



**ROCKFORD BOARD OF EDUCATION  
REQUEST FOR QUALIFICATIONS FOR COMMISSIONING AGENT SERVICES FOR  
SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

**RFQ NO.16-67 Commissioning Agent Services**

**DATE: Friday, June 10, 2016**

**OFFERS WILL BE RECEIVED UNTIL: 11:00 AM (CDST) on Thursday, June 23, 2016**

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**RE: Request for Qualifications (RFQ) No. 16-67 Commissioning Agent Services.** The Rockford School District is requesting letters of interest and statements of qualifications from architectural/engineering professionals and firms experienced in the commissioning of mechanical and electrical systems for new public school or other institutional buildings. Commissioning scope shall be in conformance with Section C408 of the IECC 2015. The selected entity will work with the Executive Director of Design and Construction on behalf of the Board of Education.

Submissions will be received until: **11:00 AM (CDST) on Thursday, June 23, 2016, Rockford Board of Education, Purchasing Department, 501 Seventh St., 6<sup>th</sup> floor, Rockford, IL 61104.** No submissions will be accepted after the above stated date and time.

**If you plan to hand deliver your RFQ submission on the due date, please note you must check in on the 3rd floor prior to coming to the 6th floor. Please allow time for this as late submission will not be accepted.**

If you have questions regarding this process, please contact Tamara Pugh at [tamara.pugh@rps205.com](mailto:tamara.pugh@rps205.com). In an effort to promote a fair, quality-based selection process, the District specifically requests that firms submitting their qualifications direct all questions through Mrs. Pugh.

ROCKFORD BOARD OF EDUCATION

By: Tamara Pugh  
Purchasing Manager

# ROCKFORD BOARD OF EDUCATION

## REQUEST FOR RFQ FOR COMMISSIONING AGENT SERVICES FOR SCHOOL DISTRICT NO. 205, ROCKFORD, ILLINOIS

RFQ NO.: 16-67 Commissioning Agent Services

DATE: Friday, June 10, 2016

RESPONSE DUE DATE: 11:00 AM (CDST) on Thursday, June 23, 2016

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FOR PROFESSIONAL SERVICES SPECIFIED HEREIN. IF YOU DESIRE TO RESPOND TO THIS RFQ, PLEASE DO SO ON THE FORMS PROVIDED AND RETURN TO THIS OFFICE.

Addressed to: BOARD OF EDUCATION  
School District No. 205  
501 Seventh Street, 6<sup>th</sup> Fl.  
Rockford, Illinois 61104

### **GENERAL CONDITIONS AND INSTRUCTIONS**

The Board of Education (hereinafter occasionally referred to as Board or District as the context may require) reserves the right to reject any or all submissions. One copy of this RFQ is enclosed for your convenience.

a.) Please return a copy of the required forms, the RFQ submittal, AND an electronic PDF version of the RFQ submittal (including all required forms) on a CD or flash drive in a SEALED envelope with the RFQ number, subject and your firm's name and address clearly indicated on the envelope. NOTE: FAXED or LATE RFQs are not acceptable and will be rejected as non-responsive.

b.) Submissions to be addressed as follows:  
Rockford Public School District Purchasing Department  
501 Seventh St., 6th Floor  
Rockford, IL 61104  
Attn: Tamara Pugh, Purchasing Manager

Submissions in response to this RFQ will be evaluated pursuant to the provisions of the Local Governmental Professional Services Selection Act and the further criteria set forth in this RFQ. The District may at its discretion, enter into negotiations to obtain a contract at a fair and reasonable compensation. All rights are reserved by the Board of Education to evaluate submissions that in its judgment meets the needs or purposes intended and meet the evaluation criteria. Such decisions shall be final and not subject to recourse. **Responses to this RFQ SHALL NOT INCLUDE price information, estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.**

Submissions in response to this RFQ shall constitute acceptance of and willingness to comply with all provisions of the Acts of the General Assembly of the State of Illinois relating to wages of laborers, preference to citizens of the United States and residence within the State of Illinois, and discrimination and intimidation of employees, the Equal Employment Opportunity requirements of the Illinois Human Rights Act, Federal statutes and the policies and procedures of the District. Firms submitting responses to this RFQ agree to comply in all respects with Federal, State, and local laws, ordinances and regulations pertaining to this RFQ and to the performance of the professional services for which this RFQ is issued. Provisions of applicable statutes enacted by governmental bodies having jurisdiction are hereby incorporated by reference and became a part of this RFQ.

Various statutes of the state of Illinois prohibit interest of School Board members in contracts and others prohibit interest of employees in contracts of the District as do District policies. Firms by submitting a response to this RFQ agree to refrain from entering into any contract with the District where a Board member or employee of the District has a prohibited interest.

Complete, sign and return the following forms: General Conditions and Instruction for All RFQs, RFQ Offer Form, Bid-Rigging Certification, Minority and Women-Owned Business Concern Representation, Certificate Regarding Debarment, Suspension, Ineligibility and Exclusion, Certificate Regarding Lobbying, OFAC Compliance, Vendor Conflict of Interest Disclosure Form, and any other required submittals.

Submissions may not be withdrawn after the official opening.

On the attached list, please type on the RFQ sheet(s) the information that is requested. If there is insufficient room for your information on this RFQ Sheet(s), please present data on a separate sheet (one item to a sheet).

Any interested party may examine the RFQ summary, if any, after the due date for submission of responses has expired. A RFQ summary will be available at the Board of Education Administration Building, Purchasing Department, 8:00 A.M., to 4:30 P.M., Monday through Friday.

Signature on RFQ Forms must be an actual signature. A stamped, facsimile, or typed signature may disqualify responses to the submission.

The above General Conditions and Instructions are applicable to all RFQs for Professional Architectural, Engineering and Land Surveying services. Additional Terms and Conditions and Specifications are supplied for each RFQ.

Please address all questions relative to any RFQ in writing to the Executive Director of Budgeting and Purchasing, Board of Education, 501 Seventh Street, Rockford, Illinois 61104 or [stacie.scott@rps205.com](mailto:stacie.scott@rps205.com). All request for information must be submitted at least three business days (Monday – Friday) prior to the RFQ due date and time. Responses to questions will be reviewed by the Purchasing Department and if a response or clarification to the RFQ is issued it will be issued via an amendment to the RFQ and published on the District website and, if applicable, Demand Star. Any request for information submitted after the deadline will not receive a response.



**LATE RESPONSES CANNOT BE  
ACCEPTED!**

**RFQ NO.:** 16-67  
**RESPONSE DUE DATE:** Thursday, June 23, 2016  
**TIME:** 11:00 AM (CDST)  
**DESCRIPTION:** Commissioning Agent Services  
**ATTN: PURCHASING DEPT.**

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**DATED MATERIAL-DELIVER IMMEDIATELY**

PLEASE CUT OUT AND AFFIX THIS RFQ LABEL TO THE  
OUTERMOST ENVELOPE OF YOUR SUBMISSION TO  
HELP ENSURE PROPER DELIVERY!

**LATE RESPONSES CANNOT BE ACCEPTED!**



**BID-RIGGING CERTIFICATION**

I, \_\_\_\_\_, a duly authorized agent of  
(Agent)

\_\_\_\_\_, do hereby certify that neither  
(Contractor)

\_\_\_\_\_ nor any individual presently  
(Contractor)

affiliated with \_\_\_\_\_ has been barred from bidding on a  
(Contractor)

public contract as a result of a violation of either Section 33E-3 (RFQ-rigging) or Section 33E-4 (RFQ rotating) of the Illinois Criminal Code, contained in Chapter 750, Article 5 of the Illinois Compiled Statutes.

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Contractor





**ILLINOIS STATE BOARD OF EDUCATION**

100 North First Street  
Springfield, IL 62777-0001

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR 417 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published in the May 25, 2010 Federal Register (pages 29183-29189). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

**BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.**

**CERTIFICATION**

The prospective lower tier participant certifies, by submission of this Certification, that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

\_\_\_\_\_  
*Organization Name*

\_\_\_\_\_  
*PR/Award Number or Project Name*

\_\_\_\_\_  
*Name of Authorized Representative*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Original Signature of Authorized Representative*

\_\_\_\_\_  
*Date*

**Instructions for Certification**

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Excluded Parties List System" at <http://epls.arnet.gov/>.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**ILLINOIS STATE BOARD OF EDUCATION**  
100 North First Street  
Springfield, IL 62777-0001

**CERTIFICATE REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit ISBE 85-37, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
*Organization Name*

\_\_\_\_\_  
*PR/Award Number or Project Name*

\_\_\_\_\_  
*Name of Authorized Representative*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Original Signature of Authorized Representative*

\_\_\_\_\_  
*Date*

## OFAC Compliance

RFQ No.: \_\_\_\_\_

The undersigned hereby certifies and represents that products and/or services provided under any contract with the Rockford Public Schools resulting from this RFQ shall be in compliance with economic or trade sanctions or restrictions implemented by the United States government such as those administered by the Office of Foreign Assets Control (“OFAC”) of the U.S. Department of the Treasury and shall not utilize or engage, for performance of any activities related to the products and/or services, any persons or entities that, (i) appear on OFAC's Specially Designated Nationals and Blocked Persons List (“SDN List”), as that list may be updated from time to time or any other similar list maintained by OFAC; (ii) are owned or controlled by any person or entities appearing on OFAC's SDN List, as that list may be updated from time to time or any other similar list maintained by OFAC; or (iii) are located in any country subject to U.S. economic or trade sanctions, such as those administered by OFAC.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Original Signature of Authorized Representative

\_\_\_\_\_  
Date

# VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

## DISCLOSURE STATEMENT:

All businesses (“Vendors” or “Vendor” or “Vendor’s”) that wish to conduct business with the Rockford Public Schools “RPS” must complete this form. Please note that all contracts with RPS are subject to RPS Code of Ethics which prohibits RPS employees and Board of Education members from having certain relationships with persons or entities conducting (or proposing to conduct) business with RPS and which limits the acceptance of gifts from Vendors. The entire Board Member Conflict of Interest Board Policy 2.100 and Board Policy 5.120 may be viewed at <http://www2.rps205.com/District/BOE/Pages/GP-200.aspx>. The Code and its definitions are incorporated by reference into this Disclosure Form. If a Vendor has a disclosable relationship, the Vendor should assume the relationship may pose a conflict of interest until notified to the contrary in writing by a RPS administrative staff member authorized to confirm that a determination has been made that a conflict does not exist. A principle of the Code of Ethics is to ensure that relationships do not influence any official decision or judgment of RPS employees or Board of Education members. Accordingly, disclosure also should be made for any person connected with Vendor (e.g., officer, director, partner, shareholder, employee,) that is likely to: (i) materially contribute to Vendor’s preparation, drafting, or presentation of a proposal or RFQ for services and/or supplies, (ii) materially contribute to Vendor’s negotiation of a contract with RPS, or (iii) perform material services under a contract with RPS. Below, these persons are referred to as “Disclosable Persons.”

## CERTIFICATION:

I hereby certify that, except as disclosed below, to Vendor’s knowledge, there is no conflict of interest involving the Vendor named below that would violate the RPS Code of Ethics, including that: (a) after inquiry, neither Vendor nor any Disclosable Person is involved or engaged in any private business venture or enterprise, directly or indirectly, with any RPS employee or Board of Education member or his or her family member; (b) no RPS employee or Board member or his or her family member owns or has a material personal financial interest (directly or indirectly) in Vendor or is engaged in a material personal business transaction with Vendor; and (c) no RPS employee or board of Education member or his or her family is employed by Vendor.

I further certify that neither the Vendor nor anyone acting on its behalf has requested that any RPS employee or RPS Board of Education member exert any influence to secure the award of this RFQ to the Vendor. Furthermore, no RPS Board of Education member, employee or agent has offered to influence to secure the award of this RFQ to the Vendor

## VENDOR INFORMATION:

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
\_\_\_\_\_

Vendor Phone Number \_\_\_\_\_

Vendor Email: \_\_\_\_\_

Vendor FEIN: \_\_\_\_\_

# ROCKFORD PUBLIC SCHOOLS

## VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

### DISCLOSURE STATEMENT:

I BELIEVE THE VENDOR NAMED ABOVE DOES have a potential conflict(s) of interest with a current RPS employee(s), or RPS Board of Education member(s).

YES, the above statement is true.

NO, the above statement is **NOT** true.

If you checked “YES” above, please provide the following information:

List all the Name(s) of RPS employee(s), RPS Board of Education member(s), or RPS employees’ or RPS Board of Education’s family member(s) with whom there may be a conflict of interest:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Provide a brief description of the nature of the potential conflict(s) of interest:

### SIGNATURE:

By my signature below, I certify that I am the Authorized Representative of the VENDOR named above and that all of the information provided above by signor is true and complete to the best of the signor’s knowledge:

\_\_\_\_\_  
Print the Name of the Vendor’s Authorized Representative

\_\_\_\_\_  
Print the Position Title of the Vendor’s Authorized Representative

\_\_\_\_\_  
Signature of the Vendor’s Authorized Representative

\_\_\_\_\_  
Date

**ROCKFORD BOARD OF EDUCATION**  
**SCHOOL DISTRICT #205**  
501 7<sup>TH</sup> Street  
Rockford, Illinois 61104  
Phone: Area Code 815-966-3098  
Fax: Area Code 815-966-3088



**SUBSTITUTE IRS FORM W-9 – IMPORTANT TAX INFORMATION**

IRS regulations require our School District to have on file appropriate taxpayer identification data concerning you or your firm. This information consists of either a Federal Employer Identification Number (F.E.I.N) or Social Security Number (S.S.N.) and will have their payments reported to the IRS on form #1099–Misc.

Below is the legal name and address for you or your firm as shown on our official records. Please make any necessary corrections. Space is also provided to enter the appropriate tax identification number and to indicate (by checking a box) the correct legal status. Failure to complete and return this form could result in a \$50,000 IRS penalty. In addition, we would be required to withhold 20% of payments due and remit this amount to the IRS until we receive the correct tax data.

**For your convenience we request you fax back to sender or to Purchasing: 815-489-2737.  
Please do this today so we can both fulfill our reporting obligations and ensure prompt payments.**

Vendor: Enter Your Name & Address:

Requested by (School name or Department):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Reminder: If LEGAL STATUS is “Sole Proprietorship”, the Taxpayer Identification Number must be either the Social Security Number of the owner or assigned FEIN.

**LEGAL STATUS: (Check One)**

- Corporation
- Limited
- Partner(ship) \_\_\_\_\_ (one owner)
- Religious, Charitable, Educational or Governmental Agency (**circle one**)
- Sole Proprietorship (legal owner’s name): \_\_\_\_\_
- Individual
- Other – Please identify: \_\_\_\_\_

**TAXPAYER (federal) ID# -- FEIN or Soc Sec**

(use the line corresponding to your legal status line)

FEIN: \_\_\_\_\_ - \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_ or  
SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Owner’s Social Security Number

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

FEIN: \_\_\_\_\_ - \_\_\_\_\_

*UNDER PENALTIES OF PERJURY, I CERTIFY THE INFORMATION PROVIDED ON THIS FORM IS TRUE, CORRECT, AND COMPLETE.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Website & Email address: \_\_\_\_\_

minority/women owned business, list here: \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS

“District” means Rockford School District No. 205, Winnebago and Boone Counties, Illinois.

“RFQ” means a Request for Qualifications issued by the District at any time or times, identified by a unique RFQ number.

“Responding Firm” means a person or entity submitting a response to the RFQ to the District.

“Response” shall mean submission of response to this RFQ by an interested architectural, engineering or land surveying firm.

**1. RESPONSE DUE DATE.** Submissions will be received at the District Purchasing Department until the date and time specified. No other Responses to this RFQ will be considered after this date and time unless it is evidenced and determined that the Response was in the District’s possession prior to the scheduled due date. Late Responses shall be rejected and shall remain unopened. The District does not prescribe the method by which Responses are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of any Response. All Responses delivered in person shall be deposited with the District Purchasing Department, 6th Floor, 501 Seventh Street, Rockford, IL, 61104.

**2. RESPONSE PREPARATION.** Responses must be submitted on this form and all information and certifications called for must be furnished. Responses submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Responses may be modified or withdrawn prior to the due date. Responses shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the Response. The Response shall include the legal name of the firm submitting a Response, the complete mailing address, and be signed in ink by a person or persons legally authorized to bind the Bidder to a contract. Name of person signing should be typed or printed below the signature.

**3. RESPONSE ENVELOPES.** Envelopes containing Responses must be sealed and addressed to the District Purchasing Department. The name and address of the firm submitting a Response and the RFQ number must be shown on the envelope.

**4. ERRORS IN RESPONSES.** Negligence on the in preparing a Response confers no right for withdrawal or modification of the Response after the due date.

**5. RESERVED RIGHTS.** The District reserves the right at any time and for any reason to cancel a RFQ. The District reserves the right to waive any minor informality defect in any RFQ.

**6. INCURRED COSTS.** The District will not be liable for any costs incurred in preparing and submitting a Response.

**7. EVALUATION.** The District will evaluate Responses based upon the criteria set forth in this RFQ. Criteria for evaluation of Responses include qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, and such other qualifications-based factors as the political subdivision may determine in writing are applicable.

**8. CONTRACT REQUIRED.** In the event negotiations to obtain a contract with a firm submitting a response result in agreement, a formal contract document will be required including terms and conditions acceptable to the District and including such terms and conditions as are set forth in this RFQ.

**9. INTERPRETATION OR CORRECTION OF RFQ DOCUMENTS.** Responding Firms shall promptly notify the Rockford Public School District of any ambiguity, inconsistency or error which they may discover upon examination of the RFQ documents. Interpretations, corrections and changes will be made by amendment. Each Responding Firm shall ascertain that all amendments have been received and acknowledged in the Response.

**10. INDEMNIFICATION.** Responding Firms agree to indemnify and hold harmless the District, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against the District as a consequence of granting the contract.

## GENERAL TERMS AND CONDITIONS

**11. ROYALTIES AND PATENTS.** Responding Firms to this RFQ shall pay all royalties and license fees and shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the District harmless from loss on account thereof.

**12. COMPLIANCE WITH LAWS AND REGULATIONS.** Responding Firms represent and warrant that throughout the term of any contract arising from its Response and this RFQ and any extension thereof, all services shall be and shall remain in compliance with all applicable federal, state, and local laws and regulations.

**13. TERMINATION WITHOUT CAUSE.** Unless otherwise specified in the Request for Proposal, a contract resulting from a Response may be unilaterally terminated by the District, for any or no reason, upon such notice as is set forth in a formal contract.

**14. RFQ CERTIFICATION.** The signature on a Response certifies: (a) The Response is genuine and not made in the interest of, or on the behalf of, any undisclosed persons, firms or corporation and is not submitted in conformity with any agreement or rules of any group association, or organization. (b) the Responding Firm has not directly or indirectly induced or solicited any other firm submitting a Response to submit a false or sham Response. (c) Responding Firms have not solicited or induced any person, firm or group to refrain from submitting a Response. (d) Responding Firms have not sought by collusion or otherwise to obtain for self-interest any advantage over any other firm submitting a Response or the District. The signature of a Responding Firm on the RFQ Form certifies that they have read and understand the contents of this RFQ. Failure to have read all the provisions of the RFQ shall not confer rights upon any firm submitting a Response.

**15. ADDENDA.** If it becomes necessary to revise any part of this RFQ, a written addendum will be posted on the District's website. If the District issues written addenda, such addenda shall become part of the RFQ.

**16. BINDING EFFECT.** The terms, conditions, provisions, and undertakings of any contract resulting from a Response shall be binding upon and inure to the benefit of each of the parties thereto and their respective successors and assigns.

**17. EQUAL OPPORTUNITY EMPLOYER.** The Rockford Public School District is an Equal Opportunity Employer and encourages Responses from any company or individual regardless of race, gender, national origin, religion or age.



## SUPPLEMENTAL TERMS AND CONDITIONS

1. **INTENT.** It is the intent of these specifications that the Rockford School District No. 205 (herein the “District”) will procure all services in accordance with offering procedures as outlined by Federal Statutes and Regulations, the Statutes and Regulations of the State of Illinois, and policies of the Board of Education of Rockford School District No. 205, Winnebago and Boone Counties, Illinois.
2. **TAX IDENTIFICATION NUMBER.** The School District is required to have on file appropriate tax identification information concerning you or your firm. This information should be a Federal Employer's Identification Number, but in the instance of some independent contractors, this number may be a Taxpayer's Identification (Social Security) Number.
3. **IN ORDER FOR A RESPONSE TO BE CONSIDERED BY THE SCHOOL DISTRICT, THE ABOVE REFERENCED TAX IDENTIFICATION NUMBER MUST BE PROVIDED ON THE FACE SHEET IN THE SIGNATURE SECTION. IT IS ALSO REQUESTED THAT YOU IDENTIFY THE LEGAL ORGANIZATIONAL STATUS OF YOUR FIRM IN THE SIGNATURE SECTION. PLEASE IDENTIFY WHETHER YOUR FIRM IS A CORPORATION, PARTNERSHIP, PROPRIETORSHIP, ETC. SHOULD YOU HAVE ANY QUESTIONS CONCERNING THIS TAX IDENTIFICATION NUMBER, PLEASE CONTACT THE PURCHASING DEPARTMENT.**
4. **CONTRACTOR RESPONSIBILITY TO COLLECT AND REMIT ILLINOIS USE TAX .** Contracts with the District require conformance with the provisions of the Illinois Use Tax Act (35 ILCS 105/1 et seq.) .
5. **TERMINOLOGY.** "Owner", "Board", or "District" shall mean Rockford School District #205, Winnebago County, Illinois, acting through its authorized representative.
  - a. “Contractor” shall mean the firm or entity submitting a Response to this RFQ.
  - b. “Response” shall mean a submission by a Responding Firm to this RFQ.
  - c. “Responding Firm” shall mean a person or entity submitting a Response to this RFQ.
6. **INTERPRETATION OF ERRORS.** Should questions arise that require interpretation, such questions shall be referred to the District whose decision shall be conclusive and binding for all parties involved. No advantages shall be taken by any party of manifest clerical errors or omissions in the specifications. All contractors are requested to notify the District immediately of any errors or omissions that may be discovered.
7. **RETURN OF RFQ INFORMATION.** The District has established that only one copy of a RFQ will be sent to a vendor. It is imperative that, if bidding, an original signature exists on the RFQ sheets returned. If additional copies of original RFQ sheets made on a copy machine or are requested, they must also contain original signatures where applicable. When multiple copies are submitted one copy shall be labeled as “Original” on the face page.
8. **PROPERTY DAMAGE AND INJURY.** The firm submitting a Response resulting in a contract with the District shall take all necessary precautions to prevent damage to the premises or properties of others. In case of any damage, resulting from operations under such the firm submitting such Response shall make proper restitution; and shall exercise due caution for the protection of persons, and shall protect the District from expense and hold the District harmless from liability by reason of injury, including death, to any person or persons, or from any damage to the property of others occurring as a result of performance under a Contract.

**INSURANCE REQUIREMENTS.** All Contractors shall have a certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below and deliver to the Purchasing department upon execution of a contract resulting from the Response such qualifying certificate or certificates of insurance. Coverage shall be placed with a responsible company licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies

## SUPPLEMENTAL TERMS AND CONDITIONS

without providing to the District thirty (30) days prior notice thereof in writing. All required insurance shall be maintained in full force and effect during the life of such contract, and until such time as all work has been approved and accepted by the District. The firm submitting a Response which results in a contract with the District is responsible for all insurance deductibles and Self-Insured Retentions.

At all times during the term of the contract, the Contractor, consultants and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers, consultants and independent contractors, as follows:

- a. General Liability: Limits of \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate
- b. Automobile Liability: Limits of \$300,000.00 per occurrence and \$1,000,000.00 aggregate with a maximum \$2500.00 deductible
- c. Workers' Compensation: Minimum required by state law
- d. Professional Liability: Limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate with not more than \$10,000.00 deductible

If any policy or coverage is written as "claims made" then coverage must be maintained for four years after project completion.

Notwithstanding the existence of required insurance, Contractor agrees it is responsible for injury and damage to persons and property including such damages as may exceed the limits set forth above, resulting from its own negligence and the negligence of its owners, employees, agents and representatives, consultants and further for the negligence of others under Contractor's direction and control when arising from or in any way related to the bid and resulting contract and Contractor's performance of its contract obligations.

The District and its officers and employees shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and RFQ NUMBER. Certificates should be faxed (and hard copy mailed) to: Rockford Public Schools, Purchasing Department, 501 Seventh Street, Rockford, Illinois, 61104. Certificates must be in the possession of the District prior to execution of any contract arising from the Contractor's Response.

**9. SCHEDULE OF AWARD.** In order that Contractors may more accurately complete a Response, it is anticipated that ranking of Contractors, negotiations and completion of a formal contract will be completed within 60 days after the due date for submissions to this RFQ; however, the District does not guarantee such timeline.

**10. SIGNATURES.** It is required that the Contractor's signature appears on the following forms:

- **Second page of General Conditions and Instructions for All RFQs Form**
- **Statement of No Interest (if applicable)**
- **Bid-Rigging Certification**
- **Minority and Women Owned Business Form**
- **Certification Regarding Debarment Form**
- **Certificate Regarding Lobbying Form**
- **OFAC Compliance Form**
- **Vendor Conflict of Interest Disclosure Form**
- **Form W-9 Department of the Treasury Internal Revenue Service**
- **RFQ Offer Form**

**11. PAYMENT. THE FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER MUST APPEAR ON EACH INVOICE REQUESTING PAYMENT.**

## SUPPLEMENTAL TERMS AND CONDITIONS

**12. RFQ PROPOSAL.** Contractor must return the following when submitting a Response:

- Second page of General Conditions and Instructions for All RFQs Form
- Statement of No Interest (if applicable)
- Bid-Rigging Certification
- Minority and Women Owned Business Form
- Certification Regarding Debarment Form
- Certificate Regarding Lobbying Form
- OFAC Compliance Form
- RFQ Offer Form
- Vendor Conflict of Interest Disclosure Form
- Form W-9 Department of the Treasury Internal Revenue Service
- Any necessary literature or information

**13. CONTRACT.** The creation and execution of a separate formal contract between the District and the Contractor is required containing the terms of this RFQ and such additional terms and conditions as are acceptable to the District. No contract is formed until a formal contract is created and until executed by the District.

**14. TERM OF CONTRACT.** Contract period shall be from the effective date of award, through final completion of the contracted project(s), subject to the terms and conditions of a formal contract between the District and Contractor and further subject to the availability to the District of budgeted funds from which payment for contract purposes can be made. No legal liability on the part of the District for any payment may arise until funds are made available for this contract.

**15. PREVAILING RATE OF WAGE.** It is required on this RFQ that the Contractor complies with all statutes, both Federal and State, governing payment of wages to employees. The Contractor certifies that by submitting their RFQ that they will pay the prevailing rate of wage in this area for the particular type of labor, in accordance with State of Illinois Codes and the Illinois Department of Labor, if applicable. If applicable, the Contractor further certifies that all Subcontractors will comply with these same acts. If requested, Contractor will submit to the District required information concerning the basic rate of wages per hour that he is either currently or will be paying for the particular type of trade required.

- a. Should any Contractor need information concerning the prevailing rate of wage, said information is available at the Office of the Board of Education, 501 Seventh Street, Rockford, Illinois 61104.
- b. Effective January 1, 1990, an amendment to the State of Illinois Prevailing Wage Act requires that if, during the course of work under this contract the Department of Labor revises the prevailing rate hourly wages to be paid under this contract for any trade or occupation, Owner will notify Contractor and each Subcontractor of the change in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by Contractor and all Subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum.

**17. PROHIBITED CONTRACTOR EMPLOYEES ON SCHOOL PREMISES.** Contractor employees, agents and principals and its consultants and consultants employees and agents shall not perform work within District buildings for more than 30 school days within any school year (July 1 to June 30) unless a criminal history records check has been conducted by Contractor, the individual(s) is found to have not violated any of the drug or criminal offenses listed in the criminal history records check provisions in the School Code 105 ILCS 5/10-21.9(f) (the Act), and the Contractor so certifies the same to be true on the Certified Cleared Employee List.

## SUPPLEMENTAL TERMS AND CONDITIONS

Contractor employees, agents and principals and its consultants and consultant's employees and agents shall not be permitted to be present on District grounds unless a Statewide Sex Offender Database check and a Statewide Child Murderer and Violent Offender Against Youth Database check has been conducted regarding all such

employees in accordance with and subject to the provisions of the Act. Contractor employees, agents and principals and its consultants and consultant's employees and agents who are found to have had convictions of the enumerated criminal or drug offenses listed in the Act or who appear in the noted databases shall not be permitted at any time to be present on school grounds.

Not less than 10 days prior to the commencement of work, Contractor shall submit to Owner, a written certification on a form provided by Owner (Certified Cleared Employee List), signed by Contractor under oath that the employees listed on the certification have been the subject of a criminal history records check (for employees working more than 30 school days in District buildings), and a Statewide Sex Offender Database check and a Statewide Child Murderer and Violent Offender Against Youth Database check for all employees accessing District grounds. Contractor shall update the certification as and when necessary to keep such certification list current.

- 18. EMPLOYEE CONDUCT.** All of Contractor's employees, agents, principals, and consultants shall abide by Federal, State and Local Laws and Board of Education policy while on District premises. No employee, agent or principal of Contractor and its consultants and vendors shall fraternize with any student of the school district. Any employee whose conduct is judged unfit by District shall not be permitted to work on the project. Contractor agrees to comply with and abide by all rules, regulations and policies of the District relating to access to and conduct upon District Premises.

Contractor employees accessing school grounds are required to have in their possession identification issued by the District. All such persons must check in with the school main office to receive a visitor's identification at which time the individual must present a government issued photo identification which will be used to verify the individual's name appears on the Certified Cleared Employee List. At the conclusion of the work day, plastic or hard cover identification must be returned to the school.

The District may from time to time and at multiple times in their discretion and without notice check the identification of all persons accessing school grounds by or through the Contractor to assure such persons appear on the certification list and have in their possession a valid District issued identification. Contractor warrants that it shall immediately notify the District if a certified cleared employee is convicted of an enumerated offense or their name appears on any of the noted Databases. A violation of this section is a material breach of contract.

**19. RECORDS, RETENTION, AUDIT**

- a. Records. The Contractor shall have or upon award of bid establish and maintain a reasonable accounting system that enables the District to readily identify Contractor's assets, expenses, costs of goods and use of funds related to the Project (the Records). Such Records shall include, but not limited to, accounting records, written policies and procedures; subcontractor files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); all paid vouchers, including those for out-of-pocket expenses, other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips, bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; backcharge logs and supporting documentation; insurance documents, payroll documents; timesheets; memoranda; and correspondence.
- b. Retention. The Contractor shall, at all times during its performance of the Project and for a period of seven years after the completion of the Project, maintain Records, together with all supporting or underlying documents and materials. The Contractor shall upon written request by the District at any time or times, whether during or after completion of the Project, and at the Contractor's expense, produce the Records for inspection, copying and audit (including copies and extracts of records as required) by the District. The Records shall be made available to the District, upon three-day written notice, during normal business hours at Contractor's principal office if located in Rockford, Illinois or at such other location specified by the District including the District offices. Upon expiration of the retention period specified in this paragraph 17B, prior to destruction of the Records, Contractor shall provide not less than 30 days written notice of its intent to destroy any part or all of the Records, specifying the nature, character and extent of Records to be

## SUPPLEMENTAL TERMS AND CONDITIONS

destroyed and the District may at its discretion and expense obtain all Records or copies of Records intended to be destroyed. The Contractor shall ensure the District's right to access and audit the Records in the possession, created or maintained by Contractor's agents, assigns, successors, and subcontractors. Contractor shall notify in writing its agents, assigns, successors and subcontractors of the requirements of records, retention and audit as set forth in this paragraph 17. Any and all contracts or agreements between Contractor and any other party related to the Project shall expressly include the records, retention and audit provisions of this paragraph 17.

- c. The District and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all Records (in whatever form they may be kept, whether written, electronic, or other), including, but not limited to, those kept by the Contractor, its agents, assigns, successors, and subcontractors.

Cost of any examination or audit of Records conducted by the District will be borne by the District (excluding any cost to produce Records under paragraph 17B), except where the examination or audit identifies overpricing or overcharges (of any nature) by the Contractor to the District in excess of one-half of one percent (0.5%) of the total contract billings in which event the entire cost of the examination or audit shall be Contractor's cost and Contractor shall reimburse the District for the total cost of the examination or audit. If the examination or audit reveals substantive findings of fraud, misrepresentation, or non-performance by Contractor, its employees, agents, representatives, assigns, successors or subcontractors, the Contractor shall pay all costs of the examination or audit; and if paid by the District, reimburse the District for all such costs. In the event Contractor fails to pay such costs within 30 days of demand by the District, District may offset any such costs unpaid by Contractor from any balance due Contractor by the District or at the election of the District proceed to collect such costs by any available means including litigation in which event the costs of collection including reasonable attorney's fees shall also be paid by Contractor.

### **QUESTIONS**

Any questions regarding this RFQ; may be referred to Tamara Pugh, Purchasing Manager at [tamara.pugh@rps205.com](mailto:tamara.pugh@rps205.com) or 815-966-3092.

**Rockford Public School District 205**  
**Request for Qualifications (RFQ 16-67) for Commissioning Agent Services**  
**for Two New Elementary Schools**

**GENERAL BACKGROUND**

Rockford Public School District #205 (RPS205), located in northern Illinois, is one of the state's largest school districts. The School District covers approximately 165 square miles and serves 29,000 students with three early childhood centers, 32 elementary schools, seven middle schools, five high schools, and three administrative buildings. The District employs over 4,000 employees who work throughout the district. RPS 205 focuses on college and career readiness for all of its students and is one of three **Ford Next Generation Learning Model Communities in the U.S.** It is among the largest school districts in Illinois and the second-largest employer in the Rockford region.

**PURPOSE**

In accordance with the Local Government Professional Services Selection Act (50 ILCS 510), the Rockford School District is requesting letters of interest and statements of qualifications from architectural/engineering professionals and firms experienced in the commissioning of mechanical and electrical systems for new public schools or other institutional buildings. Commissioning scope shall be in conformance with Section C408 of the IECC 2015. The selected entity will work with the Executive Director of Design and Construction on behalf of the Board of Education.

**ESTIMATED TIME LINE**

Please refer to the "Selection Process" section on Page Two.

**TERMS**

Terms used in this document have the following definitions:

- 1-"District", "Owner", and "Board" means the Rockford School District #205 and its Board of Education;
- 2-"RFQ" means this RFQ 16-xx.
- 3-"Commissioning Agent" means the design firm or design professional (entity) submitting a Response to this RFQ and which results in a contract between the District and the entity submitting such Response. A design firm shall be registered and individual(s) in charge of the work shall be licensed architect(s) or licensed professional engineer(s) with the State of Illinois Department of Financial and Professional Regulation.
- 4-"Response" means the submission by a Commissioning Agent in response to this RFQ.
- 5-"Project Design Firm" means the architectural firm of record for the design of the two new elementary schools.

**SCOPE OF SERVICES**

Work will be in conjunction with the District's Facilities Master Plan with commissioning planning starting immediately upon contract execution with final construction completion in the summer of 2018. The scope will include two projects:

- School Zone 1, NEW: One new, four-strand elementary school to replace Nelson and Kishwaukee Elementary Schools. This project will entail the redevelopment of an urban site within the City of Rockford. The project nominally will be 84,000 SF and will include utilities, parking lots and play areas. New construction budget after demolition of existing structures is approximately \$17,700,000.
- School Zone 2, NEW: One new, four-strand elementary school to replace Cherry Valley, White Swan and Thompson Elementary Schools. This project will entail the development of a "greenfield" site, likely in the area between the Village of Cherry Valley and the City of Rockford. The project nominally will be 84,000 SF and will include utilities, parking lots and play areas. Construction budget is approximately \$17,800,000, including site development.

The floor plans for the buildings essentially will be identical; however, the solar orientation may differ from one site to the other.

**DELIVERABLES**

The deliverables for this project shall include, but are not limited to:

- A. Based on an assessment of District needs and building design, provide a preliminary draft of the commissioning specifications for District and Project Design Firm review.
- B. Based on District and Project Design Firm reviews, revise the specifications.
- C. Provide cost estimates for the proposed contractor-supplied commissioning work at each stage of design.
- D. Assist with the bidding process including attendance and presentation for pre-bid meeting and assistance addressing bidding RFI's related to the commissioning specification.
- E. Review project submittals, respond to RFI's and analyze change order requests related to commissioning
- F. Attend project meetings: preconstruction, pre-commissioning, closeout and other design and construction meetings as necessary to facilitate the commissioning process.
- G. Prepare the commissioning reports.
- H. Provide assistance and documentation to the District during the commissioning phase, during the changeover from cooling to heating, the changeover from heating to cooling and the 11-month warranty walkthrough.

Note: All work product developed by the Commissioning Agent selected to perform this project shall become the sole property of the Rockford School District #205 including all original specifications and plans, if any. All written and electronic files (including CAD) shall be delivered to the District and shall become the sole property of the District. The school district shall retain all rights (without limitation) to use, alter, and disseminate all written and electronic work products associated with this project.

### **TERM OF ENGAGEMENT**

The term of the engagement is from the effective date of the contract, through final completion of the contracted project(s) which includes fulfillment of the one-year warranty period. Notwithstanding, the District's obligation under this contract is contingent upon the availability of budgeted funds from which payment for contract purposes can be made. No legal liability on the part of the District for any payment may arise until funds are made available for this contract.

### **FORM OF AGREEMENT**

The form of agreement shall be the AIA B211-2007 *Standard Form of Architect's Services: Commissioning*. A sample agreement shall be issued in an addendum to this RFQ. Reimbursable costs shall be per the sample agreement.

### **LIMITATIONS**

The District reserves the right to redefine its priorities, adjust budgets and modify projects as it deems necessary and to select one or more firms to perform services. At its discretion, the District may add and/or eliminate any entity or waive any informality in the selection process.

### **RIGHT TO REJECT**

This Request for Qualification does not commit the Rockford School District to issue a contract or to reimburse the proposer for costs incurred in submitting a response to this Request. The Rockford School District reserves the right to reject any or all proposals received as a result of the Request, to negotiate with any proposer, to extend the submission deadline, or to amend or cancel in part or entirety this Request, if it is in the best interest of the Rockford School District.

### **EVALUATION CRITERIA**

Firms primarily will be evaluated according to the provisions of the Local Governmental Professional Services Selection Act (50 ILCS 510/5) and on these criteria:

- Experience in public school or institutional building commissioning
- Experience with governmental entities
- Experience and qualifications of proposed team members
- Ability to work with diverse decision makers
- Ability to meet the time requirements of the District
- Current workload of the firm
- Performance data on file, if any
- Strength of client recommendations
- Location of the firm

### **SELECTION PROCESS**

Concurrent with the issuance and timeline for responding to the subject RFQ, the District is establishing a selection committee to start with the submission reviews and interview processes. It is anticipated that selection committee reviewers will be composed of one or more members of the following:

- District's Finance Department
- District's Operations Department
- District's Program Manager

***INTERESTED FIRMS, IF SELECTED FOR A TELEPHONE INTERVIEW, ARE REQUIRED TO BE AVAILABLE AT 8:30AM, 10:00AM AND 11:30AM ON MONDAY, JUNE 27<sup>th</sup>.*** The selection committee will meet on the afternoon of Thursday, June 23<sup>rd</sup>, short list entities, randomly assign selected entities to one of these three timeslots and notify entities of their interview time. The committee may choose to interview fewer than three entities; however, it will not interview more than three entities. One or two entities may be selected to commission these projects on behalf of the Rockford School District. The successful entity (or entities) shall be notified on the afternoon of Monday, June 27<sup>th</sup> and will be expected to provide a proposal by noon on Wednesday, June 29<sup>th</sup>. Final negotiations shall be completed by the close of business on Thursday, June 30<sup>th</sup>.

### **SUBMITTAL REQUIREMENTS**

The successful entity (or entities) shall demonstrate an ability to work in coordination with and communicate effectively with a variety of planning groups and decision-makers, e.g., Chief Operations Officer, Executive Director of Design & Construction, Capital Project Architect, and other technical advisors and consultants. The successful entity (or entities) shall assume responsibilities, in conjunction with the District's Program Manager or Project Manager(s), related to the project in working with various utilities and outside governmental agencies, particularly the Illinois State Board of Education (ISBE) and Regional Office of Education (ROE).

***Submittals Must Address The Following:***

NOTE: The District reserves the right to reject responses that do not comply with the following requirements. If the entity submitting qualifications is a design professional (as opposed to a professional services firm), please provide the requested information for the individual design professional wherever the term “firm” appears.

- A. Cover Letter/Letter of Interest: Provide a cover letter/letter of interest, not to exceed one page. This document shall include the name of the firm, address, telephone numbers, fax number, e-mail address and name of Principal to contact.
- B. Firm Organization, Credentials, Background: Please provide a brief history of firm, not to exceed three pages, including:
  - 1. Number of years in business
  - 2. Location of office which will perform the work
  - 3. Registration with the State of Illinois (Registered Design Firm, Licensed Architect or Licensed Professional Engineer)
  - 4. Number of full-time equivalent employees available to perform the services specified in this RFQ
  - 5. List of Basic Services provided by the firm – designate which services are provided by employees and which ones are provided by consultants
  - 6. List of Additional Services, if any, provided by the firm – designate which services are provided by employees and which ones are provided by consultants
  - 7. List of Architectural / Engineering Services, if any, provided by the firm – designate which services are provided by employees and which ones are provided by consultants
- C. Relevant Experience: Please provide a list, not to exceed one page per project, of up to six of the most recent commissioning projects of similar scope and size including:
  - 1. Project Name/location
  - 2. Year complete/current status
  - 3. Client Name (District Name)
  - 4. Identification of funding source (State, Local, etc.)
- D. Project Team
  - 1. Identify “Principal-in-Charge” for the project and include a one-page résumé for this individual.
  - 2. Identify key team members assigned to the project in a list and provide a one-page résumé of qualifications for each.
  - 3. Identify proposed consultants, if any, for this project in a list. Include one-page résumés and related experience for each member of these firms that may be assigned to the project.
- E. Firm Resources
  - 1. Technical capabilities (not to exceed one page)
  - 2. Sample commissioning specification for an actual project (no page limit– please include as an appendix)
  - 3. Sample commissioning report for an actual project (no page limit– please include as an appendix)
  - 4. Approach relative to these projects (not to exceed one page)
  - 5. Experience in working with public agencies (not to exceed one page)
- F. Scope of Work
  - 1. In a straightforward manner not to exceed one page, present the proposed approach to achieve the objectives and tasks described in this RFQ. It should include sufficient detail to completely describe the planned approach including management of the commissioning schedule.
- G. Client Satisfaction/References
  - 1. Provide letters of reference for up to three clients
  - 2. Has your firm ever been terminated or replaced by another firm during the design or construction of any project? If so, explain in detail and provide results any litigation/claims on the project.
  - 3. Provide a statement of the firm’s financial stability.
  - 4. Provide a list of at least three institutional client references for which your firm has performed similar services. References shall include:
    - a. Owner Name and address
    - b. Contact Name and telephone number
    - c. Project Name and Date



#### H. Required Forms

1. General Conditions and Instruction for All RFQs
2. Bid-Rigging Certification
3. Minority and Women-Owned Business Concern Representation
4. Certificate Regarding Debarment, Suspension, Ineligibility and Exclusion
5. Certificate Regarding Lobbying
6. OFAC Compliance
7. Vendor Conflict of Interest Disclosure Form

**NOTE:** Firms shall NOT mention estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation. This prohibition applies to all forms of communication including, but not limited to, written, verbal and electronic. This prohibition shall remain in place until such time that the District selects a specific firm to submit a fee proposal for each project. The District may select a single firm for both projects, or it may select a separate firm for each of the two projects. In no event, shall the District select more than one firm per project; however, this provision is not intended to preclude a joint venture of two firms. Nonetheless, the District reserves the right to solicit a proposal from the next ranked firm should it not be able to come to an agreement with the higher ranked firm.

**The schematic design of the building floor plan is attached as an exhibit to this RFQ.**

**Final questions and clarification requests will be due by the close of business on Monday, June 20<sup>th</sup>. A final Addendum will be issued on Tuesday, June 21<sup>st</sup>.**

**IMPORTANT: All questions or clarification requests regarding this RFQ are to be directed to the District's Purchasing Process Manager, Tamara Pugh, via email to [tamara.pugh@rps205.com](mailto:tamara.pugh@rps205.com). Attempts by members of a submitting entity to contact the Board, Selection Committee members (other than Mrs. Pugh via email) or other District employees regarding this RFQ can lead to an immediate disqualification of the firm.**

**Please submit one CD-ROM or flash drive with a PDF of your submission and three (3) bound hard copies of your firm's letter of interest and statement of qualifications before Thursday, June 23, 2016 at 11:00 a.m. to the attention of Stacie Talbert Scott, 501 7<sup>th</sup> Street, Rockford, IL 61104.**

433' - 8"

196' - 5"



357' - 5"

84,927 SF