

INVITATION FOR PROPOSALS

Architectural Services specifically related to neighborhood planning, surveys, studies, community engagement and other services.

24-19



**ISSUED BY
DIVISION OF PURCHASING
CITY OF**

PEORIA, ILLINOIS

**Sealed proposals will be received at the office of the
PURCHASING MANAGER
ROOM 108, City Hall,**

419 Fulton Street, Peoria, Illinois until 2:00 P.M.

Friday, May 31, 2019

**for furnishing the materials, or services
described herein.**

**PLEASE RETURN ENTIRE
DOCUMENT AS YOUR PROPOSAL.**

SUBMITTED BY:

See Instructions to Proposers

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INSTRUCTIONS TO PROPOSERS

Request for Proposal (RFP)

ACCEPTANCE OF PROPOSALS - The right is reserved, as the interest of the City may require, to reject any or all proposals and to waive any nonmaterial informality or irregularity in the responses received. All such responses will be in English. The City will select a Proposer as described below or reject all Proposals within one sixty (60) calendar days from the date the responses are opened.

ADDITIONAL COPIES OF RFP - Proposers may secure additional copies of the RFP documents from the City of Peoria's Finance Department Purchasing Division.

RFP ENVELOPE IDENTIFICATION - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers are requested to indicate in the LOWER LEFT HAND CORNER OF THEIR ENVELOPE THE ITEM BEING REQUESTED, REQUEST NUMBER, DATE AND TIME THE REQUEST IS DUE.

MAILING OF PROPOSALS - One (1) original and Two (2) copies of all responses are to be mailed or delivered to the City of Peoria Purchasing Department, Room 108, City Hall, 419 Fulton Street, Peoria, Illinois, 61602-1276. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means. Information regarding the proposal can be obtained by calling the Purchasing Manager at (309) 494-8582.

CLOSING TIME - The Proposal closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the proposal is due.

SELECTION - The proposal selected will be that which best meets the needs of the City of Peoria as expressed in the RFP. Said Selection will be made as per the guidelines created by the City of Peoria's Selection Committee. The content of the proposal, the experience of the firm/individuals and the result of any scheduled interview(s) may be considered in making the selection.

WITHDRAWAL OF PROPOSALS - Proposers may withdraw their proposals at any time prior to the RFP closing time by telephone, fax or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. No Proposers shall withdraw its response for a period of sixty (60) calendar days from the RFP opening date. Negligence on the part of the Proposer in preparing a response confers no right of withdrawal or modification of a proposal after it has been opened. No response will be opened which has been received after the closing time specified in the RFP document and it will be returned unopened to the Proposer.

ALTERNATE RESPONSES - The RFP describes the service and level of experience/expertise, which the City feels are necessary to meet the performance requirements of the City. Proposers desiring to submit a response on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate responses. However, ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED. The response must be accompanied by complete specifications of the items offered.

AWARD - An award will be made to the lowest qualified (responsive and responsible) proposal that complies with the terms and conditions of the specifications provided that it is in the best interest of the City to accept the proposal. Awards will be made on per item basis unless otherwise stated. The quality of the articles to be supplied, their conformity with specifications, their suitability to the requirements of the City and the delivery terms will be taken into consideration in making the award. By signing this document Vendor/Contractor/Consultant is **certifying they have not been barred from bidding by Federal, State or Local governments and has not been suspended or debarred from receiving federal funding.**

COSTS - Unit costs must be clearly identified for each component requested by the RFP document or otherwise submitted by the Proposer. All costs shall be stated in U.S. dollars. In case of mistake in extension of cost, unit cost shall govern. All costing must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal or his authorized representative.

SIGNATURES - Each proposal must be signed by the Proposer with its usual signature. Proposals by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

INVESTIGATION - Proposer shall make all investigations necessary to thoroughly inform itself regarding the supplies and/or service to be furnished in accordance with the RFP. No plea of ignorance by the Proposer, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the Proposer.

EQUAL EMPLOYMENT OPPORTUNITY – To be awarded a contract all Suppliers, Vendors, Contractors to the City of Peoria, County of Peoria and/or the Peoria Park District **must** be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program. The number is secured by completing and submitting, under notary seal, an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Office. *Please note that the Certificate of Compliance is valid for one year and must be annually renewed.* The form may be requested on-line from the City’s website (www.peoriagov.org). Click on Department Focus, Equal Opportunity Office, Forms, then select “Employer Report” or “Renewal”. The forms can also be obtained by writing or calling:

**City of Peoria
Equal Opportunity Office
419 Fulton St.
Peoria, IL 61602
(309) 494-8530 Voice
(309) 494-8532 TTY**

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (\$50.00) processing fee will be charged with each original submission of the Employer Report Form Cc-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a proposal. The EEO Certification Number is only required prior to the award of the contract.

SAMPLES - Samples of items, when required, must be submitted within the time specified and at no expense to the City; and if not destroyed in testing, they will be returned at the Respondent’s request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

RESPONSES – A response is requested of all Proposers even if it is a “no response”.

CONTRACT TERMS

TAXES - The City is exempt, by law, from paying State and City Retailers Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax. The City will execute tax exemption certificates whenever required. The unit prices should be exclusive of all taxes. In the event the unit price includes taxes, the Proposer must show the amount of tax included in the unit price.

CITY’S AGENT- The City of Peoria’s Purchasing Manager shall represent and act for the City in all matters pertaining to the RFP and contract in conjunction thereto.

PATENTS - The successful Proposer agrees to protect, defend and save the City harmless against any demand for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by the contract.

HUMAN RIGHTS ACT - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.

NON-COLLUSION - With the executing of this RFP, the Proposer is certifying to non-collusion in the preparation and submittal. The response must be properly executed by the Proposer or the response will not be considered for selection.

DEFAULT - In case of default by the contractor, the City will procure the articles or services from other sources and hold the contractor responsible for any excess cost incurred.

CANCELLATION - The City reserves the right to cancel the whole or any part of the contract, if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to contractors address on record. In the event the contract is canceled, the vendor may be declared an irresponsible vendor by the City manager...and as a result may be disqualified from doing business with the City for the period of one year in accordance with City Ordinance Section 10-102. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

PRICES SPECIFIED – The successful vendor agrees to furnish the material or services according to the City’s plans, specifications and conditions and at prices specified herein.

DELINQUENT PAYMENT - By the signing of this RFP, the Proposer is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, and fines owed or accruing to the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

PERMITS AND LICENSES - The successful Proposer shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.

INSURANCE – The successful Proposer shall obtain, at its own expense, all necessary insurance with regard to its fiduciary responsibility to the City of Peoria. Said Proposer shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from any and all actions, claims, demands or suits at law or equity for damages, costs, loss or other injury as a result of the contract.

The City does not assume any liability for acts or omissions of contractor and such liability rests solely with contractor.

Contractor’s Insurance – The contractor and all subcontractors shall secure and maintain such insurance policies as will protect the contractor or subcontractors from claims for bodily injuries, death or property damage which may arise from operations under this Contract whether such operations be by contractor or anyone employed by contractor directly or indirectly. The following insurance policies are **required**:

- Statutory Worker’s Compensation
- Comprehensive General Liability
 - Combined Single Limit \$1,000,000.00
 - Property Damage \$1,000,000.00
- Automobile Public Liability and Property Damage
 - Combined Single Limit \$1,000,000.00
 - Property Damage \$1,000,000.00

Insurance Inclusions – The comprehensive general liability insurance shall include independent contractors' protective liability, products and completed operations broad form property damage coverage. The completed operations and products liability shall be maintained for two years after final payment.

Contractual Liability – The insurance required above shall include contractual liability insurance coverage for the contractor's obligations under the section below entitled, "Hold Harmless and Indemnification Agreement".

Certificates of Insurance – Certificates of insurance acceptable to the City indicating insurance required by the Contract is in force shall be filed with the City prior to contract approval by the City. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the City.

PRECEDENCE - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the "Instructions to Proposers".

GOVERNING – This contract will be governed by the laws of the State of Illinois. The contractor/vendor agrees that Chapter 10 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

AFFIRMATIVE ACTION REQUIREMENTS - "The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. The contractor/vendor will take affirmative action to comply with the provision of this division and will require any subcontractor to submit to the City written commitment to comply with this division. The contractor/vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective subcontractors."

"The contractor/vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

EMPLOYEE EMPLOYMENT RESTRICTIONS – THE CONTRACTOR

THE CONTRACTOR (hereinafter referred to as "SERVICE PROVIDER") agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

REFERENCE - All of the contract terms shall be incorporated by reference into any written contract.

Contact Information for Proposal: Chris Switzer, City of Peoria, Purchasing Manager
419 Fulton Street, Room 108, Peoria, IL 61602
(309) 494-8507 cswitzer@peoriagov.org



REQUEST FOR PROPOSAL (RFP)

#24-19

Architectural Services specifically related to neighborhood planning, survey, studies community engagement and other services.

MAY 16, 2019

**CITY OF PEORIA
419 FULTON ST. ROOM 108
PEORIA, IL 61602
(309)494-8582
(309)494-8510 (FAX)
WWW.PEORIOGOV.ORG**

NOTICE OF REQUEST FOR PROPOSAL (RFP) FOR THE SELECTION OF ARCHITECTURAL SERVICES

STATEMENT OF PURPOSE

The purpose of this process is to solicit a proposal from an Architectural Firm with licensed architects to provide services for the City of Peoria on various studies, surveys, plans and professional services. The proposal may include partnering with a local non-profit organization and include utilizing college students to perform aspects of the work to serve as an educational opportunity and exposure to the City of Peoria community.

The services sought will enable the development of a Corridor Plan for MacArthur Highway, and Implementation Plan for the South Village, a Future Corridor Plan for Western Avenue; and a Development Scenario Plan for the Southern Gateway Area. Funding for the project will come through the South Village TIF program and must meet the TIF funding guidelines.

This project scheduled to begin June 2019.

QUALIFIED APPLICANTS

Selection of architect will be determined based on the response of the specific criteria outlined therein. The responding firm must be a licensed architect authorized to practice in Illinois.

OPPORTUNITY

The successful respondent will work with the City of Peoria on the development of a Corridor Plan for MacArthur Highway, Implementation Plan for the South Village, a Future Corridor Plan for Western Avenue; and a Development Scenario Plan for the Southern Gateway Area.

I. PROJECT EXPERIENCE

The applicant must demonstrate experience in corridor planning, market studies, implementation planning, creation of development scenarios, and public engagement.

Please list two (2) past general projects.

1. Project Name:
2. Project Location (Address, City, State):
3. Date of Completion:
4. Please provide contact information for the entity for whom the project was completed:
 - a. Contact Name:
 - b. Contact Address:
 - c. Contact Phone Number:
5. Describe in detail the specific work performed:

1. Project Name:
2. Project Location (Address, City, State):
3. Date of Completion:
4. Please provide contact information for whom the project was completed:
 - a. Contact Name:
 - b. Contact Address:
 - c. Contact Phone Number
5. Describe in detail the specific work performed:

II. DEMONSTRATED CAPACITY and PROJECT PROPOSAL (Approach to Project)

Please supply a general information statement that briefly describes the contracting firm’s background, size, projects, scope, and nature of service (brochures and other marketing material can be included). In additional, please include budget for project and how it will help to achieve the project statement of purpose as outlines above. Include how college students will be utilized; if your proposal includes a nonprofit organization provide details of their involvement. Also, describe your firm’s efforts to achieve a diverse workforce.

III. INSURANCE

Please submit a copy of insurance declarations.

POLICY	BODILY INJURY	PROPERTY DAMAGE
General Liability	\$1,000,000	\$1,000,000
Automobile Liability	\$250,000/\$500,000	\$250,000
Workmen’s Compensation	Statutory requirement and employers liability of not less than \$100,000 per person.	

IV. TIMELINE/AVAILABILITY

Please describe your proposed work schedule including a list of designated employees (include resume), applicable partners including a local nonprofit, and other pertinent information (including utilizing college students as described in the statement of purpose) related to this proposal.

V. RFP EVALUATION AND SELECTION

The City of Peoria, Community Development Department and Purchasing Division will evaluate all submitted Requests for Proposals and make a selection based on the responses. Successful candidates will have submitted all required documents and completed each category outlined therein. Preference will be given to applicants who have a local office and local partners. Previous experience working directly in the community where the work is being conducted is also preferred where from the applicant or the applicable non-profit partner. The applicant must be prepared to launch the program in a timely fashion after the proposal has been selected and approved.

Evaluation Criteria

- Approach to Project (35 Points) – Describe your understanding of Project, Critical Elements and Goals. Include how college students will be utilized; if your proposal includes a nonprofit organization provide details of their involvement. Include work schedule and employee resumes. [Section 2 and 4]

- Previous Experience (20 Points) – Include detailed relevant experience of similar work, with appropriate references. [Section 1]
- Pricing (Budget) (25 Points) – Estimated budget for the project. [Section 2]
- MBE/WBE Participation (20 Points) – Describe your firm’s efforts to achieve a diverse workforce. [Section 2]

The City will review and analyze each proposal, and reserves the right to select the proposer who offers the best value. The City shall select the vendor which, in the City’s opinion, has made a proposal best suited to the needs and goals of the City and deemed to be in compliance with the terms of this RFP.

VI. SUBMISSION REQUIREMENTS AND DEADLINE

Please submit one (1) clearly marked original RFP and (2) copies to the following address:

The City of Peoria
 Purchasing Division
 Finance Department
 419 Fulton St., RM 108
 Peoria, IL 61602
 (309) 494-8507

All proposals submitted in response to this solicitation must be received by 2:00 P.M. May 31, 2019 by mail or hand-delivery. Faxed transmissions will not be accepted. The City of Peoria will not consider any responses received after the date and time indicated above. All submissions become the property of The City of Peoria and will not be returned.

Each Submission to include:

1. Completed and signed Request for Proposal (RFP) packet.
2. Completed Capacity and Project Proposal (Section 2) and Availability Statement (Section 4) – *Approach to Project 35 Points*
3. Completed Experience Forms (Section 1) - *Experience 20 Points*
4. Budget for Project (Section 2) – *Pricing (Budget) 25 Points*
5. MBE/WBE Participation (Section 2) – *MBE/WBE Participation 20 Points*

VII. GENERAL CONDITIONS

The City of Peoria reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

The City of Peoria reserves the right to make an award based solely on the proposals or to negotiate further with one or more contractors. Past performances with the City of Peoria will also attribute to the validity of the proposal. The City's decision is final; there is no appeal process.

The City of Peoria reserves the right to terminate vendors from the list for unsatisfactory performance or such other justifiable causes. In the event the vendor is performing unsatisfactorily, a thirty-day (30) prior written notice shall be given to rectify any outstanding issues concerning the contract with the option of termination for causes such as loss or reduction in availability of funding.

The vendor shall retain all required records for three (3) years following the date of expiration and all other pending matters are closed and shall provide access to the City at no charge during that period.

The vendor shall protect, defend, indemnify, and save harmless The City of Peoria against any and/or all claims that may result or arise from performance of this contract.

Deadline for question will be May 24, 2019 - 2:00 PM submit questions to:

Chris Switzer, City of Peoria, Purchasing Manager
419 Fulton Street, Room 108, Peoria, IL 61602
(309) 494-8507 cswitzer@peoriagov.org

An addendum will be issued with all question and answers and made available on the City of Peoria's website: <http://www.peoriagov.org/finance-department/purchasing-division/> on June 3, 2019.

CITY OF PEORIA

REQUEST FOR PROPOSALS

The executing of this form certifies understanding and compliance with the total proposal package.

PROPOSAL SUBMITTED BY:

Company

Peoria EEO Certificate of Compliance Number

Employer Identification # (EIN)

Address

City _____ **State** _____ **Zip** _____ **Daytime Telephone #** _____

After Hour Telephone # _____

Contact Person (Please print or type) _____

Name of Authorized Agent or Officer _____

Title _____

Signature of Authorized Agent or Officer _____

Date _____

PLEASE MARK ENVELOPE: RFP # 24-19

