



ORLAND PARK

REQUEST FOR QUALIFICATIONS #25-029

Boley Farm Barn License Agreement

ISSUED

March 25, 2025

SUBMISSION DEADLINE

April 10, 2025
11:00 A.M.

Office of the Village Clerk
2ND Floor
14700 S. Ravinia Ave.
Orland Park, IL 60462

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I – INSTRUCTIONS TO PROPOSERS



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OVERVIEW

The Village of Orland Park ("Village") is issuing this Request for Qualifications (RFQ) from qualified individuals or interested businesses to provide operational services of a farm stand at the barn at Boley Farm, 8041 W. 151st Street Orland Park, IL 60462. The term of the license agreement will be 3 years (2025 through 2027) with the option to renew for (2) 1-year terms, years 2028 and 2029, at the Village's discretion. The proposed license fee and final terms will be negotiated. The proposal license fee that is considered will be for usage of the Subject Property.

The License Agreement shall run from the execution of the contract through November 15, 2027, and option to renew for additional terms from March 1 to November 15 in both 2028 and 2029, unless either party provides written notice of its intent not to renew no later than December 31 preceding each renewal term.

SUBMISSION DEADLINE

Proposals must be submitted electronically through [BidNet Direct](#) or to the Office of the Village Clerk no later than 11:00 a.m., local time, on April 10, 2025. No consideration will be given to proposals received after the stated date and time. Proposals submitted must include all information and documents as requested in this Request for Proposals. All proposals received after the submittal deadline will be rejected and returned unopened. Failure to follow these instructions may result in rejection of the proposal.

Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

THE VILLAGE RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY IRREGULARITIES.

QUESTION INFORMATION

All questions related to this proposal must be submitted online through [BidNet Direct](#), no later than 12:00 pm local time on April 2, 2025.

Before the submission deadline, the Village will make available to the public answers to questions or any modifications or additions to this Project or RFQ in the form of an Addendum to be posted on BidNet Direct. Answers to questions will be posted on BidNet and will not be mailed to potential proposers.

Please "FOLLOW" the solicitation on BidNet Direct to ensure that you receive notification of any addenda that may be issued.

No oral comments will be made to any Proposer as to the meaning of the RFQ, Specifications or other contract documents. Answers will be provided in writing to all potential Proposers. Proposers will not be relieved of obligations due to failure to examine or receive documents, visit the Village's website on BidNet Direct or become familiar with conditions or facts of which the Proposer should have been aware and the Village will reject all claims related thereto. Information other than that published on BidNet Direct issued by the Village from any officer, agent, or employee of the Village or any other person shall not affect the risks or obligations assumed by the Proposer or relieve him from fulfilling any of the conditions and obligations set forth in this RFQ. In the event of conflict with the original RFQ documents, Addendum shall



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govern to the extent specified. Subsequent Addendum shall govern over prior Addendum only to the extent specified. It is the Proposers sole responsibility to make themselves aware of any addenda and/or additional information that may be issued regarding this RFQ.

PRE-PROPOSAL MEETING

A pre-proposal meeting, at which attendance is Optional. Meeting details, if applicable: March 28, 2025, at 11:00 A.M. at Boley Farm, 8041 W. 151st Street, Orland Park, IL 60462.



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PROJECT DETAILS

Scope of Services

The Scope for this RFQ #25-029 is attached under separate cover.

The form of proposal included with this RFQ in Section III must be completed in full and signed by an officer with authority to execute contracts. All documents in Section III must be completed and submitted with the proposal.

PROPOSAL SUBMISSION REQUIREMENTS

Statement of Qualifications

Proposers must include a statement of qualifications as described below with their submittal. Proposers must provide documentation to demonstrate the specified capabilities to be considered a Qualified Contractor. Failure to provide complete information demonstrating the specified qualifications may result in a Proposer being deemed unqualified and/or non-responsive, and their Proposal being rejected.

Each proposal submitted to the Village of Orland Park shall include, without limitation, the following information in narrative and/or outline form:

Company Experience: Describe the experience of the company and your involvement in projects of similar size and scope. Include the names of at least three (3) references and provide address and telephone information for each reference. The firm grants the Village permission to contact said references and ask questions regarding prior work performance.

Operating History: Provide background information on your company that will permit the Village to determine the capability of the firm to meet all contractual requirements.

Staff Qualifications: It is the intent of the Village to award a contract only to a company who furnishes satisfactory evidence that they possess the requisite experience, knowledge, ability, equipment, staffing, and sufficient capital and facilities to perform the work successfully and within the specified time. To be considered a Qualified Contractor for the project, a proposer must meet the minimum experience requirements specified below.

Required Forms

Proposers shall also complete and submit the requested forms included in *Section III* of this RFQ.

1. *Proposal Summary Sheet* – The Proposal Summary Sheet must be completed and submitted with the proposal. The Proposal Summary Sheet is attached under separate cover.
2. *Certificate of Compliance* – The Certificate of Compliance must be completed, signed, and submitted with the proposal. The Certificate of Compliance is attached under separate cover.



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3. *Insurance Requirements* – The Insurance Requirements form must be completed, signed and submitted with the proposal. Proposers may submit with the proposal a current policy Certificate of Insurance showing the insurance coverages the Proposer currently has in force. The Insurance Requirements form is attached under separate cover.

Submission

Proposers may submit three (3) complete, sealed and signed hardcopies. One (1) hardcopy shall be an original unbound version, marked "Original" and must contain original signatures. Two (2) hardcopies shall be complete, identical, bound copies of the proposal. Proposers must submit all proposals in a sealed envelope labeled **RFQ #25-029 Boley Farm Barn License Agreement** Title in the lower left hand corner. All sealed proposals must be submitted to Village of Orland Park, Office of the Village Clerk, 14700 South Ravinia Avenue, Orland Park, Illinois 60462.

Or

Proposers may choose to submit one (1) copy electronically through [BidNet Direct](#).

Either form of submissions must be received no later than 11:00 a.m., local time, on April 10, 2025. No consideration will be given to proposals received after the stated date and time. The proposal shall include all requested information, forms, certifications and addendum acknowledgements (if applicable) in each copy in order to be considered responsive.



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Withdrawal of Proposals

Once submitted, no proposal may be withdrawn without the Village's consent, but it may be superseded by a subsequent timely proposal. Any proposal received after the time and date specified for opening, or any postponement thereof, will not be considered. Proposals shall be irrevocable for a period of ninety (90) calendar days after the Village opens them.

Other

Each Proposer is responsible for reading this RFQ and determining that the Proposal Specifications describe the Project in sufficient detail.

After proposals have been opened, no Proposer shall assert that there was a misunderstanding concerning the nature of the Project or the quantities and specifications of the material/equipment/items to be delivered, and no such claim shall relieve a Proposer from its obligation to perform. All submittals must be made in accordance with this RFQ, which is on file and may be obtained for examination in the Village's Clerk's Office and are made part of this notice as though fully set forth herein.



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EVALUATION OF PROPOSALS

The Village of Orland Park retains the right to refuse any and all proposals. Conditional proposal, or those which take exception to the contract documents without prior written approval from the Village, may be considered non-responsive and may be rejected.

The Village may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work in conformity with the proposal and contract documents, and the Proposer shall furnish to the Village all such information and data for this purpose as the Village may request.

By submitting its proposal, the contractor agrees to furnish, upon request from the Village, all information (including a list of subcontractors and suppliers and their prices) reasonably necessary for analysis. Furthermore, the Village may request that the contractor show, in detail, the kinds, quantities, and prices of direct material and direct labor used to develop prices/costs submitted in the bid. In addition, the Village reserves the right to request and receive information explaining the estimating process, including the judgmental factors and methods used to project from known data, and the contingencies used. The Village may require the contractor to show how it computes and applies indirect costs, and to show trend and budgetary data.

☐ **Quality Based Selection Process:** When the Village of Orland Park receives federal funds for engineering consulting (Phase I and Phase II) and/or construction engineering (Phase III) services, the Village's Quality Based Selection (QBS) process complies with approved written policies and procedures. The QBS process meets the requirements of Federal Highway Administration's (FHWA) 23 CFR 172 and the Brooks Act (Public Law 92-582). These QBS policies and procedures, as adopted by the Village, substantially follow Section 5-5 of the Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets (BLRS) Manual, and specifically Section 5-5.06(e). The Village's QBS process is also approved by IDOT.



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PROPOSAL SUBMITTAL CHECKLIST

In order to be responsive, each Proposer must submit the following items no later than 11:00 A.M. local time on April 10, 2025:

1. A Technical Proposal as described in this RFQ
2. Signed and completed Required Forms from *Section III*:
 - a. Proposal Summary Sheet
 - b. Certificate of Compliance
 - c. Insurance Requirements Form and policy specimen Certificate of Insurance
3. Proposers may submit three (3) complete, sealed and signed hardcopies. One (1) hardcopy shall be an original unbound version, marked "Original" and must contain original signatures. Two (2) hardcopies shall be complete, identical, bound copies of the proposal. Proposers must submit all proposals in a sealed envelope labeled **RFQ #25-029 Boley Farm Barn License Agreement** in the lower left hand corner. All sealed proposals must be submitted to Village of Orland Park, Office of the Village Clerk, 14700 South Ravinia Avenue, Orland Park, Illinois 60462.

Or

Proposers may choose to submit one (1) copy electronically through [BidNet Direct](#).

Please contact BidNet Direct at 800-835-4603 if you experience trouble with your submission.