

Village of Hanover Park

Municipal Building
2121 West Lake Street
Hanover Park, Illinois
60133-4398

Rodney S. Craig
Village President

Eira L. Corral
Village Clerk

630-372-4200
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Ronald A. Moser
Village Manager



VILLAGE OF HANOVER PARK
VILLAGE BOARD
REGULAR WORKSHOP MEETING

Municipal Building: 2121 W. Lake Street
Hanover Park, IL 60133

Thursday, July 21, 2011
6:00 p.m.

AGENDA

- 1. CALL TO ORDER - ROLL CALL**
- 2. ACCEPTANCE OF AGENDA**
- 3. AGENDA ITEM REVIEW**
- 4. ELECTED OFFICIALS ORIENTATION**
 - a. SSA's & TIFs discussion**
- 5. BOARD MEMBER CONCERNS**
 - a. None Scheduled**
- 6. DISCUSSION TOPICS**
 - a. TIF Project Presentation- Barrington Road**
- 7. STAFF UPDATES**
 - a. Inspectional Services Consultants RFP (Fire Department)**
- 8. ADJOURNMENT**



TO: Village President and Board of Trustees

FROM: Ron Moser, Village Manager
Craig A. Haigh, Fire Chief

SUBJECT: RFP for Inspectional Services

ACTION

REQUESTED: Approval Concurrence Discussion Information

RECOMMENDED FOR CONSENT AGENDA: Yes No

MEETING DATE: July 21, 2011 Board Workshop

Executive Summary

On June 21, 2011 the inspectional services function of Community Development was transferred to the Fire Department creating the Inspectional Services Division. The Fire Department is aggressively working to integrate the new personnel and their commonly assigned duties into the overall operation of the department.

Discussion

As the department has started reviewing the operations of the division, it has become apparent that an overall analysis of existing codes and ordinances, fee structures, procedures, staffing, employee education and certification, and future organizational structure all need a comprehensive review. The department is recommending that an RFP process be utilized to hire a consulting firm to do this analysis and provide recommendations. The department has had good success recently with utilizing consultants to do this type of analysis, evidenced by the work of Fitch and Associates as it relates to our EMS system. In this specific case the cost of the consultant's contract was around \$15,000. Implementing the recommendations from their report has generated in excess of \$150,000 in additional ambulance revenue.

An RFP has been prepared and three consulting firms identified that have provided this type of work to other municipalities and districts.

Recommended Action

Approval for the department to solicit bids for consulting services.

Attachments: *Draft RFP*

D R A F T

VILLAGE OF HANOVER PARK ILLINOIS

REQUEST FOR PROPOSAL

Review of all Village of Hanover Park Fire Department Inspection Services, including building codes, fire codes, life safety codes, health and sanitation codes, permit fees, ordinances, and all fees related to inspections, plan reviews, licensing and fines.

ACCEPTANCE DATE & TIME: August 5, 2011 1:00 P.M.

RFP NUMBER: 11-001

ACCEPTANCE PLACE HANOVER PARK FIRE DEPARTMENT
Hanover Park Illinois,
Attention: Battalion Chief Larry Pikora
6850 Barrington Road
Hanover Park IL 60133

Sealed Envelopes Must Be Marked:

Review of all Village of Hanover Park Inspection Services.

The effective date of the award shall be on or about:

August 18, 2011

Requests for information related to this request should be directed to:

Battalion Chief Larry Pikora
(630) 736-6806
Email Address: lpikora@hpil.org

ISSUE DATE: July 22, 2011

REQUEST FOR PROPOSAL

Bidder

Request for Proposals for the Village of Hanover Park

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Prepared By: _____

Date: _____

Request for Proposals for

Review of all Village of Hanover Park Fire Department Inspection Services

0. General Information

0.1 Company Details

Name, address, telephone, and fax number of bidder.

Person dealing with the proposal.

Description of role, or element of contract, to be fulfilled by any consortium/ third-party.

Name, address, telephone, and fax number of any third parties involved in the tender.

Person within third party business dealing with matter.

Identification of party who will carry overall responsibility for the contract.

0.2 Bidder's Company Profile

Length of time in existence.

Number of employees.

Short description of the company's principal areas of activity.

Any additional information in support of your tender.

Provide a very brief profile of the key personnel who will be involved in the project. Specifically the following information is required:

Identity of the key personnel responsible for carrying out each service.

Technical knowledge of the personnel responsible for each service.

Qualifications of the personnel responsible for each service.

1.0 PURPOSE

The purpose/intent of these specifications is to cover the requirements of furnishing and delivering Bidder Services for **the Village** of Hanover Park Illinois. To provide a comprehensive review of all Village of Hanover Park Fire Department Inspection Services including building, electrical, plumbing, and mechanical codes, fire codes, life safety codes, health and sanitation codes, permit fees, ordinances, and all fees related to inspections, plan reviews, licensing and fines. Compare Village of Hanover Park to other like communities and other standards in the industry. Make recommendation for changes and updates to codes, ordinances, permit procedures, licensing, and fee structures. Make recommendations on the organization of the Prevention Services Division and make recommendations on the number and types of inspectors needed along with certification required by each type of inspector.

Bidders shall have knowledge of the International Building Code (IBC), International Fire Code (IFC), National Fire Protection Association (NFPA) Codes and Standards, International Property Maintenance Code (ICC), Food Service Sanitation Code (IDPH), Retail Food Store Sanitation Code (IDPH) and Municipal Code of Hanover Park.

Bidders are advised that the General Conditions section of the specifications will be evaluated before the Technical specifications. Bids that do not comply with our General Conditions, bonding, insurance, delivery, bidder qualifications, and service and warranty requirements will be immediately deemed non-responsive and shall be immediately rejected without further review of the technical specifications.

2.0 COMPETITION INTENDED

It is **the Village of Hanover Park's** intent that this RFP shall permit competition. It shall be the Bidder's responsibility to advise **the Village** in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by **the Village** not later than ten (10) days prior to the date set for proposals to close.

3.0 GENERAL CONDITIONS

1. **The Village** reserves the right to accept or reject any, and/or all proposals, wholly or in part, and/or to waive formalities if it is considered in the best interest of **the Village** to do so.

2. Each bidder is required to provide a complete and accurate description of their own services along with any required software and hardware specifications. These specifications shall be in the same sequence as the **SPECIFICATIONS** for ease of comparison. Each bidder shall provide a detailed description of the services provided, the software and internet connectivity which they propose to use/furnish to establish a safe compliant conduit for the electronic exchange of protected information.
3. All prices quoted must be firm as described in the bid response. All bids must be delivered to the Purchaser's business address no later than **August 5, 2011.**
4. No contract will be awarded except to responsible bidders capable of providing the services outlined and achieving the identified expected results. Before the award of the contract, the bidder may be required to show they have the requisite facilities, experience, ability, security and backup relationships in place to successfully manage this engagement.
5. The bidder shall describe all back up policies, relationships, subcontractor agreements for equipment, materials, software and hardware utilized in fulfilling this contract.
6. The specifications as detailed under the section **SPECIFICATIONS**, as well as the **GENERAL CONDITIONS**, shall constitute a valid part of the signed contract.
7. It shall be noted that **the Village** is seeking a service that closely matches the attached specifications. Extensive time has been put into preparing the attached specifications as they relate to the needs of **the Village**
8. Specifications contained herein are considered minimum.
9. The following specifications describe a Bidder suitable to support **the Village** goal of fiscal stability. The specifications are intended to provide a common standard to which all parties may bid. For this reason the bidders must respond to each individual item by indicating: "**YES**"= **COMPLY** or "**NO**" = **DO NOT COMPLY**.
10. The YES/NO space below must be fully and accurately completed in order to be considered responsive. The bidder must indicate compliance by marking a (X) in the parenthesis provided.
11. Any exceptions, variations, deviation and clarifications to these specifications must be set forth on an attached sheet entitled "**EXCEPTIONS TO THE SPECIFICATIONS**". They should include the page number and description as they are referred to in the bid specifications. **The Village** will evaluate each exception taken. **The Village** reserves the right to accept or reject each exception taken as it applies to specified item(s). If no exceptions are indicated and the department accepts the proposal, the service must be provided exactly as specified.

12. A sample of the bidder's service contract shall be included with the proposal.
13. The bidder shall provide a certificate of insurance that provides errors, omissions, fraud, and corporate liability insurance.
14. References: Bids will only be accepted from Bidders who have an established reputation of permanency and reliability in the field of inspection services. Each bidder shall furnish satisfactory evidence of their ability to provide the services as specified. Bidders should list municipalities of similar service as proposed including the names, addresses and phone numbers of a contact person at each, that bidder has provided services for.
15. By submitting the proposal, the Bidder certifies that they fully understand all the requirements included in the proposal terms and specifications and that they are fully informed as to the nature, scope, and time frame of the type of service to be provided.
16. AWARD CRITERIA:
 - General Criteria:**
 - Certificate of Insurance
 - Cost
 - Technical Criteria:**
 - Meets all specified requirements
 - Meets all desirable capabilities
 - Meets all performance criteria
 - Meets all required standards
17. Implementation: All bidders shall be able to begin working on review of Inspection Services within **10 Business Days** after notification of the award of the proposal.

4.0 SPECIFICATIONS

For all questions with which the Bidder notes that they comply, the Bidder must be prepared to supply or demonstrate proof of compliance, although such proof is not required to be attached to its proposal.

1. The Bidder shall have knowledge of the International Building Code (IBC), International Fire Code (IFC), National Fire Protection Association (NFPA) Codes and Standards, International Mechanical Code, International Residential Code, National Electric Code, and the Illinois Plumbing Code International Property Maintenance Code (ICC), Food Service Sanitation Code (IDPH), Retail Food Store Sanitation Code (IDPH) and Municipal Code of Hanover Park.

Does your proposal comply with this requirement: Yes () No ()

2. The Bidder shall make recommendations for changes, updates, or additions to codes, ordinances, permit procedures, licensing, and fee structure. Cost estimates to have the consultant assist with ordinance and code rewrites shall be provided as part of the final report.

Does your proposal comply with this requirement: Yes () No ()

3. The Bidders fee structure recommendation shall include fees for permits, plan reviews for new construction, plan reviews for renovations / additions to existing structures, re-inspections, and fines.

Does your proposal comply with this requirement: Yes () No ()

4. The bidder shall make recommendation on the appropriate organizational structure of the Prevention Services Division including the number and types of inspectors needed along with certifications required by each type of inspector.

Does your proposal comply with this requirement: Yes () No ()

5. The Bidder will make recommendations on which inspection services should be performed by **the Village** of Hanover Park staff and which inspection services can be outsourced through sub-contracting.

Does your proposal comply with this requirement: Yes () No ()

6. The Bidder shall provide a list of references of clients that they have provided similar services as this proposal.

Does your proposal comply with this requirement: Yes () No ()

7. The Bidder shall provide a timeline for completion of the review and submittal for final review documents.

Does your proposal comply with this requirement: Yes () No ()

5.0 CONTRACT TERMS AND CONDITIONS

5.1 Procedures

The extent and character of the services to be performed by the selected Bidder shall be subject to the general control and approval of **the Village** or its authorized representative(s). The Bidder shall not comply with requests and/or orders issued by other than **the Village** or its authorized representative(s) acting within their authority for **the Village**. Any changes to the contract must be approved in writing by the original signatories and the Bidder.

5.2 Contract Period

The Term of the service contract agreement shall be initiated no later than **August 19, 2011** and extend through completion of the review and submittal of the review to **the Village** of Hanover Park.

5.3 Method of Payment

Upon completion and acceptance of the services, the selected Bidder shall submit an invoice, detailing the appropriate charges.

Upon receipt of invoice and upon final inspection and acceptance of the services provided, **the Village of Hanover Park** will render payment within thirty (30) days. Invoices shall be submitted to:

**The Village of Hanover Park
Accounts Payable
2121 W. Lake Street
Hanover Park IL 60133**

5.4 Assignment of Contract

This agreement may not be assigned in whole or part without the written consent of the authorized representative(s) of **the Village**.

5.5 Termination

Subject to the provisions below, the contract may be terminated by **the Village** upon thirty (30) days advanced written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of **the Village** until said work or services are completed and accepted.

a. Termination for Convenience

In the event that this contract is terminated without cause, at the request and for the convenience of **the Village** without the required (30) days advance written notice, then **the Village** shall negotiate reasonable termination costs, if applicable.

b. Termination for Cause

Termination by **the Village** for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. Upon receipt of notice of a default the defaulting party shall have 5 business days to correct the default. If the default is not corrected and/or with the occurrence of two defaults in any six (6) month period, the non-defaulting party may terminate the contract for cause.

5.7 Contractual Disputes

The contracted entity shall give written notice to **the Village** of the intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to **the Village** no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, **the Village** shall reduce their decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of receipt of the claim.

The Village's decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to **the Village**, or its designee. **The Village** shall render a decision within sixty (60) days of receipt of the appeal.

5.8 Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

6.0 INSTRUCTIONS TO BIDDERS

6.1 Submission of Proposals

Pricing must be inclusive, clear, and concise. Include other information as requested or required. Be sure proposal container is completely and properly identified. The face of the container shall indicate the item contained in the proposal, time and date of opening, and the title of the RFP.

Proposals must be received by the **Hanover Park Fire Department** before the hour specified on the opening date. Proposals may be mailed, to **6850 Barrington Road, Hanover Park IL 60133** or hand delivered to **the same**. **Original and four (4) copies** of the proposal must be received by **August 5, 2011 at 1:00pm**. The outside of the envelope should be clearly marked **"Review of all Village of Hanover Park Inspection Services."**

All proposals must include the following elements:

1. A completed copy of the **General Conditions and Specifications** sections of the RFP.
2. A completed copy of the **Bid Statement** (see Addendum A).
3. Identification of any facilities or equipment that will be required to be provided by **the Village**
4. **The Village** or designee shall review and evaluate all proposals in accordance with the criteria contained herein and the provisions of applicable state and federal laws.
5. Original and (4) copies are required. Electronic submittals must be provided in MS Word and/or Excel format or Adobe Acrobat.

6.2 Acceptances and Opening of Proposals:

At the time of the posted deadline for submission of proposals, all proposals shall be opened, time/date stamped for acceptance purposes. At that time, the proposals shall be turned over to **the Fire Chief** and/or his designee for review. Award of the bid shall be made at a later date. **The Village Board**, after receiving recommendation from **the Fire Chief** Shall award the proposal to the successful bidder.

6.3 Inquiries & Questions

Inquiries pertaining to request for proposal must give RFP number, title and opening date. All questions and/or inquiries shall be in writing and addressed to:

**Attention: Battalion Chief Larry Pikora
Hanover Park Fire Department
6850 Barrington Road
Hanover Park IL 60133**

6.4 Firm Pricing for **Village** Acceptance

Bid price must be firm for **the Village** acceptance for 90 days from the proposal's opening date, unless otherwise noted by respondent. "Discount from list," proposals not acceptable unless requested.

6.5 Proprietary Information

Trade secrets or proprietary information submitted by a bidder in connection with this solicitation shall not be subject to disclosure under **Illinois** law. The bidder must invoke the protections of this section prior to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. Bidders shall not mark sections of their proposal as proprietary if they are to be part of the award of the contract and are of a "Material" nature.

6.6 Authority to Bind Firm in Contract

Proposals must give full firm name and address of bidder. Failure to manually sign bid may disqualify it. Person signing the proposal should show TITLE or AUTHORITY TO BIND HIS FIRM IN A CONTRACT. Firm name and authorized signature must appear on the proposal in the space provided in the lower right hand corner of the pricing page(s).

6.7 Late Proposals

Late proposals will be returned to bidder UNOPENED, if opening date and bidder's return address is shown on the container.

6.8 Rights of the **Village of Hanover Park**

The Village reserves the right to reject all or any part of any proposal, waive informalities and award the contract to the lowest responsive and responsible bidder to best serve the sole interest of **the Village**

6.9 Deviations from Specifications

If there is any deviation in the source, quality, etc. of any item in the proposal from that prescribed in the General Conditions and Specifications, the appropriate line in the specifications shall be ruled out and the substitution clearly indicated. **The Village** reserves the right to determine the responsiveness of any deviation.

6.10 Basis for Award

Contract award will be made to the most responsive and most qualified bidder that provides the best value for money proposal to **the Village**. **The Village** reserves the right to accept a proposal deemed to be the most beneficial to the public and **the Village**.

6.11 Anti-Trust Violations

Consistent and continued tie bidding could cause rejection of proposals by **the Village** and/or investigation for Anti-Trust violations.

6.12 Protest

Bidders may protest award to **the Village** who shall determine the appropriate response based on past practice, generally accepted purchasing standards, and the laws of the state of **Illinois**.

6.13 Must Include

The following shall be returned with your proposal. Failure to do so shall be cause for rejection of bid as non-responsive. It is the responsibility of the bidder to ensure that all addenda have been submitted.

1. References,
2. Certificate of Insurance
3. Descriptive Literature, per Section 4

EXCEPTIONS TO THE SPECIFICATIONS:

Alternatives to these specifications shall be noted below. All alternatives taken shall be recorded per the guidelines defined above. Each alternative shall be noted by page number and item header. If additional space is required for alternatives, then the bidder shall use additional paper as necessary, however the same format shall be used.

Page #: _____

Header: _____

Exception: _____

Page #: _____

Header: _____

Page #: _____

Header: _____

Exception: _____

Addendum

“A”

Review of all Village of Hanover Park Fire Department Inspection Services, including building codes, fire codes, life safety codes, health and sanitation codes, permit fees, ordinances, and all fees related to inspections, plan reviews, licensing and fines.

Introduction

The Hanover Park Fire Department (formerly Ontarioville Fire Protection District) was organized in 1928 to provide Fire suppression service to an unincorporated area known as Hanover Park, Illinois (formerly Ontarioville, Illinois). In the 1940's the department began providing emergency ambulance service to the area and in 1975 upgraded to paramedic. The department provided paramedic service to the residents of Hanover Park and Bartlett Fire Protection District. In 2000 the Fire Protection District was merged into municipal governance under the Village of Hanover Park. Prior to 2008 the department and previously the district did not conduct any inspections or perform any type of fire prevention work. The Village of Hanover Park managed all inspections, plan reviews, and code enforcement under the direction of the Community Development Department.

In June of 2011 responsibility for inspectional services was transferred to the fire department. All inspectional personnel previously assigned to the Community Development Department were transferred to the Fire Department. This reorganization makes the Fire Department responsible for all electrical, plumbing, structural (shell and foundations), and mechanical systems inspections. The Department also conducts/manages all business premise, fire alarm, sprinkler system, wet / dry chemical systems, health, and property maintenance inspections. Business Premise inspections are conducted by on-duty fire companies, Inspectional Service inspectors, and some off duty personnel working extra hours. Highly technical inspections including plan review for fire alarm, sprinkler systems, and wet / dry chemical system are contracted to a third party vendor (Fire Safety Consultants Inc.). In addition, an area that is within the corporate boundaries of the Village of Hanover Park is covered by the Bloomingdale Fire Protection District. The District conducts both fire inspections and works with the Fire

Department to manage plan reviews for new construction as well as changes to existing properties.

The Code Enforcement Division which is under the direction of the Police Department performs Rental Residential, Single / Multiple Family Property Maintenance, and Weed Abatement inspections.

Conclusion The Village of Hanover Park is an equal opportunity employer and requires all vendors to comply with all existing State and Federal Laws and Guidelines that prohibit discrimination.

1. **Emergency Service Consultants**
25200 SW Parkway Ave, Ste. 3, Wilsonville, OR 97070
Toll-Free: 800.757.3724, <http://esci.us/>

2. **The McGrath Consulting Group, Inc.**
Phone and Fax:
PH (815) 728-9111
FX (815) 331-0215
E-mail:
Tim@mcgrathconsulting.com or Victoria@mcgrathconsulting.com

3. **McGrath Consulting Group, Inc.**
P.O. Box 190
Wonder Lake, IL 60097

4. **Fitch & Associates**
PO Box 170
Platte City MO 64079
816-431-2600
www.fitchassoc.com