



**CITY OF KANKAKEE
REQUESTS FOR SEALED PROPOSAL FOR**

**Rehabilitation of Station #4
196 North Fairmont Ave.
Kankakee, IL 60901
PARCEL # 16-09-33-424-017
RFP#2025-001**

**ISSUED 5/7/2025
PROPOSALS DUE 5/28/2025 by 2:30 p.m., where they will be opened publicly and
read aloud.**

**SUBMIT TO:
CITY OF KANKAKEE
ATTN: Stacy Gall, City Clerk
304 S. Indiana Ave.
Kankakee, IL 60901**

Request for Proposal

The City of Kankakee (the “City”) will accept proposals for roof replacement of Fire Station #4, located at 196 North Fairmont Ave., Kankakee, IL (the “Property”). This project will be funded through the Department of Housing and Urban Development’s Community Development Block Grant.

Respondents to this Request for Proposal (RFP) shall submit to the City of Kankakee a proposal(s) which will address the various components as set forth in this Request for Proposal. Bids must be firm for at least 90 days following submission.

Proposal documents are available online by accessing the City’s Economic and Community Development Agency (ECDA) webpage through <https://ecda.citykankakee-il.gov/> or by contacting Barbi Brewer-Watson at bjbrewer-watson@citykankakee-il.gov.

Project Components

In general, the **roof replacement of station #4** project may include the following components:

- Roof Preparation
- Roof Replacement
- Supply and install prefinished rood edge
- Adhere Thermoplastic Polyolefin (TPO) roofing system

This Project would consist of the following tasks:

- 1) Prepare all necessary design Plans and Specifications. Prepared Plans and Specifications should be complete in detail and contain all necessary information consistent with standard professional practice and consist of all architectural and design drawings;
- 2) Review and consult with City and Fire Department staff to confer on requirements, design considerations, and preferences;
- 3) Prepare a Cost Estimate for all construction elements;
- 4) Submittal of an electronic copy of the finished Plans, Specifications and Cost Estimate;
- 5) Coordinate and respond to Requests for Information, review and respond to Submittals and other design-related documents as requested during bid process and until Project completion;
- 6) Attend a pre-construction conference and participate in other meetings as requested until Project completion; and
- 7) Coordinate and consult with ECDA Director during Project construction and until Project completion.

Proposal Submittal Requirements

Proposers should submit a complete digital proposal, collated into one PDF document, and three (3) printed copies of the completed proposal and cost bid so that it is received by the City no later than 2:30 p.m. on Wednesday, May 28, 2025 to:

City of Kankakee
Attention: Stacy Gall, City Clerk
304 S. Indiana Ave.
Kankakee, IL 60901

- 1) Format: Printed proposals should be 8½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document and organized in sections following the order specified under contents. The proposal should be submitted in a sealed envelope.
- 2) Contents: Proposal shall contain the following information:
 - a) Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
 - b) Relevant Experience
Describe relevant experience preparing plans and specifications for other public agencies.
 - c) Key Personnel Qualifications
Identify key personnel who would work on the Project as assigned, their respective roles, and a synopsis of relevant experience.
 - d) References
List of public agencies or clients for whom similar work has been performed, with the name, title and phone number of a contact person. The City may request a copy of a similar report prepared previously by the firm for another agency.
 - e) Scope of Work
Provide an explanation of tasks associated with the Project, including how you propose to complete each task.
 - f) Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel.
 - g) Work Schedule
Provide a time schedule for completion of work.
 - h) Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit D which is attached hereto and incorporated by reference herein. Any requests for reduction in the insurance amount shall be included in the proposal. The cost of such insurance shall be included in the consultant's proposal.

Evaluation Criteria

Proposals will be evaluated on the basis of the following criteria:

- Capabilities and resources of the firm.
- Qualifications and experience of key individuals.
- Schedule for completion of work.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process.

Proposals will be reviewed and evaluated by the City of Kankakee and a recommendation for award of contract will be presented to the Kankakee City Council.

Other Considerations

The City reserves the right to qualify, accept or reject any or all Respondents and accept any Proposal deemed to be in the best interest of the City. The City reserves the right to accept or reject any or all Proposals and waive irregularities or technicalities in any Proposal when in the best interest of the City.

The City of Kankakee is an Equal Opportunity Employer and encourages Section 3 businesses, and minority and women-owned contractors to submit proposals for this work.

RFP Schedule

RFP Release	May 7, 2025
Deadline for Written Questions	May 14, 2025
Proposals Due	May 28, 2025 at 2:30 p.m.
Recommendation to City Council	June 2, 2025















