

**Request for Proposal (RFP) for Architectural Services
for the Façade Improvement Program**

The City of Waukegan is seeking sealed proposals from architectural firms hereafter called “Proposer(s)” to secure architectural design and construction administration services for the construction of a Façade Improvement Program to be located at various locations along Washington and Butrick corridor.

Proposers shall provide architectural services for pre-design, schematic design, design development, construction documentation and construction administration and inspections to complete façade improvements in the 1400 block of Washington and Butrick Street within the City of Waukegan. The CDBG Director will select the most qualified to perform the services described in the Request for Proposals and which meets all relevant selection criteria.

Proposers shall submit their sealed proposals no later than Monday, July 8, 2019 at 11:00am to the following physical location: CDBG Department – 100 N. Martin Luther King Jr. Avenue, Waukegan, IL 60085. The sealed proposals shall be clearly labeled “Request for Proposal Architectural Services – Façade Improvement Program”.

Project Background and Summary of Services

The City of Waukegan is seeking proposals from architectural firms in order to provide design, public bidding, contract administration and other architectural services for the Façade Improvement Program consisting of the improvement of business facades and the replacement of deteriorated or poor quality exterior façade, including but not limited to doors, windows, sidings, awnings, and commercial signs. The program is managed through the effort of the City of Waukegan CDBG and Building Departments. As a result of this solicitation, the City of Waukegan may request a combination of architectural services related to pre-construction, construction, and closeout phases of the project. Proposals provided in response to this request shall address the respondent’s ability to provide the various services required for each project phase which would include, but not be limited to the following:

➤ **Programming Phase**

- ♦ Create a program of project elements
- ♦ Exterior elements that improve the aesthetics of the building
- ♦ Exterior painting
- ♦ Removing inappropriate or incompatible exterior finishes and materials
- ♦ Restoring exterior finishes and materials
- ♦ Installation of safety glass
- ♦ Recessing/reconfiguring of existing doors and entrances
- ♦ Repairing or replace existing storefront window systems
- ♦ Signs attached to buildings (new, repair, replace, and/or remove)

- ♦ Exterior building and sign lighting, exterior lighting fixture, display area lighting
 - ♦ Awning – new, repairs, or replacement of existing
 - ♦ Facilitate meetings with City staff and business owners as needed to develop basic components of façade improvement program, including standard building systems, equipment and materials, code compliance, and zoning ordinance requirements.
 - ♦ Provide a schematic cost estimate and conceptual project schedule.
 - ♦ Prepare and submit program plan for Building and Zoning Department review and approval.
- **Design Development Phase**
- ♦ Work with the City on project elements design options and recommendations.
 - ♦ Estimate construction costs.
 - ♦ Facilitate meetings with City staff and business owners to review space square footage and space utilization needs to develop preliminary design documents.
 - ♦ Conduct design-development meetings with City staff and business owners and address points of clarification regarding the project.
 - ♦ Prepare and submit preliminary project design documents, preliminary specifications, preliminary cost estimate and schedule to the City for review and approval.
- **Construction Document Phase**
- ♦ Prepare complete construction documents and specifications.
 - ♦ Submit construction documents for review.
 - ♦ Correct plans to reflect issues noted by review.
- **Bid Phase**
- ♦ Assist with preparation of bid documents suitable for public bidding and conduct a pre-bid conference.
 - ♦ Respond in writing to questions from bidders and prepare addenda as necessary.
 - ♦ Distribute plans and bid documents to interested bidders and keep record of plan holder's list.
 - ♦ Assist in evaluation of bids based upon bidders' qualifications, compliance with bid requirements and price.
- **Construction Administration Phase**
- ♦ Conduct a pre-construction meeting and conduct regular construction progress meetings.
 - ♦ Coordinate, review, and process all request for change proposals, change orders, etc. including maintaining a log of all such documents.
 - ♦ Provide direction for questions and concerns from the contractor in resolution of problems.

- ♦ Monitor construction progress, cost, and general conformance with the contract documents throughout the construction process. Conduct substantial completion inspection including City inspections coordinate and prepare punch list, substantiate that items noted are completed, and issue substantial completion certificate.

Qualifications Requirements

The following lists the minimum qualification requirements of the consultant(s):

- At least 5 years of experience providing similar consulting services
- At least 3 references of clients currently/previously served; at least one of the references to be a city and at least one to be a project completed or underway in the last year
- Thorough knowledge of the City of Waukegan and Zoning Ordinance Building Codes and all applicable state statutes, building codes and regulations
- Current relevant working experience designing public facilities and/or similar projects
- Comprehensive working knowledge of commonly accepted public facility standards
- Strong interpersonal, communication, and presentation skills
- Experience with conducting public participation within the community
- Consultants are encouraged to contact their insurance carriers during the proposal stage to ensure that the insurance requirements can be met if selected. Commercial general liability insurance, worker's compensation insurance, professional liability insurance, automobile liability insurance, and excess/umbrella liability

Proposal Format

Proposals should include the following information:

- Cover Letter, signed by the person authorized to bind the firm into an agreement
- Complete legal name, address, telephone number, email address
- DUNS number, and Tax Identification Number
- Briefly identify your firm, the date established, organizational structure, number of employees and support resources available to complete the Summary of Services outlined in the RFP
- List the qualifications of key personnel who would be assigned to this project including relative experience, degrees, certifications, professional affiliations, and a description of the approach the consultant will employ in carrying out the work described in the Summary of Services
- Proposed time schedule for a general work plan to complete the architectural services, including target dates for construction relative to the scope of work as outlined in the RFP
- At least three (3) references of past clients with similar Summary of Services conducted and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number
- Proposed budget for complete project and hourly rate for staff person(s) (by staff position/title)

- **Provide one (1) original and four (4) copies of the proposal response. Only printed material will be accepted. The pages must be numbered. All components must be contained in a binder no more than 1" thick. In addition, an electronic copy can be submitted on a thumb drive.**
- **Send to: Request for Proposal – Façade Improvement Program, City of Waukegan City Clerk's Office, 100 N. Martin Luther King Jr., Avenue – 1st Floor, Waukegan, Illinois 60085**
- **Proposal submission deadline is 11:00am on July 8, 2019. Late or incomplete submittals will be rejected.**

Proposal Evaluation Criteria

The City of Waukegan reserves the right to award the contract generated from this RFP to the consultant that presents a proposal that best meets the specifications as listed herein and represents the most beneficial procurement as determined by the City. The award will be made by the City Council and shall be based on the consultant's qualifications including, but not limited to, the following:

- Corporate experience & capacity
- Understanding of work to be performed
- Understanding of Consolidated Plan and AI program goals
- Professional expertise of team
- Prior experience relative to project
- Completeness, feasibility, and quality of scope of services
- Schedule of proposed activities with timeline and proposed completion date(s)
- Project completion timeline for individual activities, written responses, reports, etc.
- Clarity and conciseness of presentation
- Plan for public participation
- Complete cost breakdown by individual activity and overall project

The City reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interests of the City, and reserves the right to modify any requirements, terms or conditions as outlined in this RFP when such modification(s) is in the best interests of the City.

Proposals will be accepted from thoroughly competent, experienced and financially qualified individuals or firms as determined solely by the City of Waukegan. Consultants are responsible for submission of accurate, adequate, and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the consultant and shall be grounds for rejection.

This document is not an offer to contract but is an RFP as defined herein, to satisfy specific user requirements of the City of Waukegan. Neither the issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Waukegan, will commit the City to award a contract to any consultant even if all of the

user requirements in the RFP are met. The City may modify these requirements in whole or in part and/or seek additional consultants to submit responses. Only the execution of a written contract will obligate the City in accordance with the terms and conditions contained in such contract.

Consultants may be required to make a presentation of their qualifications to the Stakeholders Participation Panel (SPP).

Rights to Proposals

All proposals, upon submission to the City of Waukegan, shall become the City's property for its use as deemed appropriate. By submitting a proposal, the consultant covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. Nothing contained in this RFP shall create any contractual relationship between the consultant and the City of Waukegan. The City accepts no financial responsibility for costs incurred by any consultant in responding to this RFP.

The City of Waukegan has the following prerogatives with regard to proposals submitted:

- To accept or reject any or all proposals
- To award all or part of the project at its discretion
- To adopt any or all parts of a proposal
- To utilize any or all ideas from proposals submitted
- To request additional information for the purposes of clarification
- To correct any arithmetic errors in any or all proposals submitted
- To change the deadline for submitting proposals upon appropriate notification to all consultants receiving the RFP
- To accept or negotiate any modifications to the scope and fee of any proposal following the deadline for receipt of all proposals and prior to contract award
- To waive any irregularity or any non-conformity of proposals with this RFP, whether of a technical or substantive nature

Agreement for Services

The consultant will enter into an Agreement for Services with the City of Waukegan based upon the contents of the RFP and the consultant's proposal. The consultant must include with the proposal a description of any exceptions requested to the standard contract. If there are no exceptions requested, a statement to that effect must be included in the proposal.

Insurance Requirements

Prior to executing an Agreement for Services, the consultant will be required to provide to the City proof of the required insurance and endorsement. Consultants are encouraged to contact their insurance carriers during the proposal stage to ensure that the insurance requirements can be met if selected.



Commercial General Liability insurance	\$1,000,000
Worker's Compensation Insurance	\$500,000
Professional Liability Insurance	\$2,000,000
Automobile Liability Insurance	\$500,000
Excess/Umbrella Liability	\$2,000,000

Business License

The City of Waukegan requires the consultant and any subcontractors to have a business license to work in the City.

Contact Person

If there are any questions regarding the RFP, please contact Laraesa Garland, CDBG Director, CDBG Department Laraesa.garland@waukeganil.gov or (847) 599-2530.