

**Village of Rantoul
333 S. Tanner
Rantoul, IL 61866**

11/18/13

**REQUEST FOR PROPOSAL (RFP)
VRNTL-14-R-02
Indian Hills Outfall Engineering Services**

ATTENTION RESPONDENTS:

Your firm is hereby invited to submit to the Village of Rantoul (hereinafter “Village”) a proposal for **Indian Hills Outfall Engineering Services**. A successful respondent (or respondent team) will be selected by the Village based on a multi-step process, as described below.

THE VILLAGE OF RANTOUL, ILLINOIS, will accept sealed proposals from qualified Firms to provide engineering services for the design and construction of the outfall structure and the necessary storm drainage conveyances for the Indian Hills Detention Pond. The project is located within the Village of Rantoul.

Submittals will be received until closing time of **3:00 P.M.** prevailing time on **January 17, 2014** at the Rantoul Municipal Building, 333 South Tanner Street, Rantoul, Illinois. Submittals received after the closing time will not be accepted and will be returned unopened.

The Village of Rantoul will make the final selection of the firm or team of firms to perform the proposed services after January 17, 2014, and intends to award a contract by mid February, 2014. The Village reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is in the best interest of the Village.

Additional information concerning this RFP can be found at:

<http://www.myrantoul.com/government/purchasing/index.html>

All questions about the process and procedure may be directed to Scot Brandon by e-mail at sbrandon@myrantoul.com by phone at (217) 892-6828. All questions related to the substance of the RFP shall be submitted to Peter Passarelli (ppassar@myrantoul.com) in writing (either by e-mail or U.S. Mail). All such substantive questions shall be answered by email to all recipients of the RFP.

REQUEST FOR PROPOSAL (RFP)
Village of Rantoul
VRNTL-14-R-02
Indian Hills Outfall Engineering Services

PART I

EXECUTIVE SUMMARY

Engineering services are required for the design and construction of the outfall structure and the necessary storm drainage conveyances for the Indian Hills Detention Pond. The project is located within the Village of Rantoul.

PART II

THE CONSULTING TASK

The purpose of this Request for Proposals (RFP) is to identify, select and engage a qualified and capable firm or firms to provide engineering services to the Village.

The selected respondent will demonstrate the ability to complete the attached Scope of Work (Attachment A) in a manner acceptable to the Village.

The Village will attempt to negotiate a binding contract for the Scope of Work with the selected respondent promptly after the proposal submittal date.

PART III

INFORMATION AND INSTRUCTIONS TO RESPONDENTS

PROPOSAL DEADLINE: Responses to this Request for Proposals must be received by the Village at its offices located at 333 S Tanner Street Rantoul Illinois no later than **3:00 PM on January 17, 2014**. Any proposals received after the time stipulated will not be considered and will be rejected and returned to the respondent. Proposals must be responsive to all requirements outlined herein. The delivery of the proposal to the Village prior to the proposal deadline is solely and strictly the responsibility of the respondent. The Village will in no way be responsible for delays caused by the United States Postal Service, Federal Express or other couriers or delays caused by any other occurrence. Fax proposals are not acceptable.

COST OF SERVICES: Respondents should provide detailed information regarding total cost for the services proposed under this Request for Proposals, total costs for each service described in the attached scope of work, and a separate breakdown of rates for individuals or firms performing services and reimbursement of expenses.

SELECTION PROCESS AND NEGOTIATION: Selection will take place as follows. (1) Proposals: The Village will select one proposal from among those proposals submitted by the qualified respondents. Point scoring system and selection criteria for proposals are listed in the section marked "Proposal Selection Criteria." (2) Negotiations: The Village and the successful Respondent will negotiate a contract promptly after selection and intends to award a contract by mid-February, 2014. If a mutually satisfactory contract cannot be reached with the selected respondent, the Village will enter into negotiations with the second-place respondent as determined under the selection criteria.

SCHEDULE: It is anticipated that the solicitation and proposal process shall be conducted in accordance with the following schedule; provided, however, that the Village reserves the right to modify this schedule in its discretion or subject to grant award.

Advertisement of RFP: December 4, 2013
RFP Available: December 4, 2013
Proposals Due: 3:00 PM January 17, 2014
Contractor selected: early February, 2014
Contract for services awarded: Mid February, 2014

FORMAT OF RESPONSE: *If you intend to respond to this request for proposal, please submit your name, e-mail address, phone number, and the project you are interested in to the following e-mail address:* BidPackets@myrantoul.com

To be considered, respondents must submit a complete response to this Request for Proposals. The format provided in this section is not negotiable. Each proposal must be submitted in four (4) copies; the original copy must be submitted unbound and suitable for copying. The envelope containing the proposals must be sealed and labeled with the project name and delivered to:

Scot Brandon
Comptroller
Village of Rantoul
333 S Tanner
Rantoul, IL 61866

Failure of any respondent to receive an addendum or email interpretation of this RFP shall not relieve the respondent from any obligation under the RFP. All addenda will become an integral part of this RFP. The proposal should include all required submittals. Failure to include each and every submittal may result in the rejection of your proposal. Proposals should be clear and concise. Where appropriate, statistical information should be shown in tabular form. It will be assumed that you have fully complied with the specifications unless deviations are clearly noted on a separate page labeled "Deviations from Specifications."

CHANGES IN SCOPE OF SERVICES. The Village may, from time to time, request changes in the Scope of Work to be performed by the selected respondent. No such change shall increase or decrease the amount of compensation to be paid to the selected respondent unless and until the parties enter into a written amendment to the contract for the Scope of Work.

CONFLICT OF INTEREST. The selected respondent shall be a firm or team of firms that has no conflict of interest concerning its entry into a formal contract with Village requiring execution of the Scope of Work described in this RFP. Any potential conflicts of interest must be explained in your proposal.

LISTING AND DESCRIPTION OF RELEVANT COMPLETED STUDIES

Indian Hills Drainage Study (June 2007): This study identifies drainage issues in Indian Hills and along North Murray and identifies possible solutions. Author: Foth . See Attachments

REQUIRED SUBMITTALS: Each section of your proposal should include tabs that clearly and distinctly label and separate the following required sections.

COVER LETTER: Include a cover letter indicating the full name and address of your organization and the branch office or other subordinate element that will perform or assist in performing the services described. Please indicate the name of the senior contract person for your firm or team on this engagement, the office location from which the Village will be served, appropriate telephone and facsimile numbers, email addresses and acknowledgment of the ability to commit your firm or your team to the contents of this proposal and any other information you feel to be relevant. Please limit your letter to two pages. Indicate whether you operate as an individual, partnership or corporation or team of any of the foregoing. Include the state in which you are incorporated or licensed to operate. If the respondent is a corporation, then a completed corporate disclosure statement must be submitted with this proposal.

BACKGROUND AND EXPERIENCE OF RESPONDENT: Through a response to the specific requests below, the respondent should clearly state its skills and experience in a manner that demonstrates its capability to complete the Consulting Task as contained in Attachment A. If applicable, please highlight projects in which members of your proposed team have worked together.

- a. A description of experience on at least three (3) similar sized projects and experience with the design of Storm Drainage Systems.
- b. Identify the project manager and all members of the project team. Identify where the project manager and project team members are located. Resumes of personnel (or, if a team, team members) to be involved in the proposed project, including: education and professional licensing, specific relevant experience and specific role in proposed project.
- c. A description of the team structure, inclusive of professional background, experience and percentage of time proposed to be devoted to this project.

d. A list of 3-5 similar projects worked within the last five years, including reference names and telephone numbers.

e. Short description of the consultant's approach to the needs of the project. Describe the process your firm uses to ensure customer input and its approach to quality during the project. Describe the process used to ensure the timely completion of this project.

f. The cost of the respondent's services for the Consultant's Design and Bidding Phase Services. This should include a spreadsheet that shows estimated man hours and costs for expected tasks.

ABILITY TO COMPLETE DESCRIBED SCOPE OF WORK: Your response to this section should demonstrate your ability to fulfill the Scope of Work listed in Attachment A.

REFERENCES AND ADDITIONAL INFORMATION & COMMENTS: Include any other information that you feel is pertinent but not specifically asked for herein. Please also provide personal and professional references that would allow the Village to further qualify the respondent's ability to accomplish the project.

PROPOSAL SELECTION CRITERIA: The Village will use a numbered point system (0-5) to grade each selection criteria. The Village shall select a proposal from among those submitted pursuant to the following criteria:

11. Amount of experience of the team with similar projects.
22. Breadth of expertise on the team.
33. The written presentation skills of the project team as demonstrated in the response to the RFP.
4. The demonstrated ability to complete projects on time.
45. The cost of the respondent's services for the Engineering Services.

CONTACT PERSONS: All questions about the process and procedure may be directed to Scot Brandon by e-mail at sbrandon@myrantoul.com by phone at (217) 892-6828. All questions related to the substance of the RFP shall be submitted to Peter Passarelli (ppassar@myrantoul.com) in writing (either by e-mail or U.S. Mail). All such substantive questions shall be answered by email to all recipients of the RFP.

RIGHT TO SUBMITTED MATERIALS. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP and all reports, charts, displays, schedules, exhibits, graph, maps and other documents provided by the respondents will become the property of the Village when received. The Village shall have the right to use any ideas presented in the proposals, whether the proposals are selected or rejected.

DISCLAIMER. The information contained herein is provided solely for the convenience of respondents. It is the responsibility of all respondents to assure themselves that information contained herein is accurate and complete. The Village does not provide any assurance as to the

accuracy of any information in this proposal. Any reliance on the contents of this RFP or any communications with the Village shall be at the respondent's own risk. The Village shall have no liability or obligation with respect to this RFP, or the selection and award process contemplated hereunder. All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. All respondents to this RFP fully acknowledge all provisions of this Disclaimer and agree to be bound by its terms.

Attachment A
Indian Hills Outfall Engineering Services
Scope of Work

Indian Hills Outfall Engineering Services

Scope of Work

SCOPE OF WORK

1. Design Phase Services

a. Provide engineering **design phase services** for the outfall structure and the necessary storm drainage conveyances for the Indian Hills Detention Pond.

1) Provide the necessary surveying and secure the necessary legal descriptions for the property. Provide the necessary land acquisition services for easements to include, but are not limited to, title search and review, survey permission, survey and legal descriptions, land valuation, document preparation, negotiation, and condemnation preparation and support. Provide the necessary topographic surveying for the project.

2) Prepare biddable and constructible drawings, technical specifications and Construction Contract Bidding Documents and procedural forms, an advertisement to bid, plus other documents as required to complete the Construction Contract Documents.

3) Review in a meeting with the Village Staff the draft copy of the documents referenced above and incorporate the Village's review comments. Meetings should be held at the 50% (Preliminary Design) and 95% design phase of the project.

b. Coordinate design approval with the Canadian National Railroad, local, state and federal regulatory agencies as necessary.

c. Develop a public involvement plan that will assist with working with impacted property owners. Facilitate a public open house meeting to present the purpose and benefits of the project to the community.

d. Develop and submit project time lines.

e. Provide an estimate of the probable cost of the completed design.

2. Bidding Phase Services

a) If necessary, upon authorization from the Village, provide **bidding phase services** for the project to include:

b) Submit the advertisement for the construction contract bids to local newspaper(s) as directed by the Village.

c) Distribute to all bidders, the contract documents (plans and specifications) related to the project.

d) Answer all reasonable questions from contractors, plan holders, and suppliers during the bidding period.

e) Produce and deliver to the Village and to plan holders any addenda required to clarify the project intent.

f) Conduct and attend one (1) pre-bid opening and one (1) bid opening.

g) Perform a review of all bids received and make a recommendation to the Village for award of the construction contract.

h) Request and obtain from the successful construction contract bidder the specified payment and performance bonds and certificates of insurance. Prepare and Bind Contract documents for the appropriate signatures.

i) Prepare a notice of award and a notice to proceed to be presented by the owner to the contractor.

3. Construction management services (Cost to be negotiated at a later date):

a) Furnish construction observation and resident engineering. Provide a proposed construction observation schedule. Keep the Village informed of the progress of the work.

b) Provide field review, change orders and payment processing.

c) Conduct and attend pre-construction and construction progress meetings.

d) Review shop drawings for compliance with contract.

e) Report to the owner any proposed change to schedule, budget or scope of work.

f) Provide as built drawings.

Attachment B
Indian Hills Outfall Engineering Services
Relevant Studies