



## CITY OF PEORIA

### **NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ):**

#### **VARIOUS ENGINEERING SERVICES**

PEORIA, ILLINOIS

**MANDATORY PRESUBMITTAL CONFERENCE: 2:00P.M., THURSDAY JULY 28, 2022**

**SUBMITTALS DUE: 10:00 A.M., TUESDAY, AUGUST 9, 2022**

The City of Peoria invites qualified, professional engineering firms to submit their Statements of Interest and Qualifications 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.

For the purpose of this RFQ “City” means the City of Peoria and “Firm” means the engineering firm or individual submitting a response to this RFQ. Qualified Firms shall provide services based on the project scope and submittal requirements sections provided below.

The City of Peoria’s Engineering Division will accept sealed proposals submitted to the Office of the City Engineer, Public Works Building, 3505 Dries Lane, Peoria, Illinois, 61604, until **10:00 a.m., Tuesday, August 9, 2022** for establishing a contract with qualifying firms.

Time is of the essence, and any Statement of Interest and Qualifications received after the announced time and date of receipt whether by mail or otherwise, will be rejected and returned unopened. Firms are responsible for ensuring that a Public Works Administrative Assistant receives their statements before the deadline indicated. Firms should submit **five (5) hardcopies and one (1) electronic copy** of a Statement of Interest and Qualifications.

#### **VARIOUS ENGINEERING SERVICES**

##### **1.0 INTRODUCTION**

The master services agreements (MSA) are based off need to complete projects each year as determined by City staff. 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, the City has utilized a second and a third round of Master Service Agreements for 2016-2018 and 2019-2021. The most current Master Service Agreements were extended to cover year 2022 and will expire on December 31, 2022.

This new round of Master Service Agreements will fulfill the need for professional services through Years 2023, 2024, and 2025. Currently, the City has Master Service Agreements with nineteen (19) firms and intends to choose a similar number of firms for the new round of agreements.

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, American Rescue Plan (ARP) and various other funding sources. Professional firms submitting should have experience with using similar funds by municipalities and the Illinois Department of Transportation.

## **2.0 PROJECT DESCRIPTION**

### **2.1 PROJECT NEED, PURPOSE AND OBJECTIVE**

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 qualified 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 the top-ranked engineering firms for various services, listed in Section 2.2.1. 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 selected lead engineering firms to determine an upper limit for their 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 2.2.1. 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.

## **2.2 PROJECT COMPONENTS**

### **2.2.1 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, drainage, floodplain, land acquisition, development services, wet weather/Storm Water Utility, combined sewer services, solid waste/recycling, facilities/architecture, traffic engineering, landscape architecture, green infrastructure maintenance, and structural engineering.
4. Provide Technical employees to be embedded within the Public Works Department on an annual basis.

**2.2.2 MEETINGS, PRESENTATIONS AND REPORTS**

Semi-annual progress and evaluation meetings may 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 annually.

**2.2.3 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.

**2.2.4 PROVISIONS BY THE 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 City or IDOT forms, dependent on project funding sources.
6. Workspace for embedded personnel.

**2.3 LOCATION 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.

**2.4 PROJECT SCHEDULE**

Selection will be made according to the following table:

RFQs advertised in newspaper .....	July 19, 2022 and July 20, 2022
Mandatory Pre-submittal meeting at Twin Towers 420 at <b>2:00 P.M.</b> .....	July 28, 2022
Due date for submittals from interested firms at <b>10:00 A.M.</b> .....	August 9, 2022

Selection Committee meets and ranks submittals.....August 30, 2022  
Committee informs highest ranked firm and begins negotiations .....August 31, 2022  
Contracts submitted for City Council Agenda process .....September 27, 2022  
City Council Meeting at which Contract is recommended for Approval.....October 11, 2022

**2.5 MANDATORY PRE-SUBMITTAL MEETING**

A questions and answers session will be held at a Mandatory pre-submittal meeting on Thursday, July 28, 2022, at 2:00 pm., in the Twin Towers Building Room 420 at 456 Fulton Street, Peoria IL. The meeting will also be held virtually. For access to attend the meeting virtually send an e-mail request to [publicworks@peoriagov.org](mailto:publicworks@peoriagov.org) by Tuesday July 26, 2022 at 4:00pm.

**2.6 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 2, 2023. 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, 2025. If needed, the City of Peoria could extend the agreements for an additional year.

**2.7 EXPECTED PROBLEMS**

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

**2.8 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 \$4,000,000. Dollar values will be assigned to a Master Services Agreement based on the City’s potential projects.

**3.0 PUBLIC NOTICE**

The notice of Public Advertisement for Various Engineering Services will appear in the local Peoria Journal Star newspaper and/or posted to the City of Peoria’s Webpage ([www.peoriagov.org](http://www.peoriagov.org)), and /or posted to the City of Peoria’s e-alerts notification system on both Tuesday, July 19, 2022 & Wednesday, July 20, 2022. The advertisement will allow 21 calendar days’ notice until all proposals are due on Tuesday August 9, 2022.

**4.0 CONFLICT OF INTEREST**

Submit a disclosure statement with the response. The disclosure statement shall be the IDOT BDE DISC 2 TEMPLATE modified for the City of Peoria. (SEE ATTACHED)

## **5.0 SUSPENSION AND DEBARMENT**

The City uses the SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites 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 not limited to, 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. Firms interested in submitting should have recent specific experience with this type of design, construction, and/or other services. Evaluations will also place firms into one or a combination of the primary category of services as outlined in Section 2.2.1, herein.

The submission should include:

1. A cover letter that includes:
  - A. Name, address, and phone number of a contact person responsible for and knowledgeable of the Submittal.
  - B. A section that clearly identifies which of the scope of services as described in section 2.2.1 are included in the submittal.
2. Written response addressing each of the evaluation criteria listed in Section 7.0
3. Form BDE DISC Template modified for the City of Peoria attached to this solicitation.
4. Current EEO Number or copy of completed Employer Report Form CC-1. (See section 10.0 EEO for more information)

Firms will need to address each of the criteria set forth in section 7.0 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.

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.

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

All provisions of this Request for Qualifications shall also follow IDOT Bureau of Local Roads and Streets (BLRS) policies and procedures where applicable.

### **6.1 SUBMITTAL FORMAT**

The submittal should be as concise as possible. Limit submittals to a maximum of eight (8) pages\*, not including personnel resumes or cover letter. Clearly identify the Scope item(s) listed in Section 2.2.1 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. **Five (5) hard copies and one (1) electronic copy of the submittal will be required.**

\* Two Additional Pages per Criteria (Technical Approach, Firm Experience, Specialized Expertise and Qualifications and Staff Capabilities) will be allowed if a firm submits for multiple Scopes, outlined in section 2.2.1.

## **7.0 EVALUATION FACTORS**

### **A. Technical Approach (25%)**

- A. Approach to planning, organizing and management of the project(s) including tracking of schedules and budgets
- B. Understanding of the scope of services listed in section 2.2.1
- C. Ability to be innovative and self-sufficient in completing tasks
- D. Communication Plan

### **B. Firm Experience (15%)**

1. Name, size and brief description of the firm and office overseeing the project, including the same information for any proposed sub-consultants.
2. Qualification and experience of the firm and subconsultants (if any)
3. If subconsultants are anticipated, describe the role proposed for each firm or subconsultant involved and the approximate percentage of work assigned
4. Firm's experience providing services to municipalities
5. Experience with IDOT and FHWA guidelines
6. Experience with grant funded projects
7. Name and contact information of three applicable references from previous clients on similar work for the firm and subconsultant (if any)

### **C. Specialized Expertise and Qualifications (20%)**

1. Description of specialized expertise needed for the implementation of tasks outlined in Section 2.2.1 of this document
2. A brief summary of any specialized experience, qualifications or unique capabilities applicable to the tasks outlined in section 2.2.1 of this document

### **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 assigned to the project(s)
4. An organizational chart showing the proposed role of staff on the projects 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%)**

1. Ability to staff projects locally to enhance quality and efficiency (Prime and sub consultant)
2. Commitment to EEO goals
3. 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	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 team receives a best rank of 10 on all criteria.

The Selection Committee will determine the best qualified firm 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. The same criteria above will be used to evaluate the interviews. The City reserves the right to waive technicalities and to reject any or all Statements of Interest and Qualifications.

The City Engineer or designee, 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. Fee structure, multiplier, direct and indirect costs for projects utilizing funds that IDOT oversees will follow IDOT's policies and procedures.

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

## 9.0 INVOICING 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 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 funds that IDOT oversees are to be used to fund engineering then the firms given such Work Orders shall follow IDOT policies and procedures in regards to acceptable compensation methods and invoicing practices, and use the appropriate BLRS forms including but not limited to BLR form 05513, 05514, 05530, 05620, & 05621. If state revolving loan funds or other funds, use the forms as directed by the funding agency.

Work orders associated with the City of Peoria Combined Sewer Overflow (CSO) Reduction Program awarded under this MSA are expected to be funded in part by a loan from the Illinois Environmental Protection Agency (IEPA).

## **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 requested on-line from the City's website ([www.peoriagov.org](http://www.peoriagov.org)). Click on Government, Equal Opportunity, Forms and downloads, then select "Employer Report CC-1". The forms can also be obtained by writing, e-mailing, or calling:

City of Peoria Equal Opportunity Office  
419 Fulton Street  
Peoria, IL 61602  
(309) 494-8530  
[eeo@peoriagov.org](mailto:eeo@peoriagov.org)

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.

## **10.1 SUBCONSULTANT UTILIZATION**

The City of Peoria is committed to promoting equal opportunity and has established the following subconsultant utilization goals for City funded projects: Ten percent (10%) MBE and Five percent (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.

Professional service firms working on the City of Peoria CSO Reduction Program will be subject to regulations in the Procedures for Issuing Loans from the Water Pollution Control Loan Program, including the policy regarding the increased use of disadvantaged business enterprises. Selected firms will have an obligation to make a good faith effort to advance the commitment to increase diversity among the firms working on City CSO 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. QUESTIONS**

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 City Engineer, Andrea Klopfenstein at [AKlopfenstein@peoriagov.org](mailto:AKlopfenstein@peoriagov.org).



# Consultant's Disclosure Statement RETURN WITH STATEMENT OF INTEREST

PTB #: \_\_\_\_\_

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. The firm further certifies that the City Department has received the disclosure forms for each Statement of Interest.

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. This disclosed information for the successful firm will be maintained and subject to release by request pursuant to the Freedom of Information Act, filed with the Procurement Policy Board, and shall be incorporated as a material term of the contract. Furthermore, pursuant to Section 5-5, the Procurement Policy Board may review a proposal, bid, or contract and issue a recommendation to void a contract or reject a proposal or bid based on any violation of the Procurement Code or the existence of a conflict of interest as provided in subsections (b) and (d) of Section 50-35.

### 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. A prime consultant or subconsultant may be suspended or debarred for violations of the Procurement Code. If a false certification is made by the subconsultant, then the prime consultant's submitted offer and the executed contract may not be declared void, unless the prime consultant refuses to terminate the subconsultant upon the State's request after a finding that the subconsultant's certification was false.

### 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. The person signing can be, but does not have to be, the person for which the form is being completed. The firm is responsible for the accuracy of any information provided.

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.



## Consultant's Disclosure Statement RETURN WITH STATEMENT OF INTEREST

### 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.



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.

Table with 3 columns: Question, Yes, No. Contains questions 1, 2, and a) regarding ownership structure.

Identifying Financial Information & Potential Conflicts of Interest

Table with 3 columns: Question, Yes, No. Contains questions 3, 4, 5, and 6 regarding financial information and conflicts of interest.

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.



Add another Form A

Consultant's Disclosure Statement
RETURN WITH STATEMENT OF INTEREST

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.

Table with 3 columns: Question, Yes, No. Row 1: City of Peoria State employment, currently or in the previous three years, including contractual employment of services? Row 2: Sub-questions a, b, c, d regarding employment details.

Table with 3 columns: Question, Yes, No. Row 1: City of Peoria State employment of spouse, father, mother, son, or daughter, including contractual employment services in the previous two years?

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.

Yes No



## Consultant's Disclosure Statement RETURN WITH STATEMENT OF INTEREST

a) Is your spouse or any minor children currently an officer or employee of the <del>City of Peoria Capital Development Board or the Illinois State Toll Highway Authority?</del>	<input type="checkbox"/>	<input type="checkbox"/>
b) Is your spouse or any minor children currently appointed to or employed by the <del>City of Peoria any agency of the State of Illinois?</del> If your spouse or minor children is/are currently appointed to or employed by <del>the City of Peoria any agency of the State of Illinois</del> , 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 <del>the City of Peoria any agency of the State of Illinois</del> , 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 <del>the City of Peoria any agency of the State of Illinois</del> , 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"/>
<b>3. Elective status:</b> 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"/>
<b>5. Appointive office:</b> 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"/>
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	<input type="checkbox"/>	<input type="checkbox"/>

**Yes**      **No**



Consultant's Disclosure Statement
RETURN WITH STATEMENT OF INTEREST

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.

Two empty checkboxes for Yes and 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.

Two horizontal lines for providing name and address.

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:

Two empty checkboxes for Yes and No.

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 line] [Date line]
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 line] [Date line]
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.

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



## Consultant's Disclosure Statement RETURN WITH STATEMENT OF INTEREST

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> <del>DOT or any other State of Illinois agency?</del>	<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:  \_\_\_\_\_ Date \_\_\_\_\_

Signature of Individual or Authorized Representative