



REQUEST FOR QUALIFICATIONS

CIVIL ENGINEERING PROFESSIONAL SERVICES

**CITY OF SOUTH BELOIT, IL
WASTEWATER FACILITY PLAN**

DATED: FEBRUARY 5, 2016

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1. Introduction.

The City of South Beloit (the "City") is seeking qualifications from professional engineering firms with experience in planning and design engineering services for projects involving wastewater treatment to provide engineering services in connection with the City's Wastewater Treatment Facility as described in greater detail below. Professional Engineering Firms will be evaluated on the basis of demonstrated competence and qualifications for the type of engineering services required. The most qualified firm will be selected, subject to negotiation of fair and reasonable compensation in a final written Engineering Services Agreement.

2. Background and Components of the Project.

The City's existing wastewater treatment plant was first constructed in 1955 with upgrades in 1968 and 1977. The plant was last expanded in 1986. The current plant consists of three independent treatment plants, located on one site, consisting of two package plants (aeration, final clarification and aerobic digestion in a single structure). Each plant is rated for a design average flow capacity of 1 million gallons per day (MGD) for a total capacity of 3 MGD. The plant's current design maximum flow is 5.6 MGD according to the City's NPDES permit. The current NPDES permit expires on December 31, 2016. Phosphorus removal requirements are anticipated with the next permit reissuance or with any plant expansion project.

In an effort to provide the prospective engineering firms with additional information on the project the following documents are available for review at City Hall located at 519 Blackhawk Blvd. Suite 2, South Beloit, IL 61080:

- a. City of South Beloit, "2015 Waste Water Treatment Plant Study" Dated April 2015, prepared by Fehr Graham Engineering & Environmental.
- b. City of South Beloit, "2008 Wastewater Treatment Facility Plan" prepared by McMahon Associates, Inc.
- c. City of South Beloit, "Wastewater Treatment Facility" As-Built Plans.
- d. City of South Beloit - STP, "NPDES Permit No. IL 0021156".

3. Description of Project.

Prepare a wastewater treatment facility plan at a minimum meeting the requirements of the Illinois Environmental Protection Agency (IEPA) for low-interest loan assistance.

4. General Scope of Work

- 4.1 Review City-provided existing documentation and site conditions. Identify future permit requirements and NPDES permit discharge limits.
- 4.2 Attend a kickoff meeting with the City and prepare a preliminary list of alternatives for plant upgrades.
- 4.3 Develop waste load and flow forecasts based on existing data and planning agency population projections to determine capacity of proposed treatment plant.
- 4.4 Evaluate existing wastewater treatment facilities.
- 4.5 Identify and perform cost effective analysis of alternative wastewater treatment schemes. Analysis should consider capital costs as well as long-term operation, maintenance and replacement costs. Other issues such as reliability, flexibility, constructability and phasing construction should be considered.
- 4.6 Hold interim meetings (at least three) as necessary to inform and involve City in the decision making process.
- 4.7 Develop a recommended alternative, preliminary site layout, design criteria and recommendations on staging of construction.
- 4.8 Prepare opinion of probable construction cost, operational costs, and develop a schedule for the implementation of the recommended alternatives.
- 4.9 Develop financial information, preliminary cost allocations and potential user fee impacts for the recommended plan. This should include a summary of potential funding sources such as low interest loans and grants with identifying grant opportunities and schedules for grant application.
- 4.10 Prepare environmental impact summary and prepare documentation necessary to obtain environmental sign-offs.
- 4.11 Present results of facility plan to the City Council at a City Council meeting, incorporate any comments and submit plan to IEPA for review and approval.
- 4.12 Respond to IEPA comments and assist with public hearing if necessary to obtain IEPA approval of plan.
- 4.13 Prepare a Fiscal Sustainability Plan required for IEPA loan assistance.

5. RFQ/RFP Instructions.

5.1 Minimum Proposer Qualifications.

Proposers must meet all of the following minimum qualifications to be eligible to respond to this RFQ/RFP and enter into a contract with the City:

- a. Be duly licensed in the State of Illinois and certified to perform the engineering and surveying services required hereunder.
- b. Have a sufficient number of on staff professional engineers experienced in wastewater treatment projects of the same size, scope and complexity of the Project described herein.
- c. A site visit of the wastewater treatment facility is scheduled for **February 23rd, 2016 at 1:30 p.m.** The treatment facility is located at 100 Perry Avenue, South Beloit, IL. No other site visits will be scheduled.

5.2 General Requirements.

- a. Each Statement of Qualification (“SOQ) must be typewritten and printed single-sided on 8.5” x 11” format. SOQs with 11” by 17” pages are allowed but must be folded into an 8.5” x 11” format. A minimum of 10 point font size should be used.
- b. No facsimile SOQs will be accepted.
- c. The firm may propose a consultant team. If a consultant team is proposed, resume information must be provided for each key team member from each subconsultant.
- d. An authorized representative of the Proposer must sign the SOQ and his/her name and title must appear below the person’s signature. The signing of the SOQ certifies:
 - (1) The person signing the SOQ has the legal authority to do so on behalf of the Proposer;
 - (2) The Proposer has not made and will not make any attempt to induce any other person or firm to submit or not submit an SOQ;
 - (3) That to the best of Proposer’s knowledge, no employee of the City, or any partnership or corporation in which a City employee has an interest, will or has received any remuneration of any description from proposer, either directly or indirectly, in connection with the letting or performance of any contract resulting from this RFQ;
 - (4) If awarded the contract for engineering services, Proposer will strictly comply with all applicable terms and conditions of the IEPA; and
 - (5) The statements contained in the SOQ are true and complete.

5.3 Submission Requirements.

Submit seven (7) complete paper copies, and in a pdf on a thumb drive of the statement of qualifications in an envelope marked “QUALIFICATIONS - CITY OF SOUTH BELOIT WASTEWATER FACILITY PLAN” to:

Jeff Reininger
Superintendent of Public Works
City of South Beloit
519 Blackhawk Blvd., Suite 2
South Beloit, IL 61080
Phone 815-389-3070
E-Mail: j.reininger@southbeloit.org

All submittals must be received no later than **4:30 p.m. on March 25th, 2016**. There will be no formal opening of the SOQ/Proposal.

Postmarks and late submittals will not be considered. Facsimiles will not be accepted. If the submittal is forwarded by mail or messenger service, it is the responsibility of the Proposer to get the SOQ to the above location by said date and time.

5.4 Interpretation and Addenda.

All questions regarding this RFQ shall be directed to Jeff Reininger, Superintendent of Public Works, at 815-389-3070 or email j.reininger@southbeloit.org. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all prospective proposers. **Only questions answered by formal written addenda will be binding.** Oral and other interpretations or clarifications will be without legal effect. Any Addendum issued, as a result of any change in the RFQ/RFP, must be acknowledged by the Proposer in its SOQ submittal.

5.5 SOQ/Proposal Contents.

Firms will be evaluated taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, work load of firm, expertise in the specific areas described within the scope of work; depth, number and qualifications of staff which the firm will assign to the Project; and demonstrated experience dealing with other governmental agencies and meeting permit requirements, including the IEPA, USACE, and IDNR; experience in providing engineering services in connection with wastewater treatment.

Qualified firms interested in performing the work described in this Request For Qualifications shall provide the following information presented in a clear, comprehensive, and concise manner, illustrating the firm's capabilities and technical expertise:

- a. Introductory Letter (2 page maximum) – Content at discretion of Proposer.

- b. General Firm Qualifications (5 pages maximum) – Provide a statement that portrays the firm’s qualifications as related to its experience in relation to the described work. The response should include the following:
- (1) Summary of the consultant’s general qualifications, specific disciplines that are applicable to the proposed work, background, number of employees, office locations, etc. Please limit employee information to that which is specific to the local office.
 - (2) Outline the consultant’s capacity to carry out the scope and the extent of the work required. State disciplines where any sub-consultants will be utilized.
 - (3) Describe the consultant’s quality assurance and control program and discuss how the work will be monitored with respect to both budget and time.
 - (4) Number of personnel (by specialty) and identify key personnel who will be providing services to the City relative to the City’s project.
 - (5) Percent of firm revenue that is received from governmental agencies.
 - (6) Perspective on why firm is distinctive.
 - (7) Description of any litigation in which the firm is or was a party within the last ten (10) years.
 - (8) Any previous contracts that the firm defaulted on and/or was terminated and reasons for the default(s) and/or termination(s).
 - (9) Detail the firm’s capacity to carry out the scope and extent of the work required as follows: Professional Engineering Services between March 2016 and August of 2016.
 - (10) Specific expertise relative to the engineering services required hereunder, including, but not limited to wastewater treatment project work, and familiarity with USACE, IDNR regulations and design work, and IEPA ILR 10 NPDES construction site requirements.
- c. References – Provide five (5) recent/current professional references, including detailed contact information and a minimum of three (3) letters of recommendation.
- d. Project Experience (5 page maximum) – Provide details for a minimum of five (5) recent major successfully completed municipal capital projects similar in size, scope and complexity to the City’s project, as well as reference contact information for those projects. The examples must be projects in which your firm was a primary consultant (maximum 1 page per project). (Note: The references required may overlap and include the reference/contract information in this subsection d.)
- e. Project Team (4 page maximum) – Provide qualifications of each key staff member identified above, including area of expertise/title, years of experience (total), education and other relevant information regarding the staff member’s qualifications to perform the required services.

- f. Project Approach (5 page maximum) – Provide your firms approach to the facilities planning project.
- g. Certificate of Insurance – Include a copy of Proposer’s Certificate(s) of Insurance indicating the types and amounts of insurance coverages maintained by the Proposer.
- h. Project Costs - 2016 Fee Schedule and a not to exceed price for the full scope of the project identified in Section 4 – General Scope of Work.

6. Evaluation and Selection of Consultants.

6.1 Evaluation Criteria and Agreement.

The City will select the three engineering firms they determine most qualified and rank them. Firms will be ranked on the basis of evaluations of their project approach, expertise and quality of previous engineering services relative to wastewater treatment projects similar in size, scope and complexity to the City’s project; depth, number and qualifications of available staff; demonstrated experience and quality of performance dealing with governmental agencies such as IEPA among others, and ability to provide the engineering services required for the City’s improvements in wastewater treatment; adequate financial resources and insurance; and ability to meet the City’s required time of completion for the engineering work required for its project.

The City will evaluate each firm’s experience in completing similar work for municipalities and other units of government. The City will contact the firm ranked most qualified and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered, and negotiate the other terms of a contract. If the City is unable to negotiate a satisfactory contract with the firm which is most preferred, negotiations with that firm shall be terminated and the City shall begin negotiations with the firm which is next preferred. Assuming agreement on the terms of compensation and terms of the Agreement among City staff and the engineering firm as set forth in a professional services agreement, it shall be presented to the City corporate authorities for approval. The City’s minimum insurance and indemnification requirements, permitted limitations on Engineer’s liability, and other required terms and conditions that will be incorporated in a written contract and presented to the City corporate authorities for approval. Notwithstanding the foregoing, the contract as modified by the final terms of the “Agreement” between the City and Engineer will be subject to approval by the City corporate authorities in their sole

and absolute discretion. Compensation will either be a fixed price or hourly cost reimbursement type contract with a not to exceed cap amount.

6.2 City May Request More Information.

It is the intent of the City to make evaluations and ranking of engineering firms based on the Statement of Qualifications submitted. However, more information may be requested to fully and accurately evaluate SOQs. The City reserves the right to obtain clarification on any point in a firm's SOQ or to obtain additional information necessary to properly evaluate a particular submittal. Failure to respond to such a request for additional information or clarification could result in rejection of the Proposer's SOQ. The engineering firm rated the most qualified will be so notified and the engineering firm and the City will attempt to negotiate a fair and reasonable compensation as well as the final terms of the Agreement.

6.3 Interviews.

Prior to making a determination of the most qualified engineering firm for the Project, interviews of selected firms may be held at the City's option in its sole and absolute discretion for informational purposes only. Alternatively, the City may elect to choose an engineering firm to negotiate an Agreement to perform the required construction engineering services based on the SOQs and any additional information provided above.

6.4 Terms and Conditions.

The following terms and conditions also apply:

- a. The City reserves the right to accept or reject any submittals and to waive any minor irregularity, informality, or non-conformity with the provision of procedures of this RFQ/RFP.
- b. The City reserves the right to request clarification of information contained in qualification statements and to request additional information from any proposing firm.
- c. A firm may withdraw its qualifications and proposal any time prior to the submission deadline.
- d. The professional services Agreement shall be subject to approval by the City corporate authorities.
- e. The contracted firm shall not assign any interest in the contract and shall not transfer any interest without the prior express written consent of the City.

- f. The City understands that certain engineering services may not be performed by in house engineers, but may be contracted out, for example geotechnical services. Any such anticipated subcontract services shall be identified by the proposer and the subcontracted services shall be subject to the City Engineer's approval.
- g. The City considers engineering services to be a professional service and exempt from standard bidding requirements. The City reserves the right to select or reject engineering firms based on evaluation of the criteria described above in full compliance with applicable law, regulations and the requirements imposed by IEPA.
- h. The City reserves the right to investigate the references and past performance of any Proposer with respect to its successful performance of similar services, compliance with contractual obligations, and other factors as may be relevant to the ranking of the Proposer.

7. Disclaimer.

- a. The City makes no representation regarding the information herein provided. Proposer is solely responsible to establish, verify, and ensure that any and all information is correct, complete and necessary to provide a complete and informed submittal.
- b. Neither this Request for Qualifications nor selection of a proposing firm by the City will commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, and/or to procure or contract for services or supplies.