

Local Initiatives Support Corporation
Request for Proposal
Rebuild Distressed Communities - Construction Monitoring Consultant

Rebuild Distressed Communities

The Local Initiatives Support Corporation (“LISC”) is responsible for the administration of the State of Illinois Department of Commerce and Economic Opportunity, Rebuild Distressed Communities grant. The Rebuild Distressed Communities (“RDC”) grant will distribute of \$18 million in state of Illinois capital bond funding to assist businesses that sustained damage due to civil unrest that occurred on or after May 25, 2020. LISC will make sub-grants to eligible business to cover the costs of capital repairs through the extension of Program grants. The RDC Program is expected to extend through the summer of 2021.

The RDC Program’s primary objectives are to:

- Stabilize and support Illinois businesses that have sustained property damage due to civil unrest;
- Retain jobs in economically distressed communities determined to be high priority for investment by DCEO;
- Utilize labor from the local community; and
- Expand opportunities for Minority, Women and/or Disabled business enterprise owners.

LISC is seeking to qualify firms to provide construction monitoring services for the RDC Program (each, a “Construction Monitoring Consultant”). Proposals for Construction Monitoring Consultant will be accepted until January 18, 2021. As LISC’s agent, the Construction Monitoring Consultant will be responsible for monitoring construction, performing site inspections, reviewing construction-related documents including change orders and requisitions, assessing the quality and completion of work in the Program and evaluating the qualifications of contractors applying to participate in the RDC Program. The Construction Monitoring Consultant will not hold Program funds nor execute contracts on behalf of LISC. In addition, the Construction Monitoring Consultant may not provide direct construction services on Eligible Projects.

For consideration, proposals must be received by LISC on or before **January 18, 2021 by 5pm. Proposals must follow the Submission Requirements contained in Section VIII and be emailed to rdc_grant@lisc.org. Please insert “Construction Monitoring Consultant RFP” in the subject line.**

I. Background:

Local Initiatives Support Corporation (LISC) is a nonprofit organization that provides a broad range of grants, loans, equity investments, and technical assistance to hundreds of organizations in urban and rural communities throughout the country. LISC has raised and directly invested \$22 billion in funding and leveraged over \$64.8 billion in additional private and public resources to support neighborhood revitalization projects and programs throughout a significant national footprint in offices in 36 cities and a rural initiative spanning over 2,200 counties across 45 states.

II. Program Summary:

LISC has been selected by the State of Illinois Department of Commerce and Economic Opportunity (“DCEO”) to administer the Rebuild Distressed Communities Program (“RDC Program” or the “Program”). In the RDC Program, LISC will make sub-grants to businesses impacted by civil unrest that occurred on or after May 25, 2020. LISC will accept applications from impacted businesses located in priority zip codes determined by DCEO as shown below:

60085	60411	60623	60640	60707	61602	61866
60087	60435	60624	60641	60804	61603	62621
60099	60438	60625	60642	61032	61604	62522
60115	60478	60626	60644	61103	61615	62526
60130	60505	60629	60645	61104	61701	62650
60153	60506	60632	60649	61107	61761	62901
60155	60608	60633	60651	61108	61802	
60188	60612	60634	60652	61109	61820	
60302	60617	60638	60656	61265	61821	
60402	60618	60639	60659	61602	61832	

LISC will seek DCEO’s approval to include additional zip codes based on evidence of property damages due to civil unrest in other Economically Distressed Area Zip Codes.

Sub-grants will be made by LISC to business owners whose projects meet Program eligibility requirements (“Eligible Projects”).

The Program authorizes two types of grants. The Program will reimburse business owners for completed repair work that already occurred or had begun prior to the launch of the Program (“Reimbursement Sub-awards”). The Program will also provide grants to business owners to hire qualified vendors to perform repairs or construction (“New Projects”). Grant funds will cover all bondable costs associated with an Eligible Project as follows:

- “Design/Engineering” – to include costs associated with the overall engineering including consulting for environmental studies and/or testing; permitting; and review of larger reimbursements.
- “Equipment/Material/Labor” – to include the structural repair or reconstruction of existing building structures, storefronts, entrances, doors, and brickwork; paving; plumbing; mechanical systems; total repair/replacement of roofing and windows; total replacement and installation of security shutters, lighting systems, electrical systems; building additions; excavation; and other related construction appurtenances.
- “Construction Management and Oversight” – to include costs associated with the coordination of new project scopes and oversight of sub-contractors.

III. PROJECT APPROVAL PROCESS

A. Reimbursement Sub-awards

After determination that a business owner is an eligible entity (“Eligible Entity”), LISC will determine whether repairs already performed are eligible expenses and confirm that the submitted repair work invoices match the completed work at the property. For business owners requesting reimbursement of more than \$25,000 for completed repairs, LISC will authorize the Construction Monitoring Consultant to inspect the repair work to confirm that: submitted invoices match the observed repair work; repair costs are reasonable; and the repair work was performed to a generally acceptable quality standard. At its sole discretion, LISC may authorize the Construction Monitoring Consultant to similarly inspect the repair work for reimbursement requests of \$10,000 to \$24,999 as needed. Upon receipt and LISC approval of all required Program documentation and certifications, LISC will enter into a grant agreement with the Eligible Entity, now a “Sub-grantee,” and will disburse grant funds to the Sub-grantee in accordance with the terms and conditions of the grant agreement.

B. New Projects

After LISC determines that business owners submitting New Project application are Eligible Entities, LISC’s Construction Monitoring Consultant will review the proposed repair estimate for cost reasonableness and will assist LISC staff with determining whether the proposed repair costs are eligible expenses pursuant to Program guidelines (“Eligible Expenses”). DCEO will then confirm that the business owner and repair scope are eligible for the Program; thereby authorizing LISC to make a grant to the Eligible Entity, now a “Sub-grantee” to fund the repair scope. Pursuant to a competitive bidding process, the Sub-grantee will execute a contract with a construction manager to manage the construction process. The construction manager will then oversee a competitive bidding process through which the Sub-grantee will select a LISC prequalified contractor(s) or prequalified vendor(s), as appropriate, to perform repairs. In accordance with program guidelines, the pool of pre-qualified vendors must include certified Minority, Women, and/or Disabled Owned businesses. Throughout the construction process, LISC’s Construction Monitoring Consultant will conduct site inspections to process change orders, assess work quality, and determine the appropriateness of Sub-grantee disbursement requests. LISC will make disbursements of grant funds directly to contractors upon review and approval by the Construction Monitoring Consultant of requisitions and appropriate construction documents.

IV. Descriptions of Construction Monitoring Consultant Services

A. Scope of Services:

The scope of services of the Construction Monitoring Consultant will include, but shall not be limited to the following:

For General Program and Application Review Services:

- Review and evaluate applications submitted by contractors seeking to be pre-qualified to work on Eligible Projects;
- Evaluate Program applications to determine if costs associated with Reimbursement Sub-awards and New Projects constitute Eligible Expenses pursuant to Program guidelines; and

- Evaluate repair invoices and repair scopes for cost reasonableness.

For Reimbursement Sub-awards:

- Conduct site-inspections for Reimbursement Sub-awards as directed by LISC:
 - certify that receipts submitted for Reimbursement Sub-awards match the repairs observed during the site inspection;
 - Certify that completed work was performed to a generally acceptable quality; and
 - Certify that repair costs were reasonable and expenses constitute Eligible Expenses pursuant to Program guidelines;
 - Specify the work, if any, remaining to be performed and the estimated cost of the work.
- Respond to requests for additional information as determined by LISC and DCEO.

For New Projects:

- Conduct site inspections as directed by LISC, take pre-construction photographs of damaged areas consistent with the submitted SOW for repairs, and identify any needed SOW changes related to scope deficiencies and/or any non-necessary work or non-eligible costs;
- All work performed in the Program shall be subject to the Prevailing Wage Act (820 ILCS 130/0.0i. et seq.). Consultant shall determine if labor provided on New Projects was performed in accordance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.), and shall assist LISC with ensuring that not less than the prevailing rate of wages is paid to all laborers, workers, and mechanics performing work in the Program;
- Approve final SOWs and issue an official Notice to Proceed to the Eligible Entity or the Entity's construction manager;
- Work with the Eligible Entity's construction manager to evaluate and process SOW change orders greater than 10% of the total project cost;
- Conduct a final inspection, take pictures of the completed work as outlined in the SOW and change orders, and, if no punch list items are identified, issue an official Certificate of Completion to the Eligible Entity, the Entity's Construction Manager, and/or the General Contractor.
- Review requisitions for payment:
 - Certify the percentage of completion of New Projects
 - Make recommendations with regard to the timing and amount of disbursements;
 - Certify that New Projects have been completed and that all project documentation has been provided to LISC;
 - Certify that government approvals for completed work have been obtained;
 - Certify that lien waivers have been obtained from all contractors, as appropriate, and suppliers for installed fixtures and materials used for the New Project(s); and
- Respond to requests for additional inspections or information as determined by LISC and DCEO.

B. Deliverables

In order to fulfill the scope of work described above, the Construction Monitoring Consultant will be required to provide the following deliverables:

- Conduct site inspection within 7 days of assignment;
- Produce written reports for pre-construction and construction progress site Inspections, including photo documentation within 3 days of the inspection. For each site inspection, Consultant must provide a written description in a form and by a method approved by LISC of the Eligible Project's condition, including photo documentation of damaged areas and/or completed repairs;
- Conduct final construction site inspection within 7 days of assignment;
- Produce final written report including punch list developed with sub-grantee or sub-grantee's construction manager within 3 days of inspection; and
- Sign off or reject on change order requests and requisitions for payment within 7 days of receipt.

C. Term of the Contract/Pricing

Fees for consulting services will be established through the pricing provided in response to this RFP. Each party responding to this RFP (each, a "Respondent"; collectively, "Respondents") must, in order for its response to be complete, submit a firm price for services as described on **Attachment 2**. LISC will select the lowest reasonable and responsive bidder(s). LISC will enter into contract(s) for a six-month term, renewable with the original terms for an additional six months, at the sole discretion of LISC. LISC cannot and does not guarantee a particular number or a particular type of property(ies) to selected Construction Monitoring Consultants.

V. PROGRAM GUIDELINES

A. Execution of Contract for Services

LISC anticipates the selection of multiple Construction Monitoring Consultants that will have responsibility for deliverables regionally within the State of Illinois. If selected for the Program, Respondents will be required to execute a contract with LISC. Construction Monitoring Consultant will be assigned Tasks that will be used to create deliverables for each Eligible Project. Payment will be made according to Task executed to fulfill the deliverable requirement once the deliverable has been accepted.

Payments under the contract will be processed on a monthly basis and made within thirty (30) days of receipt of a completed and approved invoice that identifies the tasks and deliverables accepted for the Project.

B. Obligations of the Construction Monitoring Consultants

Upon entering into contract with LISC, Construction Monitoring Consultants accept responsibility for meeting all deadlines and for complying with the following:

1. Ensure compliance with LISC deadlines for delivery of services. Some assignments will involve priority work, which will require immediate attention. Given the time-sensitive nature of the Program, LISC requires that the work completion deadlines be adhered to strictly. Failure to meet these deadlines may be grounds for termination of Construction Monitoring Consultant's contract by LISC.
2. Maintain adequate staff to undertake the services required. LISC reserves the right, at its sole discretion, to request additional staff or to require the replacement of nonproductive staff members when deemed necessary. Construction Monitoring Consultants may choose to retain non-employees or consultants to perform work pursuant to the contract; however, LISC will not pay beyond the agreed upon contract amount for use of such consultants or services. The Construction Monitoring Consultant's agreement may not be assigned, subcontracted or delegated, in whole or in part, without prior approval from LISC, in its sole discretion.
3. Establish with LISC staff an operations plan including, but not limited to, site visit scheduling and reporting procedures.
4. Adhere to the contracting requirements attached to this RFP as **Appendix A**. Pursuant to the foregoing, Construction Monitoring Consultants may be required to, without limitation:
 1. Complete additional background questionnaires;
 2. Comply with laws, rules and regulations governing lobbying activity;
 3. Comply with equal employment opportunity ("EEO") requirements, including participating in an EEO class;
 4. Comply with whistleblower protection laws, as applicable; and
 5. Promptly furnish LISC with any reasonably requested information and reports and otherwise cooperate with LISC, in each case, in furtherance of ensuring compliance with federal, state, and local requirements.

VI. REQUESTS FOR PROPOSALS

This RFP has been issued by LISC to solicit applications to provide construction monitoring services on behalf of LISC within the appropriate timetable.

A. Submission of Applications

On or before the submission deadline date, Respondents must submit their applications in accordance with the instructions and attachments contained in the RFP. Submission of applications shall be deemed to be permission by Respondents for LISC to make inquiries concerning the Respondents as deemed necessary.

B. Review and Selection

Respondents must initially meet the threshold requirements outlined in Section VII of this RFP to be considered for participation in the Program. LISC will evaluate and determine whether Respondents satisfy the Threshold Requirements set forth in Section VII. A below, and are determined to be qualified Construction Monitoring Consultants. Failure to meet these Threshold Requirements or to provide the complete information required in the RFP may disqualify the Respondent from consideration for the Program.

Once a Respondent is determined to be qualified, LISC may, in its sole discretion, elect whether to execute a contract with such Respondent, pursuant to the criteria outlined in Sections VI and VII of this RFP. Considering the criteria outlined in Sections VI and VII of this RFP, LISC will select the lowest reasonable and responsive bidder(s).

VII. SELECTION CRITERIA

A. THRESHOLD REQUIREMENTS

The application must include all required information and will be deemed complete by LISC. Upon review, LISC, at its discretion, may notify Respondents that additional information or clarification is necessary. Failure to meet any of the requirements listed below may result in the rejection of the application.

To be eligible, Respondents must meet the following qualifications:

- Demonstrate that Respondent is a lawfully organized business, not-for-profit organization or joint venture in good standing and licensed to operate in the State of Illinois;
- Demonstrate at least ten (10) years prior experience relevant to and consistent with the scope and description of services provided in Section IV of this RFP;
- Demonstrate that the Respondent (whether a business, organization, or joint venture) is financially viable; and
- Provide evidence of the existence of or ability to obtain insurance as described in Appendix B.

Respondents will be disqualified for adverse findings, which may include, without limitation, the following:

- Arson, fraud, bribery, or grand larceny conviction or pending case;
- Previous record of default on work done under government contract;
- Formal debarment or suspension from entering into contracts with any governmental agency or other notification or ineligibility for or prohibition against bidding or proposing on government contracts;
- Denial of a contract based on any obligation to, or unsatisfied judgment or lien held by, a governmental agency; and
- Subject of any voluntary or involuntary bankruptcy proceeding.

B. Competitive Criteria

LISC will further review Respondent Responses for competitiveness in accordance with the criteria outlined in Section VI of this RFP.

VIII. SUBMISSION REQUIREMENTS

A. Cover Letter (10%)

The Respondent's cover letter will constitute a maximum of 10% of its overall score, and will be evaluated on completeness of response.

Respondents should include a cover letter on company letterhead that:

- References the RFP;
- Provides contact information for senior staff identified as the firm's primary point-of-contact;
- Provide a simple organizational chart identifying key members of the firm;
- Attaches existing insurance certificates, and if necessary, an explanation that the Respondent is able to obtain insurance that complies with Appendix B (Please note that prior to contracting, selected Respondent must provide evidence of insurance for review);
- Attaches two (2) years of financial statements to establish financial viability of the business; and
- Attaches the completed Respondent Questionnaire attached to the RFP as Attachment 1.

B. Respondent Questionnaire (50%)

The Respondent must complete the Respondent Questionnaire to provide specific detail about the firm's capacity and proposed staffing for the engagement. The Respondent's completed Questionnaire will constitute a maximum of 50% of its total score, and will be evaluated on the completeness of the response.

C. Fee Proposal (40%)

The Respondent must complete the Fee Proposal Form (Attachment 2) to provide the rates for specific tasks required to meet deliverables as specified in the Scope of Work. The Respondent shall also propose an hourly rate for consultant services related to the Program that are not specific to any one project. Relevant notes about how the hourly rate was calculated should also be included in the notes section of the Fee Proposal Form. The Respondent's fee proposal will constitute a maximum of 40% of its total score, and will be evaluated based on the reasonableness and completeness of the response.

APPENDIX A

The Construction Monitoring Consultant selected to perform the services for LISC in connection with the Rebuild Distressed Communities Program must comply with the following requirements and any other legal requirements mandated by the State of Illinois:

Illinois Works Review Panel. For Awards made for public works projects, as defined in the Illinois Works Jobs Program Act, Consultant agrees upon reasonable notice, to appear before and respond to requests for information from the Illinois Works Review Panel. 30 ILCS 559/20-25(d).

Compliance with Nondiscrimination Laws. Consultant its employees and subcontractors under subcontract made pursuant to this Agreement, shall comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to, the following laws and regulations and all subsequent amendments thereto:

(a) The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code Part 750, which is incorporated herein;

(b) The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*);

(c) The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a- and 2000h-6). (*See also* guidelines to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons [Federal Register: February 18, 2002 (Volume 67, Number 13, Pages 2671-2685)]);

(d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794);

(e) The Americans with Disabilities Act of 1990 (as amended) (42 USC 12101 *et seq.*); and

(f) The Age Discrimination Act (42 USC 6101 *et seq.*).

Procurement Lobbying. Consultant warrants and certifies that it and, to the best of its knowledge, its subgrantees have complied and will comply with Executive Order No. 1 (2007) (EO1-2007). EO 1-2007 generally prohibits Grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

APPENDIX B

INSURANCE REQUIREMENTS

LISC requires the following insurance amounts be in force the duration of any contract term.

- 1) **Commercial General Liability insurance (CG0001 Ed.10/01)** in amounts of at least \$1,000,000 Per Occurrence With \$2,000,000 General Aggregate providing Premises Ops, Products-Completed Ops, Independent Contractors, personal & advertising injury.
- 2) General Aggregate must apply "Per Project". Owner must be included as Additional Insured for Liability and Completed Operations. Completed Operations (GC2010 Ed.11/85 & CG2037 7/2004)- should be in force for 6 years or for the period of repose, whichever is greater.
- 3) Must provide full blanket contractual liability including indemnification, holding harmless and in defense of owner, its directors, officers, agents and all other parties that are to be included as Additional Insured ("Additional Insured Parties")
 - a) **Workers Compensation** insurance in the amount(s) required by Law, together with employee's liability insurance to the limit of at least \$1,000,000 per occurrence.
 - b) **Auto Liability** insurance with coverage for all owned, non-owned and/or hired vehicles of sub-contractor with combined limits of not less than \$1,000,000 per each accident for bodily injury or property damage. Owner, and all other parties required to be included, must be included as an additional insured.
- 4) **Umbrella / Excess Liability** coverage in the amount of not less than \$5,000,000 Per Occurrence / Aggregate Per Project. The excess liability coverage must be as broad as the underlying coverage and provide coverage for the additional insureds without limitation and provide for primary / non-contributory coverage for the additional insured (\$25,000,000 if cranes are used in any part of the job).
- 5) **Commercial Crime** insurance covering the dishonest or fraudulent act of the contractor. and its employees or subcontractors of not less than \$500,000 per occurrence, including but not limited to, 3rd party Client coverage, employee dishonesty, coverage for computer fraud, funds transfer fraud.
- 6) **Professional Liability** covering the negligent acts, errors and omissions in the performance of professional services with policy limits of not less than three million dollars (\$3,000,000) per claim and four million dollars (\$4,000,000) in the aggregate.
- 7) **General Liability, Auto, Crime and Workers Compensation** policies must provide coverage to the Additional Insureds on a Primary and Non-Contributory with "Pay on Behalf of" wording.

- 8) Policies must include Waiver of Subrogation in favor of the owner, its directors, agents, subsidiaries, and all other involved parties as an Additional Insured
- 9) Hold Harmless and Indemnification Agreement in favor of the Additional Insured Parties should be obtained from all contractors performing work.
- 10) Notice of Cancellation – The required insurance policies shall contain a provision that coverage afforded under the policies will not be cancelled, materially changes or allowed to expire until at least 30 days written notice has been given to the additional insured herein.

The contractor shall not sublet any of its work without written approval from LISC. If approved the contractor will assume full responsibility for requiring the sub to comply with the insurance requirements in this document and shall submit satisfactory evidence of such. Each insurance policy of the sub, except the WC, shall include LISC and its parties and the contractor as additional insureds by any contract as an additional insured.

Prior to commencing any work, the contractor shall submit to LISC, a certificate of insurance, including NYS Acord 855 addendum or an addendum substantially similar to NYS Acord 855 and a copy of the additional insured endorsement. The certificate must include the job location. Copies of policies may be required by LISC and shall be made available prior to the conception of work.

All Carriers must:

- a) Have a Best financial strength of A, X or greater
- b) GL Policies must not contain:
 - i) Labor Law exclusionary Language, fall from a height, injury to workers limitations or exclusions, etc.
 - ii) No exclusions for unmanned aircraft if drones are being used
 - iii) No absolute cannabis exclusion
 - iv) Coverage limitation for number of stories, **regardless** of area of work
 - v) Any “rating classification” limitation
 - vi) Exclusions for Subsidence, XCU. leased worker, continuous damage, respiratory ailment, Construction means or methods, cross liability, No limiting endorsements or exclusions regarding tower cranes, where applicable.
 - vii) Avoid Hammer clauses limiting liability, excluding coverage or increasing deductible for non-compliant subs.
 - i) If demo is being provided, no demo exclusion, subsidence exclusion or other related exclusions. Any height restrictions or exclusions.

ATTACHMENT 1
Respondent Questionnaire

1. General Information:

Business Entity Name (the "Firm"): _____

Firm Street Address: _____

City: _____

State: _____ Zip: _____

Mailing Address (**if different**):

Firm Mailing Address _____

City: _____ State _____ Zip: _____

Telephone: _____ Fax: _____

Contact Person: _____

Title: _____

Email Address: _____

Website: _____

Tax ID#: _____

Year Started: _____ State of Origin: _____

Number of: (Employees) _____ (Full-Time) _____ (Part-Time) _____

(Seasonal) _____ (1099) _____

Please list any zip codes from the priority areas where you are unable to provide service:

2. Entity Type:

If Firm is a Joint Venture, provide list of all partner firms and/or parties to the Joint Venture:

Partner/Party Name	% of Ownership

(This Questionnaire must also be completed by each Joint Venture Partner/Party noted in the table above. If M/W/DBE joint venture partner, provide copy of JV Agreement)

3. Type of Business. *(Check ALL that apply.)*

Architecture

Engineering

Consulting

General Contractor/Construction Manager

4. Business Classifications:

(Check ALL that apply. Refer to definitions provided on last page of this form.)

Certified Name	Certified? (Y/N)	Certifying agency	Date Issued
DBE			
MBE			
WBE			
VBE			
Other			

**List current business classification certifications & provide copy of certificate(s)
(Attach separate sheet(s) if necessary)**

4a. Have you ever been denied, decertified, or graduated out of any certification program(s)?
 Y N If "YES", Explain:

4b. Applications pending for any certification program(s) Y N
 (If "YES", provide details below)

Certified Name	Date Applied	Certifying agency
DBE		
MBE		
WBE		
VBE		
Other		

5. Safety

Written Safety Program: Y N

OSHA 30 Hr. Trained Employees (Approx. Qty.): _____

OSHA Incident Rate		Worker's Comp. EMR	
Prior Year	2 Years Prior	Prior Year	2 Years Prior

6. Delivery of Services

Please describe how you would complete the requested services in an itemized format as described in the scope of services:

7. Insurance: *(Check ALL that apply.)*

- General Liability
- Workers' Comp
- Auto
- Excess Umbrella
- Commercial Crime

NOTE: *If applicant is ultimately selected to perform work under the RDC program, certificates of insurance must be provided to LISC a prior to executing a contract. LISC must be a named insured and required insurance must remain in full force during the entirety of the contract.*

8. Client References

Company	Name	Title	Phone	Email

9. Largest Completed Projects

Limit to three (3) largest completed within the last five (5) years.

Client Name	Project Name	Project Location	Contract Value	Completion Date	Scope of Work

10. Largest Current Projects

(Limit to five (5) largest by contract value.)

Client Name	Project Name	Project Location	Contract Value	Completion Date	Scope of Work

11. Qualifications of the Team

Please list the Staff who will be assigned to project

Name	Title	Years of Experience	Services/Task assigned	License <i>(if applicable)</i>

12. CERTIFICATION

The Firm or Applicant certifies to the following:

- ✓ The Firm or Applicant has not been convicted of and does not have any pending case related to Arson, fraud, bribery, or grand larceny;
- ✓ The Firm or Applicant does not have a record of default on work done under government contract;
- ✓ The Firm or Applicant has not been formally debarred or suspended from entering into contracts with any governmental agency and has not received any other notification or ineligibility for or prohibition against bidding or proposing on government contracts;
- ✓ The Firm or Applicant has not been denied a contract based on any obligation to, or unsatisfied judgment or lien held by, a governmental agency; and
- ✓ The Firm or Applicant has not been the subject of any voluntary or involuntary bankruptcy proceeding.

We/I certify that the information set forth in this application and all attachments and supporting documentation is true and correct. I understand that LISC will rely on the information in or attached to this document and that this document is submitted to induce LISC to select you as a contractor.

Signature

[This certification must be signed by one of the Individuals listed above in #10; if the Respondent Entity is a joint venture, an Individual representing each Principal of the joint venture must sign it.]

ATTACHMENT 2

Fee Proposal Form

TASKS	Consultant Fee Per Project, By Project Value		
	Less than \$10K	\$10K - \$25K	Greater Than \$25K
<i>Pre-construction Site</i> Inspection and report			
<i>Post-construction Site</i> Inspection and (Reimbursement Sub-awards and New Projects) and report			
<i>Construction Progress</i> Site Inspection and report			
<i>Certification for payment</i> Reimbursement Sub-awards			
<i>Document review</i> estimates, proposals, scopes of work, change orders			
<i>Certification for payments</i> New Projects progress payment and post construction final payout*			
Proposed hourly rate for consultations and general consultant services	Hourly Rate:	Relevant notes:	