



CITY OF PEORIA

NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)

NATIVE PLANTING – ORANGE PRAIRIE DETENTION BASIN RESTORATION AND – PUBLIC WORKS FACILITY PEORIA, ILLINOIS

STATEMENTS DUE: 11:00AM FRIDAY, APRIL 8, 2022

MANDATORY PRESUBMITTAL CONFERENCE: 10:00 AM FRIDAY, APRIL 1, 2022

The City of Peoria is requesting Statements of Interest and Qualifications from professional service firms with extensive knowledge and experience with native prairie plants to assist the City with restoration of the three native prairie detention basins at Orange Prairie from War Memorial Drive to IL Route 91 and to convert the turf grass at Public Works facility to a native prairie.

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 **11:00AM FRIDAY, APRIL 8, 2022** for establishing a contract with a qualified firm(s). The city may select one firm for both projects or two firms, one for each project.

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. Firms are responsible for ensuring that a public works 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. Firms should submit **five (5) hard copies and one (1) electronic copy** of a Statement of Interest and Qualifications.

NATIVE PRAIRE RESTORATION AT ORANGE PRAIRE DETENTION BASIN AND NATIVE PRAIRE CONVERSION AT PUBLIC WORKS.

1. INTRODUCTION.

The City of Peoria planted native plants in the detention basins at Orange Prairie Drive. These native planting locations have not had routine weeding and maintenance and are in need of restoration. This project will assess the condition of the site, prepare recommendations for restoration of the native prairie, provide bidding documents (plans and specification) to hire a contractor to perform the restoration and oversee the contractor during restoration of these areas.

The public works facility has buildings, parking lots and turf grass. The facility does not currently have pedestrian accommodations. The purpose of this project is to convert the turf grass areas to native plants and to provide a walking path throughout the facility.

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

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

2.1 PROJECT NEED, PURPOSE AND OBJECTIVE

A. NATIVE PLANTING CITY FACILITIES

In order to improve infiltration and to save on maintenance costs of mowing the City of Peoria is looking for a firm to assist in creating a plan to convert the turf grass areas to native prairie at the Public Works Facility. If budget allows, a second site, Voris Well Farm, would also be converted to a native prairie. (See Section 2.4 for location). The native prairie design for Public works will incorporate a walking path. At a minimum, a portion of the walking path must be American with Disabilities Act (ADA) compliant. The project also includes a maintenance period of 3 to 5 years until the prairie is established.

B. NATIVE PLANTING ORANGE PRAIRIE DETENTION BASIN RESTORATION

The City of Peoria is looking for a firm to help the City restore three native prairie detention basins along Orange Prairie Rd between War Memorial Dr (US 150) and IL Route 91. (shown in section 2.4). The project also includes a maintenance period of 3 to 5 years until the prairie is established.

2.2 PROGRAM COMPONENTS

2.2.1 GENERAL SCOPE OF SERVICES

A. NATIVE PLANTING CITY FACILITIES

This project includes preparing recommendations for conversion of the turf grass to native prairie, adding a walking path, providing bidding documents (plans and specification) to hire a contractor, and overseeing the contractor during construction. After completion of the initial construction, the contract will convert to an annual maintenance contract for 3-5 years as the prairie becomes established. The annual contract will provide a yearly assessment of the site, determine the annual maintenance needed, and oversee the contractor performing the annual maintenance.

B. NATIVE PLANTING ORANGE PRAIRIE DETENTION BASIN RESTORATION

This project will assess the condition of the existing prairie, prepare recommendations for restoration of the prairie, provide bidding documents (plans and specification) to hire a contractor to perform the restoration. and oversee the contractor during restoration. After completion of the initial construction, the contract will convert to an annual maintenance contract for 3-5 years as the prairie becomes established. The annual contract will provide a yearly assessment of the site, determine the annual maintenance needed, and oversee the contractor performing the annual maintenance.

2.2.2 MEETINGS, PRESENTATIONS, PUBLIC INVOLVEMENT, AND REPORTS

An initial kick off meeting, various project meetings, and a final report presentation will be required. A presentation to City Council may be required. During the 3-5 year maintenance period a minimum of an annual kick off meeting, and end of year wrap up meeting will be required.

2.2.3 DELIVERABLE PRODUCTS

The selected firm 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.

2.2.4 PROVISIONS BY THE CITY OF PEORIA

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

1. Plans of the Construction of the three retention Basin along Orange Prairie.
2. Any available Public Works facility site plans
3. Aerial photography and topography in an electronic format.
4. ROW information available through the City of Peoria records including recent acquisitions.
5. Current GIS information
6. 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.

2.4 LOCATION MAPS

Location Maps for Native Planting – Orange Prairie Detention Basin Restoration

Orange Prairie Retention Basin #1

*The shaded areas shown on the location maps are just for reference and are not the exact limits of the project.



Orange Prairie Retention Basin #2 and #3

*The shaded areas shown on the location maps are just for reference and are not the exact limits of the project.



Location Maps for Native Planting – City Facilities

Public Works Building

*The shaded areas shown on the location maps are just for reference and are not the exact limits of the project.



Voris Well Farm

*The shaded areas shown on the location maps are just for reference and are not the exact limits of the project.



2.5 PROJECT SCHEDULE

Selection will be made according to the following table:

RFQs advertised in newspaper	March 17, 2022 and March 18, 2022
Pre-submittal meeting at Public Works at 10:00AM	April 1, 2022
Due date for Statement of Interest and Qualifications at 11:00AM	April 8, 2022
Selection Committee ranks submittals	April 15, 2022
Committee informs highest ranked firm and begins negotiations.....	April 20, 2022
Contract submitted to Council Agenda process	April 26, 2022
City Council Meeting at which Contract is Recommended for Approval	May 10, 2022
Notice to Proceed Sent to Approved Firm	May 24, 2022

2.6 MANDATORY PRE-SUBMITTAL MEETING

A questions and answers session will be held at a pre-submittal meeting on Friday, April 1, 2022 at 10:00 AM, in the Peoria Public Works Conference Room at 3505 N Dries Lane, Peoria. If unable to attend in person, please e-mail publicworks@peoria.gov by 3:00pm March 30, 2022 to request an invitation to attend the conference virtually. The Pre-Submittal Conference will not be recorded.

2.7 PROJECT DURATION

The city anticipates the project to have a duration of approximately 1 year for the initial project and 3 to 5 years maintenance period to get the prairie established.

2.8 EXPECTED PROBLEMS

The City staff does not expect any problems with the project.

2.9 ESTIMATED BUDGET

The total estimated budget (engineering and construction) for Native Planting – City Facilities is \$380,000 and for Native Planting – Orange Prairie detention basin restoration is \$385,000.

3.0 PUBLIC NOTICE

The notice of Public Advertisement for Native Planting – Orange Prairie Detention Basin Restoration and Native Planting – City Facilities will appear in the local Peoria Journal Star 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 March 17 and 18. The advertisement will allow 21 calendar days’ notice until all proposals are due on April 8, 2022.

4.0 CONFLICT OF INTEREST

Submit a disclosure statement with the response. The disclosure statement shall be the IDOT BDE DISC 2 template. (SEE ATTACHED)

5.0 SUSPENSION AND DEBARMENT

Peoria uses SAM Exclusions, IDOT’s CPO’s website and the three other state CPO’s website to verify suspensions and debarments. Submittals will be returned without being evaluated for vendors that are suspended or disbarred.

6.0 SUBMITTAL OF QUALIFICATIONS

Firms are to submit a written Statement of Interest and Qualification which presents 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, implementation of EEO requirements, capacity to perform work in the allotted time, and overall approach to the project. Firms interested in submitting should have recent specific experience with this type of project.

The submission should include:

1. Cover Letter that Includes:
 - a. Name, address, and phone number of a contact person responsible for and knowledgeable of the submittal.
 - b. A project approach.
 - c. Identify if you are applying for one or both project. If only one, identify the project.
2. Written response addressing each of the evaluation criteria listed in section 7
3. Form BDE DISC Template, adjusted for City of Peoria, attached to this solicitation.

Offerors will need to address each of the evaluation criteria set forth in Section 7 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 firms submitting.

6.1 SUBMITTAL FORMAT

The submittal should be as concise as possible. Limit the number of pages of the request to 12 pages if submitting for one project or 18 pages if submitting for both projects not including the cover letter and individual resumes. Additional, promotional information should be avoided. **Five (5) hard copies and one (1) electronic copy of the submittal will be required.**

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

7.0 EVALUATION FACTORS

A) Technical Approach (25%):

1. Approach to the planning, organizing and management of the project
2. Project Understanding
3. Innovative concepts
4. Communication Plan

B) Firm Experience (15%):

1. Name, size and brief description of the firm, including the same information for any proposed sub-consultants.
2. Qualifications and experience of the firm and sub-consultants (if any)
3. 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.
4. Descriptions of related project experience and client name for each project for each firm or subconsultant proposed for this project
5. Contact information for three references for the firm and three references for the sub-consultants (if any)

C) Specialized Expertise and Past Performance (20%):

1. Description of specialized expertise needed for the project and who will provide it
2. Quality of recent projects of similar size and scope
3. Demonstrate meeting schedules and budgets on similar projects
4. A brief summary of any specialized experience, qualifications or unique capabilities applicable to this project
5. Names and contact information of at least three (3) references from previous clients on similar projects.

D) Staff Capabilities (20%):

1. Qualifications and experience of the key team member(s)
2. Qualifications and experience of team members
3. Resumes of key personnel anticipated being available for this project
4. An organizational chart showing the proposed role of staff on the project and firm affiliation (if more than one firm is involved)

E) Workload Capacity (10%):

1. Ability to provide resources for the project efficiently and effectively
2. Present and anticipated future commitments of key staff expected to be assigned to this project

F) Other (10%):

- a. Ability to staff project locally
 - b. Location of offices for the firm and for proposed subconsultants, and the office location responsible for managing the project
1. Commitment to EEO goals
 2. Quality of the proposal

8.0 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 firm 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 firm with the highest overall point total will be ranked first.

<u>Criteria</u>	<u>Weight</u>	<u>Rank</u>	<u>Total</u>
Technical Approach	25	10	250
Firm Experience	15	10	150
Specialized Expertise and Past Performance	20	10	200
Staff Capabilities	20	10	200
Workload Capacity	10	10	100
Other	10	10	100
Total Maximum Points			1,000

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

The Selection Committee will determine the best qualified firm or firms by consensus based on the Scored Statement of Interest and Qualifications. The City reserves the right to interview, if deemed necessary by the

selection committee, after reviewing the written submittals. The same criteria above will be used to evaluate the interviews. The City reserves the right to waive all technicalities and to reject any or all Statements of Interest and Qualifications. The city may one firm for both projects, or may select a different firm for each project.

9.0 INVOICES AND PAYMENT

The firm 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.

10.0 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 request on-line from the City’s website (www.peoriagov.org). Click on Government, Equal Opportunity, Equal Opportunity – Forms and downloads, then select “Employer Report CC-1”. The forms can also be obtained by writing or calling:

City of Peoria
Equal Opportunity Office
419 Fulton Street Room 203
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 SUBCONSULTANT UTILIZATION

The City of Peoria is committed to promoting equal opportunity and has established the following sub-consultant 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 firms working on City projects

11.0 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. This section shall not apply to any City Employee involved in the 2018-2019 reduction in force, furlough or early retirement incentive offered by the city within 2018-2019. This section shall not apply to any City Employee involved in the 2020-2021 reduction in force, furlough or early retirement incentive offered by the city within 2020-2021.* **For more information see Ordinance Section 2-342 Procurement; revolving door prohibition.**

12.0 OMISSION OF SCOPE

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

13.0 QUESTIONS

A site visit to the project area is strongly recommended. All information regarding 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 Assistant City Engineer, Paola Mendez-Silvagnoli at pmendez@peoriagov.org



Consultant's Disclosure Statement
RETURN WITH STATEMENT OF INTEREST

City of Peoria

PTB #: _____

Form with fields: Consultant Name, Legal Address, City, State, Zip, Telephone Number, Email Address

The telephone number and email address supplied above must be a contact readily available if the City of Peoria Illinois Department of Transportation (IDOT) has questions.

The disclosures hereinafter made by the firm are each a material representation of fact upon which reliance is placed should the City of Peoria IDOT enter into the contract with the firm.

Section 50-35 of the Illinois Procurement Code provides that all offers of more than \$50,000 and all subconsultant agreements with an annual value of more than \$50,000 shall be accompanied by disclosure of the financial interests of the firm.

Prime Consultant's Responsibility

The City of Peoria IDOT Chief Procurement Officer (CPO) may void the offer or contract if it is later determined that the prime or subconsultant rendered a false or erroneous disclosure.

Instructions

The following packet includes three sections that must be completed and returned with the Statement of Interest, or the firm may be considered nonresponsive and the Statement of Interest will not be accepted:

- 1. Qualifying Questions for Form A,
2. Form A: Financial Information & Potential Conflicts of Interest Disclosure, and
3. Form B: Other Contracts & Procurement-Related Information Disclosure.

Form A and Form B must be signed and dated by a person that is authorized to execute contracts for your organization. Photocopied or stamped signatures are not acceptable.

Checking the NOT APPLICABLE STATEMENT on Form A does not allow the firm to ignore Form B. Form B must be completed, checked, and dated.

City of Peoria

Form A: Financial Information & Potential Conflicts of Interest Disclosure

Form A pertains to the individuals meeting the ownership or distributive share requirements as stated below.

The financial interests to be disclosed shall include:

- Any ownership or distributive income share that is in excess of 5% or an amount greater than 60% of the annual salary of the Governor, of the offering entity or its parent entity, whichever is less, **the current annual salary of the Governor is \$177,412.00.**
- If the firm is owned by an Employee Stock Ownership Plan (ESOP) please check the appropriate box on Form A and provide the % of ownership.
- If the firm is a publicly traded entity subject to Federal 10K reporting, in which case it may submit its 10K disclosure in place of the prescribed disclosure.
- If the firm is a privately held entity that is exempt from Federal 10K reporting, but has more than 100 shareholders, it may submit the information that Federal 10K companies are required to report and list the names of any person or entity holding any ownership share that is in excess of 5%.
 - *If this is true for your firm, check "Other" box on Form A and designate the firm is a 10K and supply the 10K documents as additional attachments within the disclosure.*
- The names, addresses, and dollar or proportionate share of ownership of each person making the disclosure, their instrument of ownership or beneficial relationship, and notice of any potential conflict of interest resulting from the current ownership or beneficial interest of each person making the disclosure having any of the relationships identified in Section 50-35 and on the disclosure form.

A button is supplied on Form A called "Add another Form A", which once clicked will copy Form A. Click the button as many times as you need to identify individuals who meet the above criteria.

If your firm has over 50 pages of Form A's, please provide a summary of the disclosures at the end of Form B as an attachment.

Additionally, if your firm has an abundance of individuals with the same Form A information, you can fill out one (1) Form A and provide an attached listing of those individuals to save time.

Form B: Other Contracts & Procurement-Related Information Disclosure

The firm shall identify, by checking "Yes" or "No" on Form B any other current or pending contracts, proposals, leases, or other ongoing procurement relationships the offering entity has with the City of Peoria IDOT and ~~any other unit of state government~~ and shall clearly identify the unit and the contract, proposal, lease, or other relationships.

If "Yes" is checked, the firm must identify each such relationship by listing the ~~State of Illinois~~ agency name and other descriptive information such as project number, title, contract, etc.

If "No" is checked, the firm only needs to check the box, sign and date at the bottom of Form B.

City of Peoria

Qualifying Questions for Form A

The following six questions *must* be answered in order to determine how Form A is to be completed. Answer all six questions before going on to Form A.

Ownership Certification

The following clarifies the ownership structure of your firm for IDOT's review.

	Yes	No
1. Is your firm a Subsidiary and owned by a Parent entity(ies)?	<input type="checkbox"/>	<input type="checkbox"/>
If your answer is "Yes", please disclose the Parent entity(ies) on Form A.		
2. Will the individuals that will be submitted on Form A equal 100% ownership?	<input type="checkbox"/>	<input type="checkbox"/>
If your answer is "No", please verify by answering the following question.		
a) Is any of the remaining ownership held by individuals receiving or holding less than 5% of the offering entity's or parent entity's total distributive income, or less than 60% of the annual salary of the Governor? <i>(If you feel the answer is No, please add an explanation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Identifying Financial Information & Potential Conflicts of Interest

	Yes	No
3. Does anyone in your organization have a direct or beneficial ownership share of greater than 5% of the offering entity or parent entity?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does anyone in your organization have a direct or beneficial ownership share of less than 5%, but which has a value greater than 60% of the annual salary of the Governor?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does anyone in your organization receive more than 60% of the annual salary of the Governor of the offering entity's or parent entity's distributive income? (Note: Distributive income is, for these purposes, any type of distribution of profits. An annual salary is not distributive income.)	<input type="checkbox"/>	<input type="checkbox"/>
6. Does anyone in your organization receive greater than 5% of the offering entity's or parent entity's total distributive income, but which is less than 60% of the annual salary of the Governor?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to questions 2 – 6 are "Yes", the completion of Form A is required, and the APPLICABLE STATEMENT *must* be signed and dated.

If the answer to questions 2 - 6 are "No", then the NOT APPLICABLE STATEMENT of Form A *must* be signed and dated.

City of Peoria

Form A: Financial Information & Potential Conflicts of Interest Disclosure

Disclosure of the information contained in this form is required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500). Firms desiring to enter into a contract with the City of Peoria ~~State of Illinois~~ must disclose the financial information and potential conflict of interest information as specified in this Disclosure Form.

Disclosure of Financial Information

The individual named below has an interest in the FIRM (or its Parent) in terms of ownership or distributive income share that is in excess of 5%, or an interest which has a value of more than 60% of the annual salary of the Governor.

FOR INDIVIDUAL

Name: _____

Address: _____

Stock with % or \$ value of ownership/distributable income share: _____

Employee Stock Ownership Plan (ESOP): _____

Other (explain): _____

Disclosure of Potential Conflicts of Interest

Firm must check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If the answer to any question is "Yes", please describe and attach additional pages if needed.

	Yes	No
1. City of Peoria State employment , currently or in the previous three years, including contractual employment of services?	<input type="checkbox"/>	<input type="checkbox"/>
If your answer is "Yes", please answer each of the following questions, and provide description in the space(s) below to those you answer yes to.		
a) Are you currently an officer or employee of <u>the City of Peoria</u> either the Capital Development Board or the Illinois State Toll Highway Authority?	<input type="checkbox"/>	<input type="checkbox"/>
b) Are you currently appointed to or employed by <u>the City of Peoria</u> any agency of the State of Illinois? If you are currently appointed to or employed by <u>the City of Peoria</u> any agency of the State of Illinois , and your annual salary exceeds 60% of the annual salary of the Governor, provide the name of the state agency for which you are employed and your annual salary:	<input type="checkbox"/>	<input type="checkbox"/>
c) If you are currently appointed to or employed by <u>the City of Peoria</u> any agency of the State of Illinois , and your annual salary exceeds 60% of the annual salary of the Governor, are you entitled to receive (i) more than 7 ½% of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of the salary of the Governor?	<input type="checkbox"/>	<input type="checkbox"/>
d) If you are currently appointed to or employed by <u>the City of Peoria</u> any agency of the State of Illinois , and your annual salary exceeds 60% of the annual salary of the Governor, are you and your spouse or minor children entitled to receive (i) more than 15% in the aggregate of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of two times the salary of the Governor?	<input type="checkbox"/>	<input type="checkbox"/>

2. **City of Peoria State employment** of spouse, father, mother, son, or daughter, including contractual employment services in the previous two years? Yes No

If your answer is yes, please answer each of the following questions, and provide description in the space(s) below to those you answer yes to.



Consultant's Disclosure Statement
RETURN WITH STATEMENT OF INTEREST

City of Peoria

	Yes	No
a) Is your spouse or any minor children currently an officer or employee of the City of Peoria Capital Development Board or the Illinois State Toll Highway Authority?	<input type="checkbox"/>	<input type="checkbox"/>
b) Is your spouse or any minor children currently appointed to or employed by the City of Peoria any agency of the State of Illinois? If your spouse or minor children is/are currently appointed to or employed by the City of Peoria any agency of the State of Illinois , and his/her annual salary exceeds 60% of the annual salary of the Governor, provide the name of your spouse and/or minor children, the name of the state agency for which he/she is employed and his/her annual salary.	<input type="checkbox"/>	<input type="checkbox"/>
c) If your spouse or any minor children is/are currently appointed to or employed by the City of Peoria any agency of the State of Illinois , and his/her annual salary exceeds 60% of the annual salary of the Governor, are you entitled to receive (i) more than 7 ½% of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of 100% of the annual salary of the Governor?	<input type="checkbox"/>	<input type="checkbox"/>
d) If your spouse or any minor children are currently appointed to or employed by the City of Peoria any agency of the State of Illinois , and his/her annual salary exceeds 60% of the annual salary of the Governor, are you and your spouse or minor children entitled to receive (i) more than 15% in the aggregate of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of two times the salary of the Governor?	<input type="checkbox"/>	<input type="checkbox"/>
3. Elective status: the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous three years?	<input type="checkbox"/>	<input type="checkbox"/>
4. Relationship to anyone holding elective office currently or in the previous two years: spouse, father, mother, son or daughter?	<input type="checkbox"/>	<input type="checkbox"/>
5. Appointive office: the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of the expenses incurred in the discharge of that office currently or in the previous three years?	<input type="checkbox"/>	<input type="checkbox"/>
6. Relationship to anyone holding appointive office currently or in the previous two years: spouse, father, mother, son or daughter?	<input type="checkbox"/>	<input type="checkbox"/>
7. Employment, currently or in the previous three years, as or by any registered lobbyist of the state government?	<input type="checkbox"/>	<input type="checkbox"/>
8. Relationship to anyone who is or was a registered lobbyist in the previous two years: spouse, father, mother, son, or daughter?	<input type="checkbox"/>	<input type="checkbox"/>
9. Compensated employment, currently or in the previous three years, by any registered election or re-election committee registered with the Secretary of State or any county clerk of the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?	<input type="checkbox"/>	<input type="checkbox"/>



Consultant's Disclosure Statement
RETURN WITH STATEMENT OF INTEREST

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10. Relationship to anyone; spouse, father, mother, son, or daughter; who was a compensated employee in the last two years by any registered election or re-election committee registered with the Secretary of State or any county clerk of the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?
11. Communication Disclosure. Disclose the name and address of each lobbyist and other agent of the firm or offeror who is not identified in Form A, who has communicated, is communicating, or may communicate, with any state officer or employee concerning the statement of interest, bid or offer. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the process and throughout the term of the contract. If your firm uses (lobbyist firm), lobbyists that were either hired to work on this specific SOI, bid or offer OR to assist your firm with this PTB, then answer Yes and indicate specifics, else please mark No.
If yes, supply name and address of person(s) and firm name below and:
a) Disclose all lobbyist costs, fees, compensation, reimbursements, or other remunerations paid, or to be paid related to this PTB Item.
b) Agree Consultant will not bill to the State any lobbyist costs, fees, compensation, reimbursements, or other remunerations.

12. Suspension or Debarment Disclosure. For each of the persons identified under Form A, disclose whether any of the following has occurred within the previous 10 years: suspension or debarment from contracting with any governmental entity; professional licensure discipline; bankruptcies; adverse civil judgments and administrative findings; and criminal felony convictions. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the procurement process and term of the contract, if the bid or offer is successful. If yes, supply information below:
Name of person(s):
Nature and date of disclosure:

If the answers to questions 2 - 6 are "Yes" under "Qualifying Questions for Form A", check the box, sign and date below under "Applicable Statement":

Applicable Statement
This Disclosure Form A is submitted on behalf of the INDIVIDUAL named on previous page. Under penalty of perjury, I certify the contents of this disclosure to be true and accurate to the best of my knowledge.
Completed by: Signature of Individual or Authorized Officer Date

If the answers to questions 2 - 6 are all "No", under "Qualifying Questions for Form A", check the box, sign and date below under "Not Applicable Statement":

Not Applicable Statement
Under penalty of perjury, I have determined that no individuals associated with this organization meet the criteria that would require the completion of this Form A.
This Disclosure Form A is submitted on behalf of the FIRM listed on the first page.
Completed by: Signature of Individual or Authorized Officer Date

The firm has a continuing obligation to supplement these disclosures under Sec. 50-35 of the Procurement Code.



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Form B: Other Contracts & Procurement-Related Information Disclosure

Disclosure of the information contained in this form is required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500). This information shall become part of the publicly available contract file. This Form B must be completed for Statements of Interest in excess of \$50,000, and for all open-ended contracts. This Form B must also be completed for subconsultant agreements with an annual value of more than \$50,000 from subconsultants identified in Section 20-120 in the Illinois Procurement Code and for all open-ended subconsultant agreements.

Disclosure of Other Contracts and Procurement-Related Information

Answer the following question.

	Yes	No
1. Does the firm have any pending contracts (including leases), statements of interest, bids, proposals, or other ongoing procurement relationship with <u>the City of Peoria</u> DOT or any other State of Illinois agency?	<input type="checkbox"/>	<input type="checkbox"/>

If your answer is "No", the firm only needs to complete the signature box and date on the bottom of this page.

If your answer is "Yes", identify each such relationship by showing the agency name, PTB/PSB if applicable, Project name and the role of your firm as either a Prime or Sub (attach additional pages as necessary).

AGENCY	PTB/PSB	PROJECT NAME	ROLE (PRIME/ SUB FIRM)

Add A Row

This Disclosure Form B is submitted on behalf of the INDIVIDUAL named on previous pages. Under penalty of perjury, I certify the contents of this disclosure to be true and accurate to the best of my knowledge.	
Completed by: <input type="checkbox"/>	_____
	Signature of Individual or Authorized Representative

	Date