

**CITY OF WASHINGTON NOTICE OF REQUEST FOR PROPOSALS AND STATEMENT
OF QUALIFICATIONS FOR PROFESSIONAL SERVICES:
STORMWATER ASSESSMENT PLAN IN WASHINGTON, ILLINOIS, TAZEVELL COUNTY.**

STATEMENTS DUE: 3:30 p.m. TUESDAY, MARCH 2, 2021

The City of Washington is requesting proposals from qualified consulting firms or teams for a comprehensive stormwater assessment study of the City's existing drainage system and area, and recommended improvements. The scope of work below requires the consultant to provide all labor, materials, equipment, and supervision necessary to perform the services as detailed. The purpose of the Request for Proposal ("RFP") is to solicit proposals from various consultants, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the needs of the City.

Questions regarding the proposal should be directed in writing to the City Engineer, Dennis Carr at dcarr@ci.washington.il.us.

At this time, the City intends to use local funds to pay for this study.

Time is of the essence and any proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Firms or teams are responsible for ensuring that the City Engineer receives their proposals before the deadline indicated. Proposals received after the announced time and date of receipt, by mail or otherwise, will not be considered. Firms or teams should submit **four (4) hard copies and one (1) electronic copy** of the proposal.

-INTRODUCTION-

The City of Washington is seeking an experienced consultant to provide a comprehensive Citywide storm water drainage study and storm water system assessment.

The City has experienced an increase in nuisance stormwater related flooding throughout the City. Heavy rainfall events, channel erosion, ditch erosion, and a potentially inadequate storm water drainage system have created flood conditions around the City. The impacts of this flooding include:

- Impassable Streets;
- Flooding to adjacent lots;
- Flooding over channel/ditch banks;
- Flooding to non-elevated structures;
- Temporarily compromised sewer collection system; and
- Increases channel erosion

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

-PROJECT DESCRIPTION/SCOPE OF SERVICES-

Part 1 – Data Gathering:

1. Data collection of reports, studies, plans, land use, and other resources necessary to understand the existing conditions.
2. Field inventory of the existing drainage system including identification of contributing factors (drainage system data currently held by the Department of Public Works and the City Engineers office will be made available for use). *Current GIS Data needs updated due to inaccuracies.

Part 2 – Analysis:

1. Development of existing hydrologic and hydraulic models, including but not limited to:
 - a. Rainfall – runoff;
 - b. Overland and pipe network flow;
2. Development of future conditions hydrologic and hydraulic models, which account for:
 - a. Future land cover;
 - b. Future hydraulic setting; and
 - c. Changes in rainfall patterns.
3. Problem area identification.
4. Development of design criteria targets.

Part 3 – Alternative Analysis and Findings:

1. Create an alternatives analysis for problem area remedy.
2. Create Summary Report of findings, including but not limited to:
 - a. GIS Mapping;
 - b. Inundation Simulations/Mapping
 - c. Summary of the existing drainage system;
 - d. List of priority projects (see Part 4, below)
 - e. Documentation of methods; and
 - f. Technical data and related information.
3. Sensitivity Analysis to study the impact of higher flood frequency events.

Part 4 – Project Recommendations:

1. Prepare cost estimates for recommended improvements.
2. Create a ranking system to prioritize projects.
3. Develop “what if” scenarios.
4. Attendance at City Council meetings if needed to explain concepts and proposals.
5. Potential funding opportunities for projects.

A more specific scope of services will be negotiated with the selected firm or team at the time of contract approval.

-PROJECT DURATION-

It is anticipated that, after a firm or team is selected, the data collection process will begin immediately and that the plan will be completed by no later than April 30, 2022. Specific timelines will be mutually agreed upon between the selected firm or team and the City.

-INVOICES AND PAYMENT-

The selected firm or 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.

-CRITICAL DATES-

Selection will be made according to the following table:

RFP released	February 10, 2021
RFP due date	March 2, 2021 at 3:30 P.M.
Selection Committee ranks submittals	Week of March 2, 2021
Committee informs highest ranked team and begin negotiations	March 8, 2021
Contract submitted to Council for approval	March 15, 2021
Executed Contract	Week of March 15, 2021

-EVALUATIONS OF PROPOSALS-

Respondents are to submit a written Proposal which presents the qualifications and understanding of the work to be performed. The proposal can be from a single firm or include multiple firms. Selection criteria will include qualifications, comparable recent experience with similar projects and in similar cities, knowledge of innovative development and funding ideas, 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. A project schedule with approximate timelines for the completion of project milestones. This should include an indication of the personnel capacity to complete the project on time.
8. A project approach that provides innovative planning concepts and ideas.
9. A history of past plan implementations.

Respondents will need to address each of the evaluation criteria set forth in "Selection Procedure" below carefully and thoroughly, as all submittals will be ranked on a point value system. The evaluation will be based upon a head-to-head comparison with the other teams submitting. Proposals should be as

concise as possible while offering a clear vision of the interest in the project. All proposals become the property of the City of Washington.

The City reserves the right to interview. Due to COVID-19, those would likely be completed virtually in the early part of the week of March 8th if necessary.

-SELECTION PROCEDURE-

Each submittal will be ranked based on the criteria identified 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 firm or team with the highest overall point total will be ranked first. The following will be the basis for the scoring:

1. Experience with similar projects: 30 points
2. Capacity to complete the project on time: 20 points
3. A clear innovative and creative approach to the project: 40 points
4. Past plan implementations: 10 points

The City Administrator shall institute negotiations with the best-qualified firm or team per committee consensus. The firm or team shall provide a 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.

-OMMISSION OF SCOPE-

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

-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 RFP should be submitted via email to the City Engineer, Dennis Carr, at dcarr@ci.washington.il.us.