

JJC Campus Master Plan Services
REQUEST FOR PROPOSAL
#R24005



JOLIET JUNIOR COLLEGE

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Joliet Junior College Request for Proposal

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 15,000 full-time and part-time students enrolled in classes and about 1,500 staff on its main campus in the city of Joliet and its four extension campuses in Romeoville, Morris, 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, two (2) education centers, and multiple satellite locations throughout the district.

Vision Statement

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

Mission Statement

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

OVERVIEW

The Board of Trustees of Joliet Junior College (hereinafter, "JJC") is requesting proposals from Providers for services relating to provide Campus Master Plan Services.

Additional scope is discussed in Appendix B **SCOPE OF WORK** of this proposal.



I. RFP SCHEDULE & SUBMISSION INSTRUCTIONS

Date (2024 and 2025)	Event
Tuesday, December 3, 2024	Vendors contacted via email / advertised
Monday, December 16, 2024	Last date/time for submission of written questions through the ESM sourcing solutions tool under the Q and A section.
Wednesday, December 18, 2024	Responses to questions will be addressed through the ESM sourcing solutions tool under the Q and A section.
Monday, January 6, 2025, by 2:00 PM CST	Proposals must be submitted electronically through the ESM Solutions electronic sourcing
January 7, 2025, through January 13, 2025	JJC Evaluation Team reviews proposals
January 14 through January 17, 2025	Possible presentations by two top short-listed firms
February 17, 2025	Notification of Award

- A. ADVICE:** The department responsible for this RFP 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 questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.



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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 – These terms and conditions will become part of the final awarded contract. Please note any of the terms that your firm wants to consider for negotiation.

III. FORMAT FOR RESPONSE

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



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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 RFP 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 five 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. While not a requirement for consideration, provide prequalification documentation with the Illinois Capital Development Board and include a current statement of qualifications and performance data (CDB Standard Form 255 or Form 330). Firms that cannot provide this documentation should explain why they are not or cannot be qualified within their proposal.
5. 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. PRICE RESPONSES

H. INVOICING PROCEDURE

1. Describe the firm's invoicing procedures.



2. Include documentation identifying all of the vendor's fees.
3. JJC requires minimum payment terms of Net 45.

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. SUPPLEMENTAL QUESTIONS

If the proposed product/service involves the usage, storage, or transmission of Joliet Junior College's stakeholder data, please respond to the following:

- A. Describe your organizations approach to the management of information security and to securely managing client information.
- B. Does your organization have an information security management policy?
- C. How do you safeguard client information at your organization?
- D. Does your organization have a comprehensive risk management structure for the management of client information?
- E. Do you utilize an independent third party to conduct annual information security penetration tests of your IT systems?
- F. List the type of documented information security policies that your firm has in place.
- G. Has your organization implemented any ISO27001 (or similar) principles or requirements?
- H. Has your organization experienced any information security breaches, ransomware, phishing, or malware incidents?

VI. PROPOSED PRICING

The vendor should furnish a proposed price for all services to accomplish the proposal's scope. The price proposal should be structured for easy evaluation and cost analyses. Unless noted otherwise by the vendor, the prices included herein will be firm through the contract term. Your proposal pricing should include estimated travel to the JJC campuses.

VII. 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 RFP will be made to that vendor whose offer conforms to the RFP 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 services the firm proposes to provide and the extent to which they meet	30%



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	RFP criteria, including knowledge transfer to the client.	
2	The firm's overall experience, reputation, expertise, stability, and financial responsibility.	30%
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.	15%
4	Vendor's financial terms offered to JJC.	5%
5	Commitment to diversity*	20%

*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



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 RFP 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 RFP 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 RFP must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.



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, women-owned, and/or persons with a disability-owned business in the procurement process. This solicitation strives to meet the 30% aspirational goal established for 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] as outlined below. Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](#) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to https://www2.illinois.gov/cms/business/sell2/bep/Pages/Vendor_Registration.aspx for complete requirements for BEP certification. BEP certified firms and firms utilizing subcontractors for the project shall submit a [utilization plan](#) and [letter of intent](#) 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 may be 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.

Opening of Proposals: Proposals will be opened in a manner that avoids disclosure of the



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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 RFP. 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 RFP. 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

I. PROJECT HISTORY

The College's most current full Master Plan was developed in the 2008 with updates in 2013, 2018 and 2023. The College now intends to develop a new Master Plan document to address the items listed below under OBJECTIVES. The intent is to create a living document which can be referenced and updated to follow the progress of the institution through the time period toward accomplishment of the plan(s). The master planning effort will address the needs of three primary locations including:

- Main Campus - 1215 Houbolt Road, Joliet, IL,
- Romeoville Campus - 1125 Romeo Road, Romeoville, IL,
- City Center Campus - 214 North Ottawa Street, Joliet, IL,
- Secondary leased sites and explore the potential need to acquire additional land and facilities.

II. OBJECTIVES

Primary Objectives:

- Determine the physical needs required to accomplish the College's strategic mission.
- Improve the functional and aesthetic quality of college facilities to aid in student recruitment and retention.
- Establish a plan for prioritized growth.
- Provide a programmatic basis for physical planning with a comprehensive and defensible approach to determining future space needs.
- Integrate physical planning with financial planning.

Specific Components:

- **Space Analysis Study** - To provide a comprehensive report including an inventory of existing facilities and utilization and an analysis of present and future facility needs through the year 2035, including recommendations for short term and long term solutions.
- **Site Plan** - To provide a Facility Master Plan drawing(s) illustrating the potential building footprints for new construction integrating the physical factors of climate, topography, geotechnical reports, utilities and immediate surroundings; to integrate regulatory factors of local codes, zoning ordinance, setbacks, drainage and open space requirements.



- **Construction Costs** - To provide a construction cost estimate for each proposed project included under the approved Master Plan.

III. SCOPE OF SERVICES

The chosen Architect/Engineers scope of work shall include, but not be limited to the following:

A. PREPLANNING

Methodology. Provide a brief explanation of the process to be used to accomplish the following tasks:

- Facilities Assessment
- Analysis and Documentation
- Work Sessions/Recommendations
- Final Documents

Schedule. Develop a tentative project schedule outlining the phases of the study and the dates associated to complete them.

B. SURVEY/INTERVIEWS

Architect/Engineer shall develop a survey, interrelate the responses, summarize the results and identify potential conflicts. Survey(s) and interviews conducted by the architect/engineer will include students, faculty, staff, administrators and community leaders.

Gathering of data regarding the needs for space is one of the most important components of this study. Recommendations made by the Architect/Engineer must be based on accurate and complete information. Interviews shall be held to confirm and verify survey results.

The survey shall have as a minimum the following:

- Brief description of the department's function.
- Department's current location(s) within the facility for office, storage, program space, etc. including square footage assigned to each functional area
- Current and projected staff positions and numbers.
- Department's functional relationships regarding physical adjacency.
- Department's future facility space requirements with a brief description of use and number of people to be accommodated.
- Ideal location/area and configuration within the facility.
- Identification of space(s) to allow for future growth and change.
- Facility Security Considerations
- Identify areas in the facility to be improved, remodeled or expanded.
- Architect/Engineer prepares and submits writing meeting record notes of all interviews conducted.

C. FACILITIES ASSESSMENT



Architect/Engineer shall visit the buildings and site and shall become familiar to provide an in-depth review of the existing facilities including but not limited to:

- ADA/Illinois Accessibility Code compliance
- Existing space utilization
- Individual condition of architectural building interiors and overall condition of exterior components
- Condition of MEP systems
- Overall structural systems relative to building alterations and additions
- Site constraints relative to setbacks, building additions and parking
- Document applicable codes and ordinances which may affect alterations and/or new construction.
- Review Owner's asbestos study for an understanding of the financial impact on abatement.

D. ANALYSIS AND DOCUMENTATION

Architect/Engineer shall:

- Determine and develop recommendations covering the current and future space requirements for each group/department.
- Prepare written information and required master plan drawings into a final draft document with preliminary recommendations.

E. WORK SESSIONS/RECOMMENDATIONS

Architect/Engineer shall review preliminary recommendations with the College for comment and approval during work sessions and prior to issuing the final document. The recommendations shall include a summary of the following: (1) facility needs assessment, (2) proposed solutions, (3) proposed facility projects and (4) potential sites for new construction, if applicable.

- **Facility needs assessment** - An overall statement(s) should be made regarding why the facility needs are important to accomplish and establish the relationship to the College Strategic Plan.
- **Proposed solutions** - Proposed solutions should be organized into general comments about each facility/organization. The proposed solutions should represent concepts of how space may be remodeled or added to fulfill the future facility needs.
- **Proposed facility projects** - This section should contain a listing of the proposed facility projects, following the outline of the proposed solutions, with estimated construction costs. The construction costs shall include A/E professional fees and shall be expressed in 2006 dollars.
- **Potential sites for new construction** - A site master plan drawing(s) shall be developed illustrating the potential areas for new construction and all other site improvements.



F. FINAL DOCUMENTATION

Architect/Engineer shall prepare a final report and submit twenty-four (24) complete copies to the College. This shall include a meeting with the College to present and discuss the contents formally. All documents should also be provided in electronic format compatible with Microsoft Word for text-based documents and in electronic format compatible with AutoCAD and PDF for all drawings/graphic documents. Additionally, the Architect/Engineer will provide an executive summary and presentation documents suitable for use in the College for formal presentations and fundraising efforts.