

**Villa Park Public Library – Addition and Renovation Project
Construction Material Testing & Special Inspections Services – Request for Proposal
Date: March 22, 2018**

Dear Prospective Bidder,

On behalf of the Board of Trustees of the Villa Park Public Library we are requesting sealed proposals or e-mailed proposals for construction materials testing services and special inspections services for the new addition and renovation project at the Villa Park Public Library located at 305 Ardmore Ave. Villa Park, IL 60181.

PROJECT DESCRIPTION:

This is a phased library project with the construction of a 9300 SQFT addition and parking lot as phase 1 followed by the renovation of an existing 24,500 SQFT building. The library will remain operational throughout the construction period.

Project construction value is approximately \$7 Million.

- Union work is required; please verify union work will be utilized within proposal.
- Construction is scheduled to begin in May 2018. A 12 month construction period is anticipated.
- Construction material testing services and special inspections services included within the scope of work of this RFP will commence in May, 2018 and continue as may be required for 12 months.
- Services will be contracted by the Villa Park Public Library either by PO or contract.
- Services will be coordinated with the project's GC.

KEY DATES:

- RFP Issued 03/22/2018
- **Completed proposal must be submitted by 2 PM on 04/16/2018**
- Notice of Award and Scheduling of Services – 04/26/2018

KEY PROJECT TEAM MEMBERS:

Owner: Villa Park Public Library
Owner's Rep: CCS International, Inc (CCS)
General Contractor: TBD
Architect: Williams Architect (WA)

SCOPE OF SERVICES:

The project will require, among other items, material testing and special inspections of the following components per the 2009 edition of the International Building Code as adopted by the Village of Villa Park.

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|--|---------------------------|
| 1) Section 312300 | – Earthwork / Foundations |
| 2) Sections 051223, 053100 | – Steel Construction |
| 3) Sections 031000, 032000, 033000, 034100 | – Concrete Construction |
| 4) Section 042200 | – Masonry Construction |
| 5) Section 078100 | – Applied Fireproofing |
| 6) Asphalt Testing | |
| 7) Other Tests as needed | |

Also, parts of this RFP are the following documents:

- Exhibit A – Material Testing and Special Inspections Specifications.
- Exhibit B – Architectural, Civil and Structural Drawings.

All material testing and special inspections must conform to specifications and code as described. A set of construction document drawings prepared by Williams Architect delineating the scope of the project is available for review only at the Villa Park Public Library located at 305 Ardmore Ave. Villa Park, IL 60181.

Please review Exhibit A and Exhibit B and include any additional required tests or related information in your submitted proposal.

PROPOSAL FORMAT:

Please submit a fee breakdown structure, consistent with the categories of material testing and special inspections listed above.

The proposal should be complete and include itemization of the various types of tests and inspections that will be performed, hourly wage rates and services provided for each category of material testing and special inspections.

Your Proposal should include:

- Field Services including
 - Hourly Wage Rates
 - Equipment Charges
 - Travel Costs
 - Please note that overtime will not be allowed for travel time
 - Cylinder pickup charge
 - Reimbursables
 - Overtime Rate
- Laboratory Testing
- Consulting / Engineering Services including
 - Hourly Wage Rates
 - Report Preparation
 - Office Support, etc.
 - Reimbursables
 - Any minimum charge per day or hours per day

Please include a total material testing and special inspections services BUDGET for the entire project.



SUBMITTAL PRECEDURE AND DUE DATE:

Please let us know by email that your firm is interested in submitting a proposal on this project.

Proposals are to be submitted no later than 2:00 PM on 04/16/2018.

Proposals can be submitted to Sandra Hill and Graham Harwood via the following e-mails shill@vppl.info and gharwood@ccsdifference.com

Hard copies can be delivered to Villa Park Public Library located at 305 Ardmore Ave. Villa Park, IL 60181. All materials delivered must be submitted in a clearly marked envelope stating "Villa Park Public Library Construction Material Testing & Special Inspections Services"

Proposals will be evaluated in accordance with the Local Government Professional Services Act, and award is subject to approval by the Board of Trustees.

QUESTIONS:

The deadline to submit requests for clarification, modifications or questions is 03/29/2018 at noon. Questions are to be emailed to gharwood@ccsdifference.com and shill@vppl.info

Please contact me or Sandra Hill with any questions you might have.

Sincerely,

Graham Harwood
Principal
CCS INTERNATIONAL, INC.