



CITY OF HILLSBORO

MONTGOMERY COUNTY, ILLINOIS

447 South Main Street
Hillsboro, IL. 62049-1454
(217) 532-5566 • FAX (217) 532-5567

County Seat
Montgomery County

Established 1823

Hillsboro City Council
Regular Meeting, 7 p.m.
First & Third Tuesdays

RFP Design-Build Contractors Municipal Pool & Splash Pad

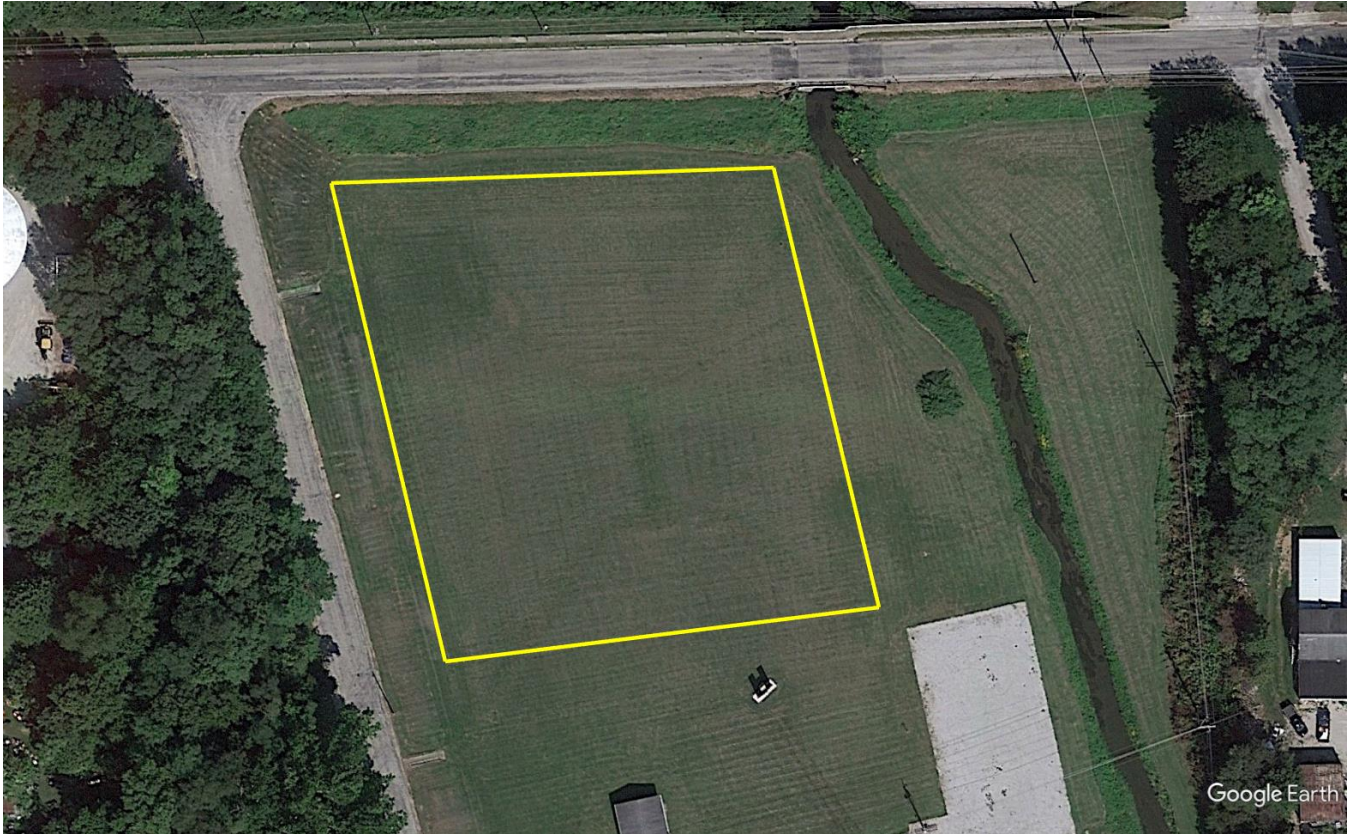
The City of Hillsboro, Illinois is seeking Requests for Proposals (RFP) for design-build contractors for a new pool with splash pad at Central Park in Hillsboro, Illinois. Applicants, at a minimum, must be capable of providing certain design/build services, which comply with all applicable local, State and Federal regulations governing construction of said pools and splash pads, including all associated agencies having jurisdiction.

RFP must be submitted to the City Clerk's Office, 447 S. Main St., Hillsboro, IL 62049 by 11 a.m. on Tuesday, December 17th, 2024. Three hard copies and one electronic copy are required. Submittals must be packaged together and labeled with "Hillsboro Pool & Splash Pad Proposal."

ABOUT HILLSBORO

Hillsboro is the Montgomery County seat and is located about 50 miles south of Springfield, IL and 65 miles northeast of St. Louis, MO. Our vision is to make Hillsboro a beautiful and sustainable community that encourages and develops an atmosphere of human flourishing for all our citizens. The Central Park Pool has been a mainstay for the community since its construction in the 1930s. In late 2023, the City Council made the difficult decision to close the pool due to its need for significant repairs. As a result, the City is moving forward with a project to construct a new pool and splash pad for the community in an effort to continue the revitalization that has been seen throughout the rest of our small town.

The pool will be constructed on the north end of Central Park, which is adjacent to East Seward Street (See map provided).



SCOPE OF SERVICES

The selected team shall provide design-build services as outlined in the standard AIA agreements between Owner and DB Contractor. Project scope to include:

- A) Eight-lane lap pool
- B) Zero-entry rounded kiddie pool
- C) Slide, diving boards included in the pool area
- D) Splash pad which will be separate from the pool area but still within the same project area
- E) Locker/changing rooms including restrooms
- F) Concession area
- G) Shaded area
- H) All areas should have proper fencing

PROPOSAL

The formal proposal submittal shall contain the following information in the following sequence and format:

- A) Letter of Introduction/Executive Summary
- B) Signed Certification Form
- C) Firm Information:
 - Name of Firm(s)
 - Contact Person (phone, email, etc.)
 - Direct Mailing Address
 - Overview of Firm History

- Firm Safety and Financial Strength
Provide a brief executive summary of the rationale describing why your firm should be selected by the Owner
Methodology and practices to be used in managing and executing the project
- D) Firm Experience Profile and References (list project scope, cost information, completion date and contacts with phone number)
- Listing of all Public Pool Projects located near the Hillsboro, Illinois geographical area.
 - Listing of other Illinois/Missouri Aquatic Projects.
 - Listing of all Design-Build Aquatic Projects.
- E) Firm Personnel Profile
- Experience and Credentials
 - Manager of Services to be assigned to the Owner's Project(s)
 - Support Personnel Overview
- F) Design-Build Consultant Team Profiles & Personnel
- G) Firm's Approach to Design-Build Projects
- a. Preconstruction Services
 - b. Accuracy of estimating – including methods to control, monitor, and estimate construction costs for the project.
 - c. Outline your approach to contingencies and other budget control measures – including methods to control change orders, specifically related to unforeseen conditions, design omissions, and code or jurisdictional authority reviews.
 - d. Describe the construction oversight and commissioning procedures to be used and the specific personnel that will perform these functions.
- H) Local Involvement
- Describe your process for soliciting bids from local sub-contractors and vendors, along with previous working relationships you have with local area companies.
- I) Additional Information
- Provide additional information as you feel needed to review the selection criteria, along with information on the following:
- a) Describe your ability to self-perform work
 - b) Describe your experience and previous use of BIM and other modeling programs
 - c) Why should the City of Hillsboro use your firm?
 - e) Feel free to provide any additional information you would like the Owner to consider.
- J) Preliminary project design including a combination of drawings and renderings as needed to convey the ideas.
- K) Preliminary project schedule, including all design and construction phases.
- L) Specify and be prepared to show proof of the level and type(s) of insurance carried to cover errors and omissions, improper judgement, or negligence.
- M) Felony Conviction Notification Form
- N) Federal Work Authorization Program (E-Verify) Addendum and Affidavit
- O) Federal Work Authorization Program Affidavit
- P) A separate envelope shall include:
- a. the proposed total project cost, broken out by phase and summarized by soft costs, hard costs, allowances, contingencies, etc.
 - b. A bid bond must be included with the project's bid proposal.

SUBMITTING A RESPONSE

In submitting proposals, the Respondent agrees to provide the services in accordance with the project scope. The response shall follow the outline provided and be concise. Failure to follow instruction may nullify response from consideration. To be considered for selection, Respondents should clearly limit responses to the specific criteria requested. No joint responses will be accepted by the Owner.

The Deadline for submitting the response shall be in accordance with the notice. Submittals received after this date will not be considered. Telephone, facsimile, or electronic delivery of submittals will not be considered. The Owner is not responsible for lateness or non-delivery by the United States Postal Service or other carriers to the Owner. The time and date recorded by the Owner shall be the official time of receipt. Submittals are to be prepared at no cost to the Owner and will remain the Owner's property.

Ownership of all data, materials, and documentation originated and prepared for the Owner pursuant to the RFP shall belong exclusively to the Owner.

SELECTION CRITERIA

Respondent's qualifications will be evaluated on the following criteria:

1) Respondents overall experience with:	40 Points Total
a. Construction projects of public swimming pools.	<i>20 points</i>
b. Construction projects of splash pads.	<i>10 points</i>
c. Construction projects with concession buildings/bath houses	<i>10 points</i>
2) References:	10 Points
a. Project types listed above	<i>10 points</i>
3) Proposed Team assigned to the Project:	15 Points
a. Experience of individuals of the proposed Project Team	<i>10 points</i>
b. Proposed Project Team's experience as a team on previous projects	<i>5 points</i>
4) The methodology and practices to be used by Respondent in managing and executing the project.	10 Points
5) The experience, methodology, and approach to cost estimating	15 Points
6) Proximity to and familiarity with the geographical area in which the project is located	5 Points
a. Include experience with local subcontractor firms that the Respondent has worked with in the past.	
7) <u>Respondent's Safety Record and Financial Strength.</u>	5 Points
Total Step One Points Available	100 Points

Respondent's submittal will be evaluated on the following criteria: - when a 2 step process is used, the following is a standard point total. While the fees are kept separate, you could ask about the methodology and provide points to some of the following as desired.

1) Fees	55
Points Total	

a.	Fee Matrix – Adherence and overall evaluation <i>points</i>	10
b.	Total Preconstruction Services Cost – as a fixed fee <i>points</i>	15
c.	Total General Conditions/Requirements - as a percent of total construction <i>points</i>	15
d.	Total Overhead/Profit and Fee - as a percent of total construction <i>points</i>	15
2)	Project Cost Management	65
	Points Total	
a.	Quality of Pre-Construction Services, Frequency of Estimates <i>points</i>	20
b.	Process of developing Project Estimate to match Owner budget <i>points</i>	15
c.	Accuracy of Cost Estimates, Cost Control and Value Engineering <i>points</i>	15
3)	Bidding Strategy and Bid Phase Administration	15
	Points Total	
4)	Construction Phase Administration	25
	points Total	
a.	Change Order Management/Procedures/Negotiations Points Total	15
b.	Scheduling/Communication/On-Site Supervision Points Total	10
5)	Local Involvement	10
	Points Total	
a.	Previous experience and relationships with locate Sub-Contractors and Vendors <i>points</i>	10
6)	Experience with BIM and other modeling programs	5
	Points Total	
7)	Ability to provide quality control, safety, and MEP/F coordination	10
	Points Total	
8)	<u>Interview</u>	<u>25</u>
9)	<u>Points Total</u>	
	Total Step Two Points Available	200
	Points	

Proposals will be evaluated to determine which firm best meets the needs of the Owner.

Under no circumstances should your qualification submittal include any proposal of fees, costs, or prices.

REVIEW PROCESS

Following the deadline, the selection committee shall evaluate the qualifications. The period of evaluation of qualifications may be extended. Firms will be evaluated according to their response to the RFP.

CONTRACT NEGOTIATIONS

Only after the submission of responses to RFP’s will the Owner attempt to negotiate a contract for the services described with the most qualified firms. If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firms(s). The process will continue until an agreement is reached.

TIMELINE – SELECTION

The timeline listed below is the Owner’s estimation of time required to complete the selection process. All efforts shall be made to abide by this schedule; however, it is subject to change if necessary.

Issuance of Request for Proposals	Thursday, November 14, 2024
Request for Proposals Submittals Due	Tuesday, December 17, 2024, 11:00am
Contract Approval	Tuesday, January 7 th , 2025
Notification of Apparent Successful Proposer	Wednesday, January 8 th , 2025

Please direct any questions to Jim May or Fred Butler.

Communications with Board members and/or other Owner staff in an effort to influence the outcome of the RFP selection process is prohibited and will result in rejection of the proposal.

TIMELINE – PROJECT DESIGN AND CONSTRUCTION

The timeline below outlines the major milestones of the design process. By submitting a response to this RFQ/RFP and entering into a contract with the Owner, the successful respondent agrees to maintain the following schedule:

DB Contractor Contract Approved	Tuesday, January 21 st , 2025
Construction Duration (Anticipated)	Summer 2025 – Spring 2026
- (Actual durations and schedule to be determined by DB Contractor and agreed to by Owner and design team)	

This project is funded by the City of Hillsboro, in addition to generous donations made to Imagine Hillsboro, a local non-profit organization. No compensation shall be provided to any firm with regard to the RFP process, the selection process, or the contract negotiation process regardless of outcome.

Any and all firms and/or persons entering into a contract agreement with the City of Hillsboro shall be subject to and required to comply with all applicable local, State, and Federal requirements, in particular non-discriminatory equal employment opportunity and affirmative action on public contracts. Any and all contract agreements shall be in conformance with the Prevailing Wage Act (820 ILCS 130/0.0t et seq).

Inquiries regarding this RFP may be directed to Jim May, Public Properties Supervisor for the City of Hillsboro, via email at hillsbororecreation62049@gmail.com. The City Clerk shall also be included on any communications at cityhall@hillsboroillinois.net.

CERTIFICATION FORM

The Owner reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal deemed most advantageous to the Owner.

The undersigned certifies that he/she has the authority to bind the company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below. Respondent is required to complete, sign and return this form with the proposal.

Company Name: Authorized Person (Print):

Address: Signature:

City/State/Zip: Title:

Telephone: Date:

Email: Entity Type/Tax ID:

FELONY CONVICTION NOTIFICATION

The person or business entity that enters into an agreement with Owner must advance notice to the Owner if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The Owner may terminate this agreement with a person or business entity if the Owner determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The Owner will compensate the person or business entity for services performed before the termination of the agreement.

By submitting this offer and signing this certificate, this bidder:

- 1) Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- 2) Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and vendor agrees to share this information with the Owner upon request.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____ Fax Number: _____

Authorized Company Official's Name: _____

Signature of Company Official: _____

Date: _____

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____ being of legal age and having been duly sworn upon my oath and state the following facts are true:

- 1) I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
- 2) I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
- 3) Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the Owner, to the extent allowed by E-Verify.
- 4) Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the Owner.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For: _____ (company name)

Title: _____

Subscribed and sworn to before me this _____ day of _____, 2017.

NOTARY PUBLIC

My commission expires: