

# **Township of Proviso Public Works Facility Renovation**

## **REQUEST FOR QUALIFICATIONS**

**CONSTRUCTION MANAGER (CM) SUPPORT SERVICES**

**SEPTEMBER 19, 2019**

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**NOTICE AND INVITATION FOR SUBMISSION OF PROPOSALS  
FOR CONSTRUCTION MANAGEMENT SERVICES  
FOR THE PUBLIC WORKS FACILITY RENOVATION  
TOWNSHIP OF PROVISO  
COOK COUNTY, ILLINOIS**

**RECEIPT OF PROPOSALS**

Submission of proposals for construction management services required for the Public Works Facility Renovation project for the Township of Proviso, Illinois (the "Township") will be received by the Township, until 4:00 p.m., Central Standard Time on Friday, the 4<sup>th</sup> day of October, 2019. Thereafter, all submissions received will be opened and the proposals reviewed by the Township. Sealed envelopes or packages containing the construction manager's proposal shall be addressed to the Office of the Township Supervisor, Township of Proviso, 4565 Harrison Street, Hillside, Illinois 60162 and shall be marked "**Construction Management Services – Public Works Facility Renovation - Township of Proviso, Illinois.**"

The work in general shall consist of construction management services for the renovation of the existing single-story Public Works Facility located at 2619 West Congress Street, Bellwood, Illinois, of approximately 21,600 SF.

**CONTRACT DOCUMENTS**

This work shall be performed in accordance with the contract documents that are being prepared by Storino, Ramello & Durkin, 9501 West Devon Avenue, Suite 800, Rosemont, Illinois 60018.

**RIGHT TO REJECT PROPOSALS**

The Township reserves the right to waive technicalities and to reject any and all proposals for any reason deemed in the best interest of the Township.

**AWARD OF CONTRACT**

Unless all proposals are rejected, the contract award will be made to the responsive, responsible construction manager that the Township in its sole discretion determines to be in the best interest of the Township. In determining who the successful responsive, responsible construction manager is, the Township will consider all factors that it, in its sole discretion, deems relevant.

**PAYMENT OF PREVAILING WAGES**

The general prevailing rate of wages in Cook County for each craft or type of worker or mechanic needed to execute the contract or perform the work, also the general prevailing rate for legal holiday and overtime work, as ascertained by the Illinois Department of Labor, shall be paid for each craft or type of worker needed to execute the contract or to perform the work.

Dated this 19<sup>th</sup> day of September, 2019.

Township of Proviso, Illinois

Michael A. Corrigan, Supervisor

## REQUEST FOR PROPOSALS

### SECTION 1. INTRODUCTION

**1.1 PURPOSE:** The Township of Proviso (the "Township") is requesting written proposals from responsible, qualified Construction Managers to provide construction management at risk services. A brief description is set forth below for your convenience, with detailed requirements found in Section 3 of the Request for Proposals, "Services Required from the Construction Manager."

**1.2 PROJECT DESCRIPTION:**

The Project consists of the renovation of the existing single-story Public Works Facility of approximately 21,600 SF. The structure is located at 2619 West Congress Street, Bellwood, Illinois.

The interior of the existing Public Works Facility will be significantly remodeled with wall removal, a new floor plan, finishes, HVAC, plumbing, etc.

Hard construction costs will not exceed Nine Hundred Thirty-Five Thousand and 00/100ths Dollars (\$935,000.00), including Construction Management fees.

### SECTION 2. KEY INFORMATION ABOUT THIS REQUEST FOR PROPOSALS

**2.1 REQUEST FOR PROPOSALS CONTACT:** The Request for Proposals contact, identified below, is the sole point of contact regarding the Request for Proposals from the date of issuance until selection of the successful Construction Manager.

Michael A. Corrigan, Supervisor  
Township of Proviso  
4565 Harrison Street  
Hillside, Illinois 60162  
Phone: (708) 449-4300  
Fax: (708) 202-1265  
Email: [supervisor@provisotownship.illinois.gov](mailto:supervisor@provisotownship.illinois.gov)

**2.2 QUESTIONS:** Please direct all questions to the Request for Proposals Contact. Do not discuss this Request for Proposals with any person other than the Project Contact. Questions received less than seven calendar days prior to the due date and time may be answered at the discretion of the Township. When the answer to a question regarding the Request for Proposals may result in a material change to the Request for Proposals, the Township will respond in writing. In that case, the Township will send the answer to all eligible recipients of the Request for Proposals. Only written answers to questions will be binding on this Project.

**2.3 SUBMISSION DEADLINE AND TIMETABLE:** The following dates are set forth for informational and planning purposes; however, the Township reserves the right to change the dates.

Issue Request for Proposals  
Due Date/Time for Proposals  
Selection and Notification of Construction Manager

September 19, 2019  
October 4, 2019 / 4:00 pm  
October 11, 2019

- 2.4 CONSTRUCTION MANAGEMENT CONFERENCE:** A Construction Manager Conference will not be held relative to this Request for Proposals.
- 2.5 NUMBER OF COPIES:** Submit one (1) signed original and three (3) paper copies and one (1) electronic version on a compact disk of the Proposal in a sealed envelope addressed to the Office of the Township Supervisor, Township of Proviso, 4565 Harrison Street, Hillside, Illinois 60162 and marked "Construction Management Services – Public Works Facility Renovation - Township of Proviso, Illinois."
- 2.6 OPENING:** The Township will open all documents that are submitted in a proper and timely manner, and will record the names and other information specified by law and rule. All submittals become the property of the Township and will not be returned except in the case of a late submission.
- 2.7 SUBMITTAL ADDRESS:**  
Mr. Michael A. Corrigan, Township Supervisor  
Township of Proviso  
4565 Harrison Street  
Hillside, Illinois 60162
- 2.8 BID BONDS OR OTHER SECURITY: NONE**

### **SECTION 3. SERVICES REQUIRED FROM THE CONSTRUCTION MANAGER (CM)**

This section will include the Township's needs, goals and requirements as well as any other specifications. This information should be used by Construction Manager to prepare for submitting qualifications. The Construction Manager may submit qualifications considering that all or any combination of the services specified below in Section 3.1 and 3.3 are required.

- 3.1 Need for Services:** The Township proposes to renovate the existing Public Works Facility at its present address. The Township is seeking proposals from Construction Managers to provide at risk construction management services to construct the project in its entirety.
- 3.2 Goals and Objectives:** The Township's goal is to identify Construction Managers qualified to provide the required Construction Manager services, which should ethically and professionally support the Township's need to coordinate and implement construction activities for the new expansion.
- 3.3 Services Required:** The Construction Manager shall be responsible for the following services:
- 3.3.1** Selected Construction Manager must have a strong working knowledge of construction trades including, but not limited to, the following:

- A. Electrical Power and Distribution
- B. Plumbing
- C. Fire Protection
- D. HVAC
- E. Structural and Civil
- F. Landscaping
- G. Carpentry

As part of the submission, list all Trade Contractor bid packages anticipated. The Construction Manager, its subsidiaries and affiliates shall be permitted to submit a bid on any Trade Contract.. All Trade Contracts less than \$20,000 shall require a minimum of three (3) quotations from Trade Contractors and shall be let upon the approval of the Township Supervisor. All Trade Contracts of \$20,000 or more shall be let by competitive bidding after advertisement, to the lowest responsive and responsible bidder.

**3.5 Staffing Specifications:** The selected Construction Manager must provide adequate qualified levels of staffing to perform all work required and specified by the Scope of Work and Services Required.

**3.6 Where Services are to be Performed:**

Township of Proviso  
2619 West Congress Street  
Bellwood, Illinois 60104

**3.7 Other Specifications:** The Construction Manager shall provide the Township staff with a designated point of contact or contract manager who will serve as the single point of contact between the Township and the Construction Manager.

**SECTION 4. INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:**

**4.1 GENERAL INSTRUCTIONS:**

**4.1.1** These instructions prescribe the format and content of the response to this Request for Proposals. They are designed to facilitate a fair and uniform review process. Failure to adhere to this format will affect our evaluation and may result in disqualification.

**4.1.2** The response – completed, signed, and returned – will constitute the Construction Manager’s Proposal. A signed original and the designated number of copies are required (see Section 2 of the Request for Proposals “Key Information about this Request for Proposals”). Failure to submit the required number of copies may prevent the Proposal from being evaluated within the allotted time.

**4.1.3** The Proposal must provide all information requested and must address all points.

**4.1.4** The Construction Manager, before submitting its Proposal, shall carefully examine the provisions of this Request for Proposals, investigate and

become familiar with all the conditions affecting the performance of the Construction Management Services Agreement and become fully acquainted with the detailed requirements of the Construction Management Services Agreement

- 4.2 QUALIFICATIONS ELEMENTS:** The Construction Manager must provide the following information regarding its experience. Forms are provided where noted; otherwise, separate sheets are required:
- 4.2.1** Number of years' experience with providing types of services specified in Section 3.3.1 of this Request for Proposals, "Services Required from the Construction Manager"(indicate on Attachment B).
  - 4.2.2** Construction Manager's documentation and references that demonstrate the experience and qualifications are described in Section 3.3.1 of the Request for Proposals, "Services Required from the Construction Manager" (Attachment C).
  - 4.2.3** Provide Construction Manager's insurance experience modifier (Attachment B).
  - 4.2.4** Construction Manager's years in business operating under current incorporation (Attachment B).
  - 4.2.5** Construction Manager's Litigation – current and past lawsuits (requires explanation – Attachment E).
  - 4.2.6** Construction Manager's bond capacity (Attachment B).
  - 4.2.7** Construction Manager's field personnel who would be assigned to this project – Reference Section 4.3 (Provide resumes.)
  - 4.2.8** Construction Manager's local project experience (Attachment C or separate sheet).
  - 4.2.9** Construction Manager's projects completed > \$1 million (Attachment C or separate sheet).
  - 4.2.10** Construction Manager's construction project experience (Attachment C or separate sheet).
- 4.3 PERSONNEL:** The Construction Manager must provide resumes for all key personnel, including the project manager, who will be involved in providing the services contemplated by this Request for Proposals. Resume must include the full name, education background, and years of experience and employment history particularly as it relates to the scope of services specified herein.
- 4.4 CERTIFICATIONS:** Each Proposal shall be accompanied by a Construction Manager's Certification in the form provided by the Township. The Construction Manager shall certify the following:

- 4.4.1 **Illinois Taxes.** The Construction Manager shall certify that if it is a partnership, that it is not, and its general partners are not and, if it is a corporation, its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1.
- 4.4.2 **Bid Rigging.** The Construction Manager shall certify that, if it is a partnership, that it has not, and its general partners have not and, if it is a corporation, its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors have not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E 3 or 33E 4 of the Criminal Code of 1961.
- 4.4.3 **Educational Loan.** The Construction Manager shall certify that if it is an individual, that it is not, if it is a partnership, its general partners are not, and, if it is a corporation, its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are not in default, as defined in 5ILCS 385/2, on an educational loan, as defined in 5ILCS 385/1.
- 4.4.4 **Payment of Prevailing Wages.** The Construction Manager shall certify that it has and will comply with all laws relating to the payment of general prevailing wages in accordance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*);
- 4.4.5 **Veterans Preference Act.** The Construction Manager shall certify that it has and will comply with all laws relating to the employment preference to veterans in accordance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*);
- 4.4.6 **Employment of Illinois Workers on Public Works Act.** The Construction Manager shall certify that it has and will comply with all laws relating to the employment of Illinois workers in accordance with the Employment of Illinois Workers on Public Works Act (30 ILCS 570/1 *et seq.*);
- 4.4.7 **Drug-free Workplace.** The Construction Manager shall certify that it will provide a drug-free workplace by:
  - 4.4.7.1 Publishing a statement:
    - 4.4.7.1.1 Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the Construction Manager's workplace;
    - 4.4.7.1.2 Specifying the actions that will be taken against employees for violations of such prohibition;



**4.4.7.1.3** Notifying the employee that, as a condition of employment on such contract, the employee will:

**4.4.7.1.3.1** Abide by the terms of the statement; and

**4.4.7.1.3.2** Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

**4.4.7.2** Establishing a drug-free awareness program to inform employees about:

**4.4.7.2.1** The dangers of drug abuse in the workplace;

**4.4.7.2.2** The Construction Manager's policy of maintaining a drug-free workplace;

**4.4.7.2.3** Any available drug counseling, rehabilitation, and employee assistance program; and

**4.4.7.2.4** The penalties that may be imposed upon employees for drug violations;

**4.4.7.3** Making it a requirement to give a copy of the statement required by subparagraph 4.4.7.1 to each employee engaged in the performance of the Contract and to post the statement in a prominent place in the workplace;

**4.4.7.4** Notifying the Township within ten (10) days after receiving notice under subparagraph 4.4.7.1.3.1 from an employee or otherwise receiving actual notice of such conviction;

**4.4.7.5** Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;

**4.4.7.6** Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place;

**4.4.7.7** Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**4.4.8 Human Rights Number.** The Construction Manager shall certify that at the time the Construction Manager submitted a Proposal on this contract, the Construction Manager had an Illinois Department of Human Rights pre-qualification number or had a properly completed application for same on file with the Illinois Department of Human Rights, as provided for in 44 Illinois Administrative Code 750.210.

**4.4.9 Prohibited Interest in Contract.** The Construction Manager shall certify that:

**4.4.9.1** No Township officer, spouse or dependent child of a Township officer, agent on behalf of any Township officer or trust in which a Township officer, the spouse or dependent child of a Township officer or a beneficiary is a holder of any interest in the Construction Manager, or

**4.4.9.2** If the Construction Manager's stock is traded on a nationally recognized securities market, that no Township officer, spouse or dependent child of a Township officer, agent on behalf of any Township officer or trust in which a Township officer, the spouse or dependent child of a Township officer or a beneficiary is a holder of more than one percent (1%) of the Construction Manager, but if any Township officer, spouse or dependent child of a Township officer, agent on behalf of any Township officer or trust in which a Township officer, the spouse or dependent child of a Township officer or a beneficiary is a holder of less than one percent (1%) of such Construction Manager, the Construction Manager has disclosed to the Township in writing the name(s) of the holder of such interest.

**4.4.10 Gift Ban.**

**4.4.10.1** The Construction Manager shall certify that no officer or employee of the Township has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Construction Manager; and

**4.4.10.2** The Construction Manager shall certify that the Construction Manager has not given to any officer or employee of the Township any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer.

**4.4.11 Substance Abuse.** The Construction Manager shall certify that in compliance with the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635), the Construction Manager is a party to a collective bargaining agreement dealing with the subject matter of the Substance Abuse Prevention on Public Works Projects Act or has in place and is enforcing a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act.

**4.4.12 Presidential Executive Order 13224.**The Construction Manager shall certify that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Construction Manager and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person.

**4.5 CHANGES TO THE REQUEST FOR PROPOSALS:** If the Township issues any changes (including amendments or addenda) to this Request for Proposals, these changes must be signed by an authorized individual.

**4.6 FORMS REQUIRED OF THE CONSTRUCTION MANAGER:**

Construction Manager is required to complete and submit all forms listed below. It is important to note that this section references forms that the Construction Manager must complete as part of the procurement process and does not serve as an opportunity for Construction Manager to insert their own forms.

Attachment A – Qualification Form

Attachment B – Business and Directory Information

Attachment C – References

Attachment D – Taxpayer Identification

Attachment E – Information Regarding Terminations, Litigations & Disbarment

Attachment F – Construction Manager’s Certification

**5. HOW THE TOWNSHIP WILL EVALUATE CONSTRUCTION MANGER QUALIFICATIONS**

**5.1 EVALUATION STEPS:** The evaluation process will consist of the following:

**5.1.1** Determination that the Construction Manager possesses the appropriate financial, material, equipment, facility and personnel resources and expertise necessary to meet all contractual obligations.

**5.1.2** Determination that the Construction Manager has a satisfactory record of performance as determined by the Township, including, but not limited to, a sound record of integrity and business ethics.

**5.1.3** Determination that the Construction Manager is under no legal disability of any kind to contract with the Township.

**5.1.4** Award decision by the Township.

**5.2 EVALUATION CRITERIA:** Responses will be evaluated on three general categories of information: Administrative Compliance, Construction Manager Responsibility, and Responsiveness. All submittals regardless of the type of Request for Proposals, must meet the following administrative and responsibility criteria.

**5.2.1 Evaluation of Administrative Compliance:** The Township will determine whether the qualifications complied with Section 4 of the Request for Proposals “Instruction for Preparing and Submitting Qualifications” have been satisfied. The Township will reject a proposal that is submitted late. Failure to meet other requirements will affect the evaluation and may result in rejection.

**5.2.2 Evaluation of Construction Manager Responsibility:** The Township will determine whether the Construction Manager submitting is one with whom the Township can or should do business. Factors that may be evaluated to determine “responsibility” include, but are not limited to, certifications, taxpayer identification number, past performance, references compliance with applicable laws, financial stability and the perceived ability to perform completely as specified.

The Construction Manager at all times must have financial resources sufficient, in the opinion of the Township, to ensure performance of the contract and must provide proof upon request. Any failure to supply information and our determination of the quality of the information will affect our evaluation and may result in rejection.

**5.2.3 Evaluation of Responsiveness:** A determination will be made as to how well the Construction Manager’s satisfy Section 3 of the Request for Proposals, “Services from the Construction Manager” in terms of “responsiveness” to the requirements.

The Township will determine whether any failure to supply information, or the quality of the information, will result in rejection or downgrading the Construction Manager. Construction Managers who do not rank sufficiently high will not be considered.

**5.2.3.1** The “responsible” Construction Manager who meets “administrative” requirements and minimum requirements will be eligible for consideration.

**5.3 SELECTION PROCEDURE:** On the basis of evaluations, discussions and presentations, the Township Supervisor shall select no less than three (3) firms which he determines to be the most qualified to provide construction management services for the Project and rank them in order of qualifications to provide services regarding the Project. If fewer than three (3) firms submit proposals, and the Township Supervisor determines that one or both of those

firms are so qualified, the Township Supervisor may proceed to negotiate a contract pursuant to Section 5.4.

- 5.4 NEGOTIATION OF CONTRACT:** Following the ranking of firms, pursuant to Section 5.3 hereinabove, the Township Supervisor shall contact the firm ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity and professional nature of the services to be rendered.

## **6. PROCUREMENT NOTICES AND REQUIREMENTS**

### **6.1 NOTICES AND REQUIREMENTS FOR THIS REQUEST FOR PROPOSALS:**

**6.1.1 RESPONSIBILITY TO READ AND UNDERSTAND:** Failure to read, examine and understand the Request for Proposals will not excuse any failure to comply with the requirements of the Request for Proposals. If you suspect an error, omission or discrepancy in this Request for Proposals, you must immediately notify the Request for Proposals contact listed in Section 2.1. of the Request for Proposals. The Township will issue written instructions, if appropriate.

**6.1.2 AMENDMENTS TO THE REQUEST FOR PROPOSALS:** The Township reserves the right to amend the Request for Proposals at any time. The Construction Manager must acknowledge receipt of an amendment with the signature of an authorized individual. If the amendment occurs after the closing date of receipt of Qualifications, the Township may, in its sole discretion, allow Construction Manager to amend their Qualifications in response to the Township amendment if necessary.

**6.1.3 DOWNGRADING OR DISQUALIFICATIONS:** The following are cause for downgrading or rejection of qualifications, depending on circumstances:

**6.1.3.1** The Construction Manager fails to deliver Qualifications by the due date and time.

**6.1.3.2** The Construction Manager fails to meet one or more requirements of the Request for Proposals.

**6.1.3.3** The Construction Manager materially changes one or more requirements of the Request for Proposals.

**6.1.3.4** The Construction Manager fails to include information necessary to substantiate that it will be able to meet a Required Service. A response of "will comply" or merely repeating the Required Service is not sufficient. Response must indicate present capability; representations that future developments will satisfy the Required Services are not sufficient.

- 6.1.3.5** The Construction Manager fails to respond to the Township request for information, documents, or references.
- 6.1.3.6** The Construction Manager fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in the Request for Proposals.
- 6.1.3.7** If the qualifications are submitted on a form other than that furnished or authorized by the Township, or if the form is altered or any part thereof is detached.
- 6.1.3.8** If there are omissions, erasures, alterations, unauthorized additions, conditional or alternate submissions, or irregularities of any kind that may tend, in the judgment of the Township, to make the submission incomplete, indefinite, or ambiguous as to its meaning.
- 6.1.3.9** If the submission is prepared in any manner other than as indicated in these Instructions or the Invitation for Submission of Qualifications making the submission not responsive.

**6.2 NOTICES AND REQUIREMENTS FOR THE REVIEW AND EVALUATION OF QUALIFICATIONS:**

- 6.2.1 INFORMATION FROM OTHER SOURCES:** The Township reserves the right to obtain and consider information from other sources concerning a Construction Manager, such as the Construction Manager's capability and performance under other contracts.
- 6.2.2 CRIMINAL HISTORY AND BACKGROUND INVESTIGATION:** The Township reserves the right to conduct criminal history and other background investigation of the Construction Manager, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Construction Manager for the performance of the contract.
- 6.2.3 CLARIFICATION PROCESS:** The Township reserves the right to contact a Construction Manager after the submission for the purpose of clarification to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Construction Manager has provided goods or services to the Township or any other political subdivision wherever located, or requests for corrective pages in the Construction Manager qualifications. Responses must be submitted to the Township within the time specified in the request. Failure to comply with requests for additional information may result in rejection.

**6.2.4 DISPOSITION OF QUALIFICATIONS:** Ordinarily, qualifications become the property of the Township and will not be returned to the Construction Manager.

**6.2.5 PUBLIC RECORDS:** Following the conclusion of the selection process, information submitted by an Construction Manager may be subject to disclosure as a public record under the Freedom of Information Act (5 ILCS 140/1 *et seq.*). The Construction Manager is encouraged to familiarize itself with the Freedom of Information Act before submitting a Proposal. Any request by a Construction Manager to treat information as exempt from disclosure under the Freedom of Information Act must be included in a transmittal letter with the Construction Manager's Proposal. In addition, the Construction Manager shall enumerate the specific grounds in the Freedom of Information Act or other applicable law, which it claims, supports treatment of the information as exempt from disclosure. The request for confidential treatment must also include the name, address, and telephone number of the person authorized by the Construction Manager to respond to inquiries by the Township concerning the confidential status of the information. Any Proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire Proposal as confidential may be deemed non-responsive and disqualify the Construction Manager. In the event the Township receives a request for disclosure of information marked confidential which the Township reasonably believes is not subject to an exemption under the Freedom of Information Act, it will give the Construction Manager written notice three (3) calendar days prior to the release of the information to allow the Construction Manager to seek injunctive relief pursuant to the Freedom of Information Act. Absent the granting of such relief, the Township shall release the information. The Construction Manager's failure to request confidential treatment of material will be deemed by the Township as a waiver of any right to confidentiality.

**Attachment A – Qualifications Form**

The undersigned authorized representative of Construction Manager submits the following and hereafter attached Qualification Information to the Township with the understanding that the Township will use and rely upon the accuracy and correctness of the information in the evaluation of Construction Manager’s submittal to the Township.

Construction Manager (Official Name and D/B/A)

Signature	Date
Printed Name	Title
Address	
Township/State .....	
Telephone	Facsimile
E-mail	



## Attachment B – Business and Directory Information

(a)	Name of Business (Official Name and D/B/A)
(b)	Business Headquarters (include Address, Telephone and Facsimile)
(c)	If a Division or Subsidiary of another organization provide the name and address of the parent.
(d)	Billing Address
(e)	Name of Chief of Executive Office
(f)	Customer Contact (include Name, Title, Address, Telephone, Toll-Free Number, Facsimile and E-mail)
(g)	Company Web Site
(h)	Type of Organization ( <i>i.e.</i> , Sole Proprietor, Corporation, Partnership, etc., should be the same as on the Taxpayer ID form below)
(i)	Length of Time in Business under current incorporation
(j)	Annual Sales (for most recently complete Fiscal Year)
(k)	Number of Full-Time Employees (average from most recent Fiscal Year)
(l)	Type of and description of business
(m)	State of incorporation, state of formation or state of organization
(n)	Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the Construction Manager's performance under the terms of this Request for Proposals.
(o)	Identify the Construction Manager's accounting firm
(p)	The successful Construction Manager's will be required to register to do business in Illinois. If already registered, provide the date of the Construction Manager's registration to do business in Illinois and the name of the Construction Manager's registered agent in the State.
(q)	Current Insurance Experience Modified
(r)	Construction Manager's Bonding Capacity (AM Best rated A6 or greater, performance, labor & material, \$1 Million w/o assistance). If a joint venture is required to secure \$1 Million bond, provide explanation.

### Attachment C – References

Applicant to provide a minimum of 5 Architect references with the primary contact personnel with associated addresses and phone numbers that can attest to your experience and ability to perform the contract subject of this Request for Proposals.

<b>(1) Firm / Agency (Name):</b>	Contact Person Name: Address:  Phone:  Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
<b>(2) Firm / Agency (Name):</b>	Contact Person Name: Address:  Phone:  Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
<b>(3) Firm / Agency (Name):</b>	Contact Person Name: Address:  Phone:  Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
<b>(4) Firm / Agency (Name):</b>	Contact Person Name: Address:  Phone:  Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
<b>(5) Firm / Agency (Name):</b>	Contact Person Name: Address:  Phone:  Email Address:

**Attachment D – Taxpayer Identification Number**

I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
- 3. I am a U.S. person (including a U.S. resident alien).

**Company Name:** \_\_\_\_\_

**Taxpayer Identification Number:**

Social Security Number \_\_\_\_\_

or

Employer Identification Number \_\_\_\_\_

*(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the Owner’s name followed by the name of the business and the Owner’s SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity’s EIN and the EIN.)*

**Legal Status** (check one)

Individual

Sole Proprietor

Partnership / Legal Corporation

Limited Liability Company (select applicable tax classification)

Other: \_\_\_\_\_

D = disregarded entity

C = corporation

P = partnership

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Attachment E – Information Regarding Termination, Litigation, and Disbarment**

The Township requests that the Construction Manager provide the following information:

- 1. During the last five (5) years, has the Construction Manager had a contact for services terminated for any reason? If so, provide full details related to the termination.

Yes \_\_\_\_ No \_\_\_\_

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- 2. During the last five (5) years, describe any damages or penalties or anything of value traded or given up by the Construction Manager under any of its existing or past contracts as it relates to services performed that are similar to the services contemplated by this Request for Proposals and the resulting Contract. If so, indicate the reason for the penalty or exchange of property or services and the estimated amount of the cost of that incident to the Construction Manager

Yes \_\_\_\_ No \_\_\_\_

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- 3. During the last five (5) years, describe any order, judgment or decree of any federal or state authority barring, suspending or otherwise limiting the right of the Construction Manager to engage in any business, practice or activity.

Yes \_\_\_\_ No \_\_\_\_

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- 4. During the last five (5) years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the Construction Manager to perform the required services. The Construction Manager must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in ineligibility. This is a continuing disclosure requirement. Any such matter commencing after submission or qualification and with respect to the successful Construction Manager must be disclosed in a timely manner in a written statement.

Yes \_\_\_\_ No \_\_\_\_

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- 5. During the last five (5) years, have any irregularities been discovered in any of the accounts maintained by the Construction Manager on behalf of others? If so, describe the circumstances of irregularities or variances and resolution disposition.

Yes \_\_\_\_ No \_\_\_\_

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## ATTACHMENT F – Construction Manager’s Certification

The assurances hereinafter made by the Construction Manager are each a material representation of fact upon which reliance is placed by the Township of Proviso in entering into the contract with the Construction Manager. The Township of Proviso may terminate the contract if it is later determined that the Construction Manager rendered a false or erroneous assurance, and the surety providing the performance bond shall be responsible for the completion of the contract.

I, \_\_\_\_\_, hereby certify that I am the \_\_\_\_\_ of \_\_\_\_\_, and as such, hereby represent and warrant to the \_\_\_\_\_, and as such, hereby represent and warrant to the Township of Proviso, Illinois, a municipal corporation, that the Construction Manager and its shareholders, members or partners holding more than five percent (5%) of the outstanding shares of the Construction Manager, its officers, members, partners and directors are:

- (A) Not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
- (B) Not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or 33E-4 (bid-rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
- (C) Not in default, as defined in 5ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1.

In addition, the Construction Manager hereby represents and warrants to the Township of Proviso, that:

- (A) The Construction Manager has and will comply with all laws relating to the payment of general prevailing wages in accordance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*);
- (B) The Construction Manager has and will comply with all laws relating to the employment preference to veterans in accordance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*);
- (C) The Construction Manager has and will comply with all laws relating to the employment of Illinois workers in accordance with the Employment of Illinois Workers on Public Works Act (30 ILCS 570/1 *et seq.*);
- (D) The Construction Manager, pursuant to 30 ILCS 580/1 *et seq.* (Drug-Free Workplace Act), will provide a drug-free workplace by:

- (1) Publishing a statement:
  - a. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the Construction Manager's workplace;

- b. Specifying the actions that will be taken against employees for violations of such prohibition;
    - c. Notifying the employee that, as a condition of employment on such Contract, the employee will:
      - i. Abide by the terms of the statement;
      - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
  - (2) Establishing a drug-free awareness program to inform employees about:
    - a. The dangers of drug abuse in the workplace;
    - b. The Construction Manager's policy of maintaining a drug-free workplace;
    - c. Any available drug counseling, rehabilitation, and employee assistance program; and
    - d. The penalties that may be imposed upon employees for drug violations;
  - (3) Making it a requirement to give a copy of the statement required by Subsection (D)(1) to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;
  - (4) Notifying the Township within ten (10) days after receiving notice under paragraph(D)(1)e from an employee or otherwise receiving actual notice of such conviction;
  - (5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;
  - (6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place;
  - (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section;
- (E) The Construction Manager has not excluded and will not exclude from participation in, denied the benefits of, subjected to discrimination under, or denied employment to any person in connection with any activity funded under the contract on the basis of race, color, age, religion, national origin, disability, or sex;
- (F) The Construction Manager, at the time the Construction Manager submitted a bid on this contract, had an Illinois Department of Human Rights pre-qualification number or

had a properly completed application for same on file with the Illinois Department of Human Rights, as provided for in 44 Illinois Administrative Code 750.210;

(G) No Township officer, spouse or dependent child of a Township officer, agent on behalf of any Township officer or trust in which a Township officer, the spouse or dependent child of a Township officer or a beneficiary is a holder of any interest in the Construction Manager; or, if the Construction Manager's stock is traded on a nationally recognized securities market, that no Township officer, spouse or dependent child of a Township officer, agent on behalf of any Township officer or trust in which a Township officer, the spouse or dependent child of a Township officer or a beneficiary is a holder of more than one percent (1%) of the Construction Manager, but if any Township officer, spouse or dependent child of a Township officer, agent on behalf of any Township officer or trust in which a Township officer, the spouse or dependent child of a Township officer or a beneficiary is a holder of less than one percent (1%) of such Construction Manager, the Construction Manager has disclosed to the Township in writing the name(s) of the holder of such interest;

(H) No officer or employee of the Township has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Construction Manager;

(I) The Construction Manager has not given to any officer or employee of the Township any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer;

(J) In compliance with the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635), the Construction Manager is a party to a collective bargaining agreement dealing with the subject matter of the Substance Abuse Prevention on Public Works Projects Act or has in place and is enforcing a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act; and

(K) Neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Construction Manager and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person.

If any certification made by the Construction Manager or term or condition in this contract changes, the Construction Manager shall notify the Township of Proviso in writing within seven (7) days.

Dated: \_\_\_\_\_, 2019

Construction Manager:

By: \_\_\_\_\_  
*(Name of Owner or Officer)* *(Title or Office)*