NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ):

Various Engineering Services
PEORIA, ILLINOIS

SUBMITTALS DUE: 4:00 P.M., FRIDAY, MARCH 11, 2016
VOLUNTARY PRESUBMITTAL CONFERENCE: 9:00 A.M., THURSDAY FEBRUARY 25, 2016

The City of Peoria’s Engineering Division will accept sealed submittals submitted to the Office of the City Engineer, Public Works Building, 3505 Dries Lane, Peoria, Illinois, 61604, until 4:00 p.m., Friday, March 11, 2016, for establishing contracts with qualified teams for various Phase I & Phase II, Phase III, and Other technical services. Work orders will be issued for individual projects under the blanket agreement and will be negotiated and authorized by the City Engineer on an as-needed basis.

Time is of the essence, and any submittals received after the announced time and date of receipt whether by mail or otherwise, will be rejected and returned unopened. Submittal teams are responsible for ensuring that the Engineering secretary receives their submittals before the deadline indicated. Submittal firms should submit six (6) sets of an original proposal document and one electronic copy.

An individual authorized by the engineering firm to bind the offer MUST sign any submittal. All submittals without a signature will be deemed non-responsive, and will not be acceptable. The City of Peoria reserves the right to reject any or all submittals.

VARIOUS ENGINEERING SERVICES

1.0 INTRODUCTION

The purpose of using the various service model versus the traditional project request for qualifications model is to streamline potential project schedules, reduce errors, and maximize the value of the budget by having an engineering firm available to work with City staff as a team from the start of the project through final completion. The City will hold a master professional services agreement with each of the lead engineering firms selected. The City will act as the overall project lead on each work order issued.

The City plans to enter into a master professional services agreement with up to but not limited to eight (8) engineering firms for various services to the best-qualified teams. 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 selected lead engineering firms to determine an upper limit master services agreement.

Engineering firms will be rated on their qualifications, experience and innovation in one or more of the four categories listed in Section 3 and for project continuity. Firms shall include fee structure but not total cost when responding to this solicitation. This process does not obligate the City to award a contract, or pay any cost incurred in the preparation of the team 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

2.1 LIMITS OF PROJECT

The proposed master services agreements are for various projects throughout the City of Peoria. The exact location of each project will be determined and selected prior to each work order being issued.

2.2 BACKGROUND

The master services agreements are based off need each year as determined by the City of Peoria. In 2012, the City of Peoria significantly reduced its Engineering Staff and started utilizing private engineering and survey firms to implement projects in the City’s Community Investment Plan. The existing master services agreements expired at the end of 2015 after a one year extension.

This new round of Master Services Agreements will fulfill the need for professional services through Years 2016, 2017, and 2018.

2.3 ESTIMATED TOTAL BUDGET

The total dollar value for each master services agreement will vary but, in general, a (3) three year agreement will range from $100,000 to $2,000,000. Dollar values will be assigned to a Master Services Agreement based on the City’s potential projects.

3.0 GENERAL SCOPE OF SERVICES

The scope of services sought by the City of Peoria shall vary. The master services agreement will be broken into work orders that could include but not be limited to the following:

1. Perform Phase I and Phase 2 engineering services.
2. Perform Phase III engineering services.
3. Perform other technical services including but not limited to survey, GIS, traffic, drainage, land acquisition, development services, and structural engineering.
4. Technical employees at an hourly rate.

3.1 MEETINGS, PRESENTATIONS AND REPORTS

Semi-annual progress and evaluation meetings will be required throughout the duration of the master services agreement. Additional meetings and presentations may be required. Provide a report outlining innovative ideas or suggestions for improvements at the end of each work order or, at a minimum, annually.

3.2 DELIVERABLE PRODUCTS

All work products and working files will be considered property of the City of Peoria. Final documents will be certified by the required licensed professionals in the State of Illinois. Hard copies and electronic
copies will be required. Electronic format for all submittals shall be compatible with the current City software.

3.3 Provisions by City of Peoria

The City of Peoria will provide the following information to the submittal firm:

1. Aerial photography and topography in an electronic format.
2. Existing Plans and Specifications for each project if available.
3. Right-of-Way information available through the City of Peoria records.
4. Designation of a person or team from the engineering staff to act as the overall project lead and the City's liaison, to direct the two-way flow of information and have direct access to staff's knowledge base. Such person shall have the authority to transmit instructions, receive information, interpret, and define existing City policy and decisions with respect to materials, equipment and systems pertinent to the consultant services. However, the concurrence and authorization to begin any and all phases of this project shall reside with the City Engineer.

4.0 PROJECT DURATION

Each work order issued from the master services agreements will vary in duration but the Master Services Agreements will be in effect until December 31, 2018.

5.0 INVOICING AND PAYMENTS

Submit invoices at the end of each calendar month. Such statements shall be inclusive of a detailed breakdown of all charges incurred. The detail shall indicate the personnel name, title, rate of pay, hours charged, and task worked. All direct costs shall be itemized. Multipliers will be clearly indicated and applied to the total man-hours summated for the period. Invoices shall be based upon actual hours of performance.

Invoices shall be accompanied by progress reports and updated schedules. The invoices will not be considered complete without a progress report and updated schedule, and deemed unpayable. The progress report will be inclusive of rates of completion for all tasks scoped and for rates of completion for all deliverable products.
6.0 CRITICAL DATES

The following are the critical dates:

- RFPs advertised .......................................................... 02-19-16 through 03-11-16
- Pre-submittal meeting at Twin Towers 420 at 9:00 A.M. ........................................... 02-25-16
- Due date for submittals from interested firms 4:00 P.M. ........................................... 03-11-16
- Selection Committee meets and ranks submittals ........................................... 03-18-16
- Committee informs highest ranked firm and begins negotiations ....................... 03-22-16
- Contracts must be signed and submitted to City Council Agenda process .......... 03-29-16
- City Council Meeting at which Contract is Recommended for Approval .......... 04-12-16

7.0 VOLUNTARY PRE-SUBMITTAL CONFERENCE

A questions and answers session will be held at a pre-submittal conference on Thursday February 25, 2016, at 9:00 a.m., at the Twin Towers Room 420 at 456 Fulton Street, Peoria.

8.0 EVALUATION OF SUBMITTALS

Firms are to submit written submittals which present the firm’s qualifications and understanding of the work to be performed. Selection criteria will include, but will not be limited to, qualifications, comparable recent experience, utilization of local professionals, knowledge of local requirements, policies and procedures, capacity to perform work in the allotted time, construction planning, construction scheduling, overall approach to the project, and continuation of previous projects. Evaluations will also place firms into one or a combination of the primary category’s Services as outlined in Sections 1.0 and 3.0, herein. Firms interested in submitting should have recent specific experience with this type of design, construction, and other services. The submission should include a project approach, relevant experience, organizational chart, résumés of key personnel, references, and a fee schedule with clearly identified annual rate increases if applicable.

Firms will need to address each of the evaluation criteria set in sections 9 & 10 carefully and thoroughly, as all submittals will be ranked on a point value system.

The selection will be on the basis of the following:

1. Scored written submittals.
2. The City reserves the right to interview, if necessary, after reviewing the written submittals.

8.1 SUBMITTAL FORMAT

The submittal should be as concise as possible. Limit submittals to a maximum of 8 pages, not including personnel resumes and fee schedule. Clearly identify the Scope item(s) listed in Section 3.0 that are
included in your submittal. Additional, promotional information should be avoided. The name of the firm and the location of the office that will have responsibility for the contract is required, as is the name, address and phone number of a contact person responsible for and knowledgeable of the submittal. Six (6) hard copies and one (1) electronic copy of the submittal will be required. SUBMIT TO: City Engineer Scott Reeise, Public Works Department, 3505 N Dries Lane, Peoria IL 61604.

9.0 CRITERIA FOR EVALUATION

A) Technical Qualifications of the Team and Staffing:
   a. Qualifications of the firms
   b. Qualifications of the lead team member(s)
   c. Qualifications of individuals to be assigned
   d. Flexible staffing level available to reflect changes in scope, budget, or scheduling
   e. Design approach

B) Quality of Work (References):
   a. Quality of recent municipal projects
   b. Quality of recent municipal projects that stayed within budget
   c. Reputation and positive references

C) Schedule:
   a. Recent example of a municipal project that met the project schedule

D) Communication & Public Involvement:
   a. Recent public involvement experience
   b. Communication Plan

E) Innovation
   a. Recent example of or ideas for innovation
   b. Recent examples of or ideas for the use of green infrastructure
   c. Recent examples of or ideas for innovative public outreach/involvement

F) Other:
   a. Ability to staff project locally
   b. Commitment to EEO goals
   c. Quality of the proposal
   d. Clearly identified labor costs (billing rates/multiplier), and reimbursable items and annual cost increases if applicable

This is a non-binding RFQ submittal. The actual fee will be negotiated based upon concurrence with the scope.
10.0 SELECTION PROCEDURE

Each criterion in the evaluation will be ranked on a scale of 1 to 10. Each numerical ranking will be multiplied by the weighted value below. A total point value for that submittal will be determined by the composite evaluation of the Selection Committee. The firm with the highest overall point total will be ranked first.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Rank</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Qualifications of the Team and Staffing</td>
<td>30</td>
<td>10</td>
<td>300</td>
</tr>
<tr>
<td>Quality of Work (References)</td>
<td>20</td>
<td>10</td>
<td>200</td>
</tr>
<tr>
<td>Schedule (Examples of Projects with tight Timelines)</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Communication &amp; Public Involvement</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Innovation</td>
<td>20</td>
<td>10</td>
<td>200</td>
</tr>
<tr>
<td>Other</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Maximum Possible Points</strong></td>
<td></td>
<td></td>
<td>1,000</td>
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</tbody>
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**NOTE:** Total Maximum Points Possible assumes that a firm receives a maximum score of 10.**

11.0 EEO

To be awarded a contract, all Suppliers, Vendors, and Contactors to the City of Peoria must be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program.

The number is secured by completing and submitting, under notary seal, an Employer report form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Office. Please note that the Certificate of Compliance is valid for one year and must be annually renewed. The form may be requested on-line from the City’s website (www.peoriagov.org). Click on Department Focus, Equal Opportunity Office, Forms, then select “Employer Report” or “Renewal”. The forms can also be obtained by writing or calling:

City of Peoria
Equal Opportunity Office
419 Fulton Street
Peoria, IL  61602
(309) 494-8530 Voice
(309) 494-8532 TTY

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar ($50.00) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a
submittal. The EEO Certification Number is only required prior to the award of the contract.

**EEO CERTIFICATION** *(Check one)*:

_____ We are presently applying for the EEO Certification. Employer Report Form (Form CC-1) is completed and enclosed.

_____ Presently, we have the Employer Report Form (Form CC-1) on file with the City of Peoria, Office of Equal Opportunity and have a current Certificate of Compliance Number.

Certificate of Compliance Number: _______________________

*Please note there is a $50.00 processing fee for new and renewal certification requests.

**11.1 EEO GOALS**

The City of Peoria is committed to ensuring our projects offer equal employment opportunity to all the citizens we serve. Consultants are required to make a good faith effort to comply with the following goals.

1. Eighteen percent (18%) of the total hours worked should be performed by minority workers.
2. Three percent (3%) of the total hours worked should be performed by female workers.
3. Ten percent (10%) of the contract value shall be awarded to minority firms.
4. Five percent (5%) of the contract value shall be awarded to women firms.

**12.0 OMISSION OF SCOPE**

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

**13. QUESTIONS**

Questions or comments regarding the request or the process related to the request should be submitted via email to the City Engineer, Scott Reeise at SReeise@peoriagov.org