

*Request for proposal Village of Robbins  
Community Center  
13800 Trumbull*

June 3<sup>rd</sup> , 2024



***“Construction Services for Village of Robbins maintenance and update Project”***

The Mayor and Board of Trustees for Village of Robbins are soliciting comprehensive proposals from qualified firms to provide construction services for roofing, masonry tuck pointing, and elevator work as spelled out under scopes of work, as per Sealed ids – 2 CFR 200.320(b)(1), Illinois Department of Commerce & Economic Opportunity procurement.

*The services of the selected comprehensive firm shall include all required construction management phases, pedestrian/property protections as required, all coordination with Village of Robbins, construction documentation, and quality controls for all project scopes of work.*

**Public Entity Background**

The Village of Robbins is a home-rule governmental entity located within the south suburbs of Chicago. The Village Hall located at 3327 w. 137<sup>th</sup> St., houses various departments that service the community. That location is responsible for managing the day-to-day Village assets, while also being a vehicle where residents can conduct business.

**RFP Submission**

RFPs are due by **July 8<sup>th</sup> , 2024 at 10:00 am.** local time. Timely delivery is at the risk of the respondent. Any submittals received after the deadline will be rejected.

Please submit eight (8) complete copies of proposals to:

Sharon S. Dyson  
Village Clerk  
Village of Robbins  
3327 West 137<sup>th</sup> Street  
Robbins, IL 60472

(708) 385-8940 ext. 111  
[sdyson@robbins-il.com](mailto:sdyson@robbins-il.com)

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Questions

All questions to be emailed to:  
Rodney Stewart  
Building Commissioner/Project Manager  
Village of Robbins  
rstewart@robbins-il.com

Proposal Submission

Proposals must be enclosed in a sealed envelope (or other sealed container); The package must clearly show the phrase "**Construction Services for Village of Robbins maintenance and update Project**"

An onsite Pre-bid Meeting will be held on

**June 17<sup>th</sup>, 2024, at 10:00 am to 12:00 pm.**

Project and pre-bid location

**13800 Trumbull,  
Robbins IL 6047**

**Prevailing Wage Act (820 ILCS 130/0.01 et seq.):**

Not less than the prevailing rate of wages as applicable to the project shall be paid to all laborers, workers and mechanics performing work under the contract and requiring all bidders of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract. The Act may be found in its entirety at: <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-act.aspx>

***Construction Services for Village of Robbins maintenance and update Project***

To best serve the Public Entity, only firms (the proposed office to work with the Public Entity) within 70 miles of the Public Entity office (by Google Maps) should submit proposals.

*I* Submittals should be prepared as standard 8-1/2" x 11" letter size, and shall be limited to 12 single sided pages, exclusive of required attachments including but not limited to product cut sheets and specifications. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

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**Respondents' Inquiries and Addendum**

All questions or concerns regarding this RFP shall be directed by email to:

Rodney Stewart  
Village Building Commissioner/Project Manager  
Village of Robbins  
3327 West 137<sup>th</sup> Street  
[rstewart@robbins-il.com](mailto:rstewart@robbins-il.com)

Any responses to questions, or changes in the RFP, shall be issued in writing via email as an addendum, as noted under the project schedule. Respondents must acknowledge the addendum received as part of their proposal submission.

Oral and other interpretations of clarification will be without legal effect.

**General Description. Scope of Firm Services:**

**Firm Description -**

- Firm Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Confirm distance from the office to be working on the project to the Public Entity office is under the specified distance.
- Type of organization
- Disciplines offered in-house.
- Special areas of practice
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the Public Entity (key personnel, project experience, etc.). The office designated to serve the Public Entity.
- List if your firm (under current or previous names) has been terminated within the last 5 years from a project by a Public Entity and, if so, for what reason. If so, list the name and contact information for the Public Entity.

**Firm Experience and Capabilities –**

- Provide a list of all Public Entity clients for which you have provided like services for the last three years. Include project description, new construction, additions or renovations, the type of services, as well as the client contact information.
- Please highlight your experience in performing work such as building renovations or new construction projects.

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**Firm Workload -**

- Provide a narrative on how this project, if awarded, will impact on your current workload and your ability to complete the project within (90) ninety days.
- Please highlight your experience in performing work such as building renovations or new construction projects.

**Insurance requirements:**

- Village of Robbins named as additional insured.
- General Liability \$1,000,000/\$2,000,000
- Automotive Liability \$1,000,000
- Worker's Compensation Statutory Limits.

**Evaluation Criteria:**

Responding firms will be ranked in order from the following four performance evaluation items. Each firm's qualifications to the evaluation criteria will be based on a score range between 1-5 respectively. The evaluation criteria are as follows:

- |  |     |
|--|-----|
| 1. Experience and Qualifications of Firm:                      | 1-5 |
| 2. Project proposal cost:                                      | 1-5 |
| 3. Past Performance:   | 1-5 |
| 4. Ability of Firm and Key Personnel to Meet Project Schedule: | 1-5 |

**Selection Process:**

After the Village evaluates each bid submittal using the detailed Evaluation Criteria, they will rank the top three most qualified firms and notify all applicants. If fewer than three qualified firms submit qualifications, the Village will evaluate and rank the firm(s) based on their qualifications. The Village will then contact the highest ranked firm to negotiate the scope of services and contract fee. Should the Village and the highest-ranking firm be unable to reach an agreement regarding the terms of a contract, the Village may initiate negotiations with the second ranked firm, and so on until an agreement is reached with a qualified firm. Pre-submittal meeting is recommended.

**Overall Project Summary:**

The Village of Robbins will rehabilitate a community center located at 13800 Trumbull. The scope of work includes but is not limited to a complete tear-off and replacement of lower roof and reroof over existing at upper roof. Tuckpointing of entire building and brick replacement where required. The two-story elevator is to be brought back into compliance as spelled out here after,

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**RFP and Project Schedule**

June 03, RFP public advertisement

June 11, 2024 - Mandatory Pre-submittal Meeting/Walk-through 10:00 am. -  
12:00 pm. Located at: 13800 Trumbull, Robbins, IL 60472

June 17, 2024 – RFQ (Request for questions) closing date to submit for  
clarifications/questions.

June 20, 2024 – RFQ's Released in the form of an addendum

**July 8<sup>th</sup>, 2024 - Submission of RFP's due by 10:00 am**

**July 8<sup>th</sup>, 2024 – Bid opening 10:30 am**

July 09, 2024 – **Evaluation of firm's qualifications begins**

July 15, 2024 – (Week of) Interviews for the three selected qualifying firms

July 22, 2024 - Recommend by committee for board approval

July 23, 2024 - Proposed Board action on firm to provide services.

Project completion/duration, (90) "Ninety Days", from issuance of signed contract

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**Sealed bid pricing schedule for:**

**“Construction Services for Village of Robbins maintenance and update Project”**

All roofing, upper and lower levels: Total project amount \$ \_\_\_\_\_

- Provide a per sf. cost for roof deck repairs: \$ \_\_\_\_\_ / SF  
(Per SF Bid to include all management, labor, materials and disposal of.)

Full tuckpointing & spalling brick replacement Total project amount \$ \_\_\_\_\_

Elevator compliance/upgrades & commissioning: Total project amount \$ \_\_\_\_\_

Total base bid cost for all three categories: \$ \_\_\_\_\_

Please spell out lump sum bid amount: \_\_\_\_\_

**Alternate #1.:**

Full east elevation face brick joint cut-out and tuckpointing, as-required, cut-out and tuckpointing on north, south and west elevations including spalling brick replacement as required on all elevations. Note, All gutter R&R, brick repair at mid roof parapet, windows and window frames/sills & wire security screens, and brick, to be cleaned after completion of all masonry work.

Total bid for Alternate #1. \$ \_\_\_\_\_

Acknowledgment of RFQ addendum No. \_\_\_\_ dated \_\_\_\_\_, received.

Acknowledgment of RFQ addendum No. \_\_\_\_ dated \_\_\_\_\_, received.

I, \_\_\_\_\_, an official legal representative of \_\_\_\_\_,  
Printed name of company official. Printed Company providing sealed bid.

Hereby acknowledge all bid documents/guidelines and specifications as noted and noted addendums within this RFPs 10 of 10 pages, and offer this lump sum sealed bid for, Village of Robbins Community Center RFP.

\_\_\_\_\_  
Phone number & extension of signed official

\_\_\_\_\_  
Signature of company official

\_\_\_\_\_  
Date

Voluntary alternative pricing for tuckpointing and roofing will be considered. Please provide details and their cost for any alternative approaches with this sealed bid proposal/offer.

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**Project Roof Replacement Scope Summaries & Safety:**



Do not scale photo, provide for perspective only.

**Safety procedures apply for all lower/upper roof and masonry work:**

Cover and protect all grounds, landscaping and nearby structures from falling debris. Safety monitors, harnesses, warning lines and flags, caution tape to redirect public pedestrian traffic outside of drop zones and staging areas are to be utilized. The contractor is to at all times (during work hours and off work hours), follow and maintain compliance as required by OSHA safety guidelines. The jobsite is to be in a safe condition at all times.

**Lower South Roof Replacement Scopes/specification:**

Remove damaged lower-level SE corner roofing material to adequately expose damaged wood deck. Mark all areas in need of replacement and review with the village project manager for approval (Provide a list of locations with their S.F. areas of locations marked for replacement. After approval, remove all damaged decking material and replace with new as required to match adjacent decking. Remove mid upper coping/masonry cap tiles, safe keep and reinstall after new lower EPDM and upper modified bitumen roofs have been properly sealed. Reinstalling of SE downspouts as required (Owner has missing downspout section onsite).

Clear roof and gutter of all debris. Prep all RTU curbs as required to make ready for new flashing. Lift and reset RTU's as required using approved method (disconnect and reconnect all electrical, gas and duck work as required). R&R gutter as required, adjust downspout as required. Install 1½"x4'x8' ISO with staggered joints, install tight to all lower roof area, curbs, vertical penetrations and as required to gutter. Mechanically fasten as required. Seal all butt joints with 3" seam tape. Install 60 mil thick EPDM rubber membrane system with system required bonding adhesive.

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**Lower South Roof Replacement Scopes/specification - Continued**

Utilize required manufacture recommended lap sealants, cover tape, water cut-off sealants, termination bar at the mid roof parapet wall flashings as required by industry standards. Properly flash and counter flash all curbs, properly flash all vertical penetrations with accessory boot flashings. File and activate EPDM roof system warranty to achieve 10-year labor and material warranty Period. Roof and ground areas to be left clear of all debris associated with the tear-off and installation of new roof system.

**Upper North Roof Instillation Scopes/specification:**

Clear upper roof of all debris, remove all parapet masonry copings and safe keep for reinstallation at the completion of roof installation. Install a minimum of 1/2" fiberboard insulation over entire flat upper-level roof with a staggered pattern. Install #43 or equal base sheet over entire flat section of upper-level roof and fasten as required. Install GAF granulated torch-down modified bitumen rolled roofing membrane over entire roof deck. Install counter flashings to all required curbs, and parapets walls. Replace RTU blocking (Curbs), including but not limited to beams that support RTUs. Professionally lift RTU's from their curbs with crane or other approved methods that will not cause structural stress or damage to the roof system, reset after all parapet work including flashing and counter flashing have been completed. Provide all required disconnecting and reconnecting of electrical, gas and duck work. Insure a tight water seal at and on top of all curb work. Re-install masonry copings to parapet walls as required. Remove all roof debris and clean lower ground area of all roof debris.

**Full building tuckpointing and Spalling brick replacement:**

Note, all safety precautions/procedures apply as noted above for this scope as applicable to masonry, scaffolding and fall protection, at a minimum of OSHA requirements.

The entire building's face mortar joints are to be diamond cut out and made ready for and applying of solid face tuckpointing. All spalling brick to be removed and replaced with same dimension brick with face color and texture to match existing. Coordination between roofing and masonry scopes of work is imperative, and must be overseen to assure spalling brick, after being exposed, can be replaced or tuckpointed as required prior to parapet flashings installed. Take precautions to protect the building from water leaks in the event of rain/inclement weather throughout the exterior phases of work. R&R downspouts as required to make brick face accessible to perform masonry work as required. Clean all brick and assure all mortar residue is remove from the brick face. Clean window panes, window frames, window sills and wire mesh window coverings from masonry dust and dirt.



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**Full building tuckpointing and Spalding brick replacement - Continued**



**Elevator compliance upgrades and commissioning:**

Please address the following elevator line items, to bring elevator system back into compliance, and follow with the commissioning as required with required authorities.

- Apply for 60-day extension with OSFM to work on elevator.
- Furnish and install (1) emergency phone including traveling cable.
- Furnish and install (1) pit ladder.
- Repair or replace (1) emergency light.
- Furnish and install (1) door restrictor.
- Replace covers on controller and door operator.
- Replace Victaulic seals on (1) oil line.
- Replace (1) safety edge with (A17.1 2019 compliant) motion sensing infrared screen.
- Furnish (1) wiring diagram for G & S safety circuit.
- Perform and document (1 Cat 1 test and schedule witnessing by AHJ.
- Spot car for other trades to repair holes in hoist-way and machine room.
- Schedule and witness elevator inspection by AHJ (Include fee for inspection)

End of RFP

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