



Request for Proposals

Curbana/Parklet

Decking System City of

Urbana, Illinois

RFP#: 2021-22

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REQUEST FOR PROPOSALS
Curvana/Parklet Decking System
March 31, 2021

I. PROPOSER INFORMATION

The City of Urbana is seeking cost proposals for the following:

1. Materials to construct a minimum of two (2) with a potential for four (4) total parklet decking systems, using the Bison Pop-Up Parks Decking System [PopUp Park – Bison Innovative Products \(bisonip.com\)](http://PopUp Park – Bison Innovative Products (bisonip.com)) or City approved equal; see attached reference documentation for other ideas, “How to Construct a Cheap and Affordable Parklet”
2. Installation of two (2) parklet decking systems at defined spaces in downtown Urbana no later than May 1, 2021, with the potential remaining two (2) parklet decking systems to be installed within thirty (30) days of notification of need.
3. Dismantling and removal of all parklet decking systems in downtown Urbana on or near to November 1, 2021
4. Indoor storage of all parklet decking systems when not in use, approximately November 2021-April 2022.
**Successful proposals will have the first right of refusal to install, dismantle, and store in subsequent years.*

Proposals will be accepted at the Community Development Department, 400 S. Vine, Urbana, Illinois, Monday through Friday, 8:00 a.m. to 5:00 p.m. Proposals will be accepted up to and no later than **12:00 p.m. on April 14, 2021** and at said time shall be opened and read.

All proposals submitted in response to this request shall be irrevocable for a period of (120) days after the proposal due date and may not be withdrawn by the vendor during this period. After such request time has elapsed, the vendor may withdraw the proposal if it has not been selected prior to the request to withdraw. Such withdrawal must be requested in writing.

A. PROPOSER’S RESPONSIBILITIES

It is the manufacturer’s responsibility to become familiar with the proposed project and all instructions prior to proposing. Questions about this project should be directed to:

Stephany McMahon, Economic
Development Supervisor
City of Urbana
400 S. Vine St.
Urbana, IL 61801
(217) 328-8274
slmcmahon@urbanaininois.us

B. QUALIFICATIONS OF PROPOSERS

Proposers may be asked to demonstrate qualifications to provide materials and service specified by submitting detailed evidence such as financial data, previous experience, present commitments and other such data as applicable, and be prepared to submit such data within 5 days after the bid opening.

II. PROJECT SPECIFICATIONS

These detailed specifications shall be construed as a minimum. Should the manufacturer's current published data or specifications exceed these, such standards shall be considered minimum and furnished. All integral parts mentioned in the scope of these specifications that are necessary to provide a complete working unit shall be furnished.

The City of Urbana reserves the right to reject any or all proposals, and waive all technicalities deemed in the best interests of the City. The City is not necessarily bound to accept the lowest proposal submitted. If the lowest proposal is not the best value received for money expended, in the City's opinion, the right is reserved to make awards in the best interest of the City, as determined solely by the judgment of the City of Urbana. In making awards, intangible factors such as proposer's reputation, past performance, access of service, and replacement part's availability, will be weighed.

THE SUPPLIER WILL BE RESPONSIBLE FOR FURNISHING THE MATERIAL AND TECHNICAL SUPPORT SERVICES TO ACCOMPLISH THE FOLLOWING:

1. Materials to construct a two (2) separate parklets with a potential of four (4):
May 1, 2021 Delivery
Two (2) parklets measuring 240 square feet (40' x 6')
One 40 foot side of each parklet will be bound by pavement curbing.

Potential for May 30, 2021 Delivery
One (1) parklet measuring 240 square feet (40' x 6')
One (1) parklet measuring 120 square feet (20' x 6').
One 40 or 20 foot side of each parklet will be bound by pavement curbing.
2. Decking system must support at least 1000 lbs. per square foot.
3. Decking systems, including perimeter containment of curb stops, must be modular in design to allow for seasonal removal and reinstallation.
4. A railing system as part of the materials supplied.
5. Decking system must be adjustable with the ability to be leveled over varied slopes and elevations. The leveling system should consist of adjustable pedestals, shims or other components. Elevation variances for the four proposed locations range from 3 inches to 6 inches in height including the thickness of the deck surface.
6. Decking system must be ADA accessible and compliant for public use.
7. Provide optional pricing for various decking surface materials or similar
 - a. Treated lumber
 - b. Ipe or similar wood decking
 - c. Concrete panel decking
 - d. Other durable decking material
 - e. Flowable fill concrete

8. Decking system must allow for proper drainage to be maintained at all times.
9. Provide a limited warranty against manufacturing defect for a period of three (3) years.
10. Provide technical installation support data.
11. Architectural drawings may be required.
12. Provide delivery time frame.
13. Provide pricing for installation of the two to four decking systems in downtown Urbana.
14. Provide pricing for removal of the two to four decking systems in downtown Urbana.
15. Provide storage pricing for the two to four decking systems when not in use, approximately November 2021 through April 2022.

III. PROPOSAL SUBMISSIONS

The Proposal shall include the following documents:

1. Proposal including lump sum cost for materials, optional pricing and technical support service
2. Proposal for installation of two (2) to four (4) parklet decking systems
3. Proposal for dismantling and removal of two (2) to four (4) parklet decking systems
4. Proposal for storage of two (2) to four (4) parklet decking system materials when not in use (approx. November 2021 through April 2022)
5. Equal Employment Opportunity (EEO) Workforce Statistics Form
6. Vendor Representations And Additional Duties Form
7. Estimated delivery time of materials

INSTRUCTIONS TO PROPOSERS

- 1) All items contained in the "Instructions to proposers" are applicable to this request for proposals.
- 2) The competency and responsibility of proposals will be considered in making awards.

Each proposal must be signed in the firm or corporate name and must bear an original longhand signature of a principal duly authorized to make proposals for the proposing party. The proposer's name must be fully stated where proposals are signed by an agent of the proposer; evidence of their authority to act as the proposer's agent shall accompany the proposal. The name of each person signing the proposal shall be typed or printed below their signature.

Proposals must be submitted to the addressee below not later than the time set forth in "Notice to Proposals" addressed as follows:

Proposal for:	Curvana/Parklet Decking System
To:	City of Urbana C/o Stepheny McMahon, Economic Development Supervisor 400 S. Vine RFP Number: 2021-22 Urbana, Illinois 61801 slmcmahon@urbanaininois

Proposals may be mailed, emailed or dropped in the Community Development slot in the north

entrance of the Urbana City Building located at 400 S. Vine, Urbana, IL.

Show the name and address of the proposing firm in the upper left-hand corner of the envelope. Also, show the RFP call number and the date and time of proposal closing in the lower left-hand corner.

Proposers should include the following information with their proposal:

- a. Name, address, phone number, email and website of vendor
 - b. Name of the contact person for the vendor
- 3) Two references that may be contacted. Include the name, address, phone number, website and a contact person for each reference.
- Address each and every requirement listed in the specifications by providing:
 - An overview of the proposal
 - Detailed technical response
 - Detailed costs
- 4) Unless otherwise specified, materials and equipment purchased will be inspected as to meeting the quality requirements of the call for proposals. When deemed necessary, samples of supplies or materials will be taken at random from stock received for submission to a commercial laboratory, or other appropriate inspection agency, for an analysis and test as to whether the material conforms in all respects to the specifications. In cases where the commercial laboratory report indicates that the material does not meet the specifications, the expense of analysis is to be borne by the Contractor and the order or balance thereof may be cancelled by the City of Urbana.
- 5) Successful proposer is specifically denied the right of using in any form or medium the name of the City of Urbana for public advertising unless express permission is granted by the City.
- 6) The successful proposer shall furnish the City of Urbana, Illinois with an estimated delivery date upon the order of materials.
- 7) The Supplier shall comply with City of Urbana's requirements for Equal Employment Opportunity (EEO). If the supplier does not already possess a valid certificate, the attached Certificate of Compliance must be completed. The Supplier shall not discriminate against any qualified employee or qualified applicant available for employment to be employed in the performance of this Request for Proposal with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, or ancestry. Any violation of this covenant may result in the institution of penalties by law.

The Supplier shall comply with all applicable Federal, State and local statutory or administrative prevailing wage requirements or equal employment opportunity requirements. Further, the Supplier shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age. The Supplier shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, national origin or age. 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. The Supplier agrees to post in conspicuous places, available to employees and applications for employment, notices setting forth the policies of nondiscrimination.

8) All proposals, responses, inquiries, or correspondence relating to or in reference to this Request, and all reports, charts, displays, and other documentation submitted by the proposer shall become the property of the City when received and shall not be returned to the proposer. The City reserves the right to use the material or any ideas submitted in this proposal in response to the request whether amended or not. Selection or rejection of any proposal does not affect this right.

9) Proposals become the property of the City and, along with late submissions and will not be returned to the proposing party. Proposals will be open to the public under the Illinois Freedom of Information Act ("FOIA") (5 ILCS 140) and other applicable laws and rules, unless requested that City treat certain information in the bid as exempt.

A request for confidential treatment will not supersede the City's legal obligations under FOIA. The City will not honor requests to exempt entire proposals, and it shall be the proposer's responsibility to show the specific grounds under FOIA or other law or rule that support exempt treatment. Regardless the application of any exemptions pursuant to FOIA or other law or rule, the City shall disclose the successful proposer's name, the substance of the proposal, and the price.

If exempt treatment of a portion(s) of the proposal is requested, the bidder must submit an additional copy of the proposal with such exempt information deleted. This copy must state the general nature of the material redacted and shall retain as much of the proposal as possible. The proposing party shall be responsible for any costs associated with the City's defense of the request for exempt treatment. Further, the proposer agrees to allow the City to facilitate the evaluation, or to respond to requests for public records. Additionally, the proposer warrants that the copy or duplication of the proposal pursuant to a request for public records will not violate the rights of any third party.

10) The Prevailing Wage Act (820 ILCS 130/1 et seq.) requires contractors or subcontractors to pay prevailing wages to all laborers, workers, and mechanics who perform work on a public works project. Further information, including the current prevailing wage rates, is available on the Illinois Department of Labor's website at the following link: [Prevailing Wage Act - Conciliation and Mediation Division \(illinois.gov\)](http://www.illinois.gov)

11) The City is not responsible for any cost incurred by a proposer in the process of responding to this request or for any pre-contract costs incurred by any proposer participating in the selection process.

12) The City reserves the right to terminate the selection process at any time, to reject any or all proposals and to award the contract in the best interest of the City of Urbana.

13) The vendor and proposal will be evaluated based on:

- Compliance with the request requirements
- Cost of the specified items or services; and
- Other criteria as set forth below:

a. The ability, capacity, and skill of the proposer to perform the contract or provide the service required;

b. The capacity of the proposer to perform the contract or provide the service promptly or within the time specified, without delay or interference;

c. The character, integrity, reputation, judgment, experience and efficiency of the proposer including but not limited to past performance record; default under previous contracts, whether or not such contracts were with the City: competency; and failure to pay or satisfactorily settle all bills due for labor and materials on former contracts;

d. The previous and existing compliance by the proposer with laws and ordinances relating to the contract;

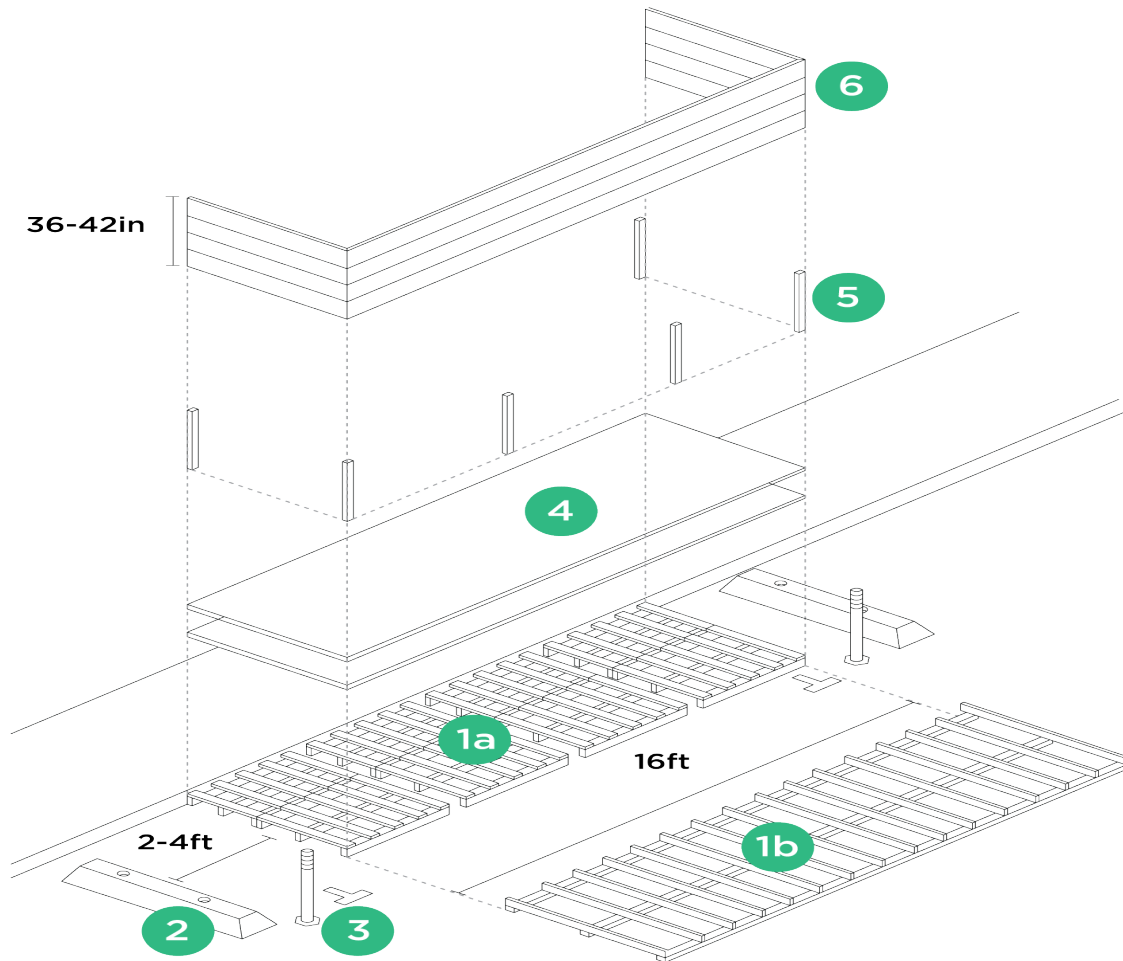
e. The quality, availability and adaptability of the supplies, machinery, plant or other equipment or contractual services to the particular use required;

f. The ability of the proposer to provide future maintenance and service for the use of the subject of the contract, including guarantees

g. The sufficiency of the financial resources and financial ability of the proposer to enter into and perform the contract or service;

h. Completion and approval of the EEO and Vendor Representations and Additional Duties Form (VRAD), attached. More information available online at [Bids and RFPs | City of Urbana \(urbanaininois.us\)](http://urbanaininois.us)

How to construct a cheap and affordable parklet



Legend

1a

Base option 1a: Wood pallets

1b

Base option 1b: Wood frame

2

Wheel stop protector

3

Vertical traffic markers (cone, etc)

4

Deck attic pine standard board

5

Barrier wall structural support posts

6

Barrier wall

Building a level (flat) parklet

Parking lanes are usually not flat — they're sloped. So unless you want a sloped parklet, which can be harder to use, you'll need to correct for the slope when building your parklet to create a flat surface. Especially important if you're using it for dining or retail, and placing chairs, tables or clothing racks on the parklet.

- **Pedestal supports**

Use adjustable support pedestals, and set them to vary in height. [Bison deck supports](#) are great for this use.

- **Taper your support beams**

Similar to installing a deck over sloped surface, you can taper the support beams to match the angle of the parking lane's slope. Stone Deck's [guide to tapering sleepers](#) for a deck is a great example.

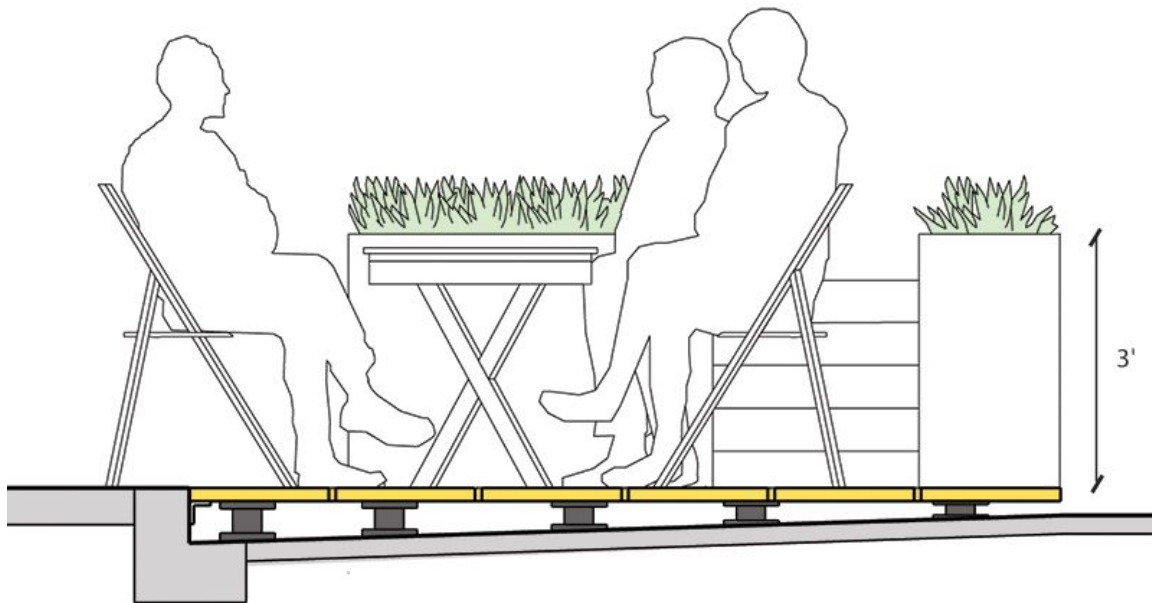


Image via [NACTO](#)

List of materials (using wood frame)

Item	Quality
Traffic delineator	2
2"x4" dimensional lumber 12'	16
Rubber parking block 6'	2
Attic pine strand board 5/8"x2'x4'	12
2"x4" dimensional lumber 12' (Railing)	2
Attic pine strand board 5/8"x2'x4'	14

List of materials (using pallets)

Item	Quality
Traffic delineator	2
New wood GMA pallet 48"x40"	10
Rubber parking block 6'	2
Attic pine strand board 5/8"x2'x4'	24
2"x4" dimensional lumber 12' (Railing)	2
Attic pine strand board 5/8"x2'x4'	14
TOTAL	

<p style="text-align: center;">CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us</p>	Office Use Only (09/15)	
	Requested by:	Date:
	Approved by:	Date:
	Certification Date:	
	Certificate Expiration Date:	

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.
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FEI Number:	Social Security Number:
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2. Name and Address of the Company's Principal Office *(answer only if not the same as above)*

Name:

Address:

City/State/Zip

3. Major activity of your company (product or service):

4. Project on which your company is bidding:

5. City of Urbana contact staff assigned to contract:

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?		
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: _____ Title: _____ Telephone: _____ Email: _____		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.**

TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
Date of above Data: _____												

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

Signature

Printed Name and Title

E-mail Address

Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. **Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?**

YES _____

NO _____

2. **Have you enclosed your company's EEO statement?**

YES _____

NO _____

3. **Have you enclosed your company's Sexual Harassment policy?**

YES _____

NO _____

DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black of African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

Service workers. Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.