

REQUEST FOR PROPOSAL
R15006

Materials Testing & Inspection Services for
Joliet Junior College's
Multipurpose and Romeoville Expansion Projects



JOLIET JUNIOR COLLEGE

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Joliet Junior College
Request for Proposal

RFP Opening April 14, 2015

Background

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 15,776 full time and part time students enrolled in fall 2014 classes on its main campus located within the city of Joliet, and its five extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

Vision Statement

Joliet Junior College, the nation's first public community college, will be a leader in teaching and learning, and the first choice for post-secondary education.

Mission Statement

Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

I. OVERVIEW

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from qualified consultants relating to Construction Material Testing and Inspection Services for Joliet Junior College's new Multipurpose Building at the main campus and a two story office/classroom building at the Romeoville campus collectively totaling approximately 123,000 square feet. The intent of this proposal is to provide Construction Material Testing and Inspection Services to monitor the different Trade Contractor's adherence to all applicable codes, regulations and the project plans and specifications. The services of the Construction Testing and Inspection consultant shall be scheduled on an as needed basis by the Construction Manager. The consultant will be given at least 24 hours' notice prior to the request for specific testing services, and will be required to provide those services based upon such notice.

You are hereby invited to submit a proposal for the above referenced project in accordance with the information provided herein along with the soil boring reports and site plan.

Additional scope is discussed in the **SCOPE OF WORK** section of this proposal.



II. RFP SCHEDULE

Date (2015)	Event
March 27, 2015	Vendors contacted via email / advertised
April 1, 2015 by 12:00 p.m. CST	Last date/time for submission of written questions via email to purchasing@jjc.edu
April 6, 2015	Responses to questions emailed
April 14, 2015 by 2:00 p.m. CST	Proposals must be submitted to the attention of: Janice Reedus, Director of Business & Auxiliary Service, Campus Center Building A, Room 3100, 1215 Houbolt Road, Joliet, IL 60431
April 15-17, 2015	JJC Evaluation Team reviews proposal
April 20-21, 2015	Possible presentations by two top short-listed firms
May 6, 2015	Notification of Award

III. INSTRUCTIONS TO VENDORS

ADVICE: The department responsible for this RFP is the Business and Auxiliary Services located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be Janice Reedus, Director of Business & Auxiliary Services, telephone (815) 280-6640; fax (815) 280-6631.

Questions concerning this RFP will be answered if sent to the Purchasing Department via email to purchasing@jjc.edu **on or before April 1, 2015.**

All questions and answers will be published and provided to all potential suppliers by end of business day on **April 6, 2015.**

SUBMISSION: the submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.



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Faxed or emailed proposals ARE NOT acceptable. All RFPs must be submitted by the date and time of public opening (see above). RFPs must be submitted on the forms provided in a sealed envelope clearly marked (typed or blocking lettering only) with the vendor's name, return address, RFP NAME, the opening date and time. **An original, two (2) copies, and one complete electronic copy (thumb drive or DVD copy) of the RFP shall be provided. The original copy should be so noted and signed.**

RFPs must be addressed to: Joliet Junior College, Janice Reedus, Director of Business & Auxiliary Services, Campus Center Room A3102, 1215 Houbolt Rd., Joliet, IL 60431-8938.

RFPs not submitted in the format as instructed by this RFP will not be accepted. Addendums to this RFP, once filed, may be submitted in a sealed envelope only and properly identified, prior to the opening hour.

Receipt of RFP / Late RFP: Sealed RFPs shall be received at the place and until the time indicated in this RFP. It is the sole responsibility of the vendors to ensure timely delivery of the RFP. JJC will not be responsible for failure of service on the part of the U.S. Postal Service, courier companies, or any other form of delivery service chosen by the vendor.

RFPs received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Director of Business and Auxiliary Services or Joliet Junior College.

ADDENDA: The only method by which any requirement of this solicitation may be modified is by written addendum.

PROPOSAL DUE DATE: The proposal must be received on or before 2:00 p.m. CST April 14, 2015 at the Business and Auxiliary Services Department, Campus Center, Room A3100, 1215 Houbolt Rd., Joliet, IL 60431-8938



INSURANCE:

The supplier performing services for JJC shall:

Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this RFP. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this RFP. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

TAXES:

JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

INDEMNIFICATION:

The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the supplier.

DISCLOSURE:

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

TERM OF CONTRACT:

The Material Testing Consultants contract will be held by the Owner, Joliet Junior College. Any contract which results from this RFP will be through July 31, 2017.



BLACKOUT PERIOD:

After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of bid submission requirements or any information pertaining to prebid conferences. Such vendors making such request shall email Janice Reedus, Director of Business & Auxiliary Services, at purchasing@jjc.edu No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response

IV. GENERAL TERMS AND CONDITIONS

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business and Auxiliary Services.

Right to Cancel: JJC may cancel contracts resulting from this RFP at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

Dispute Resolution: JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor



identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets.

While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

Award: The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

Retention of Documentation: All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of JJC.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

V. **FORMAT FOR RESPONSE**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.

An original, two (2) copies, and one complete electronic copy (thumb drive or DVD copy) of the RFP shall be provided. The original copy should be so noted and signed.

1. Title Page

Show the RFP subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

2. Table of Contents

Clearly identify the materials by sections and page number(s).

3. Letter of Transmittal

Limit to one or two pages.



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- a. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
- b. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.

4. Profile of the Vendor

Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

- a. Provide a list of the vendor's top ten current and prior two-year clients indicating the type of services the organization has performed for each client.
- b. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
- c. Indicate any third-party firms involved with your program and state their role(s).

5. Scope Section

Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

6. Responses to Addendum

7. Prices Responses

8. Invoicing Procedure

- a. Describe the firm's invoicing procedures.
- b. Include documentation identifying all of the vendor's fees.

9. Pro forma Contract

The terms and conditions included in the *Pro forma* Contract apply to any contract resulting from this RFP. In this section of your proposal state any clarifications to the proposed document and your reasons for clarifications. No exceptions are allowed. However, alternative suggestions are encouraged. Please list any alternative suggestions for improvement in costs and/or services provided as an alternative.

10. Bidder's Certification Statement



VI. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process.

Any award resulting from this RFP will be made to that vendor whose offer conforms to the RFP and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include, but not be limited to, the following considerations:

1. Total price proposed for services
2. Experience and record of performance in previous contracts of similar size and scope.

SCOPE OF WORK

This work will be contracted by the College with the selected testing agency.

Provide Construction Material Testing and Inspection Services to monitor the different Trade Contractor's adherence to all applicable codes, regulations and the project plans and specifications.

Furnish all labor, materials and equipment necessary for Construction Material Testing and Inspection Services on an as-needed basis to facilitate construction work at Joliet Junior College. The Project includes construction of a new Multipurpose Building at the main campus and a two story office/classroom building at the Romeoville campus collectively totaling approximately 123,000 square feet. The new buildings will have concrete footings and foundation walls, and the exterior of the buildings will vary with the use of precast concrete, masonry construction, steel skeleton with curtain wall. The Project also includes extensive site work consisting of parking lots, a new road, new sidewalks and some underground detention. It is expected that the site clearing operation will commence by September 2015 and final occupancy by July 2017.

Testing Scope Requirement:

The intent of the following description is to provide as much information as possible so the testing agency may provide the company's standard rates.

- 1- Division 02
 - a. Trench granular bedding and backfill for maximum compacted density and moisture content.
 - b. In place density
 - i. Bedding: One per lift per 150 l.f. of line. (Minimum of two tests).
 - ii. Granular Backfill: One per lift per 150 l.f. of line. (Minimum of two tests).
 - c. Compaction testing
 - d. Sub-grade testing for soil bearing capacities (refer to soil boring report):
 - i. Continuous footings.
 - ii. Isolated footings
 - iii. Paved and building slab areas at sub-grade and each compacted backfill at least one test per 1000 s.f (minimum of two tests).
 - e. Observe and witness sub-grade proof rolling at paved areas



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- f. Compaction test of asphalt paved surface base course, compaction of top course and density test of full installation.
- g. In-place compacted thickness (base course +/- 1/2", surface course +/- 1/4").
- h. Surface smoothness using 10' straightedge.

2- Division 03

- a. Concrete testing minimum of 1 set (3-4 cylinders), for each days pour exceeding 5 c.yds. Additional set for each 50 c.yds over and above the first 25 c.y., then one set for every 75 c.y. of each class of concrete (one additional set in cold weather cured on site). Breaks at 7 days and 28 days with one spare.
- b. Reinforcing steel, wire fabric and embed placement inspections.
- c. Slump test, water cement content, air content, etc. for verification of compliance with concrete mix designs. At time of placement, include other record entries in the log, such as temperature, weather conditions, etc. Validate concrete truck load tickets with mix design.

3- Division 04

- a. Mortar testing
- b. Grout testing
- c. Concrete masonry unit testing
- d. Anchoring and joint reinforcement placement

4- Division 05

- a. Inspect bolted and structural joints as follows:
 - i. Visually inspect 100% of bolted connections. For proper torque, check two bolts of every third connection between floor beams and girders, at least two bolts of every connection between girders and columns, and every bolt at slip critical connections where applicable.
 - ii. Visually inspect 100% of field welds and test 10%.
 - iii. Visually inspect and verify shear stud placement, and complete fusion welds. Random test a minimum of 5 locations per floor.

5- Division 07

- a. Sprayed on fire proofing (25% of structural framing members per floor):
 - i. Bonding, cohesion and adhesion testing
 - ii. Applied thickness testing

These requirements/criteria are subject to change based upon the specification requirements to be provided by the Architect/ Engineering of Record.

QUANTITY

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.



PROPOSED PRICING

The vendor should furnish a list of proposed prices for all services and materials to be used during the term of the contract. The list of proposed prices should be structured to allow for the calculation of unit cost analyses. The prices included herein are to be firm through the contract term, unless noted otherwise by the vendor.

Provide your rates per schedule below:

Personnel	Unit	Rate
Professional Engineer	Hr	\$
Engineering Technician	Hr	\$
Steel Technician	Hr	\$
Administrative / Secretary	Hr	\$
Field Testing	Unit	Rate
Field Soils	Hr	\$
Bituminous Paving Field Observation	Hr	\$
Nuclear Density gage	Each	\$
Taking Cylinder	Each	\$
Taking Cylinder	Half Day	\$
Footing Bottom Inspection	Hr	\$
Reinforcing Steel & Concrete combined	Hr	\$
Floor Flatness (ASTM-E1155)	Hr	\$
Floor Levelness (ASTM-E1486)	Hr	\$
Field Bolts & Welds – Visual Inspection	Hr	\$
Local Steel Fabrication Shop Inspection	Hr	\$
Fireproofing Field Inspection	Hr	\$
Fireproofing Adhesion/Cohesion Inspection	Hr	\$
Fireproofing Density Inspection	Hr	\$
Lab Testing	Unit	Rate
Concrete Compressive Strength (ASTM-C39)	Each	\$
Standard Proctor (ASTM-D698)	Each	\$
Modified Proctor (ASTM-D1557)	Each	\$
Asphalt Paving Testing	Each	\$
Grout Samples	Each	\$
Equipment	Unit	Rate



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Nuclear Guage	Day	\$
Travel	Unit	Rate
Mileage	Mile	\$
Misc. Expenses (Printing, Postage, etc.)	Unit	Rate
Expenses	\$	Cost + ()%
Other -		
Other -		

Services and unit rates not covered above will be paid at the Engineering Technician hourly rates unless the rates are included by bidder as an attachment to this proposal.



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CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525
Director of Business & Auxiliary Services, H-1019
1215 Houbolt Road
Joliet IL 60431