

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PLAN REVIEW SPECIALIST
THE TOWN OF CICERO**



All qualifications and other communications must be addressed and returned to:

Town of Cicero

Attn: Tom M. Tomschin, Building Commissioner

4949 W. Cermak Rd.

Cicero, IL 60804

**QUALIFICATIONS MUST BE RECEIVED NO LATER THAN 3:00 PM LOCAL TIME,
ON FEBRUARY 28, 2019.**

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**REQUEST FOR QUALIFICATIONS (“RFQ”)
FOR
THE TOWN OF CICERO**

I. PURPOSE OF THE REQUEST FOR QUALIFICATIONS

The Town of Cicero, Illinois (the “Town”) is located approximately seven (7) miles west of Chicago’s loop, and is bordered by Interstate 290 and Interstate 55. Interstate 290 intersects with Interstate 294 west of the Town, giving residents from Chicago’s southern and northern suburbs, along with visitors from Indiana and Wisconsin, easy access to the Town. The Town is also easily accessible from Chicago’s western suburbs via Interstate 88.

The Town is a home rule municipality, governed by a full-time Town President, a Town Clerk and a seven (7) member Board of Trustees. The current Town President is Larry Dominick who was reelected in 2017 to a four (4) year term ending in 2021.

The purpose of this RFQ is to select a “Respondent” to provide plan reviewing services for the Town.

II. SCOPE OF SERVICES

The desired plan review specialist services include, without limitation, the following (collectively, the “Services”):

- Blueprint plan review to ensure compliance with adopted building codes and amendments, local ordinances, and any state, county or federal requirements.
 - Submit formal, written reports with plan reviews and re-reviews.
 - Clearly document, with comments, the recommendation for approval or rejection.
- Fire safety plan reviews, which include without limitation sprinkler system, alarm systems, hood and ansul systems.
 - Submit formal written reports with all plan reviews and re-reviews.
 - Clearly document, with comments, the recommendation for approval or rejection.
- Rough, final, pre-pour inspections on large commercial and new construction projects.
 - Submit formal written reports, with comments, for all inspections with pictures and recommendations of pass or fail.
- General code consulting.
- Perform Architectural, Mechanical, Plumbing, Electric, Fire Alarm, Fire Sprinkler, Hood and Ansul Systems, Zoning, and Structural reviews and inspections.
- Provide the scope of work and instructions that should appear on the permit hard card.

- Assist the Town in streamlining internal operations.
- Ordinance creation recommendations, code update recommendations and policy and procedure creation.
- Expert testimony.
- Staff training to perform instruction to all Building Department employees as needed on building codes, permit review, etc.
- Perform instruction and/or training of building inspectors on code requirements, inspections, etc.
- Creation of a handout to be used at all preliminary meetings to clearly define the plan review, permit, and inspection processes for builders, homeowners, developers and others.
- Represent the Town in meetings with developers, homeowners, builders and others to discuss the plan review, permit and inspection processes.
- Provide standardized forms and pamphlets at the Town's request that provide instructions on submitting plans for reviews, requesting inspections, inspection approvals and/or rejections, providing a checklist of items needed and such other matters which are deemed necessary by the Town.
- Communicate directly with applicant (after 1st submittal is processed by the Town) and keep the Town informed regarding said communication involving plan rejections, comments, etc.
- Provide a quick time to review and fast turnaround time from the initial review, resubmittal, etc.
- All submittals, including stamped approved plans, shall be provided as digital submittals.
- Services shall include a clear-cut price per review and inspection – there shall be no additional fees for re-reviews.
- Services shall include an expedited review fee.

The Town reserves the right to: (1) reject all qualifications (the “Qualifications”) submitted, in whole or in part, and (2) award the Services to multiple Respondents. The Town reserves the right, in its sole and absolute discretion, to cancel or modify this RFQ in whole or in part, without further notice.

III. REQUESTS FOR CLARIFICATION

Respondents should address all communications to Tom M. Tomschin, Building Commissioner. All questions or requests for clarification must be in writing, sent by mail, email to ttomschin@thetownofcicero.com or fax to 708-656-9708 and must be received no later than 3:00 PM on **February 12, 2019**. The Town shall not be responsible for the delay in the transmission of any request for clarification or other communication. Answers to all questions and/or requests for clarification will be posted on the Town's website and available to ALL respondents on **February 19, 2019**.

3.1 **Deadline and Procedures for Submitting Qualifications**

A. **Deadline**

Qualifications must be received by Tom M. Tomschin, Building Commissioner (addressed as set forth in Section 3.1 (B) no later than 3:00 PM, local time, on February 28, 2019. **Late Qualifications will not be considered and will be rejected and destroyed.** The Town will not be responsible for any delays in the delivery, receipt or handling of Qualifications.

B. **Procedures For Submitting Qualifications**

Qualifications must be delivered to the following address:

Town of Cicero
Attn: Tom M. Tomschin, Building Commissioner
4949 W. Cermak Rd.
Cicero, IL 60804

Respondent must submit six (6) sets of originals in hardcopy format. In addition, Respondent must submit six (6) copies of the Qualifications on a CD-ROM or flash drive in .pdf format on a CD-ROM. The original documents must clearly be marked and must bear the original signature of an authorized agent. Respondent must enclose all documents in a sealed container. **Qualifications submitted via facsimile or electronic mail will not be accepted and will be rejected and destroyed.**

All submissions are subject to the Illinois Freedom of Information Act (5 ILCS 140/1, et seq.)

3.2 **Confidentiality**

To the extent allowed by applicable law, the Respondent may designate as confidential those portions of the Qualifications that contain trade secrets or other proprietary data that must remain confidential.

IV. **SUBMISSION REQUIREMENTS**

4.1 **Required Content**

At a minimum, the following information must be included in all Qualifications:

A. **Cover Letter**

The Respondent must submit a cover letter committing the Respondent to provide the Services, in accordance with the terms and conditions of a contract that may be

awarded subsequent to the RFQ and in compliance with all applicable laws, orders, rules and regulations. The cover letter must also:

- (i) Outline the number of years the Respondent has been in business, provide an overview of the experience and background of the Respondent in relation to the provision of the Services, and the key personnel committed to this project; and
- (ii) Identify the legal name of the Respondent, the address of its headquarters, its principal place of business, its legal form (*e.g.*, corporation, joint venture, limited partnership, etc.), the names of its principal or partners and its authority to conduct business in Illinois; and
- (iii) Indicate the contact information (name and telephone number(s)) of the principal contact for oral presentation, interviews, or negotiations; and
- (iv) The cover letter must be signed by an authorized representative of the Respondent; and
- (v) Indicate that Respondent is not legally barred from performing the applicable services; and
- (vi) Include Respondent's affirmative acknowledgement of the terms of the RFQ; and
- (vii) Indicate that Respondent is not indebted to the Town; and
- (viii) Contain an affirmative statement that there is no "conflict of interest" between the Town and the Respondent.

B. Executive Summary

The Respondent must provide an executive summary that explains its understanding of the Town's intent and objectives. The summary must discuss the Respondent's plan for achieving and implementing the Services.

C. Professional Qualifications and Specialized Experience of Respondent

(i) **Company Profile Information (See Form in Exhibit 1)**

The Respondent must complete the company profile information questionnaire that is attached hereto and incorporated herein as Exhibit 1.

(ii) **Company References (See Form in Exhibit 2)**

The Respondent should provide at least two (2) client references for services substantially similar to the Services. All client reference information must be verified and supported. References must be aware that they are being used and agreeable to an interview by the Town. This information shall be provided by completing the form attached hereto and incorporated herein as Exhibit 2.

(iii) **Municipal Client References (See Form in Exhibit 3)**

The Respondent must provide contact information for all municipalities for which the Respondent currently serves as a Plan Review Specialist. All municipal client reference information must be verified and supported. Municipal client references must be aware that they are being used and agreeable to an interview by the Town. This information shall be provided by completing the form attached hereto and incorporated herein as Exhibit 3.

(iv) **Business License/Authority to do Business in Illinois**

The Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the Services. The Respondent must provide evidence that it is authorized to do business in Illinois.

D. Professional Qualifications and Experience of Key Personnel

(i) **Key Personnel**

The Respondent must provide a list of the individuals who will be dedicated to performing the Services.

(ii) **Areas of Expertise**

The Respondent must indicate each person's areas of expertise, as well as which person will have primary responsibility for various tasks or aspects of the Services.

(iii) **Resumes**

The Respondent must submit resumes or corporate personnel profiles with past experience for each of the key personnel. This must include a description of each individual's role and responsibilities on recent projects similar in scope, type and magnitude to the Services.

E. Project Management/Implementation Plan

The Respondent must provide a detailed summary of its plan for implementing the Services.

F. Compensation Proposal

The Respondent must provide an explanation of its proposed compensation model by addressing, at a minimum, the topics indicated on Exhibit 4, attached hereto and incorporated herein. The Respondent must disclose any charges or fees not included in its base price that the Town would incur. Qualifications that fail to include the compensation information requested in Exhibit 4 will be deemed non-responsive and rejected as incomplete.

G. Certification

Each Respondent must certify on Exhibit 5, attached hereto and incorporated herein, that the Qualification is true and accurate, and that to the best of Respondent's knowledge, the Qualification is not misleading or fails to include relevant information.

F. Non-Collusion Affidavit

A Respondent must submit a notarized Non-Collusion Affidavit, attached hereto and incorporated herein as Exhibit 6, certifying that the Respondent has not colluded with any other entity in the submission of the Qualification.

V. EVALUATION CRITERIA

The Town reserves the right to require in-person interviews with some or all of the Respondents. In evaluating the Qualifications, the Town's selection will be based upon those factors deemed necessary to promote the best interests and welfare of the Town including, without limitation, the following:

A. Professional and Technical Competence

The Respondent's ability to provide the Services, including capacity to achieve the project goals and objectives described in this RFQ.

B. Professional Qualifications and Specialized Experience of Respondent and Team

The Respondent's experience in providing services similar to the Services on projects of similar scope and magnitude (*e.g.*, specifically with respect to reviewing plans for government agencies). The Town will consider the past and current

performance of the Respondent (and team members) on other contracts in terms of quality of services and compliance with performance schedules. The Town may solicit from current and/or previous clients, including, other government agencies, units of local government or any available sources, relevant information relating to the Respondent's record of performance.

C. Quality, Comprehensiveness and Adequacy

The Town will review the quality, comprehensiveness and adequacy of the proposed project management/implementation plan for providing the Services including the staffing plan, local availability and commitment of personnel who will manage and oversee the project.

D. Compensation

The Town will consider the competitiveness and adequacy of the proposed compensation model for the Services.

E. Competency of Respondent

No Qualification may be accepted from or contract awarded to any person, firm or corporation who is in arrears or in default to the Town upon any debt or contract and the same will be rejected. Prior failure of a Respondent to perform faithfully on any previous contract or work for the Town may be grounds for rejection. The Respondent must not have been suspended or debarred from doing business with the state and/or federal government. The Respondent, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of this RFQ. Such evidence shall be presented within a specified time and to the satisfaction of the Town.

VI. REJECTION OF QUALIFICATIONS

6.1 Selection does not Guarantee the Award of a Contract.

This RFQ shall not create any legal obligation of the Town to evaluate any Qualification that is submitted or to enter into any contract or any other agreement with an entity who submits a response except on terms and conditions that the Town deems, in its sole and absolute discretion, to be satisfactory and desirable. All Qualifications should contain an affirmative statement that there is no "conflict of interest" with the Town and the Respondent.

The Town reserves the right to reject all Qualifications received and the right to waive non-material formalities and technicalities according to the best interests of the Town. Any

Qualifications submitted shall be binding for sixty (60) days following the Town's opening and review of the same. The Town reserves the right to select a single Respondent or multiple Respondents to perform the Services. The Town reserves the right to terminate the Services provided by the Respondent at any time and to ask for any additional information regarding a submitted qualification at any time. Any work provided by the Respondent will be in compliance with a contract to be entered into subsequent to this RFQ.

By submitting a Qualification, the Respondent acknowledges its understanding of the requirements of this submission and agrees to be bound to the same.

All incomplete responses will be rejected.

6.2 No Liability for Costs

The Town is not responsible for costs or damages incurred by interested parties in connection with the RFQ process. This includes, but is not limited to, costs associated with preparing the Qualifications and of participating in any interviews, site visits, demonstrations, oral presentations and negotiations.

VII. CONTRACT AWARD

1. The Respondent's Qualifications must be complete to be considered for the award.
2. The Town reserves the right to qualify, accept or reject any or all Respondents and accept any Qualification deemed to be in the best interest of the Town. The Town reserves the right to accept or reject any or all Qualifications and waive irregularities or technicalities in any Qualification when in the best interest of the Town. The Town reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the RFQ.
3. Consideration may be given to, but not limited to services available, hours of services available, references and special pricing. The Town reserves the right not to accept the lowest bidder.
4. Award, if made, shall be in the form of a contract.
5. All prescriptions of the RFQ shall be understood as a form of a signed contract.

VIII. COMMITMENT TO DIVERSITY

As a unit of local government under the Constitution of the State of Illinois, the Town is committed to encouraging diversity in the performance of work for and by the Town. Please refer to Exhibit 7, which provides section 2-870 of The Code of Ordinances of the Town of Cicero, Illinois for more information.

**EXHIBIT 1
COMPANY PROFILE INFORMATION**

Each Respondent must complete the following information:

(1) Legal Name of Company: _____

(2) Doing Business under other Company Name?

If yes, Name of Company: _____

(3) Headquarters Address: _____

(4) City, State and Zip Code: _____

(5) Web Site Address: _____

(6) Number of Years in Business: _____

(7) Total Number of Employees: _____

(8) Total Annual Revenues Separated by Last Three (3) Full Fiscal Years: _____

(9) Major Products and/or Services Offered:

(10) Other Products and/or Services Offered: _____

(11) Describe the Firm's Demonstrated Experience in Providing Services Responsive to the Scope of Services Requested in this RFQ:

(12) Approximate Time Period Required to Review Plans: _____

(13) Approximate Lead Time Required to Schedule Inspections: _____

**EXHIBIT 2
COMPANY REFERENCES**

Submit a completed client profile information sheet for each company reference. Provide a minimum of two (2) references.

(1) Client Name: _____

(2) Address: _____

(3) City, State, Zip Code: _____

(4) Project Manager: _____

(5) Telephone Number: _____

(6) E-mail: _____

(7) Number of Employees in Client Organization: _____

(8) Project Scope of Services/Goals: _____

(9) Contract Award Date: _____ Cutover Date: _____

(10) Initial Contract Amount: \$ _____ Final Contract Amount: \$ _____

(11) Describe the Project, its Similarity to the Services Requested Herein, and How Goals Were Met:

(12) What Were the Costs of the Project?

(13) You May Attach any Reports or Studies Completed for the Project.

**EXHIBIT 3
MUNICIPAL CLIENT REFERENCES**

Submit a completed municipal client profile information sheet for each municipality for which the Respondent currently serves as the Plan Review Specialist.

(1) Client Name: _____

(2) Address: _____

(3) City, State, Zip Code: _____

(4) Project Manager: _____

(5) Telephone Number: _____

(6) E-mail: _____

(8) Scope of Services/Goals: _____

(9) Contract Award Date: _____

(10) Fees/ Hourly Rate for Services \$ _____

EXHIBIT 4 COMPENSATION

METHOD AND RATE OF COMPENSATION: Identify the proposed compensation model (hourly, daily, project, item, or other method) and provide the rate or price for each type of service contemplated by this RFQ. Please provide an estimated, or, if possible, a firm price, for the compensation for this project.

EXPENSES: Unless otherwise specified, the Town does not provide for reimbursement of any expense incurred, including, but not limited to telephone device, other communications device, postage, copying, travel, transportation, lodging, food and per diem.

**EXHIBIT 5
(Certification form)**

This Certification is made as of the ___ day of _____, 201_ by _____ (the "Undersigned"), being the _____ (sole owner, partner, president, secretary etc.) of _____ (the "Respondent"), in connection with its response ("Qualification") to the Town of Cicero (the "Town") pursuant to the Request for Qualification issued by the Town for Plan Review Specialist. The Undersigned states that he or she has been authorized by the Respondent to make this Certification and that the Respondent acknowledges that the Town will rely on this Certification.

The Undersigned hereby certifies and declares as follows:

The Undersigned has carefully read and acknowledges each and every part of the Qualification. The Undersigned further certifies and declares that to the best of his or her knowledge and belief, all statements contained in the Qualification, any attachments to the Qualification and any accompanying forms are true and accurate, are not otherwise misleading and do not fail to include any information that would be relevant to a fair determination by the Town of the Respondent's potential conflicts of interest in the provision of the desired services; and that all of said forms and the Qualification have been duly signed by authorized representatives of the Respondent.

Dated: _____

By: _____

Name: _____

Subscribed and sworn before me this ___ day of _____, 201_.

(SEAL)

Notary Public

EXHIBIT 7
SECTION 2-870
OF THE CODE OF ORDINANCES OF THE TOWN OF CICERO, ILLINOIS

Please review Section 2-870 of the Code of Ordinances of The Town of Cicero, Illinois incorporated herein by reference and available online via the following link:

https://library.municode.com/il/cicero/codes/code_of_ordinances.