

Black Contractors, Owners, & Executives

REQUEST FOR PROPOSAL (RFP)

City Of Chicago Home Repair Program: Architect Qualifications Package

CITY OF CHICAGO HOME REPAIR PROGRAM: ARCHITECT QUALIFICATIONS PACKAGE

Black Contractors, Owners, & Executives

7811 S Stony Island Ave

Chicago, Illinois 60649

Phone: 708-372-1089 Fax:

exec@bcoechicago.org

RFP ID: 17084

Prepared By: BCOE - Black Contractors Owners & Executives

Date: November 2, 2023

REQUEST FOR PROPOSAL
CITY OF CHICAGO HOME REPAIR PROGRAM: ARCHITECT PACKAGE
Chicago - Illinois

RFP ID: 17084

PROPOSAL SUBMISSION DEADLINE: November 10, 2023, 5:00 PM

QUESTION SUBMISSION DEADLINE: November 6, 2023

Questions may be submitted in written form to:

Contact Name: Irma Halloway
Contact Address: 7811 S Stony Island
Chicago, Illinois 60649
Telephone Number: 708-372-1089
Email Address: exec@bcoechicago.org

INTRODUCTION

Black Contractors, Owners, & Executives invites and welcomes proposals for their City of Chicago Home Repair Program: Architect Package project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at Various Chicagoland Addresses, Chicago, Illinois 60649.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Information, contact:

Name: Irma Holloway
Title: Executive Director
Phone: 708-372-1089
Fax: N/a
Email: exec@bcoeichicago.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to manage a qualified pool of local small and minority construction firms to secure bids on hrp projects and to undertake the repairs of qualified homes, with an emphasis on providing construction contract opportunities for minority Contractors and building wealth through hiring residents.

PROJECT QUALIFICATIONS:

The Project Qualifications:

- A. Architect to produce a drawing set for porch replacement work for the South and West sides of Chicago once reviewed home and or apartment conditions.
- B. Architectural plans from must be from an licensed Architect.
- C. Construction drawings should integrate City of Chicago Department of Building Porch Design & Construction Guidelines and all other applicable codes. [Microsoft Word - 0A Cover 5.4.11.doc \(chicago.gov\)](#)
- D. Present four (4) sets of stamped plans for permit.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE	DATE
RFQ Release:	November 2, 2023
RFI's Questions Due:	November 6, 2023
Proposal Dates Due:	November 10, 2023

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Black Contractors, Owners, & Executives shall award the contract to the proposal that best accommodates the various project requirements. Black, Owners, & Executives reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Black Contractors, Owners, & Executives no later than 5:00 PM on November 10, 2023 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.

Black Contractors, Owners, & Executives reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Bidder's Federal Employee Identification Number (FEIN)
5. Evidence of legal authority to conduct business in Illinois (e.g. business license number).

References

- Provide 2 references

By submitted a proposal, Bidder agrees that Black Contractors, Owners, & Executives may contact all submitted references to obtain any and all information regarding Bidder's performance.