

**CITY OF WASHINGTON NOTICE OF REQUEST FOR STATEMENTS OF INTEREST
AND QUALIFICATIONS:
PROFESSIONAL ENGINEERING SERVICES FOR THE COMPLETION OF a 3rd PARTY ALTERNATIVE
ANALYSIS FOR FARMDALE CREEK TRUNK SEWER IN WASHINGTON, ILLINOIS, TAZEWELL
COUNTY.**

STATEMENTS DUE: 4:00 p.m. WEDNESDAY, September 1, 2021

The City of Washington is requesting Statements of Interest and Qualifications from multifaceted professional service firms to assist the City in the completion of a highly transparent 3rd party alternative analysis for the Farm Creek Trunkline Sanitary Sewer Project. The goal of this project is to provide full assistance in analyzing at least five (5) alternative alignments and giving a clear recommendation presentation to City Council. The City of Washington will accept sealed proposals submitted to City Hall, 301 Walnut Street, Washington, Illinois, until 4:00PM Wednesday, September 1, 2021, for establishing a contract with a qualified team.

The notice of Public Advertisement for Professional Engineering Services will be posted to the City of Washington's Webpage (www.ci.washington.il.us), and sent to engineering firms that responded to the City's most recent request for proposals. The advertisement will provide for at least 20 calendar days' notice until all proposals are due on September 1st.

Time is of the essence and any Statement of Interest and Qualifications received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Teams are responsible for ensuring that the City of Washington receives their Statements before the deadline indicated. Statements received after the announced time and date of receipt, by mail or otherwise, will not be considered. Teams should submit three (3) hard copies and one (1) electronic copy of a Statement of Interest and Qualifications.

1.0 INTRODUCTION

The City of Washington requires professional multifaceted engineering services interested in providing services in the review of sewer alignment alternatives, project cost estimates, environmental impacts, and accessibility issues, for a gravity sanitary sewer collection system connecting the decommissioned wastewater treatment plant 1 to wastewater treatment plant 2.

Funding for the design of this project will be using local funds. Each team will be considered and ranked by a selection committee based upon the criteria listed herein. The City will then enter into negotiations with the top-ranked team. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked team and the City of Washington not be able to reach an agreement, the City will terminate negotiations with that team and open negotiations with the second ranked team.

This process does not obligate the City to award a contract, or pay any cost incurred in the preparation of the teams responding to this request. The City reserves the right to accept or reject any or all statements received as a result of this request. All information submitted in response to this request will become the property of the City.

2.0 PROJECT DESCRIPTION

The City of Washington requires professional engineering services for the completely transparent 3rd party analysis of at least five (5) previously recognized sanitary sewer alternatives.

Strand and Associates did an initial preliminary study that led to an alignment selection in October of 2019. During land acquisition and final engineering, a second engineering firm was contacted by the affected property owners and other alternatives were brought forward. Each firm had differences in their analysis and the City of Washington is looking for a neutral 3rd party to evaluate all previously recognized alternatives and offer an opinion on preferred alignment for the City to move forward with.

Firms must acknowledge they have received electronic copies of the Preliminary Engineering Study for the Farm Creek Trunk Sewer, the presentation made by Aptim on behalf of the property owners, and the presentation given by Strand for their proposal to be considered. Copies of these can be obtained by emailing the City Engineer, Dennis Carr, at dcarr@ci.washington.il.us

3.0 GENERAL SCOPE OF SERVICES

The scope of services sought by the City of Washington shall include professional engineering related to the Project. The goal of the project is to analyze sanitary sewer alignment alternatives.

The scope shall include identifying that the alignments meet professional standards, their potential for flooding, accessibility both during and after construction, environmental impacts, easements required, and construction cost.

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

3.1 MEETINGS, PUBLIC INVOLVEMENT, AND REPORTS

An initial meeting and various project meetings may be required with City staff. Meetings with individual property owners may also be needed. Periodic reports to City staff on the progress of the project are required. A report of findings and subsequent recommendation should be made to the City Council.

3.2 DELIVERABLE PRODUCTS

The selected team shall provide all deliverable products to the City of Washington staff 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 will be required as well. Deliverables include:

1. Alternative Analysis
 - a. Field investigations and data gathering;
 - b. Prepare detailed Alternative Exhibit
 - c. Analyze each alignment
 - i. Offer any alignment modifications for betterment of project
 - d. Summarize the Analysis
 - e. Present Findings to the City Council

2. This analysis is intended to be completely transparent. Upon execution of a contract, all information will be available for public review
 - a. Copies of all emails and phone call summaries shall be included in a communications file upon completion of the project.
 - b. All documents created for analysis purpose shall be included in a project file upon completion of the project.

4.0 PROJECT DURATION

It is anticipated that, after a team is selected, the engineering process will start in September 2021 and will have 3-4 months to perform an analysis with a presentation to be made to the City Council in early 2022.

Specific timelines will be mutually agreed upon between the selected team and the City.

5.0 INVOICES AND PAYMENT

The selected team shall submit invoices at the end of each calendar month; such statements shall be inclusive of a detailed breakdown of all charges incurred. The team lead shall review and approve any such invoice. The invoice detail shall indicate the personnel name, title, rate of pay, hours charged per day, and task worked. All direct costs and subconsultants/vendor participation 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.

6.0 CRITICAL DATES

Selection will be made according to the following table:

RFQ/QBS placed on City Website	August 12, 2021
Due Date Statement of Interest/Qual.	September 1, 2021 at 4:00 P.M.
Selection Committee Ranks submittals	September 3, 2021
Committee informs highest ranked team and begin negotiations	September 7, 2021
Contract submitted to Council for approval	September 13, 2021
Executed Contract	September 2021

7.0 EVALUATIONS OF QUALIFICATIONS

Respondents are to submit a written Statement of Interest and Qualifications for the project which presents the team's qualifications and understanding of the work to be performed.

Please Provide:

1. General work plan that demonstrates the Firm's complete understanding of the scope of work.
2. Firm's comparable recent experience
3. Overall qualifications of project's managers and key personnel.
4. Experience in developing route options, environmental impacts, and construction issues.
5. Name, size and brief description of the firm/team.
6. Location of offices for the firm and the office location responsible for managing the project.
7. Name, address, and phone number of a contact person responsible for and knowledgeable of the submittal. Resumes of key personnel anticipated being available for this project.

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, per Section 10. The evaluation will be based upon a head-to-head comparison with the other teams submitting.

The selection will be on the basis of the following:

1. Scored Statement of Interest and Qualifications.
2. The City will not conduct interviews.

7.1 SUBMITTAL FORMAT

The submittal should be as concise as possible. Additional promotional information should be avoided. See the page limits listed below. One page equals one side of a sheet of paper. Three (3) hard copies and one (1) electronic copy of the submittal will be required.

8.0 CRITERIA FOR EVALUATION

A) Qualifications of Firm:

- Success of Previous Projects
- Project Understanding
- Overall Gravity Sewer Design Experience

B) Project Management and Key Personnel

- Experience on recent projects of similar size and scope
- Ability to meet schedule and budget on similar projects
- Gravity Sewer Design Experience
- Professional Qualifications

C) Staffing and Workload:

- Staff Capabilities
- Workload capacity and ability to provide range of personnel for tasks

9.0 SELECTION PROCEDURE

Each criterion in the evaluation will be ranked on a scale of 0 to 10, where 10 equals the highest ranking of submittals received. A rank of 10 for any criterion indicates the most qualified team for that criterion. Each numerical ranking will be multiplied by the weighted value below. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee, each providing his/her independent scores. Individual scores will be averaged for a committee score. The team with the highest overall point total will be ranked first.

Criteria	Weight	Rank	Total
Qualifications of Firm	3	10	30
Project Management and Key Personnel	5	10	50
Staffing & Workload	2	10	20
Total Maximum Points			100

** - Total Maximum Points Possible assumes that a team receives a best rank of 10 on all criteria. Ranks range from 0 points to 10 points and 0 points can be applied if the consultant's proposal omits a section.

The City of Washington will not have in person interviews for this Project.

The Selection Committee will be assembled from a combination of the following:
City Engineer
Director of Public Works
Utilities Superintendent
Planning and Development Director

The Selection Committee will determine the best qualified team by consensus. The electronic version of each proposal will be made public on the City's Website. The City reserves the right to waive technicalities and to reject any or all Statements of Interest and Qualifications.

The City Administrator or his designee shall institute negotiations with the best-qualified firm per committee consensus. The firm shall provide fee structure, multipliers, staffing, direct and indirect costs in a competitive manner at the negotiation of the contract.

The City Administrator shall submit the proposed contract, with negotiated rates, to the Washington City Council for the Contract Award.

10.0 CONFLICT OF INTEREST

The City of Washington procedures require consultants to submit a disclosure statement with their Proposal.

10.1 SUSPENSION AND DEBARMENT

The City of Washington's procedures require verification of suspension and debarment actions to ensure the eligibility of firms short-listed and selected for projects. The City uses the SAM Exclusions and IDOT's CPO's website to verify suspensions and debarments.

11.0 OMISSION OF SCOPE

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

12.0 QUESTIONS

Questions or comments regarding the request or the process related to the request should be submitted via email to the City Engineer, Dennis Carr, at dcarr@ci.washington.il.us.