



TOWN OF CICERO, ILLINOIS

REQUEST FOR PROPOSALS

**FOR CONSTRUCTION MANAGEMENT SERVICES RELATED
TO THE CONSTRUCTION OF A NEW PARK**

(RFP No. DOH- 062623)

ISSUE DATE: JUNE 26, 2023

FINAL SUBMISSION DATE: JULY 31, 2023

REQUEST FOR PROPOSALS

I. INTRODUCTION

This Request For Proposals (“**RFP**”) is made by the Town of Cicero, Illinois (the “**Town**”) through its Department of Housing (the “**Department**”) to qualified interested parties for sealed bid written proposals for a Community Development Block Grant Improvement Project (the “**Project**”), which consists of the construction of a new inclusive park (the “**Park**”). The Town seeks qualified professionals to perform necessary services for the Project. The Park will be located at 1834 and 1844 South Laramie Avenue, Cicero, Illinois. The site consists of two (2) separate parcels. The Board of Trustees of the Town shall, in conjunction with Town staff and consultants, determine the ultimate budget and site for the Park.

The Project consists of the construction of a new park facility including an inclusive playground, driveways and parking lot, landscaping, lighting, fencing, walkways and sidewalk. Additional information regarding the Project and the Park is attached hereto and incorporated herein as set forth in Exhibit A.

This RFP shall not create any legal obligations on the Town to evaluate any Proposals that are submitted or to enter into any contract or other agreement with any party who submits a Proposal except on terms and conditions it deems in its sole and absolute discretion to be satisfactory and desirable. The right is reserved by the Town to reject any and all Proposals.

Bid Package #1: Construction Management Services

The above described Bid Package will be received up to the hour of **12:30 p.m. on July 31, 2023**, at the Town Clerk’s Office, Cicero Town Hall, 4949 W. Cermak Road, Cicero, Illinois 60804, and will be publicly opened and read beginning at **1:00 p.m., on July 31, 2023** in the Town’s Court Room or other such room as may be available at that time.

II. THE TOWN OF CICERO AND THE PARK SITE

The Town is located approximately seven (7) miles west of Chicago’s loop, and is bordered by Interstate 290 on its northern edge and Interstate 55 on its southern edge. Interstate 290 intersects with Interstate 294 approximately five (5) miles west of the Town, giving the Town easy access both from Indiana and Chicago’s southern suburbs as well as Wisconsin and Chicago’s northern suburbs. The Town is also easily accessible from Chicago’s western suburbs via Interstate 88 which meets Interstate 290 less than one (1) mile north of the Town with two (2) separate exits.

The Town is a home rule municipality, governed by a full-time Town President, a Town Clerk and a seven-member Board of Trustees. The Town President is Larry Dominick, who was elected in 2005. The Director of the Department will be the primary contact for purposes of this RFP.

III. OBTAINING RFP MATERIALS

Interested parties may obtain all necessary RFP materials on the Town's website <https://thetownofcicero.com/category/notices/>. Please direct inquires to ttomschin@thetownofcicero.com. Notice of this RFP has been posted online at <http://www.thetownofcicero.com>. This RFP shall also be published in a local newspaper in accordance with HUD guidelines. Parties who submit a "Notice of Interest" form (attached hereto as Exhibit B) will be informed of any additional information such as changes to this RFP, deadline changes, question and answer documents, and other relevant information with respect to this RFP. The final date to submit questions or request documents for this RFP shall be July 21, 2023 at 5:00 p.m.

IV. SUBMISSION REQUIREMENTS

All Proposals must contain the following:

1. Non-Collusion Affidavit (See form attached as Exhibit C.)
2. Non-Discrimination Questionnaire (See form attached as Exhibit D.)
3. Statement for Public Disclosure (See form attached as Exhibit E.)
4. Statement of Proposals and Financial Responsibility (See form attached as Exhibit F.)
5. Certification (See form attached as Exhibit G.)
6. Project Timeline
7. References
8. Cover Letter
9. Copies of any and all professional licenses and certifications possessed by the Applicant and/or its principals, and any member of the team that will work with the Town on the Project if awarded
10. List of projects of a similar size and nature
11. Resumes or CV's of key personnel who will work with the Town on the Project.
12. Cost Schedule
13. Checklist (See form attached as Exhibit H.)

Proposal packages must be sealed and clearly marked on the exterior showing the Proposal name and RFP No. DOH- 062623 shown on the first page of this RFP. One (1) original and ten (10) color copies of the entire Proposal package are required. A digital copy of the Proposal must be included in the package on a CD or flash drive.

V. EVALUATION OF PROPOSALS

The Director and Town staff will review all Proposals to determine compliance with the Submission Requirements listed in Section IV of this RFP on or after July 31, 2023 (the “**Final Submission Date**”). Only Proposals that comply with these requirements will be considered for further evaluation. The Town reserves the right to request additional information from any Respondent.

The Director or Town staff may contact any party submitting a Proposal after bid opening and arrange an interview with the appropriate representatives of such party. As part of any interview, the applicant will be expected to make a 10 minute presentation on the applicant’s credentials and planned approach to the Project. The Applicant should be prepared to answer questions at any such interview. No one factor, but rather a combination of factors that Director and Town staff determine, in their sole and absolute discretion, best satisfies the Town’s objectives, will determine the applicant chosen.

VI. EVENTS OF DEFAULT AND DISQUALIFICATION

Each of the following events shall be considered an Event of Default or Disqualification:

1. Unilateral withdrawal by the selected Applicant.
2. Failure to proceed substantially in accordance with the Proposal as submitted.
3. Failure by the Applicant for any reason whatsoever to negotiate in good faith or to timely execute necessary agreements with the Town.
4. Any material misrepresentation, omission, or inaccuracy contained in any document submitted as part of the applicant’s submission pursuant to this RFP or subsequent thereto.
5. Failure to provide all information and materials required by this RFP.
6. Failure to provide in a timely manner any additional material required by the Town or the Director after selection of the applicant(s).

Upon the occurrence of an Event of Default or Disqualification by a selected Applicant, the Town shall have the right, at its election, to (i) rescind its selection of the Applicant, and/or (ii) declare null and void any agreement which may have already been executed.

ADDENDUM 1

Bid Package #1: Construction Management Services

The purpose of this RFP is to solicit the information needed for the Town to select a firm to provide construction management services. The Town will use CDBG funds to conduct assessments of the potential Park site(s). The selected firm will provide a wide variety of construction management services including, but not limited to:

Pre-Construction Services

- Cost estimates (hard and soft costs);
- Formal constructability review; and
- Bid Package design and advertisement.

Bidding Assistance

- Stimulate bid / proposal interest;
- Pre-qualify / Qualify, bids/ proposals including evaluation of bonds, insurance coverage and financial capability;
- Clarify scope of each trade;
- Assistance with possible pre-purchase of long lead materials if necessary;
- Recommendation for contract awards;
- Bid opening and maintenance of all required bid documentation;
- Preparing bid tabulations; and
- Assist in the conduct of pre-bid / pre-proposal and pre-construction meetings.

Construction And Inspection Services

- Work with the Town, its consultants and contractors to clearly define roles and responsibilities during construction and develop a construction management plan;
- Coordinate the work of the contractor(s);
- Assure that the project is on schedule and if not, develop recovery plans with contractor(s);
- Establish notification procedures for any shutdowns of utilities for the progress of the work;
- Coordinate the testing and inspection of the project and review test reports and make recommendations as necessary;
- Produce monthly cost reports to monitor the current and project final costs of the Project;
- Develop and maintain correspondence and other required logs and records for the Project;
- Review and make recommendations on change order requests from the contractors;
- Maintain a change order log reflecting the status of each change order and the total cost of changes;
- Develop and maintain submittal and shop drawing logs. Review both as they are received before transmittal to the design teams to assure that they are complete and accurate;
- Review the monthly payment requests for completeness and accuracy including proper payroll documentation and lien releases are in order make recommendation for payment to the Town;

- Monitor the construction schedule provided by the contractor(s);
- Provide progress photos of the Project on a regular basis;
- Field inspection to evaluate work in progress to confirm that it conforms to the contract documents;
- Work with all local and government agencies to keep them informed of the progress of the project. Meet with them as required;
- Monitor the contractor(s) safety program(s);
- Prepare in conjunction with the design team and the Town all punch-lists. Monitor the completion of the punch-lists by the contractor(s)
- Coordinate and receive all close-out items including as-built drawings, operation and maintenance manuals, and warranties as required;
- Assist with resolving all contract issues, warranties, bonds, etc. at closeout of Project;
- Prepare a final close out report with recommendation as to final payment, notice of completion, and preparation of closeout documentation; and
- Comply with all required CDBG grant requirements regarding bidding and Project Construction.

The successful Applicant will:

1. Have experience with Federal and/or CDBG-funded projects;
2. Have all necessary professional licenses required;
3. Have experience with park and/or recreational structure construction;
4. Work with other Town consultants on Project design and schedules;
5. Work with local, state, and federal agencies if so required to obtain all necessary permits and governmental approvals for the Project;
6. Work with Town Project Staff to develop design and estimates for construction of a new park specifically for children of all abilities;
7. Work with Town Engineer as needed;
8. Work with other Town consultants for the development of bid packages, bid process, and other required procurement processes;
9. Work with other Town consultants on performing inspections, testing, and other required duties.

In addition to those requirements set forth in RFP No. DOH- 062623, an applicant (“**Applicant**”) wishing to submit a Proposal (“**Proposal**”) for **Bid Package #1** must provide the following as part of their Proposal:

1. Cover Letter;
2. Copies of any and all professional licenses and certifications possessed by the Applicant and/or its principals, and any member of the team that will work with the Town on the Project if awarded;
3. List of projects of a similar size and nature;
4. Resumes or CV’s of key personnel who will work with the Town on the Project; and
5. Cost Schedule: provide an itemized cost proposal for the various tasks to be performed. The cost schedule must list the estimated hourly charges or task charges and estimated

hours to be assigned for staff members. **A Response to this RFP must include a cost schedule in order to be considered by the Town.**

EXHIBIT A

(Project Specifications)

The Town of Cicero, Illinois (the “Town”) owns two parcels of open, unimproved space at 1834 and 1844 South Laramie Avenue, Cicero, Illinois. A depiction of the site is attached hereto. The Board of Trustees of the Town shall, in conjunction with Town staff and consultants, determine the ultimate budget and site for the Park.

The Town desires to improve a portion of this site with a new park facility which will include some or all the following, subject to the discretion of the Town. **The chosen Applicant shall ensure that it and all contractors comply with the Illinois Prevailing Wage Act, its record keeping requirements, and all other applicable law.**

- An inclusive playground for children of all abilities
- ADA compliant Driveway(s) and/or parking lot
- Curbs
- ADA compliant Walkways
- ADA compliant Sidewalks
- Lighting
- Landscaping
- Accessible restroom facility
- Covered pavilion area

EXHIBIT B
(Notice of Interest Form)

This Notice of Interest is made as of _____, 20__ by _____ (the “**Applicant**”), in connection with its potential submission of a Proposal (the “**Proposal**”) to the Town of Cicero (the “**Town**”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH- 062623 (the “**RFP**”) for professional services required for the development of an inclusive park (the “**Park**”) in Cicero, Illinois (the “**Project**”).

The Undersigned hereby notifies the Town that it is interested in submitting a Proposal pursuant to the RFP, and requests that the Town include the Applicant on its list for parties to receive information regarding the RFP or the Project.

All such information should be submitted to the Applicant by the Town at the following address:

Contact Person: _____
Tel. No.: _____
Fax No.: _____
E-Mail Address: _____

Delivery of this Notice of Interest does not in any way obligate the Applicant to submit a Proposal.

Sincerely,

Name of Applicant

By: _____

EXHIBIT D

(Non-Discrimination Questionnaire Form)

This Non-Discrimination Questionnaire is submitted as of the ___ day of _____, 20__ by _____ (the “**Undersigned**”), being the _____ (sole owner, partner, president, secretary, etc.) of _____ (the “**Applicant**”), in connection with the submission by Applicant of a Proposal (the “**Proposal**”) to the Town of Cicero (the “**Town**”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH- 062623 (the “**RFP**”) for professional services required for the development of certain property within the Town as an inclusive park as more particularly described therein (the “**Project**”). The Undersigned states that he/she has personal knowledge of the matters contained herein, and has been authorized by the Applicant to complete this form with the information contained herein.

Complete All Items:

Does the Applicant:	Yes	No
A) Currently employ less than 25 persons, exclusive of the parents, spouse or children of the Applicant?	_____	_____
B) Agree that, if awarded the contract for the Project, it will not during the performance of the contract discriminate against any employee or applicant for employment because of race, religion, age, orientation, sex or national origin?	_____	_____
C) Agree that it will cooperate with the Town in adhering to all employment and labor laws, rules and regulations adopted by the Town?	_____	_____
D) Agree that it will provide the Town with all relevant information or reports required by the Town?	_____	_____

Sincerely,

Name of Applicant

By: _____

EXHIBIT E

(Statement for Public Disclosure Form)

This Statement For Public Disclosure is submitted as of the ___ day of _____, 20__ by _____ (the “Undersigned”), being the _____ (sole owner, partner, president, secretary, etc.) of _____ (the “Applicant”), in connection with the submission by Applicant of a Proposal (the “Proposal”) to the Town of Cicero (the “Town”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH- 062623 (the “RFP”) for professional services required for the development of certain property within the Town as an inclusive park as more particularly described therein (the “Project”). The Undersigned states that he/she has personal knowledge of the matters contained herein, and has been authorized by the Applicant to complete this form with the information contained herein.

A. APPLICANT INFORMATION:

1. Name of Applicant: _____
2. Address of Applicant: _____
3. If the Applicant is not an individual doing business under his own name, or if the Applicant is a legal entity or is an entity doing business under an assumed or fictitious name, the Applicant has the status indicated below and is organized or operating under the laws of the state of _____:

_____ a corporation with legal name of _____ and, if applicable, assumed name of _____.

_____ a limited liability company with legal name _____ and, if applicable, assumed name of _____.

_____ a partnership or joint venture with legal name of _____ and, if applicable, assumed name of _____.

_____ Other (explain) _____.

4. Names, addresses, title of position (if any), and nature and extent of the interest of the officers and principal members, shareholders, and investors of any member of the Applicant as follows:
 - a. If the Applicant is a corporation, the officers, directors or trustees, and each stockholder owning more than five percent (5%) of any class of stock.

- b. If the Applicant is a limited liability company, each member owning a five percent (5%) (or greater) interest and each manager if not managed by the members.
- c. If the Applicant is a partnership or joint venture, each partner or participant and either the percentage interest owned by each such party or a description of the character and extent of interest.

Name

Address

**Percent Owned/Extent
of Interest**

Sincerely,

Name of Applicant

By: _____

EXHIBIT F

(Statement of Proposals and Financial Responsibility Form)

This Statement of Proposals and Financial Responsibility is submitted as of the ___ day of _____, 20___ by _____ (the “**Undersigned**”), being the _____ (sole owner, partner, president, secretary, etc.) of _____ (the “**Applicant**”), in connection with the submission by Applicant of a Proposal (the “**Proposal**”) to the Town of Cicero (the “**Town**”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH-062623 (the “**RFP**”) for professional services required for the development of certain property within the Town as an inclusive park as more particularly described therein (the “**Project**”). The Undersigned states that he/she has personal knowledge of the matters contained herein, and has been authorized by the Applicant to complete this form with the information contained herein.

1. Name of Applicant:

Address of Applicant:

2. Undertakings, comparable to the Project, which have been completed by the Applicant or any of the principals of Applicant, including identification and brief description of each such project and date of completion.
3. Brief statement regarding experience, financial capacity, and other resources available to the Applicant for the performance of the professional services and work involved in the Project, specifying particularly the Proposals of the personnel and the general experience of the individual who will be the main point of contact for the Project.
4. Provide copies of resumes or CV's of any and all team members who will work with the Town on the Project, if awarded to the Applicant.

EXHIBIT G
(Certification Form)

This Certification is made as of the ___ day of _____, 20__ by _____ (the “**Undersigned**”), being the _____ (sole owner, partner, president, secretary, etc.) of _____ (the “**Applicant**”), in connection with the submission by Applicant of a Proposal (the “**Proposal**”) to the Town of Cicero (the “**Town**”) pursuant to the Request for Proposals issued by the Town as RFP No. DOH- 062623 (the “**RFP**”) for professional services required for the development of certain property within the Town as an inclusive park as more particularly described therein (the “**Project**”). The Undersigned states that he/she has been authorized by the Applicant to make this Certification, and that the Applicant acknowledges that the Town will be relying on this Certification.

The undersigned hereby certifies and declares that he/she has carefully read and acknowledges each and every part of the Proposal, including each of the completed forms submitted as part of the Proposal, including the Non-Collusion Affidavit, the Non-Discrimination Questionnaire, the Statement for Public Disclosure, the Statement of Proposals and Financial Responsibility; that to the best of my knowledge and belief all statements contained in the Proposal and any attachments to the Proposal or any accompanying forms are true and accurate and not otherwise misleading and do not fail to include any information that would be relevant to a fair determination by the Town of the Applicant’s ability to undertake the Project; and that all of said forms and the Proposal itself have been duly signed by authorized representatives of the Applicant.

Dated: _____

By: _____

Name: _____

EXHIBIT H
(Applicant's Checklist)

- Have you provided an original, ten color (10) copies, and a digital copy on CD or flash-drive of your Proposal as required?**

- Have you signed and dated your Proposal on the Certification form?**

- Have you signed and included the Non-Collusion Affidavit?**

- Have you completed and signed the Non-Discrimination Questionnaire?**

- Have you completed and signed the Statement for Public Disclosure?**

- Have you completed and signed the Statement of Proposals and Financial Responsibility?**

- Have you prepared and included a proposed Project timeline?**

- Have you included a list of similar projects?**

- Have you included the resumes of any and all team members who will assist with the Project?**

- Have you provided a cost schedule?**