NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ):

VARIOUS ENGINEERING SERVICES
PEORIA, ILLINOIS

SUBMITTALS DUE: 4:00 P.M., FRIDAY, NOVEMBER 2, 2018

MANDATORY PRESUBMITTAL CONFERENCE: 9:00 A.M., THURSDAY OCTOBER 18, 2018

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, November 2, 2018, for establishing agreements with qualified teams for various Phase I & Phase II, Phase III, Other technical services, and technical staff to embed within Public Works Department to assist the City in engineering technical services. Work orders will be issued for individual projects under the agreement and will be negotiated and authorized by the City Engineer on an as-needed basis.

Fee structures shall not be submitted with these Request for Qualifications but will be subject to Negotiation with top-selected firms.

The notice of Public Advertisement for Various Engineering Services will appear in the local PJStar newspaper, posted to the City of Peoria’s Webpage (www.peoriagov.org), and posted to the City of Peoria’s e-alerts notification system on both Thursday, October 4th & Friday, 5th, 2018. The advertisement will allow beyond 21 calendar days’ notice until all proposals are due on Friday, November 2nd, 2018.

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 Public Works Department’s 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 twelve (12) top-ranked engineering firms for various services, listed in Section 3.0. 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. This process does not obligate the City to award a contract. The City will not 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.

All provisions of this Request for Qualifications shall also follow IDOT BLRM Chapter 5-5, where applicable.

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. Those Master Service Agreements expired at the end of 2015. Since then, a second round of Master Service Agreements were advertised for Fiscal Years 2016-2018. Those Master Service Agreements will expire on December 31, 2018.

This new round of Master Service Agreements will fulfill the need for professional services through Years 2019, 2020, and 2021.

Funds to pay any subsequent Work Orders may be used from the City of Peoria’s Local funds, the City’s State Motor Fuel Tax fund, IDOT’s ITEP and HSIP funds, and various other funding sources. Professional firms submitting should have experience with using similar funds by municipalities and the Illinois Department of Transportation.

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.
Department of Public Works

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 include one or more of the following:

1. Perform Phase I and Phase II engineering services.
2. Perform Phase III engineering services.
3. Perform other technical services related to disciplines such as survey, GIS, traffic, drainage, flood plain, land acquisition, development services, wet weather/Storm Water Utility, Combined Sewer Services, solid waste/recycling, facilities/architecture, traffic engineering, landscaping, and structural engineering.
4. Provide Technical employees to be embedded within the Public Works Department on an annual basis.

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 any approved firms:

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.
5. Work Orders on as-appropriate City or IDOT formwork, dependent on project funding sources.
6. Work space for embedded personnel.
4.0 PROJECT DURATION

The City anticipates authorizing Master Service Agreements so that engineering services can begin being delivered to the City on or shortly after January 1, 2019. 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, 2021.

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.

If a State or Federal fund is to be used to fund engineering then the prime engineering firms given such Work Orders shall follow Chapter 5 of the IDOT BLRS manual and use the appropriate engineering agreement (including but not limited to BLR form 05510, 05512, 05610, & 05611) as well as the method of payment outlined in Section 5-5.10 of the IDOT BLRS manual.

6.0 CRITICAL DATES

The following are the critical dates:

RFPs advertised .................................................................................................................. OCT 9, 2018 through NOV 2, 2018
Mandatory Pre-submittal meeting at Twin Towers 420* at 9:00 A.M. ..................................... OCT 18, 2018
Due date for submittals from interested firms 4:00 P.M. ....................................................... NOV 2, 2018
Selection Committee meets and ranks submittals ................................................................ NOV 9, 2018
Committee informs highest ranked firm and begins negotiations ...................................... NOV 13, 2018
Contracts must be signed and submitted for City Council Agenda process .......................... NOV 28, 2018
City Council Meeting at which Contract is recommended for Approval ............................ DEC 11, 2018

* 456 Fulton St, Suite 420 (from the Fulton St-side of the Twin Towers), Peoria IL 61602

7.0 PRE-SUBMITTAL CONFERENCE
A questions and answers session will be held at a Mandatory pre-submittal conference on Thursday October 18, 2018, at 9:00 a.m., in 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 qualifications, comparable recent experience, local presence, 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 of Services as outlined in Section 3.0, herein. Firms interested in submitting should have recent specific experience with this type of design, construction, and/or other services. The submission should include a project approach, relevant experience, organizational chart, résumés of key personnel, and references.

Fee schedules and multipliers shall not be submitted with the Statement of Qualifications but shall be negotiated later with the selected, top-ranked firms.

Submittals must also include Form BDE DISC Template, adjusted for City of Peoria, attached to this solicitation.

Submittals shall also include the Scope Selection sheet, attached herein.

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

The selection will be on the basis of written, scored submittals. The City will not conduct interviews for these Agreements.

8.1 SUBMITTAL FORMAT

The submittal should be as concise as possible. Limit submittals to a maximum of eight (8) pages*, not including personnel resumes. 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 Bill Lewis, Public Works Department, 3505 N Dries Lane, Peoria IL 61604.

* Two Additional Pages per Criteria (Technical Qualifications and Approach, Firm Experience, and Staffing Capabilities) will be allowed if a firm submits for multiple Scopes, outlined in Section 3.

9.0 CRITERIA FOR EVALUATION
A) Technical Qualifications and Approach (2-page maximum per firm per Sections 3 scopes, not including resumes):
   a. Qualifications of the team lead member
   b. Qualifications of team members to be assigned as they relate to Section 3.0 of this document
   c. Qualification of subconsultants
   d. Approach to planning, organizing and management of the project
   e. Approach to communicating

B) Firm Experience (2-page maximum per firm per Section 3 scopes):
   a. Firm’s experience providing services to municipalities
   b. Experience with IDOT and FHWA guidelines as well as grant funded projects
   c. Experience with communicating with City of Peoria and/or other similar references
   d. Name and contact information of three applicable references

C) Staffing Capabilities (2-page maximum per firm per Section 3 scopes):
   a. Ability to provide expertise needed for the implementation of tasks outlined in Section 3.0 of this document
   b. Firm’s ability to meet deadlines and remain within budget
   c. Ability to be innovative, and self-sufficient in completing tasks
   d. Subconsultant technical skill availability

D) Workload Capacity (1-page maximum per firm):
   a. Ability to provide resources for the project efficiently and effectively
   b. Present and future commitments of key staff assigned to this project
   c. Firm’s ability to adapt to change and be flexible to meet goals of the project

E) Other (1-page maximum per firm):
   a. Local office presence to enhance quality and efficiency (Prime and sub consultants)
   b. Participation of Qualified and Certified MBE, WBE, and/or DBE firms

This is a non-binding RFQ submittal. The actual fee will be negotiated based upon concurrence with the scopes of individual Work Orders.
10.0 SELECTION PROCEDURE

Each criterion in the evaluation will be ranked on a scale of 0 to 10. Each numerical ranking will be multiplied by the weighted value below. A total point value for each submittal will be used to establish relative ranking of each firm by each reviewer on the Selection Committee. The firm with the best composite ranking of all members of the Selection Committee will be ranked first.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Rank</th>
<th>Total</th>
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<tr>
<td>Technical Qualifications</td>
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<td>10</td>
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<tr>
<td>Firm Experience</td>
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<td>10</td>
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<tr>
<td>Staff Capabilities</td>
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<td>Work Load Capacity</td>
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<tr>
<td>Local Presence*</td>
<td>5</td>
<td>10</td>
<td>50</td>
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<tr>
<td>Team Diversity*</td>
<td>5</td>
<td>10</td>
<td>50</td>
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<tr>
<td><strong>Total Maximum Points</strong></td>
<td><strong>1,000</strong></td>
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NOTES: * - Local Presence and M/WBE utilization combined cannot exceed 10% of the overall selection of QBS. Therefore, these will be split evenly, earning a weight of 5 apiece.

** - 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, the zero can be applied if the Consultant’s Proposal omits a section.

The City of Peoria will not interview for these Agreements.

The Selection Committee will determine the best qualified teams by consensus. The City reserves the right to waive technicalities and to reject any or all Statements of Interest and Qualifications, with concurrence from IDOT.

The City Engineer shall institute negotiations with the best-qualified firms per committee consensus. The firms shall negotiate fee structure, multipliers, staffing, direct and indirect costs in a competitive manner at the negotiation of the contract.

The City Engineer shall submit the negotiated Master Service Agreements to the Peoria City Council for the Contract Award.

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

The only exception to the above will be for Federally funded engineering agreements, where the EEO %’s will be provided by the Department of Transportation, and the DBE goals will not be split up into MBE and WBE, but considered one DBE goal.
12.0 CONFLICT OF INTEREST

The City of Peoria procedures require consultants to submit a disclosure statement with their Proposal. Modified Form BDE DISC 2 Template shall be returned with the proposal. See this notice’s attachments.

13.0 SUSPENSION AND DEBARMENT

The City of Peoria’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, IDOT’s CPO’s website and the three other state CPO’s websites to verify suspensions and debarments.

14.0 OMISSION OF SCOPE

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

15. 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 at blewis@peoriagov.org.