



**CITY OF WASHINGTON NOTICE OF REQUEST FOR STATEMENTS OF INTEREST  
AND QUALIFICATIONS:  
PROFESSIONAL ENGINEERING SERVICES FOR THE COMPLETION OF PHASE I/ II ENGINEERING  
FOR HILLDALE AVENUE IN WASHINGTON, ILLINOIS, TAZEWELL COUNTY.**

STATEMENTS DUE: 4:00 p.m. FRIDAY, JULY 3, 2020

The City of Washington is requesting Statements of Interest and Qualifications from professional service firms or teams to assist the City in the completion of Phase I/II Engineering for the phased construction of Hilldale Avenue. The goal of this project is to provide full assistance in the initial preparation of construction plans leading to a project letting. The City of Washington will accept sealed proposals submitted to City Hall, 301 Walnut Street, Washington, Illinois, until 4:00PM Friday, July 3, 2020, for establishing a contract with a qualified team.

The notice of Public Advertisement for Professional Engineering Services will be posted to the City of Washington's Webpage ([www.ci.washington.il.us](http://www.ci.washington.il.us)), and sent to 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 July 3<sup>rd</sup>.

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 City of Washington 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 three (3) hard copies and one (1) electronic copy of a Statement of Interest and Qualifications.

### **1.0 INTRODUCTION**

The City of Washington requires professional Phase I/II engineering services for a local road project: The completion of Hilldale Avenue from Main Street to Birchwood Drive. The project will also include design of Avon Court and Crestview Drive.

**Funding for the design of this project will be using the newly acquired Rebuild Illinois funds allotted to the City over the next year and a half. Construction will be paid for with local funds.** 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 professional Phase I/II engineering services for the complete reconstruction of Hilldale Avenue, Avon Court, and Crestview Drive. It is anticipated that these roads will be constructed in phases and will use a combination of local funds.

Hilldale Avenue is over 3,600 ft long and the design of which will include watermain, sanitary sewer, storm sewer, ADA accessible sidewalk and ramps, curb and gutter, and sump drain lines. Hilldale Avenue has a residential cross section with an existing width of 28 feet that contains parking in each direction.

## **3.0 GENERAL SCOPE OF SERVICES**

The scope of services sought by the City of Washington shall include professional engineering related to the Project. The goal of the project is to completely reconstruct the roadway and underground utilities as well as installing a new sump drain line that will allow residents to tie their sump pumps in at a later date.

The scope shall include identifying the precise construction limits of each future construction project, preparing all required contract drawings, specifications, and coordinating efforts with IDOT's District 4 Office (if necessary) and the City of Washington's staff.

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 City of Washington staff 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. Phase I
  - a. Field investigations and data gathering;
  - b. Environmental Surveys/PESA's, as required;
  - c. Prepare typical sections and plan and profile sheets;
  - d. Summarize and analyze crash data as well as how the proposed project will address any crash issues;
  - e. Determine right-of-way needs including temporary easements;
  - f. Detail how vehicle traffic and pedestrians will be accommodated during construction;
  
2. Phase II
  - a. Contract Drawings;
  - b. Contract Specifications;
  - c. Land Acquisition Services;

d. Bid Assistance;

3. Assumptions

- a. It is assumed that this project will not impact a jurisdictional floodplain or jurisdictional wetlands. Should impacts to wetlands be identified during Phase I, additional services will be discussed and negotiated with the City of Washington;
- b. It is assumed that the project will not impact any historic, archeological or cultural resources. Should the results of the ESR indicate otherwise, additional services will be discussed and negotiated with the City of Washington;
- c. It is assumed that a formal public hearing will not be required for this project. Should additional services be required, they will be discussed and negotiated with the City of Washington; and

**4.0 PROJECT DURATION**

It is anticipated that, after a team is selected, the engineering process will start in 2020 and will have Phase I and II engineering for Hilldale Avenue done in late 2020 or early 2021 with the first phase of construction to begin in 2021.

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.

**6.0 CRITICAL DATES**

Selection will be made according to the following table:

RFQ/QBS placed on City Website	June 16, 2020
Due Date Statement of Interest/Qual.	July 3, 2020 at 4:00 P.M.
Selection Committee Ranks submittals	July 9, 2020
Committee informs highest ranked team and begin negotiations	July 14, 2020
Contract submitted to Council for approval	August 3, 2020
Executed Contract	September 2020
Project 1 - Out for Bid	February/March 2021
Project 2 - Out for Bid	2022/2023
Project 3 - Out for Bid	2023/2024

**7.0 EVALUATIONS OF QUALIFICATIONS**

Respondents are to submit a written Statement of Interest and Qualification for either or both projects 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. Three (3) 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	3	10	30
Quality & Experience on Similar Projects	3	10	30
Specialized Expertise	1	10	10
Staffing & Workload	2	10	20
Local Presence	1	10	10
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 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 City Engineer, Dennis Carr, at [dcarr@ci.washington.il.us](mailto:dcarr@ci.washington.il.us).