



Baby TALK, Inc.

Request for Proposal (RFP) for design and construction of outdoor pavilion

Notice to Bidders

NOTICE is hereby given that Baby TALK, Inc. in Decatur, IL is seeking proposals from qualified companies to perform the design and construction services for an outdoor pavilion at 355 E Marietta, Decatur IL detailed under 'Proposal Deliverables' below.

All proposals must be clearly marked "Baby TALK pavilion – Sealed Bid" and delivered to Baby TALK, Inc. c/o Director of Operations, 355 E Marietta St., Decatur, IL 62521 prior to 12:00 pm, Wednesday, May 24th, 2023 at which time they will be publicly opened and acknowledged. The winner will not be announced at that time. Any RFP delivered or received after 12:00 pm, Wednesday, May 24th, 2023 will not be considered. Baby TALK reserves the right to reject any or all proposals.

Any and all questions or requests for information relating to the Request for Proposal may be directed to Amy Malone at amym@babytalk.org.

Posted on the 19th of April on the Baby TALK Inc. Facebook page.

Amy Malone – Baby TALK, Inc., Director of Operations



Baby TALK, Inc.

Request for Proposal (RFP) for design and construction of outdoor pavilion ***Request for Proposal***

Baby TALK, Inc. is a 501(C) nonprofit organization, located in Decatur, IL. Baby TALK, Inc. and receives the majority, more than 51% of its funding from federal and state grants. Baby TALK, Inc. is seeking requests for proposals in the form of sealed bids for completion of a pavilion to match those on the Community Care Campus; detailed requirements listed below. The objective of this Request for Proposal is to identify a qualified vendor that can offer the highest quality service at the lowest cost to Baby TALK. This objective is similar for all goods and services placed on a competitive bidding approach by Baby TALK, Inc. Vendor must agree to the following:

- Qualified vendors have not been suspended or debarred from doing business with the federal government and/or State of Illinois.
- Qualified vendors must be an equal employment opportunity business.
- Qualified vendors must follow the Davis-Bacon Act.
- Qualified vendors must follow the Contract Work Hours and Safety Standards Act.
- Qualified vendors follow the Energy Policy and Conservation Act as it applies to the scope of the project.
- Qualified vendors follow the Byrd Anti-Lobbying Amendment
- Qualified vendors follow the Clean Air Act and the Federal Water Pollution Control Act, as amended

This request for proposal will be open from 1:00 p.m. Wednesday, April 19th, 2023 through 12:00 p.m. Wednesday, May 24th, 2023.

Baby TALK History

The mission of Baby TALK, Inc. is to positively impact child development by nurturing healthy and responsive relationships during the critical early years. Baby TALK, Inc. started in 1986 when founder Claudia Quigg joined with local hospitals and community partners to create a plan to meet with families of newborns. Baby TALK, through meeting families at the Obstetrics Units, was able to identify several community needs and has grown to offer a wide range of quality services such as and Early Head Start Program, Home Visiting Services, Family Literacy Program, Early Intervention services, and an alternative High School for teen mothers.



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Proposal Deliverables

Baby TALK, Inc. is seeking requests for professional services in the design, drawings, permitting and construction of a 20'x20' pavilion located at 355 E Marietta, Decatur IL.

- Obtain all necessary permits
- Check for utility locations
- Approximate 20'x20' pavilion with wood frame, shingled roof and concrete foundation
- Clearing and grading (rough and final)
- Erosion Control
- Staking and layout
- Concrete
- Pavilion Construction
- Grassing/Ground stabilization
- Fill dirt as needed
- Completion date of September 1, 2023

Proposal Submission

The proposal must be submitted in a sealed envelope bearing the following title:

Baby TALK pavilion – Sealed Bid

The proposal may be submitted in person, by U.S. mail, Special Delivery, or courier service to the address listed below and must be **received** no later than 12:00 p.m. Wednesday, May 24th, 2023.

No facsimile or e-mail proposals will be accepted. Late submissions will not be accepted.

Baby TALK, Inc.
c/o Director of Operations
355 E Marietta St.
Decatur IL 62521

Proposal submissions must include the following:

1. Proposal form, Exhibit A, completed in its entirety
 - a. Must be completed in Ink or Typewritten
 - i. Must not include any crossed out or altered information
 - b. Must be signed by an authorized company representative
2. Must be submitted in a sealed envelope to the address listed above.
3. Must be received at the address listed above by 12:00 p.m. Wednesday May 24, 2023
 - a. Late submissions will not be accepted.



Eligibility and Requests for Information

Requests for Proposal will be open to all qualified individuals or firms.

A proposer may submit written questions to clarify any matters relating to this request for proposal. The proposer's question(s) and Baby TALK Inc.'s response will be shared with all applicants that obtained a request for proposal.

All requests for information regarding this project shall be through email directed to:

Amy Malone – amym@babytalk.org

Selection Process

Baby TALK will evaluate the merit of all proposals received. The sole objective of this evaluation will be to determine the proposal most beneficial to the needs of Baby TALK, Inc. Baby TALK, Inc. reserves the right to reject any and all proposals, to waive any non-material irregularities, and to accept or reject any item or combination of items.

The selected proposal, if any, will be notified on or before June 1, 2023.

Proposer's Responsibility

Proposers will carefully examine the entire Request for Proposal and any addenda thereto, and any related materials and dates referenced in the RFP.

Proposers shall become fully aware of the nature and location of the work.

All proposers are responsible for the cost to produce their proposal.

All proposers are responsible for their proposal's content, timeliness of submission and withdrawal.

Proposers shall submit their proposals on the attached Proposal form, Exhibit A, completed in its entirety. Proposal Form must be completed in ink or type written.

Proposal must be signed by an authorized representative of the proposer's company.



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Exhibit A

Baby TALK, Inc. Request for Proposal Form

Baby TALK, Inc. Request for Proposal (RFP) for design and construction of a pavilion

Instructions

Respond in the following sections.

- A. Pricing: Provide a detailed breakdown of the proposed deliverables**
- B. Include a W-9**
- C. Complete the information listed below:**

Company Name _____

Company Address _____

Company Phone _____

Written Name of Company Official Submitting RFP _____

Signature of Company Official Submitting RFP _____

Title of Company Official Submitting RFP _____

Date _____