

**CITY OF WASHINGTON NOTICE OF REQUEST FOR STATEMENTS OF INTEREST
AND QUALIFICATIONS:
PLANNING ENGINEERING SERVICES FOR A STREETScape PROJECT ON THE HISTORIC
WASHINGTON SQUARE (US BUSINESS ROUTE 24) IN WASHINGTON, ILLINOIS, TAZEWell
COUNTY.**

STATEMENTS DUE: 3:30 p.m. WEDNESDAY, FEBRUARY 20, 2019

The City of Washington is requesting Statements of Interest and Qualifications from professional service firms or teams to assist the City in planning engineering services (Phase 1) for a streetscape project on the Historic Washington Square. The goal of this project is to provide planning assistance in preparing a gaining approval of a Project Development Report. While initial discussions with the Illinois Department of Transportation (IDOT) have not indicated that an Intersection Design Study is required, the select consultant/consultant team shall have capacity to provide such services. The City of Washington will accept sealed proposals submitted to City Hall, 301 Walnut Street, Washington, Illinois, until 3:30PM Wednesday, February, 20, 2019, for establishing a contract with a qualified team.

The notice of Public Advertisement for Phase 1 Engineering Services will be posted to the City of Washington's Webpage (www.ci.washington.il.us), and sent to the engineering firms that responded to the City's most recent request for proposals. The advertisement will provide for at least 14 calendar days' notice until all proposals are due on February 20th.

Time is of the essence and 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 Public Works Director receives their Statements before the deadline indicated. Statements received after the announced time and date of receipt, by mail or otherwise, will not be considered. Teams should submit two (2) hard copies and one (1) electronic copy of a Statement of Interest and Qualifications.

1.0 INTRODUCTION

The City of Washington requires planning engineering services for a streetscape project on the Historic Washington Square. A grant obtained through the Illinois Transportation Enhancement Program (ITEP) provided funding for this project. Interested parties should be aware that guidelines for federally funded projects will be followed.

The City's intention is to award a contract for these services to the best qualified team. Each team will be considered and ranked by a Selection Committee based upon the criteria listed herein. The City will then enter into negotiations with the top-ranked team. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked team and the City of Washington not be able to reach an agreement, the City will terminate negotiations with that team and open negotiations with the second ranked team.

This process does not obligate the City to award a contract, or pay any cost incurred in the preparation of the teams responding to this request. The City reserves the right to accept or reject any or all statements received as a result of this request. All information submitted in response to this request will become the property of the City.

2.0 PROJECT DESCRIPTION

The City of Washington requires planning engineering services for the Historic Washington Square Streetscape project along US Business Route 24. The City of Washington has received ITEP funding through the Illinois Department of Transportation for this effort.

In advance of this project, the City of Washington has already undertaken a complete topographic survey of the limits of this project with Hutchison Engineering, Section 18-00122-00-SW. That effort is being funded with the City's Downtown Square TIF funds. The full project has been previously presented at the Bi-Monthly.

It is anticipated that the selected Consultant will work towards incorporating the results from this effort into this contract as well as developing the overall streetscape theme for both projects. Construction is expected to begin in 2021 if additional ITEP funding is received.

3.0 GENERAL SCOPE OF SERVICES

The scope of services sought by the City of Washington shall include planning engineering related to the Project. The goal of the project is to make the Square safer for pedestrians and to enhance the aesthetics. Construction elements of the project would include reconstructing the perimeter sidewalks, improving pedestrian access to the interior of the Square from the north and south through new crosswalks and refuge islands, historic pedestrian lighting, bike racks, kiosks, landscaping, and wayfinding signage. Funding for the completion of the project beyond Phase 1 engineering has not been secured. The goal is to have Phase 1 engineering done prior to possible submittal of a an ITEP application in the fall of 2019 that could include the remaining engineering and construction.

The project includes utility coordination, and coordination with property owners. Property owners along this corridor will need access during construction. A review of ADA compliance and findings narrative in the PDR will also be required. In the past, the City's Downtown TIF has allowed for some cost sharing in building enhancements and would look for this effort to help private Owners develop targeted access compliance.

The scope shall include identifying, preparing all required documents, and coordinating efforts with IDOT's District 4 Office and the City of Washington's Director of Public Works.

The following should also be included in the scope of services:

3.1 MEETINGS, PUBLIC INVOLVEMENT, AND REPORTS

An initial meeting and various project meetings may be required with City and IDOT 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.

3.2 DELIVERABLE PRODUCTS

The selected team shall provide all deliverable products to the Public Works Director for approval and dissemination. Hard copies and electronic copies of the deliverables will be required. The number of hard copies will depend on the deliverable. Electronic format for all submittals will be required as well. Deliverables include:

1. Project Development Report (PDR) for the entire project area
 - a. Abbreviated IDS exhibits for inclusion into the PDR.

- b. ADA review
 - c. Development of codified streetscape theme
2. Preliminary plans for inclusion as an appendix to the PDR
 3. Grant reports and other documentation as required.

4.0 PROJECT DURATION

It is anticipated that, after a team is selected and IDOT and FHWA approval is issued, engineering process will start in late Spring / early Summer of 2019 and will have Phase 1 engineering done prior to possible submittal of an ITEP application for construction funding in the fall of 2019. Specific timelines will be mutually agreed upon between the selected team and the City.

5.0 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.

The City of Washington shall require that the City Administrator review and approve any federally funded invoices, prior to payment, and to submit to IDOT for payment.

6.0 CRITICAL DATES

Selection will be made according to the following table:

| | |
|--|--------------------------------|
| RFQ/QBS placed on City Website | January 29, 2019 |
| Due Date Statement of Interest/Qual. | February 20, 2019 at 3:30 P.M. |
| Selection Committee Ranks submittals | February 22, 2019 |
| Committee informs highest ranked team and begin negotiations | February 25, 2019 |
| Contract submitted to Council for approval | March 4, 2019 |
| Contract submitted to IDOT for approval | March 5, 2019 |
| Executed Contract | May 17, 2019 |
| Prelim Phase 1 | July 31, 2019 |
| Final Phase 1 | October 15, 2019 |

7.0 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. Name, size and brief description of the firm/team.
2. Location of offices for the firm and the office location responsible for managing the project.
3. 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.

4. Descriptions of related project experience.
5. Names and contact information of at least three (3) references from previous clients on similar projects.
6. A brief 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).
7. IDOT Form BDE DISC 2 Template, adjusted for City of Washington

Offerors will need to address each of the evaluation criteria set forth in Section 9 carefully and thoroughly, as all submittals will be ranked on a point value system, per Section 10. 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 not conduct interviews.

7.1 SUBMITTAL FORMAT

The submittal should be as concise as possible. Additional, promotional information should be avoided. See the page limits listed below. One page equals one side of a sheet of paper. Two (2) hard copies and one (1) electronic copy of the submittal will be required.

8.0 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) Specialized Expertise (1-page maximum per team)

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

9.0 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 | 30 | 10 | 300 |
| Quality & Experience on Similar Projects | 30 | 10 | 300 |
| Specialized Expertise | 10 | 10 | 100 |
| Staffing & Workload | 20 | 10 | 200 |
| Local Presence | 10 | 10 | 100 |
| Total Maximum Points | | | 1000 |

** - 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, the zero can be applied if the Consultant's Proposal omits a section.

The City of Washington will not interview for this 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, with concurrence from IDOT.

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.

10.0 EMPLOYEE/EMPLOYMENT RESTRICTIONS

THE CONSULTANT: THE CONSULTANT, (hereinafter referred to as "SERVICE PROVIDER") agrees, as a condition of accepting this contract with the City of Washington, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Washington and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Washington for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Washington in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

10.1 CONFLICT OF INTEREST

The City of Washington procedures require consultants to submit a disclosure statement with their Proposal. A modified Form BDE DISC 2 Template referencing the City of Washington instead of the Illinois Department of Transportation shall be returned with the proposal.

10.2 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.

11.0 OMISSION OF SCOPE

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

12.0 QUESTIONS

A site visit to the project area is strongly recommended. 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 Public Works Director, Ed Andrews, at eandrews@ci.washington.il.us.