

REQUEST FOR PROPOSALS
RFP-0121 Building Repair and Rehabilitation
9805 S EWING AVE, CHICAGO, IL 6061
(General Contractor)

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Submission Deadline: November 19, 2021 @ 5:00 p.m.

To schedule a site inspection and evaluation: info@bozanova.com

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RFP ADMINISTERED BY BOZANOVA, INC

Contact: info@bozanova.com

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Contact: info@bozanova.com (preferred) / (682) 337-3080

BOZANOVA, INC is requesting proposals from contractors for the provision of repair and rehabilitation services of the building located at 9805 S EWING AVE, CHICAGO, IL 6061. The building is owned by El Centro de Trabajadores Unidos (CTU), a Non-profit organization that advocates for worker rights in the State of Illinois. The award shall be made to a responsible Proposer taking into consideration the evaluation factors set forth in the Request for Proposals (RFP) and, if necessary, obtaining best and final offers. A member of CTU, the Architectural firm, and BOZANOVA's staff will evaluate all proposals which may conduct negotiations for award of the contract. It is the intent to award one contract for the requested services.

A. Services Sought.

1. Location.

BOZANOVA, INC is requesting proposals from qualified firms ("Proposers" or may be referred to as "Contractors") for the provision of repair and renovation services in the building located at 9805 S Ewing Ave, Chicago, IL 6061.

2. Required Services and Approach to Required Services.

a. The successful Proposer shall be required to provide the services outlined in **Attachment #1: Project Design and Details**, for the above referenced property. The building has a gross Square Footage of 5,847 SF plus approximately, distributed in three floors, with mixed-use occupancy. The project has two stages as follows:

Stage #1

- 1st Floor 1,949 SF Occupancy- Office Space: this space will have office space, cubicles, and meeting rooms.
- Basement 1,587 SF Office Space, Commercial Kitchen, and 362 SF Storage

Stage #2

- 2nd Floor 1,949 SF Occupancy- Residential: this space will be dedicated to apartments.

Some preliminary work has already being done, including demolition and some plumbing, for which we encourage any potential Proposer to assist to the open house (or schedule an alternative visit)

b. The successful Proposer shall be required to furnish all equipment, machinery, transportation and other implements necessary to execute the contract. Proposer's Proposal should include an outline of the type of equipment, which the Proposer intends to use to ensure Proposer has sufficient equipment and supplies for the provision of services contemplated in this request for proposals.

c. The Proposer should propose a plan as to how the Required Services and any suggested and/or enhanced services will be performed. The plan should include the number of personnel, which will be used to execute the services and when the services will be performed, and estimated time to complete each service. The Proposer is specifically advised that BOZANOVA, INC reserves the right to approve any person, firm, or other party to whom it is proposed to award a subcontract under this contract. In the

event Proposer plans to subcontract any portion of the work, Proposer shall indicate in its plan the identity of the subcontractor(s) and the role of said subcontractor(s).

- d. The successful Proposer shall maintain that all employees have been trained in appropriate safety measures to ensure Proposer's employees are performing their work in a safe manner.
- e. Proposer will comply with the Davis-Bacon and Related Acts, and shall be required to pay wages not less than once a week. A current copy of the prevailing wage will be attached to Tech Spec and contractor shall attach a copy of the prevailing wage to bid proposal (**Attachment #3: Labor Reporting Requirements (contains two tabs)**). The award of contract shall be conditioned upon the acceptance of the wage determination.
- F. See Exhibits A and B for additional contract and technical information (**EXHIBIT A: CONTRACTUAL /EXHIBIT B: SUPPLEMENTARY TECHNICAL SPECIFICATIONS**)
- g. Proposer will demonstrate Good Faith efforts to incorporate at least 25% of employment or subcontracting to DBE's and/or Economically Disadvantaged populations.

3. Qualifications of Proposer

- a. The Proposer shall state their qualifications to provide the Required Services, which should include but not be limited to, previous similar services offered, current similar contracts being performed by Proposer, the length of time that this Proposer has been performing this service, the length of time employees who will execute the service have been employed by the Proposer, and any special qualifications those employees might have.
- b. The Proposer shall have a minimum of three (3) years previous experience providing similar services for similar sized projects prior to the date the proposal is submitted.
- c. The Proposer shall include responsibilities and relevant experience of the person(s) who will be actively engaged in managing the contract and supervising the employees providing the services.
- d. If any services are expected to be subcontracted, the Proposer shall also provide all of the above information for the subcontractor(s).

4. References/Client List.

- a. The Proposer shall provide a list of five (5) client references, at least three (3) of which shall be current clients, for whom the same or similar type of services as those sought in this RFP have been or are being provided.

5. Terms of Agreement.

- a. The terms of the agreement will be negotiated between CTU and the selected proposer. The contract will be monitored for acceptable services rendered throughout the contract term. CTU will have the option to cancel the contract in whole or in part during the contract term, for any reason or no reason, without penalty, upon notice. The Proposer will not be entitled to lost profits or any further compensation

not earned prior to the time of cancellation.

6. Payments and reporting requirements.

- a. Payment shall be made according to the Proposer's payment schedule contained in its proposal, or as negotiated by BOZANOVA, INC. In no event shall more than 80% of the total Price be paid prior to the completion of the project.
- b. Payments shall be paid to the Proposer within thirty (30) days contingent upon the receipt of properly documented invoices and with the condition that the Proposer has accomplished the services to the satisfaction of the CTU.
- c. Proposer shall maintain and provide CTU reports for federal funded projects: DCEO Job Count FTE Certification Form and the DCEO Ledger/Expenditure Summary (**Attachment #3: Labor Reporting Requirements (contains two tabs)**)

7. Proposal Deadline.

- a. Proposals must be received by BOZANOVA, INC by 5:00 PM, November 19, 2021 ("Submission Deadline"). Proposals should be sent in PDF format by email to: info@bozanova.com.
- b. A "received" confirmation email should be sent to the Proposer by BOZANOVA, INC within 24 hours of submission. If a confirmation email is not received within 24 hours, the Proposer shall send an a received inquiry email to info@bozanova.com or by texting at (682) 337-3080
- c. Proposals should not overpass 25mb in size. In the case the Proposer wants to include additional information that overpasses that limit size, it could be submitted by sending a link of an external cloud, like google drive, drop box, or similar (provide passcode or leave it open for viewers).

8. Evaluation

- a. Proposals will be reviewed and evaluated based upon the following criteria:
 - Completeness of proposal, approach to Required Services.
 - Qualifications of Proposer and qualifications of personnel selected to perform the services.
 - Past performance on contracts for similar services with respect to such factors such as costs, quality of work and ability to perform.
 - Budget/ Price.
 - Timeline/ Schedule to Complete Required Services.

9. Budget/Price.

- A budget and budget narrative shall be provided using the **Attachment #2: Budget**

10. Timeline/ Schedule to Complete Required Services.

- A timeline, and payment schedule shall be made by Proposer's indicating the milestones/ work performed by activity.

11. Site Inspection - Evaluation:

- A site inspection and evaluation is highly encouraged to evaluate the current building conditions to provide a realistic proposal. Interested Proposers can request a site visit by emailing info@bozanova.com. The building currently lacks electricity and water.

ATTACHMENTS:

- **Attachment #1: Project Design and Details (A and B)**
- **Attachment #2: Budget**
- **Attachment #3: Labor Reporting Requirements (contains two tabs)**

EXHIBITS

EXHIBIT A: CONTRACTUAL CONDITIONS

The successful Proposer will be required to enter a contract with the CTU. By submitting a Proposal, the Proposer acknowledges and agrees to comply with the following if they become the Proposer chosen by the CTU:

- a. Hold Harmless - The Proposer shall agree to indemnify and hold harmless CTU from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Proposer, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Proposer, including but not limited to costs and a reasonable attorney's fee. The CTU may, at its sole option, defend itself or allow the Proposer to provide the defense.
- b. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided under this contract.
- c. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
- d. Upon completion or termination of the contract and at the request of CTU, the Proposer will cooperate with CTU to facilitate the duplication and transfer of any said records or documents during the required retention period as specified hereinabove.
- e. To assure that these records shall be subject at all reasonable time to inspection, review, or audit by Federal, state, or other personnel duly authorized by CTU.
- f. Insurance - Attention is directed to the insurance requirements below. Proposers should confer with their respective insurance carriers or brokers to determine in advance of Proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. Proposers who fail to comply strictly with the insurance requirements may be disqualified from award of the contract:
 - a. The Proposer shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, or employees.
 - b. Minimum Limits of Insurance – The Proposer shall maintain limits no less than the following:

i. General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage with a \$2,000,000 annual aggregate. Contractor's RFP 0121 Building Repair and Rehabilitation, CTU.

ii. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for non-owned, hired automobile. Proposer's insurance shall include CTU as an additional insured as provided herein below. The requirements of this provision may be waived upon submission by Proposer of a written statement that no automobiles are used to conduct business.

iii. Worker's Compensation and Employers Liability: Insurance covering all employees meeting statutory requirements in compliance with the applicable state and federal laws. In lieu of naming CTU as an additional insured, Proposer shall provide to CTU a waiver of all rights of subrogation against CTU with respect to losses payable under such workers' compensation policy(ies).

iv. Subcontractors: Contracts shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

EXHIBIT B: SUPPLEMENTARY TECHNICAL SPECIFICATIONS

A. The Proposer shall file and pay for all the required permits and inspections necessary to complete the project.

B. The Proposer shall supply all materials, labor, tools and equipment, as specified in this Proposers Manual, required under this contract for a complete, neat and skilled installation.

C. Proposer shall remove and dispose of all debris and materials resulting from work.

D. Proposer shall be responsible for the repair of any adjoining work on which his work, in Any way, is dependent for its proper installation.

E. Proposer shall take all the necessary measures and precautions to protect surroundings and attachments (interior and exterior) and shall be liable for all damages that may be caused by his actions and work.

F. The Proposer shall perform all other work as required to deliver a completed and satisfactory job using skilled craftsmen. All measurements and the Scope of Work must be verified on the job by the Proposer.

G. The Proposer shall be responsible for securing the premises during the course of construction and shall not permit entry by any person or persons other than his employees, sub-Proposers and/or suppliers and be responsible for same.

H. The Proposer shall follow all OSHA requirements, which state that under the OSH Act, employers are responsible for providing a safe and healthful workplace.

I. The Proposer shall supply the CTU with certified payroll documentation. The Davis-Bacon and Related Acts apply to Proposers and sub-contractors performing construction, alteration, or repair with federally funded or assisted contracts in excess of \$2,000. Davis-Bacon Act and Related Act Proposers and sub-contractors must

pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates.