

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207
1177 S Dee Rd
Park Ridge, IL 60068

**REQUEST FOR PROPOSAL
TRANSPORTATION CONSULTANT SERVICES**

School District 207 will receive proposals for transportation consultant services according to the specifications contained herein.

Proposals shall be submitted and clearly marked
RFP: Transportation Consultant Services
Attention: Mary Kalou

Proposals will be accepted until 11:00 AM local time on **Monday, July 10, 2023.**

For additional information or clarification, please contact Mary Kalou, Assistant Superintendent for Business at (847) 692-8025 or e-mail mkalou@maine207.org.

SECTION I: INTRODUCTION

The Maine Township High School District 207 Board of Education invites companies to provide a proposal for transportation consultant services.

Maine Township High School District 207 is a Township High School District that does not provide transportation to students outside of those who have an Individualized Education Plan(IEP) that requires transportation. The District works closely with PACE to ensure that there is adequate public transportation. The District is interested in the costs, operational logistics and legislative issues associated with the scenarios below.

1. Providing transportation to all students to and from school, who live over 1.5 miles, under 1.5 miles or under 1.5 miles with either an approved vehicular safety hazard or gang activity-related hazard. Consultant should provide the routes, recommended hazards for approval, costs and any other information needed to evaluate this scenario.
2. Providing shuttle routes from various locations in the District where public transportation is a barrier for students. Consultant should identify the areas, calculate an estimate on the ridership and any other information needed to evaluate this option.
3. Other options that the consultant sees that would help to minimize, eliminate the transportation barrier for students.

Should you have any questions or require further information, please contact Ms. Mary Kalou, Assistant Superintendent for Business at (847) 692-8025 or by email at mkalou@maine207.org.

Proposal Schedule:

Requests for proposals mailed	June 7, 2023
Deadline for submission	July 10, 2023
Board of Education approval	August 2023

SECTION II: INSTRUCTIONS

1. Proposals shall be submitted in an envelope properly marked "RFP: Transportation Consultant Services". Proposals must be received in the Administrative Office on or before the time scheduled for the opening.
2. Proposers must satisfy themselves as to the intent of the specifications. After submission of the proposal, no complaint or claim that there was any misunderstanding in regard to the specifications will be entertained from any proposer.
3. This contract shall not be assigned or any part of the same subcontracted without written consent of the District, and in no case shall such consent relieve the proposer from its obligations or change the terms of this contract.
4. The District will make such investigation as is necessary to determine the ability of the Proposer to fulfill the specified requirements. The Proposer shall furnish such information as may be requested.
5. The Board of Education of District 207 reserves the right to reject any and all Proposals, to waive any technicalities, to award Proposals to the lowest responsible proposer and to determine whether, in the opinion of the Board of Education, a proposer is not a responsible proposer and should be disregarded, and what exceptions or deviations from written specifications will be accepted.
6. Proposals must be open and firm for sixty (60) days to allow for Board of Education approval.
7. Proposals may be withdrawn by letter, FAX, or in person prior to the time and date established for the opening of Proposals.

SECTION VI: TERM OF THE ENGAGEMENT

The Consultant shall furnish there report with scenario evaluations no later than May 1, 2024.

SECTION VII. GENERAL TERMS AND CONDITIONS

A. HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, Proposer shall indemnify, hold harmless and defend the District, members of the Board of Education, officers, employees and agents thereof against all suits, actions, legal proceedings, claims and demands, and against all damages, losses, costs, expenses, and attorney's fees in any manner caused by, arising from, incidental to, connected with, or growing out of the performance of this contract. In addition, all insurance policies described in this section shall insure this Hold Harmless Agreement.

B. REASSIGNMENT OF RIGHTS

Proposer agrees not to reassign or sell any right to this contract to another party or parties without prior approval from the District. Such action without approval shall invalidate this contract.

C. PROPOSER NOT DISTRICT AGENT

Proposer shall not be held or deemed in any way to be an agent, employee or official of the District, but rather an independent proposer furnishing audit services for the District.

D. PRESENCE OF CHILD SEX OFFENDERS ON SCHOOL PROPERTY

Proposer acknowledges that, pursuant to the Illinois *Criminal Code* (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without the specific notification to and permission of the Superintendent of Schools or the Board of Education. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. Proposer shall ascertain that its employees are notified of this law and that said employees are directed to notify Proposer if they have been convicted of a sex offense restricting their presence on school property. Proposer will then provide appropriate and immediate notification to District. District reserves the right to request the removal from the project of any persons, including, but not limited to, employees of Proposer who engage in conduct in violation of the law or Board of Education Policy or conduct otherwise disruptive to the educational process or detrimental to students in the area. The costs related to such removal and substitution of personnel shall be borne solely by the Proposer.

E. HUMAN RIGHTS ACT

It shall be mandatory that the Proposer will not discriminate against any employee or applicant for employment upon grounds prohibited by the Human Rights Act (775 ILCS 5/1-101) and further that the Proposer will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission.

F. EQUAL EMPLOYMENT OPPORTUNITY

The Proposer will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin or disability. The Proposer will take affirmative action to ensure the applicants are employed, and the employees are treated equally during employment, without regard to their age, race, creed, color, sex, national origin or disability. Such action shall include but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

SECTION VIII: EVALUATION OF PROPOSALS

Proposals will be reviewed by the Assistant Superintendent for Business. Criteria to be considered in evaluating proposals will include:

1. Understanding of the engagement
2. Acceptability of the approach
3. Qualifications and technical experience of the firm
4. The qualifications of the individuals assigned to the District
5. Fees

SECTION VIII: INSTRUCTIONS FOR SUBMITTING PROPOSALS

Sealed proposals clearly marked "RFP: Transportation Consulting Services" must be received at 1177 S. Dee Road, Park Ridge, IL 60068 no later than 11:00am on June 20, 2023 proposal should be submitted to:

Mary Kalou
Assistant Superintendent for Business
Maine Township High School District 207
1177 S Dee Road
Park Ridge, IL 60068
mkalou@maine207.org

PROPOSAL FORMAT

In order to simplify the review process and obtain the maximum degree of comparison, proposals should be organized in accordance with the following outline:

- A. Title Page
Include the firm's name, address, contact person's name, phone number, email address, and date of proposal.
- B. Table of Contents
Include a clear identification of the material by section and by page number.
- C. Firm Profile and References
 - 1. Provide an overview of the firm, including size, location and experience.
 - 2. Indicate the name(s) of the person(s) who will be authorized to make representations for the firm, including their title(s) and contact information.
 - 3. Include a brief resume of the key personnel who will be assigned to our audit.
 - 4. Include a list of similar projects
- D. Additional Information
Since information not specifically requested must not be included in the foregoing proposal sections, give any additional information considered essential to the proposal in this section. If there is no additional information to present, state in this section, "There is no additional information we wish to present".
- F. Fees
Include the maximum fee that will be charged. The fee is to be inclusive of all out-of-pocket expenses and report production costs.
- G. Other Required Documents
 - 1. Proposers must submit the following items, all properly signed:
 - a. Certification of Compliance with the Illinois Drug Free Workplace Act
 - b. Certification of Compliance with the Illinois Human Rights Act
 - c. Certification, Non-Collusion Affidavit
 - d. Minority and Women-Owned Business Concern Representation

2. .

CERTIFICATE OF COMPLIANCE WITH

ILLINOIS DRUG-FREE WORKPLACE ACT

_____ Contractor, having 25 employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS 580/3) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the Contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certified, that [he, she, it] is not ineligible for award of this Contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Firm Name:

By _____
(Authorized Agent of Contractor)

CERTIFICATE OF COMPLIANCE ILLINOIS HUMAN RIGHTS ACT

_____, Contractor, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act, (775 ILCS 5/2-105) that [he, she, it] has adopted a written sexual harassment policy that includes at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) an employer's internal complaint process, including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name:

By _____
(Authorized Agent of Contractor)

**BIDDER ELIGIBILITY CERTIFICATION AND
NON-COLLUSION AFFIDAVIT**

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public Contracts due to bid rigging or bid rotation.

The following certification must be signed and submitted with bidder's bid proposal. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid on a Contract for
(Name of Contractor)

Transportation Consulting Services hereby certifies that said contractor is not barred from bidding on the aforementioned Contract because of a violation of either 720 ILCS 5/33E-3 or 5/33 E4.

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

Firm Name:

By _____
(Authorized Agent of Contractor)

Title

Subscribed and sworn to before me this _____ day of _____, 2023.

Public _____

Notary

MINORITY AND WOMEN-OWNED BUSINESS CONCERN REPRESENTATION

In January 2008, the School Code was amended to add the requirement that "Each year, in conjunction with the submission of the Statement of Affairs to the State Board of Education prior to December 1, each school district shall submit to the State Board of Education an annual report on all contracts over \$25,000 awarded by the school district during the previous fiscal year. The report shall include:

- 1) the total number of all contracts awarded by the school district;
- 2) the total value of all contracts awarded;
- 3) the number of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses; and
- 4) the total value of contracts awarded to minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses

Minority-Owned Business: a minority-owned business concern means a business concern that: (1) is at least 51 percent unconditionally owned by one or more individuals who are considered to be a member of a minority group, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more members of a minority group; and (2) has its management and daily business controlled and operated by one or more such individuals.

Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

Women-Owned Business: a business that is at least 51 percent owned by a woman or women who also control and operate it.

"Control" in this referenced context means exercising the power to make policy decisions. "Operate" means being actively involved in the day-to-day management of the business.

The District shall rely on written representations of concerns regarding their status as minority/women-owned businesses.

PROPOSERS MUST COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH THEIR BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID UNACCEPTABLE.

<p>YES</p> <input type="checkbox"/>	<p>NO</p> <input type="checkbox"/>	<p>Are you or your organization certified as a minority, female, or disabled person owned business by a certifying agency? If Yes, please indicate which one: _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Would you or your organization be eligible for the above certification if you applied for it?</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Are you or your organization locally owned?</p>

Firm Name

Authorized Signature

Date

STATEMENT OF NO INTEREST - PROPOSAL

NOTE: If you are unable to submit a proposal for this work, please complete and return this form immediately.

We, the undersigned, have declined to submit a proposal on Transportation Consulting Services.

We are unable to submit a proposal for this work due to the following:

- Too busy at this time
- Bond requirement
- Insurance requirement
- Length of time required to obtain payment
- Project is too large too small
- Other (specify below)
- Unable to meet specifications
- Not engaged in this type work
- Site location too distant

REMARKS:

Signature: _____ Name & Title: _____

Firm: _____ Phone: _____

Fax: _____ E-mail: _____

Address: _____
(Street Address) (City) (State) (Zip-Code)

Date: _____

Return to: Assistant Superintendent for Business
Maine Township High School District 207
1177 S Dee Road
Park Ridge, IL 60068