

Notice of Request for Proposals

Owner's Representative of Record

Notice is hereby given that Township High School District 113 (**hereinafter referred to as District 113**) is requesting proposals to serve the District as its Owner's Representative of Record (**hereinafter referred to as Respondents**).

Respondents should not construe from this legal notice that District 113 intends to enter into a fixed-price contract with the Respondent unless, in the opinion of District 113, it is in the best interest of District 113 to do so. District 113 reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal (RFP) documents are available for download from <https://www.dist113.org/Page/1055> or may be obtained by e-mailing lkoch@dist113.org

District 113 will record and provide answers to any questions or requests for clarifying information about the RFP. Please contact Ali Mehanti, Assistant Superintendent for Finance, at amehanti@dist113.org, in writing if you have any questions regarding the proposal forms of RFP requirements. The deadline for questions and clarifications is **March 5, 2019 at 9:00 A.M. CST.**

Respondents must submit six (6) hard copies and one (1) digital file on USB Flash Drive in PDF format with your submittal in a sealed package labeled "Owners Representative of Record" and addressed to:

**Township High School District 113
Attn: Ali Mehanti
Assistant Superintendent for Finance
1040 Park Avenue West
Highland Park, IL 60035**

District 113 will accept all proposals received on or before **March 12, 2019 at 9:00 a.m. Central Daylight Savings Time**. District 113 will not accept proposals that are received after the deadline.

The shortlisted vendors might be required to make oral presentations to the District tentatively **the week of March 18, 2019**. The Assistant Superintendent for Finance will notify the vendors of the time and place of the oral presentations.

District 113 reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. District 113 will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of District 113. Following the review and analysis of all responsive proposals, District 113 will make a recommendation to their Board of Education at its regularly scheduled meeting on **April 15, 2019**. At its regularly scheduled meeting on **May 20, 2019**, the Board of Education will take "Action" and award an Owner's Representative Services contract.