



**REQUEST FOR PROPOSALS**

**RFP: Blue Island Recreation Center Facility & Grounds Renovations**

**Due: August 4, 2015 - 5:00pm**



## REQUEST FOR PROPOSALS (RFP)

### Blue Island Recreation Center Facility & Grounds Renovations

Submitted proposals for **RFP: Blue Island Recreation Center Facility & Grounds Renovations** - needed Blue Island Recreation Center Facility & Grounds Renovations will be received by the City of Blue Island, hereinafter called "City." Service providers whose proposals meet the criteria established in the Request for Proposals, at the sole discretion of the City, may be considered for Contract award. The City may, by direct negotiation, finalize terms with the service provider who is selected for award based on proposals. The City reserves the right to reject any and all responses for any reason. Clarification of information may be requested by the City.

The City, at its sole discretion, may short-list firms that are deemed to best meet the City's requirements, taking into consideration all criteria listed in the RFP. The City may, at its sole discretion, ask for formal presentations from all of the responsive and responsible proposers, or only from those firms that are short-listed, if short-listing is determined to be in the best interest of the City. Information requests and negotiations may take place in person or via telephone with the most qualified firm as identified by the City, or, if short-listing occurs, with all of the short-listed proposers. Proposers that participate in the negotiations may be given an opportunity to submit their best and final offers. The City of Blue Island requires pricing to remain firm for the duration of the contract. Failure to hold firm pricing for the duration of the contract will be sufficient cause for the City to declare a proposal non-responsive.

**Any questions regarding proposals should be directed to Bob Houlf, Director of Municipal Services:**

[rhoulf@cityofblueisland.org](mailto:rhoulf@cityofblueisland.org) **no later than 5:00pm - Tuesday July 28, 2015.** All questions received will be gathered and answered on a questions addendum, which will be posted on the City's website soon thereafter. Questions will not be accepted by phone to ensure the same information is given to everyone.

**Proposals are due Tuesday, August 4, 2015 at 5:00pm.** Proposals must be submitted in a sealed envelope and shall clearly mark RFP: Blue Island Recreation Center Facility & Grounds Renovations. Three (3) printed and signed copies must be submitted. Proposals will not be accepted by facsimile or e-mail. Any proposal received after the time and date specified will not be considered.

Proposal must be addressed as follows:

**ATTN: City Clerk's Office, Municipal Services Department  
RFP: Blue Island Recreation Center Facility & Grounds Renovations  
City of Blue Island  
13051 Greenwood Avenue  
Blue Island, IL 60406**

The City's staff will review all proposals submitted. After reviewing the proposals, staff may, at its discretion, request formal presentations from one or more of the proposers (at proposer's expense at the City's site) whose proposals appear to best meet the City's requirements.

The proposer awarded the Contract must provide proof of liability insurance in the amount of **one million dollars (\$1,000,000)**, along with any other required insurance coverage and evidence of business and occupational trade license.

The City reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal; to request additional information from any proposer; to reject any or all

proposals; and/or to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for reviewing proposals.

An appropriate Municipal Services employee of the City may initiate communication with a proposer in order to obtain information or clarification needed to develop a proper and accurate evaluation of the proposal. Any communication initiated by proposer during evaluation should be submitted in writing and delivered to the City of Blue Island, Municipal Services, 13051 Greenwood Avenue, Blue Island 60406, or by e-mail to Robert Houlf, [rhoulf@cityofblueisland.org](mailto:rhoulf@cityofblueisland.org).

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## PART ONE – BACKGROUND

The City of Blue Island is uniquely positioned in the south suburbs, and is bounded by the following municipalities: Robbins and Midlothian to the west; Calumet Park and Riverdale to the east; Dixmoor to the south; and Chicago to the north. The City is strategically located in direct proximity to an extensive network of major roadways (I-57, Tri-State Tollway, Dixie Highway) and several public transit connections to and from the greater Chicago region (via six Metra stations, Pace Bus service, and the nearby CTA).

Historically, the City has been characterized by an invested, intergenerational resident population and business community that was anchored by the manufacturing industry; and complemented by retail, cultural, and recreational attractions, making the City a highly desirable and prosperous destination for entrepreneurs and investors. Over time, the investments made by entrepreneurs and business owners would help mold the character of Blue Island: one that was captured and incubated via its thriving main street – Western Avenue.

Today, Blue Island boasts a diverse population estimated to be more than 23,000 residents across its 4.07 square mile geography. With its strategic proximity to multi-modal transportation; a growing investment in destination and tourism supported businesses; and imminent development that looks to underscore recreational uses, activities, and businesses destined for life along the Calumet-Sag Channel; the City looks to flourish once again by leveraging and ultimately catalyzing upon its many unique economic and physical development opportunities.

As it relates to the natural environment specifically, the City has 12 parks and active-/passive-recreational facilities & grounds and one golf course that accommodates roughly 7.6 acres of open space per 1,000 residents. Included among this amassed open space is the emerging culture trend towards neighborhood-based urban agriculture, which has yielded a number of residential community gardens in Blue Island neighborhoods.

## PART TWO – PROJECT DESCRIPTION

The City of Blue Island is seeking proposals from qualified general contracting firms to provide professional services to the City for execution of renovations and facility improvements to one of its open space/recreational facilities: **Blue Island Recreation Center, located at 2805 W. 141<sup>st</sup> Street.**

The City has a strong commitment to a sustainable Blue Island, including a commitment to providing high quality parks and recreation facilities for citizens of the community. In 2014, Blue Island formalized its commitment to sustainability by announcing **BLUE ISLAND GOING GREEN (B.I.G.G.)**, as an initiative designed to reshape the municipal process in a manner that emphasizes municipal quality standards around: air & water quality; recycling & waste management; improved & expanded bike infrastructure; green purchasing; open space cultivation; and renewable energy sources. <http://www.blueisland.org/think-bigg/>

All responding proposers should consider **B.I.G.G.** when formulating responses. The qualifying proposer (General Contractor) will be responsible for effectively managing and overseeing facility renovation utilizing a scope of work across multiple construction trade areas, addressing the following: the roofing system, internal/external HVAC system, lighting, and the interior/exterior finish of the gymnasium.

The focus of the general contractor responsibilities should be: selection and management of trade-specific subcontractors, minimization of project risk, formulation and adherence to an agreed upon construction schedule, and operation within the project budget. Secondly, the City looks to defer to the general contractor on acquisition of information that may reduce project risks and errors, improving constructability and securing budget goals.

## PART THREE – SCOPE OF WORK

### Roof Replacement

- Complete tear off and removal of original rolled rubber roofing on both roof tiers of the facility
- Repair and replace any damaged decking
- Provide continuous insulation to roof decking in conformance with minimum (or, greater) standards (R-25) for recreational/commercial facilities per International Energy Conservation Code (IECC)
- Install minimum (or, greater) underlayment system including roof board, heat welded bitumen, and base sheet per International Building Code (IBC) standards
- Install minimum (or, greater) depth top coat membrane and finish with energy efficient reflective coating
- Secure all walls, changes in direction, joints, seams and penetrations for mechanical units with counter-flashing in such a manner to prevent moisture infiltration per International Building Code (IBC) standards
- Roof shall be designed per International Building Code (IBC) standards to provide appropriate pitch to redirect surface rainwater towards the location of installed scuppers and downspouts

### HVAC

- Determine remaining service life of any visibly damaged insulation located along water heater (DHW) distribution lines.
  - Recommend removal, repair, or replacement in conformance with Environmental Protection Agency standards for harmful, or hazardous materials identification (if necessary)
  - All installed pipe insulation should be thermally insulated in proportion to the appropriate fluid operating range for temperature usage (degrees Fahrenheit), in accordance with International Energy Conservation Code (IECC) standards
- Install two rooftop heating & cooling units in accordance with current American Society of Heating and Air-Conditioning Engineers/American National Standards Institute/Air Conditioning Contractors of America (ASHAE/ANSI/ACCA), standards for heating, ventilation and air conditioning unit sizing
  - Unit 1 should be sized to provide two-stage, temperature controlled air distribution within the gymnasium (5406 SF)
  - Unit 2 should be sized to provide two-stage, temperature controlled air distribution within all remaining recreation center spaces (3540 SF)
  - Sizing of Units 1 and 2 should be calibrated and sequenced in such a manner that accounts for multiple design loads for all facility conditioned space(s)
- All ducts, air handlers and filter boxes should be installed and sealed in accordance with International Mechanical Code (IMC) standards
- All supply and return ductwork should be properly sized to handle system distribution loads
  - Ductwork should be insulated at minimum (or, greater) standards in accordance with International Energy Conservation Code (IECC) standards

- If feasible, an extension of Unit #2 ductwork should be added to include distribution/return circulation to the gymnasium computer lab and storage room.

### **Lighting**

- Remove all existing interior lighting fixtures and replace with energy-efficient lighting in conformance with International Energy Conservation Code (IECC) standards for lighting retrofits
  - Minimum (or, greater) standards for energy efficiency lighting should take the primary functional space usage (recreation) into consideration when factoring foot candle loads for lighting
- Unit retrofit should include the following: fixture replacement and installation of required switches, occupancy timers, sensors, and other controls necessary to maintain optimal building energy efficiency

### **Wall Painting**

- Exterior painting
  - Surface preparation and refinishing of all exterior window frames
  - Surface preparation and refinishing of exterior “Blue Island Recreation Center” facility lettering
- Interior painting
  - Surface preparation to interior gymnasium walls, including: repair of all surface abrasions and minor stress cracks
  - Provide (1) primer coat to gymnasium walls
  - Provide (1-2) coats of pearl finish paint: Eggshell

## **PART FOUR – PROPOSAL FORMAT**

### **Items to be provided by the City of Blue Island**

- City Project Manager and coordinating staff responsible for providing site access
- Copies of any related studies, plans and reports for the facility (as needed)

### **All proposals should include the following background information:**

- A Letter of Intent detailing the name, address and telephone number of the person(s) who is authorized to legally represent the firm
- Background on the firm and its experience managing facility renovations on public facilities  
Of particular interest are project experiences occurring in and around recreational facilities
- Narrative description detailing the approach and construction methodology for the identified scope of work
- Identification of assigned personnel
- A summary of professional liability and errors and omission insurance coverage
- A project timeline

- A minimum of three (3) references for projects of a similar scope to this project and a description of each project scope. Please include information on the client, location, contact person, contact information (telephone/e-mail address)
- Provide in a separate sealed envelope the project cost for services in an itemized work format. The project cost for services shall be a “not-to-exceed cost for services”

### Proposal Response

The proposal response submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the City. Proposing firms should submit three (3) copies of the proposal no later than **Tuesday, August 4, 2015 at 5:00pm**.

Submittals should be directed to:

**ATTN: City Clerk's Office, Municipal Services Department  
RFP: Blue Island Recreation Center Facility & Grounds Renovations  
City of Blue Island  
13051 Greenwood Avenue  
Blue Island, IL 60406**

The submittal of a proposal shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

This solicitation does not commit the City of Blue Island to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. The City of Blue Island reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the City to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the City staff and the approval of the Blue Island City Council.

### Project Budget Range

A predetermined budget has not been established for this project.

### Preliminary Project Schedule

The following schedule description is tentatively anticipated for selection, contract negotiations, and contract award. **Announcement of the awarded contract is expected to occur on Tuesday, August 11, 2015.**

The City's desired timeline for the preparation and completion of the Recreation Center Facility & Grounds Renovations is approximately **90 days** after announcement of the awarded proposer. As such, this expressed timeline is a preference and not a requirement.

At the discretion and expertise of the awarded proposer, if all or parts of the project scope are determined incapable of being completed within **90 days**, the City requests submittal of a revised project schedule and explanation of additional time & measures required to complete the entire project scope of work.

### General Requirements of the Selected Proposing Firm

- Contractor shall enter into a contract with the City of Blue Island
- Contractor shall maintain insurance coverage for the duration of the contract period
- Contractor is prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City
- Contractor shall not hire, discharge, promote, demote or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age
- Contractor shall promote and implement participation strategies that encourage MBE/WBE/VBE involvement and employ local residents
- Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof
- Contractor will operate as an independent contractor and will not be considered employee(s) of the City of Blue Island
- Successful consultant will be paid on actual invoices as work is completed
- All contractor and subcontractor pay shall be in conformance with the Illinois Prevailing Wage Act

### RFP Add Alternate

The City of Blue Island reserves the right to accept individual components, multiple components and /or reject all components.

### Evaluation Criteria

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

Percent	Component
25	Project Fee Structure & Cost Estimate
20	Project Schedule
15	Past Project Experience & Client References
15	Project Team
15	Project Approach
10	Presentation of Proposal

PART FIVE – EXHIBITS

**Reference Photo's**

**Roofing:** Existing Scupper and Downspout Located at southwest corner of the facility (South-facing)



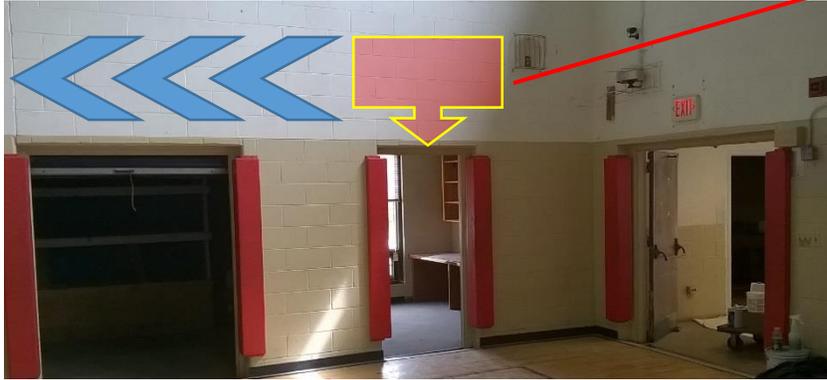
**Roofing:** Proposed Cistern Location, (West-facing) exterior wall adjacent to community garden



**HVAC:** Defunct Unit – Unit #2,  
Located on first floor roof,  
(East-facing) exterior wall



**HVAC:** Trunk Termination & Potential Extension, Unit presently terminates in gymnasium office ceiling; proposed extension should include extension of duct trunk through gymnasium storage room and computer lab



**HVAC Note:** Current distribution terminates in gymnasium office.  
Distribution trunk should extend (W) to adjoining service room and computer lab.

**Exterior Painting:** Facility channel lettering, (North-facing) exterior wall



**Exterior Painting:** Window frames and sills



**Exterior Painting:** Facility entrance and facade



**Interior Painting:** Gymnasium



