

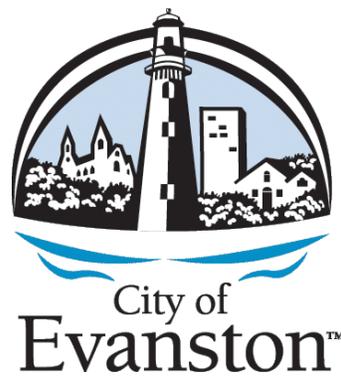
**CITY OF EVANSTON**  
**REQUEST FOR QUALIFICATIONS**

**NUMBER: 25-65**

**For**

**Evanston Service Center Renovation**

**December 4, 2025**



**SUBMISSION DEADLINE:** **2:00 P.M., January 6, 2026**

**PRE-SUBMISSION MEETING:** **Non-mandatory**  
**9:30 A.M., December 11, 2025**  
**Service Center Conference Room, 2<sup>nd</sup> Floor**  
**2020 Asbury Avenue**  
**Evanston, IL 60201**

**ELECTRONIC BID SUBMITTAL:**

Bid responses will only be accepted electronically  
via E-bidding through DemandStar ([WWW.DEMANDSTAR.COM](http://WWW.DEMANDSTAR.COM))

**It is highly recommended that new DemandStar users complete the account setup  
process prior to project due date/time.**

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## CITY OF EVANSTON

### NOTICE TO PROPOSERS

The City's Purchasing Office will receive Submissions until **2:00 P.M.** local time on **January 6, 2026**. Responses will only be accepted electronically via E-bidding through DemandStar ([www.demandstar.com](http://www.demandstar.com)). Although registration is required, vendors can download solicitations and upload responses for free. Submissions shall cover the following:

#### **Evanston Service Center Renovation** **RFQ Number: 25-65**

The City of Evanston's Public Works Agency is seeking submissions from experienced firms to provide architectural and engineering services for a facility modernization renovation at the Evanston Municipal Service Center located at 2020 Asbury Avenue, Evanston, Illinois 60201.

There will be a non-mandatory pre-submission meeting held on December 11, 2025, at 9:30 A.M. in the Second Floor Conference Room of the Evanston Service Center. All firms intending to submit a submission for this project are encouraged to attend to discuss the proposed work and receive answers to questions related to the project.

The above item shall conform to the RFQ on file in the Purchasing Office. Parties interested in submitting a submission should contact the Purchasing Office to receive a copy of the RFQ or see the City's website at: [www.cityofevanston.org/business/bids-proposals/](http://www.cityofevanston.org/business/bids-proposals/) or Demandstar at: [www.demandstar.com](http://www.demandstar.com).

The City of Evanston in accordance with the laws of the State of Illinois, hereby notifies all firms that it will affirmatively ensure that the contract(s) entered into pursuant to this notice will be awarded to the successful firm without discrimination on the grounds of race, color, religion, sex, age, sexual orientation marital status, disability, familial status or national origin. The City of Evanston reserves the right to reject any or all submittals or to accept the submittal(s) deemed most advantageous to the City.

The Evanston City Council also reserves the right to award the contract to an Evanston firm if that firm's bid is within 5% of the low bid.

Each Proposer shall be required to submit with his/her submission a Disclosure of Ownership Interest Statement Form in accordance with Section 1-18-1 *et seq.* of the City Code. Failure to submit such information may result in the disqualification of such submission.

Cheryl Stuart  
Purchasing Specialist

# **CITY OF EVANSTON**

## **Request for Qualifications**

### **1. INTRODUCTION**

The City of Evanston is seeking submissions from design and engineering teams for a multi-year renovation project with a phased implementation to modernize the Evanston Municipal Service Center (Service Center). The work will include updating HVAC, plumbing, Fire Protection, and electrical systems. Additionally, work will be required to improve accessibility based on A.D.A. requirements as well as changing administrative needs and employee work areas. The consulting work is expected to start with a pre-design and program verification task to identify the best method for construction phasing and scheduling to meet the City's needs and budget constraints. This will then be followed by subsequent tasks for full design services through to the end of construction. This effort will extend over the course of three years.

#### **1.1 General Information**

The City of Evanston, located in Cook County, Illinois, is a home rule unit as defined by the 1970 Illinois Constitution. It operates under the Council/Manager form of government to ensure the health, safety, and welfare of its residents. The City Council consists of a mayor elected city-wide and nine councilmembers elected by Ward. Evanston has ten operating departments that provide a wide range of services to its approximately 74,000 residents across 7.3 square miles. The City manages 58 buildings and 77 parks, offering various public amenities and services.

Evanston borders the City of Chicago to the south and is twelve miles north of downtown Chicago. It is home to Northwestern University, Garrett Theological Seminary, two major teaching hospitals (St. Francis Hospital and Evanston Hospital), numerous corporations, service institutions, large national retailers, and small entrepreneurial businesses.

Constructed in 1980, the 139,566 square foot Evanston Service Center (Service Center) at 2020 Asbury Avenue consists of four interrelated building wings and two storage facilities. It serves as the hub for City operations, housing Public Works, Facilities and Fleet Management, and Parking Services. Over the past 40 years, limited investment has led to a patchwork approach to capital improvement. Intensive use and evolving service needs have caused significant wear and tear, outpacing investments and leaving the facility operationally challenged. The facility also requires strategic planning and investment to align with the City's [Climate Action and Resilience Plan \(CARP\)](#).

In 2022, the City of Evanston partnered with Greeley and Hansen to evaluate the Service Center, the city's operational needs, and prepare a [master plan](#). The master plan identifies and prioritizes the required improvements to the building. To align these initiatives with the City's budgetary constraints, these improvements are phased over a 20-year timeframe. Some of the work identified in the master plan

has already been completed. The North Fuel Island has been reconstructed; the roof of building B has been rebuilt; and a limited number of the mechanical lifts have been replaced. The winning team's submission for this RFQ will be tasked with continuing the work identified in the master plan.

## **1.2 Project Goals**

The primary goals for this project are:

- Provide an accessible route to all improvements in compliance with the Americans with Disabilities Act (ADA) requirements
- Replace critical equipment identified in the master plan
- Modernize the electrical system
- Install a new permanent generator
- Install the infrastructure for the fleet electrification
- Provide infrastructure for electric vehicles owned by staff
- Modernize the plumbing systems
- Install an all-electric HVAC system
- Bring the building into compliance with the City's CARP goals
- Phase and provide sequence construction to maintain building operations
- Phase construction to align with budgetary constraints

## **1.3 Program Description**

Personnel Elevator and ADA improvements: Improve ADA access to the building and all improvements.

- Provide ADA access between the building and the right of way
- Install a new ADA compliant elevator

Facility Equipment Initiative: Replace outdated equipment such as vehicle lifts, dock levelers, fire alarms, and more.

- Loading Dock Improvements:
  - Replace the west loading dock leveler plate in Building B with a newer, more functional model.
- Vehicle Lift Replacement:
  - Replace five vehicle lifts that have reached the end of their useful life in Building A.
- Fume Extraction System Enhancements:
  - Install four new fume extraction arms in Building A to improve air quality and safety.
- Freight Elevator Refurbishment:
  - Refurbish the freight elevator in Building A for smoother operation and reliability.
- Waste Line Replacement:
  - Replace select sections of the 4" under-slab waste line in Building A.
- Plow Storage Optimization:
  - Install 44 sections of new snowplow racks with enclosures for organized storage and protection from the elements.
- Fire Alarm System Upgrade:
  - Replace the outdated fire alarm system throughout the facility to enhance safety and compliance.

Electrical System Modernization: Replace switchgear, increase electrical capacity, and prepare for full electrification.

- Replace Existing Electrical Equipment:
  - Replace the existing 2000A switchgear with new equipment of the same capacity
  - Install a new additional 2000A switchgear to meet increased electrical demand
- Enhance Electrical distribution system
  - Upgrade distribution panel boards in Buildings A, B, and D for improved power allocation
  - Replace 25 related panel boards that have reached the end of their useful life
  - Replace Motor Control Centers (MCCs) with Direct Digital Controls for Building Automation Systems (DDC BAS)
  - Install a new 600a panelboard to accommodate expanded electrical needs
- Accommodate Electrification Initiatives:
  - Provide increased electrical capacity to support building electrification (e.g., HVAC systems and water heaters)
  - Ensure sufficient infrastructure for fleet electrification (e.g., EV charging stations for city vehicles)
  - Update the electrical distribution system to integrate renewable energy sources like solar panels
- Improve Safety and Resilience:
  - Address water infiltration into main electrical room
  - Enhance redundancy and resilience with two independent 2000A services
  - Include additional capacity (minimum of 40% spare circuits to support future upgrades)
- Modernize and Future-proof infrastructure:
  - Upgrade distribution panelboards and associated feeders for better system reliability
  - Create a new switchgear room to house advanced electrical systems

New Permanent Generator: Install a 750 kW permanent generator to support critical operations.

- Generator Installation:
  - Install a new permanent 750 kW diesel generator equipped with battery, charger, and day tank.
  - Provide automatic transfer switches and UPS units to facilitate seamless power transfer during utility outages.
  - Include an emergency power distribution panel to support critical loads.
- Backup Power Coverage:
  - Support critical operations such as emergency lighting, data center equipment, emergency communication devices, and essential HVAC systems.
  - Ensure backup power for electric vehicle charging stations as part of fleet

- electrification goals.
- Provide emergency power for north fuel island pumps and controls.
- Infrastructure Coordination:
  - Integrate the generator with the Facility Electrification (Electrical) Initiative's updated power distribution system.
  - Coordinate with structural protections in Building D to house and safeguard the generator against water infiltration and other environmental factors.
- Code Compliance and Resilience:
  - Meet all safety and building code requirements for emergency power systems.
  - Enhance the facility's operational resilience during extended utility outages.

Plumbing System Modernization: Replace water heaters with electric models and insulate piping.

- Hot Water Heater Replacement:
  - Replace one central domestic hot water heater with an electric model
  - Replace ten additional domestic hot water heaters around the facility with electric instantaneous point-of-use models
- Pipe Insulation:
  - Provide insulation for all uninsulated domestic water piping throughout the facility to prevent energy loss and maintain efficiency

HVAC System Modernization & Electrification: Replace gas-fired HVAC systems with electric heat pumps and resistive heaters.

- Replace HVAC Equipment:
  - Remove gas-fired rooftop HVAC units, boilers, and infrared heaters
  - Install 20 electric air handling units (AHUs) with heat pumps
  - Install 50 electric resistive heaters for supplemental heating
- Ductwork and Piping Upgrades:
  - Replace and expand ductwork to support the new AHUs.
  - Provide updated associated piping for the new HVAC system
  - Air Distribution Improvements
  - Install air ventilation system for vehicular bays in Building D
  - Install new diffusers to enhance air distribution
  - Replace 482 square feet of existing louvers to meet updated standards
- Energy Efficiency Integration:
  - Transition the HVAC system to fully electric to align with the city's Climate Action and Resilience Plan (CARP) goals
  - Increase energy efficiency by utilizing heat pumps, which achieve efficiencies greater than 100%
- System Controls Modernization:
  - Integrate the new HVAC systems with Direct Digital Controls DDC to ensure optimized performance and monitoring

Renovate Second Floor Administrative Offices: Redesign the layout of the offices, the break room, the conference room, and neighboring areas

- Prepare a program study for the current staff needs:
  - Work with City Staff to identify the number and size of required offices and workstations.
- Design solutions for reorganizing the existing spaces to provide for the current needs.

It is recommended that Respondents elaborate or add to the proposed scope of work to ensure a comprehensive project scope is prepared.

## **2.0 SCOPE OF SERVICES**

Provide the scope of services necessary to implement the program as described and accomplish the project goals.

### **Required Professional Disciplines**

1. Architectural Illustration
2. Architecture
3. Structural Engineering
4. Mechanical Engineering
5. Plumbing Engineering
6. Electrical Engineering
7. Fire Protection Engineering
8. Civil Engineering
9. Geotechnical/Environmental Engineer
10. Construction Management – Cost Estimating
11. Construction Management – Phasing and Construction Logistics
12. Other (as determined by respondent)

The Respondents should elaborate or add to the Professional Disciplines included in the RFQ to ensure the necessary expertise is available to the project.

### **Anticipated Budget**

The anticipated budget for this project is \$8,500,000 for the first year of the project. The subsequent phases of the project do not have approved budgets and will be subject to change based on City Council Approval. The selected consultants will help identify the scope for each of the phases and the schedule to fit within the evolving budgetary constraints of the city. Please note that this budget is intended to include all costs associated with the project. This is including, but not limited to, architectural / engineering services, construction, FFE and other soft costs. Fees associated with this RFQ will be negotiated by task upon consultant selection.

### **Task 1 – Pre-design & Program Verification**

The Consultant shall review available information, conduct investigations and meet with the key stakeholders, to verify information provided in Service Center Master Plan ([www.cityofevanston.org/ServiceCenter](http://www.cityofevanston.org/ServiceCenter)). The phases to determine an architectural program, develop a preferred schematic design and evaluate the site's constraints and opportunities. Minimally work shall include:

1. Determine and evaluate Owner and user values for the project and develop a list of clear and specific project goals.
2. Determine specific site and facility requirements such as needed spaces, room sizes, spatial relationships and efficiency factors.
3. Evaluate the City of Evanston's Climate Action and Resilience Plan (CARP) along with the implementation strategy report. The CARP can be found at the following website:  
<https://www.cityofevanston.org/home/showdocument?id=45170>
4. Evaluate the City of Evanston's Healthy Building Ordinance (HBO) and determine the best methods of complying with this standard. Information regarding the HBO can be found at the following website: <https://www.cityofevanston.org/about-evanston/sustainability/healthy-buildings-ordinance>
5. Evaluate the scope of work identified in the Service Center Fleet Electrification Plan. This document can be found at the following website:  
[www.cityofevanston.org/servicecenter](http://www.cityofevanston.org/servicecenter)
6. Evaluate the cost, design, and specification impact of pursuing LEED certification.
7. Assess Zoning limitations and work with City of Evanston staff to provide approvals
8. Evaluate initial budget constraints against project needs.
9. Determine schedule requirements for project implementation.
10. Prepare schematic studies and site and floor plans to articulate spatial relationships, forms and spatial arrangements.
11. Review available historic reports and data and interview staff and users regarding the existing property.
12. Conduct investigations such as, but not limited to, environmental, geotechnical and utility services, to determine site characteristics and limitations which will influence building and site design.
13. Conduct code and zoning analysis to determine site and building requirements.
14. Develop conceptual solutions including, but not limited to, drawings depicting floor plan, site plan, building elevations, illustrative renderings, three dimensional digital models and critical building sections as required to articulate the design.
15. Prepare a preliminary construction cost estimate.
16. Refine and tailor the project's design to fit within the City's budget and evaluate and the design for phased implementation.
17. Prepare written reports summarizing the work of this task.
18. Provide formal presentations to the public, City Council and other boards and committees as required to gain consensus and project approval.
19. Meet with City staff periodically through the task and as needed to gather required information, obtain feedback, develop solutions and refine the work.

## **Task 2 – Design Development**

Following completion of Task 1, the Consultant shall prepare Design Development Documents to refine and finalize the intended design solution. The design development process shall minimally include the following:

1. Develop and detail mechanical, electrical, plumbing, fire protection, structural, and architectural design components.
2. Specify key design features and materials.
3. Develop strategies to meet the Climate Action and Resilience Plan.
4. Develop detailed and dimensioned site plans, floor plans, sections and elevations.
5. Develop an outline for material and construction specifications.

6. Provide preliminary product and material selection information for discussion and selection.
7. Conduct meetings, staff interviews and investigations as required to determine the technical capacity, feasibility and overall impact to City operations of the intended improvements. Tailor the design as needed to respond to operational limitations.
8. Prepare a refined construction cost estimate.
9. Refine and tailor the project's design to fit within the City's budget and/or modify the design as required for phased implementation.
10. Prepare a final design development report summarizing the work of this task.
11. Provide formal presentations to the City Council and other boards and committees as required to gain consensus and project approval.
12. Follow City of Evanston Green Building Ordinance requirements.
13. Meet with City staff and users periodically through the task and as needed to gather required information, obtain feedback, develop solutions and refine the work.
14. Coordinate with utility providers as needed to prepare for the building's electrification.

### **Task 3 – Construction Documents**

Following completion of Task 2, the Consultant shall prepare Construction Documents to fully articulate and define the intended design solution for bidding. The construction document process shall minimally include the following:

1. Prepare drawings, technical and bidding specifications and a final construction cost estimate for the improvements.
2. Review the draft construction documents with City staff, affected utility companies and regulatory agencies at 50%, 90% and 100% completion stages in order to obtain feedback and refine the documents.
3. Prepare permit applications and submit documents for permit to all affected regulatory agencies and make all corrections required by those agencies prior to the solicitation of bids.
4. Coordinate with utility providers as needed to prepare for the building's electrification.
5. Develop and incorporate in the construction documents a phasing and/or stage construction scheme as required in order to coordinate construction activities and reduce user impacts during project implementation.
6. Provide design solutions that do not exceed the project budget and modify the documents as needed to achieve this requirement.
7. Follow City of Evanston Green Building Ordinance requirements.
8. Utilize BIM to provide coordinated drawings and provide Revit model to City of Evanston staff for their use. Coordinate Revit model version with City of Evanston staff.

### **Task 4 – Bidding and Negotiations**

Following completion of Task 3, the Consultant shall prepare Bid Documents, consisting of drawings, technical, bidding and contracting specifications. In addition to the preparation of the bid documents, the Consultant shall minimally provide the following:

1. Assist plan holders with any questions and/or problems encountered during the Bid period, prepare addenda to bidding documents as required and attend pre-bid meeting(s) to describe the scope of work and address questions.
2. Obtain copies of all bids received, review all bids, contact bidder references and submit written recommendations to the City for contract award.

## **Task 5 – Construction Administration**

Following completion of Task 4 and during construction, the Consultant shall provide a wide range of construction administration services, minimally including the following:

1. Prepare and distribute Construction Documents including incorporation of any bidding addenda and/or alternate bid item selections.
2. Attend pre-construction meeting(s), pre-installation meetings and weekly progress meetings throughout the duration of the project. Prepare weekly reports documenting items discussed, issues addressed and general construction activities.
3. Review and approve or take other appropriate action on Contractor submittals such as shop drawings, product data, samples, mix designs and material approvals for conformance with the Construction Documents.
4. Review and approve Contractor Requests for Payment and other related documents, including tracking of trailing lien waivers and certified payroll.
5. Prepare Project Bulletins, review Contractor Submissions, and review and respond to Contractor Requests for Information as required throughout the course of construction. Prepare Construction Clarifications and/or Change Orders with supporting documentation, drawings, instructions and data as needed.
6. Conduct inspections to determine Substantial and Final Project completion including preparation, distribution and review of Project punch lists, review and consolidation of warranties and related documents required by the Construction Documents as assembled by the Contractor and approval of final payment upon compliance with the requirements of the Construction Documents.
7. Assist the Contractor with on-site startup, testing, commissioning, problem solving and training for MEP/FP, controls and ice refrigeration related improvements to ensure proper operation and system maintenance can be supported.
8. Prepare and submit to the City electronic As-Built Documents including all documents created for project construction (Revit 2020, AutoCAD, Version 2020 for drawings, Microsoft Word for specifications).
9. Provide Commissioning services for all mechanical systems and work with City of Evanston staff to optimize ongoing maintenance. Commissioning needs to continue for at least a year after completion of construction.

## **Task 6 – LEED Commissioning**

Throughout the course of the project, the Consultant shall provide LEED commissioning services, minimally including the following:

1. Compare project requirements to the design team's basis of design.
2. Incorporate commissioning requirements into construction documents.
3. Identify a commissioning agent.
4. Develop a commissioning plan.
5. Review and document HVAC, controls, renewable energy, sustainable elements and similar systems.
6. Verify and test installation and performance of building systems as needed.
7. Address any follow up issues and/or corrective work required.
8. Develop a commissioning report and all other documentation required for USGBC accreditation.
9. Submit report and required documentation to the USGBC for accreditation and assist the City with any follow-up and/or corrective work required to achieve accreditation.

### 3.0 INSURANCE

Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant's performance or failure to perform the Services hereunder.

The consultant must provide an insurance certificate naming the City of Evanston as an additional insured and will provide a variety of insurances including:

- comprehensive general liability - \$3,000,000 combined single limit for each occurrence for bodily injury and property damage – designating the City as Additional Insured
- Workers Compensation - Statutory Limits
- Automobile Liability - \$1,000,000 per occurrence for all claims arising out of bodily injuries or death and property damages.
- errors and omissions or professional liability insurance - \$1,000,000

The surety and the insurance company must have not less than an A+ rating from the Alfred M. Best Co., Inc. and be approved by the City of Evanston.

Consultant's certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City.

### 4.0 SUBMITTAL REQUIREMENTS

The City will no longer accept hard copy paper submittals for any solicitation. Responses will only be accepted electronically via E-bidding through DemandStar. Respondents are still required to complete all of the bid documents and provide all of the requested information in a pdf file(s). **Please refer to attached DemandStar e-bidding documents.**

ANY SUBMISSIONS RECEIVED AFTER THE SUBMITTAL DEADLINE, WILL NOT BE ACCEPTED. It is the sole responsibility of the proposer to ensure that his or her submission is delivered by the stated time. THE CITY IS NOT RESPONSIBLE FOR INCOMPLETE UPLOADED SUBMITTALS.

#### A. Cover Letter

The cover letter will include the following:

- introduction of firm signed by an authorized Principal of the firm
- name of firm
- address of firm
- phone number of the firm submitting the submission
- include the name and signature of an authorized binding official who is authorized to answer questions regarding the firm's submission

## **B. Project Approach**

- Describe personnel designations and design team organization
- Describe strategic plan for maintaining budget integrity
- Describe recommended phase organization to maintain use of the facility during construction and working within the City's budgetary constraints
- Describe the quality control procedures utilized by the design team

## **C. Qualifications and Experience of Firm and/or Team**

- All respondents shall describe other contracts (at least 5, but no more than 10) similar in scope, size or discipline to the required services described herein, performed or undertaken within the past five years.
- The respondent must provide references, including name, address and telephone number of a contact person for each project identified and described.
- Indicate commencement dates, duration and type of operation.
- Provide a list of all Municipal clients in Illinois.

## **D. Project Manager(s)**

Clearly identify the professional staff person(s) who would be assigned as your Area/Regional Manager(s) and provide resumes. The submission should indicate the abilities, qualifications and experience of these individuals.

## **E. Fees**

Provide a copy of your hourly fees/prices for all positions within the design team.

## **F. Contract**

The City has attached its standard contract in Exhibit J (see page 36– Professional Services Agreement). Identify all exceptions to the agreement that would prevent your Firm from executing it. The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer's response.

## **5.0 M/W/D/EBE GOALS**

The City has a goal of 25% of the contract amount for the participation and utilization of Minority-Owned, Women-Owned, Disadvantaged and Evanston-based businesses (M/W/D/EBEs) in completing a portion of the services required by the City. All respondents must submit a statement of the proposed involvement of M/W/D/EBEs in completing a portion of the required services. Provide a copy of the certification for M/W/D/EBEs that will assist in achieving the M/W/D/EBE goal with your submittal as well as the appropriate M/W/D/EBE forms or Request for Waiver. Any questions regarding M/W/D/EBE compliance should be submitted in writing to Tammi Nunez Purchasing Manager at [tnunez@cityofevanston.org](mailto:tnunez@cityofevanston.org).

## **6.0 EVALUATION CRITERIA**

The City will select the successful firm through an evaluation process based on the firm meeting the specifications which are outlined in this RFQ. A review committee

will review in detail all submissions that are received. During the evaluation process, the City may require a Proposer's representative to answer questions with regard to the submission and/or make a formal presentation to the review committee. The review committee will make a recommendation to award the contract based on the criteria set forth below. This contract will be forwarded to the City Council for final approval.

The evaluation criteria listed below will be used in the selection of the successful Proposer.

- A. Project Approach
- B. Qualifications and Expertise
- C. Organization and Completeness of Submission
- D. Willingness to Execute the City of Evanston's Professional Services Agreement
- E. M/W/D/EBE Participation

## **7.0 SELECTION PROCESS**

The City will select a firm on the basis of the responsiveness of the submission to the RFQ submittal requirements, the evaluation criteria stated above and the demonstrated willingness to execute an acceptable written contract. The City reserves the right to reject any or all submissions, and to request written clarification of submissions and supporting materials from the Proposer.

While it is the intent of the City to award a single firm, the City reserves the right to award in part or in whole and to select multiple firms and/or individuals, depending on whichever decision is deemed to be most advantageous to the City.

Responses may be rejected if the firm fails to perform any of the following:

- A. Adhere to one or more of the provisions established in this Request for Submission.
- B. Demonstrate competence, experience, and the ability to provide the services described in this Request for Submission.
- C. Submit a response on or before the deadline and complete all required forms.
- D. To fulfill a request for an oral presentation.
- E. To respond to a written request for additional information.

Discussions and/or interviews may be conducted with responsible firms that have submitted submissions in order to clarify certain elements. All submissions shall be afforded fair and equal treatment with respect to any opportunity for clarification. In conducting discussion, there shall be no disclosure of information derived from submissions submitted by competing firms. The selection shall be done by the City's review committee and will be recommended to the City Council for final approval.

If the City is unable to reach any sort of agreement with the selected firm, the City will discontinue negotiations with the selected firm and begin negotiations with the firm ranked second and so on until agreement is reached.

The firm to be recommended to the City Council will be the one whose submission is determined to be the most advantageous to the City in consideration of price and all other evaluation factors which are set forth in this Request for Submission No other factors or criteria not listed in this RFQ shall be used in the evaluation.

## 8.0 PROPOSED SCHEDULE

The tentative schedule for this RFQ and project process is as follows:

1. RFQ issued.....December 4, 2025
2. Non-mandatory Pre-Submission Conference  
and walk thru .....December 11, 2025
3. Last Day to submit questions.....December 18, 2025
4. Final Addendum Issued .....January 2, 2026
5. RFQ Submission Due Date .....January 6, 2026
6. City Council Award of Contract .....March 9, 2026
7. Contract Effective .....March 23, 2026
8. Task 1, Predesign & Programming ..... July 2026
9. Task 2, Design Development ..... September 2026
10. Task 3, Construction Documentation..... December 2026
11. Task 4, Bidding & Negotiation ..... January 2027
12. Task 5, Construction Administration..... 2029

## 9.0 QUESTIONS REGARDING RFQ

All questions related to this RFQ should be submitted in writing to Cheryl Stuart, Purchasing Specialist at [cstuart@cityofevanston.org](mailto:cstuart@cityofevanston.org) with a copy to Shane Cary at [scary@cityofevanston.org](mailto:scary@cityofevanston.org).

## 10.0 GENERAL TERMS AND CONDITIONS

### A. Confidentiality

In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant's employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City's written approval, and (iii) not to disclose to City any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5)

working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant's control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemption to the disclosure of such records or part thereof is applicable.

The Purchasing Specialist will endeavor to advise the firm of any request for the disclosure of the material so marked with "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY", and give the firm or other submitting party the opportunity to seek a court order to protect such materials from disclosure. If the requested material was submitted by a party other than the firm, then the firm shall be solely responsible for notifying the submitting party of the request. The City's sole responsibility is to notify the firm of the request for disclosure, and the City shall not be liable for any damages resulting out of such disclosure, whether such disclosure is deemed required by law, by an order of court or administrative agency, or occurs through inadvertence, mistake, negligence on the part of the City or its officers, or employees.

#### **B. Withdrawal of Submission**

Submissions may be withdrawn prior to the submittal deadline. Withdrawal may be attained by written request; however, no offer can be withdrawn within the ninety (90) day period which occurs after the time is set for closing. Proposers who withdraw their submissions prior to the designated date and time may still submit another submission if done in accordance with the proper time frame.

#### **C. Exceptions to Specifications**

Exceptions to these specifications shall be listed and explained on a separate page titled "Exceptions to Specifications", which shall be prepared by the Proposer. This page shall then be attached to these documents and submitted at the same time as the submission. Each exception must refer to the page number and paragraph to which it is relevant. The nature and reasoning of each exception shall be explained in its entirety. Any exceptions to these specifications may be cause for rejection of the submission.

#### **D. Hold Harmless**

Consultant shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant's sub-contractors, employees, agents or sub-contractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the City, or its

officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its sub-consultants' work. Acceptance of the work by the City will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

#### **E. Addenda**

Any and all changes to these documents are valid only if they are included via written addendum to all respondents. Each respondent should acknowledge receipt of any addenda by indicating same in their submission. Each respondent acknowledging receipt of any addenda is responsible for the contents of the addenda and any changes to the submission therein. Failure to acknowledge any addenda may cause the submission to be rejected. Addenda information is available over the internet at [City of Evanston Notices & Documents](#) or [www.demandstar.com](http://www.demandstar.com), or by contacting the Purchasing Office, 847-866-2935.

**F. Term**

The City may terminate a contract for either cause or convenience.

**G. Non-Appropriation of Funds**

The City of Evanston reserves the right to terminate in whole or in part of the contract in the event that insufficient funds to complete the contract are appropriated by Evanston City Council.

**H. Property of the City**

All discoveries and documents produced as a result of any service or project undertaken on behalf of the City of Evanston shall become the property of the City.

**I. Payment Terms**

The consultant shall submit invoices detailing the services provided, project, professional staff, and hours. Payment shall be made in accordance with the Local Government Prompt Payment Act. Please note that failure to provide a detailed invoice could result in delay of payment and include termination of any agreement.

**J. Disclosures and Potential Conflicts of Interest**

The City of Evanston's Code of Ethics prohibits public officials or employees from performing or participating in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest. This disclosure requirement extends to the spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses.

To ensure full and fair consideration of all submissions, the City of Evanston requires all Proposers including owners or employees to investigate whether a potential or actual conflict of interest exists between the Proposer and the City of Evanston, its officials, and/or employees. If the Proposer discovers a potential or actual conflict of interest, the Proposer must disclose the conflict of interest in its submission, identifying the name of the City of Evanston official or employee with whom the conflict may exist, the nature of the conflict of interest, and any other relevant information. The existence of a potential or actual conflict of interest does NOT, on its own, disqualify the disclosing Proposer from consideration. Information provided by Proposers in this regard will allow the City of Evanston to take appropriate measures to ensure the fairness of the submission process.

The City requires all Proposers to submit a certification, enclosed with this RFQ, that the Proposer has conducted the appropriate investigation and disclosed all potential or actual conflicts of interest.

**K. Protests**

Any actual or prospective Proposer, who is aggrieved in connection with the solicitation or award of a contract, may protest to the Purchasing Office. The

protest shall be submitted in writing within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

- The Proposer shall submit any protests or claims regarding this solicitation to the Purchasing Office.
- A pre-bid protest must be filed five (5) days before the bid opening or proposal submittal.
- A pre-award protest must be filed no later than ten (10) days after the bid opening date or submission deadline.
- A post-award protest must be filed no later than ten (10) days after the award of the Contract.

All claims by a Proposer against the City relating to a contract shall be submitted in writing to the Purchasing Specialist. The City will only consider protests that are properly and timely submitted.

All protests or claims must set forth the name and address of the protester, the contract number, the grounds for the protest or claim, and the course of action that the protesting party desires the Purchasing Specialist to take. Statements shall be sworn and submitted under penalty of perjury.

#### **L. Authority To Resolve Protests And Contract Claims**

*Protests:* The Purchasing Specialist shall have the authority to consider and resolve a protest of an aggrieved Proposer, actual or prospective, concerning the solicitation or award of a contract. The City shall issue a written decision and that decision is final.

*Contract Claims:* The Purchasing Specialist, after consulting with Corporation Counsel, shall have the authority to resolve contract claims, subject to the approval of the City Manager or City Council, as applicable, regarding any settlement that will result in a change order or contract modification.

Each Proposer, by submitting a response to this RFQ, expressly recognizes the limitations on its rights to protest provided in this Section and expressly waives all other rights and remedies and agrees that the decision on the protest is final and conclusive. If a Proposer disregards, disputes or does not follow the exclusive protest remedies provided in this Section, it shall indemnify and hold the City and its officers, employees, agents and consultants harmless from and against all liabilities, fees and costs, including legal and consultant fees and costs, and damages incurred or suffered as a result of such Proposer's actions. Each Proposer, by submitting a response to this RFQ, shall be deemed to have irrevocably and unconditionally agreed to this indemnity obligation.

#### **M. Litigation**

For purposes of this Section, the following terms are defined as follows:

“issue” means any prior or pending litigation or investigation, either civil or criminal, or any governmental agency action or proceeding (the “issue”), which may affect the performance of the services to be rendered herein. For purposes

of this Section, an “issue” shall also include any criminal, civil, or administrative penalty or finding imposed against any covered individual. An issue occurring within seven (7) years of the date preceding the date of the Proposer’s response shall be disclosed by the Proposer.

“covered individual” means any principal, president, managing partner, or vice-president, affiliated in anyway with the Firm, and the Firm’s employees or sub-contractors.

All proposers shall identify and describe with particularity any issue. The City, and not Proposer, has the sole discretion to determine whether an issue may affect the performance of the services. Failure of any Proposer to comply with this mandatory obligation shall, at the City’s sole discretion, result in the Proposer’s response being deemed non-responsive and not responsible. Failure of any Proposer to comply with the obligation specified herein may result in the voiding any subsequent contract award to Proposer if the City discovers upon the exercise of its customary due diligence that Proposer failed to comply with the mandatory obligation in this Section. The City reserves all rights to take any other actions in the case of a Proposer’s non-compliance with this Section.

**N. Sub-contractors**

If any firm submitting a submission intends on sub-contracting out all or any portion of the engagement, that fact, and the name of the proposed sub-contracting firm(s) must be clearly disclosed in the submission. Following the award of the contract, no additional sub-contracting will be allowed without the prior written consent of the City of Evanston.

**O. Contact with City Personnel**

All Proposers are prohibited from making any contact with the City Manager, City Council, or any other official or employee of the City with regard to the Project, other than in the manner and to the person(s) designated herein. The Purchasing Specialist reserves the right to disqualify any Proposer found to have contacted City Personnel in any manner with regard to the Project. Additionally, if it is determined that the contact with City Personnel was in violation of any provision of 720 ILCS 5/33EE, the matter may be referred to the Cook County State’s Attorney for review and prosecution.

**P. Costs Incurred**

The City of Evanston assumes no responsibility or liability for costs incurred by the Proposer prior to the execution of a contract. This includes costs incurred by the Proposer as a result of preparing a response to this RFQ.

**Exhibit A**

**DISCLOSURE OF OWNERSHIP INTERESTS**

The City of Evanston Code Section 1-18-1 *et seq.* requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their submission. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

APPLICANT is (**Check One**)

- Corporation
- Partnership
- Sole Owner
- Association

Other ( ) \_\_\_\_\_

Please answer the following questions on a separate attached sheet if necessary.

**SECTION I - CORPORATION**

1a. Names and addresses of all Officers and Directors of Corporation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1b. (**Answer only if corporation has 33 or more shareholders.**)

Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1c. **(Answer only if corporation has fewer than 33 shareholders.)**  
Names and addresses of all shareholders and percentage of interest of each herein.  
(Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

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**SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE**

- 2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

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- 2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

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**SECTION 3 - TRUSTS**

- 3a. Trust number and institution.

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- 3b. Name and address of trustee or estate administrator.

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- 3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

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**SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE**

4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

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4b. If any interest named in Section 1,2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

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4c. If "constructive control" of any interest named in Sections 1,2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

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I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Preparing Statement

\_\_\_\_\_  
Title

ATTEST: \_\_\_\_\_  
Notary Public

(Notary Seal)

Commission Expires: \_\_\_\_\_

**EXHIBIT B**

**ADDITIONAL INFORMATION SHEET**

Submission Name: \_\_\_\_\_

Submission Number #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone/FAX: # \_\_\_\_\_

E-mail: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Exhibit C**

**CONFLICT OF INTEREST FORM**

\_\_\_\_\_, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the bidder, its owners and employees and any official or employee of the City of Evanston.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if bidder/Proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/submission.

\_\_\_\_\_  
(Name of Bidder/Proposer if the Bidder/Proposer is an Individual)  
(Name of Partner if the Bidder/Proposer is a Partnership)  
(Name of Officer if the Bidder/Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public

*Failure to complete and return this form may be considered sufficient reason for rejection of the bid / submission.*

**Exhibit D**

**ACKNOWLEDGEMENT OF UNDERSTANDING**

**THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED**

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the Proposer hereby certifies that they are not barred from bidding on this contract as a result of bid rigging or bid rotating or any similar offense (720 ILCS S/33E-3, 33E-4).

<b>Authorized Signature:</b> _____	<b>Company Name:</b> _____
<b>Typed/Printed Name:</b> _____	<b>Date:</b> _____
<b>Title:</b> _____	<b>Telephone Number:</b> _____
<b>Email:</b> _____	<b>Fax Number:</b> _____

**Exhibit E**

**ANTI-COLLUSION AFFIDAVIT AND PROPOSER'S CERTIFICATION**

\_\_\_\_\_, being first duly sworn,  
deposes and says that he is \_\_\_\_\_  
(Partner, Officer, Owner, Etc.)

of \_\_\_\_\_  
(Proposer)

The party making the foregoing submission or bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

\_\_\_\_\_  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public

Commission Expires: \_\_\_\_\_

*Failure to complete and return this form may be considered sufficient reason for rejection of the bid.*

## EXHIBIT F

### CITY OF EVANSTON M/W/D/EBE POLICY

A City of Evanston goal is to provide contracting and sub-contracting opportunities to Minority Business Enterprises, Women Business Enterprises, Disadvantaged and Evanston Business Enterprises. The goal of the Minority, Women, Disadvantaged and Evanston Business Enterprise Program (M/W/D/EBE) is to assist such businesses with opportunities to grow. To assist such growth, the City's goal is to have general contractors utilize M/W/D/EBEs to perform no less than 25% of the awarded contract.

Firms bidding on projects with the City must work to meet the 25% goal or request a waiver from participation. It is advised that bidders place advertisements requesting sub-contractors and that they email or contact individual firms that would be appropriate to partner in response to the project. For samples of possible advertisements, see the City of Evanston's Business Diversity Section <http://www.cityofevanston.org/business/business-diversity/> ([Sample Advertisement](#))

If a bidder is unable to meet the required M/W/D/EBE goal, the Bidder must seek a waiver or modification of the goal on the attached forms. Bidder must include:

1. A narrative describing the Bidder's efforts to secure M/W/D/EBE participation prior to the bid opening.
2. Documentation of each of the assist agencies that were contacted, the date and individual who was contacted, and the result of the conversation (see form)
3. A letter attesting to instances where the bidder has not received inquiries/submissions from qualified M/W/D/EBEs
4. Names of owners, addresses, telephone numbers, date and time and method of contact of qualified M/W/D/EBE who submitted a submission but was not found acceptable.
5. Names of owners, addresses, telephone numbers, date and time of contact of at least 15 qualified M/W/D/EBEs the bidder solicited for submissions for work directly related to the Bid prior to the bid opening (copies must be attached).

If a bidder is selected with a Sub-contractor listed to meet the M/W/D/EBE goal, a "monthly utilization report" will be due to the City prior to each payment being issued to the Contractor. This report will include documentation of the name of the firm hired, the type of work that firm performed, etc. Should the M/W/D/EBE not be paid according to the schedule proposed in this document, the City reserves the right to cancel the contract. Examples of this monthly form can be found on the City's website: <http://www.cityofevanston.org/business/business-diversity/> ([MWDEBE Monthly Utilization Report](#)).

**EXHIBIT G**

**M/W/D/EBE PARTICIPATION COMPLIANCE FORM**

I do hereby certify that

\_\_\_\_\_ (Name of firm) intends to participate as a Subcontractor or General Contractor on the project referenced above.

This firm is a (check only one):

\_\_\_\_\_ Minority Business Enterprise (MBE), a firm that is at least 51% managed and controlled by a minority, certified by a certifying agency within Illinois.

\_\_\_\_\_ Women's Business Enterprise (WBE), a firm that is at least 51% managed and controlled by a woman, certified by a certifying agency within Illinois.

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE), a firm that is at least 51% managed and controlled by a disadvantaged, certified by a certifying agency within Illinois.

\_\_\_\_\_ Evanston Based Enterprise (EBE), a firm located in Evanston for a minimum of one year and which performs a "commercially useful function".

Total proposed price of response \$ \_\_\_\_\_

Amount to be performed by a M/W/D/EBE \$ \_\_\_\_\_

Percentage of work to be performed by a M/W/D/EBE \_\_\_\_\_ %

Information on the M/W/D/EBE Utilized:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature of firm attesting to participation \_\_\_\_\_

Title and Date \_\_\_\_\_

Type of work to be performed \_\_\_\_\_

Please attach:

1. Proper certification documentation if applying as a M/W/D/EBE and check the appropriate box below. This M/W/D/EBE will be applying with documentation from:

- |  |  |
|--|--|
| <input type="checkbox"/> Cook County           | <input type="checkbox"/> State of Illinois Certification               |
| <input type="checkbox"/> Federal Certification | <input type="checkbox"/> Women's Business Enterprise National Council  |
| <input type="checkbox"/> City of Chicago       | <input type="checkbox"/> Chicago Minority Supplier Development Council |

2. Attach business license if applying as an EBE

**EXHIBIT G**

**M/W/D/EBE UTILIZATION SUMMARY REPORT**

The following Schedule accurately reflects the value of each MBE/WBE/DBE/EBE sub-agreement, the amounts of money paid to each to date, and this Pay Request. The total proposed price of response submitted is \_\_\_\_\_.

<b>MBE/WBE/DBE/EBE FIRM NAME</b>	<b>FIRM TYPE (MBE/WBE/ DBE/EBE)</b>	<b>SERVICES PERFORMED</b>	<b>AMOUNT OF SUB- CONTRACT</b>	<b>PERCENT OF TOTAL CONTRACT AMOUNT</b>
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
<b>TOTAL</b>			\$	

**Exhibit H**

**M/W/D/EBE PARTICIPATION WAIVER REQUEST**

I am \_\_\_\_\_ of \_\_\_\_\_, and I have authority to  
(Title) (Name of Firm)

execute this certification on behalf of the firm. I \_\_\_\_\_ do  
(Name)

hereby certify that this firm seeks to waive all or part of this M/W/D/EBE participation goal for the following reason(s):

**(CHECK ALL THAT APPLY. SPECIFIC SUPPORTING DOCUMENTATION MUST BE ATTACHED.)**

\_\_\_\_\_ 1. No M/W/D/EBEs responded to our invitation to bid.

\_\_\_\_\_ 2. An insufficient number of firms responded to our invitation to bid.

**For #1 & 2, please provide a narrative describing the outreach efforts from your firm and proof of contacting at least 15 qualified M/W/D/EBEs prior to the bid opening. Also, please attach the accompanying form with notes regarding contacting the Assist Agencies.**

\_\_\_\_\_ 3. No sub-contracting opportunities exist.

**Please attach a written explanation of why sub-contracting is not feasible. Please provide details supporting your request.**

\_\_\_\_\_ 4. M/W/D/EBE participation is impracticable.

**Please attach a written explanation of why M/W/D/EBE participation is impracticable. Please provide details supporting your request.**

Therefore, we request to waive \_\_\_\_\_ of the 25% utilization goal for a revised goal of \_\_\_\_\_%.

Signature: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

**EXHIBIT I**

**M/W/D/EBE Assistance Organizations (“Assist Agencies”) Form**

AGENCY	DATE CONTACTED	CONTACT PERSON	RESULT OF CONVERSATION
<b>Association of Asian Construction Enterprises (AACE)</b> 5500 Touhy Ave., Unit K Skokie, IL. 60077 Phone: 847-525-9693 Perry Nakachii, President			
<b>Black Contractors United (BCU)</b> 400 W. 76th Street Chicago, IL 60620 Phone: 773-483-4000; Fax: 773-483-4150 Email: <a href="mailto:bcunewera@ameritech.net">bcunewera@ameritech.net</a>			
<b>Chicago Minority Business Development Council</b> 105 West Adams Street Chicago, Illinois 60603 Phone: 312-755-8880; Fax: 312-755-8890 Email: <a href="mailto:info@chicagomsdc.org">info@chicagomsdc.org</a> Shelia Hill, President			
<b>Evanston Minority Business Consortium, Inc.</b> P.O. Box 5683 Evanston, Illinois 60204 Phone: 847-492-0177 Email: <a href="mailto:embcinc@aol.com">embcinc@aol.com</a>			
<b>Federation of Women Contractors</b> 5650 S. Archer Avenue Chicago, Illinois 60638 Phone: 312-360-1122; Fax: 312-360-0239 Email: <a href="mailto:FWCChicago@aol.com">FWCChicago@aol.com</a> Contact Person: Beth Doria Maureen Jung, President			
<b>Hispanic American Construction Industry (HACIA)</b> 901 W. Jackson, Suite 205 Chicago, IL 60607 Phone: 312-666-5910; Fax: 312-666-5692 Email: <a href="mailto:info@haciaworks.org">info@haciaworks.org</a>			
<b>Women’s Business Development Ctr.</b> 8 S. Michigan Ave, Suite 400 Chicago, Illinois 60603 Phone: 312-853-3477 X220; Fax: 312-853-0145 Email: <a href="mailto:wbdc@wbdc.org">wbdc@wbdc.org</a> Carol Dougal, Director			

**PLEASE NOTE:** Use of M/W/D/EBE Assistance Organizations (“Assist Agencies”) Form and agencies are for use as a resource only. The agencies and or vendors listed are not referrals or recommendations by the City of Evanston.

**Exhibit J**  
**FIRM EXPERIENCE TABLE**

<b>Firm Experience Within Past 10 Years</b>			
List 3 most current and similar projects, including Project Name, Client Organization, Reference Name, Title, Phone Number, and Email Address			
<b>Work Type</b>	<b>Client 1</b>	<b>Client 2</b>	<b>Client 3</b>
Evaluation of existing facilities			
Phased Implementation			
Schematic design			
Net zero emissions design			

Note 1: Proposers may re-create this table to better accommodate their information, so long as all required information is provided and table follows the general format shown above.  
 Note 2: Provide firm experience references for the prime consultant and sub-consultants.  
 Note 3: Experience on projects with the same sub-consultants is desirable.

**Exhibit K**  
**PROJECT TEAM EXPERIENCE TABLE**

<p align="center"><b>Team Experience Within Past 10 Years</b> List most current similar projects, including Project Name, Client Organization, Reference Name, Title, Phone Number, and Email Address</p>										
Client / Location (Year) <sup>1</sup>	Project Type	Included evaluation of existing facilities? (yes/no)	Included phased implementation? (yes/no)	Included schematic design? (yes/no)	Included net zero emissions design? (yes/no)	Public Sector Client? (yes/no)	Project Manager <sup>2</sup>	Key Team Member #1 <sup>2</sup>	Key Team Member #2 <sup>2</sup>	Reference Contact Information <sup>3</sup>

<sup>1</sup> Include, at a minimum, the last three similar projects for each team member.

<sup>2</sup> Indicate actual team member names. Provide a column for each key team member on this proposal.

<sup>3</sup> Provide name, title, email address and phone number for each reference.

**Exhibit L**

**Professional Services Agreement Acknowledgement Page**

The City has attached its standard professional services agreement as an exhibit to this RFQ. Identify all exceptions to the agreement that would prevent your firm from executing it. **The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer's response.** *Please check one of the following statements:*

\_\_\_\_ I have read the professional services agreement and plan on executing the agreement without any exceptions.

\_\_\_\_\_ My firm cannot execute the City's standard professional service agreement unless the exceptions noted below or in the attached sample professional services agreement are made.

**\*\*\*Please be aware that submitting exceptions to the contract may impact the likelihood of your firm being selected to perform this work.**

List exceptions in the area below:

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**Authorized Signature:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Typed/Printed Name and Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Exhibit L**

**Consultant Certification and Verification**

I certify in accordance with the Professional Services Agreement, the agents, employees and subcontractors of [CONSULTANT FIRM] are in compliance and will comply with City work rules and policies applicable to City employees while they are on City property, including the City's Workplace Harassment Policy; COVID-19 Vaccination Policy; and Sexual Harassment Policy. I further certify that the agents, employees and subcontractors of [CONSULTANT FIRM] are in compliance with OSHA emergency temporary standard to protect workers from coronavirus.

**CONSULTANT:**

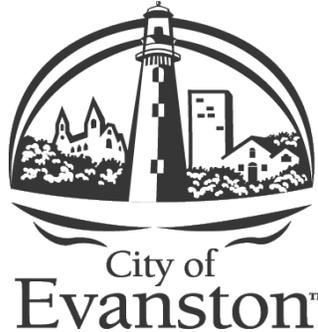
By \_\_\_\_\_

Its: \_\_\_\_\_

FEIN Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit L**



CITY OF EVANSTON  
**PROFESSIONAL SERVICES AGREEMENT**

The parties referenced herein desire to enter into an agreement for professional services for

*Evanston Service Center Renovation*  
*("the Project")*

*RFQ Number: 25-65*

THIS AGREEMENT (hereinafter referred to as the "Agreement") entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, between the City of Evanston, an Illinois municipal corporation with offices located at 909 Davis Street, Evanston Illinois 60201 (hereinafter referred to as the "City"), and **[Insert Professional Service Provider's name here]**, with offices located at **[Insert address here]**, (hereinafter referred to as the "Consultant"). Compensation for all basic Services ("the Services") provided by the Consultant pursuant to the terms of this Agreement shall not exceed **[\$[Insert fee here]**.

**I. COMMENCEMENT DATE**

Consultant shall commence the Services on \_\_\_\_\_ or no later than **three (3) DAYS AFTER** City executes and delivers this Agreement to Consultant.

**II. COMPLETION DATE**

Consultant shall complete the Services by \_\_\_\_\_. If this Agreement provides for renewals after an initial term, no renewal shall begin until agreed to in writing by both parties prior to the completion date of this Agreement.

**III. PAYMENTS**

City shall pay Consultant those fees as provided here: Payment shall be made upon the completion of each task for a project, as set forth in Exhibit A –

**Project Milestones and Deliverables. Any expenses in addition to those set forth here must be specifically approved by the City in writing in advance.**

#### **IV. DESCRIPTION OF SERVICES**

Consultant shall perform the services (the "Services") set forth here: Services are those as defined in Exhibit A, the City's Request for Qualifications No. # 25-65 (Exhibit B) and Consultant's Response (Exhibit C). Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit D).

#### **V. GENERAL PROVISIONS**

**A. Services.** Consultant shall perform the Services in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the standards of reasonable care and skill of the profession, free from errors or omissions, ambiguities, coordination problems, and other defects. Consultant shall take into account any and all applicable plans and/or specifications furnished by City, or by others at City's direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of City while working and to perform its Services in a manner which does not unreasonably interfere with the City's business and operations, or the business and operations of other tenants and occupants in the City which may be affected by the work relative to this Agreement. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of City or other parties that may be affected in connection therewith. If requested by City, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the City, the performance of the employee or agent is unsatisfactory.

Consultant is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Nothing in this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant acknowledges and agrees that should Consultant or its sub-consultants provide false information, or fail to be or remain in compliance with this Agreement; the City may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant's work and all indemnity and insurance requirements.

The Consultant shall obtain prior approval from the City prior to sub-contracting with any entity or person to perform any of the work required under this Agreement. If the Consultant sub-contracts any of the services to be performed under this Agreement, the sub-consultant agreement shall provide that the services to be performed under any such agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the City's prior written consent. The Consultant shall be responsible for the accuracy and quality of any sub-consultant's work.

All sub-consultant agreements shall include verbatim or by reference the provisions in this Agreement binding upon Consultant as to all Services provided by this Agreement, such that it is binding upon each and every sub-consultant that does work or provides Services under this Agreement.

The Consultant shall cooperate fully with the City, other City contractors, other municipalities and local government officials, public utility companies, and others, as may be directed by the City. This shall include attendance at meetings, discussions and hearings as requested by the City. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by the City, any of its departments, and/or OSHA relative to this Project, as necessary. Consultant shall cooperate with the City in scheduling and performing its Work to avoid conflict, delay in or interference with the work of others, if any, at the Project.

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified by a writing approved by both parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

- B. Representation and Warranties.** Consultant represents and warrants that: (1) Consultant possesses and will keep in force all required licenses to perform the Services; (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the Services.
- C. Breach/Default.** Any one of the following events shall be deemed an event of default hereunder by Consultant, subject to Consultant's right to cure:
1. Failure to perform the Services as defined in Paragraph A above and contained within Exhibit A;
  2. Failure to comply with any other of the General Provisions contained within this contract.

Consultant, within thirty (30) days, shall have the right to cure any default herein listed at its own expense, including completion of Services or the replacement or termination of any agent, employee, or sub-contractor as a

result of any violation of the General Provisions contained herein.

- D. Remedy.** City does not waive any right to exercise any option to cure any breach or default on the part of contractor, including but not limited to injunctive relief, an action in law or equity or termination of this Agreement as outlined in Paragraph E of this section.
- E. Termination.** City may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the City terminates this agreement, the City will make payment to Consultant for Services performed prior to termination. Payments made by the City pursuant to this Agreement are subject to sufficient appropriations made by the City of Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the City Council, the City's obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the City shall have the right terminate this Agreement without prior written notice. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the City any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCAD Version 2007, PDF, ARTView, Word, Excel spreadsheets, technical specifications and calculations, and any other such items specifically identified by the City related to the Services herein.
- F. Independent Consultant.** Consultant's status shall be that of an independent Consultant and not that of a servant, agent, or employee of City. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. Consultant shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer's liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of City, including but not limited to all policies and work rules applicable to City employees while on City property such as the Workplace Harassment Policy; COVID-19 Vaccination Policy; and Drug and Alcohol Policy. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto. Consultant shall certify that its agents, employees and subcontractors are in compliance with City work rules applicable to City employees while on City property. Failure to certify or violation of work rules is subject to the Default provisions of Paragraph C.
- G. Conflict of Interest.** Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the

interests of City in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to City and consented to in writing to City.

- H. Ownership of Documents and Other Materials.** All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, AutoCAD Version 2007, Excel spreadsheets, PDF, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of City, and City shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of City, during any stage of the Services, Consultant shall promptly deliver all such materials to City. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pages, without the prior written approval of City, provided, however, that Consultant may retain copies of the same for Consultant's own general reference.
- I. Payment.** Invoices for payment shall be submitted by Consultant to City at the address set forth above, together with reasonable supporting documentation, City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City's receipt of an invoice and all such supporting documentation.
- J. Right to Audit.** Consultant shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by City or City's authorized employees, agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating, documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated, Consultant shall provide City an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of City's expenses for and in connection with the audit respecting such invoice.
- K. Indemnity.** Consultant shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney's fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant's sub-contractors, employees, agents or sub-contractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage

herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the City, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

At the City Corporation Counsel's option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 *et seq.* or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its sub-consultants' work. Acceptance of the work by the City will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

- L. Insurance.** Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant's performance or failure to perform the Services hereunder: (1) worker's compensation in statutory limits and employer's liability insurance in the amount of at least \$500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not

less than \$3,000,000 combined single limit for bodily injury, death and property damage, per occurrence, (3) comprehensive automobile liability insurance covering owned, non-owned and leased vehicles for not less than \$1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) errors and omissions or professional liability insurance respecting any insurable professional services hereunder in the amount of at least \$1,000,000. Consultant shall give to the City certificates of insurance for all Services done pursuant to this Agreement before Consultant performs any Services, and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. The City may also require Consultant to provide copies of the Additional Insured Endorsement to said policy (ies) which name the City as an Additional Insured for all of Consultant's Services and work under this Agreement. Any limitations or modification on the certificate of insurance issued to the City in compliance with this Section that conflict with the provisions of this Section shall have no force and effect. Consultant's certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City. Consultant understands that the acceptance of certificates, policies and any other documents by the City in no way releases the Consultant and its sub-contractors from the requirements set forth herein. Consultant expressly agrees to waive its rights, benefits and entitlements under the "Other Insurance" clause of its commercial general liability insurance policy as respects the City. In the event Consultant fails to purchase or procure insurance as required above, the parties expressly agree that Consultant shall be in default under this Agreement, and that the City may recover all losses, attorney's fees and costs expended in pursuing a remedy or reimbursement, at law or in equity, against Consultant.

Consultant acknowledges and agrees that if it fails to comply with all requirements of this Section, that the City may void this Agreement.

- M. Confidentiality.** In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant's employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City's written approval, and (iii) not to disclose to City any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5)

working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant's control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemption to the disclosure of such records or part thereof is applicable. Vendor shall indemnify and defend the City from and against all claims arising from the City's exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

- N. Use of City's Name or Picture of Property.** Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of City's name nor the name of any affiliate of City, nor any picture of or reference to its Services in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.
- O. No Assignments or Sub-contracts.** Consultant shall not assign or sub-contract all or any part or its rights or obligations hereunder without City's express prior written approval. Any attempt to do so without the City's prior consent shall, at City's option, be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of City.
- P. Compliance with Applicable Statutes, Ordinances and Regulations.** In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Consultant's sole cost and expense, except to the extent expressly provided to the contrary herein. Whenever the City deems it reasonably necessary for security reasons, the City may conduct at its own expense, criminal and driver history background checks of Consultant's officers, employees, sub-contractors, or agents. Consultant shall immediately reassign any such individual who in the opinion of the City does not pass the background check.
- Q. Liens and Encumbrances.** Consultant, for itself, and on behalf of all sub-contractors, suppliers, materialmen and others claiming by, through or under Consultant, hereby waives and releases any and all statutory or common law mechanics' materialmen's' or other such lien claims, or rights to place a lien upon City property or any improvements thereon in connection with any Services performed under or in connection with this Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all sub-contractors, suppliers and materialmen, and a release of lien respecting the Services at

such time or times and in such form as may be reasonably requested by City. Consultant shall protect City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any sub-consultant, supplier or materialmen, or other person, firm or corporation, upon City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

- R. Notices.** Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to City as follows: City of Evanston, 909 Davis Street, Evanston, Illinois 60201, Attention: Purchasing Division and to Consultant at the address first above set forth, or at such other address or addresses as City or Consultant may from time to time designate by notice given as above provided.
- S. Attorney's Fees.** In the event that the City commences any action, suit, or other proceeding to remedy, prevent, or obtain relief from a breach of this Agreement by Consultant, or arising out of a breach of this Agreement by Consultant, the City shall recover from the Consultant as part of the judgment against Consultant, its attorneys' fees and costs incurred in each and every such action, suit, or other proceeding.
- T. Waiver.** Any failure or delay by City to enforce the provisions of this Agreement shall in no way constitute a waiver by City of any contractual right hereunder, unless such waiver is in writing and signed by City.
- U. Severability.** In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.
- V. Choice of Law.** The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois. Venue for any action arising out or due to this Agreement shall be in Cook County, Illinois. The City shall not enter into binding arbitration to resolve any dispute under this Agreement. The City does not waive tort immunity by entering into this Agreement.
- W. Time.** Consultant agrees all time limits provided in this Agreement and any Addenda or Exhibits hereto are of essence to this Agreement. Consultant shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the City.
- X. Survival.** Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder including the termination of the Consultant.

## **VI. EQUAL EMPLOYMENT OPPORTUNITY**

In the event of the Consultant's noncompliance with any provision of Section 1-12-5 of the Evanston City Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future contracts or sub-contracts with the City, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the Consultant agrees as follows:

**A.** That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.

**B.** That, in all solicitations or advertisements for employees placed by it on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

## **VII. SEXUAL HARASSMENT POLICY**

The Consultant certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2105 *et. seq.*), that it has a written sexual harassment policy that includes, at a minimum, the following information:

- A.** The illegality of sexual harassment;
- B.** The definition of sexual harassment under State law;
- C.** A description of sexual harassment utilizing examples;
- D.** The Consultant's internal complaint process including penalties;
- E.** Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and
- F.** Protection against retaliation as provided to the Department of Human Rights.

## **VIII. CONSULTANT CERTIFICATIONS**

**A.** Consultant acknowledges and agrees that should Consultant or its sub-consultant provide false information, or fails to be or remain in compliance with the Agreement, the City may void this Agreement.

**B.** Consultant certifies that it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. Section 1201 et seq.) and applicable rules in performance under this Agreement.

**C.** If Consultant, or any officer, director, partner, or other managerial agent of Consultant, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Consultant certifies at least five years have passed since the date of the conviction.

**D.** Consultant certifies that it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State in the U.S., nor made any admission of guilt of such conduct that is a matter of record. (720 ILCS 5/33 E-3, E-4).

**E.** In accordance with the Steel Products Procurement Act, Consultant certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the U.S. unless the City grants an exemption.

**F.** Consultant certifies that it is properly formed and existing legal entity, and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

**G.** If more favorable terms are granted by Consultant to any similar governmental entity in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms shall be applicable under this Agreement.

**H.** Consultant certifies that it is not delinquent in the payment of any fees, fines, damages, or debts to the City of Evanston.

## **IX. INTEGRATION**

This Agreement, together with Exhibits A, B, C, and D sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the terms therein. No portion of the Agreement shall be construed against a party due to the fact that one party drafted that particular portion as the rule of *contra proferentem* shall not apply.

In the event of any inconsistency between this Agreement, and any Exhibits, this Agreement shall control over the Exhibits. In no event shall any submission or contract form submitted by Consultant be part of this Agreement unless agreed to in a writing signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such submission or contract form consistent with this Agreement and Exhibits hereto shall be part hereof.

**IN WITNESS WHEREOF**, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

**CONSULTANT:**

**CITY OF EVANSTON  
909 Davis Street  
EVANSTON, IL 60201**

By: \_\_\_\_\_

By: \_\_\_\_\_

Luke Stowe

Its: \_\_\_\_\_

Its: City Manager

FEIN Number: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_

Alexandra B. Ruggie

Its: Corporation Counsel

Revision: April 2021

## **EXHIBIT A – Project Milestones and Deliverables**

This EXHIBIT A to that certain Consulting Agreement dated \_\_\_\_\_ between the City of Evanston, 909 Davis Street, Evanston, Illinois, 60201(“City”) and \_\_\_\_\_ (“Consultant”) sets forth the Commencement, Services, Fees, and Reimbursable Expenses as follows:

**I. COMMENCEMENT DATE:** \_\_\_\_\_

**II. FEES:**

**IV. SERVICES/SCOPE OF WORK:**

As defined in RFQ #25-65 (Exhibit B) and Consultants Response to Submission (Exhibit C)

Dated: \_\_\_\_\_

**City of Evanston** has partnered with **Euna OpenBids** – an online network connecting local governments with suppliers across the nation. Euna OpenBids is open and accessible to all businesses. Euna OpenBids gives you instant access to RFPs, bids, quotes, and other opportunities with City of Evanston.

By registering for a complimentary account with Euna OpenBids, you get Instant Access to bids for City of Evanston. Your free Euna OpenBids account provides:

- **Instant** access to all bid and quotes for City of Evanston
- **Automatic** notifications from City of Evanston right to your inbox
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place.

**It's Easy! Get started in 4 easy steps.**

## REGISTER

Go to  
[demandstar.com/registration](https://demandstar.com/registration)

### Get started for free!

Company Name

Email Address

This will be your username for logging in to OpenBids

Create your OpenBids account

Sign In

By creating an account, you agree to OpenBids Terms of Use and Privacy Policy.

STEP 1

## CHOOSE YOUR FREE AGENCY

Type "City of Evanston" in the Search Box, select the agency, then click "Next".

### 1 of 4: Choose your free agency

A great way to find out about new opportunities on OpenBids is to subscribe to a government agency. To get started, please choose your first (free!) agency. You'll have a chance to sign up for more in just a moment.

Search by Agency Name

State

County

[Reset Search](#)

York County Purchasing

STEP 2

## CHOOSE COMMODITY CODES

Get notifications – ones that are relevant to your business by describing what you offer via “commodity codes”

### 2 of 4: Refine Bid Notifications

#### What are commodity codes?

OpenBids commodity codes are how we categorize goods and services for government procurement. When you choose commodity codes, OpenBids uses them to match what your company provides to what governments in your subscription need, helping you find the best bids and quotes to bid on.

Take control of your bid notification experience and maximize your chances of finding opportunities that are tailored to your needs. Add your key tags here and let us assist you in uncovering the most relevant and valuable bid opportunities in your industry.

Example: Infrastructure, Automobiles, Dairy, Agriculture

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[Skip Commodity Codes and Tags](#)

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STEP 3

## CHOOSE MORE NOTIFICATIONS

Click “Continue without Adding Subscriptions” to proceed to City of Evanston specifically. Or, if you’d like to get notifications when other governments near you post a relevant solicitation, you can select any combination of our county, state or national plans on this page.

### 3 of 4: Choose Subscriptions

Now that you've chosen **Rock County** as your free agency, add more counties to grow your network of potential clients.

County subscriptions start at \$25 per year.

#### Please select a state to begin

State

Wisconsin

#### Choose your counties in Wisconsin

There are currently 51 Wisconsin counties with agencies publishing bids on OpenBids. Please choose which counties you'd like to subscribed to. You may also subscribe to all counties in Wisconsin and save!

+ Subscribe to Wisconsin for \$450 / year

Search for Counties

Search for Counties

#### Rock County Subscription

Rock County is in Rock County. Subscribe and get notifications from 4 agencies.

[Subscribe to Rock County for \\$35/year](#)

#### Wisconsin Subscription

Rock County is in Wisconsin. Subscribe and get notifications from 146 agencies.

[Subscribe to Wisconsin for \\$450/year](#)

#### National Subscription

Choose a national subscription and get notifications from 2884 agencies.

STEP 4

## COMPLETE YOUR PROFILE

Enter your contact and company information and Click “Finish Registration”. You’ll receive an email to set up your password.

You’re done!

### 4 of 4: Complete your profile

**We've saved your selections.** Now that you've set up your subscriptions on OpenBids, tell us a little bit more about yourself.

#### Your contact information

First Name

Last Name

Phone Number

#### Your company Information

Company Phone Number