

**REQUEST FOR PROPOSALS (“RFP”) FOR
REPAIR AND UPGRADE SERVICES FOR
STORM WATER PUMP FACILITIES**

Required for use by:

**Illinois International Port District
(IIPD)**



All proposals and other communications must be addressed and returned to:

Mr. Clayton Harris III
Executive Director
Illinois International Port District
3600 E. 95th Street
95th and the Lakefront
Chicago, Illinois 60617-5193
director@IIPD.com

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M., ON FEBRUARY 16, 2017

**MICHAEL K. FORDE
CHAIRMAN**

**CLAYTON HARRIS III
EXECUTIVE DIRECTOR**

Illinois International Port Authority
REQUEST FOR PROPOSALS (RFP)

RFP HIGHLIGHTS

- ❖ The Illinois International Port Authority (“IIPD” or “Authority” or “Port of Chicago”) is hereby issuing this request for proposals (“RFP”) seeking proposals from qualified and experienced contractors and businesses interested in performing either or both of the following services concerning the pump facilities located at IIPD’s Lake Calumet facilities (130th Street & Butler Drive, just east of the Bishop Ford Expressway):
 - PUMP REPAIR SERVICES: Repair existing storm water pumps, including repair and/or replacement of check valves and pump motors;

and/or
 - PUMP CONTROL SYSTEM UPGRADE SERVICES: Perform retrofit upgrade of pump control systems, including electrical installation services
- ❖ All potential respondents are encouraged to perform a physical inspection of the pump facilities on IIPD property prior to submitting a response. IIPD will accommodate and coordinate inspections by appointment for potential respondents interested in inspecting the existing condition of the pump facilities.
- ❖ Potential respondents are not required to submit a proposal for all of the services sought and may submit proposals in response to only specific portions of the services sought.

TARGET SCHEDULE

| Event | Target Date |
|-------------------------------------|---|
| RFP Issuance | January 17, 2017 |
| Due Date for All Bids | February 16, 2017 at 4:00 pm Central time |
| Commencement of Bid Awards (if any) | TBD |

Respondents that download a proposal from the IIPD’s website: <http://www.iipd.com>, instead of obtaining the hard copy paper proposal from the IIPD’s Central Office, are responsible for checking the IIPD’s website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the IIPD’s website will not relieve the Respondent from being bound by any additional terms and/or conditions For all information concerning this RFP, including questions from Respondent(s)s and responses from IIPD, and any updates to this RFP, Respondent(s)s are urged to frequently refer to IIPD's website at: <http://www.iipd.com>

COMMUNICATION DURING THE RFP PROCESS

All questions or requests for clarification shall be in writing and must be sent by email to director@iipd.com, and directed to the attention of Clayton Harris, III, Executive Director. Emails must clearly indicate “Questions and Requests for Clarification” in the subject line and must refer to “Request for Proposals (RFP) for repair and upgrade services for storm water pump facilities.”

CAUTION: DEADLINES AND PROCEDURES FOR SUBMITTING PROPOSALS

To be assured of consideration, proposals must be received by the Executive Director, at the immediately above-listed address, no later than 4:00 p.m. Central Standard Time on February 16, 2017. Respondent must submit one (1) hard copy original, five (5) duplicate hardcopies and five (5) electronic copies in .pdf format on a CD-ROM, of the respondent’s proposal(s). The original documents must be clearly marked as “ORIGINAL”, and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.

When responses are delivered by mail or messenger to the Executive Director, the Respondent is responsible for their delivery BEFORE the due date and time. If delivery is delayed beyond the date and hour set for the receipt, said responses so delayed will not be considered and will be returned unopened at the expense of the Respondent.

Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

The Executive Director reserves the right to reject any submittal that deviates from the submittal requirements. No additional or missing documents will be accepted after the due date and time except as may be requested by the Executive Director.

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REQUEST FOR PROPOSALS (RFP)

I. Background

The Illinois International Port District (IIPD) is an Illinois municipal corporation created to promote the shipment of cargoes and commerce through its facilities. IIPD is the owner and master landlord controlling two land areas in South Chicago: Iroquois Landing, an open paved terminal with 3,000 linear feet of ship and barge berthing space located at the mouth of the Calumet River in the southwest corner of Lake Michigan; and Senator Dan Dougherty Harbor (Lake Calumet) which currently is home to various harbor operations and terminals located at the junction of the Grand Calumet and Little Calumet Rivers, situated six miles inland from Lake Michigan. IIPD's harbor facilities are served by rail facilities and are adjacent to three interstate highways and feature an abundance of warehouse facilities. IIPD currently leases facilities within its harbor areas to freight forwarders, export packaging, customs brokers, consolidators, shippers' associations, forwarders and expeditors, specialists in fragile and perishable cargoes, and many other users.

II. General Information

The Illinois International Port Authority ("IIPD" or "Authority" or "Port of Chicago") is hereby issuing this request for proposals ("RFP") seeking proposals from qualified and experienced contractors and businesses interested in performing either or both of the following services concerning the pump facilities located at IIPD's Lake Calumet facilities (130th Street & Butler Drive, just east of the Bishop Ford Expressway) detailed hereinafter. The pump facilities at the Lake Calumet location include 4 water pump systems in need of varying repair and upgrade.

(A) PUMP REPAIR SERVICES:

Repair existing storm water pumps, including repair and/or replacement of check valves and pump motors, specifically as follows:

- (a) Maintenance/repair, sufficient to return to general operating condition, for Pump No.'s 1, 2 and 3;
- (b) Repair/replacement of Check Valves for Pump No.'s 1, 2, 3; and
- (c) Repair of motors for Pump No.'s 1, 2 and 4.

(B) PUMP CONTROL SYSTEM UPGRADE SERVICES:

Perform retrofit upgrade of pump control systems for Pump No.'s 1, 2, 3 and 4, including electrical installation services. The system upgrade shall include touch screen displays, Ethernet and wireless communication connectivity to facilitate remote operating and monitoring capability.

Additional Details:

1. The selected contractor(s) will be responsible for all necessary supervision, labor, materials, tools and equipment required to perform the services, including removal, repair and reinstallation of the pumps, check valves, motors and related equipment. The contractor(s) shall coordinate with the IIPD on any work to be performed at the site location and specify any work to be conducted off-site, including identification of the location of such work.
2. All parts used for repair and in reassembly of the pumps shall be the factory OEM components, manufacturer's authorized parts or otherwise specifically approved by the IIPD prior to installation.
3. All work shall be performed in accordance with National Wiring Standards.
4. All work shall be quality work, performed according to the standards of the industry and to the complete satisfaction of the IIPD. Unsatisfactory work shall be immediately corrected by the contractor at no additional cost to the IIPD.
5. Personnel used for the performance of this work shall be properly trained and qualified to perform pump work on the variety and complexity of the pump systems at the IIPD facilities. The contractor shall provide and keep up to date a list of all personnel performing work under this contract with classifications denoted, as well as written evidence of the personnel's qualifications for those classifications.

III. Response Requirements

A. *Minimum Respondent(s) Requirements:* In order to be considered, all Respondent(s) proposals must meet the following Minimum Requirements:

1. Information must be received on time.
2. Information must be complete, in conformance with the specifications and other requirements of this RFP and include all documentation, evidence or verification requested.
3. Respondent(s) must agree to comply with applicable local, state and federal laws and regulations governing the conduct of firms in business with the State of Illinois.

B. *General Respondent(s) Requirements:* Proposals should be as thorough and as detailed as possible so that IIPD may properly evaluate a respondent(s)' capabilities to provide the required services.

1. Specifically identify any and all portions of RFP being responded to within submittal and provide general discussion of scope of work (for each portion responded to).
2. Describe the Respondent's proposed methods and procedures for providing services including procedure for providing cost estimates.
3. Discuss Respondent's organization including size and structure of firm. State whether respondent will self-perform proposed services and/or include any joint venture arrangements. If joint venture, discuss portions of the work to be performed by each joint venture partner, contractor and/or subcontractor.
4. Provide a statement of relevant experience and/or qualifications relevant to any portion of the work being proposed, and include additional statements for all joint venture partners relevant to the portion of work to be performed by each such partner to outline their technical experience and qualifications. Identify all certifications and/or accreditations that Respondent, and any joint venture partner, has received or attained. Respondents should demonstrate understanding of all applicable standards for performance applicable to the pump facilities subject to this RFP and explain plans for compliance with applicable standards.
5. Provide a complete proposed pricing schedule for services proposed, including sub-categorization of pricing for labor, material, equipment, parts and other material components of the work. Include all applicable hourly rates for labor and/or field service work. Respondents shall submit separate pricing for each subsection of the scope of work proposed (for example: maintenance bids shall be segregated into individual pricing for services to be provided in relation to each specific pump).

C. *Changes by Respondent(s).* If Respondent(s) changes any element(s) of its bid, IIPD, or Port Authority, in their discretion, may disqualify the Respondent(s).

IV. Requests for Inspection / Communication during RFP Process

All potential respondents are encouraged to perform a physical inspection of the pump facilities on IIPD property prior to submitting a response. IIPD will accommodate and coordinate inspections by appointment for potential respondents interested in inspecting the existing condition of the pump facilities.

IIPD's contact person for this solicitation and requests for scheduling inspection arrangements is Clayton Harris, III, who can be reached at:

Clayton Harris, III Executive Director

director@iipd.com

Unless otherwise agreed in advance with Clayton Harris III, Respondent(s) must not communicate directly or indirectly with any IIPD Trustee, officer, employee, or other representative of IIPD or its advisors or customer (Port Authority) or their advisors on matters related to this RFP other than the contact person specified above or his designee.

Answers to questions of general interest, updates and addenda will be posted on the IIPD website: <http://www.iipd.com>

The Authority will review all properly submitted responses and if necessary, may request additional information (in writing and/or through presentations or interviews) or written clarification.

V. Deadline and Procedures for Submitting Proposals

To be assured of consideration, proposals must be received by the Executive Director, at the immediately above-listed address, no later than 4:00 p.m. Central Standard Time on February 16, 2017.

Respondent must submit one (1) hard copy original, five (5) duplicate hardcopies and five (5) electronic copies in .pdf format on a CD-ROM, of the respondent's proposal(s). The original documents must be clearly marked as "ORIGINAL", and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.

VI. Resident Businesses / M/WBE Participation / Hiring Practices

Preference will be given to Illinois resident businesses and M/WBE certified businesses, when possible. IIPD seeks to reach goals of (26%) Minority Business Enterprise ("MBE") participation and (6%) Women Business Enterprise ("WBE") participation in goods and/or services relating to contracting matters. Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, respondents are encouraged to offer such business to minority and/or women-owned businesses. Respondent shall indicate all plans to address the IIPD's MBE and WBE goals.

The Respondent shall agree to comply with the constitution of the United States, the Civil Rights Act of 1964 (42 U.S.C. sec. 1971 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. sec. 794), the Americans With Disabilities Act of 1990 (42 U.S.C.1210 et seq.) the Constitution of the State of Illinois, the Illinois Human Rights Act (Ill. Comp. Stat. 1992, Ch. 775, Sec. 5/1-101 et seq.), the Cook County Human Rights Ordinance.

VII. IIPD's Rights to Reject Proposals

IIPD, acting through its Executive Director, reserves the right to reject any and all Proposals that do not conform to the requirements set forth in this RFP. IIPD further reserves the right to award in part or in whole, to one or more vendors, or to reject any or all proposals, whichever is deemed to be in its best interest of the IIPD.

VIII. Miscellaneous

Respondent(s) are urged to refer frequently to IIPD's website. IIPD will post questions from Respondent(s) and IIPD's responses as well as corrections, addenda and updates to this RFP, if any.

IIPD's website is: www.iipd.com