

**CITY OF WASHINGTON NOTICE OF REQUEST FOR STATEMENTS OF INTEREST
AND QUALIFICATIONS:
PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES FOR POLICE EVIDENCE
BUILDING**

STATEMENTS DUE: 4:00 p.m. WEDNESDAY, APRIL 5, 2023

The City of Washington is requesting Statements of Interest and Qualifications from professional service firms or teams to assist the City in engineering and architectural services for a new Police Department Evidence Building. 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 the Police Department, 115 W. Jefferson Street, Washington, Illinois, until 4:00PM Wednesday, April 5, 2023, for establishing 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 engineering firms that have previously worked with the City. The advertisement will provide for at least 14 calendar days' notice until all proposals are due on April 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 2022, the City of Washington's Police Department was awarded a Community Project Grant from Representative LaHood's office for the outfitting of a new Police Department Evidence Building. The current evidence building has fallen into disrepair and a new building need designed. The new evidence building will be an approximately 3,200 square foot building at property currently owned by the City.

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 and Architect within the State of Illinois and must have a strong background in the evaluation and design of Police Evidence Buildings. The consultant will be required to complete the geotechnical review, structure design, bid documents, project management, and construction inspection of the new building.

The structure design must incorporate:

- Building of 40 feet by 80 feet in size;
- Garage doors on each side allowing a vehicle to pull through;
- One standard exterior door;
- Interior evidence receiving and storage;
- Interior evidence preparation station;
- Appropriate security

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

1. Geotechnical Design
2. Topography Study
3. Site and Building Design Services
4. Construction Documentation
5. Inspection Services during construction

DESIGN PHASE

A pre-design meeting will be held to review the scope of work and discuss options for the structure. The size of the structure may be increased or decreased to meet the budget, based on the Consultant's determination. Finishing materials will be presented to the City and selections will be made to incorporate into the final design. A 50% design package, including specifications and construction cost estimate, must be presented to the City for review. All comments and discussion around the 50% review will be incorporated into a 95% submission to the City. This submission must include a final construction cost estimate. Upon review, any comments will be incorporated into the final design and bid documentation package.

MEETINGS, PUBLIC INVOLVEMENT, AND REPORTS

An initial meeting and various project meetings may be required with City staff. Meetings with 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 2023 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) Design Approach (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

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
Design Approach	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, or his designee, 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

A review of the City Building Codes and 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 Chief of Police, Mike McCoy, at mmccoy@ci.washington.il.us.