



CITY OF JOLIET, IL

REQUEST FOR PROPOSAL (RFP)

RFP 2199-0916

FACILITIES MAINTENANCE STUDY

CONSULTANT SERVICES

SEALED PROPOSALS ARE TO BE SUBMITTED TO
THE CITY OF JOLIET CITY CLERK'S OFFICE
150 W. JEFFERSON, JOLIET, IL 60432,
BY 2 P.M. ON MONDAY, AUGUST 29, 2016

All communications related to this RFP must be in writing and directed to the following contact: mmcevilly@jolietcity.org. All questions must be submitted in writing and will be answered in the form of an addendum via e-mail.

All questions must be submitted via email by 2 p.m. on Tuesday, August 23, 2016.

A **MANDATORY** pre-proposal meeting will be held on Wednesday, August 17, 2016 at 2 p.m. in the City Hall Planning Conference Room, 150 W. Jefferson St., Joliet, IL 60432. Free Parking is available on the south, east and west sides of City Hall.

SCOPE OF WORK

1. PROJECT DESCRIPTION

The City of Joliet seeks proposals from qualified firms to provide a professional appraisal and cost services study on the current state of all its facilities. The selected firm will carry out a comprehensive facilities survey study and recommend short term improvements designed to extend the life of City owned facilities in terms of immediate, 5 year, 10 year and long-term maintenance needs spanning 20 years.

Specific components of the study and tasks necessary to complete it are listed below. However, it should be emphasized that this list is not comprehensive, complete or final, but is representative of the scope of work the firm shall be qualified to complete.

2. GENERAL & BACKGROUND INFORMATION

2.1 General: City of Joliet owns buildings varying in size that need to be reviewed. A list of City owned and maintained facilities are attached as Exhibit A. The City of Joliet is responsible for maintaining the value and appearance of all City owned buildings through timely and cost effective maintenance and repairs of structural, mechanical, plumbing and electrical systems.

2.2 Project Overview: The City of Joliet would like to secure consultant services from a qualified firm having experience conducting a comprehensive review of the maintenance and repair needs of capital facilities. The City would like the selected firm to conduct interviews with key City staff members to determine significant maintenance issues, and gather information on desired functional, energy, efficiency or aesthetic improvements, and identification of priority levels of critical items that cannot be obtained through visual inspection or life-cycle modeling. They will also complete a photographic and historical inventory of building components, on a room by room basis; establish a list of maintenance and repair priorities and incorporate them into a short-term and long-term schedule. The City of Joliet will supply names, contact information and access to secured facilities to be surveyed. The firm will be responsible for coordinating the inspection of all facilities, coordination of sub consultants (if any), requesting interviews, information and building access as needed to compile final report.

2.3 Project Goals: The City of Joliet would like to secure the broadest scope of facility analysis consultant services at the lowest total cost.

2.4 Submittal information: All proposals must be completed and returned to the City of Joliet, Office of the City Clerk, 150 W. Jefferson St., Joliet, IL 60432 by 2 p.m. on Monday, August 29, 2016. One digital copy and 4 hard copies of the proposal must be submitted. The sealed envelope shall carry the following information on the face: proposer's name, address, subject matter of the proposal, proposal number, and date and hour designated for the closing of receipt of proposals as shown in the notice.

The City of Joliet will not accept proposals transmitted by facsimile (fax) or e-mail.

Neither the Purchasing Administrator or the City of Joliet shall be held responsible for the premature opening or non-opening of a proposal not properly addressed and identified in accordance with these instructions, except as otherwise provided by law.

2.5 Withdrawal of Proposal: Proposals may be withdrawn before the time designated for the closing of receipt of proposals by written request. However, no proposal shall be withdrawn within the ninety (90) calendar day period after the time set for the closing. Proposers withdrawing their proposal prior to the time and date set for closing of receipt of proposals may still submit another proposal if done in accordance with these instructions.

2.6 Confidentiality: Consideration will be given to requests to maintain confidentiality for certain proprietary or confidential information provided in a proposal. If the proposer desires to maintain confidentiality for specific information, the pages containing the information should be clearly marked on the proposal as "Proprietary and Confidential." In no event should all pages of the proposal be so marked. The proposal should include a separate written request clearly evidencing the need for confidentiality. After award of the agreement, all responses, documents, and materials submitted by the proposer pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the City of Joliet's Legal Department. Based upon the public nature of these RFP's, a proposer must inform the City of Joliet, of the exact materials in the offer that the proposer believes should not be made a part of the public record in accordance with the Illinois Freedom of Information Act.

3. SCOPE OF SERVICES

3.1 Scope: The selected firm shall be qualified to conduct a full photographic, architectural, structural and engineering review of the condition of the building and supporting infrastructure for the facilities and their components listed below. Interviews with responsible City of Joliet personnel shall be conducted and documented. Building historical information shall include year built, additions, alterations, repairs, significant damage from floods, fire, storm etc. The review shall include detailed cost estimates to repair, renovate and maintain the facilities and their components to acceptable conditions including compliance with all current building, fire, safety and ADA requirements. All such components include:

1. Structural elements, such as foundations, wing walls, and exterior walls;
2. Roof supports, coverings and drainage systems;
3. Fencing and other site improvements;
4. Utility service lines wherever visible and entering the building, including: water, sanitary sewer, storm sewer, gas and electrical;
5. Parking lots serving City owned buildings;
6. Window systems, not including coverings;
7. Heating, ventilation, boilers, water heaters, air conditioning: including computer control/ energy management systems; - For this inventory section, location, manufacturer, model number, serial number and all other pertinent information should be listed. A partial list of HVAC equipment for most of the facilities is attached as exhibit B.
8. Floors;

9. Interior walls,
10. Interior plumbing and related fixtures;
11. Interior and exterior lighting systems;
12. Ancillary facilities, such as gazebos;
13. Electrical service systems, including generators and uninterrupted power systems (UPS);
14. Coaxial and other non-electrical wiring, such as telephones, paging systems and computer networks, coordinated with the plans for the application of technology throughout the organization;
15. Fire, smoke and burglar alarms; Provide location, manufacturer, model number, serial number and all other pertinent information for the alarms.
16. Fire suppression systems. Provide location, manufacturer, model number, serial number and all other pertinent information for these systems.
17. Elevators. A current list of elevators is attached as exhibit C.

Note: All of the facilities that are listed PU (Public Utilities) excluding the Wastewater Plants Administration Buildings are process facilities and therefore shall have tasks 4-17 excluded from their evaluation. Only the Wastewater Plants Administration Buildings shall be evaluated for tasks 1-17.

3.2 Prioritization: Utilizing a scale (e.g., excellent, good, fair, and poor) developed with the involvement of City staff members, assign a relative condition designation to the building components identified above, to assist in the development of priorities.

3.3 Useful Life: Provide an estimation of the remaining useful life of the components listed in 3.1.

3.4 Budget Implications: Using information obtained from identifying maintenance needs and priorities, the firm shall evaluate the budget implications, reserve fund requirements, cost saving measures, such as preventative maintenance with the facilities. As appropriate, this shall include life-cycle cost modeling for the facilities and their components that captures all anticipated non-operational facility costs. Deferred maintenance should be estimated and forecasted. The qualified firm would also be expected to define the range of assumptions, including the inflation assumption.

3.5 Recommendations: Recommend short term improvements designed to extend the life of City owned facilities in terms of immediate, 5 year, 10 year and long-term maintenance needs spanning 20 years.

The City of Joliet desires to maintain this information through a database software application, The firm would be expected to present the collected data electronically in an editable excel format or other type of editable format that is approved by the City of Joliet.

4. PROPOSAL FORMAT

Although no specific format is required by the City, this section is intended to provide some guidelines to the consulting firm on features which the City will look for and expect to be included in the proposal.

4.1 Narrative: Firms shall submit a Statement of Qualifications limited to six (6) double-sided pages exclusive of resumes. Provide a summary of the firms' qualifications, general information about the firm, location of office(s), years in business and areas of expertise. Provide a brief description of projects that involved a similar scope of service. Include the status or outcome of these projects and their locations along with contact information for those facilities/municipalities. Firm must provide at least two samples of previous reports that your company has prepared for other governmental units and/or businesses.

4.2 Key Staff: Identify key staff and include a description of their abilities, qualifications and experience. Attach resumes of key staff to be assigned to this project. Include a proposed project management structure and organizational chart. Please list the number of full-time staff by discipline. Identify any portion of the scope of work that would be subcontracted. Include firm qualifications and key personnel, telephone number and contact person for all subcontractors. The City reserves the right to approve or reject all consultants, internal staff performing consulting services or subcontractors proposed by the firm.

4.3 Project Specific Approach and Methodology: A detailed scope of services. Firm shall describe its understanding of the project and the proposed technical and management approach. The firm shall expand on the scope of work if appropriate to accomplish the overall objective of the project and provide suggestions that will enhance the results or usefulness of the study. Include assumptions about the number of meetings needed with City staff to complete the work. The firm must also present a schedule of work.

4.4 Additional Information: Provide any other relevant material as needed to exhibit the firm's ability to perform this work.

4.5 Proposers Qualifications and Evaluation Criteria: All proposers must be qualified and demonstrate the capability to provide services required in accordance with the specifications. Proposals shall be evaluated using sets of criteria identified below. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process (not listed in order of priority):

- Submittal Compliance
- Services
- Qualifications and Experience of Proposed Staff
- References
- Proposal Pricing

PROPOSED SCHEDULE

Issue RFP	August 9, 2016
Pre-Proposal Meeting	August 17, 2016 at 2 p.m.
Questions due by	August 23, 2016 at 2 p.m.
RFP Opening	August 29, 2016 at 2 p.m.
Council Approval (tentative date)	September 6, 2016 at 6:30 p.m.
Project Completion	February 15, 2017

The above schedule is a guide only and may be amended as necessary.

**PROPOSAL FORM
COMPANY PROFILE**

Project Name: City of Joliet – Facilities Maintenance Study RFP 2199-0916

Name of Firm: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Contact Person: _____(PRINT)

There are 10 different budget groups that the facilities are grouped in. Your company must provide separate quotes for each of the subgroups and a grand total for the entire package.

Group 1 – Bicentennial Park –	\$ _____
Group 2 – Baseball Stadium --	\$ _____
Group 3 – Fire Department –	\$ _____
Group 4 – Fleet Services --	\$ _____
Group 5 – Historical Museum --	\$ _____
Group 6 – Operating Engineers --	\$ _____
Group 7 – Parking Division --	\$ _____
Group 8 – Public Utilities --	\$ _____
Group 9 – Public Works --	\$ _____
Group 10 – Library --	\$ _____

Grand Total Fee Proposal:

- _____(Name of Firm) proposes to provide the necessary professional consulting services for this project for a hourly rate “Not to Exceed” fee of \$ _____ (total of the above groups).

Submitted by:

Authorized Representative (print name) Signature

Title Date

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

THIS AGREEMENT, MADE AS OF THIS ____ day of _____ by and between the City of Joliet, Illinois, an Illinois Municipal Corporation, (hereinafter called the "City") and _____ (hereinafter called the "Consultant"), is an AGREEMENT for professional consulting services relative to the Facilities Maintenance Study.

NOW, THEREFORE, the City and the Consultant in consideration of the mutual covenants hereinafter set forth agree as follows:

SECTION 1 - SERVICES OF THE CONSULTANT

1.3 The Project scope of work is defined in the above document.

SECTION 2 - THE CITY'S RESPONSIBILITIES

The City will:

2.1 Provide full information as to the requirements for the Project.

2.2 Designate in writing a person to act as the City's representative with respect to the work to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to materials, equipment elements and systems pertinent to the work covered by this Agreement.

2.3 Guarantee access to and make all provisions for the Consultant to enter upon public lands as required for the Consultant to perform his work under this Agreement.

2.4 Examine all studies, reports and other documents presented by the Consultant and shall render decisions pertaining thereto within seven (7) calendar days from receipt so as not to delay the work of the Consultant.

2.5 Obtain approval of all governmental authorities having jurisdiction over the Project and such approvals and consents from such other individuals or bodies as may be necessary for completion of the Project.

SECTION 3 - PAYMENTS TO THE CONSULTANT

3.1 The City will pay the Consultant for the professional services performed under SECTION 1.

3.2 Payment for services shall be made upon presentation of the Consultant's detailed statement to the City of Joliet's representative.

SECTION 4 - INSURANCE

The successful proposer shall maintain for the duration of the agreement, insurance purchased from a company or companies lawfully authorized to do business in the State of Illinois and having a rating of at least A-minus as rated by A.M. Best Ratings. Such insurance will protect the successful proposer from

claims set forth below which may arise out of or result from the successful proposer's operations under the agreement and for which the Successful proposer may be legally liable, whether such operations be by the Successful proposer or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

Worker's Compensation Insurance covering all liability of the successful proposer arising under the Workers' Compensation Act and Occupational Diseases Act; limits of liability not less than statutory requirements.

Employers Liability covering all liability of contractor as employer, with limits not less than: \$1,000,000 per injury – per occurrence; \$1,000,000 per disease – per employee; and \$1,000,000 per disease – policy limit.

Comprehensive General Liability in a broad form on an occurrence basis, to include but not be limited to, coverage for the following where exposure exists; Premises/Operations, Contractual Liability, Products/Completed Operations for 2 years following final payment, Independent Contractor's coverage to respond to claims for damages because of bodily injury, sickness or disease, or death of any person other than the successful proposers employees as well as claims for damages insured by usual personal injury liability coverage which are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the consultant, or (2) by another person and claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use there from; Broad Form Property Damage Endorsement;

General Aggregate Limit	\$ 2,000,000
Each Occurrence Limit	\$ 1,000,000

Automobile Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

Each Occurrence Limit	\$1,000,000
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Professional Liability Insurance shall be maintained to respond to claims for damages due to the successful proposer's errors and omissions.

Errors and Omissions	\$1,000,000
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Proposer agrees that with respect to the above required insurance:

1. The CGL policy shall be endorsed for the general aggregate to apply on an annual basis;
2. To provide separate endorsements: to name the City of Joliet and its officers and employees as additional insured as their interest may appear, and; to provide 30 days' notice, in writing, of cancellation or material change.
3. The proposer's insurance shall be primary in the event of a claim.
4. The City of Joliet shall be provided with Certificates of Insurance and endorsements evidencing the above-required insurance, prior to commencement of an agreement and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies.
5. A Certificate of Insurance that states the City of Joliet and its officers and employees have been endorsed as an "additional insured" by the proposer's insurance carrier. Specifically, this Certificate must include the following language: "The City of Joliet and its officers and employees are, and have been endorsed, as an additional insured under the above reference

policy number_____ on a primary and non-contributory basis for general liability and automobile liability coverage for the duration of the contract term.”

Failure to Comply: In the event the proposer fails to obtain or maintain any insurance coverage required under this agreement, the City of Joliet may purchase such insurance coverage and charge the expense thereof to the proposer. Such insurance shall be maintained in full force and effect during the life of the Agreement and shall protect the Consultant, its employees, agents and representatives from claims for damages, for personal injury and death and for damage to property arising in any manner from the negligent or wrongful acts or failures to act by the Consultant, its employees, agents and representatives in the performance of the work covered by the Agreement. The Consultant shall also indemnify and save harmless the City from any claims against, or liabilities incurred by the Consultant of any type or nature to any person, firm or corporation arising from the Consultant's wrongful or negligent performance of the work covered by the Agreement.

SECTION 5 - SUCCESSORS AND ASSIGNS

The City and the Consultant each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the City nor the Consultant shall assign, sublet or transfer his interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City and the Consultant.

SECTION 6 - TIME OF COMPLETION

The Consultant shall commence work within 10 calendar days of written Notice to Proceed.

SECTION 7 - NONDISCRIMINATION

In all hiring or employment made possible or resulting from this Agreement, there shall be no discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification, and this requirement shall apply to, but not be limited to, the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied, or be subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for cancellation, termination or suspension, in whole or in part, of the agreement by the City.

SECTION 8 - MODIFICATION OR AMENDMENT

This Agreement constitutes the entire Agreement of the parties on the subject matter hereof and may not be changed, modified, discharged, or extended except by written amendment duly executed by the parties. The Consultant agree that no representations or warranties shall be binding upon the City unless expressed in writing herein or in a duly executed amendment hereof, or Change Order as herein provided.

SECTION 9 - APPLICABLE LAW

This Agreement shall be deemed to have been made in, and shall be construed in accordance with the laws of State of Illinois.

IN WITNESS WHEREOF, the undersigned have placed their hands and seals upon and executed this Agreement in triplicate as though each copy hereof were an original and that there are no other oral agreements that have not been reduced to writing in this statement.

*CITY OF JOLIET,
an Illinois Municipal Corporation,*

By: _____ *Print name of Contractor* _____
*James D. Hock
City Manager*

By: _____

Print Name: _____

Attest: _____
*Christa M. Desiderio
City Clerk*

Title: _____

Approved as to form:

*Martin J. Shanahan, Jr.
Corporation Counsel*