

## HOMER TOWNSHIP

### REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS FOR ARCHITECT, ENGINEER AND CONSTRUCTION MANAGER AT RISK

Homer Township, Illinois is requesting statements of interest, qualifications, and performance data from Architects, Engineers and Construction Manager at Risk firms interested in providing physical conditions assessment services and assistance with grant writing. The selected firm may also be engaged to serve as the prime on future Architecture, Engineering and Construction Manager at risk services for specific projects. The general scope of the project is described herein.

#### **OVERVIEW OF THE HOMER TOWNSHIP:**

Located in Will County Illinois, as of the 2010 census, its population was 39,059 and it contained 13,418 housing units. Homer Township is located between Orland Park, and the historic cities of Lemont and Lockport. It includes areas in Homer Glen, Lockport, Lemont, and Mokena. Conveniently located with easy access to route 83 and interstates 355 and 55, it is easy to travel to and peaceful to visit. With many parks, golf courses and many beautiful, wooded settings Homer Township is a great place to visit and an even better place to live.

#### **GENERAL REQUIREMENTS:**

This is a Request for Qualifications. Qualifications will be opened and evaluated in private and submittal information will be kept confidential until a selection is made. One (1) Electronic File shall be submitted. **File shall be named using the following format: RFQ 22-MMDD – consultant name.**

**Contact Person:** Patty Komar, Township Administrator, Homer Township  
[vbozen@homertownship.com](mailto:vbozen@homertownship.com)

#### **DIRECTIONS FOR SUBMISSION:**

Qualified individuals or firms are to **submit one (1) electronic Qualification Submittal** in PDF Format which shall be emailed to [vbozen@homertownship.com](mailto:vbozen@homertownship.com)

**SUBMISSION DATE AND TIME:** No later than 9:00 a.m. (CST) - March 3, 2022

All data and documentation submitted as part of this RFQ shall become the property of Homer Township. After a contract is executed, all Qualifications, responses, documents, and materials contained in the RFQ shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

Absolutely no Qualifications will be accepted after the time specified. Late Qualifications shall be rejected and returned. Homer Township does not prescribe the method by which Qualifications are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of Qualifications.

**SCHEDULE OF EVENTS**

February 21, 2022	RFQ Available
February 24, 2022	Questions emailed to <a href="mailto:vbozen@homertownship.com">vbozen@homertownship.com</a> no later than 12:00 p.m. (CST)
February 28, 2022	Questions answered via Addendum and posted to website no later than 4:00 p.m. (CST)
March 3, 2022	<b>RFQ due no later than 9:00 a.m. (CST)</b> Email PDFs to <a href="mailto:vbozen@homertownship.com">vbozen@homertownship.com</a>
March 7, 2022	Staff Evaluation and Selection of Firm
March 14, 2022	Homer Township Board Approval and Contract Execution

**Selection:**

Based on the evaluations, of submittal responses, the Township shall select the firm it determines to be most qualified to provide services regarding the specific project. The Township shall then contact the Professional ranked most preferred and attempt to negotiate a contract at fair and reasonable compensation, considering the estimated value, scope, complexity, and professional nature of services to be rendered.

Selection shall be made of the Professional deemed to be fully qualified and best suited among those submitting Qualifications, based on the factors involved in the RFQ.

It is the intent of Homer Township to select the Professional whose qualification and experience best meet the needs of the Township as discussed in the Project Description & Scope section below. Information and/or factors gathered during review of submitted qualifications, review of firm’s website, and reference checks, in addition to the evaluation criteria stated in the RFQ, and other information or factors deemed relevant by the Township, shall be used in the final selection decision.

**Negotiations:**

The Township shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified Professional at compensation and for a term that the Township determines in writing to be fair and reasonable. In making this decision the Township shall consider the estimated value, scope, complexity, and professional nature of the services to be rendered.

If the Township is unable to negotiate a satisfactory contract with the Professional which is most

preferred, negotiations with that Professional shall be terminated. The Township shall then begin negotiations with the firm which is next preferred. If the Township is unable to negotiate a satisfactory contract with that Professional, negotiations with that Professional shall be terminated. The Township shall then begin negotiations with the Professional which is next preferred.

If the Township is unable to negotiate a satisfactory contract with any of the selected Professionals, the Township shall re-advertise.

### **Prevailing Wage**

The State of Illinois requires Prevailing Wage be paid for all Public Works Projects performed hereunder. This requirement is in accordance with The Prevailing Wage Act, 820 ILCS 130/0.01 et seq., as amended. This shall include payment of the general prevailing rate for legal holiday and overtime work. It shall be mandatory upon any subcontractor working under the Contractor. A copy of Illinois prevailing wage rates can be found [here](#).

It shall also be mandatory upon the chosen Contractor to insert into each subcontract and into the project Specifications for each subcontract a written stipulation that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under the Contract. It shall also be mandatory upon each subcontractor to cause to be inserted into each lower tiered subcontract and into the project Specifications for each lower tiered subcontract a stipulation to the effect that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under the Contract. A Contractor or subcontractor who fails to comply is in violation of the Act.

### **Notice of Unacceptable Submittal:**

When the Evaluation Committee determines a Professional's Qualification to be unacceptable, such Professional shall not be afforded an additional opportunity to supplement its Qualifications.

### **Reserved Rights:**

The Township reserves the right at any time and for any reason to cancel this Request for Qualifications, to reject any or all Qualifications, or to accept an alternate Qualification. The Township reserves the right to waive any immaterial defect in any Qualification. ***Unless otherwise specified by the Professional, the Township has no fewer than ninety (90) days to make a selection.*** The Township may seek clarification from a Professional at any time and failure to respond promptly is cause for rejection. The Township may accept that Qualification which is considered to be in the best interest of the Township. Any such decision shall be considered final.

### **Incurred Costs:**

The Township will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

### **Addendum:**

Should the Professional require any additional information about this RFQ, please email questions by the deadline as outlined in the Schedule of Events. Changes to these specifications are valid only if they are included by written Addendum. No interpretation of the meaning of the

plans, specifications, or other RFQ documents will be made orally. All Addenda are posted to the Bids/RFP/RFQ page of the Township's website. Failure of the Professional to receive any such addendum shall not relieve the Professional from obligations under this RFQ as submitted. All addenda so issued shall become part of the Qualifications. Failure to request an interpretation constitutes a waiver to a later claim that ambiguities or misunderstandings caused a Professional to improperly submit Qualifications.

**Compliance with Laws:**

The Professional hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the Township to terminate this Request for Qualifications.

**PROJECT DESCRIPTION & SCOPE:**

The Township is seeking professional services to review the physical conditions of two Township properties, determine corrective work that needs to be completed and prepare a cost estimate for that work. Following the completion of that work, the Township will require the selected firm to prepare a grant application through the Community Development Block Grant (CDBG) program. The two facilities to be reviewed are as follows:

**Senior Housing Complex:** 14718-14807 Founders Circle, Homer Glen, IL

- Complex consists of 8 single story senior housing residence buildings/

**Town Hall Building:** 16057 S. Cedar Road, Homer Glen, IL

- Facility is currently used as a meeting and small event space but needs maintenance upgrades and expanded parking capacity.

While not part of the initial work scope, the Township is seeking to select a firm that has the capabilities to provide professional architectural, engineering and construction management at risk services in the implementation of the corrective/maintenance work that is identified in the physical conditions analysis.

**Submittal Format / Evaluation Criteria:**

Submission requirements are to be a **maximum of 4 pages** and address the following:

1) Firm Description and Capabilities

- a) Provide a brief description of your firm’s history and experience performing similar work with public entities in Illinois
- b) List key point of contact and project manager who will be responsible for working with the Township throughout the process
- c) Identify how many Architects, Engineers and Construction professionals are employed by your firm.
- d) Identify which services your firm can provide in-house or will subcontract using the table below

<b>Service</b>	<b>In-House (Yes/No)</b>
Architecture	
Civil Engineering	
Structural Engineering	
Mechanical Engineering	
Electrical Engineering	
Sustainable Design	
Project Management	
Construction Management @ Risk	
Cost Estimating	
Project Scheduling	
Grant Writing	

2) Personnel Qualifications and Experience

- a) Include a simple organizational chart identifying key members of the firm who will be assigned to the project and their experience with similar projects.
- b) Provide examples of five (3) projects completed in the past five years that reflect the capabilities of the firm relevant to facilities assessments for public buildings aligned with the previously listed Township Project Description.

3) Process and Unique Differentiators

- a) Identify what sets you apart from other firms
- b) Identify a schedule for completion of the physical condition assessment services and preparation of the grant application.
- c) Please describe the processes you employ to maintain cost control of projects.

4) References

- a) Submit a minimum of three (3) references where you have successfully completed a similar project for a unit of local government. Please include name, address, email, and phone numbers. The Township may check with these references and may check with other references associated with past work of your firm.