their needs, preparing a new space program, preparing multiple options for future development, providing rough order of magnitude costs for each option, and assisting the stakeholders by giving them the tools necessary to advance the project by creating a visual and conceptual means to present it to their constituencies.

In May of 2019, the Village of River Forest commissioned Cordogan Clark to conduct a system-level condition assessment of the facility for the purpose of:

1. Developing current facility condition data that can be used by the River forest Civic Center Authority staff.
2. Identifying facility deficiency correction cost budgets that can be prioritized and categorized to maximize repair and replacement efficiencies.
3. Establishing Facility Condition Index (FCI) and other industry standard benchmarks as prioritization tools.
4. Developing facility system renewal cost forecasts for site infrastructure and building systems through facility's component life-cycle analysis and predictions for a forecast period beginning in 2020 through 2029.

### CLIENT

Village of River Forest  
Brian Murphy, Village Administrator  
400 Park Avenue  
River Forest, Illinois 60305  
708.366.8500  
bmurphy@vrf.us

### PROJECT SIZE

N/A

### DATE COMPLETED

2020

### PROJECT TEAM

Brian Kronewitter  
Tim Weber  
Wai Chiang  
Dave Allen  
Doug Schomer





## VILLAGE OF SCHAUMBURG TASK WORK & POLICE CENTER RENOVATION

### SCHAUMBURG, ILLINOIS

Cordogan Clark has had the privilege to work with the Village of Schaumburg on several planning and development projects. These projects have covered a range of work including firing range and evidence storage renovations to the Public Safety Building, forensic architectural studies of the Maintenance Storage building and expansion planning for the Prairie Center for the Arts. Each of these have presented unique challenges and opportunities to improve the existing assets of the Village of Schaumburg.

The Village approached Cordogan Clark with the request to make several renovations to the existing Public Safety Building. We were tasked with developing a plan for improving the ventilation and lighting systems of the existing 5 lane firing range to bring the space up to current industry standards while increasing the versatility of the firing range space for different firearms training situations. At the same time, we developed a planning sequence and design for temporarily relocating their entire evidence storage suite while the existing storage area was to be gutted and renovated. This work touches 10,000 SF of the existing building and includes the addition of a new ventilation system for biological evidence as well as a complete reorganization and layout for evidence processing and laboratory functions. The challenge for both projects was sequencing the work to allow the Police Department to remain fully operational during all phases of the work. We were also tasked with assisting the Village in analyzing several issues they were having with the high bay doors at the Maintenance Building facility. The doors were racking in their tracks and not operating correctly. With our in-house Architectural Forensics group, we were able to investigate the issue and develop a recommendation that would correct the issue without having to replace the existing doors or opening structure.

### CLIENT

Amanda Stuber, Project Manager  
714 South Plum Grove Road  
Schaumburg, Illinois 60193  
847.895.7100  
astuber@schaumburg.com

### PROJECT SIZE

Varies

### DATE COMPLETED

Varies

### PROJECT TEAM

Brian Kronewitter



## HOURLY RATE SCHEDULE





## 2022 Hourly Rate Schedule



For additional services, which would fall beyond the scope of the Standard Agreement between Owner Contract we would charge a flat hourly rate for any such services if deemed necessary. Hourly rates shall be adjusted annually. Hourly Rate Schedule for additional work if requested by the Owner is as follows:

Position	Rate
<u>Architectural</u>	
Principal	\$245.00
Executive Vice President	\$240.00
Vice President	\$210.00
Associate	\$205.00
Project Manager	\$185.00
Project Architect	\$175.00
Interior Designer	\$155.00
Architect I	\$155.00
Architect II	\$135.00
Architect III	\$115.00
Technician I	\$85.00
Administrative Assistant	\$70.00
<u>Engineering</u>	
Electrical Engineer	\$190.00
Electrical Designer	\$145.00
Electrical Technician	\$110.00
Mechanical Engineer	\$190.00
Mechanical Designer	\$135.00
Mechanical Technician	\$100.00
<u>Structural Engineering</u>	
Principal Structural	\$210.00
Senior Structural	\$190.00
Structural Engineer I	\$185.00
Structural Technician	\$110.00
<u>Construction Management</u>	
Principal	\$245.00
Project Executive	\$215.00
Vice President	\$210.00
Senior Project Manager	\$195.00
Senior Superintendent	\$190.00
Project Manager	\$185.00
Senior Estimator	\$185.00
Superintendent	\$155.00
Assistant Superintendent	\$120.00
Project Engineer	\$95.00
Administrative Assistant	\$70.00



## RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: BK  
State of Illinois  
County of Kane  
Brian Kronewitter, Executive Vice President  
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 12.27.2022

Cordogan Clark & Associates Inc.  
Organization Name

(Seal - If Corporation)

By BK  
Authorized Signature  
960 Ridgeway Avenue  
Address  
630.896.4678

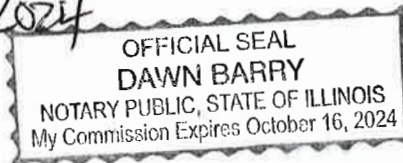
Telephone

Subscribed and sworn to before me this 28th day of DECEMBER, 2022.

In the state of ILLINOIS [Signature]  
Notary Public

My Commission Expires: OCTOBER 16, 2024  
(Fill Out Applicable Paragraph Below)

(a) Corporation



The Respondent is a corporation, which operates under the legal name of  
Cordogan Clark & Associates Inc.  
and is organized and existing under the laws of the State of  
Illinois

The full names of its Officers are:

President John Cordogan

Secretary John W. Clark

Treasurer Todd Powers

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.**


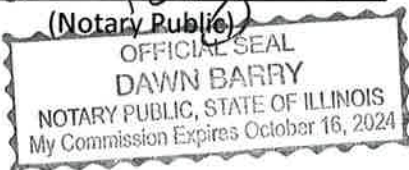
**RESPONDENT CERTIFICATION**

Cordogan Clark & Associates Inc., as part of its bid on a contract for  
(name of Respondent)

statement of qualifications (SOQ) from multi-disciplined architectural / engineering consultants as eligible to submit on proposals with the Village for on-call professional engineering services, 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 28th day  
of December, 2022

  
(Notary Public)  




Attachment II.

**TAX COMPLIANCE AFFIDAVIT**

Brian Kronewitter, being first duly sworn, deposes and says:

that he/she is Executive Vice President of  
(partner, officer, owner, etc.)

Cordogan Clark & Associates Inc.  
(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:

Brian Kronewitter, Executive Vice President

(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 28th day of December, 2022.

  
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 subConsultants 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 statement of qualification document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your statement of qualifications.



**Attachment III.**

**ORGANIZATION OF BIDDING FIRM**

**Please fill out the applicable section:**

**A. Corporation:**

The Consultant is a corporation, legally named Cordogan Clark & Associates Inc. and is organized and existing in good standing under the laws of the State of Illinois. The full names of its Officers are:

President John Cordogan

Secretary John W. Clark

Treasurer Todd Powers

Registered Agent Name and Address: Cordogan Clark & Associates Inc. 960 Ridgeway Avenue Aurora, IL

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

1. I am the (title) Executive Vice President 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 Qualifications 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: BK

Printed Name Brian Kronewitter

Name of Business: Cordogan Clark & Associates Inc. Your Title: Executive Vice President

Business Address: 960 Ridgeway Avenue Aurora, Illinois 60506

(Number, Street, Suite #)

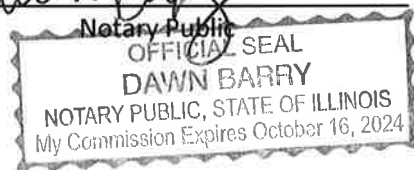
(City, State & Zip)

Telephone: 630.896.4678 Fax: \_\_\_\_\_

Web Address: www.cordoganclark.com

Subscribed to and sworn before me this 28th day of DECEMBER, 2022.

Dawn Barry



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

1. Consultant Name: Cordogan Clark & Associates Inc.

2. Check here if your firm is:

☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed

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.

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?

128 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: 12.27.2022



**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 Cordogan Clark & Associates Inc.

Total Employees 128

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	6	6			1							1
Professionals	71	50	21	1	13		3	1	5	2	2	27
Technicians	19	14	5									
Sales Workers	26	6	20						1			1
Office & Clerical	6		6									
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.

Brian Kronewitter, being first duly sworn, deposes and says that he/she is the Executive Vice President

(Name of Person Making Affidavit)

(Title or Officer)

of Cordogan Clark & Associates Inc. 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 27 day of December, 2022.



( Signature )

12.27.2022

( Date )



960 Ridgeway Avenue  
Aurora, Illinois 60506  
P : 630.896.4678  
F : 630.896.4987

Aurora, Illinois  
Chicago, Illinois  
Davenport, Iowa  
Lafayette, Indiana  
Sawyer, Michigan  
St. Louis, Missouri  
Madrid, Spain

[www.cordoganclark.com](http://www.cordoganclark.com)





## REQUEST FOR QUALIFICATIONS (RFQ)

### Request for Qualifications

for On-Call Professional Architectural / Engineering Services Contract

Issued: December 7<sup>th</sup>, 2022

Qualifications Due: December 30<sup>th</sup>, 2022

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

Responses shall be submitted via email on or before December 30<sup>th</sup>, 2022 at 2:00

## **Section I. General Requirements**

### **A. Introduction and Mandatory Terms**

The Village is requesting a Statement of Qualifications (SOQ) from multi-disciplined architectural/engineering consultants for on-call task order professional architectural and/or engineering services. See Section II- Scope of Services, for additional information.

The Village will accept electronic pdf responses via email (paper submittals will not be accepted). Each Consultant shall *provide one (1) pdf of their qualifications in an email titled "Statement of Qualifications for On-Call Architectural and Engineering Services COMPANY NAME."* It is the responsibility of the consultant to notify the Village of its intent of submitting a proposal so that they added to a plan-holder list in case addenda are issued.

All questions must be submitted via email to [vics@oak-park.us](mailto:vics@oak-park.us) no later than noon on December 14, 2022. Responses will be provided to the known list of RFQ recipients.

Submittals 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.

### **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. The Village reserves the right to reject any or all submittals and to disregard any informality on the statement of qualifications when in its opinion, the best interest of the Village will be served by such action.

### **C. Consultant Notification**

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

### **D. Award of Agreement**

A Master Agreement, or equivalent agreement, may be executed once one or more respondents are found to be qualified, a selection of the most qualified consultant is determined by the evaluation committee, and the Village Board approves 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 Qualifications 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 RFQ specifications initiated by the Village, a copy of such addendum will be provided to the known list of RFQ 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**

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 Master Agreement shall be on the last date signed by both parties, whichever is later, and shall continue for a period of approximately three (3) years. 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 year. 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 as set forth in this section and in such task order. Payment to the consultant shall be made within 30 days of the receipt of an invoice. A detailed summary of costs will be submitted to the Village for review and approval. 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.

For all services provided which are not covered by a task order, the Consultant shall invoice the Village on an hourly basis for direct labor to perform the work based on rates provided.



**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. The Consultant shall request approval for substituting any key staff identified in the RFQ. 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

(e) **Umbrella:**

i. Limits:

Each Occurrence/Aggregate \$2,000,000.00

(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 qualifications, evaluation of responses, selection and approval of on-call Consultant(s):

VOP issues RFQ	Dec. 7, 2022
Questions due at noon by	Dec. 14, 2022
Qualifications due to Building Maintenance Division	Dec. 30, 2022 2:00 p.m.
Review	Jan. 3-6, 2023
Interviews if deemed necessary	Jan. 9-13, 2023
Recommend Agreement Approval of consultant pool	Jan. 13, 2023
Board Approval of consultant pool	Feb. 6, 2023



## **Section II. Scope of Services**

The Village is requesting statement of qualifications (SOQ) from multi-disciplined architectural/engineering consultants for on-call task order professional engineering services for Building Improvement Fund projects. Selected consultants would support Village staff in areas where assistance is required due to workload or due to specialized technical requirements of certain projects.

Selected consultant(s) will still be able to submit proposals for any projects the Village chooses not to utilize the on-call list. This on-call list will only be utilized for locally funded engineering tasks and does not apply to federally funded engineering projects/phases.

The on-call consultant(s) shall provide staffing and other resources on an as-needed basis for professional architectural and/or engineering services that may include, but are not limited to:

- Grant writing and assistance
- Design engineering of mechanical, electrical, plumbing, structural and renovation projects
- Construction/project management
- Assistance with project budgeting for future years
- Assistance in preparing life-cycle cost and payback analyses

Individual task order assignments will be designated to only one of the firms from the pool of selected on-call consultants.

For each task performed, the on-call consultant will develop and submit a specific scope of work and fee estimate to the Village of Oak Park for negotiation and approval prior to the start of any work.

While the final determination of which Building Improvement Fund projects will be implemented during the term of the contract is not yet determined, the Village's most recent 5-year Capital Improvement Plan can be downloaded from the Village's website at:

[https://www.oak-park.us/sites/default/files/budgets/2023/fy23-27\\_adopted\\_cip.pdf](https://www.oak-park.us/sites/default/files/budgets/2023/fy23-27_adopted_cip.pdf)

For the immediate future, potential task orders include architectural services for the bunk room renovations project at the main fire station, the new emergency egress balcony construction on the 2<sup>nd</sup> floor of the north fire station, and roof repairs at the south fire station. A complete list of all CIP Building Improvement Fund projects for 2023 is included in this RFQ at the end of this Section.

## SOQ Submittal Instructions

- Consultants eligibility to submit SOQ:
  - Licensed with the state of Illinois as a Professional Design Firm, and listed in good standing with the Office of the Illinois Secretary of State.
  - Shall have a presence in the greater Chicagoland area.
  - Staff shall be managed by personnel with the appropriate licensing (e.g. P.E., S.E., P.G.)
- Village Selection Team

The Building Maintenance Division will utilize a selection team of Public Works and Engineering staff members to be part of the process to review all the consultant SOQ's received for the RFQ process. Evaluation will be based on criteria outlined herein which may be weighted by the Village in a manner it deems appropriate.
- SOQ evaluation- A Qualifications Based Selection (QBS) methodology will be utilized according to the Village's purchasing policy. 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; criteria includes, but is not limited to:
  - Firm Experience and Municipal Experience
    - The Village may contact references directly to inquire about the quality and type of services currently being provided to other customers.
  - Staff Capabilities
    - The Village will assess the experience and relevant knowledge of the proposed dedicated team of personnel.
- SOQ Outline: Submittals are requested to cover all of the aforementioned services. Excluding the required Village forms it is encouraged for the consultant to limit SOQ length to 10 pages. Submittals shall include the following information:
  - 1) Information about the consultant firm: Include a listing of different services offered and include any specialized licenses, accreditations, etc. held by staff (for example, LEED AP). Summarize how the consultant is qualified to assist in meeting the Village's goals for the contract. Describe the consultant's capabilities, strengths and relevant experience in municipalities with building infrastructure similar in character to Oak Park.
  - 2) Organization Chart & Key Staff: Provide listing of key staff assigned to the contract along with a brief summary of their relevant experience and qualifications and note location of offices for key staff. Include a team

organization chart indicating the key staff and their areas of involvement. Staff resumes do not count towards page total.

- 3) Staff Experience: An outline of each individual's 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) Consultant Firm's Experience: 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.
  - 5) Any objections to any terms of the request for proposal.
  - 6) Attach hourly rate schedule for various classifications in your organization, as well as your proposed standard multiplier and overhead rate to be used for non-task order services. Final rates and multipliers will be negotiated with the most qualified firms recommended for selection.
- Interviews: The Village may, at its sole option, conduct interviews and/or site visits as part of the final selection process.

**Oak Park 2023 Building Improvement fund  
Project  
List**

Last Update: 12/5/22

Location	Project	Budget	Notes
All	Property Condition Assessment (PCA) Renewals	\$ 25,000.00	Village had PCAs done previously for all buildings. Oldest is from 2015 for Village Hall. This project involves conducting new PCAs for all locations including incorporating energy audits for each location.
All	Energy Audit	\$ 80,000.00	



Fire Sta. 1	Bunk Room Modifications/Renovations	\$ 240,000.00	Includes new alerting system for the Fire Dept. (est. at \$50,000). "Loose" unofficial scope/plan was bid out in early 2022. Bids ranged from \$40K to \$200K. Fire Dept. has provided more detailed narrative/plan of what is desired. Need architect to provide final plans/specs/drawings for permitting process and bidding.
Fire Sta. 1	AC Unit Replacement	\$ 25,000.00	Scheduled for replacement in 2023: condensing units, compressors and associated components for two AC systems. In 2024, the following items would be replaced: domestic water heater (\$5,000), exhaust fans (\$15,000), fire alarm panel and carbon monoxide (CO) detectors (\$15,000) and sprinkler pipe sections (\$10,000).
Fire Sta. 1	Replace Men's Showers (Design only)	\$ 10,000.00	This project involves renovating the 2nd floor men's shower area at the main fire station to install new showers and allow for more space and a separate area for more women's showers. \$10,000 is for design only. \$40K is ear-marked for 2024.
Fire Sta. 2	Egress for Second Floor	\$ 50,000.00	This project involves removing one window in the kitchen area on the second floor and installing a new egress point (doorway with exterior landing) for life safety purposes. Structural and masonry work would be included.

Fire Sta. 2	New Geothermal System	\$ 350,000.00	\$25K for design; \$25K for environmental; \$300K for construction
Fire Sta. 3	Roof Repairs	\$ 200,000.00	
PWC	BAS Upgrades	\$ 90,000.00	
PWC	HVAC Air and Fan Motor Balancing and Monitoring	\$ 30,000.00	
PWC	Locker Room Upgrades	\$ 100,000.00	
PWC	New Exterior and Overhead Doors	\$ 30,000.00	
PWC	Utility Piping Replacements	\$ 25,000.00	Could be bid out as one project with one plumbing contractor. Design plans for this are already done and project is being bid on Wed., Dec. 14th.
PWC	Wash Bay Floor Drain Upgrades	\$ 175,000.00	
Village Hall	Electrical Upgrades (Design/assessment)	\$ 25,000.00	\$250,000 in 2024 for construction
Village Hall	Ventilation Improvements Employee Lounge Restrooms	\$ 35,000.00	This project most likely not be needed.
Metra	Safety and Security Improvements	\$ 45,000.00	Challenges include coordination with Metra, CTA, VOP and Union Pacific.
	<b>TOTAL:</b>	<b>\$ 1,535,000.00</b>	



## 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 \_\_\_\_\_, 2022.

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)

statement of qualifications (SOQ) from multi-disciplined architectural / engineering consultants as eligible to submit on proposals with the Village for on-call professional engineering services, 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 \_\_\_\_\_, 2022

\_\_\_\_\_  
(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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
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 subConsultants 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 statement of qualification document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your statement of qualifications.





**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 Qualifications 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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
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

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.

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 \_\_\_\_\_, 2022.

\_\_\_\_\_  
 ( Signature )

\_\_\_\_\_  
 ( Date )





**Attachment V.**

**No Proposal Explanation**

If your firm does not wish to submit qualifications, 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:            *Request for Qualifications for On-Call Professional Architectural /  
Engineering Services Contract*

Date Issued:            December 7, 2022

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Comments: