

PROFESSIONAL ENGINEERING SERVICES RFQ

The City of Streator requests qualifications to provide professional engineering consulting services from engineering design firms for the development of a preliminary design evaluation report for a planned sanitary and storm sewer separation project within the Coal Run Creek Interceptor basin. This preliminary design evaluation report will ultimately be used to guide the design of the project that will mitigate flood impact such as that seen in 2008 flood event.

Qualifications will be accepted by 5:00 pm, February 1, 2013. Qualifications received after that date and time will not be considered. The Qualifications will be reviewed by a City evaluation team. Firms selected as finalists may expect to be interviewed during business hours the week of February 11, 2013.

All qualifications should be sealed and identified on the outside as:

PROFESSIONAL ENGINEERING SERVICES RFQ RESPONSE

All qualifications will be scored and ranked with the highest rated firm being awarded a contract. Two copies of the qualifications and the required supplemental information should be provided.

PURPOSE

The purpose of this Request for Qualifications is to seek proposals from qualified engineering consultants to prepare a preliminary design evaluation report for the Coal Run Creek Interceptor Basin Sewer Separation Project. This document will eventually guide the design of the project and be used as the Illinois Environmental Protection Agency (IEPA) Facility Planning document for the project. Therefore the report must meet the minimum requirements of an IEPA Facility Plan.

SCOPE OF SERVICES

The City received \$96,500 from the CDBG grant program to develop a comprehensive plan, a downtown redevelopment plan, and a preliminary design evaluation report.

As a result of this the City is seeking qualifications from engineering consultants who can meet the following minimum criteria:

1. Knowledge of sanitary and storm sewer design and construction.
2. Past practice of completing and gaining approval of an IEPA Facility Plan.
3. References from past clients relating to completed sanitary and storm sewer design and construction projects.
4. Staffing levels that will be sufficient to design and potentially oversee construction of a sanitary and storm sewer separation project within a drainage basin of roughly 600 acres.

The scope of services for this project is the generation of a preliminary storm sewer separation project design evaluation report for the City.

The scopes of services that the consultant must be prepared and qualified to provide are as follows:

- Facilitation of the preliminary design evaluation process
 - Existing data gathering and analysis
 - Identification of the study area and creation of facility exhibits
 - Generation of two or three "Concept" designs with exhibits for evaluation
 - Computer modeling of the "Concept" designs for use in design evaluation
 - Generation of preliminary cost estimates for the "Concept" designs
 - Hosting or attending of draft review meetings

- Draft the preliminary design evaluation report

DELIVERABLES/PRODUCT

This contract will result in a preliminary design evaluation report document for the Coal Run Creek Interceptor Sewer Separation Project.. The report shall include text, plans, charts, graphs, and other applicable graphics to aid in the evaluation of up to three "Concept" designs.

Report requirements include:

- An analysis of the impact of the floods of 2008 on the area, paying special attention to the areas and groups that were most adversely affected.
- Existing condition discussion and analysis.
- Generation of the two or three "Concept" designs for evaluation
- Engineering evaluation including computer modeling of the "Concepts"
- Cost estimates for the "Concept" designs

QUALIFICATIONS

The following information should be included under the title "Professional Engineering Services RFQ":

1. Name of proposer
2. Proposer address
3. Proposer telephone number
4. Proposer federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the proposer.

Contents of Qualifications Packet

Respondents should letter and number responses exactly as the questions are presented herein. Interested respondents are invited to submit qualifications that contain the following information:

1. Introduction (transmittal letter)
 2. Background and Experience
 3. Personnel/Professional Qualifications
 4. Approach
 5. Project Schedule
 6. Proposed Compensation
1. **Introduction (transmittal letter)**

By signing the letter and/or offer, the Respondent certifies that the signatory is authorized to bind the Qualifications. The letter should include:

 - a. A brief statement of the consultant's understanding of the scope of the work to be performed;
 - b. A confirmation that the consultant meets the appropriate state licensing requirements to practice in the State of Illinois if applicable;
 - c. A confirmation that the consultant has not had a record of substandard work within the last five years
 - d. A confirmation that the consultant has not engaged in any unethical practices within the last five years;
 - e. A confirmation that, if awarded the contract, the Consultant acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
 - f. Any other information that the Consultant feels appropriate;

- g. The signature of an individual who is authorized to make offers of this nature in the name of the proper submitting the proposal.

2. Background and Experience

Consultants should:

- a. Describe Consultant's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Consultant's firm assisted a governmental entity with any other projects relating to sewer separation and Facility Planning. Consultant should include all examples of work on similar projects as described in the Scope of Services. Consultant should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Consultant should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work consultant cites in this section.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Consultant's firm to handle the proposed project.
- d. Provide current information on professional errors and omissions coverage carried by Consultant's firm, including amount of coverage.
- e. Describe any relevant specialized knowledge in planning.

3. Personnel/Professional Qualifications

Consultants should:

- a. Identify staff members who would be assigned to act for Consultant's firm in key management and field positions providing the services described in Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designed above, including name, position, telephone number, fax number, email address education, and years and type of experience. Describe, for each such person, the relevant planning projects on which they have worked. Provide "relevant planning" names, telephone numbers, and email addresses of contact persons with the firms or organization with whom these staff members worked on similar or related type planning projects.

4. Approach

Consultants should:

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services.
- b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the Scope of Work for consideration.

5. Project Schedule

The proposal should include a general project schedule and estimated completion date with the understanding that the clients are interested in moving forward as quickly as possible with the plan. The City estimates that this project will take approximately 12 months to complete once the final consultant is approved.

6. Proposed Compensation

The selected Consultant will be compensated on a unit-price basis for each deliverable of definable work product delivered and on an hourly fee basis for additional services rendered.

- a. Provide the firm's general fee structure for providing identified services. Where applicable, provide unit prices for deliverable items described in the Scope of Services. Any final price per task will be subject to a cost reasonableness determination and final negotiation.
- b. For tasks that lack a definable work product, provide fully-loaded hourly rates for responsible personnel. The estimate of costs and person hours per work item must be an exhibit in the consultant proposal and must be represented as a "cost not to exceed".
- c. Provide other pricing information if applicable.
- d. The City is not liable for any cost incurred by any consultants prior to the execution of an agreement or contract created as a result of this RFP. The City shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

SELECTION CRITERIA

The City reserves the right to accept or reject any or all qualifications. All qualifications become the property of the City. The City shall evaluate each potential consultant in terms of:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required timeframe;
4. Past performance on contract with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.
6. Cost reasonableness

Respondents will be evaluated on the basis of the written material submitted and according to the following factors:

1. Experience of the firm with this particular type of project as described in Part One. 50 points
2. Experience of the firm with other IEPA and CDAP projects. 10 points
3. Current capacity to accomplish the work in the required time. 20 points
4. Knowledge of the locality and the existing sewer system. 10 points
5. Reference from other clients attesting to firms: 10 points
 - a. Quality of work.
 - b. Compliance with performance schedules.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

CONTRACT DEVELOPMENT

Contract discussion and negotiation will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFQ, or developed subsequently during the selection process.

The agreement will be based on a lump sum, fixed price, or cost reimbursement ("not to exceed") basis, with payment terms to be negotiated with the selected respondent. Reimbursement for services will be contingent on the City receiving grant funding from DCEO.

The contract shall not be considered executed unless signed by the authorizing representative of the City. The contract may be extended beyond the original term by agreement of both parties.

COMPLIANCE WITH LAWS

The selected firm agrees to be bound by all applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the contract.

QUESTIONS

Questions concerning this request for qualifications should be addressed to the City Manager at 815-672-2517. Qualifications should be hand-delivered to the City Clerk, at the City Hall at 204 S. Bloomington, Streator, IL 61364 or mailed to City Clerk, at the City Hall at 204 S. Bloomington, Streator, IL 61364.