



THE COMMUNITY AND ECONOMIC DEVELOPMENT
ASSOCIATION OF COOK COUNTY, INC

Request for Proposals Specification #07192010RFP

for

Engineering Services For
Specification Development
For CEDA Weatherization

Submittals from minority, women and disadvantaged business enterprises are encouraged.

Faxed, e-mailed or late bids will not be accepted.

<p>SUBMITTAL DEADLINE</p> <p>Tuesday, August 10, 2010</p> <p>by 5:00pm</p>	<p>SUBMIT</p> <p>In a sealed envelope one (1) unbound original plus one (1) duplicate copy</p>
<p>DELIVERY BY HAND or MAIL</p> <p>CEDA-Receptionist</p> <p>208 S. LaSalle Street, Suite 1900</p> <p>Chicago, IL 60604</p> <p>Attn: Procurement</p>	

SECTION 1 INTRODUCTION

The Community and Economic Development Association of Cook County Inc. (CEDA) is a community action agency serving Cook County. It provides economic development and human service programs to address the needs of low-income County residents and the underlying conditions which cause those needs. CEDA provides a variety of services including but not limited to Head Start, WIC, Emergency, Low Income Heating and Energy Assistance Program (LIHEAP), Housing and Weatherization. These services and many others are offered at CEDA seven Community Development Agencies

The Illinois Home Weatherization Assistance Program (IHWAP) is designed to help low-income residents save energy and money while increasing the comfort of their homes. CEDA administers this program to low-income homeowners and qualified renters to help to make their homes more energy efficient.

CEDA is seeking proposals from qualified contractors to participate in this program for its Multi-Family units.

SECTION 2 SCOPE OF SERVICE

CEDA is seeking a response to this Request for Proposals (RFP) for Illinois licensed and qualified Engineers to furnish energy audits, design reports and equipment and construction specifications for the purposes of 'weatherization' in buildings with a central boiler system and/or individual unit furnaces and/or domestic hot water systems. Weatherization shall include all energy consumption reducing measures as allowed by the Illinois Home Weatherization Assistance Program. Project sizes range from one or more buildings with five to three hundred or more units per building.

SECTION 3 INSTRUCTIONS TO BIDDERS

Proposers must adhere to the following instructions:

3.1 Contractor Responsibilities

Any firm or individual desiring to provide Services must be certified or licensed as required by the City of Chicago and the State of Illinois. The design of the Project shall be completed in compliance with all applicable federal, state, city and local laws, except to the extent proper variances and exceptions have been obtained from the applicable agency with jurisdiction.

3.2 Document Submittal and Questions

Contractor must submit one (1) original and one (1) copy of their proposal. Proposals must be returned by Tuesday, August 10, 2010. Proposals must be submitted to: CEDA, 208 South LaSalle, 19th Floor, Chicago, IL. Receptionist Desk, Attn: Shawnee Little. Contractors should submit questions via fax or email to Shawnee Little at (312) 795-0410 or slittle@cedaorg.net. Oral interpretations of this proposal document are not binding.

3.3 Contract Period

The contract period for this proposal runs from September 1, 2010 through June 30, 2011. The contract includes two (2) optional one (1) year extensions to be exercised at the mutual agreement of CEDA and the provider. All awards are contingent on the availability of DOE/HHS/State funds for this program.

3.4 Contract Award

A contract will be awarded to the Contractor(s) whose proposal, in the sole judgment of CEDA; most thoroughly meets the specifications outlined in this document and Attachment A while providing the most beneficial pricing to the agency.

CEDA reserves the right to reject any and all proposals, to accept proposals in whole or in part, and to waive any irregularities or defects in any proposal, should it deem such action to be in the best interests of CEDA.

3.5 Contractor Qualifications

Any firm or individual desiring to provide services must have knowledge of city, state, and federal codes including but not limited to:

- City of Chicago Building Code
- Chicago Energy Code
- American National Standards Institute (ANSI)
- International Energy Conservation Code
- International Mechanical Code
- International Plumbing Code
- Uniform Mechanical Code
- ASHRAE Standard 62.2
- Energy Star Standards

3.6 Submittal Requirements

Contractor responses must provide a narrative listing the qualifications and experience that allow him/her to provide this service. Contractor must include the number of staff in the company, the number of licensed architect and engineers that are on staff and their years of experience. In addition the Contractor must include the items listed below:

- Signed proposal
- Include a description of the firm's history and experience, and if the firm is a joint venture.
- **Cost of Services:** Provide hourly fees for all personnel who may be assigned to projects.
- **Prior City of Chicago and Cook County Experience:** Provide the firm's prior experience within the City of Chicago and Cook County.
- **Insurance:** Provide a copy of a Certificate of Insurance with current limits of liability for commercial general liability, business automobile liability and professional liability insurance. If not disclosed in the Certificate of Insurance, include a statement as to all deductible amounts or self-insured retention amounts.
- **Business Licenses:** Provide a statement warranting that all federal, state, and local registrations, licenses, and permits required for the operation of business conducted by the
- Geotechnical firm, as would be required to execute the commission contemplated by this RFQ, are current.
- **Resumes:** Provide resumes of key personnel who will be assigned to the project, listing education, professional registration (if applicable) and professional experience
- **Proposer References:** Provide a list of at least three (3) references with contact names, phone numbers, and email addresses. The reference list should include contacts from the three (3) most recent, significant and completed (or under construction). References may be checked at the discretion of *CEDA at any time*.

3.7 Proposals Evaluation and Award

Proposals will be evaluated based the quality of the contractors' proposals in the areas listed in Section 3.8. Evaluation of contractor responses is the sole responsibility of CEDA staff and based totally on CEDA's assessment of responses. The CEDA Procurement Director reserves the right to award a contract or reject any or all bids when, in her opinion, the best interest of CEDA will be served. The contract will be awarded to the most responsible bidder as determined by CEDA.

3.8 Evaluation Criteria

All Proposals will be evaluated on the following:

1. Technical and Environmental qualifications.
2. Past experience with this kind of project.
3. Recommendations of previous clients.
4. Experience in working with state and federal funding agencies.
5. Capability to meet time schedules and project budget requirements.
6. Experience in designing facilities that reflect modest design, simple operational requirements, and economical cost of operation.

7. Evidence of ability to design a project appropriate for the overall budget and the client's financial strength for operation and maintenance cost.

3.9 Competition Negotiation

CEDA reserves the right to enter into negotiations with any or all proposers as determined by CEDA in the evaluation of these proposals. Proposers agree to participate in any subsequent meetings or presentations requested by CEDA in the evaluation of this proposal.

3.10 Payment Terms

Work will commence upon receipt of a purchase order from CEDA. The purchase order number specified on this document must be used on all invoices and invoices must be numbered. Contractor shall provide invoice 80% of the contract amount upon the submission of the plans and drawings. The other 20% may be invoiced after required permits are obtained on the projects.

SECTION 4 GENERAL CONDITIONS

4.1 Insurance Requirements and Indemnification

The selected Vendor must maintain the types of insurance coverage described in Exhibit A. Each Proposal must be accompanied by written evidence of the type and amount of insurance maintained.

The vendor shall indemnify, keep and hold harmless its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against the CEDA in consequence of the granting of this contract, or which may in anyway result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the vendor or his employees, of a subcontractor of his employees, if any, or of the CEDA or its employees. The vendor shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against the CEDA in any such action, the vendor shall, at his own expenses, satisfy and discharge them. The vendor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by vendor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the CEDA as herein provided.

4.2 Investigations Prior to Proposal Award

CEDA may make such investigations as are deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any proposal if the evidence submitted by, or investigation of such vendor, fails to satisfy it that such vendor is properly qualified to carry out the obligations of the contract.

4.3 Officials or Employees

No officer or employee of the CEDA, or the governing body of the CEDA, who exercises any responsibilities with respect to the purchase to be made, shall during his tenure in office, have any interest, direct or indirect, in any contract or purchase order issued as a result of this bid process.

4.4 Exemption from Retailers, Occupation or Use Taxes

CEDA is a non-profit corporation recognized by the Internal Revenue Services as a 501(c) (3) exempt organization and by the State of Illinois as organized exclusively for charitable purposes. CEDA is exempt by law from Retailers Occupation Tax (both State and Local), Use Tax and the Service Use Tax of IL on materials or services purchased in connection with the Work.

4.5 Tax Liability

Consultants, contractors or vendors that perform services for or supply equipment and materials to the CEDA must pay, as a cost of the Work, all existing and future applicable federal, state, and local taxes

that apply to them, whether direct or indirect, incurred in connection with the services. The quoted hourly billing rate must include all other Federal, State, and/or Local direct or indirect taxes that apply.

4.6 Cost/Ownership of Proposals

CEDA owns all Proposals. Proposals will not be returned to Vendors. CEDA shall not be responsible for expenses incurred in preparing and submitting the Proposal. Such costs shall not be included in the Proposal.

4.7 Response to Exhibits

Contractors are required to complete and submit detailed responses to this Request for Proposal (RFP), including, but not limited to the submittal requirements set forth in Section 5 of this RFP and all Exhibits and applicable schedules.

4.8 Federal Statutes

Applicable provisions under 45 CFR Parts 74.42-74.47, 92.36 and 41 U.S.C. 403(11), 10 CFR section 600.236 of the DOE regulations and Section 1352, and Title 31 of the U.S. Code regarding Federal Lobbying Restrictions govern this purchase.

Contractor shall comply with the following; The Civil Rights Act of 1964, 42 U.S.C. sec. 2000 et seq. (1988), as amended; Executive Order NO. 11,246. 30 Fed. Reg. 12,319 (1965) reprinted in 42 U.S.C. 2000(e) note, as amended by Executive Order No 11,375, 32 Fed. Re. 14303 (1967) and by Exec. Order No. 12,086, 43 Fed. Reg. 46,501 (1978); Age Discrimination Act, 42 U.S.C. sec. 6101-6106 (1988); Rehabilitation Act of 1973, 29 U.S.C sec. 793-794 (1988); Americans with Disabilities Act, 42 U.S.C. sec. 12102 ET/. seq.; and 41 C.F.R. Part 60 seq. (1990); the Copeland "Anti-Kickback" Act (18U.S.C. 874) as supplemented by 29 CFR part 3.n Contractor shall comply with all applicable standards orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution amended (333 U.S.C. 1251 et seq.

4.9 Non-Discrimination

Contractors participating on this agreement shall not (1) fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his or her compensation, or the term, conditions, or privileges of his employment because of such individual race, color, religion, sex, age, handicap or national origin. (2) Limit segregate, or classify employees or applicants for employment in any way which deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individuals.

4.10 Davis-Bacon Act

Contractors participating on this contract are subject to the Davis-Bacon Act (40 U.S. C. 276a to a-7) and as supplemented by Department of Labor regulations 29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Finance and Assisted Construction". Contractors participating on this contract are also subject to the Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by the Dept of Labor regulations (29 CFR part 5).

SECTION 5 PROPOSAL

On behalf of _____ I submit this proposal to the Community and
(Name of Firm)
Economic Development Association of Cook County, IL to provide the architectural and/or engineering
drawings as described in this document and exhibits for the following price:

_____.

I have full authority to bind _____ to this proposal and the terms and
(Name of Firm)
conditions of this bid. Further, if selected, my company will be available to start on this project

_____.
(Date)

Signature of President our Authorized Officer

Title of President or Authorized Officer

Date

(Name of Proposer if Contractor is an Individual)
(Name of Partner if Contractor is a Partnership)
(Name of Officer if Contractor is a Corporation)

Subscribed and Sworn to before me this ____ day of ____.

Notary Public

My commission expires _____.

AFFIX NOTARY SEAL:

For questions regarding this Proposal please contact

Name

Title

Telephone Number

Fax Number

Email Address

Mailing Address

**EXHIBIT A
INSURANCE REQUIREMENTS**

Vendors must advise CEDA of the limits it currently maintains of the types of insurance coverage set forth below, and must provide the CEDA with certificates evidencing such coverage. CEDA reserves the right to ask for higher levels of coverage.

TYPE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Worker's Compensation	Statutory-State of Illinois
Employers a. Each Accident b. Each Employee Disease c. Policy Aggregate Disease	\$500,000.00 \$500,000.00 \$500,000.00
Commercial General Liability a. Per Occurrence b. General Aggregate 1. General Aggregate-Per Project 2. General Aggregate Products Completed Operations Personal and Advertising Injury Fire Legal Liability (any one fire) Medical Expense (any one person)	\$1,000,000.00 \$1,000,000.00 \$1,000,000.00 \$1,000,000.00 \$50,000.00 \$5,000.00
Umbrella Excess Liability (Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer's Liability. It shall be no more restrictive than the primary coverage listed.)	\$2,000,000.00 over Primary Insurance \$1,000.00 retention for Self-Insured Hazards Each Occurrence
Business Auto Liability (This Policy must provide coverage for all owned, non-owned, and hired autos.)	\$1,000,000.00

CEDA must be named as additional insured on this coverage as well as on Umbrella Liability. Vendor must name the following as additional insured on all certificates of insurance:

CEDA, its board members, officers, employees, agents and consultants.

All insurance companies must be rated A-VIII or better by the A. M. Best Company.

Vendor's assumption of liability is independent from, and not limited in any manner by, the Vendor's insurance coverage obtained pursuant to this Proposal, or otherwise. All amounts owed by Vendor to the CEDA as a result of the liability provisions of the Contract shall be paid on demand.

**EXHIBIT B
CONTRACTOR'S AFFIDAVIT**

Contractor

Contractor Address

Contractor Telephone Number

Instructions:

FOR USE WITH ALL CONTRACTS. Every Contractor submitting a bid/proposal to CEDA must complete this Affidavit. Please note that in the event the Contractor is a joint venture, the joint venture and each of the joint venture partners must submit a separate and completed Contractor's Affidavit. In the event the Contractor is unable to certify any of the statements contained herein, the Contractor must contact CEDA and provide a detailed factual explanation of the circumstances leading to the Contractor's inability to so certify.

I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Proposer set forth above, that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provided in or with this Affidavit and attachments hereto are true and accurate.

The Contractor may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit.

Company Name

Signature of Authorized Officer

Name of Authorized Officer (Print or Type)

Title

All bidders/proposers/contractors shall provide the following information with their bid/ proposal/ contract. Complete all blanks by entering the requested information, or, if the question is not applicable, answer with "N/A". If the answer is other, please identify.

- 1. Date of application: _____
- 2. Company: _____
- 3. Parent Company: _____
- 4. Contact Name: _____
- 5. Street Address: _____
- _____
- 6. Mailing Address [if different]: _____
- _____
- 7. Telephone (1): _____
- 8. Telephone (2): _____
- 9. Fax Number: _____
- 10. Website Address: _____
- 11. E-mail Address (include name): _____
- 12. Employer's Federal ID# / Social Security #: _____
- 13. DUNS #: _____

Contractor is a Corporation Sole Proprietor
 Partnership Not-For-Profit
 Joint Venture LLC

Date Business Started: _____

SECTION 1. For Profit Corporations, Limited Liability Corporations, or Not-For-Profit Corporations

- a. Incorporated in _____
- b. Authorized to do business in the State of Illinois Yes No
- c. Names of all officers and directors of corporation (or attach a list)

Name & Title

SECTION 2. Partnership

If the bidder/proposer is a partnership, indicate the name of each partner or attach a list and the percentage of interest of each therein.

<i>Name of Partners</i>	<i>Percentage of Interest</i>
_____	%
_____	%
_____	%
_____	%
_____	%

SECTION 3. Sole Proprietorships

a. The bidder/proposer is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:

Yes No *If "No," complete items b and c.*

b. If the sole proprietorship is held by an agent(s) or a nominee, indicate the principle(s) for whom the agent or nominee holds such interest.

Name(s)

c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised:

SECTION 4. Certification Regarding Suspension and Disbarment

The contractor certifies to the best of its knowledge and belief, that it and its principles are not presently debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from transactions by any Federal, State or local government agency and have not within a (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, a violation of Federal or State antitrust statues, or the commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Further, contractor certifies it is not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Section 2(a) above, and have not within a (3) year period preceding this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

SECTION 5. Verification

Under penalty of perjury, I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Contractor set forth on this page, that I have personal knowledge of all the certifications made herein and that the same are true.

Signature of President or Authorized Officer

Title

Date

NOTARY PUBLIC

STATE OF _____, COUNTY OF _____, ss.:

On this day, personally appeared before me

_____,
to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed

this _____ day of _____.

Notary Public in and for the State of _____.

My commission expires _____.

AFFIX NOTARY SEAL:

EXHIBIT C
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Organization

**EXHIBIT D
AFFIRMATIVE ACTION SMALL, MINORITY, FEMALE, AND DISADVANTAGED BUSINESS
ENTERPRISE IDENTIFICATION FORM**

GENERAL CONTRACTOR INFORMATION:

- a) Name of Company: _____
- b) Is your company certified as a small, minority, female or disadvantaged business enterprise by a municipal, county, State, or Federal agency? Yes____ No_____.
- c) If yes please answer the following:
 - i) Please list agency _____
 - ii) Please attach a copy of your certification letter.
- d) Is your firm certified as a minority business by the Chicago Minority Business Development Council? Yes____ No_____
- e) Is your firm certified as a female owned business by the Women's Business Development Agency? Yes____ No_____
- f) Please attach a copy of your certification letter.

Small businesses, minority-owned firms and women's business enterprises will be given preference for purchases whenever possible. Information will be made available to these firms to encourage their participation in CEDA's purchasing functions.

SUB-CONTRACTOR INFORMATION:

- 1) Are you using sub-contractors or suppliers certified as small, minority, female, or disadvantaged businesses? Yes____ No_____
- 2) If yes, please answer the following:
 - a) What approximate percentage of work is performed by these subcontractors?
 - b) What are the names of the firms?
 - c) Please attach certification forms for all certified sub-contractors.
 - d) What are the names of the firms used and the approximate dollar amount of the supplies purchased from small, minority, female, or disadvantaged businesses?
 - e) What approximate percentage is that of the total dollar amount purchased?
 - f) Please attach certification forms for all certified suppliers.

When contracting for goods and services preferences will be given to contractors who subcontract with small businesses, minority-owned firms and women owned enterprises.

EXHIBIT F
BUSINESS INFORMATION AND REFERENCES

1. How many years has this company been in business? _____
2. Do you have a current business license? YES_____ NO_____
3. In what City or Town is the company licensed? _____
4. Please provide the name, telephone number and address of three references for jobs whose scope of work and dollar value are similar to that which is specified in this RFP. Please specify the type of work performed for the reference.

Company Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____
Project Description _____

Company Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____
Project Description _____

Company Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____
Project Description _____

5. Please provide the name of a banking reference that you have a business relationship with.

