



## **Broadview Public Works Department**

2734 South Ninth Avenue • Broadview, Illinois 60155-4859

Telephone: (708) 681-3602 • FAX: (708) 681-6254

Matthew Ames, Director

### **REQUEST FOR QUALIFICATIONS**

The Village of Broadview (hereinafter "Village"), located in Cook County, Illinois, is seeking proposals for the design and installation of four monument signs within the Village limits on Roosevelt Road and Cermak Roads. The Village intends to enter into a contract with a qualified and responsible firm for such services, and accordingly are furnishing herein a set of specifications by which such proposals shall be judged. Any firm (hereinafter "Contractor") desiring to furnish a quotation for such services shall submit proposals following the instructions and format of the attached Request for Qualification (RFQ) documents.

### **SCOPE OF SERVICES**

1. The Contractor shall design and supply all equipment, labor, and materials necessary to complete the installation quantity of one 82"W x 50"H and 1.5" thick HDU.
2. Base and columns should not exceed (108"L x 74"H) overall.
3. The Contractor shall design and supply all equipment, labor, and materials necessary to complete the installation quantity of three 74"W x 48"H and 1.5" thick HDU.
4. Base and columns should not exceed (98"L x 74"H) overall.

### **SUBMITTAL REQUIREMENTS**

Responses to this Request for Qualifications must include the following information:

- Firm name; phone, address (including e-mail address) and FAX numbers; and name of primary contact.
- A summary of the firm's experience in fence installation within the past 5 years. Summary should include a list of projects, a brief description and a contact name/telephone number. Examples of work may be attached.
- A list of individuals who would be assigned to work on the project and a description of their qualifications related to the Scope of Services outlined in this RFQ.
- A brief description of the firm's approach and an outline of preliminary plans which to accomplish the Scope of Services outlined in this RFQ.
- RFQ response must be signed by a person authorized to sign on behalf of the



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- consulting company.
- Response is limited to no more than seven (7) pages excluding work examples and resume.

Responses to the RFQ must be mailed or hand delivered to:

LeTisa Jones, Village Administrator  
Village of Broadview Municipal Building  
2350 South 25th Avenue Broadview, Illinois 60155

Responses whether mailed or hand delivered, must arrive no later than **5:00 p. m., CST on September 22<sup>nd</sup>, 2023**. No submittals will be accepted after that date and time. The Village will not be liable for delays in delivery of responses due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals shall be rejected.

### **EVALUATION CRITERIA**

A qualifications-based selection process will be used to select a contractor for this project. The selection will be made from the submitted proposals. The following information will be used to evaluate and rank responses:

- Compliance with RFQ requirements.
- Experience and qualifications of the contractor and assigned personnel.
- Competitive Cost Proposal
- Professional references.

### **SELECTION PROCESS**

The Village will evaluate all responsive RFQ submitters and rank them based on experience, qualifications, cost proposal and criteria listed above. The Village may conduct interviews during the selection process. Contract selection followed by a negotiated contract is expected to be in place by September 29<sup>th</sup>, 2023.

### **TERMS AND CONDITIONS**

Questions regarding this RFQ or the submittal process should be addressed via electronic mail to Matthew Ames, [mames@broadview-il.gov](mailto:mames@broadview-il.gov). All responses will be provided via electronic mail. Unauthorized contact regarding this RFQ with any other Village employee may result in disqualification.

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If selected, contractor will be required to execute a Village of Broadview Professional Services Contract. The Village reserves the right to reject any and all submittals and to waive irregularities and informalities in this RFQ process. This RFQ does not obligate the Village to pay any cost incurred by respondents in the preparation and submission of a statement of qualifications. All such costs shall be borne solely by each submitter. Furthermore, the RFQ does not obligate the Village to enter into a contract or proceed with the procurement of the project. Materials submitted in response to this competitive procurement shall become the property of the Village and will not be returned. All submittals received will remain confidential until the Village and the successful contractor sign the agreements resulting from this advertisement. All submittals are deemed public records and are subject to the Public Records statute.