



Carrie Eklund  
Central Services Manager  
Finance Department

**REQUEST FOR PROPOSAL**  
**Architectural/Design Services**  
**Indoor City Market – 114, 116-118 N. Madison Street**  
**RFP NO.: 712-PW-089**

Name of Proposing

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**RFP Opening Time and Date: 11:00 a.m., Local Time, Thursday, August 23, 2012**

Bid Deposit/Bid Bond: NO  
Prevailing Wage: NO  
Performance Bond: NO

**PLEASE MARK THE RETURNED SEALED ENVELOPE:**

1. RFP Opening Date and Time
2. Title of Job
3. RFP Number

**RETURN BIDS TO:**

City of Rockford  
Central Services Manager  
425 East State Street, 4<sup>th</sup> Floor  
Rockford, Illinois 61104  
Telephone: (815) 987-5560

***PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED***

**PROPOSAL RESULTS:**

Proposal results may be obtained by telephone at (815) 987-5560 or by fax at (800) 380-7175.

## CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.
2. Total versus “Per Item” Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.
3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)—Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.
4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.
5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The supplier will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.
6. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
7. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the Bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.
8. Safety. Prevention of accidents at any project is the sole responsibility of the vendor and its subcontractors, agents, and employees. The vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the vendor.
9. Control of the Work. With respect to the vendor’s own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the vendor’s work, since these are solely the vendor’s responsibility under the agreement. The City shall not be responsible for the vendor’s failure to carry out the work in accordance with the agreement’s terms and conditions. The City shall not have control over and/or charge of acts or omissions of the vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the vendor. The vendor shall be considered to be an “independent contractor” pursuant to Illinois law.

10. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.
11. Performance Bond. When required by the specifications herein, the successful firm shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.
12. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.
13. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.
14. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The successful firm may not subcontract any portion of the contract after award without written consent of the City of Rockford Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.
15. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the Contractor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.
16. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at their request and expense.
17. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.
18. Restrictive or Ambiguous Specifications. It is the responsibility of the prospective firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than

seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

**19. Bid Protest.** Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within 7 calendar days. A successful protest may result in the reversal of a previously awarded contract.

20. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

21. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

22. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

23. Prevailing Wage. When indicated on the cover page of this document, this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

24. Certified Payroll. All Certified Payroll reports must be submitted monthly via email, in Excel or some format compatible with Excel, to [certified.payroll@rockfordil.gov](mailto:certified.payroll@rockfordil.gov).

25. Substance Abuse Prevention. When required by Illinois State Statutes, employers must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

26. Apprenticeship Requirement. For construction contracts over \$50,000, contractors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all Trades that will be in the contractor's (or his subcontractor's) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

27. Indemnification. To the fullest extent permitted by law, the vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the vendor's performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed

hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the vendor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

28. Insurance Requirements. Upon execution of the contract, and prior to the vendor commencing any work or services with regard to the project, the vendor shall carry commercial general liability insurance, umbrella liability insurance, and automobile liability insurance on ISO form CG 00 01 10 01 (or a substitute form providing equivalent coverage) and the vendor shall provide the City with a Certificate of Insurance and Additional Insured Endorsement on ISO form CG 20 10 11 85 (or substitute form providing equivalent coverage) or on the combination of ISO forms CG 20 10 10 01 and CG 20 37 10 01 (or substitute forms providing equivalent coverage) naming the City as Additional Insured thereunder. Additional insured coverage shall apply as primary insurance and be noncontributory with respect to any other insurance afforded to the City. All coverage shall be placed with an insurance company duly admitted in the State of Illinois and shall be reasonably acceptable to the City. All vendor insurance carriers must maintain an A.M. Best rating of "A-" or better. Coverage shall be afforded to the additional insured whether or not a claim is in litigation.

The insurance coverage required above shall be of sufficient type, scope and duration to ensure coverage for the City for liability related to any manifestation date within the applicable statutes of limitation and/or repose which pertain to any work performed by or on behalf of the City in relation to the contract. The following insurance requirements shall apply to the successful firm for the duration of the contract unless explicitly waived by the Central Services Manager:

- ❖ Commercial General Liability. The coverage available to the City, as Additional Insured, shall not be less than \$1 million each occurrence, \$2 million general aggregate (subject to a per project general aggregate provision applicable to the project), \$2 million products/completed operations aggregate and \$1 million personal and advertising injury limits. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- ❖ Umbrella Liability. The coverage available to the City, as Additional Insured, shall not be less than \$2 million each occurrence, \$2 million general aggregate. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- ❖ Automobile Coverage. The coverage available to the City, as Additional Insured, shall include comprehensive automobile bodily injury and property damage liability coverage for a minimum amount of \$1 million each occurrence, \$2 million general aggregate

- ❖ Workers Compensation. Contractor shall maintain during the life of this contract statutory workmen's compensation and employer's liability insurance for all his employees engaged in work on the job site.
- ❖ Insurance Certificates. Each Certificate of insurance shall provide that the insurer must give the City at least 30 days' prior written notice of cancellation and termination of the City's coverage thereunder. Not less than two weeks prior to the expiration, cancellation or termination of any such policy, the vendor shall supply the City with a new and replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of the City as set forth above. All subcontractors to be utilized by the Contractor shall provide Ownership with a Certificate of Insurance naming City of Rockford as additional insured prior to commencement of work by said subcontractor.

29. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

30. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

31. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

32. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

**BID REQUIREMENTS FOR  
EQUAL EMPLOYMENT OPPORTUNITY**

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.

*Note: The number of employees must be entered under each category (no check marks)*

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, must provide expiration date entered in the place provided therefore.
5. Certificate of Non-Barred Bidding
6. All executed Subcontractor/Leased Operator and Supplier forms.

If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.

**ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO**

**PAGES 2, 4, 5, 6, AND 7, COMPLETED AND SIGNED WITH YOUR SEALED**

**BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO**

**EXCEPTIONS.**

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (815) 987-5622 or [ron.moore@rockfordil.gov](mailto:ron.moore@rockfordil.gov)

**EQUAL EMPLOYMENT OPPORTUNITY**  
**AFFIRMATIVE ACTION PLAN**  
**STATEMENT OF POLICY**

It is the policy of this company, \_\_\_\_\_  
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, \_\_\_\_\_ % of our work force are minorities and \_\_\_\_\_ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

\_\_\_\_\_  
is the official who will be responsible for implementing this policy statement.

\_\_\_\_\_  
will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, \_\_\_\_\_ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

## **STATEMENT OF NONCOMPLIANCE**

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

## **CERTIFICATION OF NON-SEGREGATED FACILITIES**

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.



**CERTIFICATE OF NON-BARRED BIDDING**

The undersigned certifies that it 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. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

Authorized Signature
Title
Firm

Our firm is a:

Minority Business Enterprise	_____	City-Certified?	Yes	_____	No	_____
Women Business Enterprise	_____	City Certified?	Yes	_____	No	_____
Neither	_____					

(Revised 12/21/09)

**Subcontractor/Leased Operator of Equipment Detail Form**  
**City of Rockford**

Firms submitting bids must supply information on Subcontractors/Leased Operators of Equipment selected for work on the project specified. It is required that Subcontractors/Leased Operators of Equipment listed below will be utilized for actual construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, **all pages must be signed, and submitted.**

Subcontractor/Leased Operator Information Please provide business name and address, and a contact person.		Type of Work Supplied Describe the work the subcontractor/leased operator will perform for this contract.	MBE/WBE Business?	Dollar Amount	Subcontract Percent of Bid Total
<b>Name</b>	_____	_____	<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	\$ _____	_____ %
<i>Address</i>	_____				
<i>City, State</i>	_____				
<i>Contact</i>	_____				
<b>Name</b>	_____	_____	<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	\$ _____	_____ %
<i>Address</i>	_____				
<i>City, State</i>	_____				
<i>Contact</i>	_____				
<b>Name</b>	_____	_____	<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	\$ _____	_____ %
<i>Address</i>	_____				
<i>City, State</i>	_____				
<i>Contact</i>	_____				
<b>Name</b>	_____	_____	<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	\$ _____	_____ %
<i>Address</i>	_____				
<i>City, State</i>	_____				
<i>Contact</i>	_____				
<b>Name</b>	_____	_____	<b>Y</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>	\$ _____	_____ %
<i>Address</i>	_____				
<i>City, State</i>	_____				
<i>Contact</i>	_____				

The bidder intends to Subcontract/Lease Operators of Equipment for \_\_\_\_\_ % of the total contract with MBE/WBE firms.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Supplier Detail Form**  
**City of Rockford**

Firms submitting bids must supply information on suppliers selected for the project specified. It is required that suppliers listed below will be utilized during construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, all pages must be signed, and submitted.

Supplier Information		Type of Product Supplied	MBE/WBE Business?	Dollar Amount of Supply Contract	Supplier Percent of Bid Total
Please provide business name and address, and a contact person.		Describe the product the supplier will provide for this contract.			
<b>Name</b>	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
<i>Address</i>	_____				
<i>City, State</i>	_____				
<i>Contact</i>	_____				
<b>Name</b>	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
<i>Address</i>	_____				
<i>City, State</i>	_____				
<i>Contact</i>	_____				
<b>Name</b>	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
<i>Address</i>	_____				
<i>City, State</i>	_____				
<i>Contact</i>	_____				
<b>Name</b>	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
<i>Address</i>	_____				
<i>City, State</i>	_____				
<i>Contact</i>	_____				
<b>Name</b>	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	\$ _____	_____ %
<i>Address</i>	_____				
<i>City, State</i>	_____				
<i>Contact</i>	_____				

The bidder intends to procure \_\_\_\_\_ % of the total contract from MBE/WBE firms.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# ARCHITECTURAL / DESIGN SERVICES - INDOOR CITY MARKET

RFP No.: 712-PW-089

## 1.0 OVERVIEW OF PROJECT

This Request For Proposal (RFP) is being issued by the City of Rockford for the purpose of obtaining architectural / design services to provide design plans for the creation of an Indoor City Market located within structures found at 114, and 116 - 118 North Madison Street (and a 3<sup>rd</sup> structure connected to these structures located immediately to the west), Rockford, Illinois. The City of Rockford has received funds through the Illinois Department of Commerce and Economic Opportunity (DCEO), River Edge Re-Development Zone (RERZ) Program to assist in the funding of the re-development. It is also the intent of the project to seek federal and state Historic Tax Credits (HTC) as part of the financing stream for the project.

The City has a partnership with the Rock River Development Partnership (RRDP), a local downtown re-development organization established to create, promote and implement projects and initiatives that assist in revitalization of the City's downtown core. In 2010, the RRDP established an Outdoor City Market located in and around the downtown block whose boundaries are Water Street (west), East State Street (south), Madison Street (east), and Market Street (north). This weekly market has proved successful in attracting the community into Rockford's downtown area on a weekly basis. The RRDP seeks to extend this success by establishing an Indoor City Market that could have expanded hours and also remain viable year-round, including the winter months. The Indoor City Market location is located immediately to the east of the Outdoor City Market site.

The project will require the services of an architectural design team ("design team") that will initially provide conceptual plans and corresponding cost estimate (Phase I) for the Indoor City Market development. Phase I is required in order to determine the re-development costs and clarify the Qualified Rehabilitation Expenses (QREs) under the HTC requirements. The project will require the services of an HTC consultant to assist the project by structuring the appropriate HTC financing and partnership relationships. The procurement of those services will be completed under a separate contract from the design services contract. Phase II of the project will consist of the assembly of final re-development/construction plans that not only clarify the maximum HTC QREs, but will also adhere to all City of Rockford required codes and ordinances. Phase III of the project will consist of the design team providing appropriate clarifications and assistance to the project during the construction phase. The project will also require the services of a construction project manager to manage the construction activities. This contract will also be separate from the design services contract.

## 2.0 SITE / BUILDING DESCRIPTION

The RRDP has identified three existing structures located immediately adjacent (east) to the existing Outdoor City Market as the site for the Indoor City Market. These structures, located at 114 and 116 - 118 North Madison, and a third structure that fronts the alley to the west (connected through common walls to the N. Madison buildings) served as a portion of the former

Rockford Furniture Mart complex. The 114 and 116-118 structures are connected to the westernmost structure via a walkway that was constructed in what would have been a narrow alley between the buildings. Figures provided in Appendix A provide an overview of the structures, but do not clarify the distinct outlines of all three structures. Photographs provided in Appendix B provide more detail regarding the separation between the buildings. There are no known plans available for the structures. The successful design team will be required to create a plan set during the Phase I Design that can be used to provide accurate dimensions and to be used as a base set of plans for the HTC analysis.

The exterior of the buildings are described generally as follows:

#### 114 North Madison Street

The structure is a two story, brick masonry building that contains approximately 6,525 square feet (87' x 25') across three levels. The front (east) side of the structure faces North Madison Street. The brick building face contains a storefront system on the first level that is currently boarded up with plywood, and a glass door that accesses a staircase. The staircase provides ingress/egress to the second story of the building. The upper floor contains three window openings that overlook onto North Madison. One of the windows is missing and the other two are enclosed by plywood.

The south side of the structure shows evidence of a former roofline of a building that was located to the south. This area is currently a parking lot for the structure located further to the south (corner of East State Street and Madison Street, known as the former YMCA building). From this parking lot it is evident that the back (west) of the 114 structure connects to a separate building that is found further west (and fronts the alley immediately to the west). There is a recessed area on the south side of these structures accessible from the parking area that shows a brick / masonry connection point between the two buildings.

The building is estimated to be approximately 100 years old and is located in the Eastside Historical District. The interior of the building is generally vacant and exposed and very little of the original mechanical systems are in place. The structure contains a lower level that is only accessible through the structure that spans both the 114 and the 116-118 building to the west (described in a subsequent section). This lower level contains exposed walls and appears to have been used as storage and for building utilities.

#### 116-118 North Madison Street

The structure is a two-story, masonry brick structure that contains approximately 11,745 square feet (87' x 45') across three levels. The building front contains a recessed loading dock accessed from North Madison Street. This recessed area contains a tin roof and partially ceramic tile floor (in the southeast corner). At the back (west) of the dock area is a garage door that provides access to the inner portion of the building. It appears that a ceramic coated brick lined the outer frame of the dock area. A storefront was contained to the north of the dock area, which is currently boarded up.

The upper level supports six window openings that overlook Madison Street, only three of which still contain working, wood framed windows. The south wall is contiguous to the 114 structure and the north wall is connected to the brick structure located 120 N. Madison. There is direct access from the 116-118 building into the 114 structure on both the first and second floors. Little of the original interior exists in either structure.

The lower level (below street level of North Madison Street) is accessible through a garage door located off of the alley to the west, and through the rear building (described below). Similar to the 114 building, this level is also generally open, with exposed walls and building support beams.

The 116-118 structure is also connected to the rear building through a masonry and wood framed walkway addition. It is evident that these structures were once separated through a narrow alley. The rear of the building (west) appears to have been heavily modified as significant portions no longer support a brick exterior, replaced with concrete block or cast concrete sections. Several window openings on the south side have also been filled in either with concrete block or brick.

The building is also estimated to be in excess of 100 years old and is found in the Eastside Historical District.

### Western Building

This structure has no known address but spans the south side of both the 114 and the 116-118 buildings. It appears to have been built as a separate structure that was likely used as a warehouse. The connections to the 114 and the 116-118 structure are described above. Portions of these connections can be seen in the photographs provided in Appendix B. The structure is constructed of a combination of cast concrete, concrete block, and brick, and contains approximately 9,520 square feet (70' x 68') across two levels. The lower level is accessible from the alley to the south, and the upper level is accessed through the 114 and the 116-118 buildings, or through an interior stairwell from the lower level. The structure contains an arched roof. Both floors of the structure are generally open and unimproved, although the second story appears to have been used as a showroom at one time. The majority of the partition walls, ceiling and utilities have been removed.

A single metal door from the alley on the west side of the building supplies access to the lower level.

The structure contains six metal framed windows on the second level, three of which are exposed to the north side and three to the west side.

Public utilities servicing these properties consist of City of Rockford water, sanitary sewer (Rock River Water Reclamation District), natural gas from Nicor Gas Company, and electrical service through ComEd. Overhead utilities are found immediately adjacent to the 114, and 116-118 buildings via poles within the sidewalks system along North Madison. Similar overhead utilities are found along the western building within the alley that fronts the structure.

### **3.0 PHASE I: CONCEPTUAL DESIGN AND COST ESTIMATION**

The project requires a significant Conceptual Design and Cost Estimation phase to determine accurate assessment of re-development parameters and costs. The first phase of the project will require the design team to verify all existing building dimensions and characteristics then develop conceptual plans that provide accurate costs for the development of the market spaces.

#### **3.1 Description of Build-Out**

The RRDP has an understanding of how the facility should be laid out to maximize retail floor space. The following are the general parameters of the division of space within the structures:

**3.1.1 Market Spaces (Perishable Items or Items for On-Site Consumption):** These will be primarily kiosk level spaces where vendors can display and sell their goods. Some of the spaces will contain perishable items, or items meant for consumption on premises. These vendors will likely require a specific area within the market to accommodate for City and health department requirements.

**3.1.2 Market Spaces (Non-Perishable Items):** The vendors could range from jewelry, clothing, purses, soaps and other retail based items that would not require specific health department guidelines.

**3.1.3 Commercial Kitchen:** The facility will require the design a construction of at least one commercial kitchen within the complex.

**3.1.4 Restrooms:** The facility will require the installation of restrooms in accordance with City codes. It is the intent to construction at least one set of restrooms on the lower level that could be used during the operation of the Outdoor Market (June through October), and at least one other set of restrooms to service the market and office areas on the second or third floors of the facility.

**3.1.5 Loading Area:** The facility currently has a loading area located directly off of the Madison Street storefront. This area will likely remain as the central loading areas for the ground level and upper level floors. Loading for the lower levels of the buildings will be done through the alley access.

**3.1.6 Common Areas:** The facility will likely require multiple common areas that will include café style seating areas, an area that can serve as both as a café area and can also serve as a meeting area, and possible display areas. It will also be a requirement to create distinct, separate entrance areas into the facility, one from the Madison Street access and the other from the alley located on the west side of the building. It is possible that upon the development of the Indoor Market, that additional retail space within the Indoor Market structures will be used during the operation of the Outdoor Market. This will necessitate the need for the alley entrance.

**3.1.7 Office / Administration / Maintenance Areas:** The facility will require office and maintenance areas to support the RRDP administrative staff, including an area for files and other operational and day-to-day needs.

**3.1.8 Cold Storage:** The 114 and the 116-118 buildings contain lower levels located directly under the street level that could serve as an area for cold storage. The final design parameters will determine if cold storage is the best and highest use for this area, but its subterranean construction makes it a good candidate for this use.

**3.1.9 Dry Storage:** The facility will also require a specific area(s) for dry storage that supports the cafes or vendors spaces.

**3.1.10 Utility Rooms / Server Room:** Based on the final design, the facility will require the development of utility rooms that could also include areas for computer equipment.

**3.1.11 Elevator:** An elevator will be required for the project. The design team will be required to determine the type, size, and location of an elevator. Additionally, the design team will also need to assess the applicability of including a dumb-waiter system within the design.

## **3.2 Historic Tax Credits**

The project is eligible for federal and state historic tax credits (HTC) based on its current inclusion in the City's Eastside Historic District as listed in the National Register of Historic Places. The RRDP and the City have done some preliminary analysis of the potential positive impact that HTCs could provide to the financing stream for the project. The objective of the Conceptual Phase is to assist in formulating a financing strategy that maximizes the HTC credits. The design team should demonstrate knowledge and understanding on projects where the use of historic tax credits was a significant part of the financing stream. The building rehabilitation must be designed and constructed in accordance with the Secretary of Interior's "Standards for Rehabilitation" and "Guidelines for Rehabilitating Historic Buildings."

**3.2.1** The design team will be required to provide the RRDP and the City with proposed conceptual (rehabilitation) plans and photographs for the project, based on the documents noted above. It would be the expectation that these conceptual plans can be converted to a format and presentation that can serve as a formal submittal to the Illinois Historic Preservation Agency (IHPA).

**3.2.2** Provide a line item review of all proposed Qualified Rehabilitation Expenses (QREs) for the rehabilitation of the facility.

**3.2.3** Assist the RRDP and the City in the completion of the National Park Service (NPS) tax credit application for the required federal certification.

**3.2.4** Assist the RRDP and the City in determining the adjusted basis (value) of the facility, as required by the HTC process. This could involve liaison with the City Land Acquisition Officer.

### 3.3 Other Building Considerations

The rehabilitation will involve additional upgrades that may not be QREs under the HTC guidelines. These could include such line items as exterior lighting, landscaping, roofing and HVAC related systems. The design team shall develop an overview of these items which it will review with the RRDP and City. Cost for these items will be required as part of the conceptual design process.

The project will require an evaluation of whether it is helpful to consider a design that will allow Leadership in Energy and Environmental Design (LEED) status. The design should also consider the following:

- **FiberOptic Service:** The building will be required to have high speed internet connection.
- **Wi-Fi Service:** The building will also require all equipment necessary to provide Wi-Fi service.
- **Water Efficiency:** The project shall utilize water efficient landscaping and facility water use reduction systems (as applicable).
- **Energy Efficiency:** The project shall use energy efficient HVAC and electrical systems for reduction of energy consumption.
- **Construction Materials:** The project design shall incorporate low construction waste and use of recycled and locally sourced materials.
- **Indoor Environmental Quality:** The project shall include design features to enhance light controllability, thermal comfort, and interior daylight access.

### 3.4 Deliverables

3.4.1 HTC Related Items: As noted above.

3.4.2 Design Schedule and Project Construction Schedule.

## **4.0 PHASE II: PRELIMINARY AND FINAL CONSTRUCTION PLANS**

The project will require transition from the Phase I conceptual design to formal, preliminary and then final design plans (Phase II). The design team will be required to make this transition and prepare a full set of plans that include the preparation of the required submittals for HTC consideration. All plans will be completed in accordance with City codes and requirements. It will be highly advisable to plan review sessions with City staff within the Construction & Development Division of the City's Community Development Department.

It is during this Phase that the project will transition to RRDP contractual and project management. The design team should anticipate this transition and plan accordingly.

The design team shall provide a design completion schedule and anticipate meetings with the RRDP and City at 50%, 75%, and 90% plan completion. The plans may also be subject to review and comment by the HTC consultant throughout the Phase II Design process.

All work and invoices shall be prepared in a format that is acceptable to the RRDP and the City. These documents will be required to provide detail that will ensure design fee eligibility for state and federal HTC programs. As noted above, the project is also receiving funding through the DCEO River Edge Re-Development Zone (RERZ) Program. This program, administered by the City, will also require specific reporting and invoicing procedures that will be established at project award.

**5.0 PHASE III: CONSTRUCTION SUPPORT**

The design team will be required to provide support throughout the construction phase of the project. It is anticipated that the services of an outside Construction Project Manager will be undertaken for the construction of the improvement. The design team will be required to provide clarifications, address RFIs, and provide interpretations of project details on an as-needed basis.

**6.0 REQUEST FOR PROPOSAL SUBMITTAL REQUIREMENTS**

Qualification based proposals shall be delivered on or before **11:00 a.m.**, local Rockford time on **August 23, 2012**, for design services related to the development of the **“Indoor City Market – Architectural/Design Services”** as outlined in the scope of services contained herein.

Your qualifications based proposal shall be delivered in a sealed envelope marked with the project name to the Central Services Manager for the City of Rockford, 4<sup>th</sup> Floor, City Hall, 425 East State Street, Rockford, IL 61104.

The specified project and description is presented within this document. The process requires that the design team submit five (5) printed and bound copies and one (1) CD-ROM of the qualifications based proposal.

**6.1 Pre-RFP Building Walk-Through**

The RRDP will be conducting a pre-RFP walk through of the buildings for the design teams on August 7, 2012 at 10:00 am (Central Standard Time). Interested firms or individuals should meet on the North Madison Street side of the buildings. It is highly suggested that all individuals that participate in the walk-through bring a flashlight and digital camera for documentation purposes. All inquiries regarding this Walk-Through can be addressed by contacting the RRDP at (815) 977-5124.

**6.2 Use of Local Firms**

The RRDP and the City have a strong desire to utilize firms located within the service area of the Indoor City Market. We encourage the design teams responding to this RFP to take this into consideration when assembling teams for the project. While the City utilizes the Qualifications Based Selection (QBS) process we believe it is important to utilize local design resources and actively encourage such teaming.

## **7.0 RFP DOCUMENT PREPARATION**

The City of Rockford is requiring that all proposal documents submitted must be prepared in a specific format. **Failure to follow this format could result in your firm's disqualification from consideration.** This format is as follows:

- RFP Cover Sheet (one page)
- Firm Cover Letter (one page)
  - Acknowledge receipt of the City of Rockford RFP document for the Indoor City Market project, and acknowledgement of any Addenda (if required).
  - The cover letter must include the specific address of the firm or office that will be serving the City of Rockford, including the designation of a specific point of contact.
  - All contact information, including the e-mail address of the point of contact should be clearly displayed within the cover letter.
- Table of Contents (one page)
- Project Team Presentation (one page)
  - Specific statements regarding how the project will be managed, including which firm will serve as the project lead, the firm that will provide the site design services, which firm (or individuals) will provide facilitation services for the public involvement process, environmental services, and landscape architecture (streetscape) design services.
- Description of General Experience and Technical Competence (four pages)
  - This section should include, but not be limited to, discussion regarding the design team's history, general areas of experience, company philosophy / mission, and project management approach.
  - The Design Team should also provide all relevant experience with projects involving the use of Historic Tax Credits.
- Project Understanding and Approach (five pages)
  - Include the team's approach to the overall project (i.e., scope of work), and understanding of the planning, economic development, design, funding and implementation issues.
  - Overview of specific project obstacles and how the design team will confront and adapt to these obstacles.
  - Description of unique aspects of the project and how they may work to the benefit or detriment of the project.
- List of Relevant Project Descriptions (five pages)
  - Include project type, client, cost, date (year), and scope of work.
  - Include permitting requirements, relevant scope description, design (and/or conceptual development) timeframes, community involvement, use of Historic Tax Credits, and milestone tasks.
  - Project descriptions should be limited to those projects that will be completed with personnel who will be engaged in the project(s) for the City of Rockford.
  - This section can include any company accomplishments, awards, or milestones that are relevant to the category / project.
- Resumes / Personnel Statement (five pages)

- This section should include resumes of key individuals that will be managing or engaged in project architecture, HVAC design, civil engineering, landscape architecture, environmental and/or design work for the City of Rockford. Firms are not required to complete a resume for each individual, as summarized Curriculum Vitae (CV) related overviews of personnel are acceptable.
- Description of design, engineering, planning and/or architectural services to be subcontracted, if required (outside of the team presented) (one page).
- IDOT Prequalification Letter / SEFC Prequalification Form (two pages)
- Statement of Availability (one page)
  - Description of the ability of the firm to perform the work within a reasonable time considering the firm's current workload.
  - A statement of the firm's current and future project workload can be included in this section, as appropriate.
- City of Rockford EEO Forms (11 pages – including all pages attached to this RFP. Not all of the pages within the City EEO and proposer's instructions have areas to complete. These pages/forms must accompany the final proposal document as an acknowledgement that your team has received and understands the parameters outlined within the City of Rockford RFP requirements.)
- References (one page)
  - Municipal or Governmental (Units of Local Governmental / Agencies) References preferred. These should include contact information, including e-mail address of key client personnel.
  - Private references acceptable, as applicable to the specific type of project.
- A Project-Specific schedule (in Microsoft Project format) that provides a breakdown of milestone dates for project design completion, including a target date for a letting (one page).

The proposal document should not exceed 40 (single) pages total. The 40 page limit does not include tab sheets separating sections. One side of each page counts as one page within the 40 page limit. Font sizes less than twelve (12) point shall not be utilized. The use of graphics to illustrate relevant points within this section is encouraged.

## **8.0 RFP REVIEW PROCESS**

### **8.1 Proposal Review Committee**

An Evaluation Team will be used to review all submitted proposals using the criteria noted above. The Evaluation Team could include, but will not be limited to, Board and staff members from the RRDP, Central Services Manager, Capital Program Manager, members of the Community Development Department and/or the Department of Public Works, and a representative (or representatives) from the City Council. Staff support from the Engineering Division, Community Development Department, including Construction and Development Division could also be utilized as part of the review process.

### **8.2 Proposal Scoring Categories**

The following eight (8) criteria for scoring each design team have been developed for the project. Each section will receive a numeric score from 1 – 10, based on the information presented in the proposal.

- Experience & Creativity
- Qualifications & Experience of Personnel
- Familiarity with the use of Historic Tax Credits (HTCs) on projects of similar size and scope
- Grasp of Project Objectives and Understanding of project Approach and Context
- Location of Firm
- Previous Work Record & Quality of Client References
- Support Capabilities
- Work Load / Availability of Experienced Staff

The RRDP and the City of Rockford reserve the right to utilize references provided by firms seeking prequalification to gather further information regarding a firm's services as stated within the proposal.

It is the intent to select three design teams for interviews after which the Evaluation Team will make a final selection. The selected team will be asked for a detailed scope and cost proposal in accordance with the Qualifications Based Selection (QBS) process.

#### **Notes and Instructions**

- (1) The City realizes that some disciplines, such as architectural, landscape architecture, and planning firms, may not have a specific IDOT prequalification category. Architectural, landscape architecture, or planning firms should provide a written statement indicating other pre-qualifications (i.e., Capital Development Board, IL Tollway, etc.) that their firm possesses. This statement can also include any other state or federal pre-qualifications that may be applicable to the discipline that the firm seeks provide as part of this project.
- (2) The City of Rockford – Bidding General Conditions and the EEO forms make reference to “bid” or “bidder”. This is not to be construed as the RFP to be a bidding process. No financial information is being requested as part of this process, and only qualifications based criteria will be used to evaluate firms that submit proposals.
- (3) All proposal documents are required to be bound along the left side of document.
- (4) Please note that we often get follow up phone calls from firms indicating that they did not received a copy of the RFP document or it was sent to the wrong office. The City of Rockford is not responsible for maintaining the correct information for your firm. It is the responding firm's responsibility to provide the City with the most up-to-date contact information for your company. Incorrect contact information is not cause to extend the proposal deadline or to accept a response after that deadline.

- (5) The City of Rockford does not accept responses electronically/digitally via e-mail. The final RFP document will be posted on the City's website at the following hyperlink for downloading purposes: <http://www.rockfordil.gov/finance/central-services-division/purchasing/open-bidsrfps.aspx>
- (6) All responses must be in hard copy form (plus CD-ROM) as outlined in this RFP document.
- (7) The City of Rockford has a certification process for MBE/WBE designation that is separate from this RFP process. While it is helpful to understand your firm's MBE/WBE status, this RFP does not take into consideration your MBE/WBE status as criteria for qualification. If your firm wishes to seek certification as a MBE/WBE, we would encourage you to contact Ron Moore, Diversity Procurement Officer, (815) 987-5622, [Ron.Moore@rockfordil.gov](mailto:Ron.Moore@rockfordil.gov).
- (8) Specific questions regarding the project are encouraged; however, all information provided to a firm making an inquiry will be required to be provided to all firms via an Addendum process. The City encourages firms making Inquiries to provide those questions in writing so any responses can be made in a uniform manner.

No inquiries will be addressed after August 13, 2012. This will allow any addendums to be completed without revising the final proposal submittal date.

The City requests that all firms interested in the project to remember that this phase of the project is the request for qualifications of the design team and not a scope specific proposal. The document being requested does address project specific information, but the review and scoring will be entirely qualifications based.

**Funding Allocations:** Department of Community and Economic Opportunity  
(DCEO) – River Edge Redevelopment Zone Funds,  
Historic Tax Credits

**Design Budget:** TBD

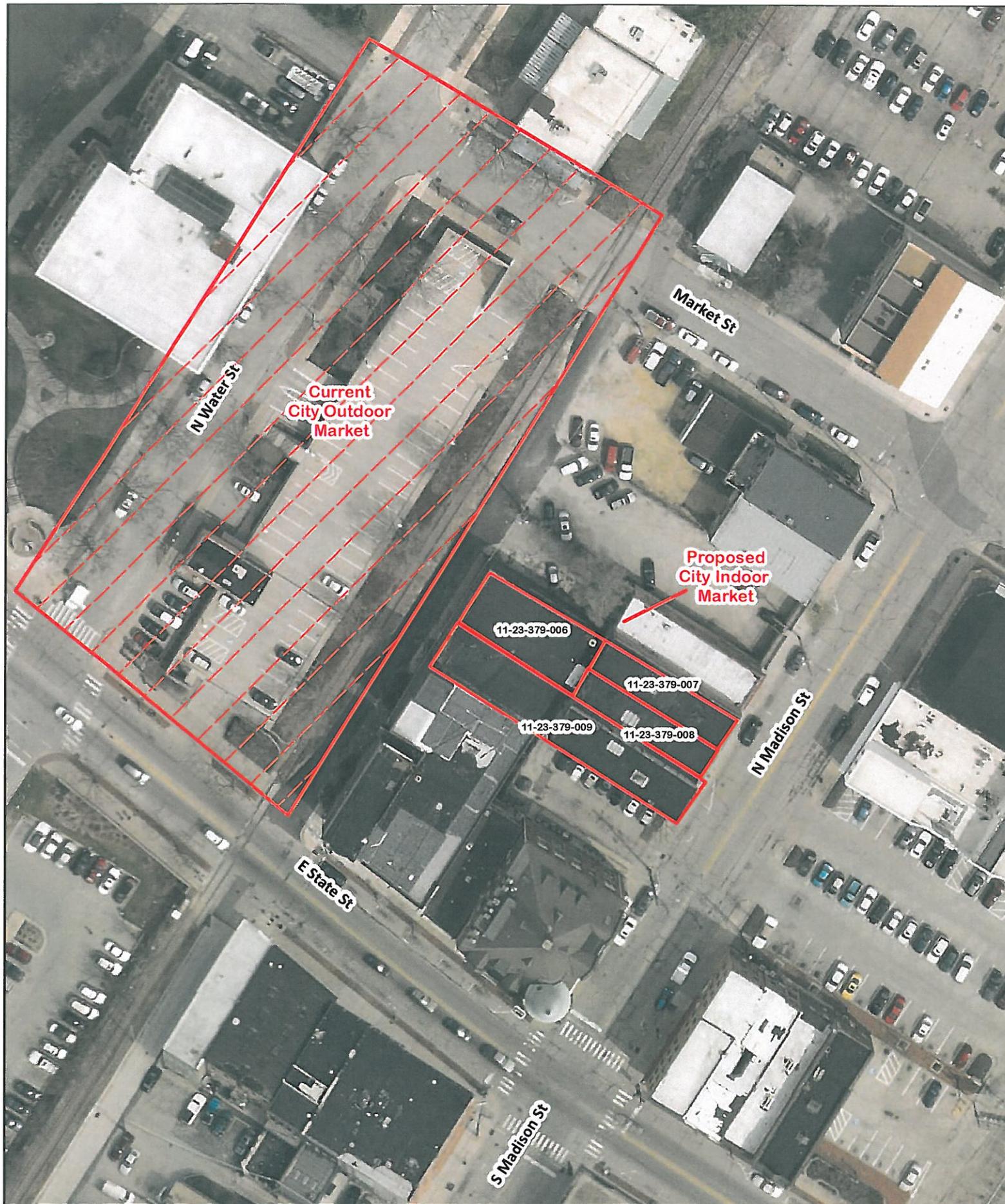
**Construction Budget:** TBD

**Contact:** Patrick Zuroske, Capital Program Manager  
City of Rockford, Department of Public Works  
425 East State Street  
Rockford, IL 61104  
(815) 967-6732 (office)  
(815) 967-7062 (CIP Administrative Assistant)

**Indoor City Market**  
**Architectural/Design Services RFP**

**Appendix A**

**Aerial Photographs Showing  
Site Footprint**



## City Indoor Market (114, 116, 118 N. Madison St)



**City Indoor Market**  
**(114, 116, 118 N. Madison St)**

**Indoor City Market**  
**Architectural/Design Services RFP**

**Appendix B**

**Photographs of Subject  
Properties**



**114 and 116-118 N. Madison Street  
Proposed Location for Indoor City Market**





  
City of Rockford  
Public Works  
Engineering Services

## 114 N. Madison Building Front

**Note Boarded Up Former Storefront and Windows**



  
City of Rockford  
Public Works  
Engineering Services

## Close Up View of 114 N. Madison Building Face





## South Side of 114 N. Madison Building Note Former Roof Line of Removed Building



## Area of Connection Between 114 N. Madison and Westernmost Building





City of Rockford  
Public Works  
Engineering Services

## 116-118 Building Front

Note Recessed Loading Dock and Ceramic Faced Brick Accents



City of Rockford  
Public Works  
Engineering Services

## Close-up View of 116-118 N. Madison Building Face





  
City of Rockford  
Public Works  
Engineering Services

**View of the Western Building from the Northwest**



  
City of Rockford  
Public Works  
Engineering Services

**View of the Western Building from the Southwest  
Note alley in the foreground & Single Steel Door Access**

