



# ORLAND PARK

REQUEST FOR PROPOSALS  
#24-020

John Humphrey House and Stellwagen Farmhouse Renovations

ISSUED

April 17, 2024

SUBMISSION DEADLINE

May 15, 2024  
11:00 A.M.

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

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### II. ATTACHMENTS

- Scope of Work ..... under separate cover
- General Terms and Conditions ..... under separate cover
- Sample Agreement ..... under separate cover
- Exhibit A - Stellwagen Farmhouse Plans ..... under separate cover
- Exhibit B - Stellwagen Farmhouse Specifications ..... under separate cover
- Exhibit C - John Humphrey House Plans ..... under separate cover
- Exhibit D - John Humphrey House Specifications ..... under separate cover
- Exhibit E - John Humphrey House Environmental Report ..... under separate cover
- Exhibit F – John Humphrey House ADA Review..... under separate cover

### III. REQUIRED BID SUBMISSION DOCUMENTS

- Proposal Summary Sheet ..... under separate cover
- Certificate of Compliance ..... under separate cover
- References ..... under separate cover
- Insurance Requirements ..... under separate cover
- Bid Bond ..... under separate cover
- Unit Price Sheet ..... under separate cover

## SECTION I – INSTRUCTIONS TO PROPOSERS



ORLAND PARK

RFP #24-020

## John Humphrey House and Stellwagen Farmhouse Renovations

### OVERVIEW

The Village of Orland Park ("Village") is requesting proposals for The Village of Orland Park is requesting proposals from interested parties for various renovations at the John Humphrey House (9830 W 144th Place) and Stellwagen Farmhouse (17701 108th Avenue). Stellwagen Farm is designated as an Orland Park Landmark and John Humphrey House is on the National Registry of Historic Places. ("Project"). The selected party will be responsible for the successful delivery of both projects to the Village and both projects will require a team with the skill and expertise to manage multiple subcontractors at both buildings.

Please review the Scope of Services, and exhibits attached under separate cover with this RFP for more information. An overview of the scope is provided below:

#### Stellwagen Farmhouse (Stabilization)

- First floor stabilization with localized areas of underpinning
- Installation of wood columns and girders in the basement
- Sister joist installations in the basement
- Repointing and repairs at beam pockets
- Project management and coordination with Village staff
- Permitting (Village and any other applicable agencies)
- Contractor Phasing Plan, with approval by the Village required
- Site Restoration

#### John Humphrey House (Stabilization, MEP, and ADA upgrades)

- Localized underpinning
- Environmental remediation
- Installation of wood columns and girders in the basement
- Sister joist installations in the basement
- Repointing and repairs at beam pockets
- Install foundation drain along the exterior of the home.
- Electrical and HVAC upgrades (ComEd service upgrade may be required)
- Expand the vestibule to meet ADA requirements
- ADA improvements including sidewalk removal and replacement to Beacon Avenue.
- Permitting (Village and any other applicable agencies)
- Contractor Phasing Plan, with approval by the Village required
- Site Restoration

The Village reserves the right to coordinate with proposers as to include or exclude project elements based on the proposal prices received. Refer to the unit price sheet for more information.



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### SUBMISSION DEADLINE

Proposals must be submitted no later than **11:00 a.m, local time, on May 15, 2024**. 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. No oral or electronic proposals sent by facsimile or via email, will be accepted or considered. 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 p.m., local time, on May 1, 2024**. No oral comments will be made to any Proposer as to the meaning of the proposal documents. Any and all questions will be answered through [BidNet Direct](#) in an addendum after the question period closes. This policy affords all parties submitting proposals the same information.

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

In order to receive notification of any Addenda, please "FOLLOW" the solicitation on [BidNet Direct](#) to ensure that you receive notification of any addenda that may be issued.

Proposers will not be relieved of obligations due to failure to examine or receive documents, visit the [BidNet Direct](#) website 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 in the form of a written Addendum 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 RFP. In the event of conflict with the original RFP documents, addenda shall govern to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

### PRE-PROPOSAL MEETING

A pre-proposal meeting, at which attendance is mandatory. Meeting details are below:

All parties will meet at Stellwagen Farm, 17701 108<sup>th</sup> Avenue at **12:00 p.m. on Tuesday, April 23, 2024**. The meeting will proceed to John Humphrey House, located at 9830 W 144<sup>th</sup> Place at approximately 1:00 p.m. and will conclude at approximately 1:30 p.m.



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### PROJECT DETAILS

#### Scope of Work

The Scope of Work for this RFP #23-020 is attached under separate cover.

The form of proposal included with this RFP 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.

### SUBMISSION REQUIREMENTS

#### Bond

Each proposal must be accompanied by a proposal deposit, as earnest money, in the form of a bid bond, a certified check or cashier's check, drawn on a responsible bank, made payable to the *Village of Orland Park* for ten percent (10%) of the total amount of the proposal price. After Contract award, the Village will return deposits to unsuccessful Proposers. Bid Bond is Applicable.

#### Other

Each Proposer is responsible for reading this RFP and determining that the Specifications describe the Project in sufficient detail. Proposers shall notify the Village of any inappropriate service, brand name, component, or equipment called for by the Village in this RFP and shall note in its proposal the adjustments made to accommodate such deficiencies.

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 proposals must be made only on the forms provided by the Village and must be made in accordance with this RFP, which is on file and may be obtained for examination in the Clerk's Office at the above address and are made part of this notice as though fully set forth herein.

#### Technical Proposal

In addition to the required forms in *Section III* of this RFP, Proposers must include the information requested as part of the Project Details of this RFP (the "Technical Proposal") with their submittal.

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

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 vendors grant the Village permission to contact said references and ask questions regarding prior work performance.

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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: List the abilities, qualifications, licenses and experience of the persons who would be assigned to the engagement and their experience on similar contracts.

Proposed Fee: The submitted proposal shall include a scope of work pricing sheet (pricing guide). These prices shall include all permits, insurance, goods/materials, equipment, plant/laboratory facilities, work, transportation, documentation and expense necessary to perform the work in accordance with the Specifications included in this request for proposal. The submitted proposal price shall not include any amount for sales or use taxes, or any other tax from which the Village is exempt.

Schedule: Include milestone deadlines for each of the major scope items for each building.

### Required Forms

Proposers shall provide all the information requested in *Section III* of this RFP.

1. *Proposal Summary Sheet* – The Proposal Summary Sheet must be completed, signed and submitted with the proposal. Prices must include all permits, insurance, equipment, work and expense necessary to provide the Project. The submitted price(s) shall not include any amount for sales or use taxes, or any other tax from which the Village is exempt. 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.
3. *References* – The References form must be completed and submitted with the proposal. Proposers shall provide three (3) references for which they have performed similar work. By providing this information, Proposers grant Village permission to contact said references and ask questions regarding prior work performance. Village may use the information gained from Proposer’s references to further evaluate Proposer responsibility. The References form is attached under separate cover.
4. *Insurance Requirements* – The Insurance Requirements 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. Insurance Requirements is attached under separate cover.
5. *Unit Pricing* – The unit price sheet is 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 **RFP #24-020 John Humphrey House and Stellwagen Farmhouse Renovations** in the lower



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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 May 15, 2024**. 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.

### 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 at minimum sixty (60) calendar days after the Village opens them.

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### EVALUATION OF PROPOSALS

The Village of Orland Park will evaluate proposals based on prices, vendor's qualifications, and additional factors deemed relevant.

The following criteria will be used to evaluate each of the submitted proposals:

- Firm's construction experience with renovation of historic or aging structures – 25%
- Project cost – 25%
- Project team – 20%
- Project understanding and completeness of submittal – 20%
- Selection team's discretion – 10%

The Village of Orland Park retains the right to accept any proposal, any part or parts thereof or reject all proposals. The Village reserves the right to waive minor informalities or irregularities in the proposals received, to accept any proposal deemed advantageous to the Village. 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.

**John Humphrey House and Stellwagen Farmhouse Renovations**

**SUBMITTAL CHECKLIST**

In order to be responsive, each Proposer must submit the following items by **11:00 a.m. May 15, 2024**:

1. A Technical Proposal as described in this RFP.
2. Bid Bond for ten percent (10%) of the bid price. Include the original document in the unbound bid copy. Bid Bond is Applicable.
3. Signed and completed Required Forms from *Section III*:
  - a. Proposer Summary Sheet
  - b. Certificate of Compliance
  - c. Three (3) References
  - d. Insurance Requirements Form and policy specimen Certificate of Insurance
  - e. Unit Price Sheet – Under Separate Cover
4. 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 **RFP #24-020, John Humphrey House and Stellwagen Farmhouse Renovations** 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.