

Village of Homer Glen, Illinois

Non LOC Subdivision Inspection Study

Request for Proposals

Project Background

As a result of the current down-turn in the economy the demand for new home construction has dropped significantly. Subsequently, the completion of residential subdivisions, which typically corresponds to the percentage of homes completed within the subdivision, has also stalled. While reviewing documentation for several incomplete subdivisions the Village became aware of the fact that nine (9) of these subdivisions lacked a current Letter of Credit. As a result, the Village of Homer Glen is developing a plan which will determine what work has been completed, what work remains to be completed, determine the costs of the remaining public improvements, research the current status of ownership of public improvement property in the subdivision and finally developing a plan to complete the public improvements to allow acceptance of the subdivision by the Village.

Community Profile

The Village of Homer Glen is located in northeastern Will County primarily within Homer Township and partially within New Lenox Township, approximately 25 miles southwest of downtown Chicago. The Village is approximately 22 square miles in area and has an unofficial 2010 census number of 24,220. CMAP projected a 2020 population for Homer Glen in excess of 40,000.

The Village of Homer Glen was incorporated in 2001 for the purpose of bringing local control to various issues impacting the quality of life, property values and the local tax base. A map of Homer Glen's boundaries may be found at <http://www.homerglenil.org/FormsDocuments/ZoningMap2011.pdf>.

Scope of Services

The Village of Homer Glen ("Village") is requesting proposals from qualified engineering firms, having not been previously involved with or having any interest in any existing or proposed subdivision design, development or inspection within the Village or Homer Township, to complete an inspection report for each of the subdivisions listed below:

Blackrock Estates
Cypress Point
Evlyn's Gate North
King Drive
Windsor Court

Cedar Brooke
Erin Hills, Unit 4D
Glenview Walk Estates
Stonebridge Woods

An inspection report shall be prepared for each subdivision which shall include the following data:

- 1.) Research and report on the specific ownership of every parcel within each of the identified subdivisions on which a public improvement is to be built, including those parcels where dirt stockpiles, etc. may be located;
- 2.) Provide a detailed list and report of the public improvements that have been completed in each of the identified subdivisions;
- 3.) Provide a detailed list and report of the condition of the completed public improvements in each of the identified subdivisions, including required repairs, failures, etc;
- 4.) Provide a detailed list and report of the remaining public improvements that need to be completed in each of the identified subdivisions;
- 5.) Provide a separate and detailed cost estimate for each of the identified subdivisions, based on current (2012) construction dollars, of all remaining public improvements, repairs, replacements, etc., along with any additional recommended improvements, to bring the subdivision development into compliance with current Federal, State and Local regulations and/or standards, permitting and the preparation of as-built documentation. The cost estimate shall include the original description, unit, quantity, unit cost and total cost for each item. The cost estimate shall also include any items, which may result from any repairs, replacements, etc. or any additional recommended improvements.

The inspection report for each of the identified subdivisions shall also include a cost estimate for the following information:

- 1.) Construction inspection required to complete the subdivision;
- 2.) Permitting require to complete each subdivision (new and/or incomplete tasks required to satisfy existing permit requirements);
- 3.) Preparation of as-built documentation.

Inquiries:

All inquiries shall be submitted in writing or via e-mail by no later than 4:00pm central standard time on February 6, 2012. This will allow the Village the opportunity to respond in a timely manner and to share any pertinent information with any applicants. Please direct any and all inquiries to:

Michael Salamowicz
Development Services Director
Village of Homer Glen
14933 S. Founders Crossing
Homer Glen, IL 60491
msalamowicz@homerglen.org
or PHONE: (708) 301-0632
or FAX: (708) 301-8407

Submittal Requirements:

Any firm submitting a proposal shall include documentation and information that demonstrates their ability to produce such a Subdivision Inspection Study within a reasonable timeframe. The proposal shall include the following sections:

a. Title Page:

The title page shall show the request for proposal's title and subject, the applicant's name, telephone number, facsimile number, e-mail address and address; the name and telephone number of a contact person and the date of the proposal.

b. Table of Contents:

This section shall include the section titles, descriptions and relevant page numbers.

c. Transmittal Letter:

A signed letter of transmittal stating the applicant's understanding of the request for proposal, agreeing to the terms of the request for proposal and the applicant's commitment to perform the work within a specific and established time period. Included within the transmittal letter shall be a statement of why the applicant believes they are the highest qualified company to perform the desired work and a statement that the proposal is a firm and irrevocable offer that is valid for ninety (90) days from the date of the deadline for the submittal.

d. Detailed Technical Proposal:

The detailed technical proposal shall demonstrate the qualifications, competence and capacity of the firms seeking to provide professional services to the Village in conformity with the requirements of this request for proposal. The substance and details of such proposal shall carry more weight with the proposal evaluation than the form or manner of presentation of the proposal. The technical proposal shall demonstrate the qualifications of the applicant and of the particular staff members assigned to the project. The technical proposal shall specify a project approach that will meet the requirements of the request for proposal. The technical proposal shall identify the most recent significant projects performed in the last three years that are similar to the project as described in this request for proposals.

e. Detailed Calendar and Schedule of Work:

The applicant shall provide a detailed and realistic calendar and schedule of work with specific dates, submittal requirements and the staff person assigned to each specific task.

f. Fee Proposal:

The proposed fees shall contain all pricing information relative to performing the project as described in this request for proposals on a “not-to-exceed” basis. The total not-to-exceed cost proposed shall contain all direct and indirect costs, an hourly breakdown of work and which staff member shall complete which work product, hourly wage rates and include all out-of-pocket expenses such as copying, mileage, etc.

g. References:

Applicants shall provide the Village with the names and contact information of three (3) professional work/project references for which such similar services have been provided by the applicant. The applicant shall grant the Village the right to contact said references and ask questions regarding the references experiences with said applicant. This will assist the Village in obtaining information and asking pertinent questions of the reference to assist in evaluating the applicant and their qualifications.

General Provisions:

a. Contract:

The successful applicant (“contractor”) will be required to enter into a contract with the Village of Homer Glen and to submit all necessary insurance certificates within ten (10) business days of receiving notice that it is the successful applicant. The contractor shall also include a copy of their standard contract terms and conditions for review by the Village along with the RFP or they will not be considered for selection within the contract process. The contract(s) will incorporate the terms of this RFP and any pertinent documents included with the selected applicant’s accepted and approved proposal. The Village reserves the right to terminate the relationship with the contractor if the required documents are not submitted to and approved by the Village within ten (10) business days of the contractor receiving notice from the Village it is the successful applicant.

This contract shall be governed by and construed according to the laws of the State of Illinois. Should the contractor neglect, refuse, or fail to complete the work under the contract in accordance with the Village’s requirements, the contractor may be liable for consequential damages resulting directly from their negligent acts.

b. Period of Performance:

Actual work cannot begin until the Village issues a written Notice to Proceed Document to the contractor. In order to receive the Notice to Proceed Document, the Contractor shall submit to the Village for its approval all the necessary contracts, certifications and insurance. Village approval of the contracts and insurance shall

be evidenced by the issuance of the signed contract by the Village and the Notice to Proceed Document. The Village reserves the right to terminate the relationship with the successful contractor if these documents are not submitted to and approved by the Village within ten (10) business days of notice of the project award.

c. Incurring Costs:

The Village of Homer Glen will not be liable in any way for any costs incurred by any applicants in replying to this RFP.

d. Confidentiality:

Appropriate Village staff shall examine the submitted proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the contractor pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Village Manager or Village Attorney. All data, documentation and innovations developed as a result of these contractual services shall become the property of the Village of Homer Glen. Based upon the public nature of these RFP's, the contractor must inform the Village, in writing, of the exact materials in the offer which it claims are exempt from disclosure pursuant to the Illinois Freedom of Information Act.

e. Assignment:

The successful contractor shall not assign the work of this project without prior and specific written approval of the Village.

f. Compliance with Laws:

The contractor shall at all times observe and comply with all laws, ordinances and regulations of the Federal, State, Local and Village governments, which may in any manner affect the preparation of proposals or the performance of the Contract.

g. Indemnification:

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the Village, its Mayor and Trustees, officers, agents and employees, from and against all claims, damages, losses, costs and expenses, arising out of or in connection with the Contractor's performance of or failure to perform the Contract.

Selection Process:

All responses to this RFP will be evaluated by a review and selection committee using the following sets of criteria, in no particular order of preference:

- a. The quality of the proposal submitted, knowledge of local issues, innovative ideas and approaches, laws and statutes, company references, oral presentations and interviews.
- b. That the applicant has no conflict of interest relating to any other work performed by the applicant for the Village of Homer Glen at any time. This includes having not been previously involved with or having any interest in any existing or proposed subdivision design, development or inspection within the Village of Homer Glen or Homer Township.
- c. The physical presentation and quality of the documents submitted.
- d. The proposed computer software to be used in the final production and presentation of the final document. This will include various reports, spreadsheets and interactive documents.
- e. The applicant adheres to the instructions set forth within this request for proposals on preparing and submitting the proposal.
- f. The applicant's past experience and performance on similar and comparable projects.
- g. The availability, experience and quality of the applicant's professional staff to be assigned such a project.
- h. The applicant's proposed commitment to public participation within this process through a variety of methods of involvement from stakeholder interviews, public hearings to social media.
- i. The applicant's organizational chart that includes all of the applicant's project specific personnel and their specific responsibilities.
- j. The applicant's proposed work program that details work product, timeframes and deadlines for completion of these work products for each subdivision.
- k. The proposed all-inclusive and not-to-exceed fee for the study, broken down into project phases for each subdivision.

A committee will be formed of various interested parties for the Non LOC Subdivision Inspection Study and this group will assist in picking the successful applicant.

Negotiations:

The Village of Homer Glen reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP, including modification of the final scope of work to be awarded to the successful applicant. The Village may require the entire proposal be made an integral part of the resulting contract. This implies that all responses, supplements, and other submissions provided by the contractor during discussions or negotiations will be held by the Village of Homer Glen as contractually binding on the successful contractor.

Submittal Instructions:

Proposals shall be submitted no later than 4:00pm central standard time on February 13, 2012. No consideration will be given to either information or proposals received after the above noted date and time. Applicants shall submit six (6) complete, sealed, signed and attested copies of the proposal labeled: Non LOC Subdivision Inspection Study and addressed to:

Development Services Director
Village of Homer Glen
14933 S. Founders Crossing
Homer Glen, IL 60491

All proposals submitted shall include all the information and documents as requested in the proposals. No oral or electronic proposals, inclusive of those proposals sent via facsimile or e-mail, will be accepted or considered. All proposals received after the submittal deadline will be rejected and returned unopened. Failure to follow any of these instructions may result in the rejection of the proposal.

THE VILLAGE RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY IRREGULARITIES.