



CITY OF HARVEY
Mayor Eric J. Kellogg
15320 BROADWAY AVENUE
HARVEY, IL 60426
(708) 210-5385 – PHONE

May 16, 2013

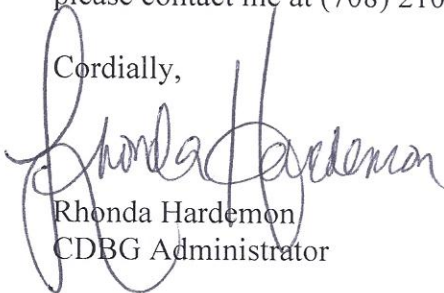
**RE: Request for Proposal
Asbestos Testing Services – Project #10-019 Phase II**

Dear Individual/Firm:

Enclosed please find a Request for Proposal (RFP) for the procurement of Asbestos Testing Services for the above listed project. Proposals are due by 10:00a.m. on Tuesday, June 4, 2013. The proposals will be opened and read aloud on the same day. An announcement of the accepted proposal will be made at the next official City Council meeting following the bid opening.

If you need additional information or have questions about the enclosed material, please contact me at (708) 210-5385.

Cordially,



Rhonda Hardemon
CDBG Administrator

Enclosures



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REQUEST FOR PROPOSALS

ASBESTOS TESTING SERVICES – CDBG

PROPOSAL DUE: TUESDAY, JUNE 4, 2013 – 10:00A.M

The City of Harvey, Illinois, a grantee of Community Development Block Grant (CDBG) through the US Department of Housing and Urban Development and Cook County, is seeking proposals from qualified individuals and/or firms that are registered with the Cook County Department of Environmental Control to perform certified asbestos testing services on six (6) properties slated for demolition.

The proposed project will require full compliance with all relevant Federal regulations (i.e. Davis-Bacon, Equal Employment Opportunity, etc.), as well as State, County and local regulations. You are invited to submit a proposal that includes your qualifications and a work plan for completion of the stated project.

Submit one original, sealed proposal by 10:00a.m., Tuesday, June 4, 2013 to the City Clerk's Office, 15320 Broadway Avenue, Harvey, IL 60426. **NO POSTMARKS ACCEPTED. All responses must be clearly marked, "ASBESTOS TESTING SERVICES,"** and shall be delivered between 9:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. The final contract for the aforementioned services will be awarded through a City review and negotiation process. Proposals will be read aloud on the same day at 10:00am. The approved proposal will be announced at the next official City Council meeting following the bid opening.

Bidders must conduct a personal examination of the proposed work for actual conditions and requirements of the Scope of Work. A pre-bid meeting will be held on **Wednesday, May 29, 2013 at 10:30a.m.** Bidders should contact the City at 708.210.5385 to confirm their participation in the meeting. Bidders shall not at any time after submission of the proposal, dispute or assert that there was any misunderstanding with regard to the nature of any work to be completed.

The bidder is specifically advised that the City of Harvey is a sub-grantee of the County of Cook for a grant made pursuant to the Housing and Community Development Act of 1974, pursuant to an agreement entered into and between the County of Cook and the City of Harvey. Payments to the awarded contract will be made by the City of Harvey only after it has received funds to make such payments from the County of Cook in accordance with the terms of the aforesaid agreement.

For questions or additional information, please contact Rhonda Hardemon, Grant Administrator at (708) 210-5385.

CITY OF HARVEY

ASBESTOS TESTING PROJECT SCOPE

The Scope of Work listed below is not inclusive of requirements from unforeseeable changes. All work shall be carried out with City direction, input and review.

I. PROJECT SCOPE

Professional services to be performed:

- On-site inspection, evaluation, sample collection and quantification of suspect asbestos-containing material (ACM). Samples to be initiated within one week of contract award.
- Provide the City with a report indicating the findings of each site, which will include a general property description, sample results, location and quantity of ACM, lab results, photos, inspectors/lab certifications, all within two weeks of contract award.
- Be in compliance with Cook County Asbestos and IDPH licensing regulations.
- Include a cost estimate for abatement of ACM for each site.

II. PROJECT DESCRIPTIONS

Construction: Scope of work is to provide asbestos testing services for six (6) properties slated for demolition.

Time Frame for Performance: These services must be implemented in a timely and efficient manner, and initiated within 7 days from contract award.

Contract: The firm fixed price contract will be utilized with the total amount allocated for testing services negotiated with the City.

III. CONTRACTOR QUALIFICATIONS

Experience: Provide information regarding your background and any relevant experience on similar projects and experience in the community where the project is located. Any subcontracts should be noted.

Staff: Provide resumes of personnel assigned to project. Include all required licenses, insurance coverage and professional liability coverage.

Project Approach: Provide a brief explanation regarding your firm's approach to completing project in a timely manner.

City of Harvey Contractor's License - Insurance/Bond Requirements

The City requires a liability policy of \$1,000,000.00 combined single limit for bodily injury and/or property damage, naming the City as additional insured under the policy. The City also requires that the firm provide a \$20,000.00 Surety Bond to the City of Harvey.

IV. Evaluation Criteria

Responses and supporting data will be evaluated based on the below criteria:

- A) Cost
- B) Qualifications of the Firm (Staff)
- C) Firm's technical approach including planning, organizing, and managing the project
- D) Familiarity with geographic area
- E) Relevant experience
- F) Completeness of proposal



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RFQ COVER SHEET

Yes/No

Has your company operated at least 1 year without interruption?

Has an owner of your company been convicted of a crime within past 10 years?

Does any employee or official of the City have any financial or other interest in company?

Does your company maintain insurance in amounts specified by City contract?

Are there any claims pending against this insurance policy? If yes, describe:

Does your company maintain Professional Liability Insurance?

List similar projects.

<u>Address</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Can company satisfy performance and payment bond requirements? If yes, please provide evidence of bonding capacity with bid packet.

Has company been in bankruptcy, reorganization or receivership in the last five years?

Has company been disqualified by any public agency from participation in public contracts?

Is your company licensed to do business in the State of Illinois?

The undersigned hereby accepts the terms and conditions as set forth herein. This page must be signed and dated by a representative legally authorized to bind the firm and submitted as part of the bid packet.

COMPANY NAME _____

AUTHORIZED SIGNATURE _____

EMAIL _____ PHONE _____

DATE _____



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BID DOCUMENT

ASBESTOS TESTING SERVICES

Provide lump sum cost to include inspection, analytical costs, and report.

The undersigned understands that the schedule must show a cost for each property listed and that if not done so by the undersigned the proposal may be rejected as incomplete. Abatement Estimate is NOT REQUIRED. It is your best estimate of what it might cost to remediate, and will have no impact on bid approval or rejection. NOTE: Based on bid amount, some properties may be removed from the final project list to meet budget requirements.

PROPERTY ADDRESS	UNIT	# OF SAMPLES	UNIT PRICE	ABATEMENT ESTIMATE
15226 ASHLAND AVE.	EACH	10	\$	\$
16107 FINCH AVE.	EACH	10	\$	\$
14725 MYRTLE AVE.	EACH	10	\$	\$
557 E. 149 TH ST.	EACH	10	\$	\$
131 E. 158 TH ST.	EACH	10	\$	\$
16010 PARK AVE.	EACH	10	\$	\$
BIDDER'S PROPOSAL ASBESTOS TESTING			\$	\$

AUTHORIZED SIGNATURE _____

FULL LEGAL NAME OF FIRM _____

PHONE _____

DATE _____