

Request for Proposal for Hazardous Materials Surveys & Phase I Environmental Site Assessment

The Villa Park Public Library was constructed in 1969. Building materials need to be tested for potential hazards since the library will be undergoing a complete renovation. These materials include but are not limited to asbestos (insulation, fireproofing, flooring, ceiling tile, and exterior materials) and/or lead based paint. A specialty contractor who is trained, licensed, and insured for this type of work is needed to perform the testing and potential abatement. The Illinois EPA requires a ten (10) day notice for abatement projects, in addition to the removal time.

Description of Work

A Phase I ESA for the site must include a review of records, site inspection, interviews, and historical research of the property and adjacent properties and a report. The work shall identify any potential environmental contamination liabilities. If the potential for contaminated soils is found, then it will be necessary to perform a Phase II ESA, which involves sample collection, analysis, and identification of hazards.

The Hazardous Materials Survey for the building shall include an inspection of the facility, identification of suspected hazardous materials (if any), sample collection, sample analysis, identification of the materials, hazard assessment, recommendations, and a report. The report and findings will be used if hazardous materials are identified and need to be abated prior to the start of construction. Hazardous materials may include, but are not limited to, lead- or asbestos-containing materials.

Terms of Proposal

Conformance with the Law – All Contractors who shall perform services for the Villa Park Public Library shall conform with the requirements of those provisions of Illinois law as shall govern the furnishing of service to municipalities.

Tax Exemption – The Villa Park Public Library is exempt from the Illinois State Municipal or County Retailers Occupation Tax, Service Occupation Tax, Use Tax, and Service Use Tax as described in Illinois Revised Statute Chapter 120. Proposal prices shall not include the cost of such taxes.

Public Safety and Convenience – The Contractor shall conduct work so as to ensure the least possible interference with the use of the premises and approaches thereto by both the owner and the public. The convenience of the General Public and the Occupants of the building and the protection of person and property are of prime importance and shall be provided for by the Contractor. The successful Contractor is solely responsible for ensuring that all work performed under this agreement is conducted in a safe manner and that all employees performing work for the contractor have received safety training on a regular and consistent basis and is in compliance with OSHA and other regulatory provisions.

Contract Execution – The Contractor agrees that upon the award of the Contract by the Library, he will execute the agreement and return the executed Contract to the Library within fifteen (15) days after the receipt of the Notice of Award and the Contract.

Default and Termination – If the Contractor fails to deliver the services specified in the agreement hereof for a period of more than fourteen (14) days for any reason, excluding acts of God, strikes and work stoppages, and acts of a common enemy, the Library shall have the right to terminate this contract forthwith and to secure the furnishing of said services by contract or otherwise, charging against the Contractor any excess cost incurred by the Library therefore, and to pursue any and all other remedies that the Library may have by virtue of any of the provisions of this contract and any and all other remedies provided by law.

Exceptions to Scope of Work – Change orders must receive prior written approval by both the Library and Contractor prior to commencement of the requested work.

Submittal Requirements – The proposal must include the following:

- An itemized summary of the costs and fees to be charged. Any conditions, qualifications, or assumptions made in determining these costs should be identified.
- A list of any data, supplies, or use of Library resources that your firm will expect to be provided by the Villa Park Public Library, if any.
- A statement that your firm agrees to comply with all terms and conditions of the contract as stated herein and attached hereto.
- Contact information for your firm, including the name(s) of the contact person(s), e-mail address(es), telephone number(s), and fax number(s).
- An executable proposal in the form provided by your company for such purpose, including this Request For Proposal and Independent Contractor's Agreement included as attachments thereto.
- References (name, address of job site, and phone number) from at least five (5) customers for whom you have completed comparable work.

Award of Contract

The contract shall be awarded to the proposal determined by the Library to be most responsive to the requirements of the services to be provided. The Library reserves the right to reject any and all proposals and to waive any and all technicalities. While price is the major consideration, the Library reserves the right to consider other aspects including but not limited to the following:

- The ability, capacity, and skill of the Contractor to perform the work.
- Whether the Contractor can perform the work promptly, without delay or interference.
- The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
- The quality of performance of previous contracts or services.
- The previous and existing compliance by the Contractor with laws and ordinances relating to the contract or service.
- The sufficiency of the financial resources and ability of the Contractor to perform the contract or provide the service.
- Such other information as may be secured having a bearing on the decisions to make the award.

All interested parties are encouraged to review the project onsite. Please contact Sandra Hill, Library Director to schedule a time to visit the site during normal business hours.

If you wish to respond to this request, please submit your proposal via e-mail, addressed to:

Sandra Hill, Library Director
Villa Park Public Library
305 S. Ardmore Avenue
Villa Park, IL 60181
630.834.1164
shill@vppl.info

Proposals should also be copied to the following parties:

Graham Harwood (Owner's Representative) – gharwood@ccsdifference.com

Andy Dogan (Architect) – ardogan@williams-architects.com

Proposals are due by 3:00 p.m. on Wednesday, August 9, 2017.

Late proposals will not be considered.

END OF REQUEST FOR PROPOSAL