REQUEST FOR PROPOSAL (RFP) FOR
ADMINISTRATION OF WATER TOWER IMPROVEMENTS TO BE MADE TO THE CITY’S 1,000,000 GALLON SPHERE TYPE ELEVATED WATER TOWER FOR THE CITY OF GALESBURG, IL

RFP Circulation Date: March 9, 2013

Proposal Submission Deadline: April 3, 2013, 11:00 AM Local Time
Instructions to Offerors

1. An advertisement requesting proposals for the above work was published in the Galesburg Register-Mail on March 9, 2013. As stated in such notice, sealed proposals will be received until 11:00 a.m. local time, April 3, 2013 at City Hall, 55 West Tompkins Street, Galesburg, Illinois. Proposals shall be addressed to the Purchasing Agent.

2. The person, firm or corporation making a proposal shall submit it in sealed envelopes on or before the hour and the date stated above. The notation “Proposal for Administration of Water Tower Improvements Project” shall appear on the outside of the sealed envelopes. Four copies of the proposal shall be submitted.

3. The City reserves the right to request additional information on any project proposals submitted. Refusal to supply additional information may lead to rejection of any proposal submitted.

4. All offerors, by submitting a proposal, agree to protect the City of Galesburg from claims involving infringement of patent or copyrights.

5. All offerors shall submit with their proposal a certificate of their current Errors and Omissions policy.

6. All proposals shall be signed in ink by the authorized principals of the firm. Proposals will be logged, recording the time and date received by the City.

7. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer’s Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.

8. Each respondent shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this proposal for any reason of personal gain.

9. The City of Galesburg reserves the right to reject any and all proposals and to waive any informalities or technicalities in the proposal process. Any proposal submitted will be binding for sixty (60) days after the due date of the proposals.

10. The City has adopted an “Equal Employment Opportunity Clause” which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk’s Office, City Hall, Galesburg, Illinois.
11. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed proposals must be accompanied by a properly prepared Certificate of Compliance Form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.

12. Contractors and any sub-contractors will be required to comply with all applicable Federal and State laws, as amended to date, including those affecting labor standards and prevailing wage rates and those prohibiting discrimination on the grounds of race, color, national origin and sex.

13. Insurance coverage shall be carried by the successful proposer per the attached Special Provisions sheet for Contractor's Insurance. A copy of active insurance shall be provided to the City prior to the start of any work.

14. Successful proposer to whom an award shall be made pursuant to this procurement shall be subject to all applicable Federal and State laws and regulations, including but not limited to the Illinois acts commonly known as the Illinois Prevailing Wage Act (820 ILCS 130). Certified payrolls will be required to be submitted as a part of this project where applicable.

15. A site visit is NOT REQUIRED but is advisable; and can be arranged by contacting Richard Nelson at (309) 345-3650 during normal business hours.

16. Proposer certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of the proposal shall be observed by him. Evidence of any violation during the term of the agreement shall be considered sufficient reason to discontinue purchases by the City from that vendor.

17. The offeror certifies that he/she and his/her principals have not been barred from signing an agreement (contract) as a result of a violation of Section 33E-3 and 33E-4 of the Criminal Code of 1961 (Chapter 38 of the Illinois Revised Statutes).

18. The successful proposer is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such Agreement to any other person, company or corporation without the previous consent and approval, in writing, by the City of Galesburg.

19. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.

20. The awarded firm may be paid on a monthly basis for services rendered to date and upon proper submittal of a pay request. The City Council meets the first and third Monday of each month. In order to properly process payments the pay request must be submitted to the City by noon at least fourteen days prior to a City of Galesburg Council meeting in order to be included in the bills list for the upcoming meeting.
21. Questions regarding the project should be directed to Richard Nelson, Water Superintendent, City of Galesburg, 55 West Tompkins Street, P.O Box 1387, Galesburg, IL 61402, (309)345-3650.

22. City staff will evaluate all proposals submitted and select a firm based upon the information submitted in the proposals. At this time we do not intend to interview vendors. As such, it is imperative the consultant submit a complete proposal.

23. These instructions are to be considered an integral part of any proposal.

Dated: March 9, 2013

__________________
Kraig Boynton
Purchasing Agent
Specifications For
Administration of Water Tower Improvements

1.0 PROJECT SUMMARY:

This requests for proposals solicits proposals from qualified professional firms for project management on this project including: 1) preparation of specifications and bid documents, 2) bid review and recommendation, 3) preparation of contract documents, 4) conducting any necessary inspections during the project, and 5) pay application and payroll review for work to be completed on the city’s 1,000,000 gallon sphere type water tower located at 2133 Veteran’s Drive in Galesburg, IL. Work on this project will consist of minor repairs and painting.

2.0 PROJECT INFORMATION:

Information needed to create these documents should be obtained from a preliminary maintenance inspection that was performed in April of 2010 (copies are available at proposers request).

The scope of services shall generally consist of:

- Review technical specifications and construction contract documents.
- Bid preparation, review and recommendation.
- Assist the city in obtaining and reviewing all required shop drawings and schedules.
- Assist the city in construction contract execution including all required bonds, documentation and schedules.
- Coordinate shop drawing review with contractor and city.
- Inspect the construction work at the site on appropriate milestones.
- Set up payment schedules with contractor and the city.
- Receive and review prevailing wage certifications from contractor to the city.

3.0 SPECIFICATIONS FOR PROPOSAL

The proposal shall include the following information:

- Name of principal firm
- Address of principal firm
- Contact person
- Telephone number
- Email address
- Tax payer identification number
- Type of organization
- Above information for any sub-consultants to be used
- Description of services to be provided
- Detailed description of the public participation process proposed to be utilized
- Qualifications and previous experience with comparable projects
- References associated with previous experience
• Resume of key personnel who would be assigned to the project
• Completed “Certificate of Compliance”
• Completed “Proposal Form” (submit in separate sealed envelope)
• Any additional comments or information you may believe to be relevant and supportive of your qualifications to complete this project.

Proposals should be submitted to:

City of Galesburg
ATTN: Purchasing Agent
55 W Tompkins St
Galesburg, IL 61401

Submitted proposals will be accepted until 11:00 AM (CST) on April 3, 2013. Any proposals received after this time will be rejected.
REQUEST FOR PROPOSAL
ADMINISTRATION OF WATER TOWER IMPROVEMENT PROJECT
CITY OF GALESBURG, ILLINOIS

Company/Agency/Individual Name: ___________________________________________

Street/Mailing Address: ___________________________________________________

City/State/Zip Code: ______________________________________________________

Contact Person: ___________________________________________________________

Telephone Number: ______________________ Fax Number: __________________

E-Mail Address: _________________________________________________________

Tax Payer Identification Number or Social Security Number: _________________

Type of Organization (Please Check One)

___ Individual  ___ Sole Proprietorship  ___ Partnership
___ Corporation  ___ Government Entity  ___ Not-for-Profit Corporation
___ Tax Exempt Organization (IRC 501 (a) Only)

Other information, explanations, etc.:
_____________________________________________________________________
_____________________________________________________________________

By signing this Request for Proposal Cover Form, the consulting firm signifies agreement
with and acceptance of all the terms, conditions, requirements and specifications shown in
the Request for Proposal. The person signing below represents and warrants that he or she
has authority to bind and represent his or her company/agency.

_________________________________________  ___________________________
Typed or Printed Name of Person   Title of Person Signing Proposal
Signing Proposal

_________________________________________  ___________________________
Signature      Date
REQUEST FOR PROPOSAL
FOR
CITY OF GALESBURG, ILLINOIS
ADMINISTRATION OF WATER TOWER IMPROVEMENT PROJECT

Name of Offeror

__________________________________________________________

Business Address

__________________________________________________________

Telephone No. _________________________ Date of Proposal ______________________

The offeror above mentioned declares and certifies:

First – That this proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects, fair and without collusion or fraud.

Second – That no officer, employee or person whose salary is payable in whole or in part from the City of Galesburg, Illinois is directly or indirectly interested in this proposal or in any portion of the profits thereof.

Third – That said offeror has carefully examined the instructions to offerors and the Specifications, and will if successful in this proposal, furnish and deliver at the prices proposed/negotiated the services for which this proposal is made.

Fourth – That the prices quoted herein are net and exclusive of all taxes from which the City of Galesburg is exempt.

Fifth – That the cost of the professional services which meet the requirements as set forth in the Instructions and the Specifications aforementioned is:

BASIS OF COMPENSATION:

Analysis/Development of Plans and Specifications and assistance with bidding Not to Exceed $___________

Construction Management Not to Exceed $___________

Total Compensation Not to Exceed $___________
Sixth – That said bidder has executed the Certificate of Compliance and has submitted herewith.

________________________________
Person, Firm or Corporation

NOTARIZED:

_________________________________  BY__________________________________
SPECIAL PROVISIONS

PREVAILING RATE:
Not less than the Prevailing Rate of Wages as found by the City of Galesburg, or the Department of Labor, or determined by the Court of Review, shall be paid to all Laborers, Workmen and Mechanics performing work under this contract.

CERTIFIED PAYROLLS:
All work is subject to the Davis-Bacon Act and all prevailing wage laws. The contractor and all subcontractors shall submit certified copies of his payroll weekly for all work undertaken on the project. Failure to keep current on submittal of payrolls shall be cause to withhold payment for completed work.

PROOF OF INSURANCE:
The contractor shall carry insurance as required by the Standard Provisions. Proof of insurance coverages shall be submitted to the City and shall be kept in force until all work to be performed under the terms of the contract has been accepted.
SPECIAL PROVISIONS TO COVER
CONTRACTOR'S AND MUNICIPAL VENDORS

The Contractor, or Municipal Vendor, shall not commence work under this contract until he has obtained all insurance required under this paragraph, and such insurance has been approved by the City; nor shall the Contractor allow any sub-contractor to commence work on his sub-contract until all similar insurance required of the sub-contractor has been approved by the City.

<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>LIMITS</th>
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<tbody>
<tr>
<td>1) Comprehensive General Liability</td>
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<tr>
<td>Bodily Injury</td>
<td>$500,000 each occurrence</td>
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<td></td>
<td>$500,000 aggregate</td>
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<tr>
<td>Property Damage</td>
<td>$500,000 each occurrence</td>
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<td></td>
<td>$500,000 aggregate</td>
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<tr>
<td>OR</td>
<td>$1,000,000</td>
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<tr>
<td>Combined Single Limit</td>
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<tr>
<td>Comprehensive Form</td>
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<td>Premises-Operations</td>
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<tr>
<td>Explosion Collapse Hazard</td>
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<td>Underground Hazard</td>
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<tr>
<td>Products/Completed Operations</td>
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<tr>
<td>Contractual Insurance*</td>
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<td>Broad Form Property Damage</td>
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<tr>
<td>Independent Contractors</td>
<td></td>
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<td>*See separate Hold Harmless Agreement for Contractors and Municipal Vendors.</td>
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<th>COVERAGE</th>
<th>LIMITS</th>
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<tr>
<td>2) Automobile Liability</td>
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<tr>
<td>Bodily Injury</td>
<td>$300,000 each person</td>
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<td>$500,000 each accident</td>
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<td>3) Property Damage</td>
<td>$100,000 OR</td>
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<td>$500,000 Combined Single Limit</td>
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<td>Comprehensive Form</td>
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<td>Hired</td>
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<td>Non-Owned</td>
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Workers' Compensation

A. Statutory
B. $500,000 each accident

4) Excess Liability - Umbrella Form

Although not a minimum requirement unless specifically stated, all contractors should seriously consider an umbrella policy of at least $1,000,000.

The above insurance requirements are minimum insurance requirements, however, the City of Galesburg, Illinois reserves the right to demand specific insurance requirements for specific contracts.

The contractor, prior to execution of the contract, shall file with the City copies of completed certificates of insurance, satisfactory to the City, to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the progress of the work to its completion, being whenever the improvement called for by the contract shall have been completely performed on the part of the contractor and all parts of the work have been approved and accepted by the City, and the final payment made. The policy of insurance shall include the City as an additional insured or provide separate coverage with an Owner's Protective policy.

All such insurance must include an endorsement whereby the insurer agrees to notify the City at least 30 days prior to non-renewal, reduction, or cancellation. The contractor shall cease operations on the project if the insurance is cancelled or reduced below the required amount of coverage. All costs for insurance as specified herein will not be paid for separately, but shall be considered as incidental to the contract.
<table>
<thead>
<tr>
<th>EMPLOYMENT</th>
<th>SUPERVISORY</th>
<th>SALES</th>
<th>OFFICE</th>
<th>SKILLED</th>
<th>SEMI-SKILLED</th>
<th>NON-SKILLED</th>
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<td>OTHER</td>
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<td>FEMALE</td>
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(Please fill in the number of employees in each class)

1. The Contractor of Company will not discriminate against any employees or applicant for employment because of race, creed, color, sex, age, national origin, handicapping condition unrelated to ability to perform the job; and, will take affirmative action to ensure that applicants are employed without regard to their race, creed, color, sex, age, handicap or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training, including apprenticeship. The Contractor or Company agrees to post, in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

2. The Contractor or Company will, in all solicitations or advertisements for employees or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, age, handicapping condition unrelated to ability or national origin. The same shall hold true when recruitment sources are used to secure applicants.

3. The Contractor or Company agrees to notify all of its subcontractors of their obligation to comply with the non-discrimination policy.

4. In the event of the Contractor's or Company's non-compliance with the non-discrimination clauses of the Contract or Purchase or with any of such rules, regulations or orders, the CONTRACT OR Purchase may be cancelled, terminated or suspended in whole or in part and the Contractor or Company may be declared ineligible for further City Contracts or Purchases in accordance with the Affirmative Action Program adopted by the Galesburg City Council at their meeting on August 6, 1990.

By: ___________________________

BIDDER
All vendors doing business with the City of Galesburg, Illinois, shall read and agree to sign this Hold Harmless Agreement. In lieu of the vendor signing this agreement, the City will accept being named as an additional insured on the vendor’s general liability policy only as respects specific operations performed by the vendor on behalf of or on the premises of the City of Galesburg, Illinois.

“In consideration of your permitting us, our servants, our agents, employees and representatives from time to time to enter upon or to place or maintain equipment upon premises owned or controlled by you for the purposes of servicing our account, we agree to indemnify and hold harmless the City and its’ agents and employees from and against all claims for personal injury or property damage, including claims against the City, its’ agents or servants, and all losses or expenses, including attorney’s fees that may be incurred by the City in defending such claims, rising out of or resulting from the performance of the work and caused in whole or in part by any negligent act or omission of the Municipal Vendor, or anyone directly or indirectly employed by the Municipal Vendor or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in anyway by any limitation on the amount or type of damages, compensation or benefits payable by or for the Municipal Vendor, under Workers’ Compensation Acts, Disability Acts, or other Employee Benefit Acts.”

Subscribed and Sworn to Before me this __________, 20______

_______________________
Person, Firm, or Corporation

_______________________
Notary Public
The following information is needed to complete your vendor file and to comply with IRS requirements. Please fill out this form as completely as possible to ensure proper payment to you. Please return completed form as soon as possible to The City of Galesburg at the above address or fax number. Please call 309-345-3674 with any questions.

<table>
<thead>
<tr>
<th>BUSINESS NAME:</th>
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<tr>
<td>INDIVIDUAL NAME:</td>
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<td>(for Sole Proprietors as appears on Social Security Card)</td>
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<tr>
<td>BUSINESS ADDRESS:</td>
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<tr>
<td>CITY, STATE, ZIP:</td>
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**YOUR TAXPAYER IDENTIFICATION NUMBER:**

(FEIN or business tax ID. No.)

**OR, YOUR SOCIAL SECURITY NUMBER:**

If using SSN, enter the name on the card above as Individual Name.)

**PLEASE CHECK APPROPRIATE BOX:**

- [ ] Individual/Sole Proprietor  
- [ ] Corporation  
- [ ] Partnership  
- [ ] Other

**YOUR COMPANY PROVIDES:**

- [ ] Legal Services  
- [ ] Services  
- [ ] Materials  
- [ ] Other

**ARE YOU SUBJECT TO BACKUP WITHHOLDING?**

- [ ] Yes  
- [ ] No

**PERSON TO CONTACT:**

-  

**PHONE NUMBER:**

-  

**UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE.**

________________________  
Signature  

________________________  
Date

________________________  
Title

**FOR OFFICE USE ONLY**

- [ ] ENTERED INTO SYSTEM  
-  

**VENDOR NUMBER:**

-  

This form is based on IRS requirements for the same essential information as a W-9.
Only required to be submitted if your firm is the awarded vendor.

The City of Galesburg will no longer be issuing checks for vendor payments. The City will pay vendors through ACH by automatically depositing payments to a bank checking/savings account (once a month) or payment to vendors can be made by credit card at the time of purchase.

In order to process your next payment, please fill out the following information and provide a copy of a void check. Please mail to City of Galesburg, Accounts Payable, P.O. Box 1589, Galesburg, IL 61402-1589 or fax the completed form and a void check, if the funds are being deposited to a checking account, to the fax number listed below.

Vendor Name: ________________________________________________________________
Address: _________________________________________________________________
City, State, Zip Code: ______________________________________________________
Phone Number: ___________________________________________________________
Email Address: ____________________________________________________________
Bank Name: ______________________________________________________________
Checking/Savings Acct Number: __________________________
(Please indicate type of account by circling Checking or Savings)
Bank Routing Number: ______________________________________________________
Signature: __________________________________________________________________

Payment information will be e-mailed to you approximately 2 days prior to the funds being credited to your bank account. If you have any questions, please contact me.

Tifani Miller
Accounts Payable
City of Galesburg
309/345-3674
309/343-4765 fax