

Village of Homewood

REQUEST FOR PROPOSALS

For Design and Construction Improvements to the Village of Homewood
Auditorium



**RFP Submittals Are
Due by Friday, April 11, 2025 at 5:00 p.m.**

Submit One Original or One Electronic Copy to:

Village of Homewood
ATTN: Terence Acquah
2020 Chestnut Road
Homewood, Illinois 60430
Electronic copies to: tacquah@homewoodil.gov

For Questions Contact: Terence Acquah, Assistant Village Manager
tacquah@homewoodil.gov or (708) 206-3378

This RFP is posted on the Village of Homewood website at:
www.homesweethomewood.com

March 17, 2025

Re: For Design and Construction Improvements to the Village of Homewood Auditorium

Dear Construction Firm:

The Village of Homewood is seeking a construction firm to provide proposals to design and construct improvements "Design Build" to the Village of Homewood auditorium. The scope of services and other information is outlined in the enclosed document.

Proposal instructions are contained in the Request for Proposals (RFP) document. Please provide the requested information in the prescribed written format. Failure to comply with the prescribed format may result in disqualification.

Inquiries: All inquiries or questions regarding this RFP must be received no later than 5:00 p.m. on Wednesday, April 9, 2025, via email. Questions received after this deadline will not be accepted.

Responses: Responses to the inquiries will be sent to all participating consulting firms and will be displayed publicly at Village Hall and at www.homesweethomewood.com

Printed & Email Proposals Due: Copies of the original proposal must be received no later than 5:00 p.m. on Friday, April 11, 2025. Feel free to submit digital copies of the proposal in addition to the printed proposals. Please include an email contact when submitting either.

Village of Homewood
Attn: Terence Acquah
tacquah@homewoodil.gov
2020 Chestnut
Homewood, IL 60430

Staff Committee Review: The following Village staff is expected to review the proposals and make a final recommendation to the Village Board: Village Manager, Assistant Village Manager, Public Works Director, Assistant Public Works Director, Economic and Community Development Director, Assistant Director of Economic and Community Development, and Finance Director.

Thank you for your interest and participation. We look forward to reviewing your proposal.

Sincerely,



Terence Acquah, MPA
Assistant Village Manager

REQUEST FOR PROPOSALS

I. Summary

The Village of Homewood, Illinois invites qualified providers to submit a proposal and statement of qualifications to design and construct improvements to the Village of Homewood auditorium facility. This request for proposals (RFP) is specifically targeted to solicit proven and established construction firms that have both design and construction capabilities (design build). The Village is seeking proposals that include all elements of the design, construction, and engineering, as well as provide technical support to make the auditorium a multi-use facility. The Village seeks to implement a phased, comprehensive approach to remodeling the auditorium. This RFP specifically covers the first phase (design) of the project.

Built in 1939, the Homewood Auditorium has served as a cornerstone of the community for many years. The 21,500 s.f. space was used to host a wide variety of community events, including basketball, volleyball, and other recreational activities. In 2021, the Village of Homewood began leasing the space to the Homewood Arts Council. Today, the auditorium is home to an indoor Farmers Market and various other community programs.

In 2024, the Village received grant funding from the Department of Commerce and Economic Opportunity (DCEO) totaling \$1.3 million. These funds are the sole funding source for the project. Selected firms must work within this financial scope and meet the requirements of being certified subcontractors or suppliers through the State of Illinois' Commission on Equity and Inclusion (CEI) Business Enterprise Program.

Project Overview

The Village of Homewood Auditorium is anticipated to be a key multi-purpose facility used for various events, meetings, and performances. The improvements should prioritize:

- **Seating:** Upgrading or replacing seating to improve comfort, accessibility, and capacity.
- **Acoustics:** Enhancing sound quality for both speech and musical performances, and general sound dampening.
- **Lighting and Audio-Visual Equipment:** Upgrading lighting and audio and visual systems for modern, state-of-the-art functionality and ease-of-use operation.
- **Flooring:** Installing durable and aesthetically pleasing flooring suitable for a public events space including power accessibility for small segregated spaces.
- **Accessibility:** Ensuring compliance with ADA standards and improving overall barriers of use to the public facility.
- **Remediation:** Address necessary improvements, including fire suppression system enhancements, hazardous material abatement if needed, and the dismantling or removal of any outdated facilities or equipment.
- **Cost/Compliance:** Capacity to complete scope of work within the allocated \$1.3 million budget while adhering to the grant's requirements, which mandate the use of certified subcontractors and suppliers recognized by the State of Illinois' Commission on Equity and Inclusion (CEI) Business Enterprise Program.

II. Scope of Work

The scope of work includes, but is not limited to:

Design Phase:

- Conducting an assessment of the existing auditorium facilities.
- Developing design plans that address seating, acoustics, audio-visual systems, flooring, material remediation, and ADA compliance.
- Providing detailed cost estimates and timelines for the project.

Construction Phase:

- Performing all construction work in accordance with approved design plans and specifications.
- Managing all subcontractors and ensuring compliance with local building codes and regulations, including document and drawing review and permitting, in accordance with Village requirements; and, management of associated costs.
- Maintaining open communication with Village representatives to ensure project alignment with expectations.

Post-Construction:

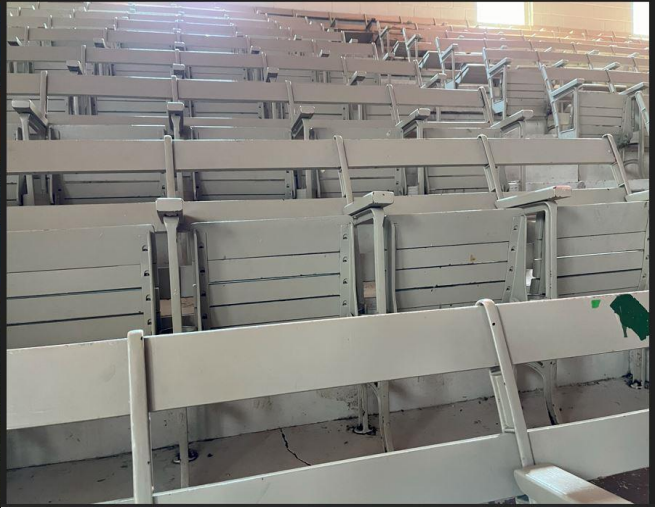
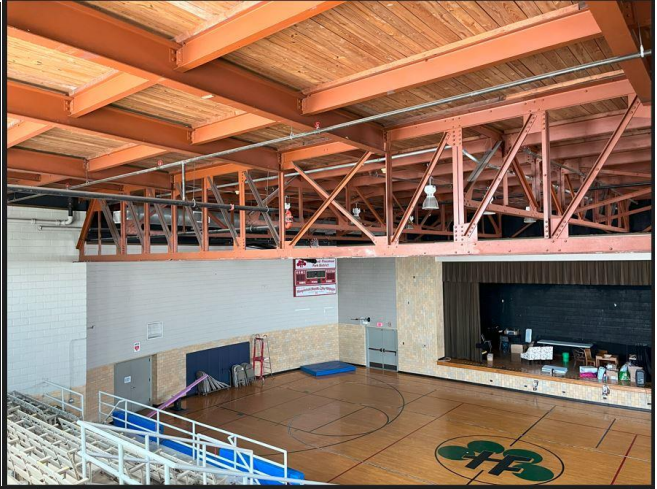
- Conducting a final walkthrough and addressing any punch list items.
- Providing warranties for all work completed and equipment installed.
- Delivering as-built drawings and operational manuals for new systems.

III. Location

2010 Chestnut Road, Homewood, IL 60430

The current space features a large stage, outdated seating that can currently accommodate 316 patrons, two restrooms, a basketball court, locker room area, basement crawl space (former gun range), and outdated ADA accommodations (pictures of the space below).





IV. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Compliance to Specifications

- Submission deadline compliance
- Proposal format
- Completeness of information supplied

Knowledge and Experience

- Success with similar projects - including documentation of successful projects and client references, as applicable
- Pertinent experience, qualifications, certifications, and past performance of proposed personnel that will be directly involved in providing services, including subcontractors
- Understanding of the project scope and objectives
- Overall capacity of vendor to successfully provide the required services, including all required services in design, construction, and post-construction project phases.

Proposal Price and Timeline

- Alignment of response to needs
- Proposed timeline and budget
- Demonstrated ability to complete similar projects on time and within budget

Adherence to Budget

- Demonstrates the ability to complete the project within the allocated \$1.3 million budget
- Provides cost-effective solutions without compromising quality or project scope
- Incorporates contingency plans to address unforeseen expenses while staying within budget
- Ensures all expenses align with the conditions of the grant funding
- Uses subcontractors and suppliers certified through the State of Illinois' Commission on Equity and Inclusion (CEI) Business Enterprise Program, as required by the grant

Evaluation Criteria	Maximum Points
Compliance to Specifications	20
Knowledge and Experience	25
Proposal Price and Timeline	25
Adherence to Budget	30
Total	100

V. Project Timeline

Approximate Dates	Action
Friday, March 21, 2025	Advertisement of RFP
Wednesday, April 9, 2025	Deadline to schedule optional walkthroughs
Friday, April 11, 2025	RFP Proposals due /Closing of advertisement
NO LATER THAN Friday, May 2, 2025	Identify successful vendor – Develop Contract and Project Summary to be submitted to Village Board
Tuesday, May 13, 2025	Proposal reviewed for approval at hearing of Village Board

Requests for evaluation updates may be forwarded to the Village Manager's Office of the Village of Homewood at any time. Questions and requests for updates should be made via phone at (708) 206-3378 or sent via email at tacquah@homewoodil.gov. Any questions pertaining to project requirements will be documented and publicly posted at <https://www.village.homewood.il.us/how-do-i/submit/bids-proposals>.

VI. Required Response Materials

Successful proposals should generally include the following materials:

- **Cover Letter:** This should identify the firm, their place of business, name, and telephone number of the person to contact regarding the subject RFP. The cover letter shall be authored and signed by an individual, partner, or designated representative of the contractor that is sanctioned to enter into contracts. The cover letter should be formal and intelligible, yet clearly demonstrate the vendor's candidacy for this request.
- **Knowledge and Experience:** This should be a more detailed narrative from the contractor of proposal that includes a summary of experience with similar types of projects.
- **Key Personnel:** Provide an organizational chart for the primary personnel proposed to serve as the points of contact with the Village of Homewood. Provide resumes, a listing of abilities, qualifications, licenses, and experience for the key personnel.
- **Project Approach:** This will be a detailed approach to the project, including design, construction, and timeline.
- **Cost Proposal:** This should provide a detailed cost breakdown for design and construction phases, including the fee structure and payment schedule.
- **Timeline:** A proposed schedule for project milestones and completion.
- **References:** A list of not less than three (3) relevant references must be included. References may be contacted after selection to determine if the contractor is responsive and responsible.

VII. Terms and Conditions

General Provisions & Disclaimers

This Request for Proposal (RFP) is not a commitment or contract of any kind. The Village reserves the right to pursue any and/or all ideas generated by this request. The Village further reserves the rights to reject, modify, or cancel, in part or in its entirety, this RFP. The Village assumes no obligation, and none is implied, to award a contract for any phase or services specified in this RFP. Costs for developing submissions are entirely the responsibility of the respondents and shall not be reimbursed in any case. The Village reserves the right to reject any and all submissions.

The Village reserves the right to waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of the Village. Submittals are public records subject to disclosure under the Freedom of Information Act (FOIA). The Village cannot guarantee that any information submitted in response to the RFP will remain confidential.

Prevailing Wage

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (820ILCS 130/1-12).

Minority, Female, Persons with Disability Status, and Subcontracting

The Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575/0.01 *et seq.*) requires certain DCEO grants include goals for contracting with businesses that have been certified as Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Women/Minority Business Enterprise (WMBE), and/or Persons with disabilities-owned Business Enterprises (PBE) ("BEP vendors" collectively).

Confidential and Proprietary Information

Village of Homewood is subject to the Freedom of Information Act and the Illinois Open Meeting Act. Vendors must understand that information and other materials submitted in response to this RFP, or in connection with any contract because of this RFP, may be subject to disclosure as a public record. Therefore, submission of trade secrets or proprietary information or materials is discouraged. Confidential information in the RFP should be clearly marked.

Please submit Requests for Proposals to:

Village of Homewood
ATTN: Terence Acquah

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