



Request for Proposals Architectural Services

Project Management Renovation of ILEAS Training Center Urbana, Illinois

Overview:

The Illinois Law Enforcement Alarm System (ILEAS) is seeking proposals from architectural firms, with the necessary qualifications and staff resources, to prepare and administer project management services for the renovation of the ILEAS Training Center, 1701 East Main Street, Urbana, Illinois. The Training Center is in current use and will continue to be in use during the renovation.

GENERAL INFORMATION

The mission of the Illinois Law Enforcement Alarm System (ILEAS) is to meet the needs of law enforcement throughout the state of Illinois in matters of mutual aid, emergency response, and the combining of resources for public safety. This is done in part by providing training facilities at the ILEAS Training Center.

ILEAS is seeking the services of an architectural firm, with the qualifications and staff resources necessary to review the attached Feasibility Study, provide implementation recommendations, provide project management services, and assist in development of updated or modified feasibility studies contemplating various levels of funding availability. ILEAS wishes to retain the architectural firm for any project that is approved by the ILEAS Board, and either is described in the attached Feasibility Study or, if additional funding becomes available, is described in feasibility studies developed by the successful firm as described in this request for proposals.

The successful firm will provide services to ILEAS as outlined under Scope of Work and Deliverables / Phases

SCOPE OF WORK

The following scope of services is included as a guide for the submitting firms. It is designed to identify the minimum service level expected from the successful firm and as such should be modified and augmented based on the experience of each firm making a submission.

The firm being selected through this request for proposal process will enter into an agreement with ILEAS to provide architectural services related to the project described in the attached Feasibility Study.

The firm must be able to provide architectural services meeting all standards and codes used in design for basic services as required as set out under Deliverables / Phases.

The firm will review the Feasibility Study, other drawings and plans, and actual conditions, and advise ILEAS on issues of concern regarding design, material selection, cost estimation and cost (life cycle) analysis.

The firm will provide schematic and design development, bid documents, and a detailed cost estimate at each phase of the project, to include attending meetings, providing financial documentation of cost estimates, and providing architectural designs which include all components and accessories.

The firm will assist in the bidding phases, including attending pre bid and pre construction meetings and answering questions or requests for clarifications during bidding.

The firm will review and evaluate bids.

The firm will inspect construction and actively participate in on site construction meetings.

The firm will advise ILEAS on interpretation of agreements with contractors, inspect progress, provide ILEAS with a punch list and conduct a final inspection.

All tasks required by this Request for Proposals shall be performed at locations within the United States. Some tasks will require work performed at ILEAS offices in Urbana, Illinois. The contractor shall provide all necessary personnel, resources and materials to accomplish the tasks awarded under this Request for Proposals.

DELIVERABLES / PHASES

1. Pre-design Evaluation

Ascertain project requirements and recommend necessary changes after reviewing the attached Feasibility Study, and consulting with ILEAS and other necessary and appropriate government entities, utilities, organizations and persons.

2. Cost Estimating / Additional Feasibility Studies

When necessary, analyze existing facilities to determine information necessary to proceed with the project. Prepare probable construction cost estimates. When funding allows, develop feasibility study (or studies) for future improvements to the facilities. Identify and document issues pertaining to any future project. Assist in the identification of funding opportunities including preparation of documents for compliance.

3. Schematic Design

Upon receipt of written notification to proceed, prepare schematic designs for review and approval by ILEAS. The schematic drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Provide life cycle cost estimates upon request.

Advancement to the next phase is dependent on approval by ILEAS and Notice to Proceed.

4. Design Development

After Notice to Proceed, submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cut sheets and material selection. If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined. Prepare a list of all necessary permits, licenses, review and approvals as required.

Advancement to the next phase is dependent on approval by ILEAS and Notice to Proceed.

5. Contract Documents

Perform the final design and preparation of detailed contract documents in accordance with applicable regulations (“codes”) for all elements of work including architectural plans, custom details, phasing plans and structural and/or engineering modifications. Provide design progress reviews to ILEAS as required (typically 50% and 95% completion.) Provide progress prints, specifications and revised cost estimates at specified intervals for approval by ILEAS. Prepare bid forms, project specifications, working drawings and contract agreement for approval by ILEAS.

6. Bidding / Award

Assist ILEAS in pre-bid and pre-award meetings, reception and evaluation of bids, selection of award and alternate bids, preparation of construction contract, and evaluation of product or systems substitutions.

7. Construction Administration

Prior to construction, confirm that all necessary permits and licenses have been obtained.

Prior to construction, project the scheduling of construction and any and all other issues or questions which in the opinion of the firm or ILEAS must be settled before the start of construction.

During construction, provide periodic architectural consultant services to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by ILEAS.

Throughout all phases, prepare and update on an interval that is mutually agreed upon, an estimate of construction costs consistent with funding requirements in a format acceptable to ILEAS. The estimate of construction costs shall document approved change orders and all anticipated changes to the construction cost on an individual contract basis and indicate contingency balance.

Recommend necessary or desirable changes (additions and credits) to ILEAS, review requests for changes, assist in negotiating proposals, submit recommendations to ILEAS, if they are accepted, review change orders for authorization by ILEAS. There shall be no change in the scope of the work or in materials until approval for such change has been given in writing by ILEAS.

Determine, based on inspections and applications for payment by a contractor, the amount owing to the contractor and issue certificates for payment in such amounts. Review and make recommendations to ILEAS on any claims received from contractors. The review and approval for payment will represent to ILEAS that, to the best of its knowledge, information, and belief, the quality of the work is in accordance with the Contract Documents.

Make visits to the jobsite (at a frequency dictated by a specific project) during power service cut and re-routing for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Conduct and attend on-the-job field meetings (at a frequency dictated

by specific project) to review procedures, progress, scheduling, contractor compliance and other issues. Provide and distribute minutes of these meetings to ILEAS and to parties designated by ILEAS within 48-hours of the meeting. Where field condition differs from contract documents or disputes arise, resolve issues satisfactorily to ILEAS.

Issue punch list(s) and re-inspect as necessary. Coordinate warranty submissions with manufacturers. Following completion of the punch list, conduct final inspections in conjunction with ILEAS. Create a "closeout" checklist for each contract and monitor the closeout process as part of the Certificate of Substantial Completion of the work. The approval of ILEAS, or other Agency approvals, shall be required as a condition for the acceptance of the work.

Furnish to ILEAS, based on marked-up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built. Provide ILEAS with AutoCAD files in a format acceptable to ILEAS and one set of reproducible drawings. Secure and transmit to ILEAS all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.

8. Commissioning

Develop and coordinate the full execution of the contract. Observe and document performance by contractors in light of documented design. Review submittals; oversee any necessary training and the documentation; review, and approve any Operation and Maintenance Manuals from the contractor for completeness. Provide ILEAS a written Final Commissioning Report.

SUBMISSIONS

All proposals must be received by 4:00pm Central time on 3 February, 2023. Proposals arriving after the deadline will not be accepted.

All proposals will be submitted to:

Larry Evans at lgevans@ileas.org

An authorized representative of the submitting Firm must complete and sign the proposal.

Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. ILEAS reserves the right to accept any submissions, to reject any submissions, and / or to waive any irregularities or informalities which are in the best interest of ILEAS.

By submitting a proposal, the firm certifies that it provides a drug-free workplace for all employees engaged in performance of work under the contract by complying with requirements of the Illinois Drug-Free Workplace Act.

By submitting a proposal, the firm certifies that it has a written harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process available through the Department of Human Rights and Human Rights Commission; (v) direction on how to

contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Submissions are subject to the Illinois Freedom of Information Act. ILEAS must make the final determination as to whether information, even if marked "confidential," or as a "trade secret" or other "proprietary data", will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. By submitting a proposal, the firm agrees not to pursue any cause of action against ILEAS or its agents for its determination in this regard and disclosure of information. At some point after proposal opening, all opened proposals will be made available for public inspection consistent with the Freedom of Information Act. If a contract is awarded, the awarded contract will also become a public record consistent with the Freedom of Information Act. ILEAS has the right to use any or all information and / or material submitted.

Proposals become the property of ILEAS and these and late submissions will not be returned.

BUSINESS INFORMATION

We have identified various information we need in order to determine if you are eligible to contract with ILEAS and can be considered a responsible vendor. You must submit with your proposal the following Business and Directory Information.

1. Name, address, telephone number, and email address of person to receive correspondence.
2. Statement of interest
3. Name of Business (Official Name and D/B/A)
4. Business Headquarters (include Address, Telephone and Facsimile)
5. If a division or subsidiary, Name and Address of the parent organization
6. Billing Address
7. Name and addresses of the firm's principal officer(s).
8. A statement of qualifications and description of firm's technical capabilities and areas of expertise
9. A description of the firm's ability to provide the service level as outlined in Scope of Work.
10. A description of similar projects completed by the firm within a 75-mile radius of Urbana, Illinois. Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference on your behalf.
11. A listing of personnel who will be assigned to and manage our project; list the roles the various members of your firm will play during our project.
12. A summary of the firm's understanding and experience in coordinating projects with regulatory and other governmental agencies.
13. A list and description of any former projects completed at 1701 East Main Street, Urbana, Illinois, or other Champaign County facilities.
14. Information Regarding Debarment, Litigation and Terminations
 - a. During the last five (5) years has any order, judgment or decree of any Federal or State authority been issued barring, suspending or otherwise limiting your right to contract with any governmental entity, including school districts, or to engage in any business practice or activity?
 - b. Is there any current, pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect your ability to perform the required services?
 - c. During the last five (5) years has any customer terminated a contract for cause or accepted damages in lieu of for cause termination?

VENDOR REQUIREMENTS

Submitting firms must demonstrate substantial experience in undertaking and completing the type of work required.

The firm, including principals, project managers and key personnel, shall have relevant experience with similar work and shall be competent to perform the services required under this Request for Proposals.

The work contemplated is professional in nature. It is understood that the firm, acting as an individual, corporation or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Illinois, and shall be governed by the professional ethics of said professions in its relationship to the ILEAS.

All reports, information and data prepared or assembled by the firm shall be confidential in nature and shall not be made available to any individual or organization, except ILEAS, without the prior written approval of ILEAS.

The firm shall be financially solvent. ILEAS reserves the right to request information to determine solvency.

The firm shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

EVALUATION & SELECTION

We will consider the information you supply or do not supply, and the quality of that information when evaluating your Proposal. If we find a failure or deficiency, we may have to reject the Proposal or reflect that in the evaluation.

We will determine whether you are a vendor with whom we can or should do business. Factors that we may evaluate include, but are not limited to: past performance, demonstrated familiarity with ILEAS and related agencies, conflicts of interest, certifications, financial disclosures, taxpayer identification number, references (including those found outside the Proposal), compliance with applicable laws, financial stability and the perceived ability to perform completely as specified. You must at all times have financial resources sufficient, in the opinion of the ILEAS, to ensure performance of the contract and must provide proof upon request. We may require that a vendor correct any deficiencies as a condition of further evaluation.

We will determine whether the Proposal meets the stated requirements. Minor differences or deviations that have negligible impact on the price or suitability of the supply or service to meet ILEAS' needs may be accepted or corrections allowed. If no vendor meets a particular requirement, we may waive that requirement.

We reserve the option to make no award under this RFP. If an award is granted under this RFP, we will determine how well Proposals meet the requirements. We will rank proposals, without consideration of price, based upon the evaluation categories listed. Once vendors have been ranked, we will consider price and make an award.

If we do not consider the price to be fair and reasonable and we cannot negotiate to an acceptable Price, we reserve the right to cancel the award and take appropriate action to meet our needs. We will determine whether the price is fair and reasonable by considering the proposal, including the vendor's qualifications, the vendor's reputation, all prices submitted, other known prices, the project budget and other relevant factors.

We will identify the lowest priced Proposal that meets requirements. We will rank proposals in order of price when appropriate. ILEAS requires a proposal at a FIXED RATE price, with enumeration of any expenses to be borne by ILEAS. Any contract awarded under this RFP shall be for a fixed rate price.

NOTICE AND PROTEST

We will post a notice to the ILEAS website identifying the apparent awardee. The notice extends the Proposal Firm Time until we sign a contract or determine not to sign a contract. We may accept or reject your Proposal as submitted, or may require contract negotiations. If negotiations do not result in an acceptable agreement, we may reject your Proposal and begin negotiations with another Vendor. Protested awards are not final and are subject to resolution of the protest.

Protest must be submitted in writing to ILEAS within seven (7) days of announcement of an award. The written protest must contain all grounds for protest. Any grounds not listed in the original protest are deemed waived.

QUESTIONS

Questions about this project should be directed to:

Larry Evans

lgevans@ileas.org

217-328-3800

Clarifications to the RFP will be posted on the ILEAS website.