



Village of Hanover Park

Public Works

Public Works Facility
2041 Lake Street
Hanover Park, IL 60133-4398

630-823-5700
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VILLAGE OF HANOVER PARK

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES OF A
CONSTRUCTION MANAGER/DESIGN SERVICES
FOR THE HANOVER SQUARE SHOPPING CENTER

QUALIFICATIONS DUE: 12:00 Noon
FRIDAY, NOVEMBER 2, 2012

DELIVER TO:

Howard A. Killian, P.E.
Director of Engineering and Public Works
Village of Hanover Park
2041 Lake Street
Hanover Park, IL 60133

REQUEST FOR QUALIFICATIONS

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VILLAGE OF HANOVER PARK
REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES OF A
CONSTRUCTION MANAGER/DESIGN SERVICES
FOR THE HANOVER SQUARE SHOPPING CENTER

The Village of Hanover Park is requesting qualifications for the professional services of a Construction Manager/Design Services for the interior build out of the Hanover Square Shopping Center.

Sealed qualification documents will be received at the office of the Director of Engineering and Public Works, 2041 Lake Street, Hanover Park, Illinois 60133, until 12:00 Noon, on Friday, November 2, 2012.

Pertinent documents may be obtained at the Director of Engineering and Public Works Office, 2041 Lake Street, Hanover Park, Illinois 60133 during normal business hours or by calling 630-823-5700 during working hours.

Faxed or emailed qualification documents will not be accepted.

Attached please find pertinent documents necessary for you to respond to this Request for Qualifications.

Each qualification form must be placed in an envelope, sealed, and clearly marked on the outside: **“Construction Manager/Design Services for the Hanover Square Shopping Center”**. Each proposal submitted shall consist of one (1) unbound original and four (4) bound copies in order to be considered.

Inquiries and/or questions pertaining to the provisions of this Request for Qualifications package shall be directed to Howard Killian during normal working hours.

Absolutely no informal communication shall occur regarding this Request for Qualifications, including requests for information, or speculation between the Proposer and any of their individual members and any Village elected official or employee. Any cost incurred by the proposer in preparation, transmittal, or presentation of any information or material submitted in response to the Request for Qualifications, shall be borne BY THE PROPOSER.

The Village of Hanover Park reserves the right to reject any or all qualifications, to waive any technicality, informality or irregularity in the qualification documents received. The Village further reserves the right to award the proposal, the PROPOSER whose offer best responds in quality, fitness and capacity to the requirements of the proposed work and therefore is in the best interest of the Village.

VILLAGE OF HANOVER PARK
Howard A. Killian, PE
Director of Engineering and Public Works

RFQ PROPOSAL CERTIFICATION

I/We hereby certify that:

1. A complete set of Request for Qualifications documents as intended have been received and that I/We will abide by the contents and/or information received and/or contained therein.
2. I/We have not entered into any collusion or other unethical practices with any other person, firm, or employee of the Village of Hanover Park which would in any way be construed as an unethical business practice.
3. I/We comply with all current Federal, State, and Local laws, statutes, rules, and regulations referencing equal opportunity employment practices including those contained in Public Act 87-1257 (effective July 1, 1993).
4. I/We have adopted a written sexual harassment policy which is in ordinances with the requirements of Federal, State and Local laws, regulations and policies, and further certify that I/We are also in compliance with all other requirements contained in 775 ILCS 5/2-105(A).
5. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

NAME OF CORPORATE/COMPANY OFFICIAL _____

Please Type or Print Clearly

TITLE _____

AUTHORIZED OFFICIAL SIGNATURE _____

DATE _____

PHONE () _____

FAX () _____

STATE OF ILLINOIS)
)ss.
COUNTY OF DUPAGE)

CONTRACTOR'S TAX CERTIFICATION

(CONTRACTOR'S EXECUTING OFFICER), being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of Contractor, that this deponent is authorized to make them and that the statements contained herein are true and correct.

Contractor deposes, states and certifies that Contractor is not barred from contracting with any unit of local government in the State of Illinois as a result of a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue statute, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1.

Dated this _____ day of _____, 2012

By _____
(Signature of Bidder's Executing Officer)

(Print Name of Bidder's Executing Officer)

Title

Attest/Witness:

By _____

Title _____

Subscribed and sworn to before me this
____ day of _____, 2012

Notary Public

(SEAL)

VILLAGE OF HANOVER PARK
INSTRUCTIONS FOR SUBMITTALS

1. REQUIREMENTS OF CONSTRUCTION MANAGER/DESIGN SERVICES

The successful Proposer may be required to enter into a contract in writing with the Village of Hanover Park covering matters and things as are set forth in the proposal.

2. ACCEPTANCE OF PROPOSALS

- a. The Village of Hanover Park reserves the right to reject any or all proposals, and to waive any technicality, informality or irregularity in the proposal(s) received. The Village further reserves the right to award to the responsible proposer whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage and therefore is in the best interest of the Village.
- b. The Village of Hanover Park will accept one of the proposals or reject all proposals within sixty (60) days from the proposal opening date, circumstances permitting.

3. RECEIPT OF PROPOSALS

- a. It is suggested that respondents allow a minimum of four (4) days for delivery through U.S. Mail, or proposals may be delivered to the Office of the Director of Public Works in person. Overnight courier is acceptable provided timely receipt of bids.
- b. Any proposal received by the Director of Engineering and Public Works after 12:00 Noon, on Friday, November 2, 2012, shall be rejected and returned unopened.

4. BOND AND INSURANCE

The Proposer awarded the contract will be required, when the SCOPE OF WORK is determined, to furnish a Performance Bond in the amount of one hundred percent (100%) of the full contract price, a Payment Bond, Public Liability Insurance, Workers Compensation Insurance, and any other insurance required by the Village; all of which shall be acceptable to the Village of Hanover Park.

5. PROPOSER CAPABILITY

The Village reserves the right to require of the Proposer proof of his/her capability to perform.

6. PROPOSERS AWARD

The opportunity to enter into contract shall be afforded to the successful proposer whose proposal is determined to be the most advantageous to the Village and therefore in the Village's best interest, taking into consideration evaluation factors set forth in the proposal. Opportunity to enter into contract to be at the Village's sole discretion.

7. TAXES

The Village of Hanover Park is exempt, by law, from paying State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax upon City works and purchases.

8. COMPLIANCE WITH LAWS AND REGULATIONS

The Proposer shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the conduct of the work, and with all Federal, State and local laws and policies of non-discrimination, sexual harassment, prevailing wages and others applicable thereto; and all such orders or decrees as exist at the present and which may be enacted later, of bodies or tribunals having jurisdiction or authority over the work, and no plea of misunderstanding or ignorance thereof will be considered. The Proposer shall indemnify and save harmless the Village and all its officers, agents, employees and servants against any requirements, claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by themselves or their employees.

APPENDIX A

REQUEST FOR QUALIFICATIONS **PROFESSIONAL SERVICES OF A** **CONSTRUCTION MANAGER/DESIGN SERVICES** **FOR THE VILLAGE OF HANOVER PARK, ILLINOIS** **HANOVER SQUARE SHOPPING CENTER**

The Village of Hanover Park is issuing this Request for Qualifications to solicit proposals of qualifications ("Proposals") to provide Construction Manager/Design Services for the interior build out of the Hanover Square Shopping Center.

In order to have your qualifications considered, it must be submitted in a sealed envelope containing **one (1)** unbound original and **four (4)** bound copies, plainly marked "**Construction Manager/Design Services for the Hanover Square Shopping Center**". **Faxed or emailed Proposals will not be accepted.**

Dates/Times:

Qualifications must be received at the Village of Hanover Park, Director of Engineering and Public Works, 2041 Lake Street, Hanover Park, Illinois 60133, **no later than 12:00 Noon, Friday, November 2, 2012.** Qualifications received after the closing time and date will be returned unopened.

The Village reserves the right to reject any or all proposals, or to withhold selections of short listed companies for any reason it may determine, or to waive or decline irregularities in any submittal.

Interpretation or corrections of the RFQ documents will be made only by written addendum, which will be mailed or delivered to each offeror on record. The Village is not responsible for any other explanations or interpretations of the RFQ and/or RFQ documents.

Contact:

For additional information about this RFQ, any other aspects of the selection process or the project in general, please contact:

Name: **Howard Killian, Director of Engineering and Public Works**

Phone: **630-823-5700**

Email: hkillian@hpil.org for **proposal questions only.**

Absolutely no informal communication shall occur regarding this RFQ, including requests for information, or speculation between Offeror and any of their individual members and any Village elected official or employee. Any cost incurred by the Offeror in Preparation, transmittal, or presentation of any information or material submitted in response to the RFQ shall be borne solely by the Offeror.

1. Overview:

A. Project Description:

The Village is the owner of a 117,000 square foot retail shopping center located at 6602 to 6772 Barrington Road. This project consists of "White Box" interior build out of various sizes for various tenants. The Construction Manager/Design Services will be expected to work with Village staff, the Village hired Management Company, Village hired leasing agent, and prospective tenants to develop plans and not to exceed costs of the build out.

B. Schedule:

The Village does not anticipate the entire build out occurring at one time, but views this as an opportunity to establish a business relationship with one firm for ongoing future work at the site.

C. Exterior:

The Village reserves the right to use the Construction Manager for other services related to the Center such as exterior reconstruction, major renovation or maintenance work.

2. Qualification Submission Requirements:

All responsive submissions must be in accordance with the requirements set forth in the RFQ. As a minimum the following information shall be submitted.

- A. The Name of the Firm, identifying its Principal Shareholders, Partners or Members. It should define the period of time the Offeror has been operating its business offering professional Construction Management/Constructor services.
- B. Name, resume, project list, educational background, and three (3) project references (with phone numbers) of the firm and additionally, of the key staff that will be assigned to this project. Identify how many years each staff member has been employed by your firm, other firms. Define any other project responsibilities key staff assigned to this project are currently involved in.
- C. On separate sheets, present three to five (maximum) projects of similar scope for which the firm has provided similar construction services. Provide current contact names and phone numbers for each project listed. If the primary contract individual has retired or is no longer available, provide the name of an individual now responsible for the facility.
- D. Any additional information reflecting the Offeror's ability to complete projects within established schedules and budgets. Any additional information to demonstrate the ability of the Offeror to perform the tasks described herein.

3. Short List/Interview Procedures:

After Qualifications have been received and reviewed by the selection committee, top ranked firms will be notified and may be invited to participate in a short list/final selection phase. It is anticipated that this list will consist of no more than five (5) firms. It is intended that this phase will include the following steps:

- A. Notification:
Written notification of top ranked firms.
- B. Discussion/Presentation:
A one-hour discussion/question and answer period will be conducted at a location to be determined. At this time the Construction Manager will be asked to introduce all key staff, illustrate the management strategy they will use, and identify what attributes and unique qualifications their firm brings to this project. The firm should emphasize measures and control methods used to assure quality, schedule, and budget conformance.
- C. Final Ranking:
After discussions are completed, the Selection Committee will rank the firms interviewed.
- D. Negotiation/Scope Development:
The top ranked firm will be notified in writing and will be invited to meet and submit a prospective detailed scope of services with their initial fees broken down by phases. If the Village finds the fee unacceptable, it will terminate negotiations with the top ranked firm and, at their sole discretion; enter into negotiations with the second ranked firm, withhold the award for any reason, elect not to proceed with any of the proponents, or re-solicit new Proposals.
- E. Final Selection:
The selection committee will then make a recommendation to the President and Board of Trustees, whose decision will be final.

4. Fee Schedule

It is anticipated that the following compensation schedule will be followed.

Preconstruction/Design:

Village would lock in staff rates which will include overhead and profit.

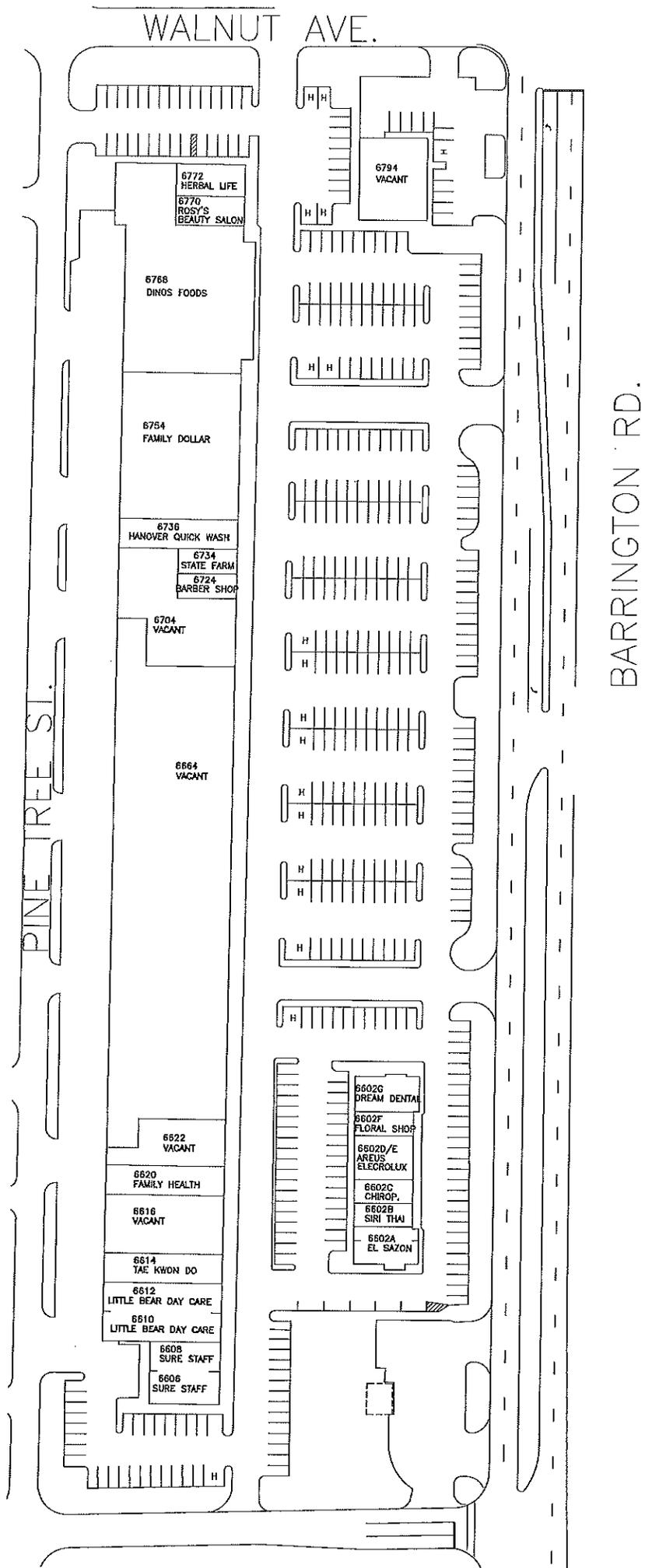
Construction:

A matrix will be developed with the Construction Manager based on a percentage of the size of the build-out and cost of build-out.

General Conditions:

Will be set with staff rates.

END OF RFQ



WALNUT AVE.

BARRINGTON RD.

PINE TREE ST.

6772
HERBAL LIFE
6770
ROSY'S
BEAUTY SALON

6768
DINOS FOODS

6754
FAMILY DOLLAR

6736
HANDOVER QUICK WASH

6734
STATE FARM
6724
BARBER SHOP

6704
VACANT

6664
VACANT

6622
VACANT

6620
FAMILY HEALTH

6616
VACANT

6614
TAE KWON DO

6612
LITTLE BEAR DAY CARE

6610
LITTLE BEAR DAY CARE

6608
SURE STAFF

6606
SURE STAFF

6794
VACANT

6602G
DREAM DENTAL

6602F
FLORAL SHOP

6602D/E
AREJUS
ELECTROLUX

6602C
CHIROP.

6602B
SIRI THAI

6602A
EL SAZON