



Request for Proposal (RFP)

Rich Township Administration Building Reconstruction Project

Date Issued: Monday, March 10, 2025

Proposal Due Date: Monday, March 10, 2025

1. Introduction

Rich Township is seeking proposals from qualified contractors for the cosmetic upgrades of the Rich Township Main Building. The project aims to modernize the existing interior offices spaces, bathroom and kitchen, ensuring it meets current standards for safety, accessibility, and functionality.

2. Project Overview

- **Project Title:** Rich Township Main Building Construction
- **Location:** 22013 Governors Hwy, Richton Park, IL 60471
- **Project Description:** The project involves the cosmetic upgrades of the existing main building to improve its integrity, energy efficiency, and overall usability. This includes, but is not limited to, electrical upgrades, plumbing, and interior renovations.

3. Scope of Work

The selected contractor will be responsible for:

- Conducting a thorough site assessment
- Developing a detailed project plan and timeline
- Obtaining all necessary permits and approvals
- Demolition of specified sections of the existing spaces and rooms

- Renovation work as required
- Ensuring compliance with all relevant building codes and regulations
- Regular project updates and final project report

4. Proposal Requirements

Proposals must include the following information:

- **Company Information:** Name, address, and contact details
- **Experience and Qualifications:** Relevant project experience, including references
- **Project Team:** Key personnel and their qualifications
- **Project Plan:** Detailed approach to the project, including timelines and milestones
- **Cost Proposal:** Itemized breakdown of all costs associated with the project
- **Safety Plan:** Outline of safety protocols and procedures
- **Sustainability Plan:** Approach to sustainable construction practices
- **Financial Responsibility:** The contractor must cover all costs associated with the project until its completion. No payments will be disbursed until the project is fully completed and approved by Rich Township

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and past performance
- Qualifications of key personnel
- Understanding of project requirements and proposed approach
- Cost-effectiveness
- Quality of safety and sustainability plans
- References and feedback from previous clients

6. Submission Instructions

Proposals must be submitted by May 02, 2025, to the following address:

Rich Township Administration
22013 Governors Hwy, Richton Park, IL 60471
Attn: Percy Harris, Deputy Administrator

Proposals can also be submitted electronically to <mailto:pharris@richtownship.org>.

7. Pre-Proposal Meeting

A pre-proposal meeting will be held on: Friday, May 09, 2025, at 10:00AM at the project site. Attendance is strongly encouraged for all potential bidders.

8. Contact Information

For any questions or further information, please contact:

Percy Harris
Deputy Administrator
Rich Township
Office: (708) 228-5027
Email: pharris@richtownship.org

9. Additional Information

Rich Township reserves the right to reject any or all proposals, waive any informality in the RFP process, and accept the proposal that best serves the interests of the township.