CITY OF EVANSTON

REQUEST FOR PROPOSAL

NUMBER: 20-32

for

HYDRAULIC MODELING SERVICES

April 16, 2020

PROPOSAL DEADLINE: 2:00 P.M., May 7, 2020
Lorraine H. Morton Civic Center,
2100 Ridge Avenue,
Evanston, Illinois 60201

SEALED PROPOSALS TO BE RETURNED TO:
CITY OF EVANSTON
PURCHASING DIVISION, ROOM 4200
LORRAINE H. MORTON CIVIC CENTER
2100 RIDGE AVENUE
EVANSTON, ILLINOIS  60201
PHONE (847)866-2935 * FAX (847)448-8128
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Respondents Letter
DemandStar- E-bidding Instructions
DemandStar- How to Register
DemandStar- FAQ
Sealed proposals will be received by the Purchasing Office in Room 4200, Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, Illinois 60201, until 2:00 P.M. local time on May 7, 2020. Proposals shall cover the following:

**HYDRAULIC MODELING SERVICES**  
**RFP Number: 20-32**

The City of Evanston’s Capital Planning and Engineering Bureau of the Evanston Public Works Agency is seeking proposals from experienced firms for: Professional engineering services related to the maintenance and application of the hydraulic model of the Evanston water distribution system.

The above item shall conform to the RFP on file in the Purchasing Office. Parties interested in submitting a bid should contact the Purchasing Office to receive a copy of the bid or see the City’s website at: [www.cityofevanston.org/business/bids-proposals/](http://www.cityofevanston.org/business/bids-proposals/) or Demandstar at: [www.demandstar.com](http://www.demandstar.com).

The City (the City of Evanston) in accordance with the laws of the State of Illinois, hereby notifies all firms that it will affirmatively ensure that the contract(s) entered into pursuant to this notice will be awarded to the successful firm without discrimination on the grounds of race, color, religion, sex, age, sexual orientation marital status, disability, familial status or national origin. The City of Evanston reserves the right to reject any or all submittals or to accept the submittal(s) deemed most advantageous to the City.

The Evanston City Council also reserves the right to award the contract to an Evanston firm if that firm’s bid is within 5% of the low bid.

Each Proposer shall be required to submit with his/her proposal a Disclosure of Ownership Interest Statement Form in accordance with Section 1-18-1 et seq. of the City Code. Failure to submit such information may result in the disqualification of such proposal.

Jillian Ostman  
Purchasing Specialist
1.0 INTRODUCTION AND OBJECTIVES

1.1 General
The City of Evanston supplies approximately 45 MGD of treated Lake Michigan water to approximately 478,000 customers in Evanston and through three wholesale customers: The Village of Skokie, MGNWC (Morton Grove Niles Water Commission, and the Northwest Water Commission (Arlington Heights, Buffalo Grove, Des Plaines, Palatine, and Wheeling). By the end of 2020, the City will also serve the Village of Lincolnwood. The City’s water distribution system consists of one major pumping station at the water treatment plant, two standpipes (5 MG and 7.5 MG), and approximately 157 miles of water main ranging from 3 inches to 48 inches in diameter. Supply to the Northwest Water Commission is through a dedicated 60-inch diameter transmission main.

The City is seeking a consultant to provide professional engineering services related to the maintenance and application of the existing hydraulic model of the Evanston water distribution system.

The current hydraulic model runs in the latest version of InfoWater distributed by Innovyze. The City owns and maintains the following software licenses:

   InfoWater Suite Floating License – 6,000 Links
   InfoWater UDF Suite – 6,000 Links

The City maintains the most current water network data within an ESRI GIS database that is continuously updated. The City runs ArcGIS 10.6.1 to support InfoWater, and is also running ArcGIS Pro 2.5 concurrently.

The model was originally developed as an all-pipes steady state model in 2004, and has been periodically updated. The model was last updated and calibrated as an Extended Period Simulation (EPS) model in 2019.

The model has approximately 5100 links and includes all distribution main, storage, and pumping. The City is constantly updating the GIS database to reflect approximately 1.5 miles of water main replacement/addition completed each year and to correct inaccuracies identified through field work.

The contract term desired is for a period of 942 days, from June 2, 2020 through December 31, 2022, with an option to extend the contract for an additional 365 days through December 31, 2023.

Contact with City personnel in connection with this RFP shall not be made other than as specified in this RFP. Unauthorized contact of any City personnel may be cause for rejection of a proposal.
Prior to the submittal of a proposal, Proposers are advised to carefully examine:

- the contract documents
- project scope and work tasks to be accomplished
- specifications
- submittal requirements
- insurance requirements and required documentation

Proposers are advised to become thoroughly familiar with all conditions, instructions and specifications governing this RFP. Proposals shall be made in accordance with these instructions. Proposals shall be submitted on the forms provided by the City.

The City will not be liable in any way for any costs incurred by respondents in replying to this Request for Proposal.

1.2 Project Objectives
The objective of the Hydraulic Modeling Services Agreement is to partner with a qualified consulting engineering firm to support the City’s efforts related to the maintenance and application of the City’s water distribution system hydraulic model. The consultant must maintain its own software licenses needed to support the scope of work. The consultant should have the ability to support the transfer of large model and data files electronically, and screen share to show live model results. The work that may be asked of the consultant under this Agreement includes but is not limited to:

- Update the model to reflect current network, facility, operation, and demand data.
- Validate/Calibrate model updates.
- Establish model scenarios to represent future conditions.
- Analyze impact on service levels of various operational and network modifications related to capital improvements, pipe failures/outages, construction sequencing, and the addition of new wholesale customers.
- Review and evaluate model results as the basis for recommending water distribution system improvements.
- Perform water age analysis.
- Plan UDF programs.
- Utilize the Protector Suite extension.
- Automate model update procedures from GIS data.
- Lead and support distribution system field testing efforts.
- Lead training workshops with City of Evanston staff.
- Prepare and submit technical memoranda to document modeling activities.
- Lead coordination/progress meetings with City staff and management.
- Present model results to City of Evanston staff, Council members, and/or public groups.

The qualifications presented in the response to this RFP should address the potential tasks listed above.
1.3 Contract Structure
A master agreement will be awarded to the successful respondent to this RFP with an annual Not-To-Exceed amount of $50,000. The master agreement will be for a 3-year term, with the option to extend to a fourth year. Each year, a Task Order for General Hydraulic Modeling Support of up to $10,000 will be committed to minor on-call tasks, while more significant tasks will be assigned as specific Task Orders on an as-needed basis within the authorized annual budget. Annual budgets cannot carry over to following years.

2.0 SCOPE OF SERVICES

Final scope of services and budget will be negotiated with the selected consultant. The City intends to authorize Task 2.1, 2.2, and/or 2.3 as the first Task Orders under this agreement, and additional task orders may be authorized in 2020. The fees and approaches for all tasks shown below will be used in evaluation of the response to this proposal within the criteria described in Section 7.0, and may be authorized at a later time.

2.1 General Hydraulic Modeling Support
Indicate staff that would be expected to bill to this task to provide general support for modeling services.

2.2 Wholesale Water Customer Impacts
Determine the impact to wholesale customer service levels from eliminating subsets of distribution main from the system.

2.2.1 Lead a Task Kickoff meeting to confirm the expectations and requirements of this task. The City will provide:
- The existing water distribution system model.
- Definition of predetermined subsets of water main identified within a GIS shapefile.

2.2.2 Document the baseline service levels.

2.2.3 Develop up to 6 scenarios progressively eliminating water main from the system and redistributing demand to remaining water main.

2.2.4 Run each of the scenarios and document service levels at wholesale customer metering points and key points within Evanston.

2.2.5 Provide documentation of the analysis including at a minimum:
- Objective.
- Modeling Approach.
- Description of model updates, scenarios, and adjustments.
- Description and summary of model results.
- Color figures and summary tables of results comparing existing conditions to modified conditions.
- Assessment of the impact of the modified conditions and conclusions.
2.3 **Custer Loop Assessment**
Determine the impact to service pressure, available fire flow, and water age from abandoning a section of water main and constructing a new loop associated with a capital improvement project.

2.3.1 Lead a Task Kickoff meeting. The City will provide:
- Proposed water main improvement plans. This project involves abandoning one of two existing parallel mains along Custer Avenue from Main Street to the north, and connecting the north end of the remaining water main on Custer Avenue to the existing 12-inch main on Sherman Avenue.
- Critical areas to assess service levels.

2.3.2 Document the baseline service levels.

2.3.3 Develop model scenarios to reflect changes in pipeline configuration and demands, and assess the impact of these changes to peak hour system pressure, maximum day fire flow, and water age.

2.3.4 Provide documentation of the analysis including at a minimum:
- Objective.
- Modeling Approach.
- Description of model updates, scenarios, and adjustments.
- Description and summary of model results.
- Color figures and summary tables of results comparing existing conditions to proposed conditions.
- Assessment of the impact of the capital improvement project and conclusions.

2.4 **Hartrey Watermain Assessment**
Determine the impact to service pressure, available fire flow, and water age from abandoning a section of water main associated with a capital improvement project.

2.4.1 Lead a Task Kickoff meeting. The City will provide:
- Proposed water main improvement plans. This project involves abandoning one of two existing parallel mains along Hartrey Avenue between Cleveland Street and Oakton Street, and re-connecting all tie-ins to the remaining water main.
- Critical areas to assess service levels.

2.4.2 Document the baseline service levels.

2.4.3 Develop model scenarios to reflect changes in pipeline configuration and demands, and assess the impact of these changes to peak hour system pressure, maximum day fire flow, and water age.

2.4.4 Provide documentation of the analysis including at a minimum:
- Objective.
- Modeling Approach.
- Description of model updates, scenarios, and adjustments.
- Description and summary of model results.
- Color figures and summary tables of results comparing existing conditions to proposed conditions.
• Assessment of the impact of the capital improvement project and conclusions.

2.5 Model Update
Update the current water distribution system model to reflect the City’s latest available data.

2.5.1 Lead a Task Kickoff meeting. The City will provide:
• The existing water distribution system model
• Updated water system GIS database, including water mains, nodes, fittings, hydrants, and valves

2.5.2 Update the current InfoWater water distribution system model to reflect the City’s latest water system Geographic Information System (GIS) database.

2.5.3 Provide data to the City to update the City’s GIS database to reflect any changes made in the model to correct network connectivity issues.

2.5.4 Maintain modeled logic from the previously calibrated EPS scenario and water age simulations.

2.5.5 Validate the updated model network by comparing maximum day and peak hour hydraulic simulation results from the previous model to results of the current model under the same supply and demand conditions.

2.5.6 Create Peak Hour, Maximum Day, Average Day, and water age scenarios.

2.5.7 Define a custom report within InfoWater to automatically summarize system boundary conditions after model runs.

2.5.8 Provide documentation of the model update including at a minimum:
• The update process
• Specific changes to the network needed to accurately reflect network connectivity
• Detailed validation results including pump flows, tank flows, pressures, and Hydraulic Grade Lines (HGLs)
• Average, maximum day, and peak hour scenarios and boundary conditions

3.0 INSURANCE
Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant’s performance or failure to perform the Services hereunder.

The consultant must provide an insurance certificate naming the City of Evanston as an additional insured and will provide a variety of insurances including:
- comprehensive general liability - $3,000,000 combined single limit for each occurrence for bodily injury and property damage – designating the City as Additional Insured
- Workers Compensation - Statutory Limits
- Automobile Liability - $1,000,000 per occurrence for all claims arising out of bodily injuries or death and property damages.
- errors and omissions or professional liability insurance - $1,000,000

The surety and the insurance company must have not less than an A+ rating from the Alfred M. Best Co., Inc. and be approved by the City of Evanston.

Consultant’s certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City.

4.0 SUBMITTAL REQUIREMENTS

The City is utilizing the eBidding module to take the place of the paper bid that would normally be sent to the City Civic Center. Respondents are still required to complete all of the bid documents and provide all of the requested information in a pdf file(s) as if they were submitting a paper bid. Please refer to attached DemandStar e-bidding documents.

ANY PROPOSALS RECEIVED AFTER THE SUBMITTAL DEADLINE, WILL BE NOT BE ACCEPTED. It is the sole responsibility of the proposer to insure that his or her proposal is delivered by the stated time. THE CITY IS NOT RESPONSIBLE FOR MISDIRECTED PACKAGES.

A. Cover Letter
   The cover letter will include the following:
   - introduction of firm signed by an authorized Principal of the firm
   - name of firm
   - address of firm
   - phone number of the firm submitting the proposal
   - include the name and signature of an authorized binding official who is authorized to answer questions regarding the firm’s proposal

B. Firm Qualifications and Experience
   - Provide a brief history of the firm, and the firm’s qualifications for completing the scope of services.
   - Describe projects completed by the Firm (at least three, but no more than five for each firm/subconsultant) which are similar in scope, size and/or discipline to the required services described herein, and performed within the past seven years.
   - Experience should include tasks related to the development and application of hydraulic models within the InfoWater platform as listed in Section 1.2.
• List the projects described above in the Firm Experience Summary Table included as Exhibit H to this RFP. For each project, indicate commencement and completion dates and engineering fees. Where applicable, indicate if staff on the proposed Project Team has worked on these projects and their role.
• Provide a list of municipal clients in Illinois, not to exceed 25.

C. Project Team Qualifications and Experience
• Clearly identify the professional staff who would be assigned as the Project Manager, Lead Hydraulic Modeler, QA/QC, and other key project personnel for this work. Include a Team Organization Chart that clearly indicates the role of each team member and the firm of each team member if sub-consultants are used. The proposal should summarize the abilities, qualifications, and experience of these individuals, in addition to providing resumes.
• Complete Project Team Experience Summary Table included as Exhibit I to this RFP. Projects shown for Team Experience must have been performed within the past five years and be provided with client references. Include projects referenced as Firm Experience where applicable to the Project Team.

D. Project Approach
For each of the four main tasks outlined in the Scope of Services, provide a narrative describing the firm’s understanding of the task and indicate the following:
- Approach used to complete the task, including issues to be considered in completion and limitations or qualifications to the scope or services.
- Information needed from the City.
- Key team members who will complete the task. If more than one, clearly indicate the responsibility of each key team member.

E. Fees
Provide a not-to-exceed cost for each of the tasks outlined in Section 2.2, 2.3 and 2.4 in the Scope of Services by completing the Cost Summary Table included as Exhibit F of this RFP. Additionally, complete the Fee Breakdown Table in Exhibit G to indicate the hours required by each key team member and by staff classification for non-key members, their hourly billing rate, and salary cost multiplier. Break down all hours and costs by key team member / labor category for each task as shown on the table. Break out reimbursable direct costs, subcontracted costs, and other fees or overhead costs not included in the salary cost multiplier.

Fees associated with General Hydraulic Modeling Support will follow the same fee structure and billing rates established for the tasks above.

All future Task Orders will follow the same fee structure and billing rates established for the tasks above. Specific staff, labor hours, task-specific direct costs, and total task order not-to-exceed costs will be defined in each Task Order. Payment terms including salary multipliers and/or billing rates, general
direct reimbursable expenses, fees, and any other overhead costs or multipliers as presented in the response to this RFP will be attached to the Professional Services Agreement.

E. Contract
The City has attached its standard contract in Exhibit J (see page 31–Professional Services Agreement). Identify all exceptions to the agreement that would prevent your Firm from executing it. The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer’s response.

5.0 ADDITIONAL SUBMISSION REQUIREMENTS
None

6.0 EVALUATION CRITERIA
The City will select the successful firm through an evaluation process based on the firm meeting the specifications which are outlined in this RFP. A review committee will review in detail all proposals that are received. During the evaluation process, the City may require a Proposer’s representative to answer questions with regard to the proposal and/or make a formal presentation to the review committee. The review committee will make a recommendation to award the contract based on the criteria set forth below. This contract will be forwarded to the City Council for final approval.

The evaluation criteria listed below will be used in the selection of the successful Proposer.

A. Firm Qualifications and Expertise
B. Project Team
C. Project Approach
D. Fees
E. Willingness to Execute the City of Evanston’s Professional Services Agreement
F. Organization and Completeness of Proposal

7.0 SELECTION PROCESS
The City will select a firm on the basis of the responsiveness of the proposal to the RFP submittal requirements, the evaluation criteria stated above and the demonstrated willingness to execute an acceptable written contract. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials from the Proposer.

While it is the intent of the City to award a single firm, the City reserves the right to award in part or in whole and to select multiple firms and/or individuals, depending on whichever decision is deemed to be most advantageous to the City.

Responses may be rejected if the firm fails to perform any of the following:
A. Adhere to one or more of the provisions established in this Request for Proposal.
B. Demonstrate competence, experience, and the ability to provide the services described in this Request for Proposal.
C. Submit a response on or before the deadline and complete all required forms.
D. To fulfill a request for an oral presentation.
E. To respond to a written request for additional information.

Discussions and/or interviews may be conducted with responsible firms that have submitted proposals in order to clarify certain elements. All proposals shall be afforded fair and equal treatment with respect to any opportunity for clarification. In conducting discussion, there shall be no disclosure of information derived from proposals submitted by competing firms. The selection shall be done by the City’s review committee and will be recommended to the City Council for final approval.

If the City is unable to reach any sort of agreement with the selected firm, the City will discontinue negotiations with the selected firm and begin negotiations with the firm ranked second and so on until agreement is reached.

The firm to be recommended to the City Council will be the one whose proposal is determined to be the most advantageous to the City in consideration of price and all other evaluation factors which are set forth in this Request for Proposal. No other factors or criteria not listed in this RFP shall be used in the evaluation.

8.0 PROPOSED SCHEDULE
The tentative schedule for this RFP and project process is as follows:

1. RFP issued........................................... April 16, 2020
2. Last Day to submit questions ....................... April 23, 2020
3. Final Addendum Issued (If Needed)............... April 30, 2020
4. RFP Submission Due Date ..................... May 7, 2020
5. City Council Award of Contract............... May 26, 2020
6. Contract Effective / NTP......................... June 2, 2020
7. Professional Services Agreement Expires ..... December 31, 2022

9.0 QUESTIONS REGARDING RFP
All questions related to this RFP should be submitted in writing to Jillian Ostman, Purchasing Specialist at jostman@cityofevanston.org with a copy to Paul Moyano at pmoyano@cityofevanston.org.

10.0 GENERAL TERMS AND CONDITIONS
A. Confidentiality
   In connection with this Agreement, City may provide Consultant with information
to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant’s employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and/or conclusions which Consultant may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City’s written approval, and (iii) not to disclose to City any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant’s control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable.

The Purchasing Specialist will endeavor to advise the firm of any request for the disclosure of the material so marked with “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY”, and give the firm or other submitting party the opportunity to seek a court order to protect such materials from disclosure. If the requested material was submitted by a party other than the firm, then the firm shall be solely responsible for notifying the submitting party of the request. The City's sole responsibility is to notify the firm of the request for disclosure, and the City shall not be liable for any damages resulting out of such disclosure, whether such disclosure is deemed required by law, by an order of court or administrative agency, or occurs through inadvertence, mistake, negligence on the part of the City or its officers, or employees.

B. Withdrawal of Proposal
Proposals may be withdrawn prior to the submittal deadline. Withdrawal may be attained by written request; however, no offer can be withdrawn within the ninety (90) day period which occurs after the time is set for closing. Proposers who withdraw their proposals prior to the designated date and time may still submit another proposal if done in accordance with the proper time frame.

C. Exceptions to Specifications
Exceptions to these specifications shall be listed and explained on a separate page titled “Exceptions to Specifications”, which shall be prepared by the Proposer. This page shall then be attached to these documents and submitted at the same time as the proposal. Each exception must refer to the page number and paragraph to which it is relevant. The nature and reasoning of each
exception shall be explained in its entirety. Any exceptions to these specifications may be cause for rejection of the proposal.

D. Hold Harmless
The contractor agrees to hold harmless the City of Evanston and all of its agents, servants, and employees against any and all lawsuits, claims, demands, liabilities, losses, and/or expenses; including court costs and attorneys’ fees on account of injury to any person, or any death resulting from such injury, or any damage to property which may have arisen from work specifically related to the contract and/or project.

E. Addenda
Any and all changes to these documents are valid only if they are included via written addendum to all respondents. Each respondent should acknowledge receipt of any addenda by indicating same in their proposal submission. Each respondent acknowledging receipt of any addenda is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge any addenda may cause the proposal to be rejected. Addenda information is available over the internet at City of Evanston Notices & Documents or www.demandstar.com, or by contacting the Purchasing Office, 847-866-2935.

F. Term
The contract is for 875 days. The City may terminate a contract for either cause or convenience. Contract is through December 31, 2022 and may be extended an additional 365 days.

G. Non-Appropriation of Funds
The City of Evanston reserves the right to terminate in whole or in part of the contract in the event that insufficient funds to complete the contract are appropriated by Evanston City Council.

H. Property of the City
All discoveries and documents produced as a result of any service or project undertaken on behalf of the City of Evanston shall become the property of the City.

I. Payment Terms
The consultant shall submit invoices detailing the services provided, project, professional staff, and hours. Payment shall be made in accordance with the Local Government Prompt Payment Act. Please note that failure to provide a detailed invoice could result in delay of payment and include termination of any agreement.

J. Disclosures and Potential Conflicts of Interest
The City of Evanston’s Code of Ethics prohibits public officials or employees from performing or participating in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest. This disclosure requirement
extends to the spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses.

To ensure full and fair consideration of all proposals, the City of Evanston requires all Proposers including owners or employees to investigate whether a potential or actual conflict of interest exists between the Proposer and the City of Evanston, its officials, and/or employees. If the Proposer discovers a potential or actual conflict of interest, the Proposer must disclose the conflict of interest in its proposal, identifying the name of the City of Evanston official or employee with whom the conflict may exist, the nature of the conflict of interest, and any other relevant information. The existence of a potential or actual conflict of interest does NOT, on its own, disqualify the disclosing Proposer from consideration. Information provided by Proposers in this regard will allow the City of Evanston to take appropriate measures to ensure the fairness of the proposal process.

The City requires all Proposers to submit a certification, enclosed with this RFP, that the Proposer has conducted the appropriate investigation and disclosed all potential or actual conflicts of interest.

K. Protests
Any actual or prospective Proposer, who is aggrieved in connection with the solicitation or award of a contract, may protest to the Purchasing Office. The protest shall be submitted in writing within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

- The Proposer shall submit any protests or claims regarding this solicitation to the Purchasing Office.
- A pre-bid protest must be filed five (5) days before the bid opening or proposal submittal.
- A pre-award protest must be filed no later than ten (10) days after the bid opening date or proposal deadline.
- A post-award protest must be filed no later than ten (10) days after the award of the Contract.

All claims by a Proposer against the City relating to a contract shall be submitted in writing to the Purchasing Specialist. The City will only consider protests that are properly and timely submitted.

All protests or claims must set forth the name and address of the protester, the contract number, the grounds for the protest or claim, and the course of action that the protesting party desires the Purchasing Specialist to take. Statements shall be sworn and submitted under penalty of perjury.

L. Authority To Resolve Protests And Contract Claims
Protests: The Purchasing Specialist shall have the authority to consider and resolve a protest of an aggrieved Proposer, actual or prospective, concerning the solicitation or award of a contract. The City shall issue a written decision and that decision is final.
Contract Claims: The Purchasing Specialist, after consulting with Corporation Counsel, shall have the authority to resolve contract claims, subject to the approval of the City Manager or City Council, as applicable, regarding any settlement that will result in a change order or contract modification.

Each Proposer, by submitting a response to this RFP, expressly recognizes the limitations on its rights to protest provided in this Section and expressly waives all other rights and remedies and agrees that the decision on the protest is final and conclusive. If a Proposer disregards, disputes or does not follow the exclusive protest remedies provided in this Section, it shall indemnify and hold the City and its officers, employees, agents and consultants harmless from and against all liabilities, fees and costs, including legal and consultant fees and costs, and damages incurred or suffered as a result of such Proposer’s actions. Each Proposer, by submitting a response to this RFP, shall be deemed to have irrevocably and unconditionally agreed to this indemnity obligation.

M. Litigation
For purposes of this Section, the following terms are defined as follows:

“issue” means any prior or pending litigation or investigation, either civil or criminal, or any governmental agency action or proceeding (the “issue”), which may affect the performance of the services to be rendered herein. For purposes of this Section, an “issue” shall also include any criminal, civil, or administrative penalty or finding imposed against any covered individual. An issue occurring within seven (7) years of the date preceding the date of the Proposer’s response shall be disclosed by the Proposer.

“covered individual” means any principal, president, managing partner, or vice-president, affiliated in anyway with the Firm, and the Firm’s employees or subcontractors.

All proposers shall identify and describe with particularity any issue. The City, and not Proposer, has the sole discretion to determine whether an issue may affect the performance of the services. Failure of any Proposer to comply with this mandatory obligation shall, at the City’s sole discretion, result in the Proposer’s response being deemed non-responsive and not responsible. Failure of any Proposer to comply with the obligation specified herein may result in the voiding any subsequent contract award to Proposer if the City discovers upon the exercise of its customary due diligence that Proposer failed to comply with the mandatory obligation in this Section. The City reserves all rights to take any other actions in the case of a Proposer’s non-compliance with this Section.

N. Subcontractors
If any firm submitting a proposal intends on subcontracting out all or any portion of the engagement, that fact, and the name of the proposed subcontracting firm(s) must be clearly disclosed in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the prior written consent of the City of Evanston.
O. Contact with City Personnel
All Proposers are prohibited from making any contact with the City Manager, City Council, or any other official or employee of the City with regard to the Project, other than in the manner and to the person(s) designated herein. The Purchasing Specialist reserves the right to disqualify any Proposer found to have contacted City Personnel in any manner with regard to the Project. Additionally, if it is determined that the contact with City Personnel was in violation of any provision of 720 ILCS 5/33EE, the matter may be referred to the Cook County State’s Attorney for review and prosecution.

P. Costs Incurred
The City of Evanston assumes no responsibility or liability for costs incurred by the Proposer prior to the execution of a contract. This includes costs incurred by the Proposer as a result of preparing a response to this RFP.
EXHIBIT A

DISCLOSURE OF OWNERSHIP INTERESTS

The City of Evanston Code Section 1-18-1 et seq. requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their proposal. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME: ______________________________________

APPLICANT ADDRESS: ______________________________________

TELEPHONE NUMBER: ______________________________

FAX NUMBER: ______________________________________

APPLICANT is (Check One)

( ) Corporation

( ) Partnership

( ) Sole Owner

( ) Association

Other ( ) ___________________________________________

Please answer the following questions on a separate attached sheet if necessary.

SECTION I - CORPORATION

1a. Names and addresses of all Officers and Directors of Corporation.

______________________________________________________________________________

______________________________________________________________________________

1b. (Answer only if corporation has 33 or more shareholders.)

Names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
1c. (Answer only if corporation has fewer than 33 shareholders.)
Names and addresses of all shareholders and percentage of interest of each herein.
(Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

________________________________________

________________________________________

________________________________________

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

2a. The name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

__________________________________________________________________

__________________________________________________________________

2b. Associations: The name and address of all officers, directors, and other members with 3% or greater interest.

__________________________________________________________________

__________________________________________________________________

SECTION 3 - TRUSTS

3a. Trust number and institution.

__________________________________________________________________

3b. Name and address of trustee or estate administrator.

__________________________________________________________________

3c. Trust or estate beneficiaries: Name, address, and percentage of interest in total entity.

__________________________________________________________________

19
SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

4b. If any interest named in Section 1, 2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

4c. If "constructive control" of any interest named in Sections 1, 2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

Date __________________________ Signature of Person Preparing Statement __________________________

Title __________________________________________

ATTEST: __________________________

Notary Public

(Notary Seal)

Commission Expires: __________________________
EXHIBIT B

ADDITIONAL INFORMATION SHEET

Proposal Name: _______________________________________________

Proposal Number #: _______________________________________________

Company Name: _________________________________________________

Contact Name: ___________________________________________________

Address: ________________________________________________________

City, State, Zip: __________________________________________________

Telephone/FAX: #_________________________________________________

E-mail: __________________________________________________________

Comments: ______________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________
EXHIBIT C
CONFLICT OF INTEREST FORM

_____________________________________________, hereby certifies that it has conducted an investigation into whether an actual or potential conflict of interest exists between the bidder, its owners and employees and any official or employee of the City of Evanston.

Proposer further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if bidder/Proposer has not disclosed any actual or potential conflict of interest, the City of Evanston may disqualify the bid/proposal.

(Name of Bidder/Proposer if the Bidder/Proposer is an Individual)
(Name of Partner if the Bidder/Proposer is a Partnership)
(Name of Officer if the Bidder/Proposer is a Corporation)

The above statements must be subscribed and sworn to before a notary public. Subscribed and Sworn to this _____ day of ______________, 20

___________________________________________
Notary Public

Failure to complete and return this form may be considered sufficient reason for rejection of the bid / proposal.
ACKNOWLEDGEMENT OF UNDERSTANDING

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

The undersigned hereby certifies that they have read and understand the contents of this solicitation and attached service agreements, and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this document, the Proposer hereby certifies that they are not barred from bidding on this contract as a result of bid rigging or bid rotating or any similar offense (720 ILCS S/33E-3, 33E-4).

Authorized Signature: __________________________  Company Name: __________________________
Typed/Printed Name: __________________________ Date: __________________________
Title: __________________________  Telephone Number: __________________________
Email: __________________________  Fax Number: __________________________
EXHIBIT E

ANTI-COLLUSION AFFIDAVIT AND PROPOSER’S CERTIFICATION

______________________________, being first duly sworn,
deposes and says that he is ______________________________
______________________________
(Partner, Officer, Owner, Etc.)
of ________________________________
(Proposer)
The party making the foregoing proposal or bid, that such bid is genuine and not collusive,
or sham; that said bidder has not colluded, conspired, connived or agreed, directly or
indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has
not in any manner, directly or indirectly, sought by agreement or collusion, or
communication or conference with any person; to fix the bid price element of said bid, or of
that of any other bidder, or to secure any advantage against any other bidder or any person
interested in the proposed contract.
The undersigned certifies that he is not barred from bidding on this contract as a result of a
conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

__________________________________________
(Name of Bidder if the Bidder is an Individual)
(Name of Partner if the Bidder is a Partnership)
(Name of Officer if the Bidder is a Corporation)
The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this ________ day of _____________________, 20

__________________________________________
Notary Public

Commission Expires: ________________________

Failure to complete and return this form may be considered sufficient reason for rejection of
the bid.
## EXHIBIT F

### COST SUMMARY TABLE

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Not-To-Exceed Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Hydraulic Modeling Support</td>
<td>$ 10,000.00</td>
</tr>
<tr>
<td>Wholesale Water Customer Impacts</td>
<td>$</td>
</tr>
<tr>
<td>Custer Loop Assessment</td>
<td>$</td>
</tr>
<tr>
<td>Hartrey Watermain Assessment</td>
<td>$</td>
</tr>
<tr>
<td>Model Update</td>
<td>$</td>
</tr>
</tbody>
</table>
## Exhibit G

**Fee Breakdown Table**

(Page 1 of 2)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Project Manager</th>
<th>Lead Hydraulic Modeler</th>
<th>QA/QC</th>
<th>Other Key Team Member</th>
<th>Labor Classification 1</th>
<th>Labor Classification 2</th>
<th>Total Labor Hours</th>
</tr>
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<tbody>
<tr>
<td>Direct Labor Rate</td>
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<td>Salary Cost Multiplier</td>
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<td>Billing Rate</td>
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</tbody>
</table>

### Tasks

**General Hydraulic Modeling Support**

<table>
<thead>
<tr>
<th>Total Labor Hours</th>
<th>Direct Reimbursable Expenses</th>
<th>Subcontractor</th>
<th>Fees and Overhead Costs</th>
<th>Task Not-To-Exceed Cost</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Wholesale Water Customer Impacts**

<table>
<thead>
<tr>
<th>Total Labor Hours</th>
<th>Direct Reimbursable Expenses</th>
<th>Subcontractor</th>
<th>Fees and Overhead Costs</th>
<th>Task Not-To-Exceed Cost</th>
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</tbody>
</table>

**Custer Loop Assessment**

<table>
<thead>
<tr>
<th>Total Labor Hours</th>
<th>Direct Reimbursable Expenses</th>
<th>Subcontractor</th>
<th>Fees and Overhead Costs</th>
<th>Task Not-To-Exceed Cost</th>
</tr>
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<tbody>
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</tbody>
</table>

1. Indicate actual Key Team Member names, and summarize other labor by classification. Add columns as needed.
2. List direct reimbursable expenses. Add rows as needed.
3. List the budgeted cost for each subcontracted task indicating the subcontractor. Add rows as needed.
4. List overhead costs and fees separately if they are not included in the salary cost multiplier. Add rows as needed.
5. Show a potential mix of labor associated with General Hydraulic Modeling Support that will result in a Not-To-Exceed cost of $10,000 for that task.
### EXHIBIT G

#### FEE BREAKDOWN TABLE

*(Page 2 of 2)*

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Budgeted Labor Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Project Manager (^1)</td>
</tr>
<tr>
<td>Direct Labor Rate</td>
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<tr>
<td>Salary Cost Multiplier</td>
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<tr>
<td>Billing Rate</td>
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**TASKS**

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<tbody>
<tr>
<td>Hartrey Watermain Assessment</td>
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<tr>
<td>Total Labor Hours</td>
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<td>Direct Reimbursable Expenses (^2)</td>
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<td>Subcontractor (^3)</td>
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<td>Fees and Overhead Costs (^4)</td>
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<td>Task Not-To-Exceed Cost</td>
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<td>Total Labor Hours</td>
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<td>Subcontractor (^3)</td>
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<tr>
<td>Fees and Overhead Costs (^4)</td>
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<tr>
<td>Task Not-To-Exceed Cost</td>
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</table>

1. Indicate actual Key Team Member names, and summarize other labor by classification. Add columns as needed.
2. List direct reimbursable expenses. Add rows as needed.
3. List the budgeted cost for each subcontracted task indicating the subcontractor. Add rows as needed.
4. List overhead costs and fees separately if they are not included in the salary cost multiplier. Add rows as needed.
5. Show a potential mix of labor associated with General Hydraulic Modeling Support that will result in a Not-To-Exceed cost of $10,000 for that task.
## EXHIBIT H

### FIRM EXPERIENCE TABLE

#### Firm Experience Within Past 7 Years

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Client and Location</th>
<th>Commencement Date and Completion Date</th>
<th>Engineering Fees</th>
<th>Hydraulic Model Development (Y/N)</th>
<th>Hydraulic Model Update from GIS (Y/N)</th>
<th>Hydraulic Model Calibration (Y/N)</th>
<th>Hydraulic Model Analysis (Y/N)</th>
<th>Field Testing (Y/N)</th>
<th>InfoWater Model (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Client City, State</td>
<td>Date / Date</td>
<td>$XXX</td>
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Note: Proposer may re-create this table to better accommodate their information so long as all column headings are included.
## EXHIBIT I

### PROJECT TEAM EXPERIENCE TABLE

#### Project Team Experience Within Past 5 Years

<table>
<thead>
<tr>
<th>Project Name¹</th>
<th>Client and Location¹</th>
<th>Commencement Date and Completion Date</th>
<th>Hydraulic Model Development (Y/N)</th>
<th>Hydraulic Model Update from GIS (Y/N)</th>
<th>Hydraulic Model Calibration (Y/N)</th>
<th>Hydraulic Model Analysis (Y/N)</th>
<th>Field Testing (Y/N)</th>
<th>InfoWater Model (Y/N)</th>
<th>Project Manager²</th>
<th>Lead Hydraulic Modeler²</th>
<th>QA/QC²</th>
<th>Other Key Team Member²</th>
<th>Client Reference Contact Information ³</th>
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</tbody>
</table>

1. Include, at a minimum, the most recent similar projects for each key team member.
2. Indicate actual team member names. Provide a column for each key team member on this proposal. Add columns as needed.
3. Provide name, title, email address and phone number for each reference.
4. Proposer may re-create this table to better accommodate their information so long as all column headings are included.
EXHIBIT J

Professional Services Agreement Acknowledgement Page

The City has attached its standard professional services agreement as an exhibit to this RFP. Identify all exceptions to the agreement that would prevent your firm from executing it. **The City shall not consider or negotiate regarding exceptions submitted at any time after the submission of the Proposer’s response. Please check one of the following statements:**

---

_____ I have read the professional services agreement and plan on executing the agreement without any exceptions.

_____ My firm cannot execute the City’s standard professional service agreement unless the exceptions noted below or in the attached sample professional services agreement are made.

***Please be aware that submitting exceptions to the contract may impact the likelihood of your firm being selected to perform this work.

List exceptions in the area below:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Authorized Signature: ______________________________ Company Name: __________________________

Typed/Printed Name and Title: ______________________________ Date: __________________________
CITY OF EVANSTON
PROFESSIONAL SERVICES AGREEMENT

The parties referenced herein desire to enter into an agreement for professional services for

HYDRAULIC MODELING SERVICES
("the Project")
RFP Number: 20-32

THIS AGREEMENT (hereinafter referred to as the “Agreement”) entered into this ___ day of ________________, 20___, between the City of Evanston, an Illinois municipal corporation with offices located at 2100 Ridge Avenue, Evanston Illinois 60201 (hereinafter referred to as the “City”), and [Insert Professional Service Provider's name here], with offices located at [Insert address here], (hereinafter referred to as the “Consultant”). Compensation for all basic Services (“the Services”) provided by the Consultant pursuant to the terms of this Agreement shall not exceed $[Insert fee here].

I. COMMENCEMENT DATE

Consultant shall commence the Services on ____________ or no later than three (3) DAYS AFTER City executes and delivers this Agreement to Consultant.

II. COMPLETION DATE

Consultant shall complete the Services by ____________. If this Agreement provides for renewals after an initial term, no renewal shall begin until agreed to in writing by both parties prior to the completion date of this Agreement.

III. PAYMENTS

City shall pay Consultant those fees as provided here: Payment shall be made upon the completion of each task for a project, as set forth in Exhibit A –
Project Milestones and Deliverables. Any expenses in addition to those set forth here must be specifically approved by the City in writing in advance.

IV. DESCRIPTION OF SERVICES
Consultant shall perform the services (the “Services”) set forth here: Services are those as defined in Exhibit A, the City’s Request for Proposal/Qualifications No. # (Exhibit B) and Consultant’s Response to the Proposal (Exhibit C). Services may include, if any, other documented discussions and agreements regarding scope of work and cost (Exhibit D).

V. GENERAL PROVISIONS
A. Services. Consultant shall perform the Services in a professional and workmanlike manner. All Services performed and documentation (regardless of format) provided by Consultant shall be in accordance with the standards of reasonable care and skill of the profession, free from errors or omissions, ambiguities, coordination problems, and other defects. Consultant shall take into account any and all applicable plans and/or specifications furnished by City, or by others at City’s direction or request, to Consultant during the term of this Agreement. All materials, buildings, structures, or equipment designed or selected by Consultant shall be workable and fit for the intended use thereof, and will comply with all applicable governmental requirements. Consultant shall require its employees to observe the working hours, rules, security regulations and holiday schedules of City while working and to perform its Services in a manner which does not unreasonably interfere with the City’s business and operations, or the business and operations of other tenants and occupants in the City which may be affected by the work relative to this Agreement. Consultant shall take all necessary precautions to assure the safety of its employees who are engaged in the performance of the Services, all equipment and supplies used in connection therewith, and all property of City or other parties that may be affected in connection therewith. If requested by City, Consultant shall promptly replace any employee or agent performing the Services if, in the opinion of the City, the performance of the employee or agent is unsatisfactory.

Consultant is responsible for conforming its final work product to generally accepted professional standards for all work performed pursuant to this Agreement. Consultant is an independent Consultant and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to, Worker’s Compensation Insurance. Nothing in this Agreement accords any third-party beneficiary rights whatsoever to any non-party to this Agreement that any non-party may seek to enforce. Consultant acknowledges and agrees that should Consultant or its subconsultants provide false information, or fail to be or remain in compliance with this Agreement, the City may void this Agreement. The Consultant warrants and states that it has read the Contract Documents, and agrees to be bound thereby, including all performance guarantees as respects Consultant’s work and all indemnity and insurance requirements.
The Consultant shall obtain prior approval from the City prior to subcontracting with any entity or person to perform any of the work required under this Agreement. If the Consultant subcontracts any of the services to be performed under this Agreement, the subconsultant agreement shall provide that the services to be performed under any such agreement shall not be sublet, sold, transferred, assigned or otherwise disposed of to another entity or person without the City’s prior written consent. The Consultant shall be responsible for the accuracy and quality of any subconsultant’s work.

All subconsultant agreements shall include verbatim or by reference the provisions in this Agreement binding upon Consultant as to all Services provided by this Agreement, such that it is binding upon each and every subconsultant that does work or provides Services under this Agreement.

The Consultant shall cooperate fully with the City, other City contractors, other municipalities and local government officials, public utility companies, and others, as may be directed by the City. This shall include attendance at meetings, discussions and hearings as requested by the City. This cooperation shall extend to any investigation, hearings or meetings convened or instituted by OSHA relative to this Project, as necessary. Consultant shall cooperate with the City in scheduling and performing its Work to avoid conflict, delay in or interference with the work of others, if any, at the Project.

Except as otherwise provided herein, the nature and scope of Services specified in this Agreement may only be modified by a writing approved by both parties. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

B. Representation and Warranties. Consultant represents and warrants that:
(1) Consultant possesses and will keep in force all required licenses to perform the Services, (2) the employees of Consultant performing the Services are fully qualified, licensed as required, and skilled to perform the Services.

C. Termination. City may, at any time, with or without cause, terminate this Agreement upon seven (7) days written notice to Consultant. If the City terminates this agreement, the City will make payment to Consultant for Services performed prior to termination. Payments made by the City pursuant to this Agreement are subject to sufficient appropriations made by the City of Evanston City Council. In the event of termination resulting from non-appropriation or insufficient appropriation by the City Council, the City’s obligations hereunder shall cease and there shall be no penalty or further payment required. In the event of an emergency or threat to the life, safety or welfare of the citizens of the City, the City shall have the right terminate this Agreement without prior written notice. Within thirty (30) days of termination of this Agreement, the Consultant shall turn over to the City any documents, drafts, and materials, including but not limited to, outstanding work product, data, studies, test results, source documents, AutoCad Version 2007, PDF, ArtView, Word, Excel
spreadsheets, technical specifications and calculations, and any other such items specifically identified by the City related to the Services herein.

D. Independent Consultant. Consultant’s status shall be that of an independent Consultant and not that of a servant, agent, or employee of City. Consultant shall not hold Consultant out, nor claim to be acting, as a servant, agent or employee of City. Consultant is not authorized to, and shall not, make or undertake any agreement, understanding, waiver or representation on behalf of City. Consultant shall at its own expense comply with all applicable workers compensation, unemployment insurance, employer’s liability, tax withholding, minimum wage and hour, and other federal, state, county and municipal laws, ordinances, rules, regulations and orders. Consultant agrees to abide by the Occupational Safety & Health Act of 1970 (OSHA), and as the same may be amended from time to time, applicable state and municipal safety and health laws and all regulations pursuant thereto.

E. Conflict of Interest. Consultant represents and warrants that no prior or present services provided by Consultant to third parties conflict with the interests of City in respect to the Services being provided hereunder except as shall have been expressly disclosed in writing by Consultant to City and consented to in writing to City.

F. Ownership of Documents and Other Materials. All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, AutoCad Version 2007, Excel spreadsheets, PDF, and other documents or materials required to be furnished by Consultant hereunder, including drafts and reproduction copies thereof, shall be and remain the exclusive property of City, and City shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to Consultant. Upon the termination of this Agreement, or upon request of City, during any stage of the Services, Consultant shall promptly deliver all such materials to City. Consultant shall not publish, transfer, license or, except in connection with carrying out obligations under this Agreement, use or reuse all or any part of such reports and other documents, including working pages, without the prior written approval of City, provided, however, that Consultant may retain copies of the same for Consultant’s own general reference.

G. Payment. Invoices for payment shall be submitted by Consultant to City at the address set forth above, together with reasonable supporting documentation, City may require such additional supporting documentation as City reasonably deems necessary or desirable. Payment shall be made in accordance with the Illinois Local Government Prompt Payment Act, after City’s receipt of an invoice and all such supporting documentation.

H. Right to Audit. Consultant shall for a period of three years following performance of the Services, keep and make available for the inspection, examination and audit by City or City’s authorized employees, agents or representatives, at all reasonable time, all records respecting the services and expenses incurred by Consultant, including without limitation, all book, accounts, memoranda, receipts, ledgers, canceled checks, and any other documents indicating,
documenting, verifying or substantiating the cost and appropriateness of any and all expenses. If any invoice submitted by Consultant is found to have been overstated, Consultant shall provide City an immediate refund of the overpayment together with interest at the highest rate permitted by applicable law, and shall reimburse all of City’s expenses for and in connection with the audit respecting such invoice.

I. **Indemnity.** Consultant shall defend, indemnify and hold harmless the City and its officers, elected and appointed officials, agents, and employees from any and all liability, losses, or damages as a result of claims, demands, suits, actions, or proceedings of any kind or nature, including but not limited to costs, and fees, including attorney’s fees, judgments or settlements, resulting from or arising out of any negligent or willful act or omission on the part of the Consultant or Consultant’s subcontractors, employees, agents or subcontractors during the performance of this Agreement. Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided. This provision shall survive completion, expiration, or termination of this Agreement.

Nothing contained herein shall be construed as prohibiting the City, or its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. The Consultant shall be liable for the costs, fees, and expenses incurred in the defense of any such claims, actions, or suits. Nothing herein shall be construed as a limitation or waiver of defenses available to the City and employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq.

At the City Corporation Counsel’s option, Consultant must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Consultant of any of its obligations under this Agreement. Any settlement of any claim or suit related to this Agreement by Consultant must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Consultant waives any limits to the amount of its obligations to indemnify, defend, or contribute to any sums due under any Losses, including any claim by any employee of Consultant that may be subject to the Illinois Workers Compensation Act, 820 ILCS 305/1 et seq, or any other related law or judicial decision, including but not limited to, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

Consultant shall be responsible for any losses and costs to repair or remedy work performed under this Agreement resulting from or arising out of any act or omission, neglect, or misconduct in the performance of its Work or its subConsultants' work. Acceptance of the work by the City will not relieve the Consultant of the responsibility for subsequent correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting...
therefrom. All provisions of this Section shall survive completion, expiration, or termination of this Agreement.

J. Insurance. Consultant shall carry and maintain at its own cost with such companies as are reasonably acceptable to City all necessary liability insurance (which shall include as a minimum the requirements set forth below) during the term of this Agreement, for damages caused or contributed to by Consultant, and insuring Consultant against claims which may arise out of or result from Consultant’s performance or failure to perform the Services hereunder: (1) worker’s compensation in statutory limits and employer’s liability insurance in the amount of at least $500,000, (2) comprehensive general liability coverage, and designating City as additional insured for not less than $3,000,000 combined single limit for bodily injury, death and property damage, per occurrence, (3) comprehensive automobile liability insurance covering owned, non-owned and leased vehicles for not less than $1,000,000 combined single limit for bodily injury, death or property damage, per occurrence, and (4) errors and omissions or professional liability insurance respecting any insurable professional services hereunder in the amount of at least $1,000,000. Consultant shall give to the City certificates of insurance for all Services done pursuant to this Agreement before Consultant performs any Services, and, if requested by City, certified copies of the policies of insurance evidencing the coverage and amounts set forth in this Section. The City may also require Consultant to provide copies of the Additional Insured Endorsement to said policy(ies) which name the City as an Additional Insured for all of Consultant’s Services and work under this Agreement. Any limitations or modification on the certificate of insurance issued to the City in compliance with this Section that conflict with the provisions of this Section shall have no force and effect. Consultant’s certificate of insurance shall contain a provision that the coverage afforded under the policy(s) will not be canceled or reduced without thirty (30) days prior written notice (hand delivered or registered mail) to City. Consultant understands that the acceptance of certificates, policies and any other documents by the City in no way releases the Consultant and its subcontractors from the requirements set forth herein. Consultant expressly agrees to waive its rights, benefits and entitlements under the “Other Insurance” clause of its commercial general liability insurance policy as respects the City. In the event Consultant fails to purchase or procure insurance as required above, the parties expressly agree that Consultant shall be in default under this Agreement, and that the City may recover all losses, attorney’s fees and costs expended in pursuing a remedy or reimbursement, at law or in equity, against Consultant.

Consultant acknowledges and agrees that if it fails to comply with all requirements of this Section, that the City may void this Agreement.

K. Confidentiality. In connection with this Agreement, City may provide Consultant with information to enable Consultant to render the Services hereunder, or Consultant may develop confidential information for City. Consultant agrees (i) to treat, and to obligate Consultant’s employees to treat, as secret and confidential all such information whether or not identified by City as confidential, (ii) not to disclose any such information or make available any reports, recommendations and /or conclusions which Consultant may make for City to any person, firm or corporation or
use the same in any manner whatsoever without first obtaining City’s written approval, and (iii) not to disclose to City any information obtained by Consultant on a confidential basis from any third party unless Consultant shall have first received written permission from such third party to disclose such information.

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/7(2), records in the possession of others whom the City has contracted with to perform a governmental function are covered by the Act and subject to disclosure within limited statutory timeframes (five (5) working days with a possible five (5) working day extension). Upon notification from the City that it has received a Freedom of Information Act request that calls for records within the Consultant’s control, the Consultant shall promptly provide all requested records to the City so that the City may comply with the request within the required timeframe. The City and the Consultant shall cooperate to determine what records are subject to such a request and whether or not any exemptions to the disclosure of such records, or part thereof, is applicable. Vendor shall indemnify and defend the City from and against all claims arising from the City’s exceptions to disclosing certain records which Vendor may designate as proprietary or confidential. Compliance by the City with an opinion or a directive from the Illinois Public Access Counselor or the Attorney General under FOIA, or with a decision or order of Court with jurisdiction over the City, shall not be a violation of this Section.

L. **Use of City’s Name or Picture of Property.** Consultant shall not in the course of performance of this Agreement or thereafter use or permit the use of City’s name nor the name of any affiliate of City, nor any picture of or reference to its Services in any advertising, promotional or other materials prepared by or on behalf of Consultant, nor disclose or transmit the same to any other party.

M. **No Assignments or Subcontracts.** Consultant shall not assign or subcontract all or any part or its rights or obligations hereunder without City’s express prior written approval. Any attempt to do so without the City’s prior consent shall, at City’s option, be null and void and of no force or effect whatsoever. Consultant shall not employ, contract with, or use the services of any other architect, interior designer, engineer, consultant, special contractor, or other third party in connection with the performance of the Services without the prior written consent of City.

N. **Compliance with Applicable Statutes, Ordinances and Regulations.** In performing the Services, Consultant shall comply with all applicable federal, state, county, and municipal statutes, ordinances and regulations, at Consultant’s sole cost and expense, except to the extent expressly provided to the contrary herein. Whenever the City deems it reasonably necessary for security reasons, the City may conduct at its own expense, criminal and driver history background checks of Consultant’s officers, employees, subcontractors, or agents. Consultant shall immediately reassign any such individual who in the opinion of the City does not pass the background check.

O. **Liens and Encumbrances.** Consultant, for itself, and on behalf of all subcontractors, suppliers, materialmen and others claiming by, through or under Consultant, hereby waives and releases any and all statutory or common law
mechanics' materialmens' or other such lien claims, or rights to place a lien upon City property or any improvements thereon in connection with any Services performed under or in connection with this Agreement. Consultant further agrees, as and to the extent of payment made hereunder, to execute a sworn affidavit respecting the payment and lien releases of all subcontractors, suppliers and materialmen, and a release of lien respecting the Services at such time or times and in such form as may be reasonably requested by City. Consultant shall protect City from all liens for labor performed, material supplied or used by Consultant and/or any other person in connection with the Services undertaken by consultant hereunder, and shall not at any time suffer or permit any lien or attachment or encumbrance to be imposed by any subConsultant, supplier or materialmen, or other person, firm or corporation, upon City property or any improvements thereon, by reason or any claim or demand against Consultant or otherwise in connection with the Services.

P. Notices. Every notice or other communication to be given by either party to the other with respect to this Agreement, shall be in writing and shall not be effective for any purpose unless the same shall be served personally or by United States certified or registered mail, postage prepaid, addressed if to City as follows: City of Evanston, 2100 Ridge Avenue, Evanston, Illinois 60201, Attention: Purchasing Division and to Consultant at the address first above set forth, or at such other address or addresses as City or Consultant may from time to time designate by notice given as above provided.

Q. Attorney’s Fees. In the event that the City commences any action, suit, or other proceeding to remedy, prevent, or obtain relief from a breach of this Agreement by Consultant, or arising out of a breach of this Agreement by Consultant, the City shall recover from the Consultant as part of the judgment against Consultant, its attorneys’ fees and costs incurred in each and every such action, suit, or other proceeding.

R. Waiver. Any failure or delay by City to enforce the provisions of this Agreement shall in no way constitute a waiver by City of any contractual right hereunder, unless such waiver is in writing and signed by City.

S. Severability. In the event that any provision of this Agreement should be held void, or unenforceable, the remaining portions hereof shall remain in full force and effect.

T. Choice of Law. The rights and duties arising under this Agreement shall be governed by the laws of the State of Illinois. Venue for any action arising out or due to this Agreement shall be in Cook County, Illinois. The City shall not enter into binding arbitration to resolve any dispute under this Agreement. The City does not waive tort immunity by entering into this Agreement.

U. Time. Consultant agrees all time limits provided in this Agreement and any Addenda or Exhibits hereto are of essence to this Agreement. Consultant shall continue to perform its obligations while any dispute concerning the Agreement is being resolved, unless otherwise directed by the City.
V. Survival. Except as expressly provided to the contrary herein, all provisions of this Agreement shall survive all performances hereunder including the termination of the Consultant.

VI. EQUAL EMPLOYMENT OPPORTUNITY

In the event of the Consultant’s noncompliance with any provision of Section 1-12-5 of the Evanston City Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared nonresponsible and therefore ineligible for future contracts or subcontracts with the City, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the Consultant agrees as follows:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, or age or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. Consultant shall comply with all requirements of City of Evanston Code Section 1-12-5.

B. That, in all solicitations or advertisements for employees placed by it on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, or disability.

VII. SEXUAL HARASSMENT POLICY

The Consultant certifies pursuant to the Illinois Human Rights Act (775 ILCS 5/2105 et. seq.), that it has a written sexual harassment policy that includes, at a minimum, the following information:

A. The illegality of sexual harassment;

B. The definition of sexual harassment under State law;

C. A description of sexual harassment utilizing examples;

D. The Consultant’s internal complaint process including penalties;

E. Legal recourse, investigation and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission, and directions on how to contact both; and

F. Protection against retaliation as provided to the Department of Human Rights.

VIII. CONSULTANT CERTIFICATIONS
A. Consultant acknowledges and agrees that should Consultant or its subconsultant provide false information, or fail to be or remain in compliance with the Agreement, the City may void this Agreement.

B. Consultant certifies that it and its employees will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. Section 1201 et seq.) and applicable rules in performance under this Agreement.

C. If Consultant, or any officer, director, partner, or other managerial agent of Consultant, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Consultant certifies at least five years have passed since the date of the conviction.

D. Consultant certifies that it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any State in the U.S., nor made any admission of guilt of such conduct that is a matter of record. (720 ILCS 5/33-3, E-4).

E. In accordance with the Steel Products Procurement Act, Consultant certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the U.S. unless the City grants an exemption.

F. Consultant certifies that it is properly formed and existing legal entity, and as applicable, has obtained an assumed name certificate from the appropriate authority, or has registered to conduct business in Illinois and is in good standing with the Illinois Secretary of State.

G. If more favorable terms are granted by Consultant to any similar governmental entity in any state in a contemporaneous agreement let under the same or similar financial terms and circumstances for comparable supplies or services, the more favorable terms shall be applicable under this Agreement.

H. Consultant certifies that it is not delinquent in the payment of any fees, fines, damages, or debts to the City of Evanston.

IX. INTEGRATION

This Agreement, together with Exhibits A, B, C, and D sets forth all the covenants, conditions and promises between the parties with regard to the subject matter set forth herein. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement. This Agreement has been negotiated and entered into by each party with the opportunity to consult with its counsel regarding the terms therein. No portion of the Agreement shall be construed against a party due to the fact that one party drafted that particular portion as the rule of contra proferentem shall not apply.

In the event of any inconsistency between this Agreement, and any Exhibits, this
Agreement shall control over the Exhibits. In no event shall any proposal or contract form submitted by Consultant be part of this Agreement unless agreed to in a writing signed by both parties and attached and referred to herein as an Addendum, and in such event, only the portions of such proposal or contract form consistent with this Agreement and Exhibits hereto shall be part hereof.

IN WITNESS WHEREOF, the parties hereto have each approved and executed this Agreement on the day, month and year first above written.

CONSULTANT: 

By ______________________

Its: ______________________

FEIN Number: __________

Date: ________________

CITY OF EVANSTON
2100 RIDGE AVENUE
EVANSTON, IL 60201

By: ______________________

Erika Storlie

Its: Interim City Manager

Date: ________________

Approved as to form:

By: ______________________

Kelley Gandurski

Its: Corporation Counsel

Revision: March 2020
EXHIBIT A – Task Order Template

TASK ORDER No. __
Task Order Name

PROFESSIONAL SERVICES AGREEMENT
HYDRAULIC MODELING SERVICES
FOR THE CITY OF EVANSTON

This Task Order is made the ___ day of ____________, 20___ by and between the City of Evanston, 2100 Ridge Avenue, Evanston, Illinois, 60201 (“City”) and ______________ (“Consultant”) pursuant to the terms and conditions set forth in the Professional Services Agreement executed between the parties on the ___ day of ____________, 20___, (“Agreement”), which incorporates this Task order by reference.

1. The City’s Purchase Order Number for this Task Order is ______________, dated ______________. The City’s Purchase Order Number shall be referenced in each invoice submitted to the City under this Task Order.

2. The services to be performed by the Consultant under this Task order are as follows:

3. The schedule for this task is shown below.

   Task Kickoff……………………
   Milestone……………………
   Milestone……………………
   Final Completion…………....

4. Compensation shall be paid to the Consultant for performance of the Services under this Task Order in accordance with Exhibit D to the Professional Services Agreement. The Not-To-Exceed cost for services under this Task Order is $_________ as shown in Table 1 below. An invoice will be submitted to the City upon completion of this Task Order.

CONSULTANT:
CITY OF EVANSTON
2100 RIDGE AVENUE
EVANSTON, IL 60201

Signature

Name

Date

CITY OF EVANSTON
2100 RIDGE AVENUE
EVANSTON, IL 60201

Signature

Name

Date
EXHIBIT K

PROPOSAL SUBMITTAL LABEL

CUT AND ATTACH LABEL ON OUTSIDE OF SEALED BID/PROPOSAL SUBMITTAL

ADDRESS SUBMITTALS: CITY OF EVANSTON - PURCHASING OFFICE, ROOM 4200
LORRAINE H. MORTON CIVIC CENTER
2100 RIDGE AVENUE - EVANSTON, ILLINOIS 60201

SUBMITTAL NUMBER: ____________________________________________________

SUBMITTAL NAME: _______________________________________________________

SUBMITTAL DUE DATE/TIME: ______________________________________________

COMPANY NAME: _______________________________________________________

COMPANY ADDRESS: _____________________________________________________

COMPANY TELEPHONE #: ________________________________________________
April 16, 2020

TO: Respondents

SUBJECT: Migration from paper submittals to temporary electronic bidding

The City is “open for essential business only” and we are continuing to move forward with our planned projects for 2020 during the current CVOID-19 environment.

However, the City Civic Center is closed to the public and the majority of City employees. The City currently has no ability to receive UPS or FedEx packages requiring signature and/or time stamp. In lieu of receiving paper bids and conducting a public bid opening, the City will be temporarily accepting these bids on DemandStar.com.

Attached are “Guides” provided by DemandStar to help respondents: register and create an account; find the project(s) online they want to respond to; post bid/rfp/RFQ’s to their website; and E-bidding FAQ that will be helpful with this process.

Questions regarding the submission of bids are EXEMPT from the last date and time deadline for questions in the bid document and any addendums issued or to be issued.

**Bid/RFP/RFQ Submittal Requirements**

The City is utilizing the eBidding module to take the place of the paper bid that would normally be sent to the City Civic Center. Respondents are still required to complete all of the bid documents and provide all of the requested information in a pdf file(s) as if they were submitting a paper bid. We suggest each respondent create their account prior to attempting to upload your submittals (please try to give yourself at least 24 hours in advance). No documents can be added after the project deadline.
**Bid Bonds**

If required by the bid documents, a scanned copy of the bid bond must be included in the pdf file submission. The City is currently not able to accept a certified check, bank cashier’s check or electronic bid bond at this time.

**The original bid bond must be mailed within ten (10) days to the City of Evanston Purchasing Office in Room 4200 of the Lorraine H. Morton Civic Center located at 2100 Ridge Avenue, Evanston, Illinois 60201 Attention Purchasing Manager via the United States Postal Service only.** The City recommends using the USPS certified or priority mail options in order to have a tracking number. UPS and FedEx packages may not be received at City Civic Center.

Thank you for your patience as we work through this process and the City looks forward to receiving your bid/rfp/ rfq submittal(s).

Should you have any questions or concerns, I can be reached at either 847-866-2935 or tnunez@cityofevanston.org.

Sincerely,

Tammi Nunez  
Purchasing Manager
(E-bidding) Electronic Bidding Instructions
Introduction

To submit a bid electronically (e-bidding) on DemandStar

• The project MUST be setup for e-bidding by the government agency advertising the opportunity
How to check if it is an e-bidding opportunity

- Not all opportunities posted on DemandStar by government are available for e-bidding
- Those that are available for you to electronically bid will list “e-bidding” as an available “ACTION” when you look at the project details
In order to do e-bidding

1. Click on “E-bidding” in the actions column
In order to do e-bidding

2. Enter your contact information and enter in all required fields.

Note: You **MUST** put a number of the “BID AMOUNT” box. However, that number can be 0 so as to allow for a more detailed description of your bid through your uploaded documents.
In order to do e-bidding

- In the agency required documents section – check the documents you intend on uploading and fulfilling. By checking these boxes this is **ONLY** an acknowledgement of how you will fulfill the requirement. You still have to upload the documents.
In order to do e-bidding

Upload your response documents in an accepted file format

Make sure that you have covered and uploaded all the required documents
In order to do e-bidding

Once you decide you’ve uploaded all your documents that you would like to submit, make sure you click the NEXT button at the bottom of the screen.
Completing your e-bid submittal

- Please **VERIFY** that you have attached **ALL** the required documents

- Click on the **Submit Response** button to complete your e-bid
Confirmation of Response

• When you complete you will receive a confirmation

• This is a confirmation that what you uploaded will be visible to the agency when the bid closes, this is not a confirmation that all your documents were fill out or submitted correctly
If you feel like you missed something or need to make a change you can go back to your submittal response and edit your e-bid. By clicking on “DETAILS” then “EDIT” the section you wish.
We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

**It’s EASY!** Get started with these 3 easy steps!

1. **REGISTER**
   
   Go to: https://www.demandstar.com/registration

2. **Create an Account with DemandStar**

   You are one step away from picking your free government agency

   **Email Address**
   
   Your email address here

   **Company Name**
   
   Your company name here

   □ I accept the DemandStar [Terms of Use and Privacy Policy](https://www.demandstar.com/registration)
2 CHOOSE YOUR FREE AGENCY
Type in the name of the government agency you’d like to add, for example “City of Metropolis” in the Search Box

3 CHECK OUT
Check out with your FREE AGENCY Registration by clicking “Skip for now” on the page where it gives you options to add additional counties and States

Visit www.demandstar.com
DemandStar E-Bidding: Frequently Asked Questions

- Do suppliers need to be registered with DemandStar to participate in e-bidding?
  Yes. But if they don't already have an account with DemandStar, they can sign up and either
  - Be a subscriber for only your agency, at no charge, and be able to download documents at no charge and then receive notifications that match their commodity codes
  - Be a “basic supplier” for free - who researches on our platform and then pays $5 to download all documents, thus becoming a plan holder
  - Be a paid subscriber for a county, state, national and receive notifications from all included agencies

- Can suppliers respond with document uploads or do they simply fill in forms?
  Yes, they may respond with document uploads that are available to you via the DemandStar platform.

- What type of E-Bidding Documents can be uploaded?
  Acceptable file formats for sending back documents that the city will accept:

<table>
<thead>
<tr>
<th>E-Bidding Documents</th>
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</thead>
<tbody>
<tr>
<td><strong>Document Types</strong></td>
</tr>
<tr>
<td>Bidding Documents - Exhibits</td>
</tr>
<tr>
<td>Pricing</td>
</tr>
<tr>
<td>Bid Bond</td>
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<tr>
<td><strong>File Formats</strong></td>
</tr>
<tr>
<td>Adobe Acrobat (*.PDF)</td>
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<tr>
<td>Microsoft Excel (*.XLS)</td>
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<tr>
<td>Microsoft Excel (*.XLSX)</td>
</tr>
<tr>
<td>Microsoft PowerPoint (*.PPTX)</td>
</tr>
<tr>
<td>Microsoft PowerPoint (*.PPT)</td>
</tr>
<tr>
<td>ZIP Compressed Archive (*.ZIP)</td>
</tr>
</tbody>
</table>

- Is there a maximum file size that I can upload?
  Vendors can simply upload a single file or multiple documents as long as it doesn’t exceed 100 MBs (single or multiple files)

- After a bid opening, what document(s) are made public by DemandStar?
  None. Only the agency can see the vendor responses so you are the only ones who will determine what you want to download and make public.

- Who do I call if I have questions or problems with the DemandStar?
  The City strongly encourages each respondent to setup their account and to explore the eBidding module at least a couple of days before the bid due date.

  If you have questions or issues creating your account, accessing the eBidding module or submitting your bid prior to the bid due date, please contact DemandStar at 866.273.1863 or by email at hello@demandstar.com.