

**REQUEST FOR PROPOSALS (RFP)
FOR CONSULTING FIRMS
TO PROVIDE A STORMWATER UTILITY FEE STUDY
FOR THE VILLAGE OF WESTERN SPRINGS**

RFP Issued:	Monday, August 30, 2021
Response Due:	At or before 10:00 AM Friday, September 24, 2021

The President and Board of Trustees of the Village of Western Springs (“Village” or “Western Springs” or “Village Board”) has issued this Request for Proposals (RFP) to qualified applicants to provide responses for the delivery of professional services in regard to the preparation of a stormwater utility fee study (the “Study”) and a draft stormwater utility ordinance (the “Ordinance”) in support of the general steps toward the Village’s consideration and implementation of a stormwater utility fee for the Village (the “Project”). There is no assurance that the stormwater utility fee will be approved for implementation, however, so proposed tasks should be structured in phases that allow for authorization to proceed at specific milestones, minimizing the unnecessary expenditures of funds and effort if the Village Board does not proceed with the stormwater utility fee.

This RFP seeks to hire an experienced, qualified municipal consultant to complete the Project. As the professional services necessary to complete the Project may be performed by a variety of municipal consultants, including municipal financial consultants, municipal engineering firms and other municipal advisory firms, the focus of this RFP is not limited to hiring an engineering firm to complete the Project. Therefore, the Village encourages the submittals of responsive proposals from any qualified municipal consultants. This RFP shall be processed in accordance with the competitive bidding selection process for professional services as set forth in Section 1-13-6 (Purchases and Purchasing Agent) of the Village Code and is not being conducted under the Local Government Professional Services Selection Act (50 ILCS 510.01). This RFP contains the criteria that will be used to select the successful municipal consultant who will prepare the Study and the Ordinance. The words “proposal” and “response” as used below reference the same document to be submitted by interested consultants who respond to this RFP.

RESPONSES TO THE RFP RECEIVED AFTER THE ABOVE DATE AND TIME WILL NOT BE CONSIDERED. SUBMISSION OF FAXED OR EMAILED RESPONSES WILL NOT BE CONSIDERED.

I. BACKGROUND

The Village of Western Springs, located in Cook County, is 2.3 square miles with a population of approximately 13,500 and consists of 52 miles of roadway road along with approximately 32 miles of sewer system, of which 11 miles is combined sewer. Western Springs operates under a Council-Manager form of government; the President and six (6) Trustees service for four-year overlapping terms and the Village Manager is appointed by the Village Board. The Village operates on a calendar year budget.

II. SCOPE OF SERVICE

The scope of services is divided into two phases: Phase I – Planning and Recommendations and Phase II – Implementation. The two (2) Phases are independent and there is no assurance that the Village Board will proceed with Phase II after reviewing the Phase I results.

PHASE I – Planning and Recommendations

Project Planning and Coordination

- Participate in the planning of the entire stormwater utility fee development process including public outreach and education, current and projected fee structures, and Village billing assistance.
- Provide professional consulting to the Village throughout the entire Project to assist with the management with the process.
- Attend, if directed, four (4) meetings with Village staff, three (3) meetings with the Village Board, and two (2) public meeting information sessions (Open Houses).

Existing Information Review and Proposed Fee Structure

- Review unfunded storm water capital projects and projected maintenance costs.
- Review existing GIS data, Cook County Tax data, Cook County digital aerials, digital orthophotography, and the digital planimetric features (building, driveway, and parking lot outlines) and any other information available to assist in determining impervious areas.
- Determine what GIS/mapping data is required to complete the creation and implementation of a stormwater utility fee.
- Develop an estimated stormwater utility fee using Equivalent Runoff Units (ERU) and analyze the following:
 - The estimated customer base, in terms of ERUs
 - The estimated rate per residential unit in a tiered fee structure with at least three (3) tiers.
 - The estimated rates for non-residential properties (non-single family, commercial, group assembly, institutional, etc.).
 - Credit/Incentives mechanisms:
 1. Properties with on-site facilities that reduce stormwater runoff (i.e. rain barrels, pervious pavers, permeable pavement, underground detention, green infrastructure, etc.).
 2. Properties directly adjacent to Flagg Creek where all their resulting runoff drains into these water ways and not into the Village storm sewer.
 3. Properties that grant stormwater drainage easements to the Village to allow for the installation and maintenance of public stormwater drainage improvements within those easements.

Implementation Policy Development

- Create a draft stormwater utility fee ordinance for review by the Village Attorney, including a credit/appeals process. The ordinance should be drafted to incorporate the recommendations of the Village with respect to user charge methods and other policy issues.
- Prepare a description of the remaining steps and a proposed timeline to create, adopt and implement a stormwater utility fee and related ordinance.

Village Staffing Review

- Determine the staffing requirements for the implementation and on-going management of the stormwater utility fee (i.e. permitting, appeal/credit/incentives review, customer services, etc.)

PHASE II – Implementation

The Village Board, at its discretion, may proceed with the implementation of a stormwater utility fee. Phase II includes public education and final development of the customer database.

Public Education

- Conducting up to two (2) Open House, in conjunction with Village Staff and the Village Board, to provide information on the study and the proposed stormwater utility fee and related ordinance.
- Prepare presentation materials (i.e. presentations, display boards, handouts, public comment forms, and other materials deemed necessary by the Village).
- Attend, if directed, two (2) Open Houses and two (2) Village Board meetings to support Village staff in explaining the stormwater utility fee and related ordinance.
- Create a web-based utility utilizing ESRI's ArcGIS.com to estimate each parcel or address point's monthly and annual stormwater utility fee.

Data Development

- Review Village GIS digital mapping data, Cook County tax data, and Cook County digital aerial photography and prepare a digitize database of the building, driveway, parking lot, and other impervious area outlines for all residential and non-residential parcels (the "Database").
- Compute impervious area for all residential and non-residential parcels or addresses.
- Develop Equivalent Runoff Units (ERU), specific to the Village, and add the ERU data to the Database.

- Assemble ERU data and link it to the Village’s existing parcel or address point records in ESRI’s ArcGIS.com.
- Coordinating the Database preparation with utility billing staff to ensure that the data can be linked or exported in a usable format for entry into the Village's utility billing software (Tyle MUNIS)

Stormwater Utility Fee Structure

- Develop a tiered stormwater utility fee structure that applies to all real property located within the Village and payable by real property owners for the acquisition, construction, installation, maintenance, management, repair, replacement and extension of existing and new stormwater drainage improvements, including the purchase of real estate and/or easements, that are part of the Village-wide stormwater drainage system.
- The tiered stormwater utility fee structure should account for the amount of impervious surface area located on each lot. Other types of fee structures should be included for the Village’s consideration.
- The stormwater utility fee structure should provide a system of credits for property owners that install and maintain stormwater drainage improvements, such as stormwater detention basins or stormwater retention facilities, on their properties.
- The stormwater utility fee structure should provide a system of credits for property owners who collaborate with the Village for the installation and maintenance of private and/or public stormwater drainage improvements, such as stormwater detention basins or stormwater retention facilities, on their properties, including the granting of stormwater drainage easements to the Village to allow for the installation and maintenance of public stormwater drainage improvements within those easements.
- The Village will be exempt from the stormwater utility fee as it will be contributing public funds and other valuable resources and benefits (e.g., Village staff services and other Village consultants services) as part of acquisition, construction, installation, maintenance, management, repair, replacement and extension of existing and new stormwater drainage improvements, stormwater drainage improvement projects and the Village-wide stormwater drainage system.
- This work will consist of computing the appropriate service charges rates and drafting a code amendment ordinance and service charge rate table for the Village to use in establishing and implementing the service charges rates that will comprise the stormwater utility fees.
- Develop a recommended annual or periodic stormwater utility fee increase schedule.

III. SUBMITTAL REQUIREMENTS

The deadline for submitting Responses is 3:00 p.m. on September 24, 2021. Three (3) paper copies and one (1) electronic copy of the Response I (stored on a thumb drive) should be submitted to the individual identified on the cover page of this RFP document. The Village may elect to conduct

interviews prior to consultant selection and anticipates awarding Phase I of the Project within one hundred (120) calendar days of the submittal deadline.

1. Response

The following information and documents (items 1 through) must be included in a transmittal letter under the title “Response to RFP for Stormwater Utility Fee Study”:

1. Name of consultant.
2. Consultant address.
3. Consultant telephone number.
4. Consultant federal tax identification number.
5. Name, title, address, telephone number, fax number and email address of the primary contact person authorized to contractually obligate the consultant.
6. A brief introduction and statement of interest in being selected to complete the Stormwater Utility Fee Study.
7. Related experience of project personnel
8. List similar projects completed within the last ten (10) years, by the staff members that will be assigned to this project. Include a project description, date of project completion, and the name, email address and telephone number of a representative of the contracting jurisdiction.
9. Hourly rates by project personnel classification and approved IDOT overhead factor (if applicable).

2. Approach to Project

The consultant will propose a scope of work based upon preliminary scope contained herein and describe its approach in performing the proposed scope.

3. Schedule

A preliminary schedule for completing Phase I and Phase II of the Project is required. This schedule should address all work and meetings recommended by the consultant in the final scope of services and which clearly corresponds to the consultant’s approach to Phase I and Phase II of the Project.

4. Budget

As part of the Response, a “Project Budget and Fee Proposal” for completion of Phase I and Phase II of the Project shall be provided in a separate, sealed envelope (no electronic copy is required). The Project Budget and Fee Proposal shall include an itemized, not-to exceed budget to complete all outlined work items, separated by Phases. Include a breakdown of project hours, direct and indirect labor costs for each task, all reimbursable expenses, and fixed fee. The Village reserves the right to award the work in whole or in part. The Project Budget and Fee Proposal shall be submitted in a separate, sealed envelope clearly marked “Project Budget and Fee Proposal”.

Inquiries or Requests for Clarification

Any inquiries or requests for clarification shall be directed and sent to Deputy Village Manager Casey Biernacki at cbiernacki@wsprings.com and shall be received no later than 10:00 AM on September 13, 2021. Responses to such inquiries or requests for clarification will be provided in writing by reply email to all potential consultants who have received an RFP packet at that time and have provided an email address contact information to Mr. Casey Biernacki. No clarification will be provided verbally, either in person or over the telephone, and no one other than Casey Biernacki is authorized to provide clarification on behalf of the Village of Western Springs.

IV. SELECTION PROCESS

While this is a competitively bid RFP, the lowest price response may or may not be selected as the Village Board, in its sole discretion, shall determine and select the most qualified, responsive consultant to complete the Project. If the lowest priced response is not deemed to be the most qualified, responsive consultant, the Village Board reserves the right to reject all responses and re-bid the Project or to reject all responses, waive the competitively bidding process and negotiate a professional services contract with the consultant who was determined to be the most qualified, responsive consultant to complete the Project. The Village Board, in its sole discretion, also reserves the right to consider and select any Response it determines to be the most qualified, responsive consultant to complete the Project if doing so best serves the needs and interests of the Village and its residents and property owners. Each consultant who submits a response agrees to hold its pricing for the Project for a one hundred and eighty (180) calendar day period after the submitted responses are opened by the Village for purposes awarding the Project or negotiating a professional services contract with the consultant who was determined to be the most qualified, responsive consultant to complete the Project. This RFP shall be processed in accordance with Section 1-13-6 (Purchases and Purchasing Agent) of the Village Code. In the event that the most qualified, responsive consultant is an engineering firm that does not have an existing, satisfactory relationship with the Village and the Project Budget and Fee Proposal meets the dollar amount of Section 8 of the Local Government Professional Services Selection Act (50 ILCS 510/8) (the "Act"), the Village Board, in its discretion, reserves the right to select and award the professional services contract in accordance with the Section 8 of the Act.

All Responses will first be evaluated to determine if they are complete and meet the requirements specified in this RFP, and those that do will be further evaluated to establish a ranking of all firms that meet the criteria. Any consultant submittals that do not meet the minimum requirements of the RFP shall not be eligible to continue to participate in the RFP process and shall receive a disqualification letter from the Deputy Village Manager or his/her designee.

The Deputy Village Manager and other designated Village Staff shall evaluate each consultant on the following terms:

1. Professional qualifications necessary for satisfactory performance of the Project (20 points);
2. Specialized experience and technical competence in the type of work required to complete the Project (20 points);
3. Prior experience completing similar work as required by this RFP (30 points);
4. Capacity to complete the Project in the required time (20 points); and

5. Past performance on contracts with government agencies and private industry in terms of quality of work and compliance with performance schedules (10 points).

Each Response will be initially evaluated, scored and ranked based on a one hundred (100) point grading scale for each of the above factors. Any consultant whose total score is less than seventy points (75) shall be eliminated from further participation in the RFP selection process and shall receive notice of such decision from the Deputy Village Manager, or his/her designee. Each qualified, responsive consultant with a score of at least seventy points (75) shall be notified by email of their score and ranking. At the Village Board's discretion, following the above evaluation of the Responses, the Deputy Village Manager and other designated Village staff may interview the qualified, responsive consultants with the highest-rated Responses and may award a maximum of five (5) additional points to each consultant based on the interview. If interviews are conducted, the scoring and ranking of the qualified, responsive consultant shall be adjusted by the Deputy Village Manager.

After completion of the above evaluation, scoring and ranking of the qualified, responsive consultants, then the Deputy Village Manager, or his/her designee shall proceed with the opening of the sealed Project Budget and Fee Proposals and then the Project Budget and Fee Proposals shall be ranked from lowest price to highest price. Then the Deputy Village Manager, with input from Village staff, will prepare a recommendation to the Village Board regarding the Project, which may consist of a recommendation that identifies the firm deemed to be the most qualified, responsive consultant to be awarded the contract to complete the Project.

The Deputy Village Manager may recommend an award of a contract to the firm deemed to be the most qualified, responsive consultant or may recommend rejection of all responses, if appropriate. The Village Board will review the Village staff recommendation and take action in its discretion. If the lowest priced response is deemed to be the most qualified, responsive consultant by the Village Board, then the Village Board will award the Project to that consultant, contingent upon negotiation of a professional services contract on terms that are mutually agreeable to the parties. Village staff and the Village Attorney will then negotiate the professional services contract(s) (i.e., "contract negotiations") based on the submitted Project Budget and Fee Proposal with the selected firm for approval by the Village Board. If the lowest priced response is not deemed to be the most qualified, responsive consultant, the Village Board may reject all responses, waive the competitively bidding process and negotiate a professional services contract with the consultant who was determined to be the most qualified, responsive consultant to complete the Project.

If the contract negotiations with the recommended and qualified, responsive consultant is not successful, contract negotiations will begin with the next highest ranked and qualified, responsive consultant. The contract negotiation process shall continue in this manner until contract negotiations are successful. Village staff will recommend the negotiated professional services contract to the President and Board of Trustees of Western Springs for review, adoption of the recommendations and final action. The professional services contract shall be based on a template contract prepared by the Village Attorney. The President and Board of Trustees of Western Springs will review and may rely on and adopt the recommended consultant prepared by Village staff and the Village staff-recommended negotiated professional services contract in order to select and approve the professional services contract with the successful consultant. Unsuccessful consultants will be notified as soon as possible.

Anticipated Schedule:

The Village expects to adhere to the following time schedule, but may extend the time schedule for any reason, with or without advance public notice: Any changes to the schedule shall be posted on the Village’s website and notice of such changes shall be sent by email to each consultant who submits a Response to the RFP:

Issue RFP:	August 30, 2021
Deadline for receipt of questions:	September 13, 2021, 10:00 a.m.
Village Response/Addenda to be sent by:	September 17, 2021
Responses Due Date:	September 24, 2021, at or before 10:00 a.m.
Opening of Responses by Village Manager’s Office:	September 24, 2021
Village Staff Evaluation, Scoring and Ranking of Qualified, Responsive Consultants	October 1, 2021
Notice of Scoring and Ranking to Qualified, Responsive Consultants	October 1, 2021
Interviews with Qualified, Responsive Consultants	TBD
Opening of the Sealed Project Budget and Fee Proposals	October 13, 2021
General Government Committee Meeting to Review Staff Recommendation	November 2021
Village Board Selection of Qualified, Responsive Consultant	November 2021
Negotiation and Village Board Approval of a Professional Services Contract	November 2021
Commencement of Phase I Services:	December 2021

The Village may issue one or more addenda to the RFQ and may extend the above time schedule to allow the consultants to prepare and submit supplemental materials in response to the addenda.

V. ADDITIONAL TERMS AND CONDITIONS

Location of RFP and Addenda: A copy of this RFP can be examined or obtained on the Village’s website (www.wsprings.com/bids) under the following tab: Professional Services. You are encouraged to check the Village’s web site prior to submitting a Response to ensure that you are responding to the current version of the RFP and to any issued addenda.

Submittal of Responses to this RFP (Transmittal Letters and Sealed Project Budget and Fee Proposals) must be delivered to or submitted on or before the hour of 10:00 a.m. on September 24, 2021, at the Village Clerk’s Office of the Village of Western Springs, 740 Hillgrove Avenue, Western Springs, Illinois 60558. The outside of the transmittal envelope shall be addressed as follows: ATTN: Deputy Village Manager, Village of Western Springs, 740 Hillgrove Avenue, Western Springs, Illinois 60558. All transmittal envelopes received by the Village Clerk’s Office shall be dated and time stamped at the time of delivery. Responses to this RFP received after the above date and time will not be considered. Faxed or emailed Responses will not be considered. Upon receipt, the Responses shall be deemed public records of Western Springs and shall be subject to public inspection and photocopying for turnover to the public, with appropriate redaction of exempt information under the Freedom of Information Act (5 ILCS 140/).

Reserved Rights: The Village of Western Springs reserves the right to seek clarification of information submitted by any consultant(s) in response to this RFP and/or to request additional information from the consultants during the evaluation process.

The Village of Western Springs reserves the right, at any time and for any reason, to cancel this consultant procurement process, to reject any or all responses, to accept an alternative proposal or to waive any technical compliance issues with the responses.

Incurred Costs and Submitted Responses: The Village of Western Springs will not be liable in any way for any costs incurred by consultants in replying to this RFP or any part of the procurement process. The submitted Responses shall become public records of the Village upon receipt by the Village and shall not be returned to the consultant.

Communications: During the selection process, any communication regarding this RFP must be by email and directed to: **Casey Biernacki, Deputy Village Manager, Village of Western Springs, 740 Hillgrove Avenue, Western Springs, Illinois 60558; email: cbiernacki@wsprings.com**). Responses to any emailed questions will be shared with all parties who request an RFP and who provide the Village with their email contact information. In addition, all emailed questions and answers shall be posted on the Village website.

EXHIBIT "A"

**SCOPE OF SERVICES
FOR
FOR CONSULTING FIRMS
TO PROVIDE A STORMWATER UTILITY FEE STUDY
FOR THE VILLAGE OF WESTERN SPRINGS**

(attached)