

Request for proposal: 137th & Claire Boulevard Commercial Development



Introduction

The Mayor and Board of Trustees for Village of Robbins are soliciting Statements of Interest and Proposals from qualified firms to provide comprehensive Design Build Services, as per (50 ILCS 510/) Local Government Professional Services Selection Act.

The services of the selected Design Build Firm shall consist of the planning, design, budgeting, cost analysis, engineering, construction documentation, and all construction management phases of the project for the construction of a new \$3M-dollar commercial building at the corner of Claire Blvd. and 137th Street.

This RFP will be evaluated on the basis of the relative merits of the Proposal. There will be no public opening and reading of responses received by the Public Entity pursuant to this request.

Project award amount: **\$3,000,000**

Project location: 137th and Claire Blvd.

RFP Submission

RFP's are due by **January 22nd, 2024 at 3:00 p.m.** local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected.

Please submit: Village Clerk

Architectural Drawings of existing building with proposed changes.

(8) seven bound copies; and (1) digital copy USS Drive to:

Sharon S. Dyson Village Clerk Village of Robbins

3327 West 137th Street

Robbins, IL 60472

(708) 385-8940 ext. 111

sdyson@robbins-il.com

Proposals must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase *"Request for Proposal Design Build Services for Village of Robbins 137th and Claire Boulevard Commercial Development Project."*

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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 their statement of interest and qualifications.

Page Contents

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 12 pages, exclusive of required attachments.

Architectural Drawings submittals should be prepared on 36"x24" plans size drawings and shall be limited to 30 pages.

Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

Schedule

The following is the proposed schedule for the selection of firms to provide Design Build services:

December 21st, 2023 - RFQ Released

December 27th, 2023- 9:00 am. Site and project overview with Project Manager Gerald Stewart

January 19th, 2024 – Last date for respondents to send clarifications and questions.

January 22nd, 2024- Submissions due; evaluation of qualifications begins.

January 23rd, 2024 – Trustee Public Property Committee reviews submissions, and recommends firm for Council Approval.

January 23rd, 2024 – Council Mtg, board approves proposed firm to provide Services.

Respondents' Inquiries and Addenda

The Village of Robbins is seeking construction submissions that maximize site location, and budget allocation. It is recommended that all prospective bidders attend the December 27th project overview. However, any additional questions or concerns regarding this RFP shall be directed in writing to: Gerald Stewart

Village Project Manager

Village of Robbins 3327 West 137th Street

gstewart@robbins-il.com (708) 470-9882

Any responses to questions, or changes in this RFP, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

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

Public Entity Background

137th and Claire Blvd. serves as a potential community downtown hub. The site will serve as the revitalization of downtown Robbins; providing the opportunity for entrepreneurs, and business owners commercial space to expand and grow the economy. The Village is open to multi-story or single-story structures depending on design.

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General Information, Notifications, and Purpose

- a)** Respondents are advised to review all sections of this RFP carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.
- b)** Joint venture and/or cooperative professional teams will be considered.
- c)** The inclusion of subconsultants (e.g.: Mechanical, Electrical, Plumbing, Structural, etc.) will be required to be included in the submittal. Such subconsultants anticipated to be included in the project team must also be identified and submit their specific qualifications in the submittal. *Minority participation percentage is mandated by the State of Illinois, and will be discussed with the awardee.*

General Terms and Conditions

- a)** All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The Public Entity assumes no responsibility for these costs. This RFP does not commit the Public Entity to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b)** This RFP does not commit the Public Entity to enter into a contract. The Public Entity reserves the right to award one, more than one, or no contract(s) in response to this RFP. The Public Entity reserves the right to waive informalities and irregularities in the submissions of qualifications received. The Public Entity also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.
- c)** The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the Public Entity, as determined by the selection committee, upon approval of the Public Entity Board of Trustees.
- d)** The Public Entity reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the Public Entity.
- e)** The purpose of this Request for Proposal is to identify an experienced Design Build Services firm with the best combination of qualifications and design.
- f)** Requests for site visits and introductory meetings will be allowed in-between submission timeframe.
- g)** All Proposers are prohibited from making any contact with the Public Entity Personnel, Board of Trustees, or Village Administrator or any other administrator or employee of the Public Entity with regard to the RFP, other than in the manner and to the person(s) designated herein. The Village Project Manager reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFP.
- h)** If awarded, the selected firm must meet any other additional standards and requirements of grant issue projects administered by the State of Illinois.

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General Description of Scope of Services

- a) The selected Design Build will become part of a project team consisting of members of the Public Entity and community stakeholders and to perform services as required.
- b) The Design Team may be requested to:
- Attend meetings with Public Entity administrative staff as necessary.
 - Attend Public Entity Board of Trustees meetings as necessary.
 - Develop preliminary drafts of the Project Program for Public Entity review and comment.
 - Consult with Public Entity on budgetary and funding matters.
 - Consult with the Public Entity on Project scheduling considerations.
 - Consult with the Public Entity on general concepts of the Project scope of work and Project needs.
 - The firm's services and product provided shall conform to the Illinois State, Municipal Code, and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

Proposal Content

Statement of Interest -Provide a signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.

Firm Description - Provide the following:

- 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
- Staffing information (number or architects, interior designers, engineers, etc.)
- List any previous names of firm and years of business under each name
- 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.

Proposal submission- must be the office to perform the work in the event that the project is awarded to that firm.

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- The short-listed firms may be requested to provide a copy of the firm's financial statement. Provide a copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm. Minimum coverage to be as follows:

General Liability \$1,000,000/\$2,000,000 Automotive Liability \$1,000,000
Professional Liability \$1,000,000/\$1,000,000 Worker's Compensation Statutory Limits

- List any litigation, arbitration and alternative dispute resolution within the last 5 years, arising out of any design work for any Public Entity; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- 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 services for in the last ten years. Include project description (whether the project involved planning, new construction, additions or renovations), the type of design build, architectural, engineering, other services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing work such as building renovations or new construction projects.
- Samples of work that demonstrate experience in building renovations or environments are required.
- Timeline of projected project if awarded.
- Firms should also demonstrate expertise in maximizing construction budgets, experience in the design of general building spaces as well as the design of *types* of specialties spaces required in the project such as Commercial complexes, or facilities.
- If your submittal includes affiliated firms or multi-disciplinary departments (e.g., mechanical, electrical or structural engineering), please identify them and provide similar information for them as outlined above in "firm description and firm experience".

Firm Workload -

- Provide a list of all projects for which your firm is currently under contract as a design build firm.
- Provide the percentage that building renovations or new construction projects made up of your total project workload in the last twelve months.

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Evaluation Criteria:

Responding firms will be ranked in order of performance from this evaluation on firm's qualifications relative to the evaluation criteria. The evaluation criteria (1-4) are as follows:

- | | |
|--|-----|
| 1. Qualifications of Firm: | 30% |
| 2. Architectural drawings and renderings: | 30% |
| 3. Past Performance: | 30% |
| 4. Ability of Firm and Key Personnel to Meet Project Schedule: | 10% |

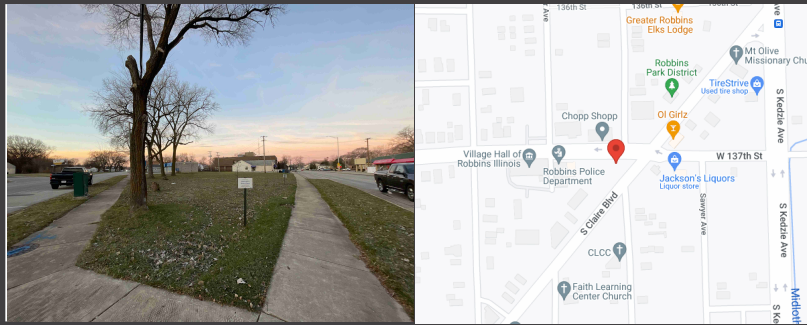
Selection Process:

After the Village evaluates each submittal using the detailed Evaluation Criteria, they will rank the top three most qualified firms and notify all applicants. 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 into negotiations with the second ranked consultant, and so on until an agreement is reached with a qualified firm. Interviews and presentations will not be required for this project.

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2312.2103
BOUNDARY SURVEY
COOK COUNTY



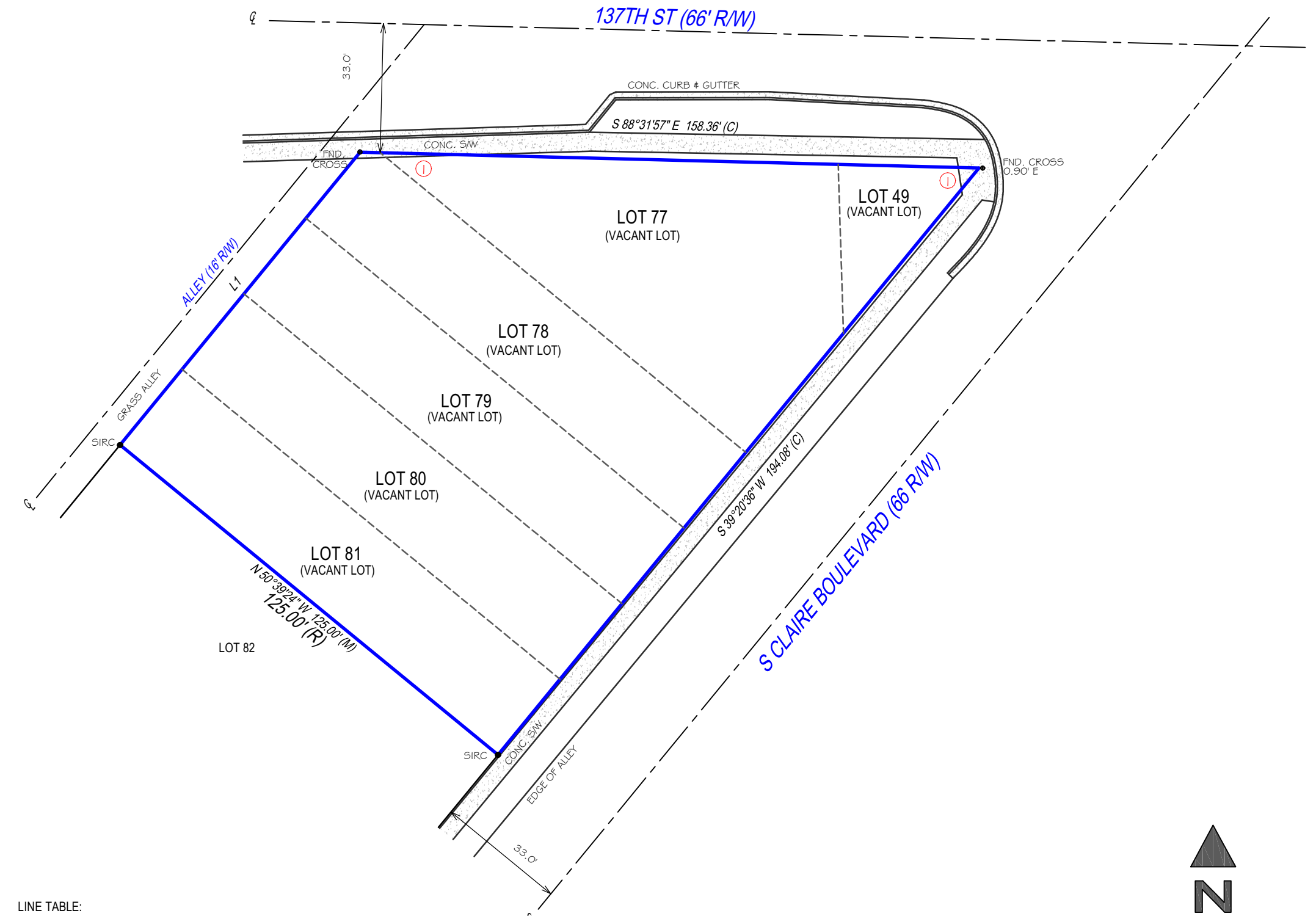
PROPERTY ADDRESS:
13700-13708 S CLAIRE BOULEVARD, ROBBINS, ILLINOIS 60472

SURVEY NUMBER: 2312.2103

DATE SIGNED: 12/18/23 **FIELD WORK DATE:** 12/15/2023

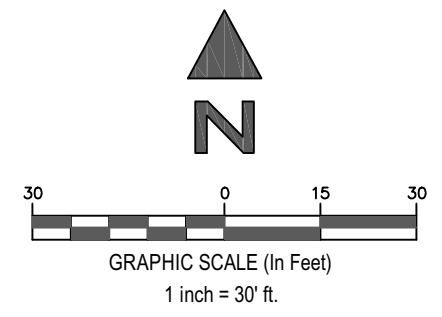
REVISION DATE(S):
(REV.0 12/18/2023)

POINTS OF INTEREST
1. CONCRETE S/W OVER PROPERTY LINE



LINE TABLE:
L1 96.86' (R)
N 39°20'36" E 96.86' (M)

TOTAL AREA OF PROPERTY SURVEYED 18184 SQ.FT.±



STATE OF ILLINOIS } SS
COUNTY OF GRUNDY }

THIS IS TO CERTIFY THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY. GIVEN UNDER MY HAND AND SEAL THIS DATE HEREON.

Kenneth Kennedy
KENNETH A. KENNEDY
035-003403
PROFESSIONAL
LAND SURVEYOR
MORRIS, IL
STATE OF ILLINOIS

ILLINOIS PROFESSIONAL LAND SURVEYOR No. 3403
LICENSE EXPIRES 11/30/2024
EXACTA LAND SURVEYORS, LLC
PROFESSIONAL DESIGN FIRM 184008059-0008

EXACTA Land Surveyors, LLC
Exacta Land Surveyors, LLC
PLS# 184008059
o: 773.305.4011
316 East Jackson Street | Morris, IL 60450



SEE PAGE 2 OF 2 FOR LEGAL DESCRIPTION
PAGE 1 OF 2 - NOT VALID WITHOUT ALL PAGES

PROPERTY ADDRESS:
13700-13708 S CLAIRE BOULEVARD, ROBBINS, ILLINOIS 60472

SURVEY NUMBER: 2312.2103

CERTIFIED TO:
INSPIRED TITLE GROUP, INC.

DATE OF SURVEY: 12/18/23

BUYER:

LENDER:

TITLE COMPANY: INSPIRED TITLE GROUP, INC.

COMMITMENT DATE: **CLIENT FILE NO:**

LEGAL DESCRIPTION:
LOTS SEVENTY-SEVEN (77), SEVENTY-EIGHT (78), SEVENTY-NINE (79), EIGHTY (80), AND EIGHTY-ONE (81) ALL IN E.S. ROBBINS' THIRD SUBDIVISION, A SUBDIVISION OF THE EAST (1/2) OF THE WEST (1/2) OF THE SOUTHEAST (1/4) OF THE NORTHEAST (1/4) (EXCEPT THE ROAD) OF SECTION 2, TOWNSHIP 36 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN AND LOT FORTY-NINE (49) IN BLOCK 1, IN HENRY E. ROBBINS THIRD ADDITION, A SUBDIVISION IN THE SOUTHEAST (1/4) OF THE NORTHEAST (1/4) OF SECTION 2, TOWNSHIP 36 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN.

FLOOD ZONE INFORMATION:

GENERAL SURVEYORS NOTES:

- The Legal Description used to perform this survey was supplied by others. This survey does not determine nor imply ownership of the lands or any fences shown hereon. Unless otherwise noted, an examination of the abstract of title was NOT performed by the signing surveyor to determine which instruments, if any, are affecting this property.
- The purpose of this survey is to establish the boundary of the lands described by the legal description provided and to depict the visible improvements thereon for a pending financial transaction. Underground footings, utilities, or other service lines, including roof eave overhangs were not located as part of this survey. Unless specifically stated otherwise the purpose and intent of this survey is not for any construction activities or future planning.
- If there is a septic tank or drain field shown on this survey, the location depicted hereon was either shown to the surveyor by a third party or it was estimated by visual above ground inspection. No excavation was performed to determine its location.
- This survey is exclusively for a pending financial transaction and only to be used by the parties to whom it is certified.
- Alterations to this survey map and report by other than the signing surveyor are prohibited.
- Dimensions are in feet and decimals thereof.
- Any FEMA flood zone data contained on this survey is for informational purposes only. Research to obtain said data was performed at www.fema.gov and may not reflect the most recent information.
- Unless otherwise noted "SIR" indicates a set iron rebar, 5/8 inch in diameter and twenty-four inches long.
- The symbols reflected in the legend and on this survey may have been enlarged or reduced for clarity. The symbols have been plotted at the approximate center of the field location and may not represent the actual shape or size of the feature.
- Points of Interest (POI's) are select above-ground improvements, which may appear in conflict with boundary, building setback or easement lines, as defined by the parameters of this survey. These POI's may not represent all items of interest to the viewer. There may be additional POI's which are not shown or called-out as POI's, or which are otherwise unknown to the surveyor.
- Utilities shown on the subject property may or may not indicate the existence of recorded or unrecorded utility easements.
- The information contained on this survey has been performed exclusively by and is the sole responsibility of Exacta Land Surveyors, LLC. Additional logos or references to third party firms are for informational purposes only.
- Due to varying construction standards, building dimensions are approximate and are not intended to be used for new construction or planning.
- Surveyor bearings are used for angular reference and are used to show angular relationships of lines only and are not related or orientated to true or magnetic north. Bearings are shown as surveyor bearings, and when shown as matching those on the subdivision plats on which this survey is based, they are to be deemed no more accurate as the determination of a north orientation made on and for those original subdivision plats. North 00 degrees East is assumed and upon preparation of this plat, the resulting bearing between found points as shown on this survey is the basis of said surveyor bearings as defined and required to be noted by Illinois Administrative Code Title 68, Chapter VII, Sub-Chapter B, Part 1270, Section 1270.56, Paragraph B, Sub-Paragraph 6, Item k.
- THIS SURVEY IS A PROFESSIONAL SERVICE IN COMPLIANCE WITH THE MINIMUM STANDARDS OF THE STATE OF ILLINOIS. NO IMPROVEMENTS SHOULD BE MADE ON THE BASIS OF THIS PLAT ALONE. PLEASE REFER ALSO TO YOUR DEED, TITLE POLICY AND LOCAL ORDINANCES. COPYRIGHT BY EXACTA ILLINOIS SURVEYORS. THIS DOCUMENT MAY ONLY BE USED BY THE PARTIES TO WHICH IT IS CERTIFIED. PLEASE DIRECT QUESTIONS OR COMMENTS TO EXACTA ILLINOIS SURVEYORS, INC. AT THE PHONE NUMBER SHOWN HEREON.

SURVEYORS LEGEND:

| LINETYPES | |
|---------------|--------------------------|
| | Boundary Line |
| | Center Line |
| | Chain Link or Wire Fence |
| | Easement |
| | Edge of Water |
| | Iron Fence |
| | Overhead Lines |
| | Structure |
| | Survey Tie Line |
| | Vinyl Fence |
| | Wall or Party Wall |
| | Wood Fence |
| SURFACE TYPES | |
| | Asphalt |
| | Brick or Tile |
| | Concrete |
| | Covered Area |
| | Water |
| | Wood |
| SYMBOLS | |
| | Benchmark |
| | Center Line |
| | Central Angle or Delta |
| | Common Ownership |
| | Control Point |
| | Catch Basin |
| | Elevation |
| | Fire Hydrant |
| | Find or Set Monument |
| | Guywire or Anchor |
| | Manhole |
| | Tree |
| | Utility or Light Pole |
| | Well |

ABBREVIATIONS
(C) - Calculated
(D) - Deed
(F) - Field
(M) - Measured
(P) - Plat
(R) - Record
(S) - Survey
A/C - Air Conditioning
AE - Access Easement
ANE - Anchor Easement
ASBL - Accessory Setback Line
B/W - Bay/Box Window
BC - Block Corner
BFP - Backflow Preventer
BLDG - Building
BLK - Block
BM - Benchmark
BR - Bearing Reference
BRL - Building Restriction Line
BSMT - Basement
C - Curve
C/L - Center Line
C/P - Covered Porch
C/S - Concrete Slab
CATV - Cable TV Riser
CB - Concrete Block
CH - Chord Bearing
CHIM - Chimney
CLF - Chain Link Fence
CME - Canal Maintenance Easement
CO - Clean Out
CONC - Concrete
COR - Corner
CS/W - Concrete Sidewalk
CUE - Control Utility Easement
CVG - Concrete Valley Gutter
D/W - Driveway
DE - Drainage Easement
DF - Drain Field
DH - Drill Hole
DUE - Drainage & Utility Easement
ELEV - Elevation
EM - Electric Meter
ENCL - Enclosure
ENT - Entrance
EOP - Edge of Pavement
EOW - Edge of Water
ESMT - Easement
EUB - Electric Utility Box
F/DH - Found Drill Hole
FCM - Found Concrete Monument
FF - Finished Floor

FIP - Found Iron Pipe
FIPC - Found Iron Pipe & Cap
FIR - Found Iron Rod
FIRC - Found Iron Rod & Cap
FN - Found Nail
FN&D - Found Nail & Disc
FRRSPK - Found Rail Road Spike
GAR - Garage
GM - Gas Meter
ID - Identification
IE/EE - Ingress/Egress Easement
ILL - Illegible
INST - Instrument
INT - Intersection
IRRE - Irrigation Easement
L - Length
LAE - Limited Access Easement
LB# - License No. (Business)
LBE - Limited Buffer Easement
LE - Landscape Easement
LME - Lake/Landscape Maintenance Easement
LS# - License No. (Surveyor)
MB - Map Book
ME - Maintenance Easement
MES - Mitered End Section
MF - Metal Fence
MH - Manhole
MHWL - Mean High Water Line
NR - Non-Radial
NTS - Not to Scale
NAVD88 - North American Vertical Datum 1988
NGVD29 - National Geodetic Vertical Datum 1929
OG - On Ground
ORB - Official Records Book
ORV - Official Record Volume
O/A - Overall
O/S - Offset
OFF - Outside Subject Property
OH - Overhang
OHL - Overhead Utility Lines
OHWL - Ordinary High Water Line
ON - Inside Subject Property
P/E - Pool Equipment
PB - Plat Book
PC - Point of Curvature
PCC - Point of Compound Curvature
PCP - Permanent Control Point
PI - Point of Intersection
PLS - Professional Land

Surveyor
PLT - Planter
POB - Point of Beginning
POC - Point of Commencement
PRC - Point of Reverse Curvature
PRM - Permanent Reference Monument
PSM - Professional Surveyor & Mapper
PT - Point of Tangency
PUE - Public Utility Easement
R - Radius or Radial
R/W - Right of Way
RES - Residential
RGE - Range
ROE - Roof Overhang Easement
RP - Radius Point
S/W - Sidewalk
SBL - Setback Line
SCL - Survey Closure Line
SCR - Screen
SEC - Section
SEP - Septic Tank
SEW - Sewer
SIRC - Set Iron Rod & Cap
SMWE - Storm Water Management Easement
SN&D - Set Nail and Disc
SQFT - Square Feet
STL - Survey Tie Line
STY - Story
SV - Sewer Valve
SWE - Sidewalk Easement
TBM - Temporary Bench Mark
TEL - Telephone Facilities
TOB - Top of Bank
TUE - Technological Utility Easement
TWP - Township
TX - Transformer
TYP - Typical
UE - Utility Easement
UG - Underground
UP - Utility Pole
UR - Utility Riser
VF - Vinyl Fence
W/C - Witness Corner
W/F - Water Filter
WF - Wood Fence
WM - Water Meter/Valve Box
WV - Water valve

JOB SPECIFIC SURVEYOR NOTES:



Exacta Land Surveyors, LLC
PLS# 184008059
o: 773.305.4011
316 East Jackson Street | Morris, IL 60450

SEE PAGE 1 OF 2 FOR MAP OF PROPERTY
PAGE 2 OF 2 - NOT VALID WITHOUT ALL PAGES