

**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

---

1. **SUBJECT**

Mechanical, Electrical and Plumbing (MEP) Engineering Design Services for Projects at the Rodney K. Berg Instructional Center, Technical Education Center and the Carol Stream Center.

2. **REASON FOR CONSIDERATION**

Contracts greater than \$25,000 require Board of Trustees approval.

3. **BACKGROUND INFORMATION**

The College of DuPage was notified in the fall of 2018 that the Capital Development Board (CDB) would be appropriating \$709,055.00 in funds for distribution to several capital improvement or maintenance projects previously identified by the College. The replacement or alteration of outdated or deteriorating mechanical equipment components are among the funded projects. The total funding agreement for these MEP projects is capped at \$445,000.00, with the College providing \$111,250.00 and the State providing the remainder of the funds. The Facilities Department has identified boiler system improvements at Carol Stream Regional Center and Berg Instructional Center. In the Technical Education Center, replacement of the building automation system and reconfiguration of the water heating system are anticipated.

The work related to these MEP systems require professional design and construction administration services from firms currently pre-qualified with the CDB. The CDB process requires that the College conduct a qualifications based selection process to determine the most qualified firm and submit that recommendation to the CDB. The CDB will then negotiate and contract directly with this design professional.

A Qualification Based Selection (QBS) process was used to select the most qualified firm. A legal notice for a Request for Qualifications (RFQ # 2019-R0019) was published on March 27, 2019, in the Daily Herald; the RFQ was also posted on the College of DuPage Purchasing website, and distributed to in-district Chambers of Commerce and to the College of DuPage Center for Entrepreneurship. Twenty-four (24) vendors were directly solicited. Fifty (50) vendors downloaded the RFQ documents. A pre-qualification meeting was held on April 8, 2019 at 10:00 a.m. in the College of DuPage Purchasing Department

Conference Room (BIC 1B03A). A public opening was held on April 23, 2019, at 2:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC 1B03A). The following individuals attended: Jacoby Radford (COD Purchasing Manager), Susan Castellanos (COD Purchasing Buyer/Facilitator), Anne Marie Dando (COD Purchasing Assistant/ Recorder), Judy Coates (COD Manager, Learning and Organization Department/Agent of the Board), Ellen Roberts (COD Interim Vice President, Administrative Affairs) Tim Loftus (COD Senior Project Manager, Facilities) and Don Inman (COD Senior Project Manager, Facilities). Ten (10) proposals were received. Six (6) women/minority-owned businesses submitted proposals.

An internal Selection Committee comprised of Bruce Schmiedl - Director of Facilities; Dave Ditchfield - Chief Engineer, Facilities; Tim Loftus, Senior Project Manager, Facilities; Elias Almazan, Chief Engineer, Facilities; and Phil Gieschen, Coordinator of Risk Management, evaluated the ten responses against predetermined performance criteria. The three highest ranking firms were then interviewed. The evaluation matrix below reflects the overall weighted scores for the three top ranked firms:

| Selection Criteria                                     | Weighted Percentage | <b>*Grumman/<br/>Butkus<br/>Associates</b> | ** RTM<br>Engineering | AMSCO<br>Engineering |
|--|---------------------|--|-----------------------|----------------------|
| Relevant Experience/Qualifications – Civil Engineering | 30%                 | <b>2.64</b>                                | 2.52                  | 2.46                 |
| Firm Resources/Staff Team                              | 30%                 | <b>2.70</b>                                | 2.58                  | 2.52                 |
| Satisfactory Client Performance with Similar work      | 15%                 | <b>1.38</b>                                | 1.23                  | 1.17                 |
| Proposed Completion Schedule                           | 10%                 | <b>0.80</b>                                | 0.68                  | 0.76                 |
| Project Understanding & Methodology                    | 10%                 | <b>0.88</b>                                | 0.76                  | 0.80                 |
| Financial Stability                                    | 5%                  | <b>0.39</b>                                | 0.40                  | 0.26                 |
| Total Points (scale 1-10)                              | 100%                | <b>8.79</b>                                | 8.17                  | 7.97                 |

**Recommended firm in bold and shaded**

**\* Contains Woman/Minority Owned Business Team Members**

**\*\* Woman/Minority Owned Business**

The actual contract amount for the recommended design professional will be determined by the Capital Development Board. The College will be responsible for 25% of that contract amount.

This contract supports the Strategic Long Range Plan Goal # 8 Infrastructure: Maintaining, improving and developing structures systems and facilities necessary for the delivery of high quality education and meaningful cultural events.

This complies with State Statute, Board Policy and Administrative Procedure.

**4. RECOMMENDATION**

That the Board of Trustees authorizes the College Administration to recommend to the Capital Development Board to enter into contract negotiations with Grumman/Butkus Associates, 820 Davis Street, Suite 300, Evanston, IL 60201 for the College of DuPage Mechanical, Electrical and Plumbing (MEP) Engineering Design Services.

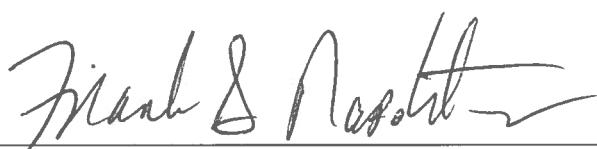


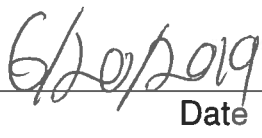
Staff Contact: Bruce Schmiedl – Director of Facilities  
Ellen Roberts – Interim VP of Administrative Affairs

SIGNATURE PAGE

**Mechanical, Electrical and Plumbing (MEP) Engineering Design Services  
for Projects at the Rodney K. Berg Instructional Center, Technical  
Education Center and the Carol Stream Center.**

ITEM(S) ON REQUEST

That the Board of Trustees authorizes the College Administration to recommend to the Capital Development Board to enter into contract negotiations with Grumman/Butkus Associates, 820 Davis Street, Suite 300, Evanston, IL 60201 for the College of DuPage Mechanical, Electrical and Plumbing (MEP) Engineering Design Services.

|   |   |
|---|---|
|   |   |
| Board Chair   | Date  |
|  |  |
| Secretary   | Date  |



**2019-R0019 Mechanical, Electrical and Plumbing Engineering Design Services****ADDENDUM # 1****April 12, 2019**

.....

This addendum is being issued to update the specifications and provide additional information.

This information becomes part of the RFQ Documents upon receipt. Please review and incorporate into your Qualification accordingly.

**For which Proposals are scheduled to be received on April 23, 2019 no later than 2:00 p.m., Central Time.**

Proposals will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, **Room 1B03**, 425 Fawell Blvd., Glen Ellyn, IL 60137.

The signed Addendum acknowledgment is required to be returned with your Proposal no later than the due date set forth for this Request for Proposal.

Below are clarifications to this proposal:

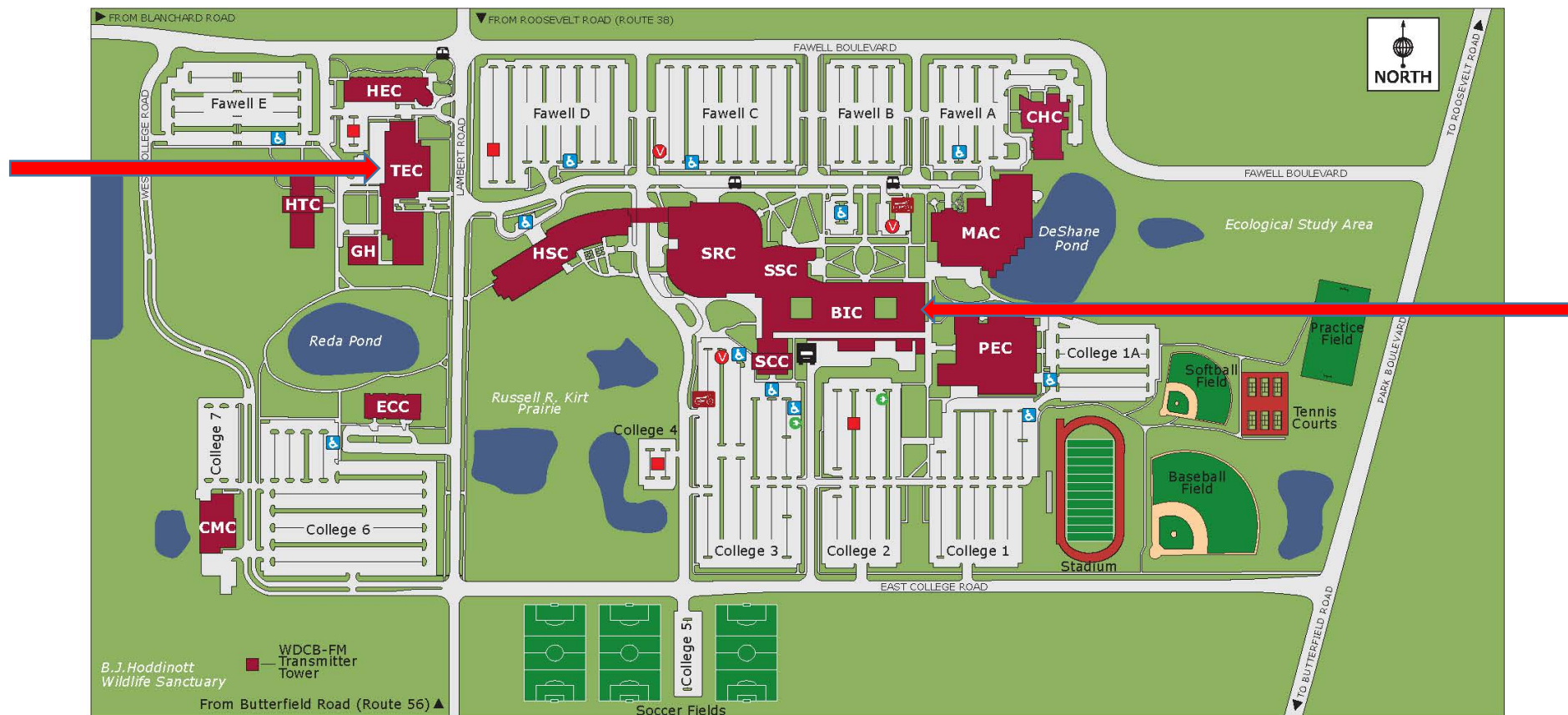
**SECTION I. QUESTIONS AND RESPONSES**

| Question  | Response  |
|---|---|
| 1. What is the budget for this project?                                     | <b>This project has an established budget which will not be disclosed at this time.</b> |
| 2. Is there a report or analysis to identify issues that you want resolved? | <b>No</b>   |
| 3. Are these upgrades campus wide or centralized?                           | <b>Upgrades are limited to the specified piece of equipment or specific building.</b>   |
| 4. Do you want to update existing sequence?                                 | <b>No.</b>  |
| 5. Is there something wrong with the existing sequence?                     | <b>No.</b>  |

| Question  | Response   |
|---|--|
| 6. In regards to condensation, what is going on with your boiler?   | <b>The TEC boilers are Aerco condensing boilers, with one common vent for all six boilers. Under low load conditions, there is excessive condensation because of the long stack run.</b>   |
| 7. If the runs to the stack are relocated, how long will the run to the stacks?   | <b>If boilers were relocated to 3<sup>rd</sup> floor, the stack run would most likely be less than 20 feet.</b>  |
| 8. The BEP Utilization Plan indicates to include a Letter of Intent. Please advise if the College has a template letter we are to use.  | <b>No.</b>   |
| 9. Please confirm the number of project examples we are to include. 3.4 indicates 'at least 5'; Tab 3 c.i. indicates 'at least three (3) clients within the past five (5) years.'   | <b>Provide at least five (5) examples of similar type projects but not all from the same client, but at least three (3) different clients. Preferably a list of multiple projects from multiple clients to show some variety in their experience.</b>  |
| <p>10. We have highlighted parts of the "Scope of Service" from the RFQ which you can find below. Some of these items seem to be more on the contractor side rather than MEP design. Can we get some clarification on what the "Scope of Service" for MEP design would be?</p> <p>Below you will find the "Scope of Services" in the RFQ:</p> <ol style="list-style-type: none"> <li>1. <b>Berg Instructional Center Boiler Overhaul/Maintenance:</b> <ul style="list-style-type: none"> <li>•Upgrade existing Autoflame - Mark 7 controllers to Autoflame – Mark 8 controllers on boilers 1, 2 &amp; 3.</li> <li>•Clean, refurbish and recalibrate the Exhaust Gas Analyzer monitoring system on boilers 1, 2, &amp; 3.</li> <li>•Replace existing feed water valves with Autoflame valves and electronic controls compatible with the Autoflame Mark 8 controller on boilers 1&amp;2.</li> </ul> </li> <li>2. <b>Berg Instructional Center Boiler Breeching/Asbestos Abatement:</b> <ul style="list-style-type: none"> <li>•Test and abate all asbestos insulation on boilers 1 &amp; 2.</li> <li>•Repair/replace all visible deteriorated breeching metal and an allowance for unseen occurrences.</li> <li>•Re-insulate the breeching.</li> </ul> </li> <li>3. <b>Technical Education Center Stack Replacement:</b> <ul style="list-style-type: none"> <li>•Replacement of the existing stack to eliminate stack deterioration and leaking.</li> <li>•Optional design of the relocation of the existing boiler system on the ground level to a space on the third floor.</li> </ul> </li> <li>4. <b>Technical Education Center Building Automation System Replacement:</b></li> </ol> | <p><b>The reply to all of the questions in the attached is as follows:</b></p> <p><b>The end product of the selected MEP firm will be to generate five (5) individual RFP (Request for Proposal) packages, each containing all required drawings, specifications and bidding documentation for the five (5) listed projects. The scope of work for each of the five (5) project packages is as stated in the RFQ in numbers 1, 2, 3, 4, and 5.</b></p> |

| Question  | Response |
|---|----------|
| <p>5. <b>Carol Stream Boiler Replacement:</b></p> <ul style="list-style-type: none"> <li>•Replacement of the existing Building Automation System.</li> <li>•Replacement of the existing boilers.</li> <li>•Replacement of all primary and secondary pumps.</li> </ul> |          |

## **ATTACHMENT A –WALK THROUGH POWER POINT PRESENTATION**



Produced by mapformation for College of DuPage. Last updated Aug. 2018/COD.



425 Fawell Boulevard  
Glen Ellyn, Illinois  
60137-6599  
(630) 942-2800  
www.cod.edu

## Buildings

|     |   |     |  |
|-----|---|-----|--|
| BIC | Rodney K. Berg Instructional Center                 | HTC | Homeland Security Training Center                  |
| CHC | Culinary & Hospitality Center                       | MAC | Harold D. McAninch Arts Center                     |
| ECC | Early Childhood Center                              | PEC | Physical Education and Community Recreation Center |
| GH  | Greenhouse  | SCC | Seaton Computing Center                            |
| HEC | Robert J. Miller Homeland Security Education Center | SRC | Student Resource Center                            |
| HSC | Health and Science Center                           | SSC | Student Services Center                            |
|     |   | TEC | Technical Education Center                         |

## Parking

|  |                               |
|--|-------------------------------|
|  | Accessible                    |
|  | Bus Stop                      |
|  | Employee                      |
|  | Guest/30-Minute               |
|  | Motorcycle                    |
|  | Shipping and Receiving        |
|  | Electric Car Charging Station |



### College of DuPage is Tobacco Free

College of DuPage prohibits the use of all tobacco products, including cigarettes, cigars, pipes, smokeless tobacco and electronic cigarettes on College of DuPage campus and satellite campuses. In addition to all buildings, it applies to all outside property and grounds and College owned vehicles.

Individuals may smoke inside their own vehicles as long as the doors and windows of the vehicle remain closed.

Carol Stream Center  
500 Kuhn Road  
Carol Stream, IL 60188





BIC Boiler Room





## BIC Breaching Abatement



Boiler #1 Front



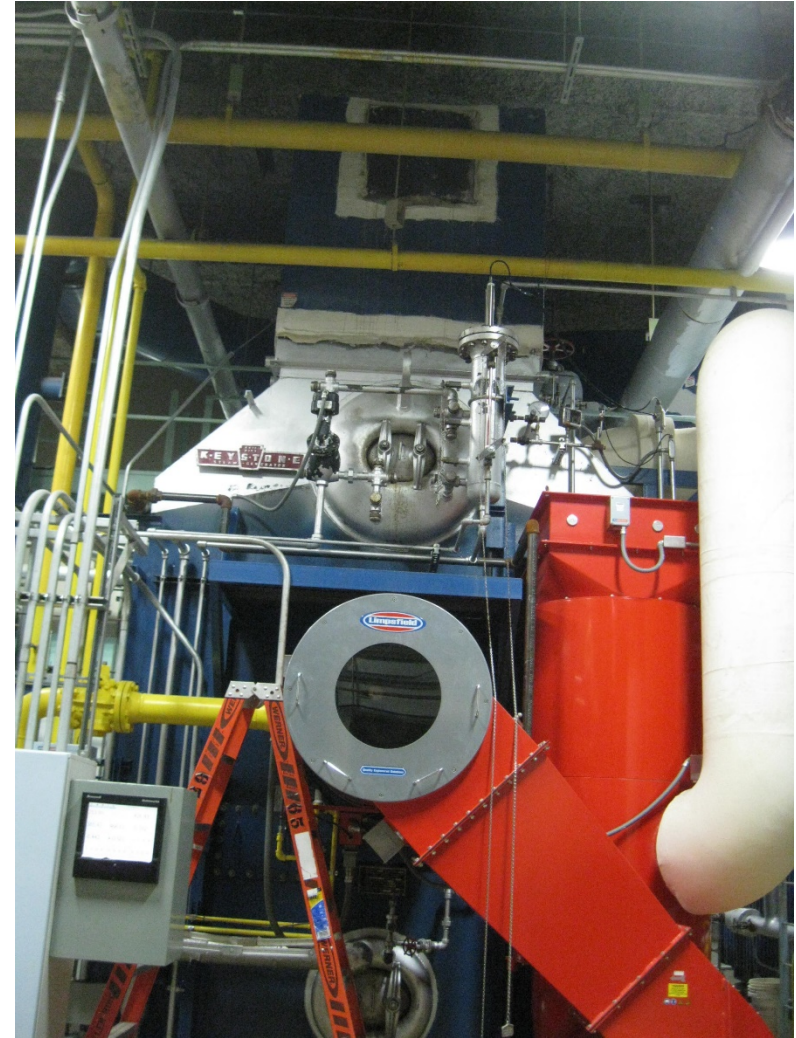
Boiler #1 Right Side



## BIC Breeching Abatement



Boiler #1 Left Side



Boiler #2 Front



## BIC Breeching Abatement



Boiler #2 Front



Boiler #2 Right Side



## BIC Breaching Abatement



Boiler #2 Left Side



Boiler #2 Left Side



BIC Control Overhaul



Boiler #1



Boiler #1



## BIC Control Overhaul



Boiler #1



Boiler #1 Feed Water Pump



BIC Control Overhaul



Boiler #2



Boiler #2



BIC Control Overhaul



Boiler #2



Boiler #2



## BIC Control Overhaul



Boiler #2 Feed Water Pump



Boiler #3



## TEC Stack Replacement



House Boilers



Hot Water Boilers



## TEC Stack Replacement



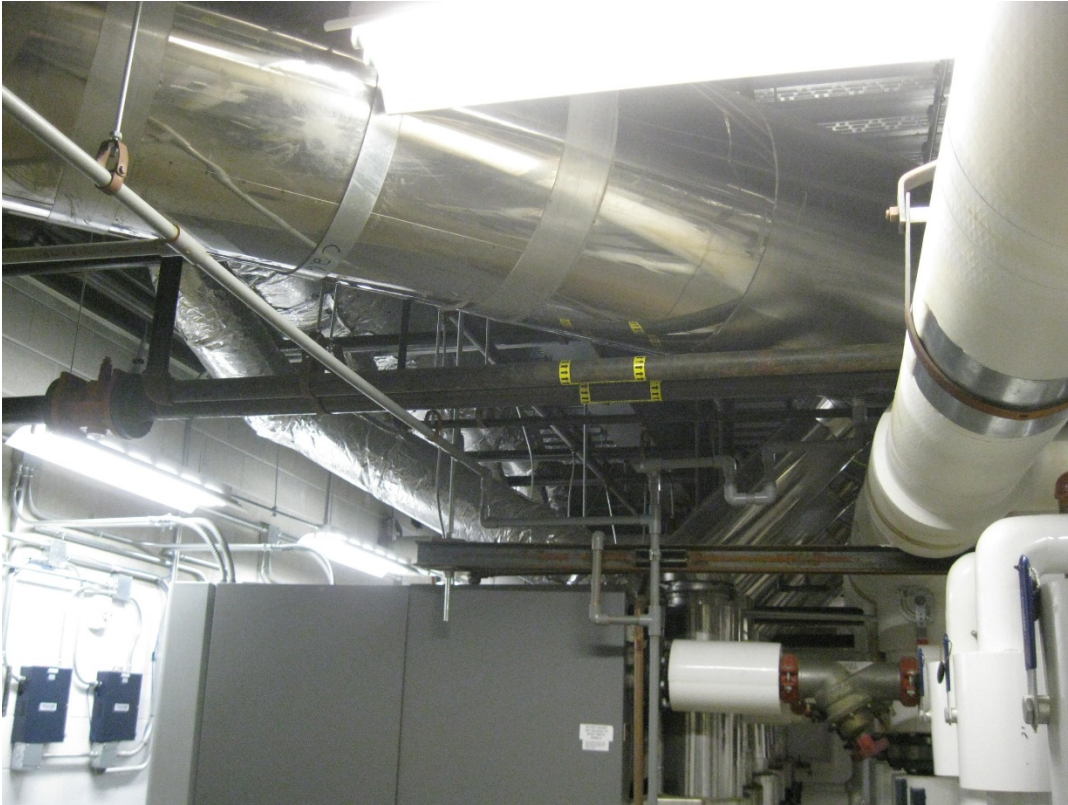
Lower Level Boiler Room TEC0019



Lower Level Boiler Room TEC0019



## TEC Stack Replacement



Room TEC0036



Room TEC0036



## TEC Stack Replacement



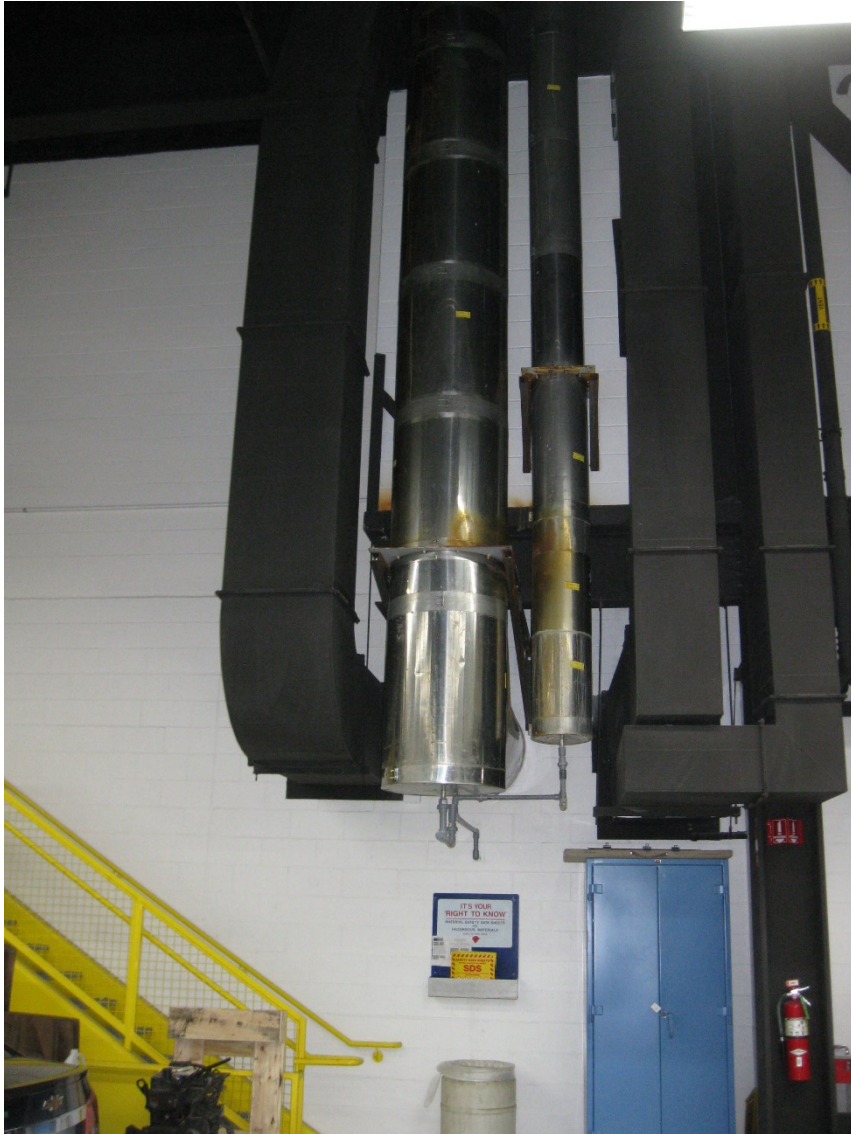
Room TEC0036



Room TEC0036



## TEC Stack Replacement



Auto Lab Room TEC0036



Auto Lab Room TEC0036



## TEC Stack Replacement



Mechanical Room TEC2021



Mechanical Room TEC2021



## TEC Stack Replacement Possible Option



Store Room TEC3011



Underside of Store Room TEC3011



## TEC BAS Replacement



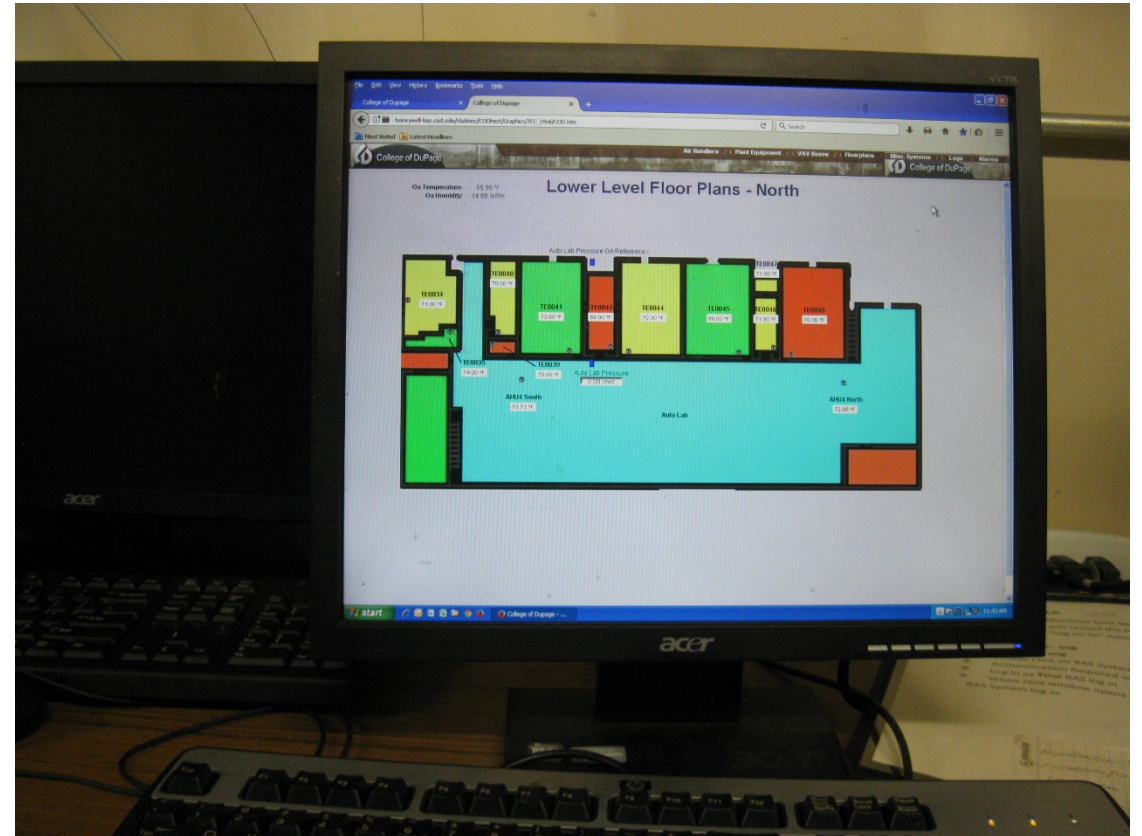
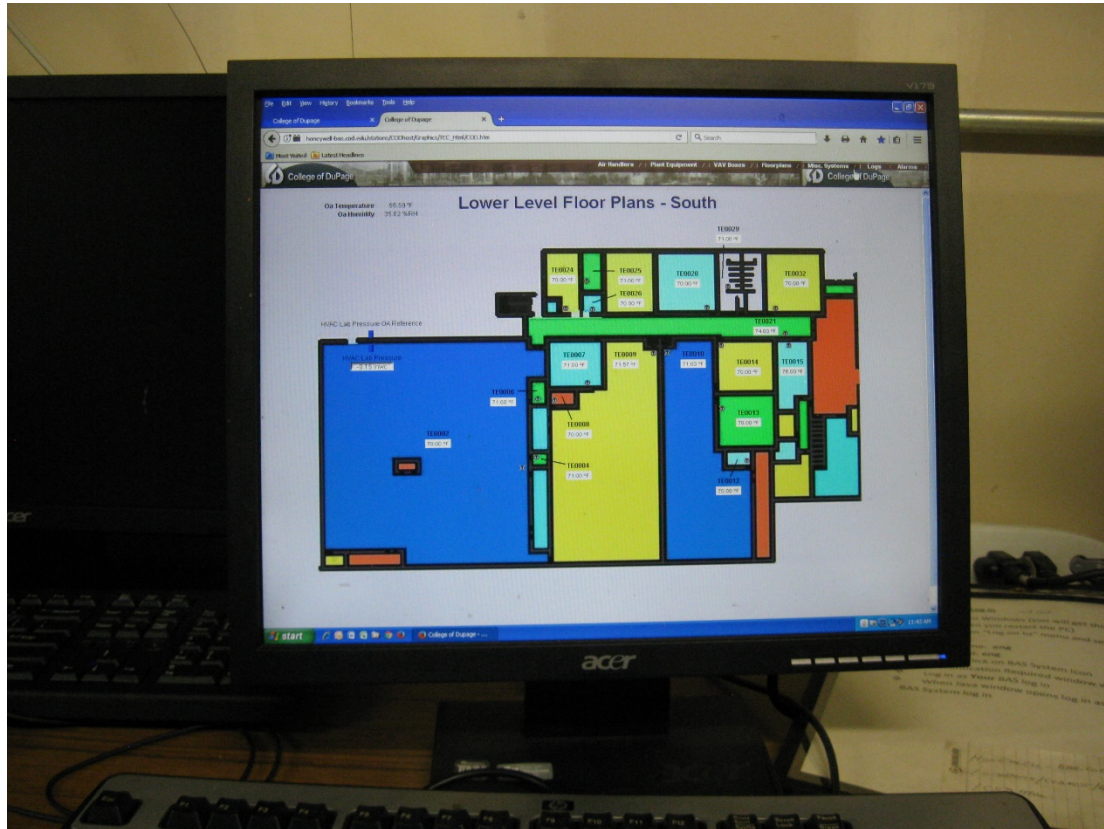
TEC BAS Room TEC2021



TEC BAS Room TEC2021



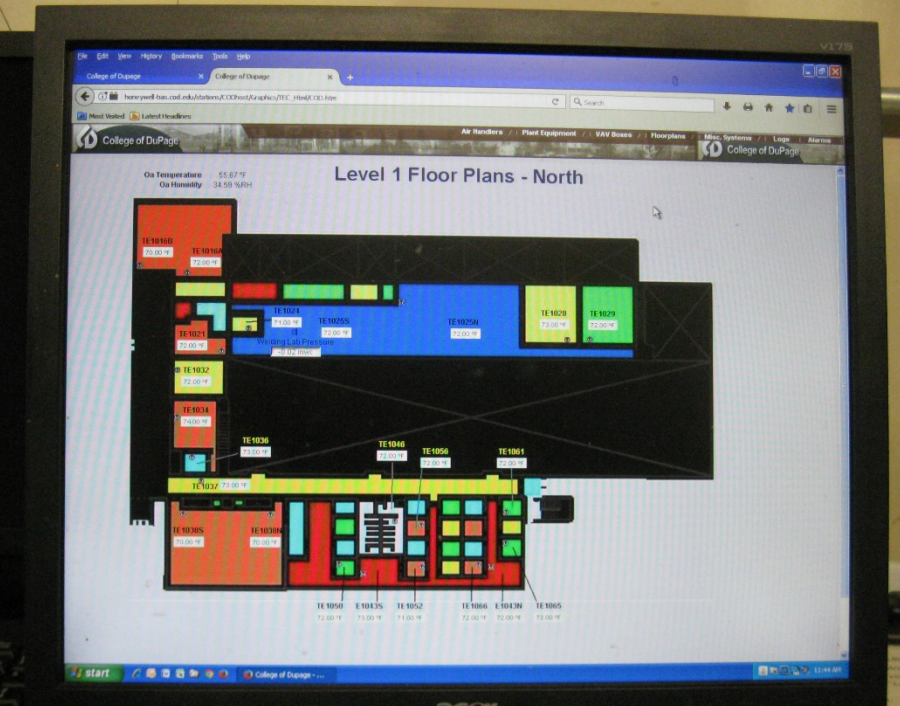
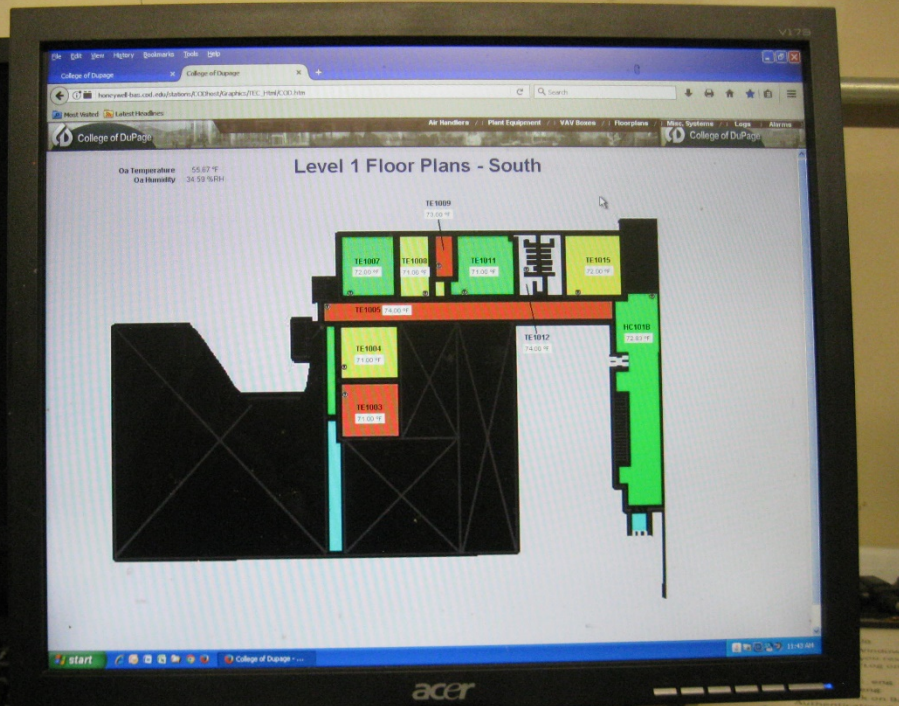
## TEC BAS Replacement



## TEC Lower Level



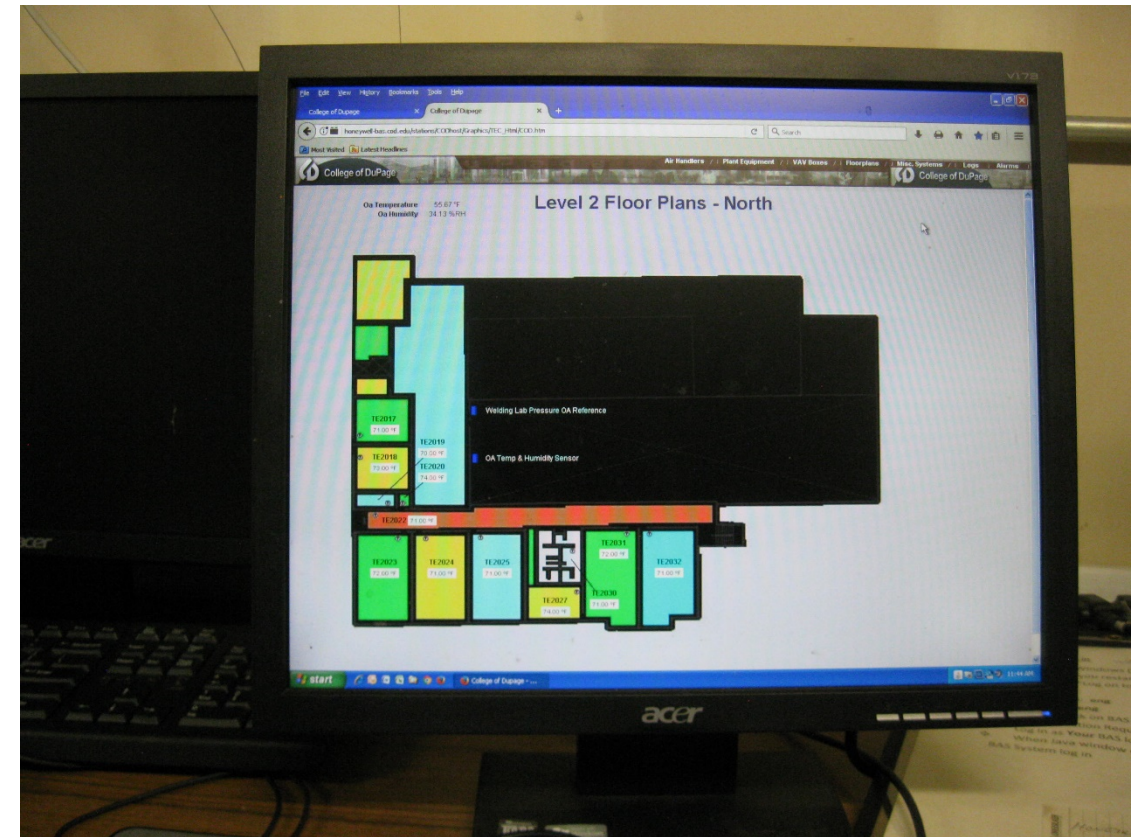
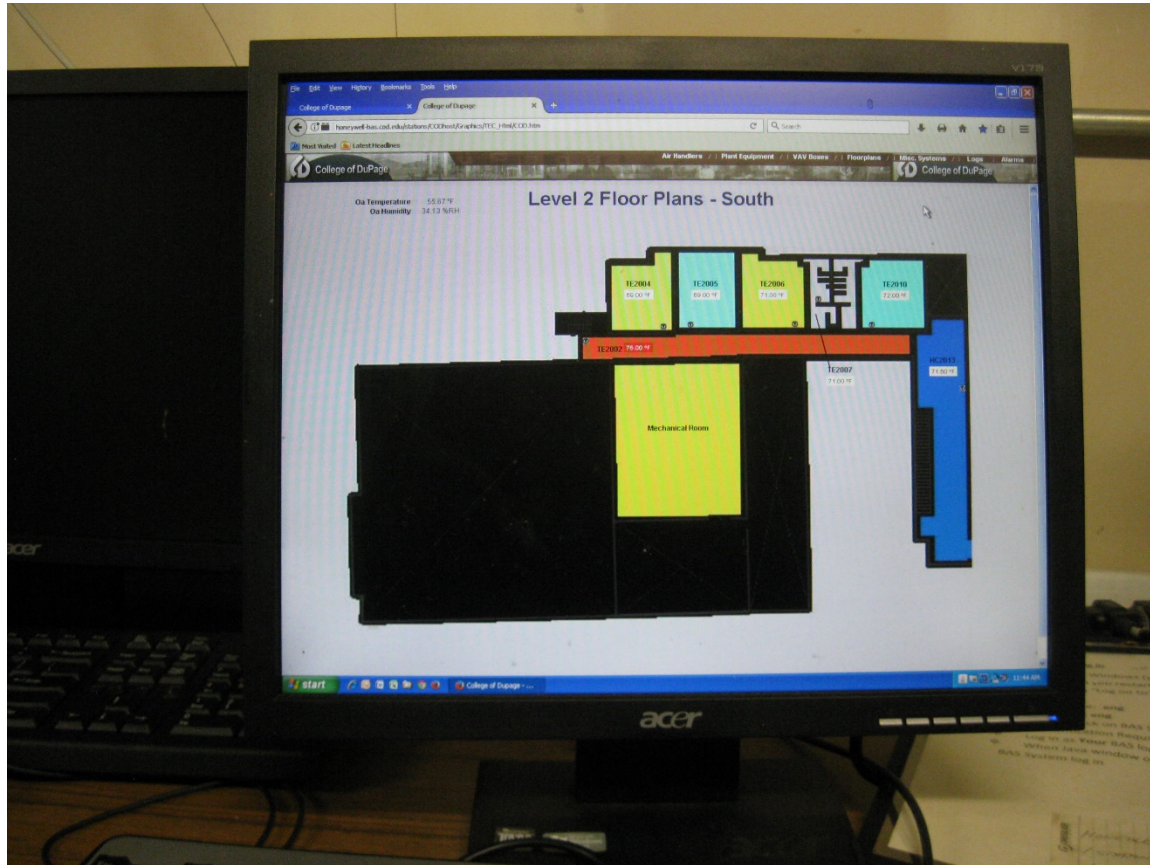
## TEC BAS Replacement



TEC 1<sup>st</sup> Floor



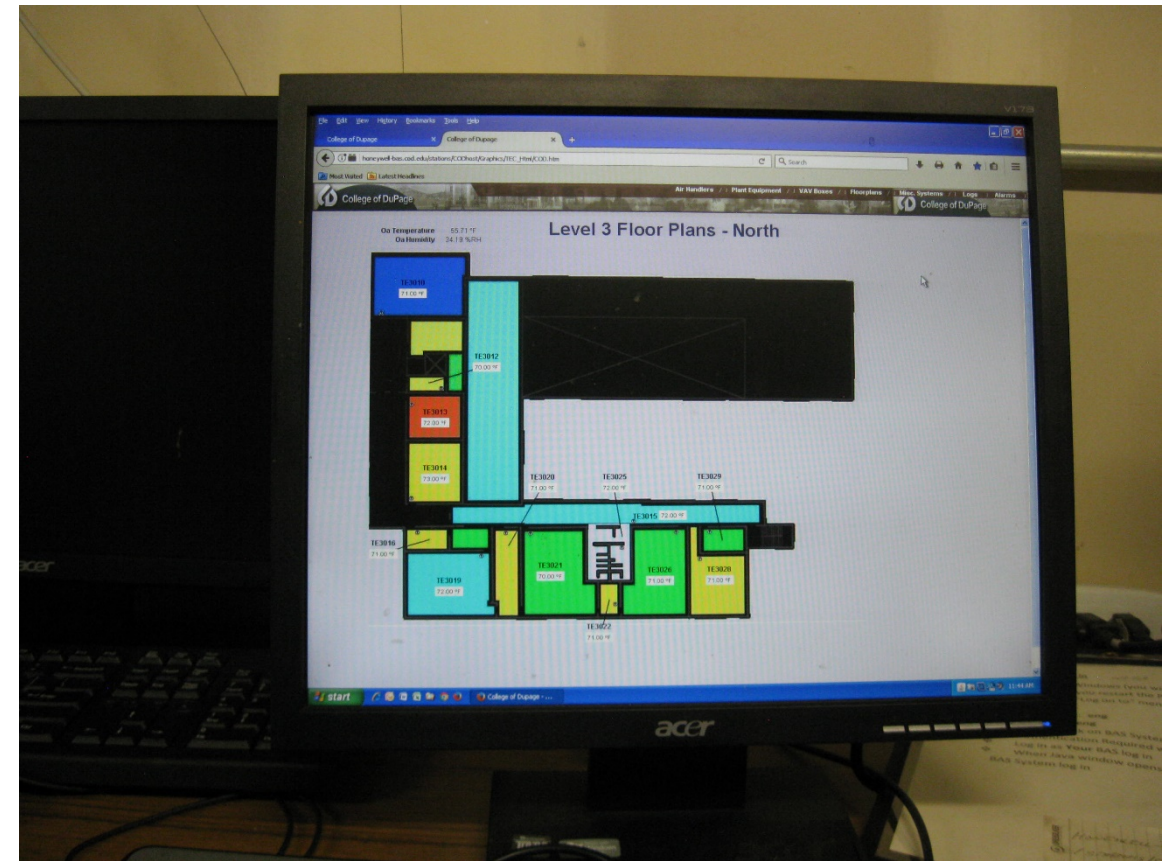
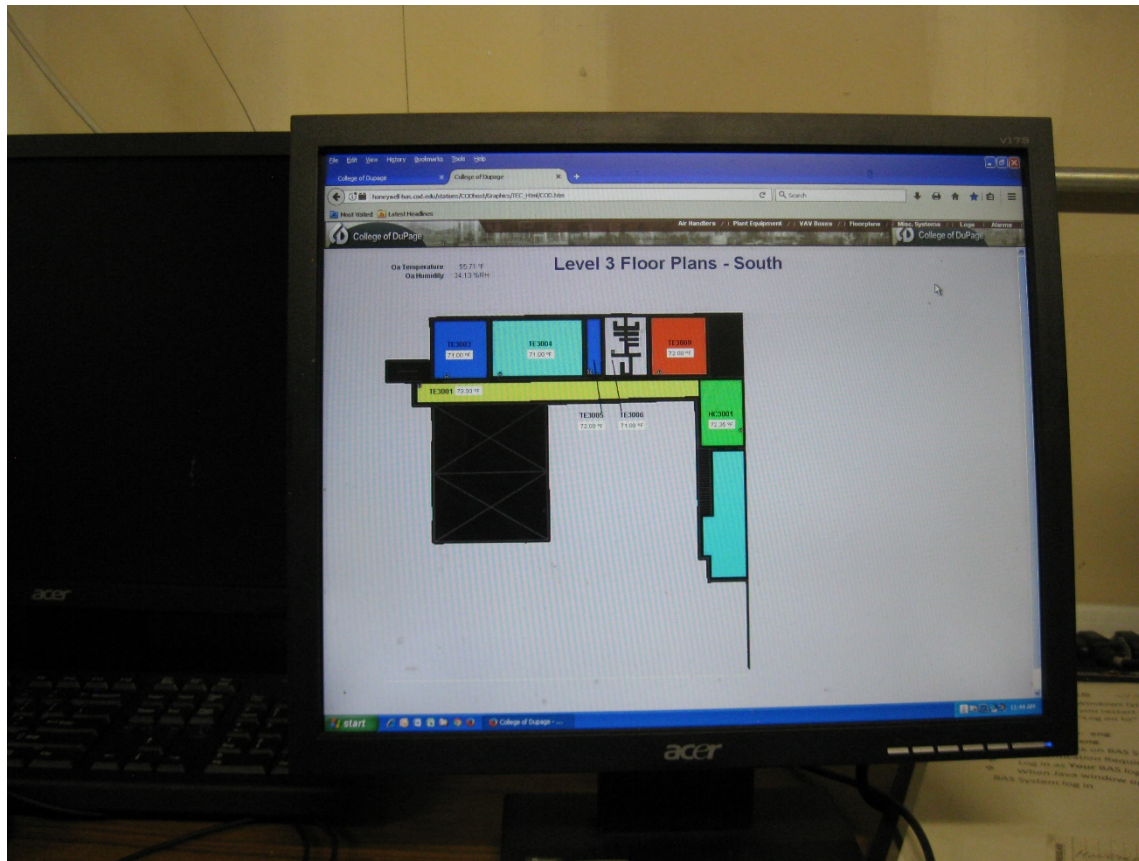
## TEC BAS Replacement



TEC 2<sup>nd</sup> Floor



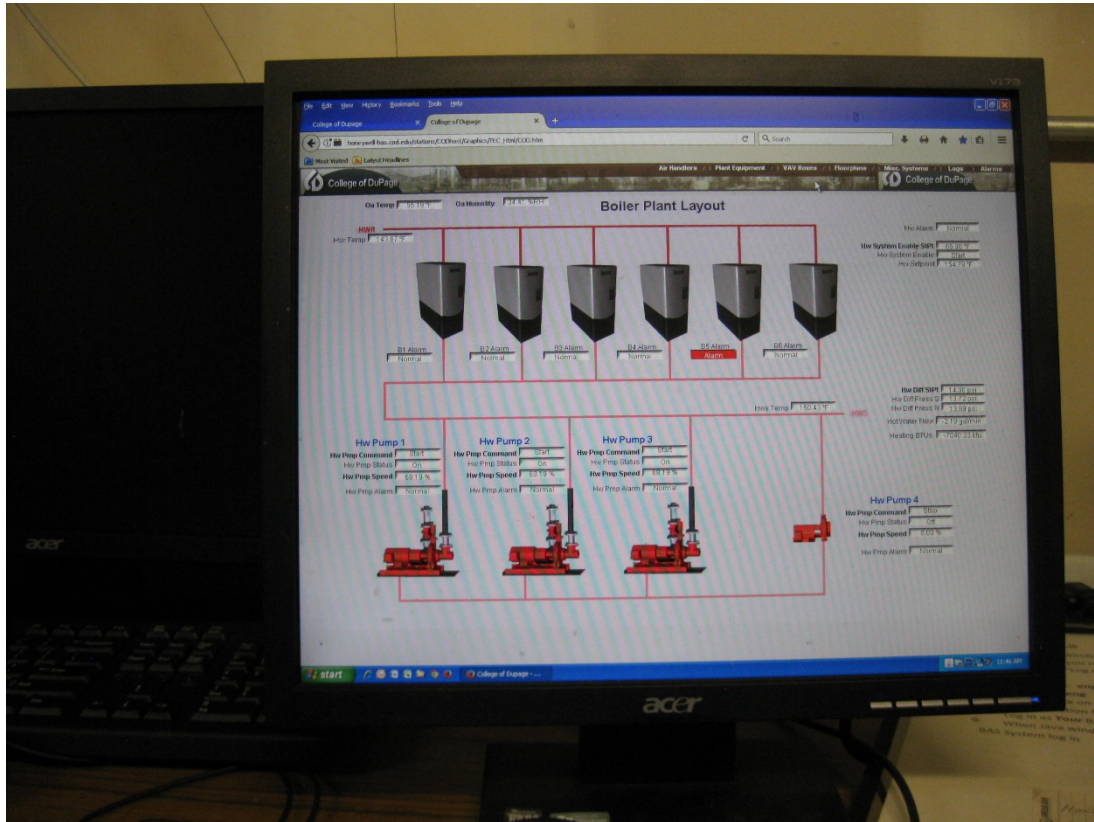
## TEC BAS Replacement



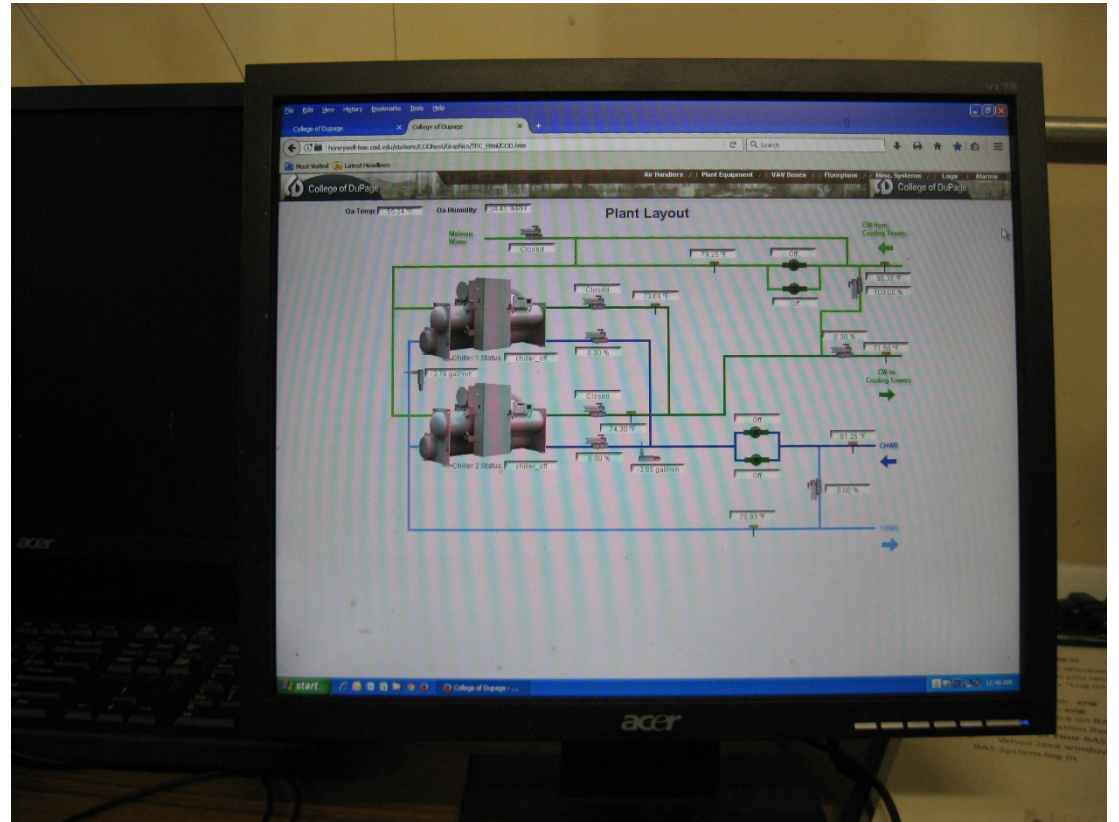
## TEC 3<sup>rd</sup> Floor



# TEC BAS Replacement

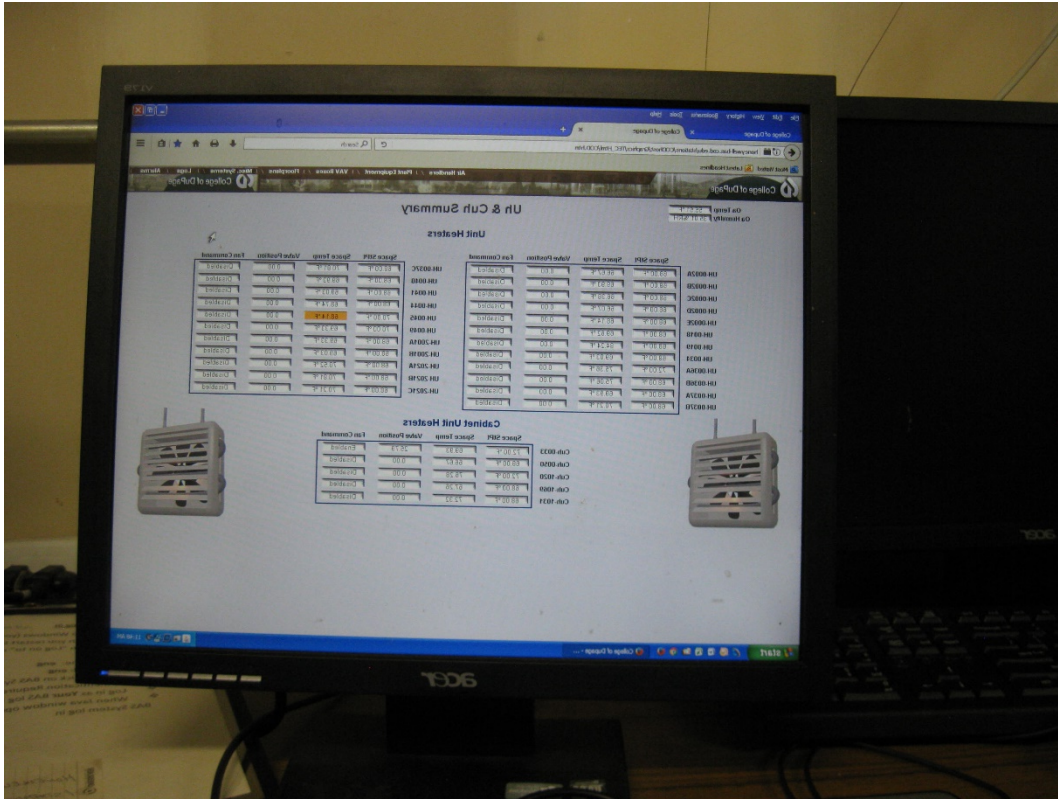


Boiler Screen



Chiller Screen

# TEC BAS Replacement



Unit Heater Screen



Miscellaneous Points

## TEC BAS Replacement

Approximate Number of Monitored/Controlled Pieces of Equipment – But Not A Definitive List

|     |                                   |
|-----|-----------------------------------|
| 9   | Air Handling Units                |
| 6   | Boilers                           |
| 4   | Domestic Hot Water Pumps          |
| 2   | Chillers                          |
| 2   | Cooling Towers                    |
| 101 | VAV Boxes                         |
| 1   | Outdoor Lighting Zone             |
| 1   | Dust Collector                    |
| 14  | Exhaust Fans                      |
| 7   | Fan Coil Units                    |
| 28  | Unit Heaters                      |
| 8   | Fin Tube Heating Zones            |
| 6   | Miscellaneous Pieces of Equipment |



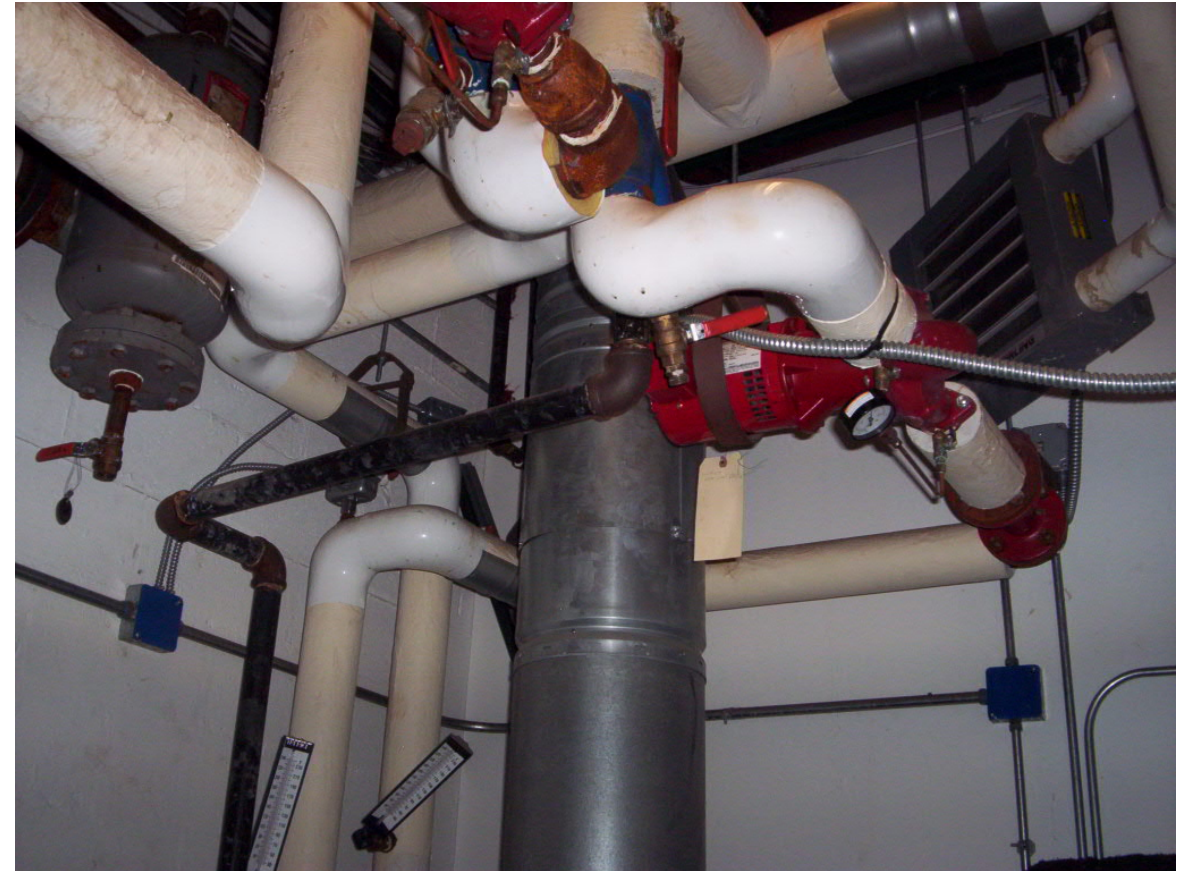
## CSC Boiler Replacement



2 - Raypak Model H3-0624 --Input 627,000 BTU -- Output 514,000 BTU

Mechanical Room CSC115



[illegible]

## Mechanical Room CSC115

## **ATTACHMENT B – PRE-QUALIFICATIONS CONFERENCE ATTENDEE LIST**



# COLLEGE OF DUPAGE

Date/Time: Monday, April 8, 2019 at 10 AM

Location: Purchasing Conference Room 1B03A

## PRE RFQ OPENING ATTENDEES

RFQ Title: 2019-R0019 Mechanical, Electrical, and Plumbing (MEP) Engineering Design Services for the College of DuPage

| Name                      | Company                      | Phone            | E-mail   |
|---------------------------|------------------------------|------------------|--|
| <del>Joseph Radford</del> | <del>College of DuPage</del> | <del>X4535</del> | <del>radfordj@cod.edu</del>                                |
| Susan Castellanos         | College of DuPage            | X2216            | castellanoss1510@cod.edu                                   |
| Anne Marie Dando          | College of DuPage            | X2813            | dandoa@cod.edu   |
| S. KAZI                   | Delta Eng (MBE)              | 312-659-6565     | smkazi@deg-america.com                                     |
| Tim LOFTUS                | COD                          | 2660             | LOFTUST@COD.EDU  |
| CHAD LUNING               | G/BA                         | 312 399 7898     | CLUNING@GRUAMASBUTKS.COM                                   |
| Sudeek Samf               | Wight                        | 630 739 6916     | ssarat@wightco.com   |
| STEVE COLLINS             | WIGHT & COMPANY              | 630 739-6703     | SCOLLINS@WIGHTCO.COM                                       |
| Michael Wesley            | Amsco Engineering            | 630 327-3942     | mwesley@amscoengineering.com                               |
| John ROSS                 | Affiliated Engineers, Inc    | (312) 593-5088   | Jross@aeieng.com   |
| SCOTT FOSTER              | AFFILIATED ENGINEERS, INC    | 312-977-2916     | sfoster@aeieng.com   |
| Mouass Djendi             | Delta Eng. Group             | 312-377-7700     | mdjendi@deg-america.com                                    |
| GREGORY CROWLEY           | CROWLEY ENGINEERING (MBE)    | 219-322-4422     | RFPS@CROWLEYENGINEERING.COM<br>GREG@CROWLEYENGINEERING.COM |
| Don Inman                 | COD                          | 4046             | inmand@cod.edu   |
| Doug BREWER               | RTH ENGINEERING              | 847-713-1019     | DOUGLAS.BREWER@RTMASSOCIATES.COM                           |
| ELIAS ALMAZAN             | COLLEGE OF DUPAGE            | 630-942-2519     | ALMAZAN@COD.EDU  |
| DAVE DITCHFIELD           | COLLEGE OF DUPAGE            | 630-942-4820     | DITCHFIELD@COD.EDU   |

2019- R0019 => PRE RFQ Attendees

4/8/19

10:00 A.M.



**Globetrotters®**  
Engineering Corporation

**Hynek Dvorak**  
P.E., LEED AP, CxA  
Project Manager

300 S. Wacker Drive, Suite 400  
Chicago, Illinois 60606 U.S.A.  
Direct: (312) 697-3615  
Fax: (312) 922-6558  
hynek.dvorak@gec-group.com

Kent W. Locke, Jr., PE  
Associate Principal

t 847.516.0992 x6543  
d 847.660.6543  
f 312.440.2303  
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104 Northwest Hwy  
Fox River Grove, IL  
60021-1012

**bailey edward**

responsive a|e|c

Victor Avila  
Principal

**db | HMS**

312.915.0557 x230  
m: 312.730.4448  
vavila@dbhms.com

303 W. Erie St, Ste 510 | Chicago, IL 60654

**2019-R0019 Mechanical, Electrical, and Plumbing Engineering Design Services**

**ADDENDUM # 1**

**March 12, 2019**

.....

This signed Addendum is required to be returned with your Proposal no later than the due date set forth for this Request for Proposal. If you have already submitted your Proposal, please submit this signed form via email to [purchasing@cod.edu](mailto:purchasing@cod.edu).

You can submit this completed addendum to the Purchasing Office by one of the means below:

***All issued addenda must be signed and returned to the College as per the instructions in the addenda or proposal will not be accepted.***

**Section IV. Acknowledgment**

You can submit this completed addendum to the Purchasing Office by one of the means below:

1. If you have not yet submitted your proposal please sign this addendum and include with your sealed proposal.
2. If you have already submitted your proposal, please sign and return to the Purchasing office via email at [purchasing@cod.edu](mailto:purchasing@cod.edu) no later than the scheduled proposal deadline. We will make sure it accompanies your proposal.

You also have the option of withdrawing your proposal, if necessary.

**ACKNOWLEDGEMENT:**

I HAVE RECEIVED THIS ADDENDUM # \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_



**2019-R0019 Mechanical, Electrical and Plumbing Engineering Design Services****ADDENDUM # 1****April 12, 2019**

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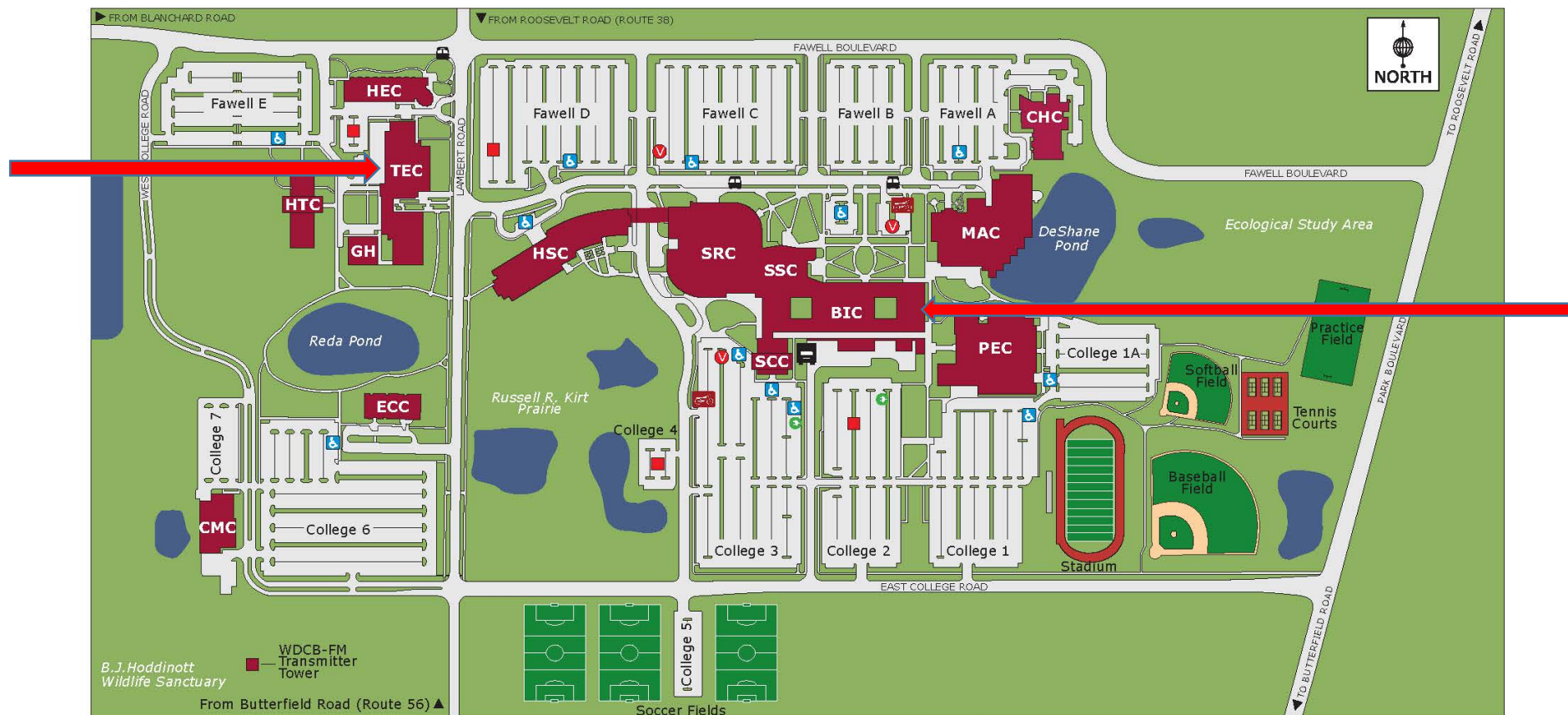
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| 8. The BEP Utilization Plan indicates to include a Letter of Intent. Please advise if the College has a template letter we are to use.  | <b>No.</b>   |
| 9. Please confirm the number of project examples we are to include. 3.4 indicates 'at least 5'; Tab 3 c.i. indicates 'at least three (3) clients within the past five (5) years.'   | <b>Provide at least five (5) examples of similar type projects but not all from the same client, but at least three (3) different clients. Preferably a list of multiple projects from multiple clients to show some variety in their experience.</b>  |
| <p>10. We have highlighted parts of the "Scope of Service" from the RFQ which you can find below. Some of these items seem to be more on the contractor side rather than MEP design. Can we get some clarification on what the "Scope of Service" for MEP design would be?</p> <p>Below you will find the "Scope of Services" in the RFQ:</p> <ol style="list-style-type: none"> <li>1. <b>Berg Instructional Center Boiler Overhaul/Maintenance:</b> <ul style="list-style-type: none"> <li>•Upgrade existing Autoflame - Mark 7 controllers to Autoflame – Mark 8 controllers on boilers 1, 2 &amp; 3.</li> <li>•Clean, refurbish and recalibrate the Exhaust Gas Analyzer monitoring system on boilers 1, 2, &amp; 3.</li> <li>•Replace existing feed water valves with Autoflame valves and electronic controls compatible with the Autoflame Mark 8 controller on boilers 1&amp;2.</li> </ul> </li> <li>2. <b>Berg Instructional Center Boiler Breeching/Asbestos Abatement:</b> <ul style="list-style-type: none"> <li>•Test and abate all asbestos insulation on boilers 1 &amp; 2.</li> <li>•Repair/replace all visible deteriorated breeching metal and an allowance for unseen occurrences.</li> <li>•Re-insulate the breeching.</li> </ul> </li> <li>3. <b>Technical Education Center Stack Replacement:</b> <ul style="list-style-type: none"> <li>•Replacement of the existing stack to eliminate stack deterioration and leaking.</li> <li>•Optional design of the relocation of the existing boiler system on the ground level to a space on the third floor.</li> </ul> </li> <li>4. <b>Technical Education Center Building Automation System Replacement:</b></li> </ol> | <p><b>The reply to all of the questions in the attached is as follows:</b></p> <p><b>The end product of the selected MEP firm will be to generate five (5) individual RFP (Request for Proposal) packages, each containing all required drawings, specifications and bidding documentation for the five (5) listed projects. The scope of work for each of the five (5) project packages is as stated in the RFQ in numbers 1, 2, 3, 4, and 5.</b></p> |



| Question  | Response |
|---|----------|
| <p>5. <b>Carol Stream Boiler Replacement:</b></p> <ul style="list-style-type: none"> <li>•Replacement of the existing Building Automation System.</li> <li>•Replacement of the existing boilers.</li> <li>•Replacement of all primary and secondary pumps.</li> </ul> |          |

## **ATTACHMENT A –WALK THROUGH POWER POINT PRESENTATION**





Produced by mapformation for College of DuPage. Last updated Aug. 2018/COD.



425 Fawell Boulevard  
Glen Ellyn, Illinois  
60137-6599  
(630) 942-2800  
www.cod.edu

## Buildings

|     |   |     |  |
|-----|---|-----|--|
| BIC | Rodney K. Berg Instructional Center                 | HTC | Homeland Security Training Center                  |
| CHC | Culinary & Hospitality Center                       | MAC | Harold D. McAninch Arts Center                     |
| ECC | Early Childhood Center                              | PEC | Physical Education and Community Recreation Center |
| GH  | Greenhouse  | SCC | Seaton Computing Center                            |
| HEC | Robert J. Miller Homeland Security Education Center | SRC | Student Resource Center                            |
| HSC | Health and Science Center                           | SSC | Student Services Center                            |
|     |   | TEC | Technical Education Center                         |

## Parking

|  |                               |
|--|-------------------------------|
|  | Accessible                    |
|  | Bus Stop                      |
|  | Employee                      |
|  | Guest/30-Minute               |
|  | Motorcycle                    |
|  | Shipping and Receiving        |
|  | Electric Car Charging Station |



### College of DuPage is Tobacco Free

College of DuPage prohibits the use of all tobacco products, including cigarettes, cigars, pipes, smokeless tobacco and electronic cigarettes on College of DuPage campus and satellite campuses. In addition to all buildings, it applies to all outside property and grounds and College owned vehicles.

Individuals may smoke inside their own vehicles as long as the doors and windows of the vehicle remain closed.

Carol Stream Center  
500 Kuhn Road  
Carol Stream, IL 60188





BIC Boiler Room





## BIC Breeching Abatement



Boiler #1 Front



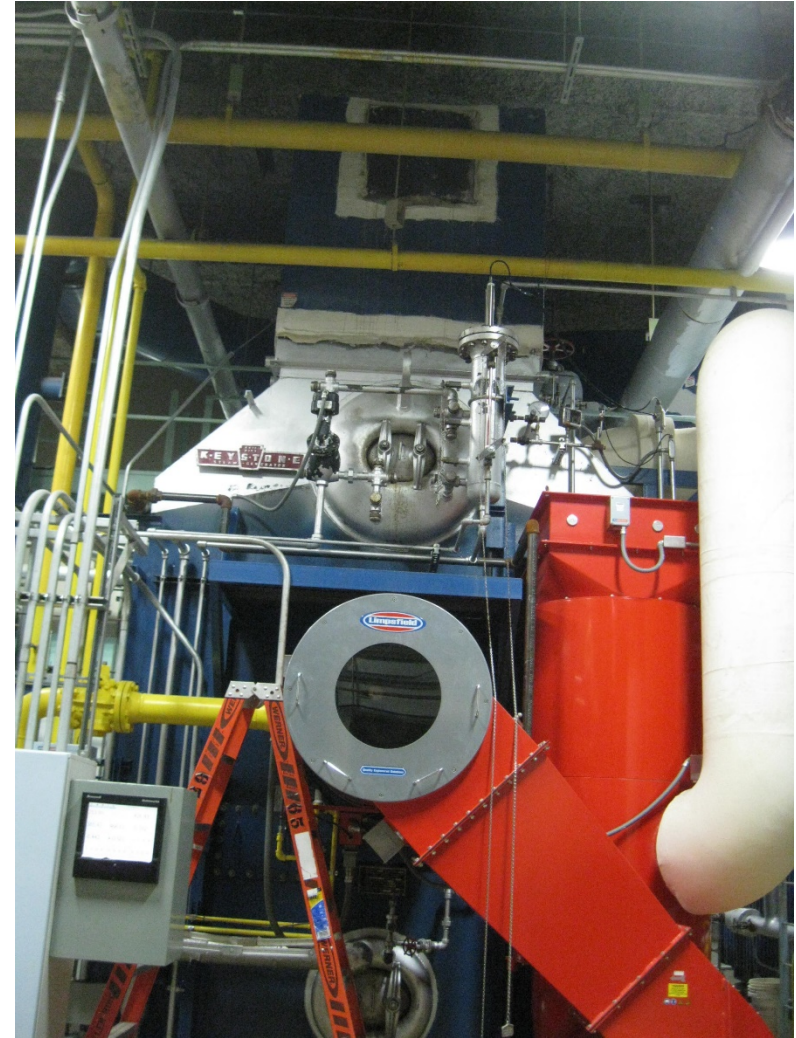
Boiler #1 Right Side



## BIC Breeching Abatement



Boiler #1 Left Side



Boiler #2 Front



## BIC Breeching Abatement



Boiler #2 Front



Boiler #2 Right Side



## BIC Breaching Abatement



Boiler #2 Left Side



Boiler #2 Left Side



BIC Control Overhaul



Boiler #1



Boiler #1



## BIC Control Overhaul



Boiler #1



Boiler #1 Feed Water Pump



BIC Control Overhaul



Boiler #2



Boiler #2



BIC Control Overhaul



Boiler #2



Boiler #2



## BIC Control Overhaul



Boiler #2 Feed Water Pump



Boiler #3



## TEC Stack Replacement



House Boilers



Hot Water Boilers



## TEC Stack Replacement



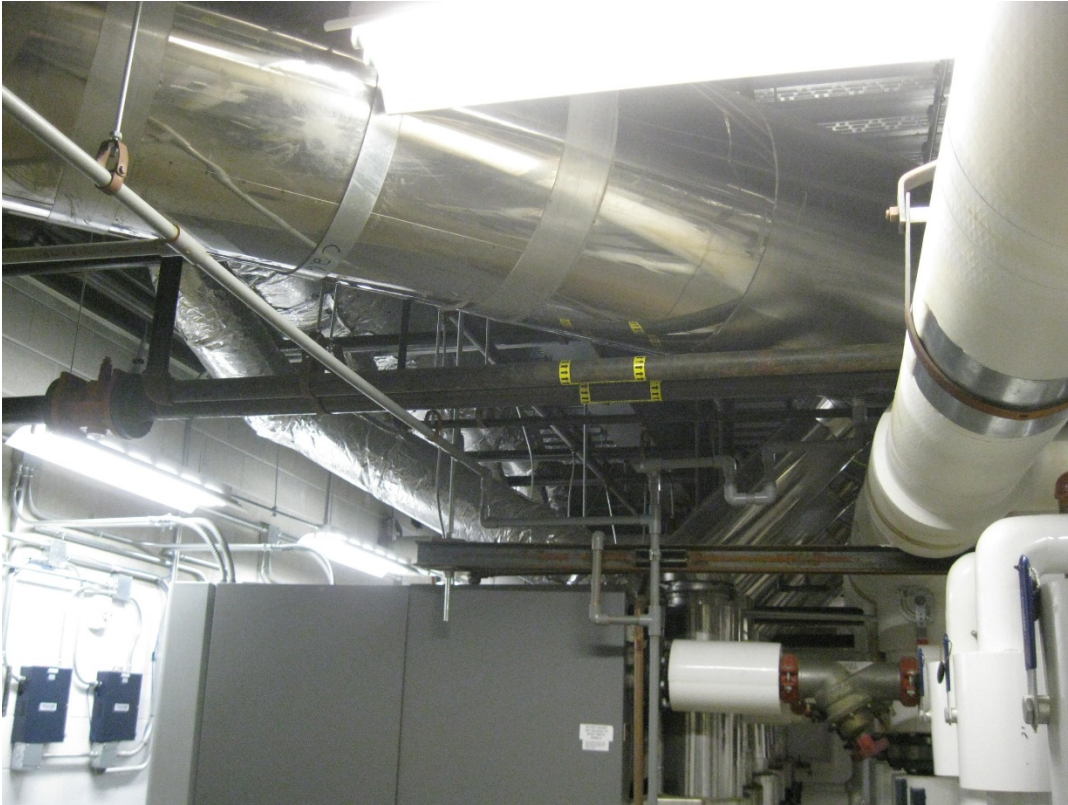
Lower Level Boiler Room TEC0019



Lower Level Boiler Room TEC0019



## TEC Stack Replacement



Room TEC0036



Room TEC0036



## TEC Stack Replacement



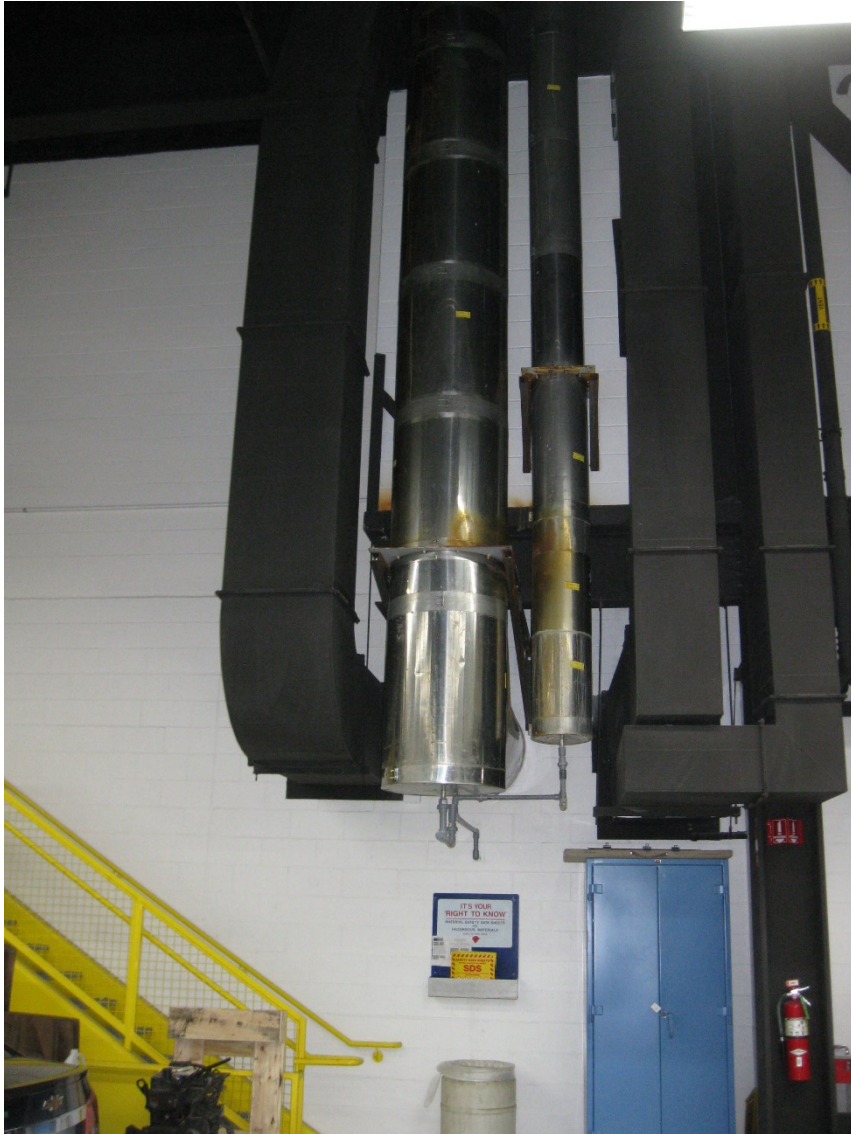
Room TEC0036



Room TEC0036



## TEC Stack Replacement



Auto Lab Room TEC0036



Auto Lab Room TEC0036



## TEC Stack Replacement



Mechanical Room TEC2021



Mechanical Room TEC2021



## TEC Stack Replacement Possible Option



Store Room TEC3011



Underside of Store Room TEC3011



## TEC BAS Replacement



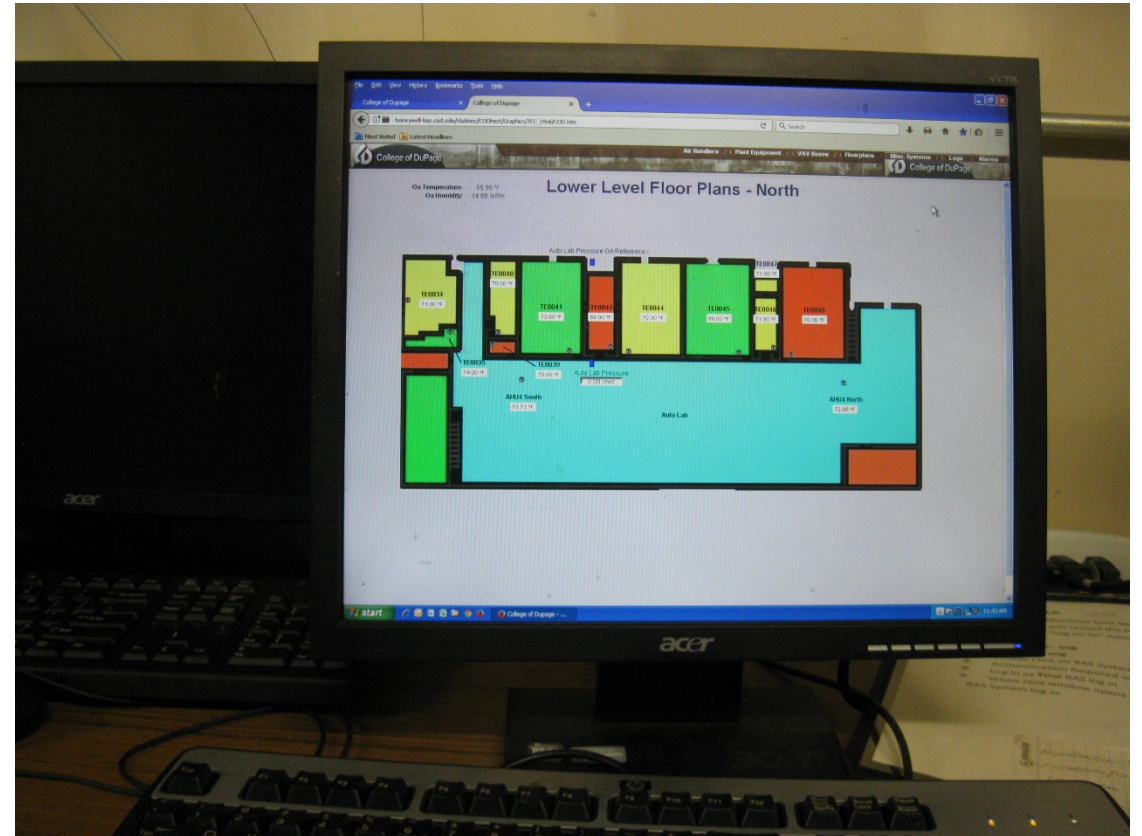
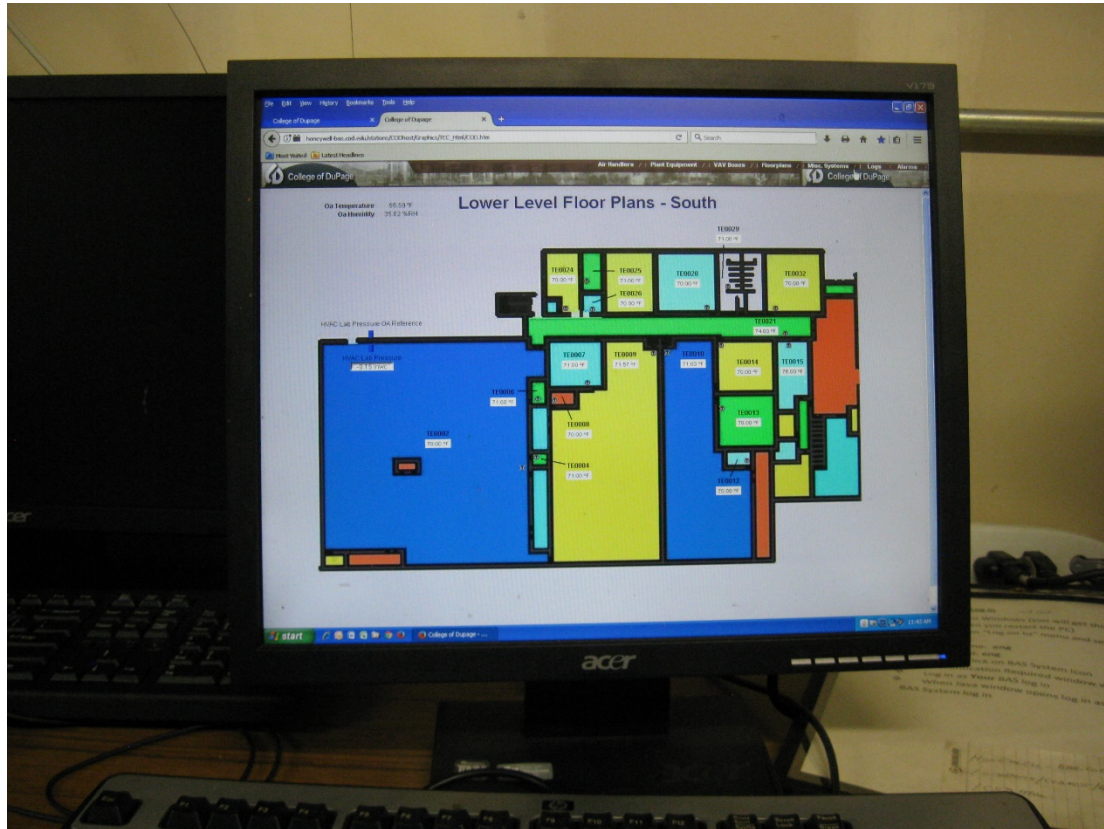
TEC BAS Room TEC2021



TEC BAS Room TEC2021



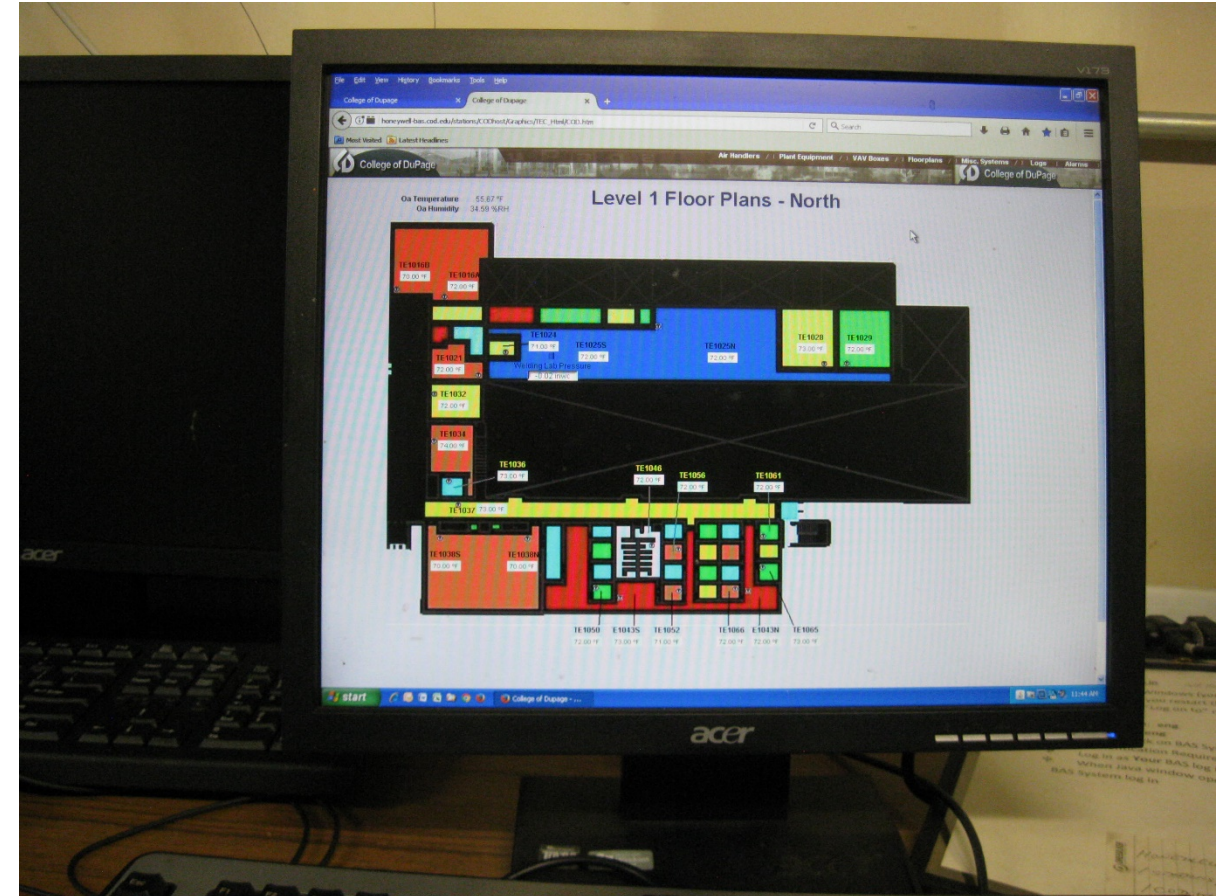
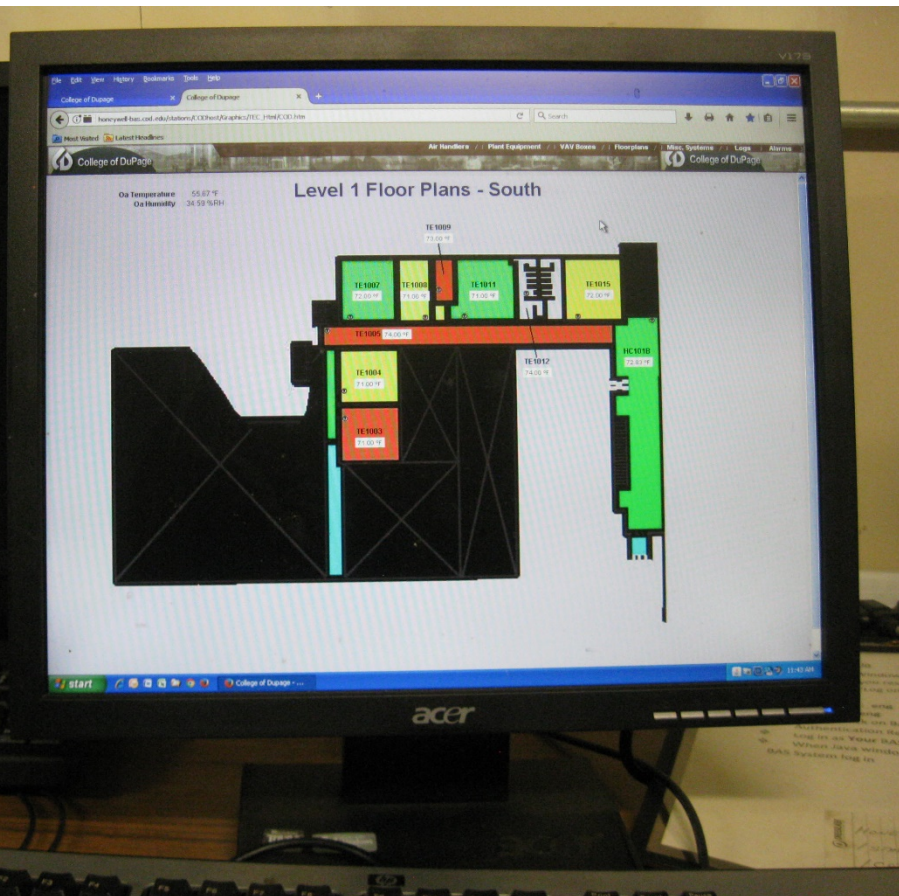
## TEC BAS Replacement



## TEC Lower Level



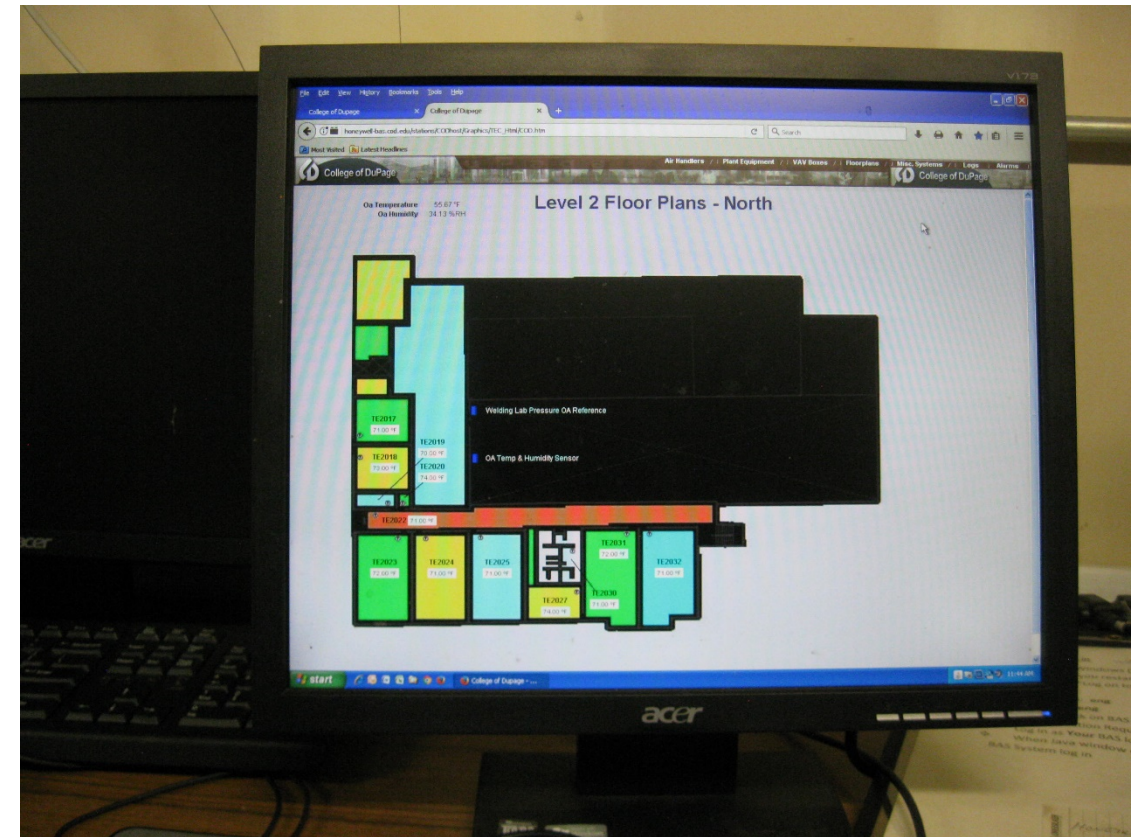
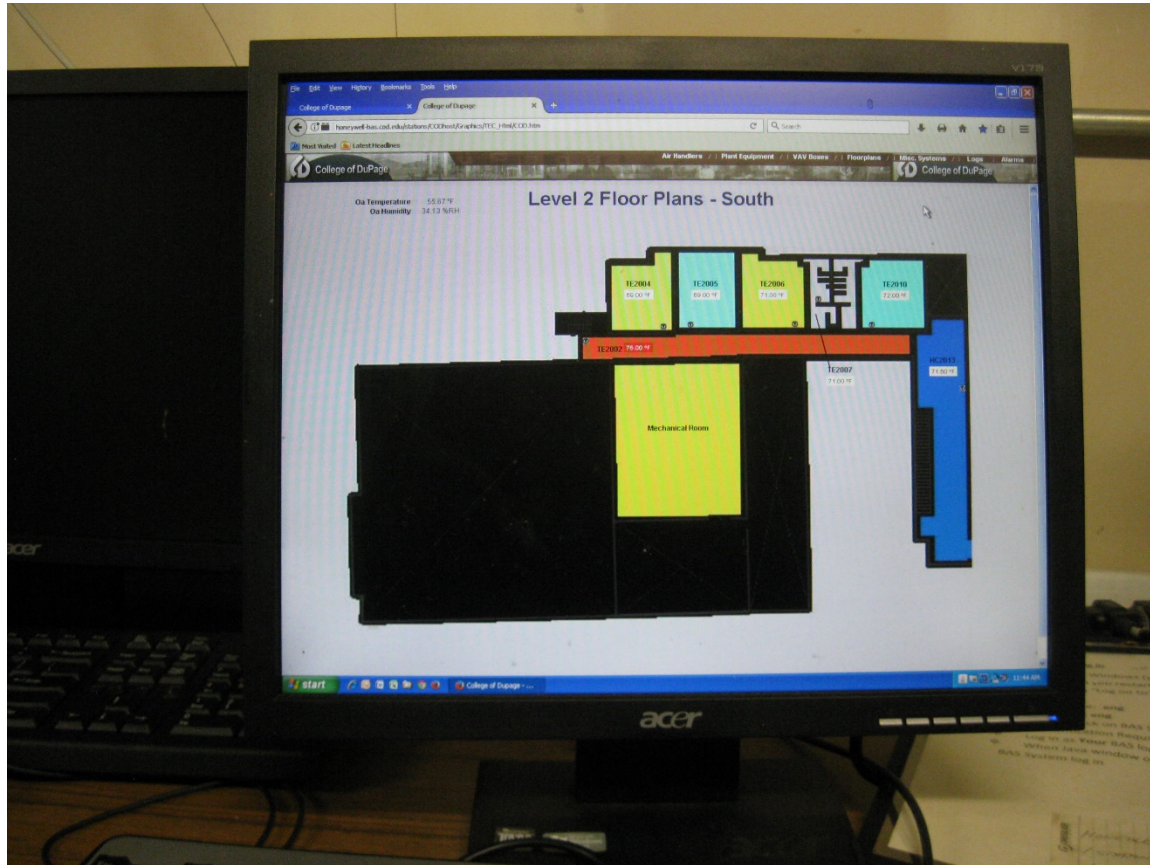
## TEC BAS Replacement



TEC 1<sup>st</sup> Floor



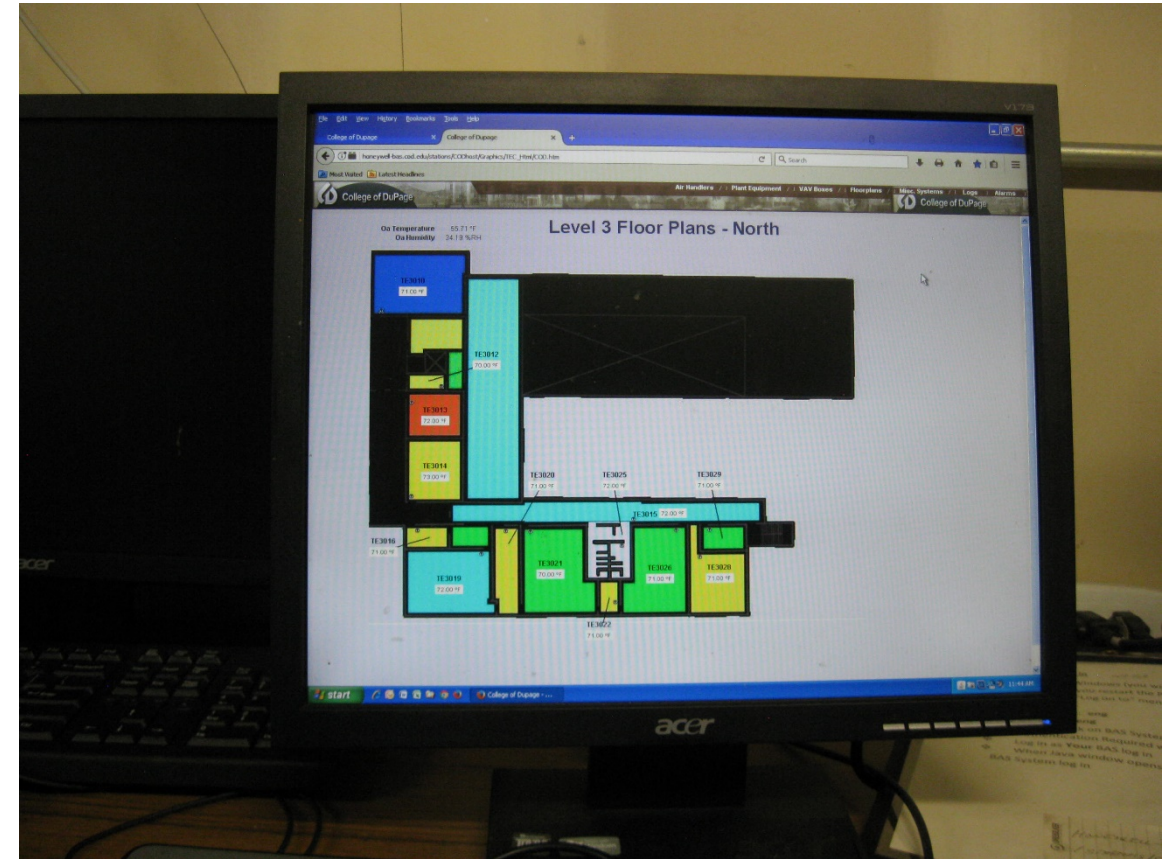
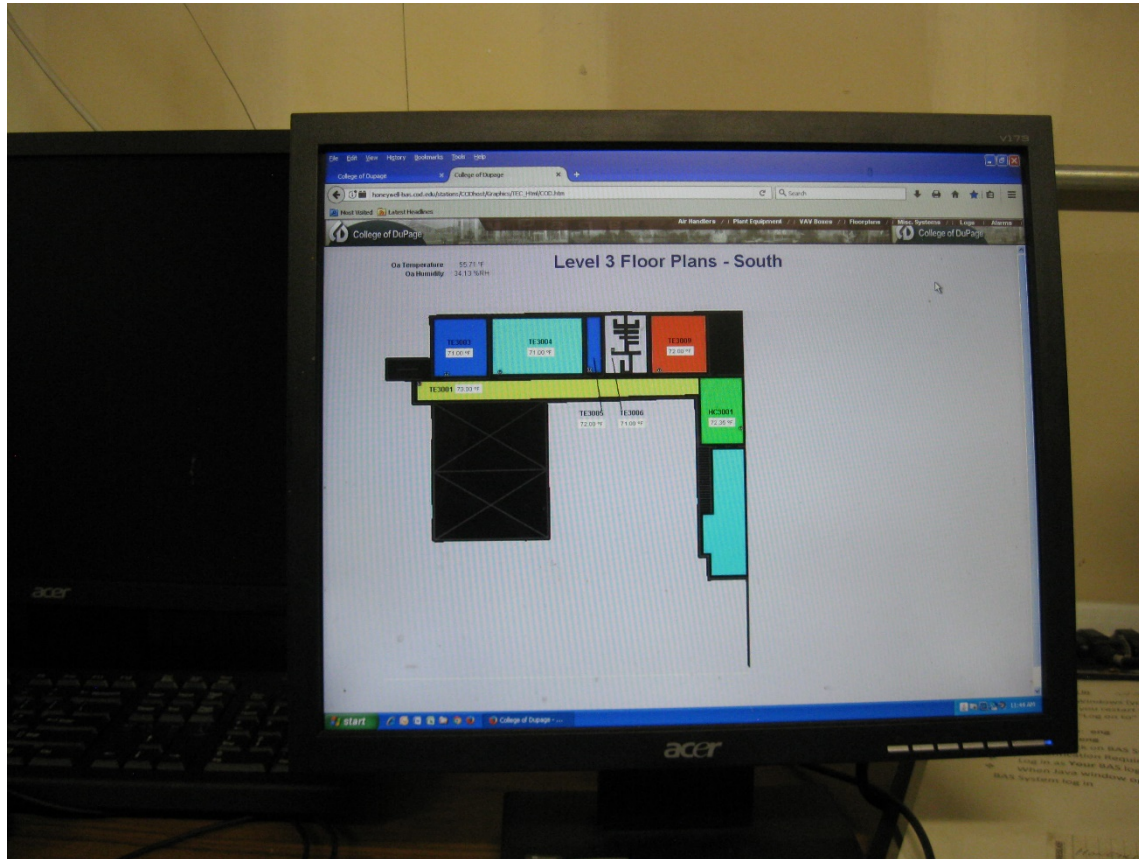
## TEC BAS Replacement



TEC 2<sup>nd</sup> Floor



## TEC BAS Replacement



TEC 3<sup>rd</sup> Floor



The image shows a computer monitor displaying a 'Boiler Plant Layout' simulation. The interface is a web-based application with a menu bar at the top (File, Edit, View, History, Graphics, Tools, Help) and a taskbar at the bottom (start button, College of DuPage, Acer logo). The main window title is 'College of DuPage'. The simulation area is titled 'Boiler Plant Layout' and shows a network of pipes connecting six boilers at the top and four hot water pumps at the bottom. Various data readouts are visible, including temperatures, pressures, and flow rates.

**Boiler Data (Top Row):**

| Boiler   | Hot Water Temp | Hot Water Pressure | Hot Water Flow |
|----------|----------------|--------------------|----------------|
| Boiler 1 | 180.0 °F       | 100.0 PSI          | 100.0 GPM      |
| Boiler 2 | 180.0 °F       | 100.0 PSI          | 100.0 GPM      |
| Boiler 3 | 180.0 °F       | 100.0 PSI          | 100.0 GPM      |
| Boiler 4 | 180.0 °F       | 100.0 PSI          | 100.0 GPM      |
| Boiler 5 | 180.0 °F       | 100.0 PSI          | 100.0 GPM      |
| Boiler 6 | 180.0 °F       | 100.0 PSI          | 100.0 GPM      |

**Hot Water Pump Data (Bottom Row):**

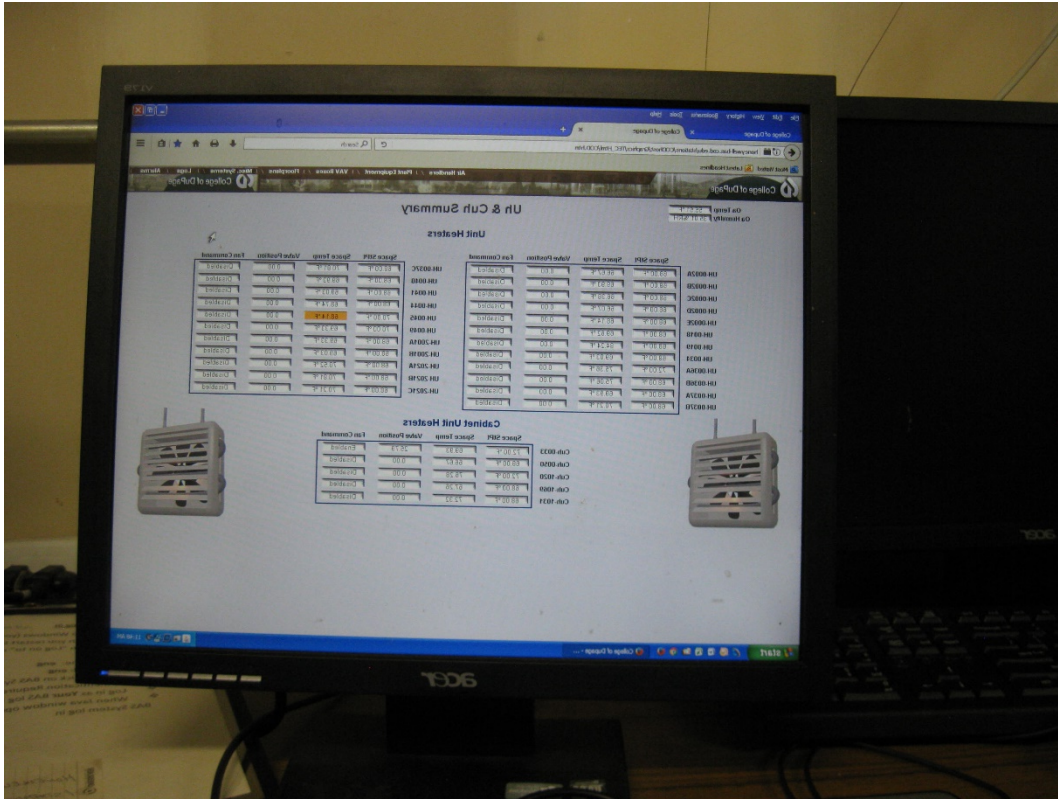
| Pump             | Hot Water Temp | Hot Water Pressure | Hot Water Flow |
|------------------|----------------|--------------------|----------------|
| Hot Water Pump 1 | 180.0 °F       | 100.0 PSI          | 100.0 GPM      |
| Hot Water Pump 2 | 180.0 °F       | 100.0 PSI          | 100.0 GPM      |
| Hot Water Pump 3 | 180.0 °F       | 100.0 PSI          | 100.0 GPM      |
| Hot Water Pump 4 | 180.0 °F       | 100.0 PSI          | 100.0 GPM      |

The simulation also includes a 'Hot Water System' status panel on the right side, showing overall system metrics. The taskbar at the bottom includes a Windows start button, the 'College of DuPage' logo, and the 'Acer' logo.

The image shows a computer monitor displaying a software application for plant layout simulation. The application window is titled "College of DuPage" and has a menu bar with options: File, View, Reports, Database, Tools, Help. Below the menu bar is a toolbar with icons for Plant Wizard, Labels, Annotations, and Help. The main window area is titled "Plant Layout" and displays a complex piping system. The system includes two large storage tanks labeled "Chiller 1 Status" and "Chiller 2 Status". The tanks are connected by a network of pipes, valves, and pumps. The interface also displays various data points, such as "O2 Temp: 55.21 °C" and "O2 Humidity: 52.47 %". The bottom of the screen shows a Windows taskbar with the "start" button and several open applications, including "College of DuPage".

## Chiller Screen

# TEC BAS Replacement



Unit Heater Screen



Miscellaneous Points



## TEC BAS Replacement

Approximate Number of Monitored/Controlled Pieces of Equipment – But Not A Definitive List

|     |                                   |
|-----|-----------------------------------|
| 9   | Air Handling Units                |
| 6   | Boilers                           |
| 4   | Domestic Hot Water Pumps          |
| 2   | Chillers                          |
| 2   | Cooling Towers                    |
| 101 | VAV Boxes                         |
| 1   | Outdoor Lighting Zone             |
| 1   | Dust Collector                    |
| 14  | Exhaust Fans                      |
| 7   | Fan Coil Units                    |
| 28  | Unit Heaters                      |
| 8   | Fin Tube Heating Zones            |
| 6   | Miscellaneous Pieces of Equipment |

## CSC Boiler Replacement

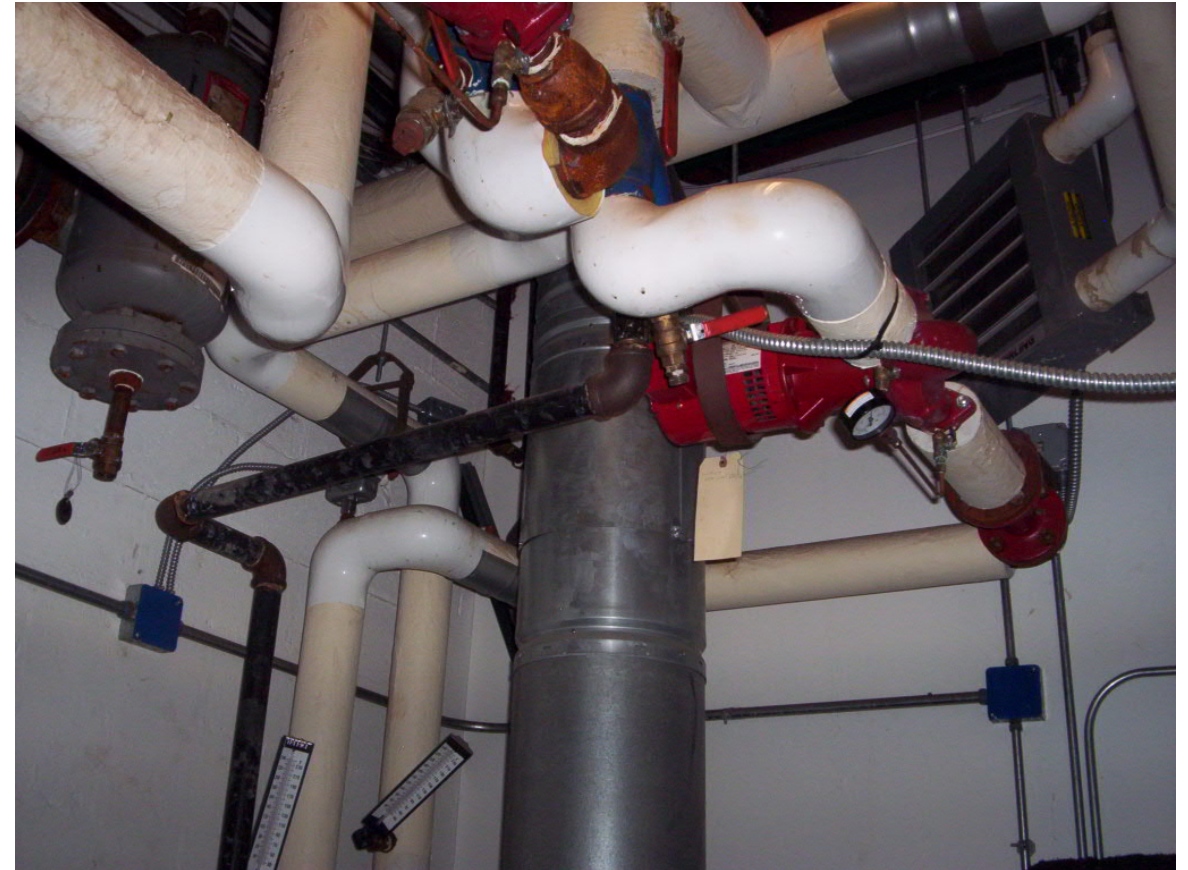
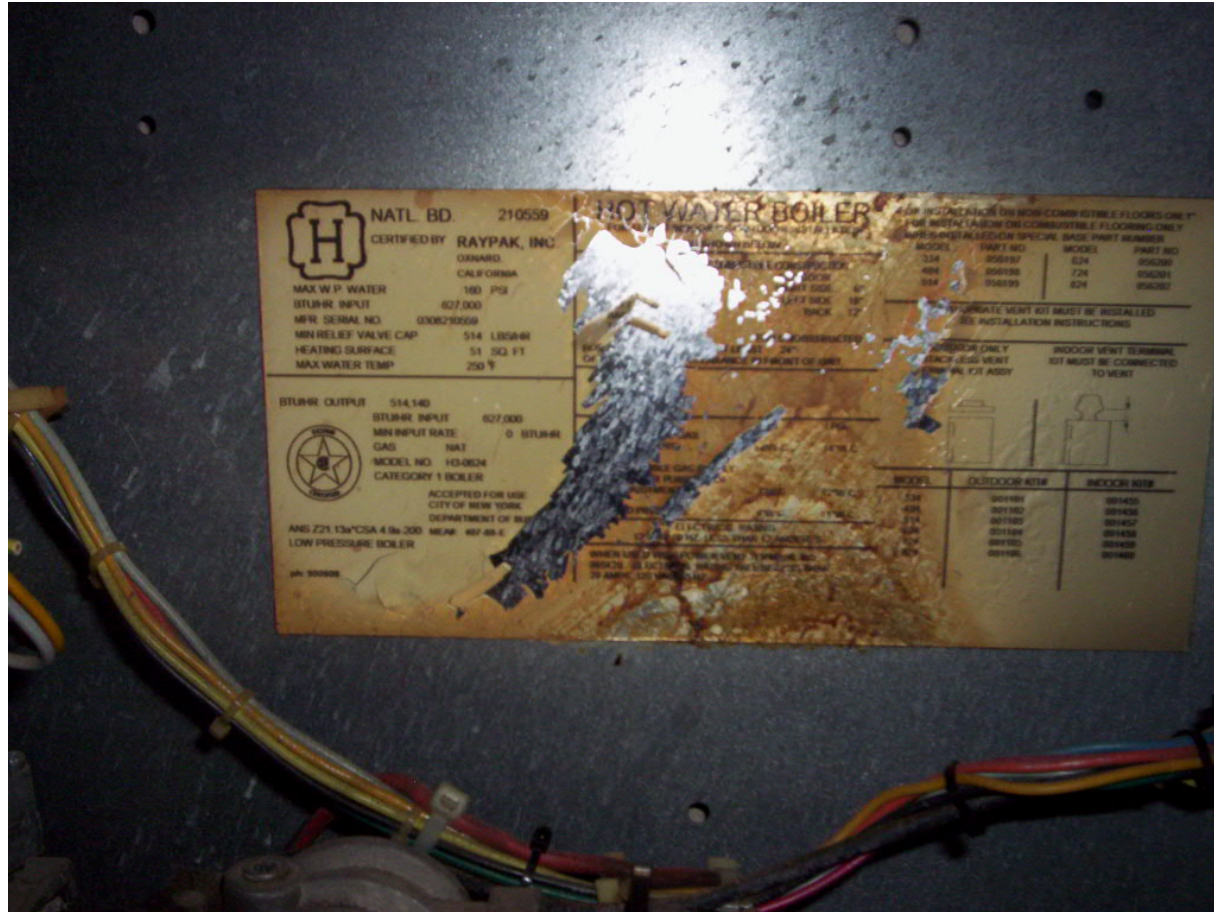


2 - Raypak Model H3-0624 --Input 627,000 BTU -- Output 514,000 BTU

Mechanical Room CSC115



## CSC Boiler Replacement



4 - Bell & Gossett pumps

Mechanical Room CSC115

## **ATTACHMENT B – PRE-QUALIFICATIONS CONFERENCE ATTENDEE LIST**





# COLLEGE OF DUPAGE

Date/Time: Monday, April 8, 2019 at 10 AM

Location: Purchasing Conference Room 1B03A

## PRE RFQ OPENING ATTENDEES

RFQ Title: 2019-R0019 Mechanical, Electrical, and Plumbing (MEP) Engineering Design Services for the College of DuPage

| Name                      | Company                      | Phone            | E-mail   |
|---------------------------|------------------------------|------------------|--|
| <del>Joseph Radford</del> | <del>College of DuPage</del> | <del>X4535</del> | <del>radfordj@cod.edu</del>                                |
| Susan Castellanos         | College of DuPage            | X2216            | castellanoss1510@cod.edu                                   |
| Anne Marie Dando          | College of DuPage            | X2813            | dandoa@cod.edu   |
| S. KAZI                   | Delta Eng (MBE)              | 312-659-6565     | smkazi@deg-america.com                                     |
| Tim LOFTUS                | COD                          | 2660             | LOFTUST@COD.EDU  |
| CHAD LUNING               | G/BA                         | 312 399 7898     | CLUNING@GRUAMASBUTKS.COM                                   |
| Sudeek Samf               | Wight                        | 630 739 6916     | ssarat@wightco.com   |
| STEVE COLLINS             | WIGHT & COMPANY              | 630 739-6703     | SCOLLINS@WIGHTCO.COM                                       |
| Michael Wesley            | Amsco Engineering            | 630 327-3942     | mwesley@amscoengineering.com                               |
| John ROSS                 | Affiliated Engineers, Inc    | (312) 593-5088   | Jross@aeieng.com   |
| SCOTT FOSTER              | AFFILIATED ENGINEERS, INC    | 312-977-2916     | sfoster@aeieng.com   |
| Mouass Djendi             | Delta Eng. Group             | 312-377-7700     | mdjendi@deg-america.com                                    |
| GREGORY CROWLEY           | CROWLEY ENGINEERING (MBE)    | 219-322-4422     | RFPS@CROWLEYENGINEERING.COM<br>GREG@CROWLEYENGINEERING.COM |
| Don Inman                 | COD                          | 4046             | inmand@cod.edu   |
| Doug BREWER               | RTH ENGINEERING              | 847-713-1019     | DOUGLAS.BREWER@RTMASSOCIATES.COM                           |
| ELIAS ALMAZAN             | COLLEGE OF DUPAGE            | 630-942-2519     | ALMAZAN@COD.EDU  |
| DAVE DITCHFIELD           | COLLEGE OF DUPAGE            | 630-942-4820     | DITCHFIELD@COD.EDU   |

2019- R0019 => PRE RFQ Attendees

4/8/19  
10:00 A.M.



**Globetrotters®**  
Engineering Corporation

**Hynek Dvorak**  
P.E., LEED AP, CxA  
Project Manager

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vavila@dbhms.com

303 W. Erie St, Ste 510 | Chicago, IL 60654



**2019-R0019 Mechanical, Electrical, and Plumbing Engineering Design Services**

**ADDENDUM # 1**

**March 12, 2019**

.....

This signed Addendum is required to be returned with your Proposal no later than the due date set forth for this Request for Proposal. If you have already submitted your Proposal, please submit this signed form via email to [purchasing@cod.edu](mailto:purchasing@cod.edu).

You can submit this completed addendum to the Purchasing Office by one of the means below:

***All issued addenda must be signed and returned to the College as per the instructions in the addenda or proposal will not be accepted.***

**Section IV. Acknowledgment**

You can submit this completed addendum to the Purchasing Office by one of the means below:

1. If you have not yet submitted your proposal please sign this addendum and include with your sealed proposal.
2. If you have already submitted your proposal, please sign and return to the Purchasing office via email at [purchasing@cod.edu](mailto:purchasing@cod.edu) no later than the scheduled proposal deadline. We will make sure it accompanies your proposal.

You also have the option of withdrawing your proposal, if necessary.

**ACKNOWLEDGEMENT:**

I HAVE RECEIVED THIS ADDENDUM # \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

RESPONDENT: \_\_\_\_\_



**COMMUNITY COLLEGE DISTRICT NO. 502**

**REQUEST FOR QUALIFICATIONS**

**RFQ NUMBER: 2019-R0019**

**MECHANICAL, ELECTRICAL AND PLUMBING (MEP) ENGINEERING DESIGN SERVICES  
FOR THE FOLLOWING:**

|                                    |   |
|------------------------------------|---|
| <b>BERG INSTRUCTIONAL CENTER:</b>  | <b>BOILER CONTROL OVERHAUL/MAINTENANCE<br/>BREECHING ASBESTOS ABATEMENT</b> |
| <b>TECHNICAL EDUCATION CENTER:</b> | <b>BAS REPLACEMENT<br/>STACK REPLACEMENT</b>                                |
| <b>CAROL STREAM CENTER:</b>        | <b>BOILER REPLACEMENT</b>   |

**PROPOSALS DUE: Tuesday, April 23, 2019 at 2:00 p.m. Central Time**

In the event of College closure due to inclement weather, RFQ deadline will be extended to the next business day at the same time.

**SEND RESPONSES TO:**

**COLLEGE OF DUPAGE  
PURCHASING DEPARTMENT  
BIC, ROOM 1B03  
425 FAWELL BLVD.  
GLEN ELLYN, ILLINOIS 60137**

**Issue Date:**

**March 27, 2019**

**ISSUED BY THE COLLEGE OF DUPAGE PURCHASING DEPARTMENT**





**Purchasing Department**

425 Fawell Boulevard  
Glen Ellyn, Illinois 60137-6599  
<http://www.cod.edu>

PHONE (630) 942-2217  
FAX (630) 942-3750

March 27, 2019

**RFQ No. 2019-R0019  
REQUEST FOR QUALIFICATIONS**

Letters of Interest and Qualification Materials for **Mechanical, Electrical, and Plumbing (MEP) Engineering Design Services for the College of DuPage, RFQ Number 2019-R0019**, will be received by the College of DuPage, District 502, at the office of the Purchasing Manager, Berg Instructional Center (BIC) Building, Room 1B03, 425 Fawell Blvd., Glen Ellyn, IL 60137, until **2:00 p.m. Central Time, Tuesday, April 23, 2019**, at which time the respondents names will be read publicly.

In the event of office closure due to inclement weather, RFQ deadline will be extended to the next business day at the same time.

Any response received after the date and time stated above will be returned unopened. College of DuPage shall not be responsible for responses that are not received at the specific office location indicated above by the stated deadline. Failure by a delivery service company or person to meet the deadline will not excuse the Respondent from the deadline requirement. It is solely the Respondent's responsibility to ensure that adequate time is allowed for timely, accurate delivery and that the Submittal is received as required.

No response shall be withdrawn for a period of ninety (90) days after the advertised close date without the consent of the College.

Respondents may download the RFQ in addition to any future addenda from the College's Purchasing website at the following URL address: <http://cod.edu/about/purchasing/requests/index.aspx>

Under no circumstances shall failure to obtain clarifications and/or addenda relieve a Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing qualifications. Furthermore, failure to obtain any clarification and/or addendum shall not be valid grounds for a protest against award(s) made under this RFQ.

## LEGAL NOTICE

### RFQ NOTICE

**No. 2019-R0019**

The College of DuPage is accepting Qualifications for **Mechanical, Electrical, and Plumbing (MEP) Engineering Design Services for the College of DuPage**. The RFQ documents may be downloaded from the Purchasing Website at: [www.cod.edu/about/purchasing/requests/](http://www.cod.edu/about/purchasing/requests/) by clicking on the link for this RFQ and following the instructions.

Responses are due to the Purchasing Department no later than **2:00 p.m. Central Time, Tuesday, April 23, 2019** at which time the Respondents names will be read publicly.

A pre-proposal conference is scheduled for **Monday, April 8, 2019 at 10:00 a.m.** in the Berg Instructional Center (BIC) 1B03A at 425 Fawell Blvd, Glen Ellyn IL 60137. The pre-proposal conference is not mandatory, but highly recommended.

The College of DuPage is committed to the economic development of disadvantaged business enterprises; qualified Minority, Women, and Persons with Disabilities Owned Businesses are highly encouraged to participate.

College of DuPage Board of Trustees Reserves the right to reject any and/or all responses. This invitation is issued in the name of the Board of Trustees of College of DuPage, Community College District 502, Glen Ellyn, Illinois.



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## RFQ SUBMISSION CHECKLIST

### Things to Remember When Submitting to the College of DuPage

1. ☐ **Read the *entire* document.** In your review, note critical items such as: blackout period, required goods and services; submittal dates, submission requirements, etc.
2. ☐ **Note the contact information provided.** The Purchasing Office at [purchasing@cod.edu](mailto:purchasing@cod.edu) is the single point of contact for this RFQ and is the only contact with whom you are allowed to communicate regarding this RFQ. This person is an excellent source of information for any questions you may have.
3. ☐ **Take advantage of the “question and answer” period.** Submit your questions to the Purchasing Department by the deadline noted in the RFQ and view the answers given in the formal addenda issued for this RFQ. All addenda issued for an RFQ will be emailed to each company that downloaded the RFQ documents from the College website, and will include all questions asked and answered concerning the RFQ. Please ensure when downloading the RFQ documents, you use a valid email address.
4. ☐ **Do not alter, add to, or delete any part of the RFQ documents without prior approval.** Please refer to the section titled *Exceptions* for instruction on how to request a deviation to the original RFQ.
5. ☐ **Ensure all addenda are signed.** Before submitting your response, check the College Purchasing website at <http://www.cod.edu/about/purchasing/requests/index.aspx> to see whether any addenda were issued for this RFQ. If so, you must submit a signed copy of the addenda along with your Qualifications response.
6. ☐ **Review and read the RFQ document again to make sure you have addressed all requirements.** Your original response and the requested electronic copy must be identical and be complete. The copies are provided to an Evaluation Committee and will be used to score your response. Qualifications will not be accepted if Sections 6, 7, and 8, are not completed. (Please note there are two (2) signature lines in Section 8 that must be signed.)
7. ☐ **Submit your response on time.** Note the date and time listed on the front page of the RFQ and be sure to submit all required items on time. Late responses will not be accepted and will be returned, unopened. Ensure the envelope/box(es) containing your qualifications is appropriately labeled. Please allow adequate time for delivery to the Purchasing Department.
8. ☐ **Important dates to know:**
  - RFQ Publication Date - 3/27/2019
  - Pre-Submittal Conference – 4/8/2019 at 10:00 a.m. Central Time
  - Questions Due - 4/10/2019 by 12:00 p.m. Central Time
  - Qualifications Due - 4/23/2019 at 2:00 p.m. Central Time
  - Target COD Board Approval Date - 6/20/2019



## **1.0 GENERAL INFORMATION**

### **1.1. DEFINITIONS**

- A. RESPONDENT** shall mean the individual or business entity submitting Qualifications to supply any or all of the services or goods required by the Contract Documents.
- B. RESPONSE** shall mean the RFQ Documents as completed by the Respondent which constitutes the Respondent's qualifications.
- C. CONTRACT** shall mean the agreement between the College and Contractor as set forth in the resulting Contract Documents and as awarded by the College of DuPage Board of Trustees.
- D. CONTRACTOR** shall mean the individual or business entity submitting a response and to whom the College of DuPage Board of Trustees awards the resulting Contract.
- E. COLLEGE** shall mean the College of DuPage, Community College District No. 502, a body politic and corporate of the State of Illinois.
- F. PURCHASING MANAGER** shall mean the Purchasing Manager of the College of DuPage.
- G. SPECIFICATIONS** shall mean the description of the required services, Contract Goods, equipment, personnel, volume and use statistics and all requirements for the scope of work set forth in the Contract Documents.

### **1.2. REGULATIONS**

The Contractor, or Subcontractor, warrants that they are familiar with and they shall comply with all Federal, State, and Local Laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the resulting Contract, including, without limitation, Workmen's Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith, laws regarding maximum working hours and regulations with respect to use of explosives. No plea of misunderstanding or ignorance thereof will be considered. Whenever required, the Contractor, or Subcontractor, shall furnish the college with satisfactory proof of compliance with said Federal, State and Local Laws, statutes, ordinances, rules, regulations, orders, and decrees.

### **1.3. COMPLIANCE WITH LAWS - PUBLIC CONTRACTS**

This solicitation will result in a contract, subject to laws and ordinances governing public contracts. The winning Respondent(s) shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State and other local government agencies which may in any manner affect the preparation of the response or the performance of the resulting contract. If the winning Respondent(s) observes that any of the contract documents are at variance therewith, it shall promptly notify the Purchasing Manager in writing and necessary changes shall be effected by appropriate modification.

### **1.4. SUBMISSION MODIFICATIONS**

Unless indicated, it is understood that qualifications are in strict accordance with specification requirements. Qualification responses shall be deemed final, conclusive, and irrevocable. No submissions shall be subject to correction or amendment for any error or miscalculation.

### **1.5. AWARD OF CONTRACT**

The award of the contract will be made following completion of respondent interviews, a recommendation by an Evaluation Committee based upon pre-determined evaluation criteria and weighting, Board of Trustee approval, and successful contract negotiations. The successful Respondent(s) will be notified by electronic mail that they are being recommended to the Board of Trustees. Notification will also be posted on the

College's Purchasing website at <http://www.cod.edu/about/purchasing/>. Failure to execute performance as per accepted qualifications and successful contract negotiations may result in legal action by the College of DuPage to recover damages.

#### **1.6. COMPETENCY OF RESPONDENT**

No response will be accepted from, or contract awarded to, a Respondent that is in arrears or is in default to the College upon any debt or contract, or that is a defaulter, as surety or otherwise upon any obligation to said College, or has failed to perform faithfully any previous contract with the College.

#### **1.7. ACCEPTANCE OF QUALIFICATIONS**

The Purchasing Manager shall notify the successful Respondent(s), in writing, of the award of the contract by the College following successful contract negotiations. Upon receipt of the Notice of Award, the Contractor shall promptly secure, execute and deliver to the Purchasing Manager any documents required herein.

#### **1.8. PAYMENT TERMS**

All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid to the contractor within sixty (60) days of receipt of properly submitted invoices, in accordance with the Local Government Prompt Payment Act.

#### **1.9. PAYMENT REMITTANCE**

All College vendors are required to receive payment from the College via an Automated Clearing House (ACH) transfer. Instructions to register for ACH payments will be sent, upon request, to successful Respondents. Failure to comply with the ACH requirements may result in termination of the contract or purchase order. College ACH transfers typically occur the third week of each month. Invoices must be received at least 3 weeks prior to each ACH payment release. You are strongly encouraged to set up your account upon notice of award to avoid a delayed payment.

#### **1.10. TAX EXEMPTION**

College of DuPage District #502 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.

#### **1.11. CASH BILLING DISCOUNTS**

Cash billing or percentage discounts for payment will not be considered in evaluating Proposals.

#### **1.12. EQUAL EMPLOYMENT OPPORTUNITY**

In the hiring of employees for the performance of work under the resulting contract and any subcontract thereunder, no Contractor or Subcontractor shall, by reason of race, color, sex, religion, national origin, ancestry, age, marital status, disability, unfavorable military discharge or sexual orientation discriminate against any citizen of the United States, in the employment of Labor or workers, who are qualified and available to perform work to which the employment is related. Neither shall any Contractor or Subcontractor, or any person on behalf of either, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, color, sex, religion, national origin, ancestry, age, marital status, disability, unfavorable military discharge or sexual orientation.

#### **1.13. HOLD HARMLESS CLAUSE**

Contractor shall indemnify, hold harmless and defend the College of DuPage, its officers, trustees, agents, servants, and employees, from and against any and all claims, lawsuits, demands, liabilities, and losses whatsoever occurring or resulting to any and all persons, firms or corporations furnishing or supplying work,



services, materials, or supplies in connection with the performance of this agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with Contractor's performance of this agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the College of DuPage.

"Contractors performance" includes Contractor's action or inaction and the action or inaction of Contractor's officers, employees, agents and Subcontractors.

#### **1.14. LIABILITY INSURANCE**

The Respondent shall not commence work under this contract until all insurance required herein is obtained and approved by the College. Nor shall the Respondent allow any subcontractor to commence work until all similar insurance required of the subcontractor has been so obtained.

The Respondent shall furnish the College of DuPage with a Certificate of Insurance, with College of DuPage, its trustees, officers, agents, employees, and any other parties designated by COD named as an additional insured for Commercial General and Automobile Liability, showing the minimum coverage indicated below. Insurance companies must have a Best Rating of at least A VI and otherwise be acceptable to the College. Worker's compensation insurance shall include a waiver of subrogation in favor of the College of DuPage. The College will also be shown as the certificate holder. Further, the Certificate of Insurance shall state that coverage provided is primary to any other coverage available to College of DuPage. An endorsement page showing coverage must accompany the certificate of insurance. The foregoing certificate shall contain a provision that coverage afforded under the policies will not be cancelled or non-renewed until at least sixty (60) days prior written notice has been given to College of DuPage.

##### **TYPE OF INSURANCE**

##### **MINIMUM INSURANCE COVERAGE**

Combined Single Limit per Occurrence/Aggregate

##### **Commercial General Liability** including:

1. Premises – Operations
2. Explosion, Underground and Collapse Hazard
3. Products/Completed Operations
4. Contractual Insurance
5. Broad Form Property Damage
6. Independent Contractors
7. Bodily Injury

\$1,000,000 / \$2,000,000

##### **Automobile Liability**

Owned, Non-owned, or Rented

\$1,000,000 / \$2,000,000

##### **Workers' Compensation and Employer's Liability**

As Required by Applicable Laws.

##### **Professional Liability**

\$3,000,000 / \$3,000,000

#### **1.15. BUSINESS ENTERPRISE PROGRAM**

The College of DuPage encourages the participation of qualified minorities, females, and persons with disabilities owned businesses in public contracts. It is the practice of the College to ensure full and equitable economic opportunities to persons and businesses that compete for business with the College of DuPage, including minorities, females, and persons with disabilities owned business enterprises. The College is committed to the economic development of disadvantaged business enterprises and the award of contracts to businesses owned by minorities, females, and persons with disabilities for services to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575.

This solicitation contains an Aspirational goal of 20% to include businesses owned and controlled by minorities, females and persons with disabilities in the procurement and contracting/subcontracting processes.

##### **END OF SECTION**

## 2.0 INSTRUCTIONS TO RESPONDENTS

### 2.1. OUTSIDE DOCUMENT DISCLAIMER

The College of DuPage cannot warrant, represent, or guarantee the accuracy or completeness of documents which have not been obtained directly from the College. If you have obtained these documents from a third party source, the College is not responsible for any loss or damage including, but not limited to, time, money, or goodwill arising from errors, inaccuracies or omissions in any third party documents.

To obtain official documents, please visit: <https://www.cod.edu/about/purchasing/requests/index.aspx> . Click on the link for this solicitation, and follow the prompts to enter your information onto our vendor list and download the original documents. This will ensure your contact information is registered on our vendor list, and we can send you any addenda that may be issued. This website is the only official website for prospective Respondents to obtain digital copies of RFQ documents. It is the responsibility of each prospective Respondent to verify the completeness of their printed RFQ documents before submitting a response and accompanying executed addenda acknowledgement, and other required forms.

### 2.2. BLACKOUT PERIOD

Under no circumstances are respondents to contact or discuss this Request for Qualifications, or any of the information contained herein or about this solicitation in general, with any College of DuPage trustee, employee, vendor, contractor or subcontractor, other than using the methods outlined in this RFQ. Respondents are strictly forbidden from visiting the College's locations or approaching any College trustee, employee, vendor, contractor or subcontractor for any information related to this RFQ or this solicitation without the direct knowledge and authorization in writing in advance from the Purchasing Manager or Buyer. Violation of these provisions may subject the respondent to immediate disqualification.

**Initial understanding of this requirement:** \_\_\_\_\_

### 2.3. PRE-SUBMITTAL CONFERENCE

The College will hold a Pre-Submittal Conference at the College of DuPage, Glen Ellyn Campus, 425 Fawell Blvd, Berg Instructional Center, Room 1B03A, Glen Ellyn, IL at **10:00 a.m. on Monday, April 8, 2019.**

All parties interested in responding to this RFP are urged to attend in person.

### 2.4. REQUESTS FOR INFORMATION/CLARIFICATION

Respondents must communicate only with the Purchasing Department. If any firm submitting a response for this solicitation is in doubt as to the true meaning of the specifications or other documents or any part thereof, Respondent shall request clarification from the Purchasing Department. Questions must be submitted in writing and be directed via email to the Purchasing Department at [purchasing@cod.edu](mailto:purchasing@cod.edu) no later than **Wednesday, April 10, 2019 at 12:00 p.m. Central Time.** Questions for which answers are provided will be communicated to all registered recipients of RFQ documents via addendum.

### 2.5. QUALIFICATION DEADLINE AND SUBMISSION

To be assured of consideration, **Qualifications Submittals must be received by the College of DuPage in the College's Purchasing Department, BIC-1B03, no later than 2:00 p.m. Central Time on Tuesday, April 23, 2019.** Failure by a delivery service company or person to meet the deadline will not excuse the Respondent from the deadline requirement. It is solely the Respondent's responsibility to ensure that adequate time is allowed for timely, accurate delivery and that the Qualifications Submittal is received as required.

- A. The outside of each sealed envelope or package must be labeled as follows and must be delivered to the following address:



Purchasing Manager  
**Attn: 2019-R0019**  
College of DuPage  
425 Fawell Blvd  
BIC Building - Room 1B03  
Glen Ellyn, Illinois 60137

- B. The sealed envelope and/or boxes submitted by the Respondent **MUST** carry the following information on the face of the envelope:

Qualifications Enclosed

Request for Qualifications (RFQ) for Mechanical, Electrical, and Plumbing (MEP) Engineering Design Services for the College of DuPage 2019-R0019

Due: **Tuesday, April 23, 2019 at 2:00 p.m. Central Time.**

Submitted by: (Name of Respondent, Address, Contact Person)

Unless otherwise stated, all blank spaces on the forms shall be fully completed. Respondent bears all responsibility for error or omissions in their submission.

- C. Respondents must submit the following items in a sealed envelope or box:

| <u>Qualifications Item(s)</u>   | <u>Quantity</u> |
|---|-----------------|
| • Original Copy – Paper .....   | 1               |
| • Duplicate Copy – Paper.....   | 5               |
| • Electronic Copy - USB Flash drive containing all documents in .....<br>searchable PDF format. | 1               |

The original documents must be clearly marked as "ORIGINAL", and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.

## 2.6. EXCEPTIONS

If any Respondent intends to take any deviations or exceptions from the specifications or other RFQ documents, Respondent shall submit to the Purchasing Manager a written request for a deviation or exception. If the Purchasing Manager considers such deviation or exception acceptable, the Purchasing Manager shall issue an Addendum setting forth such deviation or exception from the specifications or other which shall be applicable to all Respondents submitting a response.

If no Addendum is issued by the Purchasing Manager, then such deviation or exception shall be deemed rejected. The College may reject any response containing deviations or exceptions not previously accepted through a written Addendum.

A copy of such Addendum will be e-mailed or delivered to each Respondent receiving a set of such RFQ Documents. Respondent shall acknowledge receipt of each Addendum issued in the space provided on the RFQ form or via a signed addendum. Failure to acknowledge receipt of addenda will result in disqualification of the Submission.

All requests for deviations or exceptions must be sent in writing to [purchasing@cod.edu](mailto:purchasing@cod.edu) at least five (5) days prior to the date and time set forth as the RFQ Due Date. The College shall not be responsible for nor bound by any oral instructions, interpretations, or explanations issued by the College or any of its representatives.

**Initial understanding of this requirement:** \_\_\_\_\_

## 2.7. ERROR IN QUALIFICATIONS SUBMITTALS

Where a Respondent claims to have made a mistake, such mistake must be called to the attention of the

Purchasing Manager within twenty-four (24) hours after the opening of responses. Within forty-eight (48) hours of the advertised RFQ deadline, Respondent shall submit to the College's designated Purchasing Manager original documentary evidence and a detailed explanation of how the mistake was made. Failure to conform to this requirement precludes the Respondent from withdrawing its response based upon a mistake. If such notice, proof and explanations have been tendered, and the Purchasing Manager is convinced that a bona fide mistake has been made, the Purchasing Manager may recommend to the Board of Trustees that the Respondent be allowed to withdraw its response and recommend that the contract be awarded to the next responsible, responsive Respondent. If the Board determines by majority vote, that the Respondent has made a bona fide error, no award will be made upon such response.

## **2.8. WITHDRAWAL OF QUALIFICATIONS**

Respondents may withdraw their responses at any time prior to the time specified in the legal advertisement as the date and hour set for the RFQ Opening. However, no Respondent shall withdraw, cancel or modify its response for a period of ninety (90) calendar days after said advertised RFQ Opening. Requests for withdrawal must be made in writing on the Respondent's letterhead to the College's Purchasing Department. Respondents must make their own arrangements for the return of their Qualifications submittals.

## **2.9. NOTICES**

All communications and notices between the College and Respondents regarding the RFQ Documents shall be in writing and hand delivered or delivered via United States mail, postage prepaid, or via email. Notices to the Respondents shall be addressed to the name and address or email address provided by the Respondents; notices to the Purchasing Manager shall be addressed to Purchasing Department, College of DuPage, BIC Building - Room 1B03, 425 Fawell Blvd., Glen Ellyn, Illinois 60137, or [purchasing@cod.edu](mailto:purchasing@cod.edu).

## **2.10. CONFIDENTIALITY**

The Purchasing Department shall examine the responses to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the Respondent pertaining to this RFQ will be considered public information and will be made available for inspection, unless otherwise determined by the Purchasing Department. All data, documentation and innovations developed as a result of these contractual services shall become the property of the College. Based upon the public nature of these RFQs, a Respondent must inform the College, in writing, of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act. It is not acceptable for materials to be marked "proprietary" in its entirety.

## **2.11. RESPONDENT WARRANTIES**

The submission of Qualifications shall constitute a warranty that: (i) Respondent has carefully and thoroughly reviewed the RFQ Documents and has found them complete and free from ambiguities and sufficient to describe the Contract work; (ii) Respondent and all workers and/or employees it intends to use in the performance of this contract are skilled and experienced in the type of work or services called for by the RFQ Documents; and (iii) neither the Respondent nor any of its employees, agents, suppliers or subcontractors have relied on any verbal representations from the College, or any of the College's employees, agents, or consultants, in preparing the Submission.

## **2.12. CONSIDERATION OF RESPONSES**

The College reserves the right to reject or accept any or all Qualifications materials, to extend the response period, to waive technicalities in the RFQ Documents and/or to direct that the solicitation be abandoned or re-issued prior to award of the contract.

The Respondent acknowledges the right of the College to reject any or all qualifications materials and to waive any informality or irregularity in any information received. In addition, the Respondent recognizes the right of the College to reject qualifications materials if the Respondent failed to submit the data required by



the Request for Qualifications documents, or if the information is in any way incomplete or irregular.

**END OF SECTION**

### **3.0 SCOPE OF SERVICE**

#### **3.1. BACKGROUND**

The College of DuPage, Community College District 502, is one of the largest higher education institutions in the state of Illinois with more than 28,000 students. Its main campus is in Glen Ellyn, Illinois. The College is fiscally strong with AA/Aa1 debt ratings from Standard & Poor's/Moody's respectively.

The College of DuPage (COD), is soliciting qualifications on interest from firms experienced in the design of boiler installations, venting and associated controls, Building Automation System design and control, and asbestos abatement as it pertains to boiler breeching. This request to provide professional MEP Engineering Design services funded by the Capital Development Board of the State of Illinois. Below is the general list of design objectives of the RFQ for the preparation of all required documentation as well as estimated project costs to solicit bids from qualified contractors.

1. Berg Instructional Center Boiler Overhaul/Maintenance:
  - Upgrade existing Autoflame - Mark 7 controllers to Autoflame – Mark 8 controllers on boilers 1, 2 & 3.
  - Clean, refurbish and recalibrate the Exhaust Gas Analyzer monitoring system on boilers 1, 2, & 3.
  - Replace existing feed water valves with Autoflame valves and electronic controls compatible with the Autoflame Mark 8 controller on boilers 1&2.
2. Berg Instructional Center Boiler Breeching/Asbestos Abatement:
  - Test and abate all asbestos insulation on boilers 1 & 2.
  - Repair/replace all visible deteriorated breeching metal and an allowance for unseen occurrences.
  - Re-insulate the breeching.
3. Technical Education Center Stack Replacement:
  - Replacement of the existing stack to eliminate stack deterioration and leaking.
  - Optional design of the relocation of the existing boiler system on the ground level to a space on the third floor.
4. Technical Education Center Building Automation System Replacement:
  - Replacement of the existing Building Automation System.
5. Carol Stream Boiler Replacement:
  - Replacement of the existing boilers.
  - Replacement of all primary and secondary pumps.

#### **3.2. TASKS AND DELIVERABLES**

1. Working sessions with COD staff to gain understanding and agreement on final scope and design concepts to assure systems function optimally and meet the needs of COD operations.
2. Accurate bid-able construction drawings and specifications for public bid under Capital Development Board processes.
3. Estimate of the work prior to bid package being issued.
4. Construction Administration services such as submittal review, contractor meetings, site observation, billing review and closeout documentation.

#### **3.3. ANTICIPATED TIMELINE**

It is the intent of this RFQ that firms provide responses to include information as to the qualifications for the requirements stated for the MEP Designer.



- RFQ Publication Date 4/8/2019
- Questions Due 4/10/2019
- Qualifications Due 4/23/2019
- Target COD Board Approval Date 6/20/2019
- Target CDB Board Approval Expected July 2019
- Contract Executed After Capital Development Board (CDB) Approval

\*Timelines are subject to change at the discretion of the College.

### **3.4. MINIMUM QUALIFICATIONS REQUIRED**

The College expects that firm(s) and individual(s) are in good standing with the Capital Development Board, possess a high degree of experience in the work described in section 3.1 and is intimately familiar with the products and processes necessary to provide the best value for the work described.

As a result, the firm(s) and/or individual(s) must possess the following attributes at a minimum:

- Demonstrated MEP design expertise.
- Evidence of conducting at least five (5) successful MEP design projects of similar scope and scale.
- Have available and capable staff to complete the assignment in the designated timeframes.
- Demonstrated track record of client success as evidenced through references.

**END OF SECTION**

## 4.0 QUALIFICATIONS SUBMISSION

### 4.1. SUBMISSION REQUIRED CONTENT AND FORMAT

The Submission must be prepared on 8½" X 11" letter size paper (preferably recycled), printed double-sided, and bound on the long side. The College encourages using reusable, recycled, recyclable and chlorine free printed materials for submission, reports and other documents prepared in connection with this solicitation. Expensive papers and bindings are discouraged, as no materials will be returned. Respondent must submit a hardcopy original Submission with all exhibits in sealed envelope. The original documents must be clearly marked as "ORIGINAL," and must bear the original signature of Respondent's authorized signatory that can bind their organization to all commitments outlined in the Submission on all documents requiring a signature. The Respondent must submit:

- one (1) original of the completed Submission
- five (5) duplicate copies of the completed Submission, and
- one (1) flash drives containing all documents in a searchable format.

Submissions should not be more than 10-20 pages not including attachments or appendices. Sections should be separated by labeled tabs and organized in accordance with subject matter sequence as set forth below. Each page must be numbered in a manner so as to be uniquely identified. Submissions must be clear, concise and well organized. Respondents must confine the submission to those matters sufficient to define its qualifications and to provide an adequate basis for the College's evaluation.

**The sections should be tabbed or clearly labeled in the order shown below:**

#### Tab 1: Transmittal Letter of Interest and Required Forms

Include the following:

- a. Transmittal Letter - signed by an individual authorized to legally bind the Respondent.
  - Provide, on the firm's letterhead, a letter stating your firm's interest in performing services, a brief statement of qualifications/executive summary including an understanding of the College's intent and objectives and how your proposed plan will achieve those objectives as listed in Section 3.1 (Background).
  - Statement referencing all addenda (If no addenda have been received, a statement to that effect should be included.).
  - Statement that summarizes any deviations or exceptions to the RFQ requirements and includes a detailed justification for the deviation or exception.
- b. Complete - Documentation needing initialing per Section 2.0
- c. Complete - Section 6.0 Certifications. This form is required to be signed and complete.
- d. Complete - Section 7.0 Signature Page. This form is required to be signed, notarized and complete.
- e. Complete - Section 8.0 Conflict of Interest Disclosure and Non-Collusion Form. This form is required to be signed and complete.

#### Tab 2: Firm History and Background

Include the following:

- a. Firm name and address (office that will be performing the services). Identify location of firm's home office or headquarters.
- b. Telephone/Fax/Website & e-mail.
- c. Type of organization i.e.; Corporation, Partnership, LLC, PSC, etc.
- d. Minority ownership (yes/no, percentage of ownership, if any).
- e. Confirmation that your firm is a pre-qualified Capital Development Board vendor in good standing

#### Tab 3: Qualification and Background

Provide evidence of the following:

- a. Proposed Project Team: Names and resumes of key personnel to be assigned to the project including, but not limited to Principal-In-Charge, Project Manager, Project Architect,



Consultants, etc. Key personnel should be individuals with direct experience on projects of similar scope, scale and complexity.

- b. Schedule & Resource Overview:
  - i. Provide comment or proposed concept schedule noted in section 3.2 in terms of your firms experience as to the realistic attainment of this schedule, resources that need to be allocated, level of meeting times, scope reviews, etc.
  - ii. Explain current and project work load of the proposed team members during the duration of the proposed Design and Construction Administration assignment.
- c. Relevant Experience:
  - i. Provide information about recent experience with similar types of mechanical electrical & plumbing design and abatement projects of at least three (3) clients within the past five (5) years.. Include client name (contact name, titles, telephone numbers), project description, and project completion date.
  - ii. Submit sample documentation from a recent project that is representative of the quality level that COD will receive on this project.
- d. References:
  - i. Provide three references with contact names, addresses and telephone numbers.

**Tab 4: Financial/Insurance:**

Provide evidence of the following:

- a. Financial Statement (most recent)
- b. Banking, Insurance, and Bonding References (include name, titles and phone numbers).
- c. Current Certificate of Insurance including Professional Liability Insurance limits.

**Tab 5: Business Enterprise Program**

The College of DuPage encourages the participation of qualified minorities, females, and persons with disabilities owned businesses in public contracts and commits to the economic development of disadvantaged business enterprises and the award of contracts to businesses owned by minorities, females, and persons with disabilities for services to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575.

**This solicitation contains an aspirational goal of 20% to include businesses owned and controlled by minorities, females and persons with disabilities in the procurement and contracting/subcontracting processes.**

Respondent must describe its plan for BEP participation and commitment to achieving meaningful technical and financial goals. Respondent must complete and submit the forms that are attached to this RFQ in Section 5 to evidence Respondent's proposed BEP participation in some aspect of the contract.

**4.2. PROPOSAL EVALUATION**

The College will appoint an Evaluation Committee whose responsibility will be to review and evaluate proposal responses to this RFQ. The Evaluation Committee will consider the information provided in the response and the quality of that information when evaluating the Qualifications and will include a detailed analysis of the Respondent's proposed solution, qualifications, approach and methods, and other factors based on the evaluation criteria outlined in Section 4.3 - Proposal Evaluation and Criteria.

As part of the evaluation process, the Evaluation Committee will review the information required by Section 4.1 - Submission Content & Format for each submission received. The Evaluation Committee may also review any other information that is available to it, including, but not limited to, information gained by checking references and by investigating the Respondent's financial condition.

The College reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its submission or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Submission and eliminate the Respondent from further consideration.

#### **4.3. SELECTION CRITERIA AND AWARD**

An award will be made to the Respondent whose qualifications are determined to be the most responsive and responsible, and best meets the specifications, needs and objectives of the College based upon the evaluation of the information furnished, as required under this Request for Qualifications. In awarding the agreement, the College will consider a number of factors in combination when evaluating the proposals submitted, including, but not limited to:

- Company qualification, experience and background
- Project Understanding / Proposed Methodology
- Proposed Schedule/Timeline
- Firm Resources/Staff Team
- Satisfactory Performance References
- Financial Stability

The College reserves the right to determine the definition and weight given to each of these qualifying variables.

The College will appoint a Selection Committee whose responsibility will be to review all responses to this RFQ. Responses will be evaluated in accordance with this Section 4.3 and this RFQ, Qualifications Based Selection (QBS) process. A recommendation of the selected MEP Design firm will be made to the College of DuPage Board of Trustees to provide services to Capital Development Board (CBD). The Selection Committee may be made up of a variety of College and CBD stakeholders.

The selection process may include a request for oral presentations as deemed necessary by the College. The Selection Committee will endeavor to short-list firms from among those responding to the RFQ. There shall be no obligation on the part of the College to entertain presentations from any or all Respondents. However, since the College may make a recommendation without further discussion, each Respondent should include in their written submission, all statements, requirements, terms or conditions it may have and should not assume that an opportunity will exist to add such matters after the qualification is submitted.

The Selection Committee will then recommend to the College of DuPage Board of Trustees the preferred firm to request the CBD begin contract negotiations. Final selection will be determined following successful CBD negotiations with the recommended MEP Engineering Design firm.

The award of the contract will be after the successful negotiations between the Capital Development Board and with the recommended MEP Engineering Design firm.

#### **END OF SECTION**



## 5.0 BUSINESS ENTERPRISE PROGRAM

### STATE OF ILLINOIS BUSINESS ENTERPRISE PROGRAM MINORITIES, FEMALES, PERSONS WITH DISABILITY PARTICIPATION AND UTILIZATION PLAN

The Business Enterprise for Minorities, Females and Persons with Disabilities Act (BEP) establishes a goal for community colleges contracting with businesses that have been certified as owned and controlled by persons who are minorities (MBE), female (FBE/ also referred to as WBE), or persons with disabilities (PDBE) (collectively, BEP certified vendor(s)). 30 ILCS 575

**Contract Goal to be Achieved by Vendor:** This solicitation includes an Aspirational **BEP** participation goal of 20% based on the availability of BEP certified vendors to perform or provide the anticipated services and/or supplies required by this solicitation.

**The BEP participation goal is applicable to all bids or offers.** In addition to the award criteria established for this solicitation, the College will award this contract to a Vendor that meets the goal or demonstrates good faith efforts to meet the goal. This goal is applicable to change orders and allowances within the scope of work provided by the BEP certified vendors. If Vendor is an MBE and FBE certified vendor, the entire goal is met and no subcontracting with a BEP certified vendors is required; however, **Vendor must submit a Utilization Plan indicating that the goal will be met by self-performance.**

Following are guidelines for Vendor's completion of the Utilization Plan. The Utilization Plan must demonstrate that Vendor has either: (1) met the entire contract goal; or (2) made good faith efforts towards meeting the goal.

At the time of bid or offer, Vendor, or Vendor's proposed Subcontractor, must be certified with the Illinois Department of Central Management Services as a BEP certified vendor.

Failure to complete a Utilization Plan or provide Good Faith Effort documentation shall render the bid or offer non-responsive; and subject to rejection and/or disqualification in the College's sole discretion.

1. If applicable where there is more than one prime vendor, the Utilization Plan should include an executed Joint Venture Agreement specifying the terms and conditions of the relationship between the parties and their relationship and responsibilities to the contract. The Joint Venture Agreement must clearly evidence that the BEP certified vendor will be responsible for a clearly defined portion of the work and that its responsibilities, risks, profits and contributions of capital, and personnel are proportionate to its ownership percentage. It must include specific details related to the parties' contributions of capital, personnel, and equipment and share of the costs of insurance and other items; the scopes to be performed by the BEP certified vendor under its supervision; and the commitment of management, supervisory personnel, and operative personnel employed by the BEP certified vendor to be dedicated to the performance of the contract. Established Joint Venture Agreements will only be credited toward BEP goal achievements for specific work performed by the BEP certified vendor. **Each party to the Joint Venture Agreement must execute the bid or offer prior to submission of the bid or offer to the College.**
2. An agreement between a vendor and a BEP certified vendor in which a BEP certified vendor promises not to provide subcontracting or pricing quotations to other vendors is prohibited. The College may

request additional information to demonstrate compliance. Vendor agrees to cooperate promptly with the College in submitting to interviews, allowing entry to places of business, providing further documentation, and to soliciting the cooperation of a proposed BEP certified vendor. Failure to cooperate by Vendor and BEP certified vendor may render the bidder or offeror non-responsive or not responsible. **The contract will not be awarded to Vendor unless Vendor's Utilization Plan is approved by the College.**

3. **BEP Certified Vendor Locator References:** Vendor may consult CMS' BEP Vendor Directory at [www.sell2.illinois.gov/cms/business](http://www.sell2.illinois.gov/cms/business), as well as the directories of other certifying agencies, but firms **must be certified with CMS as BEP certified vendors at the time of bid or offer.**
4. **Vendor Assurance:** Vendor shall not discriminate on the basis of race, color, national origin, sexual orientation or sex in the performance of this contract. Failure by Vendor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the College deems appropriate. This assurance must be included in each subcontract that Vendor signs with a subcontractor or supplier.
5. **Calculating BEP Certified Vendor Participation:** The Utilization Plan documents work anticipated to be performed, or goods/equipment provided by all BEP certified vendors and paid for upon satisfactory completion/delivery. Only the value of payments made for the work actually performed by BEP certified vendors, by subcontractors or suppliers to such vendors, is counted toward the contract goal. Applicable guidelines for counting payments attributable to contract goals are summarized below:
  - 5.1 The value of the work actually performed or goods/equipment provided by the BEP certified vendor shall be counted towards the goal. The entire amount of that portion of the contract that is performed by the BEP certified vendor, including supplies purchased or equipment leased by the BEP certified vendor shall be counted, except supplies purchased and equipment rented from the Prime Vendor submitting this bid or offer.
  - 5.2 A vendor shall count the portion of the total dollar value of the BEP contract equal to the distinct, clearly defined portion of the work of the contract that the BEP certified vendor performs toward the goal. A vendor shall also count the dollar value of work subcontracted to other BEP certified vendor. Work performed by the non- BEP certified party shall not be counted toward the goal. **Work that a BEP certified vendor subcontracts to a non-BEP certified vendor will not count towards the goal.**
  - 5.3 A Vendor shall count toward the goal 100% of its expenditures for materials and supplies required under the contract and obtained from a BEP certified vendor manufacturer, BEP certified regular dealer, or BEP certified supplier. A Vendor shall count toward the goal the following expenditures to BEP certified vendors that are not manufacturers, regular dealers, or suppliers:
    - 5.3.1 The fees or commissions charged for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the contract, provided that the fee or commission is determined by College to be reasonable and not excessive as compared with fees customarily allowed for similar services.



- 5.3.2** The fees charged for delivery of materials and supplies required by the contract (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer or a supplier of the materials and supplies being procured, provided that the fee is determined by the College to be reasonable and not excessive as compared with fees customarily allowed for similar services. The BEP certified vendor's trucking firm must be responsible for the management and supervision of the entire trucking operation for which it is responsible on the contract, and must itself own and operate at least one fully licensed, insured and operational truck used on the contract.
- 5.3.3** The fees or commissions charged for providing any bonds or insurance specifically required for the performance of the contract, provided that the fee or commission is determined by the College to be reasonable and not excessive as compared with fees customarily allowed for similar services.
- 5.4** BEP certified vendors who are performing on contract as second tier subcontractors may be counted in meeting the established BEP goal for this contract as long as the Prime Vendor can provide documentation indicating the utilization of these vendors.
- 5.5** A Vendor shall count towards the goal only expenditures to firms that perform a commercially useful function in the work of the contract.
- 5.5.1** A firm is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. The BEP certified vendor must also be responsible, with respect to materials or supplies used on the contract, for negotiating price, determining quality and quantity, ordering the materials or supplies, and installing the materials (where applicable) and paying for the material or supplies. To determine whether a firm is performing a commercially useful function, the College shall evaluate the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the credit claimed for its performance of the work, industry practices, and other relevant factors.
- 5.5.2** A BEP certified vendor does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction or contract through which funds are passed through in order to obtain BEP certified vendor participation. In determining whether a BEP certified vendor is such an extra participant, the College shall examine similar transactions, particularly those in which BEP certified vendors do not participate, and industry practices.
- 5.6** A Vendor shall not count towards the goal expenditures that are not direct, necessary and related to the work of the contract. Only the amount of services or goods that are directly attributable to the performance of the contract shall be counted. Ineligible expenditures include general office overhead or other Vendor support activities.

6. **Good Faith Effort Procedures:** Vendor must submit Utilization Plans, subcontract documents, and/or Letters of Intent that meet or exceed the published goal. If Vendor cannot meet the stated goal, Vendor must document and explain within the Utilization Plan the good faith efforts it undertook to meet the goal. Utilization Plans are due at the time of and must be enclosed and sealed with the bid or offer submission. Copies of subcontract documents and/or Letters of Intent shall be due upon request.
7. **Contract Compliance:** Compliance with this section is an essential part of the contract. The following administrative procedures and remedies govern Vendor's compliance with the contractual obligations established by the Utilization Plan. **After approval of the Plan and award of the contract, the Utilization Plan becomes part of the contract.** If Vendor did not succeed in obtaining BEP certified vendor participation to achieve the goal and the Utilization Plan was approved and contract awarded based upon a determination of good faith, the total dollar value of BEP certified vendor work calculated in the approved Utilization Plan as a percentage of the awarded contract value shall become the contract goal.
- 7.1. The Utilization Plan may not be amended after contract execution without the College's prior written approval.
- 7.2. **Vendor may not make changes to its contractual BEP certified vendor commitments or substitute BEP certified vendors without the prior written approval of the College.** Unauthorized changes or substitutions, including performing the work designated for a BEP certified vendor with Vendor's own forces, shall be a violation of the utilization plan and a breach of the contract, and shall be cause to terminate the contract, and/or seek other contract remedies or sanctions.
- 7.3. If it becomes necessary to substitute a BEP certified vendor or otherwise change the Utilization Plan, Vendor must notify the College in writing of the request to substitute a BEP certified vendor or otherwise change the Utilization Plan. The request must state specific reasons for the substitution or change. The College shall notify the Council or its delegate of the request to substitute a BEP certified vendor or change the Utilization Plan. The College reserves the right to approve or deny a request for substitution or other change in the Utilization Plan.
- 7.4. Where Vendor has established the basis for the substitution to the College's satisfaction, it must make good faith efforts to meet the contract goal by substituting a BEP certified vendor. Documentation of a replacement BEP certified vendor, or of good faith efforts to replace the BEP certified vendor, must meet the requirements of the initial Utilization Plan. If the goal cannot be reached and good faith efforts have been made, Vendor may substitute with a non- BEP certified vendor or Vendor may perform the work.
- 7.5. If a Vendor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Utilization Plan, Vendor must obtain the approval of the College to modify the Utilization Plan and must make good faith efforts to ensure that BEP certified vendors have a fair opportunity to submit a bid or offer on the new scope of work.
- 7.6. A new BEP certified vendor agreement must be executed and submitted to the College within five business days of Vendor's receipt of the College's approval for the substitution or other change.



- 7.7.** Vendor shall maintain a record of all relevant data with respect to the utilization of BEP certified vendors, including but without limitation, payroll records, invoices, canceled checks and books of account for a period of at least three years after the completion of the contract. Full access to these records shall be granted by Vendor upon 48 hours written demand by the College to any duly authorized representative thereof, or to any municipal, state or federal authorities. The College shall have the right to obtain from Vendor any additional data reasonably related or necessary to verify any representations by Vendor. After the performance of the final item of work or delivery of material by the BEP certified vendor and final payment to the BEP certified vendor by Vendor, but not later than 30 calendar days after such payment, Vendor shall submit a statement confirming the final payment and the total payments made to the BEP certified vendor under the contract.
- 7.8.** The College will periodically review Vendor's compliance with these provisions and the terms of its contract. Without limitation, Vendor's failure to comply with these provisions or its contractual commitments as contained in the Utilization Plan, failure to cooperate in providing information regarding its compliance with these provisions or its Utilization Plan, or provision of false or misleading information or statements concerning compliance, certification status or eligibility of the BEP certified vendor, good faith efforts or any other material fact or representation shall constitute a material breach of this contract and entitle the College to declare a default, terminate the contract, or exercise those remedies provided for in the contract or at law or in equity.
- 7.9.** The College reserves the right to withhold payment to Vendor to enforce these provisions and Vendor's contractual commitments. Final payment shall not be made pursuant to the contract until Vendor submits sufficient documentation demonstrating compliance with its Utilization Plan.

## UTILIZATION PLAN

**The Utilization Plan and Letter of Intent must be sealed and submitted with Qualifications.**

\_\_\_\_\_ (Vendor) submits the following Utilization Plan as part  
Respondent Name  
of our submission in accordance with the requirements of the BEP Program Status and Participation section of the solicitation for **MEP Engineering Design Services for the College of DuPage, RFQ Number 2019-R0019**. We understand that all subcontractors must be certified with the CMS BEP Program at the time of submission of all bids and offers. **We understand that compliance with this section is an essential part of this contract and that the Utilization Plan will become a part of the contract, if awarded.**

Vendor submits the following statement:

- ☐ Vendor is a BEP certified firm and plans to fully meet the goal through self-performance.
- ☐ Vendor has identified BEP certified subcontractor(s) to fully meet the established goal and submits the attached executed Letter(s) of Intent; or
- ☐ Vendor has made good faith efforts towards meeting the entire goal as indicated on the attached Utilization Plan, or a portion of the goal, and hereby requests a waiver (complete checklist below).

Vendor's person responsible for compliance with this BEP goal:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_



## DEMONSTRATION OF GOOD FAITH EFFORTS TO ACHIEVE GOAL AND REQUEST FOR WAIVER

If the BEP participation goal was not achieved, the vendor must provide documented evidence of good faith efforts to achieve the goal.

Below is a checklist of actions that will be used to evaluate a Vendor's Demonstration of Good Faith Efforts and Request for Waiver. **Please check the actions which you completed.** If any other efforts were made to obtain BEP participation in addition to the items listed below, attach a detailed description of such efforts. The College reserves the right to review and audit the results of the vendor's efforts as described below.

- ☐ Utilize the Sell2Illinois website: [www2.illinois.gov/cms/business](http://www2.illinois.gov/cms/business) to identify BEP certified vendors within the respective commodity/service codes denoted above and at a minimum email all listed vendors and solicit quotes from all vendors who express an interest via follow-up emails or telephone calls.
- ☐ Solicit through all reasonable and available means (e.g., attendance at a vendor conference, advertising and/or written notices) the interest of BEP certified vendors that have the capability to perform the work of the contract. Vendor must solicit this interest within sufficient time to allow the BEP certified vendors to respond to the solicitation. Vendor must determine with certainty if the BEP certified vendors are interested by taking appropriate steps to follow up initial solicitations and encourage them to submit a bid or proposal. Vendor must provide interested BEP certified vendors with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding promptly to the solicitation.
- ☐ Select portions of the work to be performed by BEP certified vendors in order to increase the likelihood that the goal will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate BEP certified vendor participation, even when Vendor might otherwise prefer to perform these work items with its own forces.
- ☐ Make a portion of the work available to BEP certified vendors and selecting those portions of the work or material needs consistent with their availability, so as to facilitate BEP certified vendor participation.
- ☐ Negotiate in good faith with interested BEP certified vendors. Evidence of such negotiation must include the names, addresses, email addresses, and telephone numbers of BEP certified vendors that were considered and an explanation as to why an agreement could not be reached.
- ☐ Thoroughly investigate the capabilities of BEP certified vendors and not reject them as unqualified without sound reasons.
- ☐ Make efforts to assist interested BEP certified vendors in obtaining lines of credit or insurance as required by the College.
- ☐ Make efforts to assist interested BEP certified vendors in obtaining necessary equipment, supplies, materials, or related assistance or services.

## 6.0 CERTIFICATIONS

**IMPORTANT:** All Respondents are required to complete and sign this form. Completed form must be returned with response by the RFQ deadline. **Failure to return this completed form may result in disqualification of response.**

THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COLLEGE LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

- A. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.* Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12. **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- B. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 *et seq.*
- C. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 *et seq.*
- D. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775, ILCS 5/2-105 (A) (4).
- E. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 *et seq.* (If Applicable)
- F. Fair Employment Practice: Contractor is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations. **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- G. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_
- H. When required by law, the Respondent and all Respondent's Subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.

### **ADVICE**

- A. MINORITY/WOMAN-OWNED, DISADVANTAGED BUSINESS? YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, please attach copy of certification and advise certification number and expiration date below:

Name of Certifying Entity: \_\_\_\_\_

Certification #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

- B. STATE NEGOTIATED COOPERATIVE AGREEMENT: YES \_\_\_\_\_ NO \_\_\_\_\_ Contract No. \_\_\_\_\_

Signature

Respondent/Company Official: \_\_\_\_\_ Date: \_\_\_\_\_



## 7.0 SIGNATURE PAGE

**IMPORTANT:** All Respondents are required to complete and sign this form. Completed form must be returned with Qualification by the RFQ deadline. **Failure to return this completed form may result in disqualification of proposal.**

Check One:

☐ **SOLE PROPRIETOR**    ☐ **PARTNERSHIP** (and/or JOINT VENTURE)    ☐ **LIMITED LIABILITY COMPANY**

☐ **CORPORATION**

The undersigned acknowledges receipt of a full set of RFQ Documents and Addenda Numbers \_\_\_\_\_ (None unless indicated here). **All issued addenda must be signed and returned to the College as per the instructions in the addenda or response will not be accepted.**

The undersigned makes the foregoing response to RFQ subject to all of the terms and conditions of the RFQ Documents. The undersigned certifies that all of the foregoing statements of the Vendor Certifications are true and correct. The undersigned warrants that all of the facts and information submitted by the undersigned in connection with this response are true and correct.

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELLULAR TELEPHONE NUMBER: \_\_\_\_\_

FEIN/SSN: \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Seal

- \* Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.
- \*\* If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.
- \*\*\* Attach either a certified copy of the by-laws, articles, resolution or other authorization demonstrating such persons to sign the Signature Page on behalf of the LLC.
- \*\*\* If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.
- \*\*\*\*\* In the event that this Signature Page is signed by any persons other than the President and Secretary, attach either a certified copy of the corporate by-laws, a resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.

## 8.0 CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM

**IMPORTANT:** All Respondents are required to complete and sign this form. Completed form must be returned with qualifications submission by the RFQ deadline. **Failure to return this completed form may result in disqualification of submission.**

RFQ #: \_\_\_\_\_ DATE: \_\_\_\_\_

### **CONFLICT OF INTEREST DISCLOSURE**

College of DuPage (COD) reserves the right, at its sole discretion, to reject any and all responses, revise the submission timeline as described in the solicitation, and to discontinue at any time the submission process as described in the solicitation. College of DuPage is requiring that any and all relationships with the College, its Administrators, Trustees, Committee members, COD Foundation Trustees, or any other Employee of the College be disclosed in writing as a part of any response submitted. Contact with any employee of the College of DuPage during the pre-award period, except as noted in the RFQ documents, is strictly forbidden and is considered sufficient grounds for dismissal from the RFQ process.

### **VENDOR CONFLICT OF INTEREST DISCLOSURE**

Define the relationship with any College of DuPage Administrator, Trustee, Employee, COD Foundation Board member, Committee member, or their immediate family member, with which your company or any of its owners, officers, Trustees, employees, or their immediate family, does business or is likely to do business with, or for which there is an opportunity to influence a related College decision; include the name and relationship to any immediate family member.

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Vendor certifies that there is no known conflict of interest with any COD Administrator, Employee, Trustee, Committee member, or COD Foundation Trustee, or their immediate family.

Vendor Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **NON-COLLUSION STATEMENT**

The undersigned affirms that he/she is duly authorized to execute a contract and that this company, corporation, firm, partnership or individual has not prepared this response in collusion with any other Respondent, and that the contents of said response have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this response.

Company Name: \_\_\_\_\_ Owners/Principal(s)  
Name(s)/Title(s): \_\_\_\_\_  
Vendor Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Signature**

**Respondent/Company Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **EXHIBIT A – Campus Maps**

