

Community Risk Assessment and Standards of Cover
Village of South Chicago Heights
3317 Chicago Road
South Chicago Heights IL

Key Request for Proposal	Dates
Schedule RFP Issued	October 27, 2025
Submit Questions By	November 10, 2025
Responses to Questions Posted By	November 17, 2025
Submit Proposals By	December 1, 2025
Notice of Award	December 15, 2025
Estimated Contract Negotiation & Execution	January 5, 2026
Tentative Project Start Date	January 12, 2026
Tentative Project Completion Date	July 31, 2026

Questions regarding this RFP should be directed to:

South Chicago Heights Fire Department
ATTN: Chad Vlietstra, Fire Chief
185 W. Sauk Trail
South Chicago Heights, IL 60411
708-755-9589
cvliestra@schfd.org

All Questions must be submitted no later than **November 10, 2025**

PROPOSALS DUE no later than **4:00 p.m. on December 1, 2025.**

PUBLIC NOTICE

Request for Proposals

Village of South Chicago Heights Community Risk Assessment and Standards of Cover Request for Proposals

PROFESSIONAL SERVICES

THE VILLAGE OF SOUTH CHICAGO HEIGHTS (the “*Village*”) is requesting proposals from qualified firms, consultants, or individuals (the “*Proposer(s)*” or the “*Consultant(s)*”) related to the Community Risk Assessment and Standards of Cover for the Village. The Village is requesting Proposers to submit written proposals from qualified Consultants to conduct a community risk assessment and to provide an analysis of Fire staffing and response capabilities. Furthermore, to develop a recommended Community Risk Reduction Plan based on the department’s capabilities, personnel and resources. This is intended to achieve sustainability, and to prepare for future needs based on nationally recognized guidelines and best practices, federal and state mandates, and pertinent local and regional operating procedures.

No Proposer shall discriminate in employment practices on the basis of race, color, national origin, ancestry, disability, gender, or religion. No qualified handicapped person shall, on the basis of handicap, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any matter leading to the award of contract.

The Proposer shall be responsible for preparing an effective, clear, and concise proposal. The Village is requesting one (1) hard copy and (1) electronic copy in PDF format on a flash drive.

All proposals must be received before 4:00 p.m. on December 1, 2025.

Community Risk Assessment and Standards of Cover
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ATTN: Chad Vlietstra, Fire Chief
3317 Chicago Road
South Chicago Heights IL 60411

Proposals received after the date and time specified will not be considered.

There is no expressed or implied obligation for the Village to reimburse the responding Consultants for any expenses incurred in preparing proposals in response to this request. The Village reserves the right to reject any or all proposals submitted, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted, and to award the contract according to the proposal which best serves the interests of the Village. All proposals will be compared on the basis of understanding the scope of work to be performed, methods and procedures to be used, management, personnel and experience, and consultation and coordination with the Village. **Proposals are not publicly opened (disclosed).**

Any changes, additions, or deletions to this Request for Proposal will be in the form of written addenda issued by the Village. Addenda will be posted where the RFP is posted. Prospective Proposers must check the website for addenda or other relevant new information during the response period. The Village is not responsible for the failure of any prospective Proposer to receive such addenda. All addenda so issued shall become a part of this Request for Proposal.

Chad Vlietstra, Fire Chief

Date:

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I. Overview	

(A) Purpose

The Village of South Chicago Heights (the “Village”) is soliciting proposals from qualified Consultant firms (the “*Proposer(s)*” or the “*Consultant(s)*”) to assist Village to research, write, and produce a Community Risk Assessment and Standards of Cover Report in alignment with the Center for Public Safety Excellence and Commission on Fire Accreditation International guidelines (the “*Project*”). The intent is to access community risks, evaluate current emergency response capabilities and support future planning and resource deployment decisions. The Village intends to award the Consulting Service Agreement (the “*Agreement*”) for the Project to a Proposer.

(B) Background Information

The Village operates under a Council-Manager form of government, with a seven-member Village Council comprised of an elected body of six Council Members and a Mayor for staggered terms. The Village Council is responsible for establishing policies, adopting the budget, appointing commissions, and committees, and hiring the Village Manager and Village Attorney. The Village Manager is responsible for implementing the Council’s policies, overseeing the day-to-day operations of the Village, and appointing the directors of the Village’s departments.

The Village Fire Department provides a full range of all-risk emergency services including structural fire suppression, wildland fire suppression, water rescues, paramedic emergency medical services, hazardous materials responses, vehicle extrication, technical rescue, public education and fire prevention. The Department has 32 sworn suppression personnel (primarily part-time), one Fire Chief, one Deputy Chief(part-time,) one Assistant Chief (part-time,) and one Fire Marshal (part-time). The Department also utilizes up to three contract Firefighter/Paramedics. The Fire Department has one fire station, two engines, one rescue/support vehicle, and two command vehicles. The Village Fire Department operates out of one station providing for emergency calls for service, non-emergency responses, municipal code enforcement, crisis intervention, fire prevention, public education and developing and promoting community partnerships for a safe community. The department is committed to technology and advanced analytics. More information, including the Village’s adopted budget, goals, and organizational structure can be found on the Village’s website.

This solicitation is for a consulting firm to create a Community Risk Assessment and Standards of Cover Report.

II. Scope of the Request for Proposal

(A) Project Objectives

The Village is soliciting proposals from qualified Consultant firms to provide an analysis of Fire staffing and response capabilities as further described herein. This is intended to achieve sustainability, and to prepare for future needs based on nationally recognized guidelines and best practices, federal and state mandates, and pertinent local and regional operating procedures.

A sample agreement for professional services with the Village is attached hereto and made a part hereof as Exhibit A. The sample agreement is subject to further review and revision by the Village prior to being finalized and submitted to the selected Contractor for execution.

(B) Term of Contract

The expected duration of the desired services is to be completed within six (6) months to twelve (12) months.

(C) Village Responsibilities

In general, the Village will be responsible for the following items:

- 1) Providing copies of available plans, reports, data, and existing documentation on file for Proposer's reference.
- 2) Designating a staff person as a contact for the project.
- 3) Acting as a liaison with the appropriate decision-making bodies and Department Heads.

(D) Scope of Services

The Proposer shall perform certain services necessary for Community Risk Assessment and Standards of Cover Report which services shall include the following: Complete a Community Risk Assessment and Standards of Cover Report for the Village Fire Department to include, but not limited to the following:

- 1) Describe community served.
- 2) Review services provided.
- 3) Complete analysis of existing station location and apparatus deployment.
- 4) Review community expectations and performance goals.
- 5) Complete an overview of community risk assessment.
- 6) Complete analysis of current operations.
- 7) Review historical system performance.
- 8) Establish performance objectives, including measures, objectives, and compliance methodology. o Review proposed development and provide input on emergency service needs to address development.
- 9) Develop viable alternatives for providing emergency and non-emergency response services with the geographic and financial resource limitations of the Village Fire Department. Furthermore, recommend and outline a Community Risk Reduction Plan based on the budget, personnel and capabilities of a department such as the SCHFD.
- 10) Suggest the integration of the CRR Five E's into the departments future activities.
- 11) Provide training and education to the identified members of the Department(s) on best practices to implement the recommended actions with the Community Risk Assessment and Standards of Cover.
- 12) Publish and present to the Village President and Board of Trustees a completed Community Risk Assessment and Standards of Cover Report with a summary of findings and financial considerations.

III. Proposal Award Schedule

Key Milestone Schedule

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Schedule RFP Issued	October 27, 2025
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The Proposal, consisting of one (1) hard copy and one (1) electronic copy must be received by mail, recognized carrier, or hand delivered no later than 4:00 p.m. December 1, 2025. Late Proposals will not be considered and will be returned, unopened.

Proposal shall be clearly labeled and addressed to:

[PROPOSER'S NAME]

PROPOSAL: Community Risk Assessment and Standards of Cover RFP

ATTN: Chad Vlietstra, Fire Chief

3317 Chicago Road

South Chicago Heights, IL 60411

All proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the Proposer. To be considered, the modification must be received in writing, and in the same number of copies as the original, prior to the date and time specified for receipt of proposals.

Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful Proposer, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof.

IV. Proposal Content and Organization

The organization of the proposal should follow the general outline below. Each proposal should consist of a Technical Proposal and a Cost Proposal.

(A) Cover / Transmittal Letter

The transmittal letter should include the name, title, address, phone number, email address, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the Consultant(s) firm, and who may be contacted during the period of proposal evaluation.

Only one transmittal letter needs to be prepared to accompany all copies of the technical and cost proposals. The cover letter shall be signed by an official authorized to bind the proposing entity and shall contain a statement that the proposal is valid for at least ninety (90) days.

The cover letter shall provide:

- 1) An overview of the proposing entity's history, ownership, organizational structure, and qualifications.
- 2) A description summarizing the Proposer's experience over the years in performing similar services to municipal clients.
- 3) Demonstration of experience in engaging with agency staff and formal and informal decision makers and stakeholders for projects covering similar work.

(B) Introduction

In this section, the Proposer should demonstrate an adequate understanding of the role and relationships of the Village and an awareness of issues specific to expectations outlined in the RFP.

(C) Key Project Staff and Qualifications

The CONSULTANT should specialize in Community Risk Assessment and Standards of Cover Reports. To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section of this RFP, to institutions similar in size and complexity to the Village.

Determination of best value to the Village shall be based upon, but not limited to, the following:

- 1) Qualifications and experience researching, writing, and producing Community Risk Assessment and Standards of Cover for government agencies with similar services and size to the Village Police and Fire Departments.
- 2) Performance (quality and efficiency) producing Community Risk Assessment and Standards of Cover for government agencies with similar services and size to the Village of South Chicago Heights.
- 3) Industry knowledge of Community Risk Assessment and Standards of Cover reports.
- 4) Service availability, ease of process, customer service, and convenience. • Proven systems in place for timely communication and follow-up.
- 5) Ability to provide efficient, user-friendly services and support.
- 6) Benefit to the Village.
- 7) Cost to the Village.

(D) Project Understanding, Technical Approach, and Work Plan

The Consultant shall describe their understanding of the project, detailed work approach and methodology. The Consultant shall expand on the scope of work, if appropriate, to accomplish the overall objective of the project and provide suggestions which might enhance the results or usefulness of thresholds. Consultant shall provide an example of similar projects prepared by the firm or proposed team.

A successful proposal should outline methodology, planning and design strategies that will result in the development and recommendations that are practical to the Village of South Chicago Heights. Technical approach and workplan shall fulfill the stated objectives including:

- 1) Clearly demonstrates that the Proposer has the experience, skill, and expertise necessary to complete the technical and analytical work.
- 2) Clearly describes the approach and all activities to be undertaken including engaging Village staff, managing the project, and communicating with the Village stakeholders and community.
- 3) Describes internal controls (QC/QA) and review to ensure accuracy and identify any supplemental tasks or recommended alternatives.
- 4) Demonstrates the ability to produce the required product in a timely fashion and the ability to present any necessary reports or studies to Village staff, elected officials, or the public.

The Proposer must prepare an explanation of the project management system and practices to be used to assure that the proposed services are completed in a timely manner and that the quality of the products will meet the Village's requirements.

(E) Client References and Work Product Examples

Consultant shall provide a list of at least three (3) references for the firm and any subconsultants, including the names, addresses, email addresses and telephone numbers of recent clients, preferably other public agencies for which Consultant has done similar work. Include a list of specific projects associated with each reference, date work was performed, total cost and key personnel involved. Please do not include the Village of South Chicago Heights as a reference. If applicable, the proposal must also include discussion of the Consultant's affirmative action policy, and disclosure of any actual, apparent, or potential conflicts of interest.

(F) Project Budget Estimate and Fee Schedule

The cost proposal shall include all labor costs, overhead costs, subconsultant costs, and an itemized list for direct expenses. The Village intends to award this contract to the firm it considers will provide the best overall project services for the available budget. The cost proposal shall be submitted in a separate sealed envelope. The same cost proposal detail is required for sub-Consultants. Project budget estimates should include a project schedule for the study with activities, milestones, and deliverables and the project budget defined, at minimum, as follows:

- 1) Labor rates for all project team members
- 2) The proposed hourly fee schedule during the engagement period
- 3) All reimbursable fees and expenses should be included in the not to exceed fixed fee including travel, materials, supplies, etc.

(G) Exceptions

The Village's standard Professional Services Agreement and insurance requirements are included in Attachment 1. Proposers must identify any requested exceptions or modifications to the Agreement in writing and include them as part of their proposal and in Exhibit B of the sample agreement. Strikeouts or edits to the Agreement are not permitted; all requested changes must be clearly stated and documented in Exhibit B. The Village reserves the right to modify, supplement, or amend the Agreement at any time prior to execution.

V. Proposal Evaluation and Selection

(A) Evaluation Factors

Evaluation Factors Applications submitted in response to this request for proposal (RFP) will be reviewed by a team consisting of Village representatives. The team will review all complete, eligible qualified submittals received by the deadline. Upon evaluating qualifications provided in the applications the team may identify top vendors to be invited for finalist interviews. Assuming that all minimum requirements have been met, each proposal will be evaluated and ranked by Village of South Chicago Heights. Evaluation factors to be considered, and the corresponding weight for each, shall be as follows:

EVALUATION FACTOR	PERCENT
UNDERSTANDING OF WORK AND CLARITY OF PROJECT APPROACH, METHODOLOGY	30%
PROJECT EXPERIENCE	30%
QUALITY, PRIOR EXPERIENCE AND AVAILABILITY OF STAFF TO BE ASSIGNED	30%
COMPLIANCE WITH THE RFP REQUIREMENTS, PROPOSAL QUALITY	10%
TOTAL	100%

(B) Competitive Selection

- 1) The Village, at its sole discretion, may request an oral presentation or discussion with the most qualified Proposer(s).
- 2) The Village reserves the right to reject any or all proposals, to waive any informality in any proposal, and to select the proposal that best meets the Village's needs. The successful Proposer shall be selected by the Village of South Chicago Heights on a rational basis.
- 3) Evaluation factors outlined in Paragraph V-A shall be applied to all eligible responsible and responsive Proposers in comparing proposals and selecting the successful proposal.
- 4) A Proposer may be selected without discussion after proposals are received. Therefore, proposals should be submitted on the most favorable terms.
- 5) The proceedings of the Selection Committee are confidential, and members of the Selection Committee are not to be contacted by the Proposers.
- 6) The Selection Committee, comprised of a minimum of two (2) individuals, will evaluate proposals and other submitted documentation based on the criteria above. Firms may be invited to oral interviews before the Selection Committee.
- 7) If oral interviews are conducted, only the specifically identified project team members, led by the designated project manager, will be asked to appear. Finalists will be notified and informed of specific interview requirements and procedures.

Please review Section IV for a description of the proposal format.

VI. General Conditions

(A) Contract Agreement and Insurance Requirements

Once the selection process (written proposal review and oral interviews, if held) is complete, the top-ranking firm will be invited to enter contract negotiations with the Village. In addition, Consultants will be expected to accept the standard Village contract language for professional services agreements. If negotiations are unsuccessful, discussions with the highest ranked firm will be terminated and the second highest ranked firm may be contacted for negotiations.

The selected firm shall be required to enter into a Village-prepared Agreement for Consultant Services for provisions related to compensation, conflict of interest, indemnification, insurance, etc. approved by the Village Attorney. Consultants shall be prepared to accept the terms and conditions of the Village's Agreement for Consultant Services including all insurance requirements. The successful Consultant's bid and the terms and conditions stated in this RFP will be made part of the contract between the Village of South Chicago Heights and the Consultant. The scope, budget and schedule to complete the study will be incorporated into the professional services agreement. This RFP outlines the specifications and requirements, but not necessarily all the terms and conditions that will be incorporated into the final agreement between the Village of South Chicago Heights and the successful Consultant. A sample Professional Services Agreement is included in Attachment 1.

The Consultant shall obtain, at its own cost, insurance coverage meeting the Village's requirements. If a subcontract for work or services to be performed exceeds \$25,000, the subcontract must contain all required provisions of the prime contract. The standard insurance requirements of the Village are as follows:

- 1) Commercial General Liability Insurance using Insurance Services Office "Commercial General Liability" policy from CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross-liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate.
- 2) Business Auto Coverage on ISO Business Auto Coverage including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant's employees will use personal autos in any way to perform the Scope of Services, then Consultant shall provide evidence of personal auto liability coverage for each such person.
- 3) Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits.

- 4) Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop-down provision providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a “pay on behalf” basis, with defense costs payable in addition to policy limits. Policy shall contain a provision obligating insurer at the time insured’s liability is determined, not requiring actual payment by the insured first. There shall be no cross-liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to Village for injury to employees of Consultant, subcontractors or others involved in the Work. The scope of coverage provided is subject to approval of Village following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$1,000,000 per occurrence.
- 5) Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designated to protect against acts, errors or omissions of Consultant and “Covered Professional Services” as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than \$2,000,000 per claim and in the aggregate. The policy must “pay on behalf of” the insured and must include a provision establishing the insurer’s duty to defend. The policy retroactive date shall be on or before the effective date of this agreement.
- 6) Cyber Liability Insurance appropriate to Consultant’s profession and services hereunder, written on a per occurrence basis, with limits not less than \$1,000,000 per occurrence/loss, and \$2,000,000 in the aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by vendor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

(B) Legal Responsibilities

All proposals must be submitted, filed, made, and executed in accordance with State of Illinois and Federal laws relating to proposals for contracts of this nature, whether the same or expressly referred to herein or not.

(C) Reservations, Pre-contractual Expenses, and Limitations

This Request for Proposals (RFP) does not commit the Village to award a contract, to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for services or supplies. No payment of any kind will be made to the Consultant

responding to this RFP, or parties they represent, for obtaining any of the information solicited.

The Village shall not be liable for any pre-contractual expenses incurred by any Proposer or by any selected Consultant. Each Proposer shall protect, defend, indemnify, and hold harmless the Village from any and all liability, claims, or expenses whosoever incurred by, or on behalf of, the entity participating in the preparation of its response to this request. Pre-contractual expenses are defined as expenses incurred by Proposers and the selected Consultant, if any, in:

- 1) Preparing and submitting information in response to this request
- 2) Negotiations with the Village on any matter related to this procurement
- 3) Costs associated with interviews, meetings, travel or presentations

All other expenses incurred by a Proposer/Consultant prior to the date of award and a formal notice to proceed

The Village expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any Proposer and of the suitability of the materials and/or services to be rendered. The Village reserves the right to withdraw this RFP at any time without prior notice. Further, the Village reserves the right to modify the RFP schedule described above.

(D) Business License

Possession of a Village of South Chicago Heights business license is not required to submit a proposal in response to this invitation. However, the Consultant shall be required to possess, at its own expense, a valid and current Village of South Chicago Heights Business License prior to commencing work. The cost for the business license will be waived for the Proposer selected.

(E) Joint Offers

Where two or more Proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The Agency intends to contract with a single firm and not with multiple firms doing business as a joint venture.

(F) Public Records and Proprietary Information

All proposals submitted in response to this RFP become the property of the Village. Information in the proposal, unless specified as trade protected, may be subject to public review. Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. Proprietary information submitted in response to this RFP will be handled in accordance with the Illinois Public Records Act.

Proposers are to indicate any restrictions on the use of data contained in their responses. Those parts of a proposal which are defined by the bidder as business or trade secrets, as that term is defined in Illinois Government Code, and are reasonably marked as "Trade

"Secrets", "Confidential" or "Proprietary" shall only be disclosed to the public if such disclosure is required or permitted under the Illinois Public Records Act or otherwise by law.

Proposers who indiscriminately and without justification identify most or all of their proposals as exempt from disclosure may be deemed non-responsive.

(G) Right to Cancel and Amend

The Village reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP, including but not limited to selection schedule, submittal date, and submittal requirements. If the Village cancels or revises the RFP, all Consultants will be notified in writing.

(H) Withdrawal of Proposals

Any proposal may be withdrawn at any time prior to the time fixed in the public notice for the receipt of proposals only by written request filed with the Village representative facilitating the RFP. The request shall be executed by the Proposer or their duly authorized representative. The withdrawal of a proposal does not prejudice the right of the Proposer to file a new proposal. No proposal may be withdrawn after the time fixed in the public notice for the receipt of proposals.

(I) Rejection of Proposals

Failure to meet the requirements of the Request for Proposals (RFP) will be cause for rejection of the proposal. The Village may reject the proposal if it is incomplete, contains irregularities of any kind, or is offered conditionally. The Village reserves the right to reject any and all proposals without cause. The proposal is to be prepared in such a way as to provide a straightforward, concise delineation of the information requested. Proposals which contain false or misleading statements, or which do not support an attribute or condition claimed by the Proposer, may be cause for rejection of the proposal. If, in the sole opinion of the Village, such information was intended to mislead the Village in its evaluation of the proposal, it will be cause for rejection of the proposal.

(J) Additional Information

The Village reserves the right to request additional information and/or clarification from any or all Consultants.

(K) Conflict of Interest

Consultant covenants that the company, its officers, employees and/or agents presently have no interest, and shall not acquire any interest, direct or indirect, financial, or otherwise, which would conflict in any manner or degree with the performance of the services requested herein by the Village. Consultant further covenants that, in the performance of any contract or agreement resulting from this RFP, no subcontractor or person having such an interest shall be employed. Consultant certifies that to the best of Consultant's knowledge, no one who has or will have any financial interest under any contract or agreement resulting from this RFP is an officer or employee of the Village.

(L) Release of Public Information

Consultants who respond to this RFP who wish to release information to the public regarding selection, contract award or data provided by the Village must receive prior written approval from the Village before disclosing such information to the public.

(M) Non-Assignment

If a contract is awarded, the selected Consultant shall neither assign, nor delegate, in part or in whole, any duties without the prior written consent of the Village which shall not be unreasonably withheld.

(N) Collusion

Each Consultant certifies that the company, its officers, employees and/or agents are not a party to any collusive action, fraud, or any action that may be in violation of the Sherman Antitrust Act. The Consultant certifies that the company, its officers, employees and/or agents have not offered or received any kickbacks or inducements from any other bidding Consultant, supplier, manufacturer, or subcontractor in connection with the proposal and that the company, its officers, employees and/or agents have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value. Any or all bids shall be rejected if there is any reason to believe collusion exists among the bidding Consultants. More than one bid from an individual firm, partnership, corporation, or association under the same or different names may be rejected.

Reasonable grounds for believing that a bidding Consultant has interest in more than one proposal for the work being proposed may result in rejection of all bids in which the bidding Consultant is believed to have interest.

(O) Debarment

By submitting a proposal, the Consultant certifies that the company is not currently debarred from submitting proposals and/or bids for contracts issued by any Village or political subdivision or agency of the State of Illinois, and that it is not an agent of a person or entity that is currently debarred from submitting proposals and/or bids for contracts issued by any Village or political subdivision or agency of the State of Illinois.

(P) Equal Employment Opportunity Compliance.

The selected Consultant shall not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Consultant shall take affirmative action to ensure that all employees and applicants for employment shall be treated with equality in all aspects of employment processes including, but not limited to, hiring, transfer, promotion, training, compensation, and termination, regardless of their race, creed, color, sex, national origin, age, or physical handicap.

(Q) Evaluation and Award of Contract

Evaluation and selection of proposals will be based on the qualifications and evaluation criteria outlined in the RFP. Brochures or other promotional presentations beyond that

which is deemed sufficient to submit a complete and effective proposal are not desired. Elaborate artwork, expensive paper or binders, and expensive visuals are not necessary and will not affect the evaluation process.

The Village of South Chicago Heights reserves the right to make the selection of a Proposer based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipate initiative and ability of the Proposer to perform the services set forth herein. The Village of South Chicago Heights reserves the right to reject any or all proposals, to waive any requirements, both the Village's and those proposed by the Proposer; to waive any irregularities or informalities in any proposal or the RFP process when it is in the best Village of South Chicago Heights interest of the Village to do so; to negotiate for the modification of any proposal with mutual consent of the Proposer; to re-advertise for proposals, if desired; to sit and act as sole judge of the merit and qualifications of the service offered; and to evaluate in its absolute discretion, the proposal of each Proposer, so as to select the Proposer which best serves the requirements of the Village, thus providing that the best interest of the Village will be served.

Proposer's past performance, and the Village's assurance that each Proposer will provide service as bid, will be taken into consideration when proposals are being evaluated. The Village may make such investigation as it deems necessary to determine the ability of a Proposer to furnish the required services, and the Proposer will furnish to the Village all such information and data for this purpose as the Village may request. The Village reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Village that such Proposer is properly qualified to carry out the obligations of a contract and to deliver the services contemplated herein or the bid of any bidder who has previously failed to perform properly, or complete on time, contracts of a similar nature.

Any material misrepresentation or material falsification of information provided to the Village in the Proposer's bid submission, or at any point in the bid evaluation process, including any interview conducted, is grounds for rejection of the bid. In the event that the misrepresentation or falsification is not discovered until after any agreement is awarded, the agreement may be terminated at that time. A determination as to whether a misrepresentation or falsification of the bid submission is material shall be made solely in the exercise of the Village's sole discretion. The Village expressly reserves the right to reject the bid of any bidder who is in default on the payment of taxes, licenses, or other monies due the Village of South Chicago Heights.

The Village reserves the right to conduct a background inquiry of each Proposer which may include the collection of appropriate criminal history information, contractual and business associations and practices, employment histories, and reputation in the business community. By submitting a proposal to the Village, the Proposer consents to such an inquiry and agrees to make available to the Village such books and records as the Village deems necessary to conduct the inquiry.

The Village also reserves the right to award the contract without discussion or interviews, based upon the initial proposals. Selection will be based upon demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Following the initial qualifications-based selection, the price proposal provided will be the basis for negotiations to ensure the Village receives a fair and reasonable price.

(R) Proposal Pricing Guidelines

Fee schedules submitted in response to this Request for Proposals shall identify hourly rates for the project and be no higher than the bidder's standard commercial rates for same services. Fees submitted may be used as a basis of negotiation with the successful Consultant.

(S) Negotiations

The Village of South Chicago Heights reserves the right to negotiate all elements which comprise the proposal to ensure the best possible consideration for all concerned.

VII. Attachments Attachment

1: Attached is a sample copy of the Village's Agreement for Consultant Services, subject to change by the Village.