CITY OF PEORIA
NOTICE OF REQUEST FOR STATEMENTS OF INTEREST AND QUALIFICATIONS:

UNIVERSITY STREET FROM PIONEER PARKWAY TO TOWNLINE ROAD
PEORIA, ILLINOIS

STATEMENTS DUE: 10:00 AM THURSDAY, MAY 25, 2017

The City of Peoria is requesting Statements of Interest and Qualifications from professional service firms or teams to assist the City in preliminary engineering services (design) for reconstruction of University Street from Pioneer Parkway to Townline Road. The goal of this project is to prepare plans, specifications and permits to reconstruct and improve University Street following Economic Development Administration Grant and Economic Development Program Grant requirements. The City of Peoria’s Engineering Division will accept sealed proposals submitted to the Office of the City Engineer, 3505 N Dries Lane, Peoria, Illinois, until 10:00 AM THURSDAY, MAY 25, 2017 for establishing a contract with a qualified team.

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 Engineering Administrative Assistant receives their Statements before the deadline indicated. Statements received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Teams should submit five (5) hard copies and one (1) electronic copy of a Statement of Interest and Qualifications.

1.0 INTRODUCTION
The City of Peoria requires preliminary engineering services (design) including preparation of plans and specifications to Illinois Department of Transportation (IDOT) Motor Fuel Tax (MFT) standards for University Street. The project will include removal and replacement of the pavement, grading, erosion and sediment control, storm sewers, sidewalks, multiuse path, railroad crossing, and lighting.

The City intention is to award a contract for these services to the best-qualified team. 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 top-ranked team. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked team and the City of Peoria not be able to reach an agreement, the City will terminate negotiations with that team and open negotiations with the second ranked team.

This process does not obligate the City to award a contract, or pay any cost incurred in the preparation of the teams 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.

Please be aware that it is the City's policy to not compensate a consultant for any time or expenses incurred during the selection and negotiation processes.

2.0 PROJECT DESCRIPTION
The City of Peoria requires preliminary engineering services for the University Street project.

2.1 LIMITS OF THE PROJECT
The project is on University Street from Pioneer Parkway to Townline Road.

2.2 BACKGROUND
The City of Peoria has received an approximately $2 million dollar Illinois Department of Transportation Department’s Economic Development Program (EDP) grant. The City is currently working on obtaining a $2 million dollar U.S. Economic Development Administration's Economic Development Assistance Programs grant.

2.3 ESTIMATED BUDGET
The estimated budget for preliminary engineering is $490,000. The project will be funded with an Economic Development Administration Grant, an Economic Development Program grant, and local funds.

3.0 GENERAL SCOPE OF SERVICES
The scope of services sought by the City of Peoria shall include the preparation of plans and specifications to Illinois Department of Transportation (IDOT) Motor Fuel Tax (MFT) standards for the University Street project. The project includes reconstruction of the pavement, grading, erosion and sediment control, storm sewers, sidewalks, multiuse path, railroad crossing, lighting, and permitting. The engineering will also include preparing an Engineers Estimate to make sure the project is on budget.

The project includes utility coordination, railroad coordination, and coordination with property owners. There are many businesses along this corridor that will need access during construction.

The scope shall include identifying, preparing all required documents, and applying for any required state, federal and railroad permits including the Construction Notice of Intent.

The project must comply with the Economic Development Administration (EDA) Grant and the Economic Development Program (EDP) grant requirements. Grant reports and submittals are required as part of this project. Additional work may be needed to identify elements that are grant eligible and/or elements that are not eligible for grant funding for both engineering services and construction.

The following should also be included in the scope of services:

3.1 MEETINGS, PRESENTATIONS, PUBLIC INVOLVEMENT, AND REPORTS
An initial kick off meeting, various project meetings, 50% and 95% design review meetings, are required with City staff. Meeting with individual property owners, utilities and the railroad may be needed. A minimum of one public meeting to discuss the project with the public will be required. The selected team will be required to prepare meeting invitations, exhibits, feedback surveys, PowerPoint presentation and other presentation materials. Grant reporting will be required for this project. Periodic reports to City staff on the progress of the project are required.

3.2 DELIVERABLE PRODUCTS
The selected team shall provide all deliverable products to the City Engineer for approval and dissemination. Hard copies and electronic copies of the deliverables will be required. The number of hard copies will depend on the deliverable. Electronic format for all submittals shall be compatible with the current City software.

Deliverables include:
1. 50% plans for review by City Staff and others
2. 95% plans and specifications for review by City staff and others
3. Final plans and specifications for bidding
4. Engineer’s Estimates
5. Permits to be signed by City staff
6. Grant reports and other documentation as required

4.0 PROVISIONS BY THE CITY OF PEORIA
The City of Peoria will provide the following information to the selected team:

1. Aerial photography and topography in an electronic format.
2. ROW information available through the City of Peoria records including recent acquisitions.
3. Current GIS information
4. Designation of a person from the engineering staff to act as the City’s project manager with respect to the two-way flow of information and for the purposes of having 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.

5.0 PROJECT DURATION
It is anticipated that, after a team is selected, the preliminary engineering process will be completed by mid-January so that the project can be bid in February. Specific timelines will be mutually agreed upon between the selected team and the City.

6.0 INVOICES AND PAYMENT
The 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 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 total man-hours summated for the period. Invoices shall be based upon actual hours of performance.

Invoices shall be accompanied by progress reports. The invoices will not be considered complete without a progress report, and will be 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.

7.0 CRITICAL DATES
Selection will be made according to the following table:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQs advertised in newspaper</td>
<td>MAY 5 – 6, 2017</td>
</tr>
<tr>
<td>Due date for Statement of Interest and Qualifications at 10:00 AM</td>
<td>MAY 25, 2017</td>
</tr>
<tr>
<td>Selection Committee ranks submittals</td>
<td>MAY 26, 2017</td>
</tr>
<tr>
<td>Committee informs highest ranked team and begins negotiations</td>
<td>MAY 26, 2017</td>
</tr>
<tr>
<td>Contract submitted to Council Agenda process</td>
<td>MAY 31, 2017</td>
</tr>
<tr>
<td>City Council Meeting at which Contract is Recommended for Approval</td>
<td>JUNE 13, 2017</td>
</tr>
</tbody>
</table>

8.0 EVALUATIONS OF QUALIFICATIONS
Teams 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, but will not be limited to,
qualifications, comparable recent experience, utilization of local professionals, knowledge of local requirements, policies and procedures, implementation of EEO requirements, capacity to perform work in the allotted time, and overall approach to the project. Teams interested in submitting should have recent specific experience with this type of project.

The submission should include:

1. Name, size and brief description of the firm/team, including the same information for any proposed subconsultants. If subconsultants are anticipated, describe the role proposed for each firm or consultant involved in the project, and the approximate percentage of work assigned to each.
2. Location of offices for the firm and for proposed subconsultants, and the office location responsible for managing the project.
3. Name, address, and phone number of a contact person responsible for and knowledgeable of the submittal.
4. Resumes of key personnel anticipated being available for this project, including an organizational chart showing their proposed role on the project and team affiliation (if more than one team is involved).
5. Descriptions of related project experience and client name for each project for each team or subconsultant proposed for this project.
6. Names and contact information of at least three (3) references from previous clients on similar projects.
7. Typical billing rate schedule for assigned personnel, including rate schedules for any proposed subconsultants.
8. 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).
9. A project approach.

Offerors will need to address each of the evaluation criteria set forth in Section 10 carefully and thoroughly, as all submittals will be ranked on a point value system. 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 reserves the right to interview, if necessary, after reviewing the written submittals.

8.1 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. Five (5) hard copies and one (1) electronic copy of the submittal will be required.

9.0 CRITERIA FOR EVALUATION

A) Technical Qualifications (2-page maximum per firm, not including resumes):
   a. Qualifications of the team
   b. Qualifications of individuals to be assigned to the project
   c. Qualifications of the lead team member

B) Quality and Experience on Similar Projects (2-page maximum per firm):
   a. Quality of recent projects of similar size and scope
   b. Ability to meet schedule and budget on similar projects
C) Project Approach, Schedule and Communication (2-page maximum per team):
   a. Project Approach
   b. Schedule
   c. Communication Plan

D) Other (1-page maximum per team):
   a. Ability to staff project locally
   a. Commitment to EEO goals
   b. Quality of the proposal

E) Fee Structure:
   a. Labor costs (billing rates/multiplier)
   b. Reimbursable items (computer charges, copies, sub-consultant mark up, etc.)

10.0 SELECTION PROCEDURE
Each criterion in the evaluation will be ranked on a scale of 1 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. The team 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 Qualification</td>
<td>30</td>
<td>10</td>
<td>300</td>
</tr>
<tr>
<td>Quality and Experience on Similar Projects</td>
<td>30</td>
<td>10</td>
<td>300</td>
</tr>
<tr>
<td>Project Approach, Schedule, and Communication</td>
<td>15</td>
<td>10</td>
<td>150</td>
</tr>
<tr>
<td>Other</td>
<td>15</td>
<td>10</td>
<td>150</td>
</tr>
<tr>
<td>Fee Structure</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
</tbody>
</table>

Total Maximum Points 1,000

NOTE: Total Maximum Points Possible assumes that a team receives a best rank of 10 on all criteria.

The City of Peoria reserves the right to interview teams for this project if deemed necessary by the selection committee. The same criteria above will be used to evaluate the interviews.

The Selection Committee will determine the best qualified team by consensus. The City reserves the right to waive all technicalities and to reject any or all Statements of Interest and Qualifications.

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 online 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 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 **SUBCONSULTANT UTILIZATION**
The City of Peoria is committed to promoting equal opportunity and has established the following subconsultant utilization goals for City funded projects: 10% MBE and 5% WBE. The selected team will have an obligation to make a good faith effort to advance the City’s commitment to increase diversity among the teams working on City projects.

12.0 **EMPLOYEE/EMPLOYMENT RESTRICTIONS - THE CONSULTANT:**
**THE CONSULTANT,** (hereinafter referred to as “SERVICE PROVIDER”) agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City’s determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS ($25,000.00). This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.
13.0 **OMMISSION OF SCOPE**  
Please indicate if you believe a major item(s) is (are) missing from scope of services outlined in RFQ.

14.0 **QUESTIONS**  
A 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 Project Engineer, Andrea Klopfenstein at AKlofenstein@peoriagov.org, or the City Engineer Bill Lewis, BLewis@peoriagov.org.