

**CITY OF WASHINGTON NOTICE OF REQUEST FOR STATEMENTS OF INTEREST
AND QUALIFICATIONS:
PROFESSIONAL SERVICES FOR CITYWIDE SPACE NEEDS STUDY**

STATEMENTS DUE: 1:00 p.m. FRIDAY, July 11, 2025

The City of Washington is requesting Statements of Interest and Qualifications from professional service firms or teams to assist the City with site and facility planning, evaluation, cost estimating, and architectural and engineering services related to the possible redevelopment of municipal buildings. The City's preliminary evaluation identifies City Hall, Police Department, Fire Station and Public Works buildings as needing redevelopment or substantial renovation. The City currently uses the Five Points Washington banquet rooms for its City Council chambers. Staff has or will outgrow both the Police Department and City Hall in the near future. The Public Works Department is split into separate buildings and continues to use a broad range of storage buildings spread across the city. Also, the newer plow trucks do not fit in our current truck storage buildings and there is efficiency lost with the Department being separated. Because of all this, these facilities do not fully meet the demands for public offices, Public Works operations, Fire Department/EMS and Police Department needs. The City is committed to have a well-thought capital investment to upgrade these facilities for the long term.

The City of Washington will accept sealed proposals submitted to City Hall, 301 Walnut Street, Washington, Illinois, until 1:00 p.m. Friday, July 11, 2025, to establish a contract with a qualified team.

The notice of Public Advertisement for Professional Services will be posted to the City of Washington's website (www.ci.washington.il.us) and sent to the Peoria Journal Star. The advertisement will provide for at least 14 calendar days' notice until all proposals are due on July 11th.

Any Statement of Interest and Qualifications received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Teams are responsible for ensuring that the City of Washington receives their Statements before the deadline indicated. Teams should submit three (3) hard copies and one (1) electronic copy of a Statement of Interest and Qualifications.

GENERAL SCOPE OF SERVICES

Scope: The City seeks a firm to provide the following services:

- **Existing Conditions & Space Needs Assessment.** Document existing conditions and conduct a space needs assessment for each of the departments currently using the existing facilities (City Hall, Police, Fire/EMS and Public Works). Such assessment should consider not only building needs, but also the specialized needs of each department as they relate to their respective operations.
- **Identification & Assessment of Developable Land.** Provide support to the City to identify potential sites for development of new municipal buildings. Conduct appraisals, preliminary design, engineering and land planning services as necessary for up to four alternative locations.
- **Land Planning, Zoning & Related Approvals.** Assess options for renovation and redevelopment. As part of this process, the firm will provide elevations, renderings and models necessary to understand the proposal within its spatial context and discuss choice of building architecture, façade, and site layout.

- **Exterior Schematic Design & Site Development Services.** Provide architectural and engineering services to layout and size each municipal building and/or campus and provide a design schematic for each.
- **Rough Interior Design and Fit-Out.** Services shall include interior space planning and layout within the building(s).
- **Cost Estimation.** Provide detail cost estimation services for a subset of preferred alternatives.
- **3D Deliverable.** Provide a 3D Model in CAD or Sketchup of the alternatives for integration into our ArcGIS Urban Software.

Required work shall also include, but is not limited to:

1. Review of applicable zoning regulations, analysis of existing site constraints soil test report, etc., all as required to prepare preliminary site design. Site design shall address: surface public parking area, secure staff, and utility vehicle parking area, on-site traffic flow and dual means of ingress/egress onto roadway for public, emergency response, and utility vehicles.
2. Meeting with City staff to understand current and future space needs that will be the basis for design.
3. Prepare estimates to renovate or redevelop the existing City Hall, Police Department, Fire Station and Public Works buildings, based on findings (Item 1 above.)
4. Review a life-cycle cost analysis of each alternative.
5. Alternatives analysis and presentation of recommendations based on interactive collaborate input from project stakeholders.
6. Development of a funding strategy or phasing options.
7. Development of an evaluation matrix for potential building sites.

MEETINGS, PUBLIC INVOLVEMENT, AND REPORTS

An initial meeting and various project meetings may be required with City staff. Meetings with individual property owners and utilities may also be needed. Periodic reports to City staff on the progress of the project are required. The consultant shall prepare minutes of any meetings that have significant impact on the design.

PROJECT DURATION

Specific timelines will be mutually agreed upon between the selected team and the City.

INVOICES AND PAYMENT

The selected team shall submit invoices at the end of each calendar month; such statements shall be inclusive of a detailed breakdown of all charges incurred. The team lead shall review and approve any such invoice. The invoice detail shall indicate the personnel name, title, rate of pay, hours charged per day, and task worked. All direct costs and subconsultants/vendor participation shall be itemized. Multipliers will be clearly indicated and applied to total man-hours summated for the period. Invoices shall be based upon actual hours of performance.

EVALUATIONS OF QUALIFICATIONS

Respondents are to submit a written Statement of Interest and Qualification which presents the team's qualifications and understanding of the work to be performed. Selection criteria will include qualifications, comparable recent experience, utilization of local presence, knowledge of local and state requirements, policies and procedures, and overall approach to the project. Respondents interested in submitting should have recent specific experience with this type of project.

The submission should include:

1. Cover sheet
2. Letter of interest
3. Name, size and brief description of the firm/team.
4. Location of offices for the firm and the office location responsible for managing the project.
5. Name, address, and phone number of a contact person responsible for and knowledgeable of the submittal. Resumes of key personnel anticipated being available for this project.
6. Evidence of past work with examples and three (3) references.
7. A summary of any specialized experience, qualifications, or unique capabilities applicable to this project that you feel is important to the success of the project (please review the selection criteria included in this document).
8. Project plan, methodology and schedule.

Offerors will need to address each of the evaluation criteria set forth below carefully and thoroughly, as all submittals will be ranked on a point value system, per the selection procedure. The evaluation will be based upon a head-to-head comparison with the other teams submitting.

The selection will be on the basis of the following:

1. Scored Statement of Interest and Qualifications.
2. The City will conduct interviews with the top two firms.

SUBMITTAL FORMAT

The following information should be provided in response to this RFQ:

Cover letter on the firm's letterhead transmitting the document to the City. The cover letter shall summarize proposal contents and include contact information for the firm.

SECTION 1. Listing of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart that are proposed to provide the majority of services.

SECTION 2. Key staff resumes, no more than one to two pages.

SECTION 3. List of other company support staff that are not anticipated to perform major items of work, but that will be available should their assistance be required.

SECTION 4. Proposed sub-consultants.

SECTION 5. Ongoing or completed projects of similar scope and magnitude that demonstrate the firm has experience in performing the work associated with the Scope.

SECTION 6. Project Approach & Understanding shall be described in a detailed discussion of the City's project for which services are needed.

The following elements shall be included in this section:

1. Project Name
2. Project Location
3. Type of work required

4. The firm's proposed preliminary recommended project approach to obtaining necessary data, evaluating the existing conditions, identifying problems/deficiencies, and proposed methods to correct, address and resolve the problems and deficiencies identified.
5. The firm's approach preliminary approach to this project and its management.
6. A list of anticipated key challenges or what is anticipated to be the significant challenge in completing the requested work.

CRITERIA FOR EVALUATION

A) Technical Qualifications (2-page maximum per firm, not including resumes):

- Qualifications of the team and its leader
- Qualifications of individuals to be assigned to the project
- Quality control procedures

B) Quality and Experience on Similar Projects (2-page maximum per firm):

- Quality of recent projects of similar size and scope
- Ability to meet schedule and budget on similar projects
- Reputation and positive references

C) Project Plan and Methodology

D) Staffing and Workload (2-page maximum per team):

- Staff capabilities
- Workload capacity and ability to provide range of personnel for tasks

E) Other (1-page maximum per team):

- Local office presence to enhance quality and efficiency

SELECTION PROCEDURE

Each criterion in the evaluation will be ranked on a scale of 0 to 10, where 10 equals the highest ranking of submittals received. A rank of 10 for any criterion indicates the most qualified team for that criterion. Each numerical ranking will be multiplied by the weighted value below. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee, each providing his/her independent scores. Individual scores will be averaged for a committee score. The team with the highest overall point total will be ranked first.

Criteria	Weight	Rank	Total
Technical Qualification	2	10	20
Quality & Experience on Similar Projects	2	10	20
Project Plan and Methodology	4	10	40
Staffing & Workload	2	10	20
Total Maximum Points			100

** - Total Maximum Points Possible assumes that a team receives a best rank of 10 on all criteria. Ranks range from 0 points to 10 points and 0 points can be applied if the consultant's proposal omits a section.

The City of Washington will conduct interviews with the top two firms. The firm's proposed project manager must be present. The firm attendees should be prepared to make a brief presentation (a maximum of 15 minutes) outlining their qualifications and experience with projects of similar scope. The

firm attendees should also demonstrate their understanding of the project, approach and architectural and engineering services they would contribute to the project.

The selection committee will determine the best qualified team by consensus. The City reserves the right to waive technicalities and to reject any or all Statements of Interest and Qualifications.

The City Administrator shall institute negotiations with the best-qualified firm per committee consensus. The firm shall provide fee structure, multipliers, staffing, direct and indirect costs in a competitive manner at the negotiation of the contract.

The City Administrator shall submit the proposed contract, with negotiated rates, to the Washington City Council for the Contract Award.

CONFLICT OF INTEREST

The City of Washington procedures require consultants to submit a disclosure statement with their Proposal.

SUSPENSION AND DEBARMENT

The City of Washington's procedures require verification of suspension and debarment actions to ensure the eligibility of firms short-listed and selected for projects. The City uses the SAM Exclusions and IDOT's CPO's website to verify suspensions and debarments.

OMMISSION OF SCOPE

Please indicate if you believe a major item(s) is (are) missing from scope of services outlined in the RFQ.

QUESTIONS

All information with regard to the project is contained within the contents of this request. Questions or comments regarding the request or the process related to the request should be submitted via email to the City Administrator/City Engineer, Dennis Carr, at dcarr@ci.washington.il.us.