

University of Illinois [[ Project Location ]]

RFP #[[ Bulletin Procurement Number ]]

Request for Proposal: [[ Project Name (FCPWeb Name Preferred) ]]

Consultant Profession ("Consultant") Selection

First published: Date

Sealed proposals will be accepted at the address below until 4:00 PM prevailing time on:  
DATE

**Proposal**

The Proposal shall be submitted in separate parts clearly marked as follows:

**Part A: General Information (# copies)**

**Part B: Previous Project Experience (# copies)**

**Part C: Project Scope of Services and Organization (# copies)**

**Part D: Sealed Compensation Proposal (# copies)**

Send all proposals to:

The Board of Trustees of the University of Illinois

c/o [[ Capital Organization - Name ]]

[[ Capital Organization - Address ]]

[[ Capital Organization - City ]], [[ Capital Organization - State Code ]], [[ Capital Organization - Zip Code ]]

Attention: [[ Capital Project Manager Name ]], [[ Capital Project Manager E-Mail Address ]], [[ Capital Project Manager Phone Number ]]

[[ Custom Contract Field: AD - Federally Funded Projects ]]

**Submission and Opening of Qualification Statement:**

Each firm will be required to submit their proposals by the deadline referenced above. Proposal parts A, B and C combined (# copies) submitted electronically within the Technical Response tab and separate Sealed Compensation Proposal Part D (# copies) submitted electronically within the Pricing for Electronic Submittal of Proposals tab. Immediately following the deadline date and time, all proposals will be publicly opened in Room, Street Address, City, State, Zip code. The electronically submitted Compensation Proposal Part D will be locked from viewing until after the selection committee ranks the best qualified proposers.

The electronic copy of the proposal (Parts A, B and C) shall be submitted in pdf format, using the following URL and within the Technical Response tab to complete and submit the information:

<Alternate Clause: PRZM Bid Proposal Link ALT. This alternate clause will display the correct link to one of the 3 agreement locations>

<Urbana Option: 'PRZM Bid Proposal Link UIUC'>

<https://przm.apps.uillinois.edu/przm/ocpweb.nsf/projectsuiuc><End: 'PRZM Bid Proposal Link UIUC'>

**The electronic copy shall be submitted using the web at the URL listed and will not be accepted via e-mail.** The electronic submittal is the official submittal of record. Firm shall be disqualified if an electronic submittal is not received. Firms shall notify contact person above of any technical problems PRIOR to the time/date the submittal is due. The electronic copy of Compensation Proposal Part D shall be submitted in pdf format using the same URL and within the Pricing for Electronic Submittal of Proposals tab.

**Description of Project:**

Text (including a project schedule)

**Project Location:**

[[ Project Address ]]

**Note:** The project will be administered using the University's web-based project management system.

Minimum user requirements are as follows:

Internet Browser

Valid e-mail account

Computer-Aided Drawing (CAD) viewer

**Outline of Consultant Services:**

Consultant services required under this contract may include, but is not limited to, the following:

**Description of Services**

**Minimum Qualifications:**

The University of Illinois encourages firms to submit proposals for providing Consultant services. Only those firms that meet the following qualifications will be considered for the short list discussion selection:

1. Prequalified with the State of Illinois Capital Development Board as applicable (Processing may take up to 30 days)
2. Registered to practice as a Professional Design Firm with the Illinois Department of Financial and Professional Regulation (IDFPR) for prime and/or subconsultant(s), as applicable (At time of discussion meeting)
3. Professional staff licensed or registered to practice as an Architect, Engineer, or Land Surveyor in the State of Illinois
4. Form A, Form B Certifications and Disclosures, or CPO Financial Disclosure Affidavit is included with the submittal. Failure to submit Form A, Form B Certifications and Disclosures or CPO Financial Disclosure Affidavit will result in rejection of submittal. The Form A, Form B Certifications and Disclosures, and CPO Financial Disclosure Affidavit can be found at [https://www.uocpres.uillinois.edu/contracts\\_forms/for\\_design\\_professionals](https://www.uocpres.uillinois.edu/contracts_forms/for_design_professionals).
5. Registered with the State Board of Elections at time of proposal as required by 30 ILCS 500/20-160
6. For a prime firm that has prior experience with the University of Illinois, a minimum average score of “3” on performance evaluations over the last three (3) years unless otherwise authorized by the Owner.
7. Vendor must register with the Secretary of State of Illinois and be in “Good Standing” where “Good Standing” is defined as having complied with all obligations of the State of Illinois to conduct business within the State, the vendor’s registration with the Secretary of State is current and “Active”, and the vendor is not subject to any form of sanction, suspension, or disciplinary censure by the State. “Active” status MUST be in place at the time of contract.
8. All vendors are required to comply with applicable provisions of the Illinois Procurement Code (30 ILCS 500/1 et seq).

**Agreement and Statutory Compliance:**

Compliance with all statutory certifications and provisions within the standard Professional Services Agreement is required. Statutory certifications and provisions include but are not limited to:

1. Acceptance of the terms and conditions of the University of Illinois’ provisions in:
  - a. Standard Professional Service Agreement.
  - b. Errors and Omissions Policy.
  - c. Scope and Fee Negotiation Policy.
2. Vendors must register with the State of Illinois’ Board of Elections as required by 30 ILCS 500/20-160. Vendors must be registered at the time of Proposal.
3. All vendors are required to comply with applicable provisions of the Illinois Procurement Code (30 ILCS 500/1 et seq.)
4. Vendors submit Form A, Form B Certifications and Disclosures, or CPO Financial Disclosure Affidavit.

**Evaluation Criteria:**

The following project-related criteria will be used to evaluate the firms requesting consideration for selection and is listed in order of importance:

1. MBE/WBE/WMBE/PBE participation of Consultant(s) and subconsultants with a goal of 30% of the total value of the professional services agreement, including but not limited to, basic services, supplemental services and reimbursables. Illinois Commission on Equity and Inclusion (CEI) Business Enterprise Program certification is the basis for determination of diversity status. Utilization of WMBE certified vendors must designate full participation as either an MBE or WBE when split goals are identified for purposes of meeting diversity goals. WMBE value may not be split between MBE and WBE.

2. VOSB/SDVOSB participation of Consultant and subconsultants with a goal of 3% of the total value of the professional services agreement, including but not limited to, basic services, supplemental services and reimbursables. Illinois Commission on Equity and Inclusion (CEI) Veteran Business Program certification is the basis for determination of VOSB/SDVOSB status. A firm cannot be designated as more than one business enterprise between criteria #1 and #2.
3. The plan for performing the required services
4. Ability to perform the services as reflected by the technical training and education, general experience, specific experience in providing the required services and abilities of personnel proposed to be assigned to perform the services
5. A record of past performance of similar work
6. The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting
7. **Other** specific requirements as described by the Campus Construction Unit (CCU)

**The Proposal should be organized as follows:**

**Part A – General Information:**

- Tab 1: Introduction letter
- Tab 2: General description of firm, philosophy, accomplishments, value
- Tab 3: General description of project understanding and challenges
- Tab 4: Provide relevant project experience including complete project descriptions and Minority, Women, and Persons with Disabilities Business Enterprises (MBE/WBE/WMBE/PBE) and Veteran Owned Small Business Enterprise and Service Disabled Veteran Owned Small Business Enterprise (VOSB/SDVOSB) participation for comparable projects.
- Tab 5: Client references (minimum of 3 required – including name, title, address, telephone number, related project and date, reference's participation in project)
- Tab 6: Contractor references (minimum of 5 required – including name, title, address, telephone number, related project and date, reference's participation in project)
- Tab 7: PSC (AE) references (minimum of 5 required – including name, title, address, telephone number, related project and date, reference's participation in project)
- Tab 8: A Form A, Form B Certifications and Disclosures, or CPO Financial Disclosure Affidavit is included with the submittal. Failure to submit either Form A, Form B Certifications and Disclosures, or CPO Financial Disclosure Affidavit will result in rejection of submittal. The Form A, Form B Certifications and Disclosures, and CPO Financial Disclosure Affidavit can be found at [https://www.uocpres.uillinois.edu/contracts\\_forms/for\\_design\\_professionals](https://www.uocpres.uillinois.edu/contracts_forms/for_design_professionals). By submitting a signed proposal, the consultant also certifies compliance with the additional certifications below:

Note: In lieu of submitting these forms in each proposal and in the Project Management System, the proposer may submit a single completed and signed copy of the forms in a sealed envelope with the required hard copies of the proposal to the contact person listed in this advertisement.

University of Illinois Supplemental Certifications

- a. Vendor is required under 30 ILCS 500/20-65 to maintain, for a period of three (3) years after the later of the date of completion of this Contract or the date of final payment under the Contract, all books and records relating to the performance of the Contract and necessary to support amounts charged to the Owner under the Contract. The Contract and all books and records related to the Contract shall be available for review and audit by the Owner and the Illinois Auditor General. If this Contract is funded from contract/grant funds provided by the U.S. Government, the Contract, books, and records shall be available for review and audit by the Comptroller General of the U.S. and/or the Inspector General of the federal sponsoring agency. The Vendor agrees to cooperate fully with any audit and to provide full access to all relevant materials. Failure to maintain the required books and records shall establish a presumption in favor of the Owner for the recovery of any funds paid by the Owner under this Contract for which adequate books and records are not available.
- b. Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. Vendor further certifies that it has not and will not, pursuant to this

subcontract or otherwise, bill or otherwise cause the State of Illinois to pay for any of the lobbyist's costs, fees, compensation, reimbursement or other remuneration (30 ILCS 500/50-38).

c. This applies only if procuring Owner receives Medicare or Medicaid funding. Vendor certifies that neither it nor any of its directors, officers, employees, agents or subvendors who may provide services pursuant to this Contract (collectively "Agents") is presently debarred, suspended, proposed for debarment, declared ineligible or otherwise excluded from transactions with the U.S. Government or by any federal government agency. Vendor shall provide University immediate written notice if Vendor learns that this certification was erroneous when made or if Vendor or any of its Agents hereafter becomes debarred, suspended, proposed for debarment, declared ineligible or otherwise excluded from transactions with the U.S. Government or by any Federal agency.

d. Vendor further certifies that neither it nor any of its Agents is presently subject to an investigation or proceeding to exclude it as a provider under Medicare or Medicaid or under any other federal or state health care program or under any third party insurance program, nor is currently excluded or debarred from submitting claims to Medicare or Medicaid or to any other federal or state health care program or to any third party insurer.

e. The following certification is applicable for professional services consultants and subconsultants only. Vendor shall comply with the Copeland "Anti Kickback" Act, as codified in 18 USC 874 (2010), and comply with the payment provisions and obligations detailed by the Office of the Secretary of Labor in 29 CFR, Part 3 (2010).

f. The following certification is applicable for professional services consultants and subvendors and this applies only if procuring Owner receives Medicare or Medicaid funding. Vendor agrees to make available, upon written request, to the Secretary of Health and Human Services, the Comptroller General of the United States, or any of their duly authorized representatives, this contract and any books, documents and records necessary to verify the costs of services rendered under this agreement. Vendor further agrees to make said contract and any books, documents and necessary records available until the expiration of four years after the completion of the agreement. In the event Vendor subcontracts any and all of its duties under this contract to another party and said subcontract has a value or cost of \$10,000 or more over a twelve (12) month period, Vendor agrees that the subcontract shall contain a clause requiring the subvendor to make available, upon written request, to the Secretary of Health and Human Services, the Comptroller General of the United States or any of their duly authorized representatives, the subcontract and any books, documents and records of the subvendor that are necessary to verify the nature of the costs under the subcontract. Vendor agrees to indemnify and hold harmless the Owner in the event that any of its Medicare reimbursement is denied or disallowed due to the failure of Vendor or any of its subvendors to comply with the requirements of this provision. Such indemnity shall include but not be limited to the amount of reimbursement denied or disallowed, plus any interest, penalties and fees.

g. The following certification is applicable for contractors and subcontractors only. Pursuant to the Prevailing Wage Act, Vendor shall pay a wage of no less than the general prevailing hourly rate as paid for work of a similar character in the locality in which the work is performed, to all laborers, workers and mechanics, pursuant to definitions, guidelines and procedures set forth in 820 ILCS 130/0.01 et. seq. (2010).

h. The vendor shall submit monthly to Owner a certified copy of the records required under section 130/5(a)(1) of the Act. The certified payroll shall include records of all laborers, mechanics, and other workers employed by the vendor, including assigned subcontractors, for services performed. The records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, hourly wages paid in each pay period, number of hours worked each day, and the starting and ending times of each work day. The certified payroll shall be accompanied by a statement signed by the vendor and statements signed by each subcontractor where appropriate which aver that: (1) such records are true and accurate, (2) the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required under the Act; and (3) the vendor acknowledges that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

i. Pursuant to the Veterans Preference Act, Vendor shall give preference to veterans of the United States military and naval service in appointments and employment upon public works by, or for the use of, the State or its political subdivisions, pursuant to the guidelines in 330 ILCS 55/0.01 et. seq. (2010)

j. The following certification is applicable for contractors only. Affidavit to Maintain a Primary Place of Employment in Illinois. By his/her signature, the officer of Vendor signing these certifications makes the following affirmation on behalf of Vendor as required by 30 ILCS 500/30-22(8): If awarded a Contract, Vendor will maintain an Illinois office as the primary place of employment for persons employed in the construction authorized by the Contract throughout the term of the Contract.

Tab 9: Provide copies from selected projects demonstrating the firm's typical practice of the following deliverables:

a. Descriptions provided by Campus Construction Unit

Tab 10: MBE/WBE/WMBE/PBE/VOSB/SDVOSB information for Consultant and subconsultant(s). Only firms certified with the Illinois Commission on Equity and Inclusion (CEI) are acceptable. A current and valid print version of the vendor's CEI Business Enterprise Program (BEP) Vendor Directory results is printed proof of the CEI certification for each identified MBE/WBE/WMBE/PBE/VOSB/SDVOSB vendor. This document includes the vendor name, address, ethnicity, county, contact information, and certification renewal date and expiration date. Certification must be current and valid at the time of the proposal.

The IL CEI BEP Vendor Directories can be found at: <https://ceibep.diversitysoftware.com/>

Tab 11: 5 year audited financial statement

Tab 12: Additional Information on all sub-consultants as appropriate.

#### **Part B – Previous Project Experience:**

Firms shall submit descriptions of the last 3-5 facilities that most clearly match the scope of this project where the firm provided phase services.

Information should include the following:

- Project description
- Scope
- Unique characteristics
- Unique challenges
- Specific accomplishments
- Project location
- PSC firm, project manager, project designer
- Urban or suburban setting
- Site constraints
- Size/GSF/NSF
- Number of stories
- Schedules
  - Original
  - Actual
  - Schedule proposals should include activities from beginning to end of construction and include the following activities: Construction, Substantial Completion, Occupancy, and Final Completion.
- Project budget
- Construction budget
- Cost estimating
  - Cost/GSF @ original estimate
  - Cost/GSF @ time of bid
  - Cost/GSF @ final completion
- Cost of all changes
- Final construction cost

- Number of change orders
- Percentage of changes due to changes in project scope
- Construction delivery method (GC, CM, other)
- Number of requests for information (RFIs)
- Firm's project staff, including principal, project manager
- Firm's primary consultants (if any)
- Owner/Client contact information
- PSC contact information

In addition to the above project specific information, the firm shall include a description of the deliverables that the firm provides at the end of the following phase(s) of the project:

- List Phases

**Part C: Project Scope of Services and Organization**

Section A:

Tab 1: Project organization during each phase

Tab 2: Detailed description of Consultant services including CCU adds text. Process and proposal includes all typical tasks such as CCU adds text to be executed in accordance with Illinois Procurement Law and University Policy.

Section B: Staffing

Tab 1: Comprehensive staffing matrix. Matrix shall include the names of all planned staff and indicate project hours for each month through the duration of the project for each staff member. Include all subconsultant(s), MBE/WBE/WMBE/PBE firm(s), and VOSB/SDVOSB certified by the Illinois Commission on Equity and Inclusion (CEI) Business Enterprise Program (BEP), and define the degree of work to which they will be used. Include a print version of MBE/WBE/WMBE/PBE vendor's and VOSB vendor's CEI BEP Vendor Directory results.



NOTE: MBE/WBE/WMBE/PBE goals and VOSB/SDVOSB goals are separate and distinct from workforce projections. The MBE/WBE/WMBE/PBE goal for this proposal is 30% of the Consultant's contract value. Provide in this tab MBE/WBE/WMBE/PBE participation as a % of total price, NOT the \$ value. The VOSB/SDVOSB goal for this proposal is 3% of the Consultant's contract value. Provide in this tab VOSB/SDVOSB participation as a % of total price, NOT the \$ value.

Tab 2: Resumes of staff that will be actively involved in the project by project phase including relevant project experience.

Section C: Consultant Agreement

Tab 1: Firm shall evaluate the proposed Consultant Agreement accompanying this RFP in Attachment A and specifically respond to the University regarding acceptance of the proposed Agreement. Firm shall indicate any sections that Firm cannot accept as written with justification.

**Part D - The Sealed Compensation Proposal should be organized as follows:**

Note: The sealed compensation proposal shall be clearly identified and submitted within the Pricing for Electronic Submittal of Proposals tab and not mentioned anywhere else in the proposal package.

Tab 1: Staffing Matrix – Using the staffing matrix submitted in Part C above, assign the respective rates and indicate the total extended cost for each assigned individual.

Tab 2: Prepare a matrix indicating Consultant monthly total cost over the project duration that will be incurred. Include specific values of MBE/WBE/WMBE/PBE and VOSB/SDVOSB subconsultant's participation by month and for total project.

Tab 3: Compensation Proposal Summary – Itemize the total project compensation using the Fees Proposal Template shown in Attachment B. Construction Manager shall provide Builders Risk insurance for this project.

**Proposals review process for Parts A, B, C and D:**

Using the evaluation criteria stated in this RFP, the University will review and rank the qualifications of the firms who submit and render a decision regarding which Consulting firms (more than 1) will move to a discussion phase. After discussions are completed, pricing proposals from all initial proposers will be opened and tabulated. Pricing negotiations will begin with the highest ranked firm(s) from discussions to ultimately award a single contract.

Proposers should note this RFP will be an expedited process and the selected firms that will move on to the discussion phase will be allowed approximately 10 days to respond and be prepared for more detailed discussions.

The University may determine that the discussion phase is not necessary and select based on the initial evaluation.

**Discussion process:**

Firms may be requested to participate in a discussion meeting.

Firms that are selected to move to the discussion phase will be evaluated based on the following criteria listed in order of importance:

1. Response to questions shown in Attachment C. (If any additional questions are added to the questions shown in Attachment C based on proposal review, the revised questions will be sent to the vendor prior to the discussion meeting.)
2. Consultant's interaction with each other and the University.
3. Quality and content of discussion.

These discussion evaluation criteria will be used to score each selected firm to determine final rankings. Subsequent contract negotiations between the highest ranked firm and the Board of Trustees of the University of Illinois will be undertaken to ultimately reach an executed contract.

**Post-Performance Review:**

After final completion of services, but before final payment, the University will conduct a post-performance review of the Consultant services provided and this review will be made part of the procurement file.

**The University of Illinois encourages diversity among its vendors, including the participation of firms and consultants owned by minorities, females and persons with disabilities. The University strives to meet voluntary contract goals established in the Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 575 et seq.) as well as subsequent adoption by the Business Enterprise Council. The University reserves the right to set separate contract goals on specific prime contracts with subcontracting possibilities based on the type of work or services or subcontractor availability.**

**Projected percentage of work for Consultant and Subconsultants stated will be the expected minimum percentage goal(s) utilized in final executed contract documents should the firm be selected.**

If you have any questions or concerns regarding the agreement or policies, please call the contact person listed prior to the submittal due date.

**PROTEST REVIEW OFFICE:** Vendors may send a written protest to the Chief Procurement Office following the requirements of the Higher Education Standard Procurement Rules. (44 Ill. Adm. Code 4.5550)

For protests related to the solicitation, including specifications, the Protest Review Officer must receive the protest no later than 14 days after the solicitation or related addendum was posted to the Bulletin.

For protests related to awards or rejection of individual responses, the protest must be received by close of business no later than 14 days after the protesting party knows or should have known of the facts giving rise to the protest, or posting to the Bulletin, whichever is earlier.

Protests must be sent to:

Chief Procurement Office – Higher Education  
Attn: Protest Review Office  
401 S. Spring Street  
Suite 515 Stratton Office Building  
Springfield, IL 62706  
Email: EEC.CPOHE@illinois.gov

The preferred method for receipt of protests is electronic via email. If sent electronically, protests do not need to be sent via regular postal mail.





**Request for Proposal**  
**Attachment A – Consultant Agreement**

**See “SampleConsultantProfessionAgreement.pdf” attachment to IPHEC posting  
RFP[[ Capital Project Number (FCPWeb Project # Preferred) ]]**

**Request for Proposal**  
**Attachment B – Compensation Proposal Summary**

Consultant proposed fee shall include:

1. Text provided by CCU

## **Request for Proposal**

### **Attachment C – Discussion questions to be answered**

1. Text provided by CCU
2. Additional questions may be added based on proposal review