NOTICE OF REQUEST FOR PROPOSALS (RFP):

CONSTRUCTION SERVICES
FOR THE ALLEN ROAD & WILLOW KNOLLS ROAD
INTERSECTION, UP TO 1,000 FEET IN EACH DIRECTION
PEORIA, ILLINOIS

SUBMITTALS DUE: 10:00 A.M., TUESDAY MARCH 20, 2018

The City of Peoria’s Engineering Division will accept sealed submittals at the Office of the City Engineer, Public Works Building, 3505 Dries Lane, Peoria, Illinois, until 10:00 AM, Tuesday, March 20, 2018, for establishing a contract with a qualified contractor for construction services for reconstructing the N Allen Road & Willow Knolls Road intersection, to a distance of no more than 1,000 feet in any direction, unless otherwise determined by the engineering team. It is the City’s intention to receive a response from a qualified lead contractor who, together with their sub-contractors, can expeditiously complete the entire scope of work. The City may then enter into a contract with the lead contractor for construction services. The project process will include working collaboratively with City staff and their engineering consultants to plan, design and build the project for a maximum guaranteed price.

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 five (5) hard copies and one (1) electronic copy of an original proposal document.

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

ALLEN ROAD & WILLOW KNOLLS ROAD INTERSECTION

1.0 INTRODUCTION

This project will use the guaranteed maximum price model. The purpose of using the guaranteed maximum price model versus the traditional design-bid-build model is to streamline the project schedule, reduce errors, increase the quality of the construction, and maximize the value of the budget by having the design engineer, construction engineer, lead contractor, and City staff work as a team from the start of the project through final completion. The City will hold a professional services agreement with the design and construction engineering firms separate from the lead contractor. The City will act as the overall project lead.
The City of Peoria requires construction services and expertise to collaboratively design and build an intersection within the project budget. The project may include one of two primary options: 1) a dual-lane roundabout, or 2) a conventional signalized intersection, only which shall be known after Public Meetings to be held in the month of April. Each submittal 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 general contractor. Negotiations will establish a detailed scope of services and total costs for services. Should the top-ranked firm and the City of Peoria not be able to reach an agreement, the City will notify the firm with the second highest ranking and will enter into negotiations with that firm following termination of the prior negotiations.

Contractors will be rated on their qualifications, experience, cost, and approach to this project. Contractors shall include fee structure when responding to this solicitation.

This process does not obligate the City to award a contract, or pay any cost incurred in the preparation by the firm responding to this request. The City reserves the right to accept or reject any or all proposals 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 project is located at the intersection of Allen Road and Willow Knolls Road, up to 1,000 feet in each direction, in Peoria, Illinois, and as shown on the attached map. If the project budget permits, there may be improvements to the side streets within the project vicinity.

2.2 BACKGROUND

The physical project will include construction of one of two primary options: 1) a dual-lane roundabout, or 2) a conventional signalized intersection, as to be determined by the engineering team after Public Meetings in April 2018.

2.3 DESCRIPTION OF PROPOSED IMPROVEMENT AND PROJECT PROCESS

The project shall include improvement of Allen Road and Willow Knolls Road to provide an intersection capable of the traffic demands. Through collaboration with City staff, the City’s design professional services consultant, and the City’s construction engineering professional services consultant, the successful contractor will plan and evaluate the use and cost of concrete and/or asphalt roadway with potential for all-new traffic signals, storm sewers, landscaping, and any other material and appurtenances as determined by the engineering team. Additionally, the proposed improvements must be ADA-compliant. Traditional roadway construction items may include but are not limited to pavement removal and new pavement construction, grading, curb and gutter removal and replacement, sidewalks, striping, medians/islands and plantings. Signalization and pedestrian lighting may be included. All incidental and appurtenant items shall be constructed by the contractor as decided by the project team.

This project will involve ongoing collaboration with the project team, and public involvement with area property owners and residents. Attendance at meetings will be required, sometimes in the evening or on weekends.
The City encourages new employment, training and contracting opportunities for low-income residents and the businesses that substantially employ these persons for this project.

City capital funds will be used for this project. In general, MFT rules will apply for material inspection and documentation. No permits are anticipated at this time beyond IEPA’s Notice of Intent. The successful contractor will provide Construction Quality Control/Quality Assurance (QC/QA).

2.4 ESTIMATED TOTAL BUDGET

The estimated total project budget is approximately $2,800,000. The estimated construction budget is $2.0 million. The construction budget of $2.0 million is to include the cost of all labor, materials, equipment, profit, and overhead of the selected contractor and all sub-contractors.

3.0 GENERAL SCOPE OF SERVICES

The scope of services sought by the City of Peoria shall include the provision of all required labor, materials, equipment, expertise and consultation related to the design and construction of the project. The following information should be included in the submittal:

1. Collaborate on the design of the project within project schedule and budget.
2. Construct project improvements within project schedule and budget.
3. The following will be required of the selected Contractor:
   a. Participate in the public involvement process.
   b. Construction of all roadway work.
   c. Provide Construction Quality Control/Quality Assurance (QC/QA).
   d. Comply with the City of Peoria’s EEO requirements.
   e. Provide mentoring of local labor and construction firms
4. Construction requirements:
   a. Construction shall follow standard City of Peoria construction requirements including, but not limited to, performance bonds, insurance, EEO and M/WBE subcontractor participation, prevailing wage, certified payroll, human rights act, sexual harassment policy, substance abuse prevention, construction debris manifest, subcontractor final payment notification, 18% minority hours by trade, 3% female hours by trade, etc.
   b. These requirements will be detailed at the time of contract negotiation.

3.1 MEETINGS, PRESENTATIONS AND REPORTS

It is anticipated that representatives from the lead contractor will be required to attend weekly coordination meetings throughout the duration of the project. Additional meetings include meetings with City representatives and neighborhood representatives or other groups, and potentially one Peoria City Council meeting to give a presentation on the project. Additional meetings may also be required, which will be discussed during negotiations.
3.2 DELIVERABLE PRODUCTS

The selected firm shall provide all deliverable products to the City Engineer for approval and dissemination. Preliminary designs and specifications, alternative designs, and cost estimates will be prepared and reviewed by the project team throughout the duration of the project to keep the project on schedule and on budget.

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. Right-of-Way information available through City of Peoria records.
3. 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

It is anticipated that, after a Contractor is selected, the preliminary design and neighborhood meeting process will take 4 weeks; however, no pavement removal may begin until such time as the option of roundabout or conventional signalized intersection is decided after Public Meetings. Construction of the improvements shall be substantially completed by August 31st, 2018, and punch list items completed by September 30th, 2018 unless additional time is granted by the City Engineer.

5.0 INVOICING AND PAYMENTS

The lead Contractor shall submit invoices at the end of each week; 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 and billed at cost. Invoices shall be based upon actual hours of performance. Profit and overhead will be billed proportionally each month based upon an agreed schedule.

Invoices shall be accompanied by progress reports and updated schedules. Without a progress report and updated schedule, the invoices will not be considered complete 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.

Contractors and subcontractors on Public Works projects must submit certified payroll records on a weekly basis via EPrismSoft to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate, and that the Contractor is aware that filing records he or she knows to be false is a Class B Misdemeanor. The Certified Payroll Records must include, for every worker employed on the Public Works project, the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. Certified payrolls for all reporting trades and crafts are to be submitted weekly on
6.0 CRITICAL DATES

The following are the critical dates:

RFPs advertised ................................................................................ March 1, 2018 through March 5, 2018
Due date for submittals from interested Firms 10:00 AM ....................................................March 20, 2018
Selection Committee meets and ranks submittals ................................................................. March 20, 2018
Committee informs highest ranked firm and begins negotiations ..................................... March 21, 2018
City Council Meeting at which Contract is Recommended for Approval .......................... March 27, 2018
Public Meetings .............................................................................................................. Month of April 2018
Notice to Proceed Sent to Approved Firm ........................................................................ May 1, 2018
Construction Substantially Complete ............................................................................. August 31, 2018
Punch List Items Completion date .................................................................................... September 30, 2018

7.0 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, knowledge of and experience with green infrastructure, implementation of EEO requirements, plan to involve build capacity for green infrastructure work with local labor and firms, capacity to perform work in the allotted time, construction planning, construction scheduling, and overall approach to the project and proposed profit and overhead. Firms interested in submitting should have recent specific experience with this type of design and construction. The submission should include a project approach, relevant experience, list of key personnel, references, and information regarding sub-consultants and subcontractors that will be involved with specific trade/disciplines.

Firms will need to address each of the evaluation criteria set in Sections 8 & 9 hereof 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.

7.1 SUBMITTAL FORMAT

The submittal should be as concise as possible. 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 for the lead contractor. Five (5) hard copies and one (1) electronic copy of the submittal will be required.

8.0 CRITERIA FOR EVALUATION

A) Technical Qualifications of the Team and Staffing:
a. Recent experience on local projects of similar size and scope  
b. Recent experience on similar design/build projects  
c. Qualifications of the firms  
d. Qualifications of individuals to be assigned to the project  
e. Ability to add or reduce staff to reflect changes in scope, budget or scheduling  
f. Ability to perform all aspects of project  
g. Identify all disciplines required for this scope of work  
h. Identify subcontractors  
i. Identify the lead team member for the Contractor  
j. Costing approach  
k. Construction approach  
l. Problem solving approach  

B) Quality of Work (References):  
   a. Quality of previous projects  
   b. Ability to meet schedules within budget  
   c. Reputation and positive references  

C) Schedule:  
   a. Quality of proposed project schedule and milestones  
   b. Ability to meet schedules  
   c. Ability to mitigate long lead items  
   d. Recent experience on similar projects that stayed on schedule and within budget  

D) Communication & Public Involvement:  
   a. Recent experience on projects with similar public involvement  
   b. Guaranteed Maximum Price Model Approach  
   c. Project Communication Plan  

E) Fee Structure:  
   a. Clearly identify total amount of profit and overhead within the $2 million budgeted construction cost.  

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

F) Local Presence and EEO:  
   a. Ability to staff project locally  
   b. Plan to build capacity with local labor and firms.  
   c. Ability to provide adequate number of trade/craft hours for minority persons, female persons, and trainees.
9.0 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>15</td>
<td>10</td>
<td>150</td>
</tr>
<tr>
<td>Quality of Work (References)</td>
<td>15</td>
<td>10</td>
<td>150</td>
</tr>
<tr>
<td>Schedule (Examples of Projects with tight Timelines)</td>
<td>20</td>
<td>10</td>
<td>200</td>
</tr>
<tr>
<td>Communication &amp; Public Involvement</td>
<td>5</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>Fee Structure</td>
<td>35</td>
<td>10</td>
<td>350</td>
</tr>
<tr>
<td>Local Presence</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
</tbody>
</table>

Total Maximum Possible Points 1000

**NOTE: Total Maximum Points Possible assumes that a firm receives a maximum score of 10.*

10.0 EEO

To be awarded a contract, all Suppliers, Vendors, and Contractors 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.

10.1 MINORITY AND FEMALE WORKFORCE UTILIZATION

The City of Peoria is committed to ensuring our construction projects offer equal employment opportunity to all the citizens we serve. The Prime Contractor and all of its subcontractors are to make a good faith effort to comply with the following goals for minority and female workforce utilization.

1. Eighteen (18%) percent of the total hours worked, per trade, should be performed by minority workers.

2. Three (3%) percent of the total hours worked, per trade, should be performed by female workers.

Each contractor must maintain Certified Payroll Records verifying the hours worked by minority and female workers. These records must be provided to the City of Peoria through the EPrismSoft reporting tool.

10.2 SUBCONTRACTOR/SUB-CONSULTANT UTILIZATION

The City of Peoria is committed to promoting equal opportunity and has established the following subcontractor/sub-consultant utilization goals for City funded projects: 10% MBE and 5% WBE. The selected firm will have an obligation to make a good faith effort to advance the City’s commitment to increase diversity among the firms working on City projects.

10.3 PREVAILING WAGE PROVISION

This contract is for the performance of “Public Works” as that term is defined by 820 ILCS 130/2. Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (820 ILCS 130/1-12).

If the Department of Labor revises the prevailing rate of hourly wages to be paid by the public body, the revised rate as provided by the public body shall apply to this contract. It shall be the Contractor’s responsibility to monitor the prevailing wages and adjust the payroll accordingly as soon as any rates are revised. The prevailing rates of wages are revised on a monthly basis and can be found on the Illinois Department of Labor’s website. http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx.
11.0 INSURANCE

Additional insurance requirements for CONTRACTOR’S INSURANCE and PROOF OF CARRIAGE OF INSURANCE shall be required for the successful contractor, per the following:

**CONTRACTOR’S INSURANCE**

The Contractor shall not commence work under this project until he has obtained all insurance required under this paragraph and such insurance has been approved by the City of Peoria, nor shall the Contractor allow any Subcontractor to commence work on his subcontract until all similar insurance required of the Subcontractor has been so obtained and approved by the City of Peoria.

The Contractor shall require Subcontractors, if any, not protected under the Contractor’s insurance policies as an additional insured to take out and maintain insurance of such nature in amounts not less than that required of the principal Contractor, excluding Umbrella Coverage and Owner’s Protective Liability and Property Damage Insurance, and any and all insurance obtained by any Subcontractor or Subcontractors shall be approved by the City of Peoria.

All policies shall contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any of the insured or additional insureds thereunder.

**WORKERS’ COMPENSATION INSURANCE**

The Contractor shall take out and maintain during the life of this project Workers’ Compensation Insurance for all of his employees employed at the site of the project and, in case any work is sublet, the Contractor shall require the Subcontractor similarly to provide Workers’ Compensation Insurance for all of the latter’s employees unless such employees are covered by the protection afforded by the Contractor, and any such insurance obtained by any subcontractor or subcontractors shall be approved by the City of Peoria. In case any class of employees engaged in hazardous work at the site of the project is not protected under the Workers’ Compensation statute, the Contractor shall provide, and shall cause each Subcontractor to provide adequate insurance coverage for the protection of his employees not otherwise protected, such as accident insurance, and any such insurance shall be approved by the City of Peoria.

**PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**

The Contractor shall take out and maintain during the life of the project such General Liability, Public Liability and Property Damage Insurance as shall protect him and any Subcontractor performing work covered by this project, from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from operations under this project, whether such operations be by himself or by any Subcontractors or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be as follows:

Commercial General Liability Insurance that provides Property Damage and/or Bodily Injury in an amount not less than $1,000,000 per occurrence and $2,000,000 aggregate.
OWNER'S PROTECTIVE LIABILITY AND PROPERTY DAMAGE INSURANCE
The Contractor shall obtain Owner's Protective Liability and Property Damage Insurance in an amount not less than $1,000,000 per occurrence and $2,000,000 aggregate. If endorsements to the above public liability and property damage insurance policies cannot be made, then separate policies providing such protection must be furnished by the Contractor.

AUTOMOBILE INSURANCE
The Contractor shall take out and maintain during the life of the project such automobile insurance covering all owned and non-owned vehicles as shall protect him and any Subcontractor performing work covered by this project, from claims for damages in an amount not less than $1,000,000 Combined Bodily Injury and Property Damage.

UMBRELLA COVERAGE
The Contractor shall take out and maintain during the life of the project such Umbrella or Excess Liability coverage as shall protect him and any Subcontractor performing work covered by this project, from claims for damages in an amount not less than $2,000,000 per occurrence and $5,000,000 annual aggregate.

ADDITIONAL INSURED ENDORSMENT
All Liability insurance policies shall name the City of Peoria, its officers, directors, employees, agents, representatives, subsidiaries, successors and assigns, as additional insureds, shall be primary to any other insurance carried by the City of Peoria and shall provide coverage consistent with ISO CG 20 26, and shall maintain the required coverages, naming the City of Peoria as an additional insured, for a period not less than three years from the date the City of Peoria and Contractor execute an Agreement to Final Quantities.

PROOF OF CARRIAGE OF INSURANCE
The Contractor and all Subcontractors shall furnish the City of Peoria with satisfactory proof of insurance coverage. This shall include an A.M. Best “A” rating before the project begins. If coverage is cancelled or the carrier’s rating falls below A.M. Best “A” rated, the City of Peoria shall be notified in writing.

Certificates of Insurance are required. The Certificate must state the following “The City of Peoria, its officers, directors, employees, agents, and representatives, are named as Additional Insureds on a primary basis for liability arising out of the contractor’s operations.”

Upon request the Contractor must provide copies of the policies and endorsements, failure to provide the required certificates of insurance shall not operate to invalidate the insurance requirements under this Contract.

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

13.0 QUESTIONS
Questions or comments regarding the request or the process related to the request should be submitted via email to the City Engineer, Bill Lewis blewis@peoriagov.org