



JOLIET JUNIOR COLLEGE

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Architectural, Engineering & Environmental Consulting Services Capital Improvement Projects Qualifications Based Selection

QBS Due Date: March 20, 2019 @ 2:00 p.m. CST

**Please direct qualification questions to: Janice Reedus at purchasing@jjc.edu on or before
March 8, 2019 at 2:00 p.m.**

One (1) original and four (4) copies of the requested statements of qualifications must be submitted to Joliet Junior College with the envelope clearly marked: "Architectural/Engineering Services for the Capital Improvement Projects - QBS" to the attention of:

Ms. Janice Reedus, Director of Business & Auxiliary Services
Joliet Junior College
A3100
1215 Houbolt Road,
Joliet, Illinois 60431-8938

Proposals must be received no later than 2:00 p.m. CST on Wednesday, March 20, 2019.

The Board of Trustees of Joliet Junior College, District 525 Joliet, Illinois is seeking a statement of interest and qualifications from ARCHITECTURAL/ENGINEERING firms to perform the following services:

The college is seeking Professional services from qualified Architectural, MEP and Site/Civil/Landscape Design firms, to carry out A/E disciplines for various projects as they relate to fiscal Capital Improvement Project needs.

Firms submitting a statement of interest and qualifications, shall further submit current documentation verifying pre-qualification with the Illinois Capital Development Board, and include a current statement of qualifications and performance data (CDB Standard Form 255).

The letter of interest should be emailed to the attention of Janice Reedus, Director of Business & Auxiliary Services at purchasing@jjc.edu or faxed to 815-280-6631 on or before March 8, 2019.

The statement of qualifications and performance data for the QBS shall include but not be limited to:

- a) Qualification of firm
- b) Ability of professional personnel
- c) Past record of performance and experience
- d) Performance record
- e) Proximity to site
- f) Current workload of professional personnel
- g) References

One (1) original and four (4) copies of the proposal must be submitted by the dates listed above.



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QUALIFICATIONS BASED SELECTION
#R18019



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Joliet Junior College Qualifications Based Selection QBS Opening March 20, 2019

Background

Joliet Junior College (JJC), the nation's first public community 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 14,912 full time and part time students enrolled in Spring 2018 classes and 1,950 staff on its main campus located within the city of Joliet, and its 5 extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

JJC is the only public postsecondary institution within District 525 boundaries. JJC is located approximately 45 miles south of Chicago, the third largest city in the United States. Today, the 1,442-square mile district serves over 700,000 residents in Will, Grundy, Kendall, LaSalle, Kankakee, Livingston, and Cook counties. Multiple locations exist to serve residents throughout the district. The College consists of one (1) main campus (2) extended campuses, three (3) education centers, and multiple satellite locations throughout the district. JJC has approximately 15,000 students per year enrolled in credit courses.

Vision Statement

Joliet Junior College will be the first choice.

Mission Statement

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.

OVERVIEW

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting statements of qualification from providers for services relating to architectural, engineering, and environmental consulting services for capital improvement projects.

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



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I. QBS SCHEDULE

Date (2019)	Event
February 27, 2019	Vendors contacted via email / advertised
March 7, 2019 at 2:00 PM	Last date/time for submission of written questions via email to purchasing@jjc.edu
March 12, 2016	Responses to questions emailed
March 20, 2019 before 2:00 PM	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
March 20-27, 2019	JJC Evaluation Team reviews proposal
March 26-27, 2019	Presentations by short-listed firms, if required
April 11, 2019	Notification of Award

II. INSTRUCTIONS TO VENDORS

ADVICE: The department responsible for this QBS 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 QBS will be answered if sent to the Purchasing Department via email to purchasing@jjc.edu on or before 2:00 PM on March 7, 2019.

All questions and answers will be published and provided to all potential suppliers by end of business day on March 12, 2019.

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.

Faxed proposals ARE NOT acceptable. All statements of qualifications must be submitted by the date and time of public opening (see above). Proposals 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, Statement of Qualifications for Architectural, Engineering, & Environmental Consulting Services for Capital Improvement Projects, the opening date and time. An original and four (4) copies of the proposal, and a complete electronic copy (DVD or flash drive) of the



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proposal shall be provided. Each hard copy shall be submitted in a binder. Proposals 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.

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

Receipt of proposal / Late proposal: Sealed proposals shall be received at the place and until the time indicated in this QBS. It is the sole responsibility of the vendors to ensure timely delivery of the proposal. 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.

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

Accuracy of Proposals / Withdrawal of Proposals prior to QBS 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 QBS 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 PM CST on March 20, 2019 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 QBS. 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 QBS. Minimum coverage shall be TWO MILLION



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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:

Any contract, which results from this QBS, shall be for a period of 5 year(s) from the date of the contract award.

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

III. GENERAL TERMS AND CONDITIONS

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



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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 QBS 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.

Illinois Department of Human Rights Act: The parties to any contract (inclusive of subcontractors) resulting from this QBS hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. Any vendor awarded a contract as a result of this QBS must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.

Sexual Harassment Policy: Pursuant to Section 50-80 of the Illinois Procurement Code, each bidder who submits a bid or offer for a State of Illinois contract under this Code shall have a sexual harassment policy in accordance with paragraph (4) of subsection (A) of Section 2-105 of the Illinois Human Rights Act. A copy of the policy shall be provided to the college entering into the contract upon request.



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Illinois Criminal Code of 1961: Responding vendors must not be 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.

Business Enterprise Program (BEP):

Minorities, Females, and Persons with Disabilities Participation and Utilization Plan:

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a 20% goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), Business Enterprise Program (BEP) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to <http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification. For applicable projects, vendors may be asked to submit a utilization plan and letter of intent that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

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 are 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.



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IV. 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 and four (4) copies of the proposal and a complete electronic copy (DVD or flash drive) of the proposal shall be provided. Each hard copy shall be submitted in a binder. The original copy should be so noted and signed.

1. Title Page

Show the QBS 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.

- 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. Provide contact information (name, phone number, and email address) of at least three (3) references for projects of similar size and scope.

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.



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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. Proposed Contract

Please submit a draft contract for the services being offered.

10. Bidder's Certification Statement

V. 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 QBS will be made to that vendor whose offer conforms to the QBS 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. Completed CDB 255 form
2. Current documentation verifying pre-qualification with the Illinois Capital Development Board
3. Proximity to site
4. Ability to meet work schedule
5. Experience with higher education facilities
6. Prior performance record
7. Project team, along with resumes
8. Quality of team
9. Experience with Leed Projects
10. Ability to satisfy (or documentation of good faith efforts to satisfy) the BEP goal of 20%

SCOPE OF WORK

I. Introduction

The college is seeking professional services from qualified architectural, MEP, site/civil/surveying design firms as well as environmental consulting firms to carry out A/E and environmental disciplines for various projects as they relate to fiscal capital improvement needs. The college will be using the Quality Base Selection (QBS) procedure to select qualified firms.



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II. Project Summary

Joliet Junior College's Capital improvement needs places emphasis on safety, interior remodeling, site improvements, utility, mechanical and electrical equipment. The projects vary and are collectively created from project requests and Facility Services assessments. These individual projects are generally less than \$5 thousand in professional service fees, but can at times exceed \$25 thousand for professional services. The purpose of the QBS is to work with selected firms on multiple projects during the next five years.

III. Primary Objectives

The primary objective will be to provide the college with professional services for architecture, engineering, environmental consulting services and at times Construction Administration on an as needed basis for various capital improvements. Projects will range from minor interior remodeling, mechanical, electrical and plumbing design as well as site/civil and infrastructure improvements.

IV. Scope of Services

1. Design: Provide Joliet Junior College's CM/PM with schematic design, design development and construction documents. In addition, the architect or engineer may be required to provide construction budgets.
2. Environmental Consulting Services: Provides environmental consulting, industrial hygiene and laboratory services including inspection, project design and oversight, air monitoring, laboratory and training.
3. Construction Administration: The architect and engineer may be required to attend pre-bid meetings, post-bid review meetings, perform construction observation, respond to RFI's, evaluate change orders, develop punch lists, inspect work thru project completion and review contractor pay requests.
4. This QBS is not for the purpose of submission of complete A/E teams. All CDB qualified architectural, engineering and environmental consulting disciplines should submit. If a firm is full service providing complete architectural, mechanical, electrical, plumbing, structural, site/civil, landscape design, etc., they should submit their information as long as these services are self-performed in house. Do not submit services that must be subbed out to other consultants.
5. There is **not** a list of capital improvement projects available as part of the QBS. The selected firm(s) will work with JJC on an as-needed basis as projects are identified over the next five years. Capital Improvement projects are small in nature with A/E fees ranging from less than \$5k to more than \$25k per project. There will be no guarantee of the amount of services that will be required during this period.



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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.



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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, A-3100
1215 Houbolt Road
Joliet IL 60431