REQUEST FOR PROPOSAL
ARCHITECT/ENGINEERING WORK FOR WORKFORCE TRAINING FACILITIES

Issue Date: June 10, 2022

Illinois Central College is soliciting interest and invites you to submit a proposal for Architect/Engineering Work for Workforce Training Facilities. All proposals are due by June 28, 2022 at 10:00 AM CST and should be e-mailed to: purchasing@icc.edu. A delivery confirmation will be returned. Alternatively, proposals can be mailed to Illinois Central College Attn: Purchasing Department 1 College Drive East Peoria, IL 61635.

I. INTRODUCTION AND BACKGROUND

Illinois Central College began classes at the East Peoria location in September of 1967 and serves the residents of all or parts of 10 counties in Central Illinois (Peoria, Tazewell, Woodford, Bureau, Logan, Marshall, Livingston, McLean, Stark, and Mason) encompassing a land area of 2,322 square miles and a population of approximately 365,000. Illinois Central College is a public community college providing a dynamic learning environment that fosters excellence, opportunity, and innovation in meeting the educational needs of our diverse students and community.

Illinois Central College has two campuses: East Peoria and Peoria and one remote location: Pekin. Campus Housing, owned by the ICC Educational Foundation and managed by a third-party housing Management Company, opened in August of 2004. The complex offers 330 bed spaces to students in an on-campus, apartment-style, and living option.

II. PURPOSE / OBJECTIVE

Illinois Central College is inviting firms to submit proposals to provide professional architectural and engineering services to the College for the planning, design and construction oversight of two Workforce Training Projects funded by the US Department of Commerce’s Economic Development Administration (EDA).
III. GENERAL INFORMATION

Public Information
All material submitted is available for public inspection. Every proposer is hereby warned that no part of their proposal or any other material submitted may be marked as confidential information and that any material so designated by the proposer will be made public information by its inclusion in the proposal.

Errors and Omissions
All documents shall be completed as requested by the College. No claim for errors or omissions in the bidding will be considered. Should a bidder find during the examination of specifications or other contract documents, discrepancies, omissions, ambiguities or conflict among contract documents or be in doubt as to their meaning, it is the responsibility of the bidder to notify the Title III Project Director who will then issue the necessary clarifications to all prospective bidders by means of addenda.

Disclaimers
Any Request for Proposal issued may or may not result in an award contract. However, Illinois Central College reserves the right to cancel any request, at any time, for any reason, and to reject all proposals. Receipt of RFP materials from the College or submission of a proposal to the College confers no rights upon the vendor nor obligates the College in any manner.

The determination of whether any proposal submitted by a vendor does or does not conform to the conditions and specification of this Request for Proposal is the responsibility of the College.

Any contract resulting in an award from this Request for Proposal is invalid until properly approved and executed by the College. The successful vendor must not commence any billable work until a valid contract is executed. A contract resulting from the Request for Proposal shall not preclude the College from obtaining equipment or services from other vendors if the successful vendor for this Request for Proposal is unable to satisfy the project needs in an acceptable manner.

Clarification of Proposals
The College reserves the right to obtain clarification of any point in a firm’s proposal or to obtain additional information. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

Firms may be asked to make oral presentations to more fully explain their proposal if requested by the College. These presentations would be held subsequent to the opening of the responses to provide an opportunity for the firm to clarify their proposal. The College would schedule a time and
location for each oral presentation. These presentation/interviews (dates and times) are listed in section V. Selection Criteria.

Award
The award of the contract, if it is awarded, will be to the firm who in the College’s opinion serves the best interest of the College. Illinois Central College reserves the right to reject any or all proposals and to waive minor informalities in any quotation in order to make this award. The Illinois Central College Board of Trustees expects to review the RFP Selection Committee’s Recommendation for Award at the Board meeting in August, on August 18, 2022.

Payment
Payment will be made in accordance with the policies and procedures of the Board of Trustees of Illinois Central College, District #514. The College will make payment in approximately thirty (30) days following completion and acceptance of contract work.

Acknowledgment of Addenda
Original signature of company official on an addendum document shall be construed as an acknowledgment of receipt of any and all addenda pertaining to any specific bid. Identification of addenda by number should be noted on the proposal form, as provided.

Equal Opportunity and Affirmative Action
It is the policy of Illinois Central College that no person shall, on the grounds of race, color, religion, sex, age, national origin, ancestry, disability, sexual orientation, or veterans status, be excluded from consideration for employment, denied employment with or be subject to discrimination of any kind by the College.

In accordance with this policy, we support and encourage minority and female participation in all aspects of our institution, as well as with those individuals who interact with us.

This contract is subject to the provisions of the “EQUAL EMPLOYMENT OPPORTUNITY CLAUSE” as provided by the Illinois Fair Employment Practices Commission and the Illinois Compiled Statutes.

It is the policy of the College that no person, by race, color, religion, sex, national origin, age, handicap, or veteran’s status, shall be discriminated against in employment, in educational programs and activities or admissions. The College stands committed to diversity in all of its dimensions and embraces, values, and encourages diversity at all levels of its operation. The College stands for tolerance, non-discrimination, and cultural sensitivity.
Business Enterprise Program
Illinois Central College recognizes the importance of increasing the participation of businesses owned by minorities, females, and persons with disabilities in public contracts. It is the College’s policy to promote the economic development of businesses owned by minorities, females, and persons with disabilities as outlined by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30ILCS 575/0.01 et seq.

Illinois Central College has set an aspirational participation goal of 20% minorities, females, or persons with disabilities perform or provide the anticipated services and/or supplies required by this solicitation. The College has an expectation that the successful bidder of this project will reach this goal.

For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation, and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

After the contract is awarded, said Vendor would be required to assist Illinois Central College in monitoring minority participation and tracking progress toward compliance with established goals. Minority participation information will be recorded in a compliance management system, ePrismSoft.

Insurance
The Contractor shall not commence work under the Contract until he has obtained all insurance required by this Article and until insurance has been approved by the College. All specified insurance shall be provided by the Contractor and at the Contractor’s own expense. Said insurance shall remain in full force and effect until the term of the Contract is completed.

Indemnity Agreement and Liability Insurance
The Contractor shall indemnify and hold harmless the College, its trustees, and employees against all loss, damage and expense which they may sustain or become liable for on account of injury to or death of persons, or on account of damage to or destruction of property resulting from the performance of work under the contract by the Contractor or Subcontractors or due to or arising in any manner from the wrongful act of negligence of the Contractor or Subcontractor or any employee of any of them, or due to the condition of the premises or other property of the College, upon, about or in connection with which any work incident to the performance of the Contract is carried on.

The Contractor shall cause a Certificate of Insurance to be issued. The Certificate of Insurance shall be provided by an insurance company with the rate of B+: VI or better in the current edition of Best’s
Key Rating Guide. This Certificate of Insurance must be received and approved before commencement of operations. The Certificate must evidence the following coverage in at least the limits stipulated. The Contract must agree to maintain such insurance for the duration of the project or the term for which services will be rendered.

A. Worker’s Compensation (including Occupational Disease) under the terms of the Illinois Workmen’s Compensation Act.

B. Employer’s Liability: $500,000

C. Public Liability:
   Bodily Injury: $1,000,000 Combined Single Limit
   OR
   Bodily Injury: $1,000,000 per occurrence
   Property Damage: $500,000 per occurrence

D. Automotive Liability:
   Bodily Injury: $1,000,000 Combined Single Limit
   OR
   Bodily Injury: $1,000,000 per occurrence
   Property Damage: $500,000 per occurrence

IV. PROJECT SCOPE

The EDA Award supports the Authorized Scope of Work as follows:

This project includes two separate construction projects.

1.) **East Peoria Campus Project:** Truck Driver Training Area upgrades that include the repaving of the asphalt training area, upgrading the site exterior lighting with six new light poles and fixtures, and providing a 14’ x 30’ shelter for the truck driver training students.

2.) **Pekin Facility Project:** Provide a Fire Truck/Ambulance storage building for EMT Program. This consists of a 2,400 sf pre-engineered building, 60’ wide access drive, new walkway and new detention pond.

The selected A/E agrees to start construction no later than April 2023 and oversee construction to be completed no later than October 2024. The EDA’s total approved authorized budget is $1,433,077. This amount also includes the purchase of new equipment for the welding program and a new tractor trailer for the truck driver training program.
East Peoria Campus Construction Project:

*Re-pave the Truck Driver Training Area*; the truck driver training area asphalt pavement is badly deteriorated and is in need of resurfacing to provide safe and effective instruction. The current condition limits access and capacity for students. The re-pavement would consist of milling down the existing asphalt and replacing with new asphalt along with improvements to surface drainage. Because the scope of work simply involves the overlay of existing impervious area, it has been determined that no additional stormwater management measures will be required to accommodate this project.

*Upgrade Site Lighting at the Truck Driver Training Area*; six new exterior power, poles and lighting fixtures will be installed to match existing lighting on the east side of the site along the existing Truck Driver Training area to enhance safety and instructional needs for the Truck Driver Training Program and allow evening programming to expand. The west half of the existing Truck Driver Training area currently does not have any site lighting associated with it. Adequate power on site must be able to accommodate the new lighting. The soil conditions in this area have also been found to be adequate to support standard light pole foundations.

*Provide Shelter for Truck Driver Training Students*; A pre-fabricated wood structure will be installed for the protection of the students and faculty from the outdoor elements during instructional labs. This approximately 14’ x 30’ shelter would include power and wi-fi capabilities to support student needs. It will be installed over a concrete slab with thickened edges and the soils within this area have been found to be adequate to be able to support the load of the slab and structure. Power will be brought to the shelter form the adjacent site lighting feeds. *Exhibit A.*

Pekin Facility Construction Project:

*Construction of a 2,400 sf pre-engineered metal Storage Building approximately 20’ east of the existing Pekin Facility building, walkway and detention pond*; The structure will be 60’ x 40.’ The soil conditions in this area have historically been found to be able to accommodate the load of the new building and the equipment to be housed within it. Due to the proximity of the new building to the existing, we plan to extend the power from the existing building to support the power, lighting, and basic heating for the new building without the need for a new electrical service. Due to the increase in impervious area caused from the new building footprint and the new access drive, additional stormwater management area will be need to be created east of the main parking lot. An access drive from the adjacent road will be provided along with a walkway connecting this new structure with the existing building. A new detention pond will also be required to accommodate the stormwater management needs for the site. *Exhibit B.*

*Exhibit A and B on page 11.*
Selected A/E firm will complete and comply to a required A/E Contract Checklist with the EDA upon Intent to Award. The checklist includes the following terms:

1. The A/E agreement provides for all services required by the College for the planning, design, and construction phase of the proposed project. Appropriate standards or guides developed by such professional organizations as the American Consulting Engineers Council (ACEC), American Society of Civil Engineers (ASCE), National Society of Professional Engineers (NSPE), and/or the American Institute of Architects (AIA) shall be used.
2. The A/E fee for basic services is either a fixed price or a cost reimbursement with an agreed maximum.
3. The A/E contract compensation will not be based on the use of the cost-plus-a-percentage-of-cost or percentage of construction cost form of compensation.
4. The A/E will provide a breakdown of the fees that will offer compensation based on completion of specific milestones. (Preliminary design, final design, construction management, etc.)
5. The A/E’s fee covers all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, “as-built” drawings, arrow diagram (CPM/PERT, for example) where applicable, and incidental costs.
6. The A/E basic fee will not exceed that prevailing for comparable services in the project area. If the total fee is in excess of the prevailing rate because of special services to be performed, these services are identified in the agreement.
7. The A/E will make sufficient visits to the project site to determine, in general, if the work is proceeding in accordance with the construction contract.
8. The required federal contract provisions included (Refer to Appendix II to 2 CFR Part 200-Contract Provisions for non-Federal Entity Contracts under Federal Awards.)
9. The A/E Agreement states a specific timetable for:
   a. Completing preliminary plans and associated cost estimates;
   b. Completing final plans, specifications, and cost estimate;
   c. Securing required State and local approvals; and
   d. Completing proposed contract documents sufficient for soliciting bids.
10. The A/E will provide for surveillance of project construction to assure compliance with plans, specifications, and all other contract documents. If the College chooses the selected A/E as the project inspector, the requirements for inspection services shall be clearly defined and the amount the College is required to pay for such services shall be stated.
11. The A/E will be responsible for any damages arising from any defects in design or negligence in the performance of the construction inspector, if the inspector is furnished by the A/E.
12. The A/E will supervise any required subsurface explorations such as borings and soil tests to determined amounts of rock excavation or foundation conditions, no matter whether they are performed by the A/E or by others paid by the College.

13. The A/E will attend bid openings, prepare and submit tabulation of bids, and make a recommendation as to contract award.

14. The A/E will review proof of bidder’s qualifications and recommend approval or disapproval.

15. For contracts over $100,000, an executed copy of the Certification Regarding Lobbying has been submitted from the contractor as required by Section 1352 Title 31, of the U.S. Code.

16. The A/E will submit a report not less frequently than quarterly to the College covering the general progress of the job and describing any problems or factors contributing to delay.

V. REQUIREMENTS FOR PROPOSAL PREPARATION

To achieve a uniform review process and to obtain the maximum degree of comparability, Illinois Central College is seeking the following list of items be addressed in the proposal:

1. Letter of Interest
2. Executive Summary-Firms History & Background
3. Operational Plan including cost/fee breakdown
4. EDA A/E Contract Checklist acknowledgement & agreement to terms (RFP Page 7-8, Terms 1-16)
5. Vendor’s Certification Form (RFP Page 9)

VI. SELECTION CRITERIA

Illinois Central College RFP Selection Committee will screen/score each proposal using the RFP Evaluation Rubric shown on Page 9. Top scoring firms may be invited to give a presentation to the RFP Selection Committee in order to elaborate on the firm’s capabilities and address any College/EDA concerns/questions. The Selection Committee plans to meet the week of July 11th 2022 to discuss proposals and invite finalists for interviews the following week. These timeslots will be reserved on a first come, first serve basis. The interview timeslots are as followed:

- Monday, July 18 from 11:00-11:45 AM CST
- Tuesday, July 19 from 1:00-1:45 PM CST
- Tuesday, July 19 from 2:00-2:45 PM CST
- Tuesday, July 19 from 3:00-3:45 PM CST
VII. INSTRUCTIONS TO PROPOSERS

ALL PROPOSALS MUST BE EMAILED TO PURCHASING@ICC.EDU NO LATER THAN JUNE 28, 2022 AT 10AM CST. Late proposals will not be considered.

Any questions about the RFP can be e-mailed to the ICC Purchasing Coordinator molly.walker@icc.edu. Questions should be sent no later than June 21st to ensure a formal response is returned via e-mail by June 24th.

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<tr>
<th>RFP Evaluation Rubric</th>
<th>Rating</th>
<th>Weight</th>
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<tr>
<td>Completeness &amp; quality of the response as outlined in the RFP:</td>
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<td>• The response adequately addresses all elements outlined in the Project Scope.</td>
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<td>• The response includes all items outlined in Requirements for Proposal Preparation.</td>
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<td>• The response is professionally and aesthetically presented with appropriate</td>
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<td>formatting.</td>
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<td>• Response includes ample contact information.</td>
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<td>Experience in managing projects with State &amp; Federal Granting Agencies:</td>
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<td>• The response includes examples of similar projects funded by State &amp; Federal</td>
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<td>Granting Agencies within the last five years.</td>
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<td>Quality and depth of references of the vendor(s):</td>
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<td>• The applicant’s references adequately substantiate the ability to deliver what has</td>
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<td>been proposed.</td>
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<td>• References from community colleges are preferred.</td>
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<td>Applicant characteristics</td>
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<td>• Additional consideration is given to Minority-owned Business Enterprise, Female-</td>
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<td>owned Business Enterprise, Person with Disability-owned Business Enterprise, or</td>
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<td>Veteran-owned Business Enterprise as per ICC college procedures.</td>
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<td>Price/Cost Proposal</td>
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<td>• The applicant’s proposed fee is competitive.</td>
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<td>• The applicant’s proposed fee is all-inclusive and itemized in detail.</td>
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VENDOR’S CERTIFICATION FORM
(Must be returned with bid proposal.)

By signing this required form, the undersigned agrees the said contractor/vendor is responsible as defined below. This information may be used as a criteria in the evaluation of vendors. Failure to comply with any of the below may result in disqualification of your proposal.

- Contractor/vendor certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 5/33E-3 or 5/33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

  NO _____ YES _____

- Contractor/vendor is a certified Minority-owned Business Enterprise, Female-owned Business Enterprise, Person with Disability-owned Business Enterprise, or Veteran-owned Business Enterprise. If yes, please specify your certifying agency.

  NO _____ YES _____  Certifying Agency ________________________________

- Contractor/vendor, having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Chapter 30 ICLS 580) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that (he, she, it) is not ineligible for award of the contract by reason of debarment or a violation of the Illinois Drug-Free Workplace Act.

  NO _____ YES _____ N/A _____

The Undersigned states that the signature of the person is authorized to sign the proposal.

By: ________________________________ Date: __________________________
(Signature of Company Official)

__________________________________________
(Title of Company Official)

Illinois Central College RFP – [Services]
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