



Request for Proposal Architectural Services

Feasibility Study of Possible Expansion and / or Renovation of ILEAS Training Center located in 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 a study to examine the feasibility of expanding and / or renovating the ILEAS Training Center. The Training Center is located at 1701 East Main Street, Urbana, Illinois. The Training Center includes multiple buildings and grounds. The primary building consists of 52,600 square feet and 16,603 square feet distributed amongst three detached storage buildings. The primary building consists of office, storage and classrooms/meeting rooms. The Training Center is in current use and will continue to be in use during the study and the potential expansion and / or renovation.

1 General Information

1.1 Project Contact

If you have a question or suspect an error, you must immediately notify the Project Contact identified in this section. Answers not publicly provided to all interested vendors shall not be binding on ILEAS.

Larry Evans
Chief of Staff
Illinois Law Enforcement Alarm System
1701 E. Main Street
Urbana, Illinois 61802
lgevans@ileas.org
217-328-3800

1.2 Vendor Conference / Site Visit

ILEAS may require a site visit and presentation on any proposals submitted under this request. ILEAS reserves the right to review the proposals and presentations from some or all of the vendors that submitted proposals.

1.3 Proposal Due Date

Proposals submitted under this request must be sent via email to ILEAS by **August 1, 2022**.

We will not consider proposals, modifications or withdrawals received after the due date.

1.4 Deliver Proposals to:

Larry Evans at lgevans@ileas.org

1.5 Number of Copies

You must submit one copy of the proposal via email in PDF format.

1.6 Proposal Expiration

Your Proposal must remain firm for 90 days from opening.

1.7 Protest Review

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.

1.8 Award Notice

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.

1.9 Public Records and Requests for Confidential Treatment

Proposals become the property of ILEAS and these and late submissions will not be returned. Your Proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your Proposal that we treat certain information as exempt. We will not honor requests to exempt entire Proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. Regardless, we will disclose the successful Vendor's name, the substance of the Proposal, and the price. If you request exempt treatment, you must submit an additional copy of the Proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the Proposal as possible. You will be responsible for any costs or damages associated with our defending your request for exempt treatment. You agree ILEAS may copy the Proposal to facilitate evaluation, or to respond to requests for public records. You warrant that such copying will not violate the rights of any third party.

1.10 Reservations

You must read and understand the solicitation and tailor your Proposal and activities to ensure compliance. We reserve the right to amend the solicitation; reject any or all Proposals; to award by item, group of items, or grand total; and to waive minor defects. We shall make decisions solely in the best interests of ILEAS. You have no right to an award by submitting a Proposal. We are not responsible for and will not pay any costs associated with the preparation and submission of your Proposal. If you are the awardee, you shall not commence, and will not be paid for any billable work prior to the date all parties execute the contract, unless approved in writing in advance by both parties.

1.11 Governing Law

Illinois laws and rules govern this solicitation and any resulting contract. You must bring any action relating to this solicitation or any resulting contract in the appropriate court in Illinois.

2 Proposal Evaluation

2.1 Evaluation Categories

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. Seventy-five percent of the evaluation will be based upon the proposal itself, while twenty-five percent of the evaluation will be based on price.

2.2 Responsibility

We will determine whether you are a vendor with whom we can or should do business. Factors that we may

evaluate to determine Responsibility 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.

2.3 Responsiveness

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.

2.4 Award

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 Responsiveness 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.

3 Price

We will identify the lowest priced Proposal that meets, Responsibility and Responsiveness 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 born by ILEAS. Any contract awarded under this RFP shall be for a fixed rate price.

4 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 Business and Directory Information.

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 Executive Officer

(f) Information Regarding Debarment, Litigation and Terminations

1. 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?
2. 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?
3. During the last five (5) years has any customer terminated a contract for cause or accepted damages in lieu of for cause termination?

5 Background

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 in at the ILEAS Training Center.

6 Objectives

The objectives of this RFP are to obtain the services of qualified architects to perform a feasibility study, including the deliverables contained in paragraph 8.

7 Scope of Work

7.1 Work Setting

All tasks required by this Request for Proposal 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 Proposal.

7.2 Audience

The target audience includes ILEAS Executive Board, ILEAS members, federal, state, county, and municipal public safety officials of all disciplines, and the general public.

8 Deliverables

The specific services and objectives of this RFP are the following, to the extent necessary for the feasibility study. These deliverables identify the minimum expected from the successful vendor and may be rearranged, modified or augmented based on the experience of the vendor.

1. Review applicable laws, rules, codes and standards
2. Review documentation of construction and prior renovations of Training Center
3. Inspect the current ILEAS Training Center grounds and facilities
4. Prepare accurate and up to date plans of the Training Center
5. Meet with representatives of ILEAS and allied agencies to discuss the current and future needs, as well as the possibilities of expansion
6. Evaluate current structure and utilities for current use and expansion
7. Develop alternative proposals for renovation
8. Develop alternative proposals for expansion
9. Meet with representatives of ILEAS and allied agencies to discuss the alternative proposals
10. Guide ILEAS to a reasonable number of preferred alternatives
11. Provide a summary feasibility study with cost estimates

9 Vendor Requirements

Vendors must meet the following minimum qualifications. Proposals from vendors who fail to meet these qualifications will not be considered for award.

1. Vendor and key personnel must have relevant experience with similar work and shall be competent to perform the required services
2. Vendor must be licensed to provide professional services in the State of Illinois
3. Vendor must be financially solvent
4. Vendor will be responsible for complying with all applicable laws, procedures and regulations regarding work in their professional area.
5. Vendor must demonstrate substantial experience in undertaking and completing the type of work required