

**CITY OF PEORIA
NOTICE OF REQUEST FOR PROPOSALS:**

PAVEMENT CONDITION INDEX UPDATE 2020

PEORIA, ILLINOIS

STATEMENTS DUE: 11:00 AM THURSDAY JANUARY 30, 2020

The City of Peoria is requesting Proposals from qualified professional service firms to assist the City in collecting, processing, and updating the Pavement Condition Index (PCI) for City streets and providing the Pavement Condition Index Report. The goal of this project is to inventory the street, rate the pavement condition, update the City's PAVER database, and update the City's GIS-based data management system used in the planning and prioritization of maintenance and repairs. 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 11:00 AM Thursday, January 30, 2020** for establishing a contract with a qualified firm.

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 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. Firms should submit **five (5) hard copies and one (1) electronic copy** of a Statement of Interest and Qualifications.

PAVEMENT CONDITION INDEX UPDATE

1.0 INTRODUCTION

The City of Peoria requires professional services to collect, process, evaluate, and update its PAVER street condition database.

The City plans to award a contract for these services to the best-qualified firm. 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. 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 for any time or expenses incurred during the selection and negotiation processes.

2.0 PROJECT DESCRIPTION

The project consists of collecting and processing condition data on streets to update the City's street condition database including a pavement condition index for each street.

2.1 LIMITS OF THE PROJECT

Data will be collected on streets in the right of way in the City limits (approximately 975 lane miles). Alleys and marked state routes, highways, and interstates are not included in the base project. The marked state routes, highways, and interstates are Route 6, Route 8, Route 29, Route 40, Route 116, US 150, and Interstate 74. If there is budget available, alleys and marked routes may be added to the project. Further, bid alternates are requested to inventory signs and pavement markings along the streets inventoried.

2.2 BACKGROUND

The City will use the PCI information and report to prioritize, budget, and schedule future street construction projects. The pavement condition database was originally created in 2014 and used PAVER 6.5.7. A second assessment was conducted in 2017. The City will provide, and interested contractors shall match, the sectioning and sampling limits from the 2014 & 2017 assessments. The City currently has two street networks: arterials and non-arterials, which are separately funded.

3.0 GENERAL SCOPE OF SERVICES

The scope of services sought by the City of Peoria shall include the provision of all required labor, materials, equipment, and expertise related to the collection, processing and creation of the pavement condition inventory. The following should be included in the submittal:

1. Collect, process, and create a user friendly GIS database and layers within project schedule and budget.
2. Description of how the data collection, processing and database creation will be implemented.
3. Description of the database.
4. The following will be required of the selected firm:
 - a. Participate in meetings
 - b. Provide high quality videos of each street
 - c. Provide updated PAVER street database
 - d. Provide Pavement Condition Index ratings for predefined street segments
 - e. Comply with the City of Peoria's EEO requirements

The following data collection will be required as part of the base project:

- A. Streets
 - a. Pavement Condition Index ratings
 - b. Surface Type
 - c. Lane Miles
 - d. Examples of representative condition ratings

The following data collection may be added based on bid alternates:

- A. Signs
- B. Pavement markings
 - a. Lines
 - b. Symbols

3.1 MEETINGS, PRESENTATIONS, AND REPORTS

An initial kick off meeting, various project meetings, and a final report will be required.

3.2 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. Electronic format for all submittals shall be compatible with the current City software.

Deliverables include:

1. High resolution images/videos of each street, including the pavement and ROW
2. GIS layers for the assets collected (ESRI format)
3. GIS database for the assets collected (ESRI format)
4. Pavement Condition Index Ratings
5. Pavement Condition Index Ratings Reports
6. PAVER database (coordinate with the City for the version)
7. Report describing data processing approach

3.3 PROVISIONS BY THE CITY OF PEORIA

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

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. Existing PAVER database.
5. 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, and interpret and define existing City policy and decisions with respect to materials, equipment, and systems pertinent to the consultant services. However, the concurrence and authorization to begin any and all phases of this project shall reside with the City Engineer.

4.0 PROJECT DURATION

It is anticipated that, after a firm is selected, the data collection and processing will take 3 months. Specific timelines will be mutually agreed upon between the selected firm and the City.

5.0 INVOICING AND PAYMENTS

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.

6.0 CRITICAL DATES

Selection will be made according to the following table:

RFP advertised	01/09/20 through 01/11/20
Pre-submittal meeting at Public Works at 11:00 AM	01/22/20
Due date for Statement of Interest and Qualifications at 11:00 AM.....	01/30/20
Selection Committee ranks submittals	01/30/20- 02/06/20
Committee informs highest ranked firm and begins negotiations.....	02/06/20
Contract signed and submitted to Council Agenda process	02/12/20

City Council Meeting at which Contract is Recommended for Approval	02/25/20
Notice to Proceed Sent to Approved Firm	02/26/20
Project completed.....	06/1/20

7.0 VOLUNTARY PRE-SUBMITTAL CONFERENCE

A questions and answers session will be held at a **pre-submittal conference** on **Wednesday JANUARY 22, 2017** at 11:00 AM, in the Peoria Public Works Conference Room at 3505 N Dries Lane, Peoria.

8.0 EVALUATIONS 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. Name, size and brief description of the firm, 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. Résumés of key personnel anticipated being available for this project, including an organizational chart showing their proposed role on the project and firm affiliation (if more than one firm is involved).
5. Descriptions of related project experience and client name for each project for each firm or subconsultant proposed for this project.
6. Names and contact information of at least three (3) references from previous clients on similar projects.
7. Proposed base bid for 975 lane miles of road data collection and evaluation and specified alternates.
8. Typical billing rate schedule for assigned personnel, including rate schedules for any proposed subconsultants.
9. A brief summary of any specialized experience, qualifications or unique capabilities applicable to this project that the firm feels is important to the success of the project (please review the selection criteria included in this document).
10. A project approach. Within the project approach the contractor shall demonstrate its intent to meet the City’s goal of reducing project costs by incorporating technology.
11. The estimated size of the data including the GIS layer, videos and database.

Offerors will need to address each of the evaluation criteria set forth in Section 9 carefully and thoroughly, as all submittals will be ranked on a point value system. The evaluation will be based upon a head-to-head comparison with the other firms submitting.

The selection will be based on 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. **Five (5) hard copies and one (1) electronic copy of the submittal will be required.**

9.0 CRITERIA FOR EVALUATION

A) Technical Qualifications:

- a. Qualifications of the firms and subcontractors (if any)
- b. Qualifications of individuals to be assigned to the project
- c. Qualifications of the lead team member
- d. Quality of the equipment and technology

B) Quality of Work (References):

- a. Recent experience on projects of similar size and scope
- b. Quality of previous projects
- c. Ability to meet schedules and budgets
- d. Reputation and positive references

C) Project Cost:

- a. Base Project: 975 lane miles of roadway PCI condition database & supporting data
- b. Alternate #1: Sign inventory for all surveyed roads
- c. Alternate #2: Pavement marking inventory for all surveyed roads

D) Project Details:

- a. Data collection
- b. Processing approach – preferably using technology, computer visioning and/or machine learning for data processing.
- c. Database and video quality
- d. Database user friendliness
- e. Schedule
- f. Communication Plan

E) Other:

- a. Ability to staff project locally
- a. Commitment to EEO goals
- b. Quality of the proposal

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 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 Qualification	25	10	250
Quality of Work (References)	30	10	300

Project Cost	20	10	200
Project Details	15	10	150
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 City of Peoria intends to interview one to three firms for this project, if deemed necessary by the selection committee. The City will rate firms on their statement of interest. Each criterion in the evaluation will be ranked on a scale of 1 to 10, where 10 equals the maximum ranking for that field. 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 above. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee.

The Selection Committee will determine the best qualified firm 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 or 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 found on-line from the City’s website (www.peoriagov.org). Click on Department Focus, Equal Opportunity Office, Forms, then select “Employer Report” or “Renewal”. The forms can also be obtained by writing or calling:

City of Peoria
 Equal Opportunity Office
 419 Fulton Street
 Peoria, IL 61602
 (309) 494-8530 Voice
 (309) 494-8532 TTY

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (**\$50.00**) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate, as well as the Annual Renewal Application. The only exception to payment of the processing fee is for 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 MINORITY AND FEMALE WORKFORCE UTILIZATION

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

1. Eighteen percent (18%) of the total hours worked, per trade, should be performed by minority workers.
2. Three percent (3%) of the total hours worked, per trade, should be performed by female workers.

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

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 OMISSION OF SCOPE

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

14.0 QUESTIONS

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, Emily Ambroso, at eambroso@peoriagov.org.