



JOLIET JUNIOR COLLEGE

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Architectural, Engineering & Environmental Consulting Services Capital Improvement Projects Qualifications-Based Selection

QBS Due Date: July 11, 2024 @ 2:00 p.m. CST

**Please direct qualification questions to: Matt Stephenson at purchasing@jjc.edu on or before
May 30, 2024 at 2:00 p.m.**

All proposals must be submitted electronically through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal.

Proposals must be received prior to 2:00 p.m. CST on Thursday, July 11, 2024.

The Board of Trustees of Joliet Junior College, District 525 Joliet, Illinois is seeking a statement of interest and qualifications from ARCHITECTURAL/ENGINEERING firms to perform the following services:

The college is seeking Professional services from qualified Architectural, MEP and Site/Civil/Landscape Design firms, to carry out A/E disciplines for various projects as they relate to fiscal Capital Improvement Project needs.

Firms submitting a statement of interest and qualifications, shall further submit current documentation verifying pre-qualification with the Illinois Capital Development Board, and include a current statement of qualifications and performance data (CDB Standard Form 255).

The letter of interest should be emailed to the attention of Matt Stephenson, Senior Director of Business & Auxiliary Services at purchasing@jjc.edu on or before May 30, 2024.

The statement of qualifications and performance data for the QBS shall include but not be limited to:

- a) Qualification of firm
- b) Ability of professional personnel
- c) Past record of performance and experience
- d) Performance record
- e) Proximity to site
- f) Current workload of professional personnel
- g) References



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Qualifications-Based Selection (QBS)
#R24006



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Joliet Junior College Qualifications-Based Selection (QBS)

Background

Joliet Junior College (JJC), the nation's first public community college, is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education, and literacy programs, workforce and workplace development services, and support services to help students succeed. The College has a combined total of approximately 11,500 full time and part time students enrolled in classes and about 1,377 staff on its main campus located within the city of Joliet, and its 5 extension campuses located in Romeoville, Morris, Frankfort, Weitendorf, and City Center in downtown Joliet.

JJC is the only public postsecondary institution within District 525 boundaries. JJC is located approximately 45 miles south of Chicago, the third largest city in the United States. Today, the 1,442-square mile district serves over 700,000 residents in Will, Grundy, Kendall, LaSalle, Kankakee, Livingston, and Cook counties. Multiple locations exist to serve residents throughout the district. The College consists of one (1) main campus (2) extended campuses, three (3) education centers, and multiple satellite locations throughout the district.

JJC has approximately 12,000 students per year enrolled in credit courses.

Vision Statement

Joliet Junior College is the first choice for learning, working and cultivating pathways to prosperity.

Mission Statement

Joliet Junior College inspires learning, transforms lives and strengthens communities.

OVERVIEW

JOLIET JUNIOR COLLEGE (JJC) is seeking professional services from qualified landscape architects, MEP, site/civil/surveying design firms as well as environmental consulting firms to carry out A/E and environmental disciplines for various projects as they relate to fiscal capital improvement needs. The college will be using the Quality Base Selection (QBS) procedure to select qualified firms.

Additional scope is discussed in the **SCOPE OF WORK** section of this proposal.



I. QBS SCHEDULE & SUBMISSION INSTRUCTIONS

Date (2024)	Event
Tuesday, May 14, 2024	Vendors contacted via email / advertised.
Tuesday, May 30, 2024 at 2:00 PM CST	Last date/time for submission of written questions through the ESM sourcing solutions tool under the Q and A section.
Tuesday, June 4, 2024	Responses to questions will be addressed by addendum.
Thursday, July 11, 2024 at 2:00 PM CST	Proposals must be submitted electronically through the ESM Solutions electronic sourcing site.
July 11 - 18, 2024	JJC Evaluation Team reviews proposals
July 23-25, 2024	Possible presentations by short-listed firms
Thursday, August 15, 2024	Notification of Award

A. ADVICE: The department responsible for this QBS is the Business and Auxiliary Services located at Campus Center, Building A, Room 3100, 1215 Houbolt Rd., Joliet, IL 60431-8938. The JJC contact will be the Senior Director of Business and Auxiliary Services, telephone (815) 280-6640.

B. SUBMISSION: The submission of a response shall be prima facie evidence that the supplier has full knowledge of the scope, nature, quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

Faxed and hard copy proposals ARE NOT acceptable. All RFPs must be submitted by the date and time of public opening (see above). All proposals must be submitted electronically through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal.

A step-by-step [supplier registration guide](#) is posted to the college's website for your reference. [General supplier guides](#) are also available on the ESM website. If you have any



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questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.

Registration Link:

<https://supplier.esmsolutions.com/registration#/registration/contactInformation/>

General Supplier Guide (ESM Documents):

<https://support.esmsolutions.com/hc/en-us/sections/115000917048-Supplier-Guides>

Supplier Registration Guide (JJC Document):

<https://www.jjc.edu/sites/default/files/Purchasing/FY2019/Supplier%20Registration%20Screenshots%20Final.pdf>

Please note the electronic sourcing tool will allow you to attach supporting documentation.

RFPs not submitted in the format as instructed by this RFP will not be accepted.

RFPs received after the date and time specified shall be considered LATE, and shall not be opened.

Accuracy of Proposals / Withdrawal of Proposals prior to RFP Opening: Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Proposals may be withdrawn in writing or by facsimile (provided that the facsimile is signed and dated by vendor's authorized representative) at any time prior to the opening hour. However, no proposal may be withdrawn for a period of one hundred twenty (120) days subsequent to the opening of the RFP without the prior written approval of the Senior director of Business and Auxiliary Services or Joliet Junior College.

- C. ADDENDA:** The only method by which any requirement of this solicitation may be modified is by written addendum.
- D. BLACKOUT PERIOD:** After the College has advertised for proposals, no pre-proposal vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of specifications, clarification of proposal submission requirements or any information pertaining to preproposal conferences. Such vendors making such request shall email the Senior director of Business and Auxiliary Services, at purchasing@jjc.edu No vendor shall visit or contact any College officers or an employee until after the proposal is awarded, except in those instances when site inspection is a prerequisite for the submission of a proposal. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such response.

II. GENERAL TERMS AND CONDITIONS

See Appendix A

III. FORMAT FOR RESPONSE



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To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified. All proposals must be submitted via email through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal. See item I.B above for more information.

A. TITLE PAGE: Show the QBS subject, the name of the vendor's firm, address, telephone number, name of contact person, and date.

B. TABLE OF CONTENTS: Clearly identify the materials by sections and page number(s).

C. LETTER OF TRANSMITTAL: Limit to one or two pages.

1. Briefly state the vendor's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
2. List the names of the persons who will be authorized to make representations for the vendor, their titles, address, and telephone numbers.
3. Vendor shall note any and all relationships that might be a conflict of interest and include such information with the proposal.

D. PROFILE OF VENDOR: Indicate the number of people in the organization and their level of experience and qualification and the percentage of their time that will be dedicated to this process.

1. Provide a list of the vendor's top ten current and prior two-year clients, indicating the type of services the organization has performed for each client.
2. Submit independently audited financial statements (one copy only). Such information will be considered in strict confidence.
3. Indicate any third-party firms involved with your program and state their role(s).
4. Provide contact information (name, phone number, and email address of at least three (3) references for projects of similar size and scope.

E. SCOPE SECTION: Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

F. RESPONSES TO ADDENDUM

G. PRICES RESPONSES

H. INVOICING PROCEDURE

1. Describe the firm's invoicing procedures.
2. Include documentation identifying all of the vendor's fees.

I. PROPOSED CONTRACT: Please submit a draft contract for the services being offered.



J. CERTIFICATION OF CONTRACT/BIDDER

IV. SCOPE OF WORK

See Appendix B

V. PROPOSED PRICING

The vendor should furnish a list of proposed prices for all services and materials to be used during the term of the contract. The list of proposed prices should be structured to be easily understood and inclusive of all cost for the proposed solution. The prices included herein are to be firm through the contract term unless noted otherwise by the vendor.

VI. EVALUATION

In evaluating the proposals submitted, JJC will apply the "Best Value" standard in selecting the supplier to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this QBS will be made to that vendor whose offer conforms to the QBS and it is determined to be the most advantageous, of "best value" to JJC, in the sole judgment of JJC. The selection process will include the following considerations through a weighted scoring system:

	DESCRIPTION	WEIGHT
1	The quality of equipment and services the firm proposes to provide and the extent to which they meet QBS criteria, including knowledge transfer to the client. The firm's overall experience, reputation, expertise, stability, and financial responsibility.	45%
3	The experience and qualifications of the staff assigned to service JJC's account and the firm's ability to provide service expediently and efficiently.	20%
4	Vendor's financial terms offered to JJC.	5%
5	Commitment to diversity*	20%
6	Any other relevant factor a business entity would consider in selecting a supplier, including firms proximity to JJC and ability to respond quickly	10%

*Commitment to diversity considerations may include:

- Business Enterprise Program (BEP) certification or utilization that meets or exceeds the college's 30% goal
- Assistance to BEP firms in obtaining lines of credit, insurance, equipment, supplies, or related services
- Percentage of prior year revenues for projects that incorporate the involvement of BEP firms
- Existence of a written supplier diversity plan or training/mentoring program for BEP firms
- Percentage of members serving the firm's governing board, senior executive, and managers who are women, minorities, or persons with a disability



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CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on or responding to this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

SIGNATURE OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM **MUST** BE ATTACHED WITH YOUR PROPOSAL



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Appendix A

General Terms and Conditions

Applicability: These general terms and conditions will be observed in preparing the proposal to be submitted.

Purchase: After execution of the contract, purchases will be put into effect by means of purchase orders or suitable contract documents executed by the Senior director of Business and Auxiliary Services.

Right to Cancel: JJC may cancel contracts resulting from this QBS at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar days written notice of such cancellation. Should JJC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.

Governing Law and Venue: This contract shall be construed in and governed under and by the laws of the State of Illinois. Any actions or remedies pursued by either party shall be pursued in the State and Federal Courts of Will County, Illinois, only after Alternate Dispute resolution (ADR) has been exhausted.

Dispute Resolution: JJC and the contractor shall attempt to resolve any controversy or claim arising from any contractual matter by mediation. The parties will agree on a mediator and shall share in the mediation costs equally.

Costs: All costs directly or indirectly related to preparation of a response or oral presentation, if any, required to supplement and/or clarify a proposal shall be the sole responsibility of and shall be borne by the vendor.

Proprietary Information: Vendor should be aware that the contents of all submitted proposals are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your proposal will be considered public information unless vendor identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While JJC will endeavor to maintain all submitted information deemed proprietary within JJC, JJC will not be liable for the release of such information.

Illinois Department of Human Rights Act

The parties to any contract (inclusive of subcontractors) resulting from this QBS hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. Any vendor awarded a contract as a result of this QBS must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.



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Sexual Harassment Policy

Pursuant to Section 50-80 of the Illinois Procurement Code, each bidder/respondent who submits a bid, proposal, or offer for a State of Illinois contract under this Code shall have a sexual harassment policy in accordance with paragraph (4) of subsection (A) of Section 2-105 of the Illinois Human Rights Act. A copy of the policy shall be provided to the college entering into the contract upon request.

Illinois Criminal Code of 1961

Responding vendors must not be barred from bidding on/responding to this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

Business Enterprise Program (BEP):

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575).

Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Commission on Equity & Inclusion (CEI), [Business Enterprise Program \(BEP\)](#) web site to obtain complete requirements and additional details. BEP certified firms and firms utilizing subcontractors for the project may be required to submit a [utilization plan](#) that meets or exceeds the college's goal.

If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal is required within the utilization plan.

Negotiation: JJC reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure the best possible consideration, be afforded to all concerned. JJC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of JJC.

Award: The successful vendor, as determined by JJC, shall be required to execute a contract for the furnishing of all services and other deliverables required for successful completion of the proposed project. The supplier may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from JJC.

Retention of Documentation: All proposal materials and supporting documentation that are submitted in response to this proposal becomes the permanent property of JJC.



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Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the contents to competing vendors. Contents for proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the vendor submitting the proposal response will be made available to the public.

Quantity: There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However, the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

Insurance: The supplier performing services for JJC shall:
Maintain worker's compensation insurance as required by Illinois statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s), which might occur in carrying out the services, referenced in this QBS. Minimum coverage will be TWO MILLION DOLLARS (\$2,000,000) liability for bodily injury and property damage including product liability and completed operations.

Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the services described in this QBS. Minimum coverage shall be TWO MILLION DOLLARS (\$2,000,000) per occurrence combined single limit for automobile liability and property damage.

Taxes: JJC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, JJC will not be responsible for payment of the taxes. The supplier shall absorb the taxes entirely. Upon request, JJC's Tax Exemption Certificate will be furnished.

Indemnification: The supplier shall protect, indemnify and hold JJC harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts, falsification of information, or omissions of the supplier.

In the event the supplier breaches its Business Enterprise Program (BEP) obligation as described within the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575) and pledged within the supplier's submitted utilization plan, the supplier is required to pay liquidated damages to Joliet Junior College equal to 20% of the award amount for college-funded projects. For projects involving state or federal funds, the supplier is required to pay liquidated damages to Joliet Junior College equal to the full amount of the award amount.



Appendix B

Scope of Work

TERM OF CONTRACT: Any contract, which results from this QBS, shall be for a period of three (3) years from the date of the contract award. Assuming continued availability of funding; JJC may, at its sole option and with the consent of the supplier renew the contract for up to an additional two (2) 1-year terms.

I. Overview

JOLIET JUNIOR COLLEGE (JJC) is seeking professional services from qualified architectural, MEP, site/civil/surveying design firms as well as environmental consulting firms to carry out A/E and environmental disciplines for various projects as they relate to fiscal capital improvement needs. The college will be using the Quality Base Selection (QBS) procedure to select qualified firms.

I. Project Summary

Joliet Junior College's Capital improvement needs places emphasis on safety, interior remodeling, site improvements, utility, mechanical and electrical equipment. The projects vary and are collectively created from project requests and Facility Services assessments. These individual projects are generally less than \$5 thousand in professional service fees, but can at times exceed \$25 thousand for professional services. The purpose of the QBS is to work with selected firms on multiple projects during the next five years.

II. Primary Objectives

The primary objective will be to provide the college with professional services for architecture, engineering, environmental consulting services and at times Construction Administration on an as needed basis for various capital improvements. Projects will range from minor interior remodeling, mechanical, electrical and plumbing design as well as site/civil and infrastructure improvements.

III. Scope of Services

1. Design: Provide Joliet Junior College's CM/PM with schematic design, design development and construction documents. In addition, the architect or engineer maybe required to provide construction budgets.
2. Environmental Consulting Services: Provides environmental consulting, industrial hygiene and laboratory services including inspection, project design and oversight, air monitoring, laboratory and training.
3. Construction Administration: The architect and engineer may be required to attend pre-bid meetings, post-bid review meetings, perform construction observation, respond to RFI's, evaluate change orders, develop punch lists, inspect work thru project completion and review contractor



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pay requests.

4. This QBS is not for the purpose of submission of complete A/E teams. All CDB qualified architectural, engineering and environmental consulting disciplines should submit. If a firm is full service providing complete architectural, mechanical, electrical, plumbing, structural, site/civil, landscape design, etc., they should submit their information as long as these services are self-performed in house. Do not submit services that must be subbed out to other consultants.
5. There is **not** a list of capital improvement projects available as part of the QBS. The selected firm(s) will work with JJC on an as-needed basis as projects are identified over the next five years. Capital Improvement projects are small in nature with A/E fees ranging from less than \$5k to more than \$25k per project. There will be no guarantee of the amount of services that will be required during this period.

IV. Additional Submission Information

The following information is to be considered when submitting your company information for this QBS process:

1. The Letter of Interest only requires a firm to submit a letter with their intent to submit the required qualifications for this QBS.
2. Fill out all sections of Form CDB Standard Form 255 other than areas asking for sub-contracted information. Those areas are to be left blank as companies should be submitting only for services they self-perform, and not sub-contracted services. Provide any information as part of this submission that you feel will help in your firms evaluation including renderings and photos (not a requirement for submission).
3. This QBS is based on services your firm self-performs. Do not submit sub-consultants to meet the 20% BEP requirements.
4. The Bidder's Certification Statement is a document stating that your firm is not barred from performing public work in the state of Illinois. It must be signed and turned in with your submission.
5. Submit resumes from your firms team only. Do not include resumes from any consultants.
6. Please submit your firms two most recent financial statements to meet the submittal requirement of Independently Audited Financial Statement.
7. Please submit a list of clients for the past two years, and projects that your firm has performed for them. This list does not have to be higher education clients. You may submit clients that are beyond two years if you feel it will help in your submission. Do not submit residential projects as they do not equate to relatable projects.
8. To clarify, firms are not submitting A/E teams. Only submit the service(s) that your firm self-performs without the need to sub-out to consultants. It is JJC's intent to hire architectural, MEP, site/civil and environmental firms on separate contracts. It is possible that firms will be submitting



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- for complete a/e services performed in-house. It not JJC's intent to hire an architect for an MEP only project. It is possible that JJC hire an architect, MEP firm, Site/Civil firm separately on a project. Those firms would then be required to coordinate and work together.
9. There is not a need to submit a proposed contract. JJC has a professional services contract in place that will be used with selected firms.
 10. The intent of this QBS will be to select multiple firms for JJC to work with over the next five years for capital improvement projects. We will choose from the firms selected to either provide a competitive proposal, or we may select one of the firms based on area of expertise and negotiate pricing.