

**CITY OF WASHINGTON NOTICE OF REQUEST FOR STATEMENTS OF INTEREST
AND QUALIFICATIONS:
PROFESSIONAL ENGINEERING SERVICES FOR STORMWATER RELATED PROJECTS.**

STATEMENTS DUE: 4:00 p.m. WEDNESDAY, OCTOBER 5, 2022

The City of Washington is requesting Statements of Interest and Qualifications from professional service firms or teams to assist the City in engineering services stormwater related projects. 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 Wednesday, October 5, 2022, 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 website (www.ci.washington.il.us) and sent to engineering firms that responded to the City's request for proposals for the Citywide Stormwater Study. The advertisement will provide for at least 14 calendar days' notice until all proposals are due on October 5th.

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.

INTRODUCTION

In 2020/2021, the City of Washington initiated a Citywide Stormwater Assessment to identify stormwater issues around the City. Following the final report in 2022, the City of Washington increased its sales tax to fund for stormwater related projects. The stormwater report identified 30 potential projects. Staff identified a priority list that shrunk the list from 30 to 10.

GENERAL SCOPE OF SERVICES

The following is a summary of the scope of services to be performed by the Consultant. The consultant shall be a licensed Professional Engineer within the State of Illinois and must have a strong background in the evaluation and design of storm water systems including open ditch flow and piped systems.

The types of projects that will be requested include, but not are limited to, the following:

1. Detention pond or channel improvements between Fayette and Gilman.
2. Street and home flooding along High, Cedar, Catherine, and Holland.
3. Redesign and enlarge a detention pond between Pintail and Patricia.
4. Street and home flooding on Locust Street.
5. Street and home flooding on Walnut and Adams.
6. Grandyle relief sewer.
7. Street and home flooding along Northridge.
8. Detention pond near Washington Park.
9. Street and home flooding along Meadowview.
10. Detention pond located north of the Dallas/Cruger intersection.

The scope of work to be included in the contract or contracts will include, but not be limited to, the following:

1. Prepare hydraulic studies to calculate the capacity in the existing storm water systems, analyses of the capacity required and proposed modifications for consideration. This may include hydraulic modeling in HECRAS, SWIMM or other approved storm water analysis software.
2. Prepare detailed surveys as are necessary for proposed plans and existing sewers.
3. Prepare soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the Illinois Department of Transportation.
4. Prepare complete general and detailed plans, special provisions, proposals and estimates of cost.
5. Prepare of all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.
6. Prepare the necessary environmental documents in accordance with the procedures required by the State of Illinois.
7. Assist the City in the tabulation and interpretation of the contractors' proposals as needed.
8. To attend meetings at any reasonable time when requested to do so by the City of Washington.

Additionally, the City may request these additional services:

- (1) Consultation on interpretation of plans and specifications and changes during construction.
- (2) Checking all shop and working drawings.
- (3) Periodical job-site observation as construction progresses.
- (4) Reviewing and checking all reports by testing laboratories on equipment and material tested.
- (5) Conducting final observation of construction and preparation of final papers and reports.

Design Parameters:

The consultant shall use the design parameters for engineering as set forth by the IDOT Drainage Manual, the NCIRS Urban Manual and the City of Washington Municipal Code.

In all phases of engineering, the consultant will be required to perform the following:

- 1.) Work with City staff to identify any potential design concerns and develop corresponding solutions.
- 2.) Coordinate with all corresponding utility companies in regards to their locations and identify any conflicts for relocation.
- 3.) Develop complete sets of plans and furnish the City with sets both printed and electronic.
- 4.) Prepare an engineer's cost estimate and construction schedule for the proposed improvements in each phase of construction.

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

It is anticipated that, the engineering process will start in 2022 and conclude in 2023. 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 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).
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 not conduct interviews.

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.

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 (2-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

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 | 3 | 10 | 30 |
| Project Plan and Methodology | 3 | 10 | 30 |
| 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 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.

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. 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.

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

A review of the Citywide Stormwater Assessment and site visit to the project areas are 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.