



**TOWN OF CICERO, ILLINOIS**

**REQUEST FOR PROPOSALS**

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

**(RFP No. DOH- 111022)**

**ISSUE DATE: November 10, 2022**

**FINAL SUBMISSION DATE: December 12, 2022**

# REQUEST FOR PROPOSALS

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## I. INTRODUCTION

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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 or near 1834 South Laramie Avenue, Cicero, Illinois. The site consists of approximately seven (7) separate parcels. Not all parcels will be developed for the Park, and 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.

The professional services required for the Project will be performed under separate contracts as detailed by the following Bid Package work descriptions:

**Bid Package #1: Environmental Consultant (See Addendum 1)**

**Bid Package #2: Architect/Design Professional (See Addendum 2)**

The above described Bid Packages will be received up to the hour of **12:30 p.m. on December 12, 2022**, 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 December 12, 2022** in the Town’s Court Room or other such room as may be available at that time.

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## II. THE TOWN OF CICERO AND THE PARK SITE

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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.

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### III. OBTAINING RFP MATERIALS

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Interested parties may obtain all necessary RFP materials on the Town's website <https://thetownofcicero.com/category/notices/>. Please direct inquires to [tomschin@thetownofcicero.com](mailto:tomschin@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 November 30, 2022 at 5:00 p.m.

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### IV. SUBMISSION REQUIREMENTS

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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 E.)
5. Certification (See form attached as Exhibit G.)
6. Project Timeline
7. References
8. 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- 111022 shown on the first page of this RFP. One (1) original and ten (10) 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.

**Applicants may submit Proposals for one or both bid packages. If submitting for both bid packages, please submit separate Proposal packages.**

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## V. EVALUATION OF PROPOSALS

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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 November 30, 2022 (the “**Final Submission Date**”). Only Proposals that comply with these requirements will be considered for further evaluation.

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.

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## VI. EVENTS OF DEFAULT AND DISQUALIFICATION

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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 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: Environmental Consultant**

The purpose of this RFP is to solicit the information needed for the Town to select a consultant firm to provide environmental consulting services. The Town will use CDBG funds to conduct assessments of the potential Park site(s). The selected consultant will assist by reviewing Phase I and Phase II assessments on the site(s) and developing strategies and plans to address environmental issues, if any. The firm selected to provide these services will be required to conduct any additional required testing in compliance EPA standards as well as state and local agency requirements.

The successful Applicant will:

1. Have experience with Federal and/or CDBG-funded projects;
2. Be able to perform CDBG-required Statutory Checklist Environmental Reviews;
3. Assist with CDBG-required Request for Release of Funds;
4. Review Phase I and Phase II Studies as needed;
5. Perform any testing as required;
6. Make recommendations on any remediation required for the Project site;
7. Work with local, state, and federal agencies if so required to obtain all necessary permits and governmental approvals for the Project;
8. Assist/work with Design Team and Construction Manager on design; and
9. Obtain a No Further Remediation Letter from the Illinois Environmental Protection Agency if required.

In addition to those requirements set forth in RFP No. DOH- 111022, an applicant (“**Applicant**”) wishing to submit a Proposal (“**Proposal**”) for **Bid Package #1: Environmental Consultant** 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.
5. Cost Schedule: provide an itemized cost proposal for the various tasks to be performed. The cost schedule must list the estimate hourly charge or task charge and estimated hours to be assigned for staff members.

## ADDENDUM 2

### **Bid Package #2: Architect/Design Professional**

The purpose of this RFP is to solicit the information needed for the Town to select an architect/design professional for the design and planning of an inclusive park within the Town of Cicero, as set forth in the RFP. The Town will use CDBG funds for this Project. The selected professional will provide a wide variety of architectural and engineering services including evaluation of the existing site, concept design of a park and playground which is inclusive for children of all abilities, public engagement, preparation of construction documents, bidding assistance and construction administration of the Park site. All landscape, architectural, and engineering work shall be in compliance with current codes and standards, including the ADA.

The successful Applicant will:

1. Have experience with Federal and/or CDBG-funded projects;
2. Have all necessary professional Civil Engineer licenses required;
3. Have experience with Park Design;
4. Work with Environmental Consultant on project design;
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 Construction Manager of development of bid packages, bid process, and other required procurement processes;
9. Work with Construction Manager on performing inspections, testing, and other required duties.

In addition to those requirements set forth in RFP No. DOH- 111022, an applicant (“**Applicant**”) wishing to submit a Proposal (“**Proposal**”) for **Bid Package #2: Architect/Design Professional** 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.
5. Cost Schedule: provide an itemized cost proposal for the various tasks to be performed. The cost schedule must list the estimate hourly charge or task charge and estimated hours to be assigned for staff members.

## **EXHIBIT A**

### **(Project Specifications)**

The Town of Cicero, Illinois (the “Town”) owns approximately seven (7) parcels of open, unimproved space at or around 1834 South Laramie Avenue, Cicero, Illinois. A depiction of the site is attached hereto. Not all parcels will be developed for the Park, and 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:

- An inclusive playground for children of all abilities
- Driveway(s)
- Parking lot
- Curbs
- Walkways
- 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- 111022 (the “**RFP**”) for professional services required for the development of an inclusive park (the “**Park**”) generally located at \_\_\_\_\_, 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- 111022 (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- 111022 (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-111022 (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- 111022 (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 (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?**