

REQUEST FOR QUALIFICATIONS (RFQ)

**FOR CONSULTING ENGINEERS AND ENGINEERING FIRMS
TO DEVELOP A CAPITAL INFRASTRUCTURE PLAN
FOR THE VILLAGE OF WESTERN SPRINGS**

RFQ Issued:	November 12, 2021
Response Due:	January 14, 2022, at or before 10:00 a.m.

The Village of Western Springs (“Village” or “Western Springs”) has issued this Request for Qualifications (“RFQ”) to qualified applicants to provide responses for the delivery of professional services in regard to the preparation of a develop a capital infrastructure plan for all facets of public infrastructure. (the “Project”). The Village will follow the Qualifications Based Evaluation and Selection (QBES) process set forth in the Local Government Professional Services Selection Act (50 ILCS 510.01 *et seq.*) (the “LGPSSA”) in order to select a respondent to prepare the Study and complete the Project.

As required by the LGPSSA, this RFQ will be made available in the following ways to the public for review and inspection purposes:

1. Paper copies will be available at the office of the Village Clerk, 740 Hillgrove Avenue, Western Springs, Illinois 60558;
2. Electronic copies will be available at www.wsprings.com/bids
3. Electronic copies of the RFQ will be sent by email to each firm that has a current statement of qualifications and performance data on file with the Village; and
4. Notice of this RFQ will be published in a secular English language daily newspaper of general circulation throughout the Village.

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

I. PROJECT OVERVIEW

The Village is seeking qualified, licensed professional engineers and engineering firms to assist staff in the development and prioritization of maintenance and improvement costs for all public infrastructure, including but not limited to, roadway, storm sewer, sanitary sewer, combined sewer, water distribution, water production, municipal facilities, sidewalk and street lighting. The Village intends to select an engineering firm to review existing infrastructure improvements studies, develop estimated maintenance and improvements costs for existing infrastructure, outline the total funding needed, per infrastructure category, to assist the Village in future financial planning. The selected firm should also provide the Village recommendations for funding infrastructure programs available to non-home rule Illinois communities.

II. SCOPE OF SERVICE

The professional services to be provided will include, but not be limited to the following.

The Village is expecting the result of this study to be a comprehensive document that outlines the total cost of maintenance, unfunded improvements, and replacement costs for each category of infrastructure. In general, the purpose of the study is to deliver the following items for each facet of infrastructure:

- Establish minimum annual infrastructure replacement recommendations and costs associated.
- Establish annual maintenance cost recommendations for existing infrastructure.
- Review existing infrastructure studies and identify unfunded projects.
- Create a prioritization and implementation plan

The Village maintains data and information, to varying degrees, on each infrastructure type. The list below includes, but is not limited to, the items within each infrastructure type that must be studied.

1. Roadway
 - a. Utilize existing Modified Pavement Condition Index (MPCI) annual ratings.
 - b. Review of existing construction methods (concrete reconstruction and asphalt grind/resurfacing) vs. alternate maintenance options
 - c. Include parking lot and alley maintenance
 - d. Include green infrastructure improvement alternatives with a cost benefit analysis for implementation
 - e. Establish overall roadway target condition goal. Develop the annual program required to obtain target condition goal.
2. Storm Sewer
 - a. Utilize all existing infrastructure studies (i.e. Ridgewood Infrastructure Studies, Springdale Drainage Studies, NPDES Long Term Control Plan, Flagg Creek Outfalls Study, etc.)
 - b. Utilize existing GIS data (pipe data, structure data, etc.)
 - c. Review and determine potential problem areas outside of previous studies
 - d. Review on-going maintenance costs, including annual reporting or other costs and provide recommendations for maintenance optimization (i.e. televising, replacement, repairs, lining, etc.)
 - e. Review end of life for existing system and provide annualized replacement strategy
3. Sanitary/Combined Sewer
 - a. Utilize existing GIS data (pipe data, structure data, etc.)
 - b. Review existing combined water/sewer rate and provide recommendations for optimization for rate structure, growth, annual cost inflation, etc.
 - c. Utilize MWRD Inflow/Infiltration reports
 - d. Review on-going maintenance costs including annual reporting or other costs and provide recommendations for maintenance optimization (i.e. televising, replacement, repairs, lining, etc.)
 - e. Review end of life for existing system and provide annualized replacement strategy

4. Water Distribution
 - a. Utilize existing WaterWorth data to review the Village's forecasted capital replacement needs.
 - b. Utilize existing GIS data (pipe data, structure data, water main break locations and history, etc.)
 - c. Estimate Village-wide water meter replacement utilizing wireless reading
 - d. Review existing water loss and leak detection data
 - e. Estimate lead service line replacement and impacts of HB5871/HB2685 (Lead Service Line Replacement Act)
 - f. Review end of life for existing system and provide annualized replacement strategy
 - g. Existing construction materials (ductile iron) vs. alternate materials
 - h. Recommendations for low pressure areas and dead-end sections
 - i. Provide recommendation and analysis of various water production technologies and their impacts on water production and operations (i.e. can wireless meter system help prevent or forecast water main break locations. Can new technologies facilitate the improvement of the Village's unaccounted for water calculations)

5. Water Production
 - a. Utilize Reverse Osmosis Water Treatment Plant (RO WTP) equipment replacement schedules
 - b. Include existing well maintenance schedules and establish emergency funding recommendations
 - c. Review life span for existing municipal production system including wells, treatment equipment and provide a cost replacement schedule.
 - d. Provide analysis and review of implementing energy efficiency measures, including but not limited to alternative energy delivery (i.e. solar) for water production facilities.
 - e. Plan for estimated future growth/usage

6. Sidewalk/Pedestrian
 - a. Review existing infrastructure studies for new sidewalk (Ridgewood Infrastructure Study and Forest Hills Sidewalk Study).
 - b. Review 2006 Sidewalk Policy and include cost estimates for sidewalk build out established in existing studies
 - c. Review on-going maintenance costs
 - d. Include bike connectivity recommendations with other agencies

7. Municipal Properties
 - a. Utilize existing building data and ages
 - b. Review end of life and replacement costs for existing Village facilities including: Village Hall, Fire Station #1/Community Development, Fire Station #2, Public Works Garage, Reverse Osmosis Water Treatment Plant, Grand Avenue Community Center, Recreation Center, and the Historic Water Tower.
 - c. Estimates for relocation of Municipal campus and/or the reconstruction of existing Village Hall/commercial at the current location
 - i. Including alternatives for LEED certification/green improvements
 - ii. Including alternatives for USRC certification or rating
 - iii. Estimated costs for BIM modeling
 - d. Estimates for the value and development of potential usage of existing Village Hall property
 - e. Include proposed green improvements for existing Village facilities

8. Streetscape
 - a. Estimate central business district streetscape improvements costs using existing studies
 - b. Review lifespan for existing streetscape elements and develop annual maintenance costs

9. Street Lighting
 - a. Review efficiency of existing system and determine on-going maintenance costs
 - b. Provide cost estimates for Village-wide street lighting, including maintenance and estimated electricity costs
 - c. Review green/sustainable options for lighting system

10. Fiber Optic Network
 - a. Review on-going maintenance for existing system
 - b. Research expansion feasibility with commercial and neighboring agencies

III. SUBMITTAL REQUIREMENTS

The deadline for submitting Responses is **10:00 a.m. on January 14, 2022**. Three (3) paper copies and one (1) electronic copy of the Response (stored on a thumb drive) should be submitted to the individual identified on the cover page of this RFQ document. The Village may elect to conduct interviews prior to Consultant selection and hopes to have the project awarded within three (3) months of submittal.

1. Letter of Interest (Transmittal Letter)

The following information and documents (items 1 through 8) must be included in a Letter of Interest under the title "Response to RFQ for the Development of a Capital Infrastructure Plan":

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 Capital Infrastructure Plan.
7. Related experience of project personnel
8. List similar projects completed within the last five (5) 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).

NOTE: The Letter of Interest with its above enclosures must be placed in an Envelope marked “Response to RFQ for the Development of a Capital Infrastructure Plan” and be addressed to: Casey Biernacki, Deputy Village Manager, 740 Hillgrove Avenue, Western Springs, Illinois 60558.

Contents of Statement of Qualifications (“Responses”)

The Respondents shall provide three (3) copies of a separate, signed and dated document, with lettered and numbered responses exactly as the categories of information are presented below. Interested Respondents are to submit their statement of qualifications and performance data that contain the following information: (1) Response Content; (2) Relevant Experience and Project Examples; (3) Specialized Knowledge; (4) Key Personnel Availability and Assignment Chart, Professional Qualifications and Firm Resume. **NOTE: Respondents shall not include a Rate/Fee Schedule within or as part of the Statement of Qualifications (Response) to this RFQ.**

1. Response Content

By signing the Response, the Respondent certifies that the signatory is authorized to bind the Respondent to complete work as assigned by the Village based on mutually agreed upon hourly rates, fees, fixed price project fees, which will be negotiated with the successful firm and set forth in a Rate/Fee Schedule. **The submitted Responses shall not contain a Rate/Fee Schedule or Rate/Fee Proposal.** The Response shall include:

- a. A brief statement of the Respondent’s understanding of the scope of the work to be performed and the terms upon which work may be assigned to the Respondent;
- b. A certification that the Respondent meets the appropriate state licensing requirements to practice in the State of Illinois;
- c. A certification that the Respondent has not had a record of substandard work within the last five (5) years;
- d. A certification that the Respondent has not engaged in any unethical practices within the last five (5) years;
- e. A certification that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Provide a statement that certifies as to the following:
 - a. No Village of Western Springs elected official, officer, or employee who participates in the procurement, management or administration of engineering services contracts or subcontracts has, directly or indirectly, any financial or other interest in connection with the proposed engineering contracts or subcontracts.
 - b. No person or entity performing services for the Village of Western Springs has, directly or indirectly, any financial or other interest in any real property to be acquired for the project.
 - c. The firm has no suspension and debarment actions as specified in State of Illinois regulation 2 CFR Part 1200 and 2 CFR Part 180.
- g. Any other information that the Respondent feels is appropriate; and
- h. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the qualifications.

2. Relevant Experience and Project Examples

The Respondent shall:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with projects that are within the scope of engineering services sought by this RFQ. The Respondent shall include a summary of examples or a list of work on projects (both in-progress and completed projects) that are included within the scope of engineering services sought by this RFQ. Preference will be given to those Respondents who have experience working on projects that are within the scope of engineering services sought by this RFQ. The Respondent shall provide the names, phone numbers and emails of contact persons in the organizations for whom any similar projects referenced in this section are in-progress or are completed. The Respondent should also include written references (letters or forms are acceptable) from one (1) to three (3) previous clients attesting to the quality of work and compliance with project performance schedules that Respondent cites in this section.
- c. Time is of the essence. Describe the firm's and assigned personnel's workload and current capacity to perform any assigned work within the scope of engineering services sought by this RFQ.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm and assigned personnel to complete any assigned work within the scope of engineering services sought by this RFQ.
- e. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- f. Identify typical subcontractors or independent contractors that would be proposed for any Village-assigned projects and their role and provide pertinent information on each subcontractor or independent contractor as required under subsections a. through e. of this section.
- g. The Village reserves the right to request any additional information to assure itself of a Respondent's financial status to complete any assigned work within the scope of engineering services sought by this RFQ.

3. Specialized Knowledge / Scope of Engineering Services Sought by RFQ

The Respondent shall:

- a. Describe their knowledge and experience with municipal infrastructure.
- b. Describe their knowledge and experience with capital infrastructure and financial planning.
- c. Describe their knowledge and experience with developing comprehensive plans to assist municipalities in prioritizing projects.

4. Key Personnel Availability and Assignment Chart / Professional Qualifications / Firm Resume

The Respondent shall:

- a. Identify the names of each staff member who will be assigned to act for Respondent's firm (including subcontractors or independent contractors) in key management and field positions providing the professional services required by this RFQ, and the functions to be performed by each person. Identify the name of the primary contact person(s) and field of expertise for any assigned work within the scope of engineering services sought by this RFQ.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience and relevant project experience. Describe, for each such person, the relevant project experience that they have regarding any assigned work within the scope of engineering services sought by this RFQ.

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 a.m. on December 6, 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 RFQ 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.

Schedule of Hourly Rates and Charges / Fees

No Rate/Fee Schedule or Rate/Fee Proposal shall be included with submitted Responses to this RFQ. Any Respondent that submits a Rate/Fee Schedule or a Rate/Fee Proposal with its Response shall be disqualified from the evaluation and selection process. After the evaluation, ranking and selection process is complete, the Village will request that the highest ranked firm submit a Rate/Fee Schedule or Rate/Fee Proposal as part of the contract negotiation process.

Manner of Submittal

On or before the submittal deadline, each interested Respondent shall transmit to Western Springs its Letter of Interest (Transmittal Letter) and its contents (as described above in this section) in a sealed envelope (referred to as "Envelope #1"). The outside of Envelope #1 shall be addressed as follows: ATTN: Deputy Village Manager, Village of Western Springs, 740 Hillgrove Avenue, Western Springs, Illinois 60558.

Envelope #1 shall contain the following enclosures:

- a. Letter of Interest (Transmittal Letter).
- b. Three (3) copies of Statement of Qualifications (Response) with the all of the "Contents of Statement of Qualifications" as required above.
- c. An electronic copy of all submittals, in a single PDF file, should also be submitted.

IV. SELECTION PROCESS

All Responses will first be evaluated to determine if they are complete and meet the requirements specified in this RFQ, and those that do will be further evaluated to establish a ranking of all firms that

meet the criteria. The Village of Western Springs reserves the right to consider any Response and to reject any and all Response if doing so best serves the public interest.

The Village of Western Springs shall evaluate each Respondent on the following terms:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time; and
4. Past performance on contracts with government agencies and private industry in terms of quality of work and compliance with performance schedules.

Rating and Scoring System

The Respondents, who submit complete Responses, will be evaluated and ranked highest to lowest by the Village based on a 100 point scoring system that considers the quality of the written Response materials submitted and according to the following criteria:

- | | |
|---|----------|
| 1. Experience of the engineer or firm with this particular type of assigned work within the scope of engineering services sought by this RFQ. | 70 pts. |
| 2. Current capacity to accomplish any assigned work in a timely manner. | 10 pts. |
| 3. References from other clients attesting to the engineer or the firm. Past performance of work with the Village will be considered. | |
| a. Quality of work. Past performance of work with the Village | 10 pts. |
| b. Compliance with other project performance schedules. | 10 pts. |
| Maximum Points: | 100 pts. |

The highest ranked engineer or firm shall be the Respondent who is deemed to be the best qualified to perform any assigned work within the scope of engineering services sought by this RFQ. In the event of a tie, oral interviews will be conducted by the Village staff with those tied Respondents. The scoring of the oral interviews will be on a 100 point scoring system.

Selection and Negotiation of Fee and Professional Services Agreement(s)

Upon receipt of the Responses, Village staff will evaluate and rank each submittal using the above Evaluation Criteria and Rating and Scoring System. The Village will select the three (3) highest ranked firms deemed the most qualified for the project and notify all Respondents. Consultant interviews may or may not be performed for this Project. The Village will then contact the highest-ranked firm to negotiate the scope of services and contract fee. Should the Village and highest-ranked firm be unable to reach an agreement regarding the terms of a contract, the Village may initiate negotiations with the second ranked consultant, and so on until an agreement is reached with a qualified firm.

The Village staff will prepare, for review by the President and Board of Trustees of Western Springs, the recommended ranking(s) of the Respondents on an overall basis and by engineering specialty by preparing one or more Lists of Qualified Respondents. The Village Board will review and approve the List(s) of Qualified Respondents. Village staff will negotiate a professional fee and professional services agreement(i.e., "contract negotiations") with the top ranked Respondent in accordance with requirements of the Local Government Professional Services Selection Act (50 ILCS 510.01 *et seq.*). If the contract negotiations with the highest ranked and qualified Respondent are not successful, contract

negotiations will begin with the next highest ranked and qualified Respondent. The contract negotiation process shall continue in this manner until contract negotiations are successful. Village staff will recommend the negotiated professional fee and professional services agreement(s) to the President and Board of Trustees of Western Springs for review, adoption of the recommendations and final action. The Village reserves the right to enter into multiple professional agreements with Respondents who are ranked the same or substantially the same. The professional services agreement shall be based on a template agreement prepared by the Western Springs Village Attorney. The President and Board of Trustees of Western Springs will review and may rely on and adopt the recommended rankings prepared by Village staff and the Village staff-recommended negotiated professional fee and professional services agreement(s) in order to select and approve the professional services agreement(s) with the successful Respondent(s). Unsuccessful Respondents will be notified as soon as possible.

Summary of Consultant RFQ Selection Process and Schedule

Notice of RFQ:	November 12, 2021
Deadline for Emailed Questions to Village regarding RFQ:	December 6, 2021
Village Responses to Emailed Questions:	December 10, 2021
Responses to RFQ Due (3:00 p.m.):	January 14, 2022
Opening of Responses:	January 10-14, 2022
Ranking of Respondents:	January 10-14, 2022
Interviews (only if necessary):	January 17-21, 2022
Village Board Approval of List(s) of Qualified Respondents	January 2022
Negotiation of Fee and Professional Services Agreement(s):	February 2022
Selection of Consultant(s) and Approval of Professional Services Agreement(s) by Western Springs:	February 2022
TBD as work is assigned within the scope of engineering services sought by this RFQ.	

NOTE: The Village of Western Springs also reserves the right to approve the use of any Respondent(s) for work assigned within the scope of engineering services sought by this RFQ using the Section 8 waiver procedure that is contained in the Local Government Professional Services Selection Act (50 ILCS 510/8). The Act’s RFQ selection process may be waived if the corporate authorities of the Village determines, by resolution, that an emergency situation exists and a firm must be selected in an expeditious manner, or the cost of architectural, engineering and land surveying services for the project is expected to be less than \$40,000.

V. ADDITIONAL TERMS AND CONDITIONS

Submittal of Responses to RFQ: A copy of this RFQ can be examined or obtained on the Village’s website (www.wsprings.com/bids) under the following tab: Professional Services.

Responses to this RFQ (Letters of Interest, Statements of Qualifications and Performance Data) must be delivered to or submitted on or before the hour of 10:00 a.m. on Friday, January 14 , 2022 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 RFQ 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 140/1 *et seq.*).

Reserved Rights: The Village of Western Springs reserves the right to seek clarification of information submitted by any Respondent(s) in response to this RFQ and/or to request additional information from the Respondents 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: The Village of Western Springs will not be liable in any way for any costs incurred by consultants in replying to this Request for Qualifications or any part of the procurement process.

Communications: During the selection process, any communication regarding this RFQ must be by email and directed to: **Casey Biernacki (Western Springs 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 RFQ and who provide the Village with their email contact information. In addition, all emailed questions and answers shall be posted on the Village website.**

Compliance: This RFQ process shall be conducted in accordance with the applicable provisions of the Local Government Professional Services Selection Act (50 ILCS 510.01 *et seq.*) and with the Illinois Procurement Code (30 ILCS 500/1 *et seq.*).

EXHIBIT "A"

**SCOPE OF SERVICES
FOR
REQUEST FOR QUALIFICATIONS (RFQ)
FOR CONSULTING ENGINEERS AND ENGINEERING FIRMS
TO DEVELOP A CAPITAL INFRASTRUCTURE PLAN
FOR THE VILLAGE OF WESTERN SPRINGS**

(attached)