

VILLAGE OF LINCOLNSHIRE
NOTICE TO BIDDERS
COMMERCIAL WATER METER PROJECT

The Village of Lincolnshire will receive sealed proposals until 10:00 a.m. local time on April 11, 2016, at the Lincolnshire Village Hall, located at One Olde Half Day Road, Lincolnshire, Illinois 60069-3035.

The Village is seeking proposals from interested and qualified licensed plumbing firms to perform commercial meter retrofits and replacements. Qualified plumbing firms must have an office within a 30 mile drive to the Village of Lincolnshire and have completed 3 to 5 similar projects in size and scope in Illinois.

Proposal specifications will be made available free of charge at the Village Hall of the Village of Lincolnshire, Lake County, One Olde Half Day Road, Lincolnshire, Illinois and at our website at www.lincolnshireil.gov/bid-information

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) and the Employment of Illinois Workers on Public Works Act (30 ILCS 570).

The Village of Lincolnshire reserves the right to defer the acceptance of a proposal for a period not to exceed 45 calendar days after the date proposals are to be received and to accept or reject any and all proposals and to waive technicalities and to accept the proposal which best meets the needs and requirements of the Village.

Village of Lincolnshire

Terry Hawkins
Utilities Superintendent

VILLAGE OF LINCOLNSHIRE REQUEST FOR PROPOSAL

RFP# 16-01

2016 COMMERCIAL WATER METER PROJECT

PROJECT DESCRIPTION

The Village of Lincolnshire hereby solicits qualified and interested state licensed plumbing firms to submit a proposal for the purpose of contracting with the Village of Lincolnshire in the commercial water meter replacement and/or automated meter reading retrofit project.

OVERVIEW OF THE VILLAGE OF LINCOLNSHIRE

The Village of Lincolnshire is located in Lake County approximately 34 miles from downtown Chicago, Illinois. The Village covers an area of approximately 4.59 square miles. The 2010 Census reported the Village's population as 7,275.

GENERAL REQUIREMENTS

Proposals must be received no later than 10:00 AM on April 11, 2016. Qualifications will be opened and evaluated in private and information will be kept confidential until an award is made. Four (4) hard copies must be submitted to:

Village of Lincolnshire
Attn: Terry Hawkins – Utilities Superintendent
One Olde Half Day Road,
Lincolnshire, IL 60069-3035

Phone: (847) 913-2383
Email: thawkins@lincolnshireil.gov

SCHEDULE OF EVENTS*

March 21, 2016	RFP Available
March 29, 2016	Questions due via e-mail to Terry Hawkins at thawkins@lincolnshireil.gov by 3:00 PM
March 31, 2016	Question answers to be posted to Village website
April 11, 2016	RFP Due to the Village by 10:00 AM
April 12 – April 15, 2016	Staff review of qualifications
April 18 – April 20, 2016	Notification/negotiations with preferred company
May 24, 2016	Anticipated Notice to Proceed

* Schedule subject to change

EVALUATION

Evaluation of proposals will be done by Village staff. Qualifications will be evaluated on experience in performing projects of a similar nature and adherence to specifications. These criteria are to be utilized in the evaluation for development of the short list of companies to be considered for interviews and/or potential negotiations. Individual criteria may in all probability be assigned varying weights at the Village's discretion to reflect relative importance. Companies are required to address each evaluation criteria below and to be specific in presenting their qualifications.

1. Experience/qualifications of the Company: The companies abilities and specific experience; proposed staff and specific staff experience.
2. Proposed methodology/approach to complete the services.
3. References/examples of similar contracts.
4. Demonstrated quality assurance procedures and schedule to ensure a timely, effective and professional provision of services.

SUBMITTAL REQUIREMENTS

- Name, address and brief description of the company
- Resumes of key personnel to be assigned to this project and current state plumbing license number.
- A one-page narrative as to the firm's interest, particular abilities and qualifications related to this project
- The company, in responding to the RFP, shall demonstrate a clear vision of the desired project outcome. "Boiler-plate" type submittals typically do not rank high. Submittals that demonstrate creative, unique, and cost effective philosophies and experience typically rank higher than "boiler-plate" approaches
- Description of 3 – 5 similar projects in the last 5 years that the company has completed such work.
- Examples of knowledge, expertise and/or experience with other related work.
- Provide labor pricing for meter retrofits and meter replacements per meter size

DETAILED SCOPE OF WORK

Funds have been budgeted in the 2016 capital improvement program to replace and/or retrofit the commercial meters in the Village. Badger Orion/ME water meters are the automated meter reading system the Village has elected to have installed. The Village currently anticipates retrofitting; (19) 1" meters, (65) 1 ½" meters and (20) compound meters. New meter replacement shall be for; (1) 1" meter, (24) 1 ½" meters, (55) 2" compound, (30) 3" compound and (6) 4" compound meters.

The following list of tasks is intended to be indicative of the types of activities contemplated under this contract. The actual scope of work may be negotiated.

Some activities may include but not be limited to the following activities:

1. All meter replacements and retrofit generators shall be purchased by the Village.
2. Contractor shall schedule all work with the building owner and Village staff.
3. All removed commercial meters and accessories are the property of the Village.
4. Contractor shall evaluate each application for proper meter sizing
5. Contractor shall assume liability of internal building valves and components.

PREVAILING WAGE ACT NOTIFICATION TO CONTRACTORS

Pursuant to P.A. 96-0437, effective January 1, 2010, a public body that fails to provide written notice to its public works contractors that a project is subject to Illinois prevailing wage requirements is, itself, liable for interest, penalties and fines as stated under Section 4(a-3) of the Act. Failure by the public body to provide written notice does not relieve the contractor of the duty to comply with the prevailing wage rate, nor of the obligation to pay any back wages, to the extent applicable under the Act. This notice is being provided for the mutual benefit of you and the Village.

This contract may call for the performance or delivery 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 the extent that the Act applies, to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. Related to the Act, the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1, et seq., requires contractors and subcontractors performing services on public works to have in place a written substance abuse program, which meets or exceeds the program requirements in this Act, on file with the Village.

As the prevailing rate of wages are revised by the Department of Labor and are available on the Department’s official website, the revised prevailing rate of wages shall apply to this contract and the cost therefore shall be borne solely by the contractor.

To the extent that the Act applies, all contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping and submittal duties, including the Substance Abuse Prevention on Public Works Act. If the contractor determines that the Act does not apply to it, contractor shall—in lieu of certified payrolls—submit a letter stating that the Act does not apply to it and setting forth the reasons therefor.