

**LIVINGSTON COUNTY
REQUEST for PROPOSAL
LIVINGSTON COUNTY HEALTH & EDUCATION
DRIVE THRU FACILITY
January 26, 2024**

Livingston County is requesting proposals from interested and qualified parties for the construction of a new Drive Thru Facility for the Public Health Department located at 310 E. Torrance Ave., Pontiac, IL 61764. Proposals are due on or before 2:00 p.m. on February 28, 2024.

Special Instructions:

Three copies of each proposal should be directed to the Livingston County Board Office. To return your proposal please follow these instructions:

Clearly label your sealed envelope containing your proposal in the lower left-hand corner as follows:

Drive Thru Facility
2:00 p.m. on February 28, 2024

Mail To: Livingston County Board Office
Attn: Alina Hartley
112 W. Madison St.
Pontiac, IL 61764

Mandatory Pre-Bid Meeting

A mandatory pre-bid meeting will be held on Wednesday, February 14, 2024 at 10:00 a.m. in the Committee Room located on the 2nd floor of the Historic Courthouse, 112 W. Madison St., Pontiac, Illinois. All respondents are required to attend.

Changes in the Request for Proposals

Livingston County reserves the right to amend, modify or cancel this RFP at any time. If it becomes necessary to revise any part of this RFP, or otherwise provide additional information, an addendum will be issued by the County and furnished to all that attend the mandatory pre-bid meeting.

Questions

Any questions regarding the above procedure or the contents of this RFP must be made in writing and directed to:

Alina Hartley, Executive Director
Livingston County Board Office
112 W. Madison St.
Pontiac, IL 61764
(815)844-6378
ahartley@livingstoncountyil.gov

Questions must be received in writing no later than February 16, 2024.

Responses to each question will be provided to all that attend the mandatory pre-bid meeting.

Background

In August of 2022, Livingston County issued a Request for Proposal for a Drive Thru Vaccination Building designed by Farnsworth Group. A singular proposal was received in the amount of \$915,980, which significantly exceeded the overall project budget, and was ultimately rejected.

In March of 2023, Livingston County issued a Request for Qualifications for Design-Build Teams interested in providing design and construction services for a Drive-Thru Facility. There were no proposals received in response to the RFQ.

Livingston County is now accepting proposals for the construction of a new Drive-Thru Facility estimated to be 3,248 gross square feet, single story, slab on grade, as well as associated site development. It is the intent to award one contract to a single successful bidder.

Scope

Livingston County is requesting proposals that provide for the successful construction of a Drive-Thru Facility for the Livingston County Health Department located at 310 E. Torrance Ave., in Pontiac Illinois, and meet the minimum requirements as outlined within. All proposals shall include all labor, supervision, materials, transportation, services, etc., to construct the new facility. The design of the building has been modeled by Cleary Buildings, as modified by

Farnsworth. Copies of the Farnsworth Documents and Bid Package have been included for reference. Phase II parking as referenced within these documents, has been completed.

Minimum Requirements

- Building layout and size per drawings
- Foundation per drawings and specifications, including vapor barrier
- Four overhead doors allowing for two lanes of traffic to enter on the West and exit on the East.
- Two trench drains
- Oil Interceptor
- CO / N2 Gas Detection Exhaust Fan / Damper
- Gas Detection System with remote sensors and relays for fan/damper activation
- Electric Radiant Heat (can be gas if more economical/connection must be included)
- Electric Water Heater (can be gas if more economical/connection must be included)
- Electrical Outlets per drawings and specifications
- Energy efficient LED Lighting
- Connection to existing generator as per drawings and specifications
- ADA Accessible Bathroom (Alternate 1 – Include 2nd ADA Accessible Bathroom)
- All necessary permits
- All necessary soil testing (compaction and compaction testing provided by owner)
- Temporary utilities, toilets, dumpsters, etc.
- Materials, installation and testing shall be in accordance with the latest adopted edition of State and Local code procedures, methods and requirements, including stringent health and safety standards as required and as interpreted by the authority having jurisdiction. Applicable codes and standards include, but are not limited to:
 - Illinois Accessibility Code
 - Illinois Environmental Barriers Act
 - Federal ADA Accessibility Standards
 - International Building Code
 - National Electric Code

- Illinois Energy Conservation Code
- Illinois State Plumbing Code
- International Plumbing Code
- International Fuel Gas Code
- Fire Prevention and Safety Rules
- NFPA 54 – National Fuel Gas Code
- Applicable Local and Municipal Codes and Ordinances

Special Instructions

- 6" Sanitary run is already in place to the middle of the driveway, all hook-ups would be from that location
- Omit the Canopy Cover/Covered Walkway and piers associated with the cement work in the sidewalk.
- Omit drawing A5.2 Dumpster Enclosure
- Power pull must include Emergency Power to the new building. (Please include Alternate 2 – to add new generator for this building, as opposed to connecting to existing)
- One additional light to be added to the East and West peaks. Bright enough to illuminate the current location of dumpster.
- Two additional lights will be mounted to the south side of the building, up high and spaced equally.
- Storm water drain, from gutters, will be hooked up on the north side per print with additional tie-in of the south side gutters.
- Metal siding with wainscoting to match current building, drip edge to be included.
- Gypsum ceiling to be discussed at pre-bid meeting.

Prevailing Wage

This contract calls for the construction of a “public work” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public work projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at:

<http://state.il.us/agency/idol/rate.rates.HTM>. All contractors and subcontractors

rendering services under this contract must comply with all requirements of this Act, *including but not limited to*, all wage, notice and record keeping duties as well as certification of weekly payroll. All prevailing wage certifications must be submitted directly to the Illinois Department of Labor as required by the Act.

Tentative Timeline

January 26, 2024	Release of RFQ
Jan. 29 – Feb. 8, 2024	Local Advertisement
February 14, 2024	Mandatory Meeting
February 28, 2024	Proposals Due
Feb. 28 – Mar. 4, 2024	Review of Proposals
	Interviews as Needed
March 14, 2024	Contract Awarded
March 15, 2024	Notification of Award
Spring - Fall 2024	Construction as Awarded

Liabilities

Livingston County is not liable for any costs incurred in replying to this RFP. Nor shall Livingston County be liable for any and all liability, claims, demands or actions or causes of action whatsoever arising out of any damage, loss or injury to personnel or property incurred in replying to this RFP.

Certificate of Liability Insurance

Vendor shall provide a Certificate of Liability Insurance (\$2,000,000 minimum coverage).

Performance and Payment Bond

Performance and Payment Bond in the amount of the contract will be required.

Acceptance / Rejection

Livingston County reserves the right to accept or reject any or all proposals in part, or in total, as deemed to be in the best interest of Livingston County and to waive all minor irregularities in the proposal process. Any submission that is deemed non-responsive, or does not meet the requirements is subject to rejection. Changes proposed by the responder to the terms and conditions contained herein or any deviation from the requirements outlined in this request must be clearly marked and identified in the bid proposal response. This RFP is not intended to solicit responses on a time and materials basis.

Vendors who submit a proposal may be required to make an oral presentation to the Livingston County Board and/or the Public Property Committee. All presentations will be scheduled by the issuing office. Such presentations provide an opportunity for the contractors to clarify their proposal to ensure a mutual understanding. Contractors must submit a written amendment to their proposal to confirm any changes made during their oral presentation.

Firms whose proposals are not accepted will be notified as soon as the awarded contract has been approved.

Bid Form

THE PROJECT AND THE PARTIES

1.1. TO:

- A. Livingston County (Owner)
- 112 West Madison St.,
Pontiac, Illinois 61764

1.2. FOR:

- A. Project: Livingston County Drive Thru Facility
- 310 E. Torrance Ave.,
Pontiac, Illinois 61764

1.3. DATE: _____ (Bidder to enter date)

1.4. SUBMITTED BY: (Bidder to enter name and address)

- A. Bidder's Full Name: _____
- B. Address: _____
- C. City, State, Zip: _____

1.5. OFFER

The Undersigned, having received and examined the Request for Proposals dated January 26, 2024, titled Livingston County Health & Education Drive Thru Facility, and having visited the site and examined the conditions affecting the Work, hereby proposes and agrees to furnish all labor, materials, equipment, appliances and services, and to perform operations necessary to complete the Work as required by said RFP, for the amounts outlined below.

- A. Base Bid: _____
_____ dollars (\$ _____), in
lawful money of the United States of America.
- B. Alternate No. 1 Bid: _____
_____ dollars (\$ _____), in
lawful money of the United States of America.
- C. Alternate No. 2 Bid: _____
_____ dollars (\$ _____), in
lawful money of the United States of America.
- D. Alternate No. 3 Bid: _____
_____ dollars (\$ _____), in
lawful money of the United States of America.

1.6. ACKNOWLEDGEMENTS

A. The Undersigned acknowledges the following:

1. Receipt of Addenda numbers_____.
2. Non-Collusion Affidavit (attachment A) is completed and attached to completed bid form.
3. Certification of Eligibility to Enter into Public Contracts (attachment B) is completed and attached to completed bid form.
4. Drug Free Workplace Certification (attachment D) is completed and attached to completed bid form.
5. Certification of compliance with Prevailing Wage Rates (attachment E) is completed and attached to completed bid form.
6. Bidder's Qualifications (attachment F) is completed and attached to completed bid form.
7. Costs and premiums for all associated bonds, insurance, all permits and fees are included in the bid amount.
8. Bids will be held good for a period of sixty (60) calendar days subsequent to the opening of bids.
9. The undersigned agrees to comply with Owner's and Building Leaser's policies:
 - a. Comply with the Illinois Drug Free Workplace Act,
 - b. Comply with the Illinois Prevailing Wage Act, 820 IL CS 130/1 et seq. and use Wage Determination as determined by the Illinois Department of Labor, Conciliation, and Mediation Division,
 - c. Comply with Public Works Employment Discrimination Act (775 ILCS 10/001 and 775 ILCS 5/2-105(A), (1), (2), (3), (4)).

1.7. CONTRACT TIME

A. If the Undersigned receives notification of acceptance of this Proposal within sixty (60) calendar days, he/she agrees to execute a Contract for the Work described in the Bidding Documents for the compensation identified in the Bid Form and to guarantee substantial completion of the Work no later than _____.

1.8. BID FORM SIGNATURE(S)

- A. The Corporate Seal of _____ was hereunto affixed in the presence of:
- B. _____ (Authorized Signing Officer, Title) (Seal)
- C. _____ (Authorized signing officer, Title)

Bid Form Attachment A – Non-Collusion Affidavit

(COMPLETE AND SUBMIT WITH BID)

State of _____

County of _____

_____ being duly sworn, says that
he/she is _____
_____ OF _____,
(Sole owner, member of firm, corporate official) (Individual, firm or corporate name)

which has by the enactment of this document affirmed that he/she, in the preparation of the bid estimates, has not entered into any verbal and/or written agreement with any of the other bidders or their agents for the specific purpose of fixing bid estimates to benefit him/her-self or the firm he/she represents.

Certification: The Undersigned Bidder certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of government in the State of Illinois, nor has the Bidder made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the Bidder committed bribery or attempted bribery on behalf of the Bidder and pursuant to the direction or authorization of a responsible official of the Bidder. The Undersigned Bidder further certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid-rigging or bid-rotating.

Subscribed and sworn before me this _____ day of _____, 20____,

by _____ . (Name of Signer)

(Seal)

(Notary Public)

Bid Form Attachment B – Certificate of Eligibility to enter into Public Contracts

(COMPLETE AND SUBMIT WITH BID)

State of _____

County of _____

_____ being duly sworn, says that
he/she is

_____ OF _____.
(Sole owner, member of firm, corporate official) (Individual, firm or corporate name)

Certification: The Undersigned Bidder certifies that his company is eligible to enter into public contracts in the State of Illinois.

Subscribed and sworn before me this _____ day of _____, 20____,

by _____ (Name of Signer)

(Seal)

(Notary Public)

Bid Form Attachment C – Certificate of Compliance with Sexual Harassment Policy

(COMPLETE AND SUBMIT WITH BID)

State of _____

County of _____

_____ being duly sworn, says that
he/she is _____ OF _____.
(Sole owner, member of firm, corporate official) (Individual, firm or corporate name)

Certification: The Undersigned Bidder certifies that this company is in compliance with the County's Sexual Harassment Policy.

Subscribed and sworn before me this _____ day of _____, 20____,
by _____. (Name of Signer)

(Seal)

(Notary Public)

Bid Form Attachment D – Drug Free Workplace Certification

(COMPLETE AND SUBMIT WITH BID)

State of _____

County of _____

_____ being duly sworn, says that
he/she is _____
_____ OF _____.
(Sole owner, member of firm, corporate official) (Individual, firm or corporate name)

Certification: The Undersigned Bidder certifies that his company is in compliance with Drug Free Workplace requirements in the State of Illinois.

Subscribed and sworn before me this _____ day of _____, 20____,
by _____. (Name of Signer)

(Seal)

(Notary Public)

Bid Form Attachment E – Certification of Prevailing Wage Rates

(COMPLETE AND SUBMIT WITH BID)

State of _____

County of _____

_____ being duly sworn, says that
he/she is _____ OF _____.
(Sole owner, member of firm, corporate official) (Individual, firm or corporate name)

Certification: The Undersigned Bidder certifies that his bid complies with Prevailing Wage Rate requirements for Livingston County, Illinois.

Subscribed and sworn before me this _____ day of _____, 20____,
by _____ . (Name of Signer)

(Seal)

(Notary Public)

Bid Form Attachment F – Certification of Buy American Act Requirements

(COMPLETE AND SUBMIT WITH BID)

State of _____

County of _____

_____ being duly sworn, says that
he/she is _____
_____ OF _____.
(Sole owner, member of firm, corporate official) *(Individual, firm or corporate name)*

Certification: The Undersigned Bidder certifies that his bid complies with the Buy American Act and Final Rule 87 Fed. Reg. 12780 requirements for Livingston County, Illinois.

Subscribed and sworn before me this _____ day of _____, 20____,
by _____ . (Name of Signer)

(Seal)

(Notary Public)

Bid Form Attachment G – Bidders Qualification

(COMPLETE AND SUBMIT WITH BID)

1.1. How many years has your organization been in business under its present business name?

1.2. What type of organization is your Company (i.e. corporation, partnership, individually owned)?

1.3. On separate sheet, describe Bidder's experience record in constructing the type of improvements embraced in this contract.

1.4. On separate sheet, describe Bidder's organization and equipment available for the work involved in this contract.

1.5. Supplementary Information: Provide information on 5 most recent projects of similar budget and scope including the following:

A. Project 1:

1. Project Name:

2. Project Completion Date:

3. Contract amount at award:

4. Total Change Order amount:

5. Owner Contact Information:

B. Project 2:

1. Project Name:

2. Project Completion Date:

3. Contract amount at award:

4. Total Change Order amount:

5. Owner Contact Information:

C. Project 3:

1. Project Name:

2. Project Completion Date:

3. Contract amount at award:

4. Total Change Order amount:

5. Owner Contact Information:

D. Project 4:

1. Project Name:

2. Project Completion Date:

3. Contract amount at award:

4. Total Change Order amount:

5. Owner Contact Information:

E. Project 5:

1. Project Name:

2. Project Completion Date:

3. Contract amount at award:

4. Total Change Order amount:

5. Owner Contact Information:

SIGNATURE: _____

Proposed Subcontractors Form

(COMPLETE AND SUBMIT WITH BID)

PARTICULARS

- 1.1. Herewith is the list of Subcontractors referenced in the bid submitted by:
(Bidder) _____

- 1.2. TO (Owner): Livingston County
Dated _____ and which is an integral part of the Bid Form.

- 1.3. The following work will be performed (or provided) by Subcontractors and coordinated by us:

LIST OF SUBCONTRACTORS

- A. Concrete: _____

- B. Masonry: _____

- C. Roofing: _____

- D. Plumbing: _____

- E. HVAC: _____

- F. Electrical: _____

- G. _____

- H. _____

- I. _____