



Request for Proposals  
Heritage Park Switchboard Configuration  
and Installation

Proposals Due – Thursday, August 30, 2018, 3:00 P.M.

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## Section I: Request for Proposal

The Village of Homer Glen is seeking proposals from qualified firms for the configuration and installation of an Electrical Switchboard at 14215 Heritage Circle that is specified in Section III.

## Section II: Introduction

Incorporated April 17, 2001, the Village of Homer Glen is located in northeastern Will County, 25 miles southwest of downtown Chicago. Homer Glen has a population of approximately 24,263. Homer Glen is one of Will County's largest municipalities encompassing more than 22 square miles.

The Village is currently developing a new park named Heritage Park behind Village Hall. Heritage Park is the centerpiece of The Village of Homer Glen's Parks and Trails Plan and is also the future home of the annual Homer Fest. Construction of the Active Core, a play area within Heritage Park, has just begun. The Active Core includes play structures, tennis courts, gardens, and a pavilion. All future amenities in Heritage Park will be powered by the electrical switchboard.

## Section III: Scope of Work

The Village of Homer Glen wishes to contract with a firm that is able to provide the labor, material, equipment, supervision, and related services necessary for the configuration and installation of low voltage switchboards (also identified as SWBDs) as required for the complete performance of the work. The following details the specifications required:

UL 891/National Electrical Code/NEMA PB-2

System Voltage – 208Y/120V 3Ph 4W 60Hz

System Ampacity – 1600A

Source Description – Single Main

Bussing – Silver Plated Copper

Neutral Buss – 100%

Max Available Fault Current (RMS) – 65kA

Enclosure – Type 1

Accessibility – Front Only

Ground Lug provided for each device

Copper Ground Bus

## RFP: Village of Homer Glen Heritage Park Switchboard Configuration and Installation

The switchboard will be populated with the following breakers:

- Quantity 1 (one) 1600 amp 3 pole Main Breaker
- Quantity 2 (two) 100 amp 2 pole
- Quantity 2 (two) 200 amp 3 pole
- Quantity 4 (four) 200 amp 2 pole
- Quantity 1 (one) 400 amp 3 pole

Install outdoor utility metering cabinet complying with utility company (ComEd) requirements.

Front covers and doors shall have screws that are removable with a single tool.  
All doors shall be hinged with removable hinge pins.

The switchboard shall be connected by the contractor to the ComEd transformer on the west side of the building. The transformer is installed and currently live.

All questions, inquiries, requests for public information and clarifications regarding this Request for Proposals are to be submitted to the Village of Homer Glen, no later than 2:00 p.m. on Friday, August 24, 2018 via email to John Robinson at [jrobinson@homerglenil.org](mailto:jrobinson@homerglenil.org) Responses to all questions will be posted to the Village's website no later than 5:00 p.m. on Tuesday, August 28, 2018.

### Section IV: Deliverables

The firm must provide the following:

1. Cover Letter, including the Name, Address, Phone Number, Email Address, Web Site, and Brief History of Your Firm.
2. List a minimum of five (5) references, two (2) preferably should be government entities.

The Village must receive 3 hard copies of the final proposal, as well as a pdf which may include text, graphs, charts, tables, figures, pictures or similar exhibits. All proposals must be delivered in a sealed envelope to:

Facilities Manager  
Village of Homer Glen  
14240 W. 151<sup>st</sup> Street  
Homer Glen, IL 60491

Faxed and Emailed Proposals will not be accepted.

## Section V: Evaluation and Selection Process

All respondents who submit a valid and complete response will be evaluated and rated based on the following criteria:

1. Competitive pricing within the Village's budgetary restraints.
2. Capability and history of the applicant as it relates to the scope of services.
3. Past record of performance as determined from available information, including direct communication by the Village with firm's former clients.
4. Demonstrated capability, under current workload and resources available, to perform the work.

## Section VI: Additional Terms of Qualification

The following additional terms must be met in the firm's preparation of and the Village's consideration of each submittal.

1. Compliance with Laws:
  - a. All services of any qualifying firm shall comply with all Federal and State of Illinois laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
  - b. A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.
  - c. A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code {720 ILCS 5/33E-3, 33E-4}. Furthermore, qualifying firms must submit a completed and signed Non-Collusion Certificate (Appendix B).
  - d. A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act {30 ILCS 580/1, et. seq.}, and that it provides a written program for prevention of substance abuse among employees and testing of

employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).

- e. A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.
- f. A qualifying firm shall submit a completed and signed Certifications and Assurances form (Appendix A).

2. Insurance and Indemnification:

- a. A qualifying firm shall provide evidence of insurance coverage.
- b. To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the Village, agree to indemnify and hold harmless the Village, its officers, employees, agents and volunteers from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the services to be provided; provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly employed by the firm or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. A qualifying firm shall similarly agree to protect, indemnify and hold and save harmless the Village, its officers, employees, agents and volunteers against and from any and all claims, costs, causes, actions, and expenses, including but not limited to legal fees incurred by reason of such firm's breach of any of its obligations under, or default of, any provision of any contract entered with the Village for such services.

c. Insurance Requirements

- 1. Commercial General and Umbrella Liability Insurance (CGL):
  - A. \$1 million per occurrence
  - B. \$2 million aggregate
- 2. Professional Liability Insurance
  - A. \$1 million per occurrence
  - B. \$1 million annual aggregate
- 3. Auto Liability
  - A. \$1 million per occurrence Combined Single Limit or
  - B. \$1 million bodily injury per occurrence
  - C. \$500,000 property damage

All Certificates of Insurance shall include the Village of Homer Glen as additional named insured, as well as the Village's officers, agents, employees and volunteers.

- d. Worker's Compensation Insurance: Worker's compensation and employers' liability insurance shall be provided as statutorily required items.
3. A bid bond, or a certified check/bank draft drawn on a solvent bank, payable without condition to the Village of Homer Glen in an amount not less than five percent (5%) of the bid shall be submitted with each proposal, as a guaranty that, if the proposal is accepted, a contract will be entered into and the performance of the contract is properly secured. A performance bond in a sum equal to one hundred percent (100%) of the amount of the bid, with sureties to be approved by the Village for the faithful performance of the contract, must be furnished by the successful bidder upon award of the contract. All bids or proposals shall contain an offer to furnish bond upon acceptance of such bid or proposal. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the Village, their best interests will be promoted thereby.
4. The Contractor is solely responsible for substantially completing the Work by the scheduled Completion Date. The Contractor acknowledges that the Village of Homer Glen will suffer significant financial loss, and there will be disruption to the Village if the Project is not complete on or before the Completion Date for the work set forth in the proposal. The Contractor further acknowledges that the measure of such loss and the disruption to the Village would not be susceptible to precise calculation. To protect the Village against said loss and disruption to the Village, the Village and the Contractor hereby agree that the Contractor and the Contractor's Surety, if any, shall be liable for and shall pay to the Village, Liquidated Damages of Five Hundred Dollars (\$500) for each calendar day of delay that the Contractor has not achieved Completion.

Payments of Liquidated Damages are in addition to other damages that may be incurred by the Village and not a penalty. All such Liquidated Damages may be set-off against any monies that may be due the Contractor. The Village's approval or making of progress payments or final payment, with or without knowledge that the Work was untimely, shall not constitute or be deemed a waiver of the Village's rights or claims, or of the Village's ability to receive Liquidated Damages under the Contract or common law.

## Section VII: Anticipated RFP Schedule

The following schedule is projected for the RFP selection process:

<u>Date / Timeframe</u>	<u>Project Task</u>
August 13, 2018	RFP is Advertised
August 21, 2018	Optional Site Visit – 10:00a.m.
August 24, 2018	RFP Questions are Due by 2:00p.m.
August 28, 2018	Responses to Questions Posted by 5:00p.m.
August 30, 2018	Proposals are Due by 3:00p.m.
September 12, 2018	Contract is Awarded
October 29, 2018	Project Completed

## Section VIII: Contract

The Village reserves the right to make an award without further discussion of the proposal submitted or to not make any award. The proposal must be submitted initially on the most favorable terms which the firm can propose. The firm shall enter into a written contract, which shall be submitted to the Corporate Authorities of the Village for approval. Final acceptance of the proposal shall only be complete under Corporate Authorities acceptance of a contract executed by the firm.

Contractor should be prepared to accept a contract resulting from this RFP. It is understood that the proposal will become a part of the official file on this matter without obligation to the Village.

This RFP does not obligate the Village to contract for services specified herein.

## Section IX: Proposal Form

Complete, verify and sign the section below that represents the proposal to provide Switchboard Configuration and Installation Services to the Village of Homer Glen's Heritage Park. Proposals are due no later than 3:00p.m. August 30, 2018.

\_\_\_\_\_(Name of Firm) proposes to provide SWITCHBOARD CONFIGURATION AND INSTALLATION SERVICES to the Village of Homer Glen's Heritage Park, as outlined; for the total cost of \$\_\_\_\_\_. This includes all services, labor, material, equipment, supervision, and any other items considered a billable expense.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dated: \_\_\_\_\_

## Section X: Notice

- A. This RFP is not a contract or offer of employment.
- B. The cost of preparation of proposals shall be the sole obligation of the respondent firm.
- C. All submitted proposals, whether accepted or rejected, are the property of the Village of Homer Glen.
- D. The firm selected to perform the work must enter into a standard Village of Homer Glen contract, as written by the Village in consultation with the successful bidder.

**APPENDIX A**

**CERTIFICATIONS AND ASSURANCES**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the Village without further negotiation at any time within the 60-day period.
2. In preparing this proposal, I/we have not been assisted by any current or former employee of the Village whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
3. I understand that the Village will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the Village, and I/we claim no proprietary right to the ideas, writings, items, or samples.
4. I/we warrant that, in connection with this procurement:
  - a. The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
  - b. Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor
  - c. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Consultant \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

**APPENDIX B**

**NON-COLLUSION CERTIFICATE**

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

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(Printed Name of Contractor)

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Address

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City

State

Zip Code

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Signature of Authorized Representative

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Title

Date