



## REQUEST FOR PROPOSAL (RFP)

### 02-18-005 BIM Revit Modeling Project Wednesday, March 14, 2018 at 2:00 p.m.

Waubonsee Community College (WCC) seeks proposals from qualified firms to provide BIM Revit models of buildings located at all four campuses, and in-person training for college staff to navigate the Revit models and perform minor updates and additions.

Responses to this RFP shall be submitted in a sealed envelope to the address below. **Envelopes must be clearly identified with the name of the RFP and Due Date/Time.** Proposals received after the date and time specified in this RFP will not be considered. RFPs are not publically opened.

**Theresa Larson, Purchasing Manager**  
**Waubonsee Community College**  
**4S783 State Route 47**  
**Dickson Building Room 259**  
**Sugar Grove, IL 60554-9903**

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#### PROPOSED SCHEDULE

RFP Issued	Monday, February 19, 2018
Last Day for Submittal of Questions	Wednesday, March 7, 2018
Proposals Due	Wednesday, March 14, 2018 at 2:00 p.m.
First Interview	TBD
Second Interview (if required)	TBD
Recommendation of Award	Wednesday, April 18, 2018

All correspondence or questions concerning the RFP should be addressed to [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu).

#### Sugar Grove

Rt. 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454  
(630) 466-7900

#### Aurora Downtown

18 S. River St.  
Aurora, IL 60506-4131  
(630) 801-7900

#### Aurora Fox Valley

2060 Ogden Ave.  
Aurora, IL 60504-7222  
(630) 585-7900

#### Plano

100 Waubonsee Drive  
Plano, IL 60545-2276  
(630) 552-7900

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## **BACKGROUND INFORMATION**

Waubonsee Community College (WCC), located forty-five miles west of Chicago, Illinois, has served more than 250,000 students since its inception. As one of 48 public community colleges in the Illinois Community College System, WCC is governed by a board of trustees composed of seven community members elected from the district at large and a student trustee selected by the student body. WCC serves 22 municipalities, 12 public high school districts and nine private high schools in a five-county, 600-square-mile district with the current district population estimated at 428,120. In order to proactively address student and community needs, WCC has cultivated a learning-centered culture that values, and an infrastructure that advances, continuous quality improvement.

### **Vision**

Waubonsee Community College opens the door of knowledge, sparks imaginations, and enlightens lives through learning. We welcome the diverse abilities, goals, and experiences of individuals standing on the threshold of discovery. Our success is defined by the dreams we help shape, the opportunities we help design, and the futures we help create.

### **Values**

*Quality* — We constantly redefine what it means to be “the best,” seeking to improve in every area and exceed the expectations of those we serve.

*Value* — We focus every resource directly on the search for learning, creating tangible benefits in everything we do.

*Innovation* — We are actively engaged on the frontiers of education, continuously improving the learning environment for our students and communities.

*Service* — We view the world from the perspective of those we serve — anticipating needs and striving to exceed expectations while demonstrating a caring, knowledgeable, consistent connection with each individual every time they meet us.

*Accessibility* — We remove barriers to learning formed by time, geography, education, culture, experience or beliefs to provide a full range of quality educational opportunities for all who can benefit.

### **Mission Statement**

Waubonsee Community College is a public, comprehensive community college which was organized in 1966, as mandated by the Illinois Public Community College Act, to provide education and training services for individuals in portions of Kane, Kendall, DeKalb, LaSalle and Will counties of District 516. The philosophy of Waubonsee Community College is based on the premise that education is the cornerstone of a literate, democratic society; that learning is a lifelong process; and that the pursuit of knowledge must be supported by institutional policies that demonstrate the values of quality, value, innovation, service and accessibility.

## **GENERAL REQUIREMENTS**

### **Instructions**

1. Provide one (1) original and two (2) copies of your submittal.
2. Respondents may not contact any college employee to discuss this RFP. **All correspondence or questions concerning the RFP should be addressed to [purchasing@waubonsee.edu](mailto:purchasing@waubonsee.edu).**
3. All questions must be submitted in writing and will be responded to by addendum. Do not expect an immediate answer. Include your email address and/or fax number for any necessary communication.
4. RFP documents are available for download from the college's purchasing webpage at <https://www.waubonsee.edu/businesses/purchasing/>.
5. All late proposals will be rejected.
6. All proposals must be signed by a duly authorized representative of the firm. All unsigned proposals will be rejected.
7. The college reserves the right to award this project to one vendor or split the award based on the best interests of the college.
8. The college reserves the right to reject all proposals.
9. This RFP is not a guarantee of purchase.
10. The college reserves the right to amend any segment of the RFP prior to its announcement of a successful Respondent and award of contract. If a change occurs in the college's requirements resulting in a decision to modify the RFP's scope of work or statement of requirements, such change will be communicated in writing as an addendum to the RFP. In the event of a change, all Respondents will be provided the opportunity to revise their proposals to accommodate the amendment.
11. All proposal prices must be good for a period of 90 days from the date of opening.
12. All work for this contract is to be performed by the selected firms own staff. Subcontracting any portion of this project will not be allowed without written authorization from the college.
13. Proposals shall be prepared simply and economically, providing a straightforward description of the respondent's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content, including all attachments and work samples.
14. There is no express or implied obligation for the college to reimburse firms for any expenses incurred in preparing proposals in response to this request.
15. The college will issue a purchase order upon award by the college's Board of Trustees. Invoices will be paid monthly for work completed. The college's payment terms are net 30 days.
16. It is the policy of WCC to encourage the participation of businesses owned by minorities, females and persons with disabilities in contracts the college awards. This policy shall be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. and by cooperating with the Illinois Business Enterprise Council. The college has set an aspirational goal to award twenty percent (20%) of the total dollar amount for professional services contracts including insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services to qualified businesses owned by minorities, females and persons with disabilities.

## **EVALUATION PROCESS**

1. The college reserves the right to select the proposal most responsive to the college's needs, and who will best serve the interests of the college at the college's sole discretion. The college reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The college also reserves the right to waive minor irregularities or variations to specifications in the process.

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2. The college reserves the right, before awarding the contract, to require a firm to submit any evidence of its qualifications as the college may deem necessary and to consider any evidence available such as financial, technical and other capabilities, including performance experience with past and present users.
3. The college reserves the right to request additional information or clarifications and to allow corrections of errors and omissions. The college reserves the right to make those decisions after receipt of responses.
4. The college reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate.
5. A selection committee consisting of the staff from the college will review all proposals and make a determination based on the following factors:
  - a. Professional capacity to take on the work.
  - b. Ability to perform within time and budget constraints
  - c. Evaluation of potential work plans
  - d. Previous work experience and performance with similar institutions
  - e. Recommendations by references
  - f. Proposed fee structure
  - g. Other pertinent information submitted
6. The college may invite one or more finalists to have key personnel who would be engaged in the provision of the services make presentation(s) and/or discuss the proposal. The college will not be liable for expenses incurred in attending this interview.
7. At the college's discretion, the college may invite one or more finalists for a second interview with the college president, executive vice president of finance and operations and other senior administrative staff. The college will not be liable for expenses incurred in attending this interview.
8. The college will conduct contract negotiations with the firm whose proposal is deemed most responsive to the college's needs. Until the college acts formally to approve a contract, and until such contract is signed by both parties, the college is legally obligated in no respect. By this Request for Proposal, the college has not committed itself to undertake the work set forth.

## **QUALIFICATIONS**

### **Minimum Qualifications**

The awarded firm shall have a minimum of 5 years prior experience providing colleges or universities with investment advisory and custodial services.

## **SCOPE OF WORK**

### **BIM Revit Models**

1. There are seven (7) total buildings to have models created for:
  - a. Aurora Fox Valley Campus – 31,825 GSF
  - b. Academic and Professional Center – 64,434 GSF
  - c. Campus Operations – 21,532 GSF
  - d. Erickson Hall / Field House (2 merged buildings) – 112,650 GSF
  - e. Plano Campus – 34,320 GSF
  - f. Science Building – 46,837 GSF
  - g. Student Center – 65,367 GSF

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2. A combination of architectural, structural, and mechanical models may be needed.
3. Existing Drawings
  - a. We have mostly complete drawing sets for the above noted buildings that can be accessed via our web based digital archive: <https://simplicity.di-rev.com/simple/Login.aspx>. A temporary login has been set up for the purposes of this project:
    - i. Username: Vendor
    - ii. Password: Revitbid2018

**Consultants**

1. The awarded firm must have experience with the most current version of Autodesk Revit.
2. The awarded firm will generate the BIM models in .rvt format and provide an electronic copy.
3. The use of student interns is discouraged unless under the direct supervision of senior staff.

**Training**

1. A minimum of 50 hours of in-person training is to be provided to campus operations staff (1-3 team members) to teach them how to navigate the software and its various tools so the models will be functionally useful to the school.
2. Training will be held at the Sugar Grove Campus.
3. Training will be held using new Revit models created from college campus buildings.
4. Goals of the training:
  - a. For applicable Campus Operations team members to gain the ability to navigate the software so the models can be reviewed for useful information for problem solving/service issues and/or changes to rooms.
  - b. To be able to make minor additions and modifications to the models including things like mapping fire extinguishers, emergency lighting, &/or access controls, or adding furniture to the models.
  - c. To be able to make more substantial modifications to the models for minor remodels.

**PROPOSAL REQUIREMENTS AND FORMAT**

Firms shall provide a straight-forward, concise description of your firm's capability to satisfy the requirements of this RFP and perform the work described in this RFP. Prepare your responses to this RFP in the format and sequence specified below. Respond specifically to each item in the order as provided. Failure to comply may result in the college rejecting your proposal as non-responsive.

**Authorization**

1. Proposals must include a signed Authorization of Response form, completed certificates and the Business Enterprise Program information page.

**Firm Information**

1. Provide a brief description of your firm, including but not limited to the following:
  - a. Name of the principal(s) of the firm.
  - b. Name, telephone number, and email address of a representative of the firm authorized to discuss the proposal.
  - c. Addresses of all offices of the firm. Identify the office which will fulfill this agreement.

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- d. Number of employees of the firm.
  - e. Number of years in business under current name and any past corporate names or affiliations.
  - f. Statement of whether there are any ongoing, pending, or potential legal actions against the firm.
2. Describe the organization, date founded and ownership of your firm and regulatory bodies your firm reports to. Has the firm experienced a significant change in organizational structure, ownership or management during the past three years and, if so, please describe.
  3. Identify any work to be subcontracted and provide company name, contact information and purpose.
    - a. Waubensee Community College reserves the right to reject any subcontractor.

**Experience**

1. Describe your firm and its capabilities. Detail the firm's direct experience in providing expertise, consulting services and technical assistance for Revit modeling.
2. Indicate which principals and associates from your firm would be involved in providing services to the college. Provide appropriate background information for each such person and identify his or her responsibilities. Principals involved in providing servicing under this project require a minimum of five years' experience.
3. Provide a minimum of three (3) education client references for similar services performed, preferably services performed for community colleges.

**Approach, Plan of Work and Timeline**

1. Explain the firm's approach and suggested work plan. Suggest project milestones and provide estimates of project start dates and the time to completion.
2. Waubensee Community College estimates a start date in May 2018, and completion in July 2018. Firms should identify if this timeline is reasonable or if more time would be required.

**Questions to be Answered**

1. What would you need from the college to complete this project?
2. Which version of Revit will you provide the models?
3. Are there any topics not covered in this RFP that you would like to bring to the college's attention.

**Fees & Services**

1. Describe the way you propose to be compensated for your services. The cost of services is one of the factors that will be considered in awarding this contract. Please provide a thorough breakdown of your proposed fees for this engagement.
2. Hourly rates for additional services and other expenses not included in the proposed scope of work.

**Additional Documentation**

1. Provide a sample copy of your firm's contract for these services including all terms and conditions.
2. Firm may provide brochures, reports or other information in support of this proposal as an attachment to the proposal in 8.5" x 11" format. Do not include oversized brochures or sales materials. Catalogs or brochures may not be submitted in lieu of responses to an item.

## **INSURANCE AND INDEMNITY REQUIREMENTS**

1. **SAFETY:** The Contractor, its agents, employees, material men and its Subcontractors will perform all work on the project in a safe and responsible manner, and in compliance with all Federal, State and local safety requirements and standards.
2. **INDEMNIFICATION:** The work performed by the Contractor shall be at the risk of the Contractor exclusively. To the extent permitted by law, Contractor shall indemnify, defend, and hold harmless Owner, affiliated companies of Owner, their partners, joint venturers, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs, and consultants' fees and costs) which arise in whole or in part or are in any way connected with the Work performed, Materials furnished, or Services provided under this Agreement by Sub-Contractor or its agents.
3. **INSURANCE:** The insurance required shall be written for the duration of the Contract in amounts not less than the following minimum limits or as required by law whichever is greater. The Insurer must give the college at least 30 days prior written notice of cancellation and termination of the firm's coverage thereunder. All subcontractors the firm hires must comply with the same requirements.
  - a. Professional Liability: \$5 million dollars
  - b. Errors and Omissions: \$1 million dollars
  - c. Comprehensive General Liability including Contractor's protective liability, Contractual liability, Completed Operations and Products liability. The latter shall be written for a period of one year from the date of acceptance by the Owner, to be renewed annually as long as the contract is in force. Minimum limits shall be as follows:
    - i. Not less than \$1 million dollars Each Occurrence, \$2 million Products/Completed Operations aggregate, \$1 million Personal and Advertising Injury limits, and \$2 million General Aggregate subject to a per project aggregate.
    - ii. Firm shall provide Waubensee Community College with a Certificate of Insurance and endorsement naming Waubensee Community College District No. 516, its officers, agents, employees and assigns as Additional Insured thereunder on a primary and noncontributory basis.
  - d. Workman's Compensation as required by all applicable laws including employer's liability in the amount of \$500,000.00 or as otherwise limited by law.
  - e. Comprehensive Business Automobile Liability including non-ownership and hired car coverage as well as owned vehicles. Minimum limits shall be as follows:
    - i. Written in the amount of not less than \$1 million each accident and covering any auto.
  - f. Umbrella Liability Insurance: Written in the amount of no less than \$2 million each accident.



**AUTHORIZATION OF RESPONSE**

I HEREBY AUTHORIZE THIS PROPOSAL, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROPOSAL INSTRUCTIONS AND SPECIFICATIONS. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED PROPOSAL IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. BY SIGNING THIS DOCUMENT, I CERTIFY THAT THE FIRM IS NOT BARRED FROM BIDDING IN THE STATE OF ILLINOIS OR AT THE FEDERAL LEVEL.

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Name of Company

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Authorized Signature	Typed or Printed Name	Date
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Address

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City	State	Zip Code
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Telephone Number	Fax Number
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Email Address

Proposals must be made in the official name of the firm or individual which business is conducted, stating official business address, and must be signed in ink by a person authorized to legally bind the person, partnership, company, or corporation submitting the proposal.

**Acknowledgement of Addenda**

I acknowledge having received addenda # \_\_\_\_\_.

**To Be Returned with Proposal**

- AUTHORIZATION OF RESPONSE
- CERTIFICATIONS
- CONFLICT OF INTEREST / NON-COLLUSION
- BUSINESS ENTERPRISE PROGRAM INFORMATION

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**CERTIFICATIONS**

*All Bidders are required to complete and sign this form.* Completed form must be returned with Bid no later than the advertised Bid deadline Failure to return this completed form may result in disqualification of Bid.

Bidders are cautioned to carefully read these certifications prior to signing the Authorization page. Signing the Authorization page shall constitute a warranty by the undersigned that all of the statements, certifications and information set forth within these certifications are true, complete and correct as of the date the Authorization page is signed. The undersigned is notified that if the college learns that any of the following certifications were falsely made, any contract entered into with the undersigned shall be subject to termination.

1. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 et seq.
2. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 et seq.
3. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
4. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 et seq.
5. Fair Employment Practice: Company is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations. **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
6. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973. **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
7. Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33-E-4 of Public Act 86-150, 720ICLS 5 with regards to bid rigging/bid rotating. **Yes** \_\_\_\_\_ **No** \_\_\_\_\_
8. When required by law, the bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.
9. MINORITY/WOMAN-OWNED, DISADVANTAGED BUSINESS? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_. If yes, please attach copy of certification and advise certification number and expiration date below:

Name of Certifying Entity: \_\_\_\_\_

Certification #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM**

All Bidders are required to complete and sign this form. Completed form must be returned with Bid no later than the advertised Bid deadline Failure to return this completed form may result in disqualification of Bid.

**Conflict of Interest Disclosure**

Waubonsee Community College is requiring that any and all relationships with the college, its administrators, trustees, committee member, or any other employee of the college be disclosed in writing as a part of any bid submitted. Contact in regards to this Bid with any employee of Waubonsee Community College during the pre-award period, except as noted in the solicitation, is strictly forbidden and is considered sufficient grounds for dismissal from the IFB/RFP process.

Define the relationship with any Waubonsee Community College administrator, trustee, committee members, or their immediate family member, with which your company or any of its owners, officers, trustees, employees does business with, or for which there is an opportunity to influence a related college decision.

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Bidder certifies that there is no known conflict of interest with any WCC administrator, trustee, committee member or employee of the college.

**Non-Collusion Statement**

The undersigned affirms that he/she is duly authorized to execute this contract and that this company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other Bidder, and that the contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid.

The undersigned further affirms that this Bid was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraint of trade.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_ Title

**STATE OF ILLINOIS BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT INFORMATION**

Vendor shall provide the following information on the MBE status of its business so that the College can comply with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1, et seq.

**Diverse Business (information about the business owner(s) only)**

- African American
- Alaskan Native/Native American
- Asian American
- Disabled
- Female
- Hispanic American
- Veteran
- Not Applicable

**Small Business**

- HUBZone small business
- Service-disabled veteran-owned small business
- Small Business
- Small disadvantaged business
- Veteran-owned small business
- Women-owned small business
- Not Applicable

**Certifying Organization**

- DCMS (Department of Central Management Services) Business Enterprise Program
- CMBDC (Chicago Minority Business Development Council)
- IDOT (Illinois Department of Transportation)
- WBDC (Women's Business Development Center)
- Other (Please Specify)
- Not Applicable

**For more information please visit:**

<http://www.illinois.gov/cms/business/sell2/bep/Pages/Default.aspx>

END OF DOCUMENT