

CITY OF PEORIA
NOTICE OF REQUEST FOR STATEMENTS OF INTEREST AND QUALIFICATIONS:

STORM WATER UTILITY MASTER SERVICES
PEORIA, ILLINOIS

STATEMENTS DUE: 11:00 AM, THURSDAY, MAY 1, 2014

The City of Peoria is requesting Statements of Interest and Qualifications from professional service firms to assist the City with storm water utility master services. The project involves reviewing and updating the storm water utility feasibility information from the 2013 Peoria County State and Tribal Assistance Grant (STAG) project. Public education efforts will educate the public on the storm water needs and a storm water utility. The public education effort will recommend storm water utility policies to the policy makers. Should the City Council adopt a storm water utility, the project would proceed with implementation of the storm water utility. The City of Peoria's Engineering Division will accept sealed proposals submitted to the Office of the City Engineer, 3505 N Dries Lane, Peoria, Illinois, until **11:00 AM, Thursday May 1, 2014** for establishing a contract with a qualified firm.

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. Firms are responsible for ensuring that the Engineering Administrative Assistant receives their Statements before the deadline indicated. Statements received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Firms should submit **five (5) hard copies and one (1) electronic copy** of a Statement of Interest and Qualifications.

STORM WATER UTILITY MASTER SERVICES

1.0 INTRODUCTION

The City of Peoria requires professional engineering services to assist the City to perform storm water utility master services.

The City plans to award a contract for these services to the best-qualified firm. The firms will be ranked on the ability to perform all of the items listed in the project description. The scope may be amended or the project terminated depending on the outcome of the public involvement process. The project will only move forward with implementation after City Council adopts a storm water utility preliminary rate ordinance. Each firm will be considered and ranked by a Selection Committee based upon the criteria listed herein. Two to four firms will be selected for interviews. The City will then enter into negotiations with the top-ranked firm. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked firm and the City of Peoria not be able to reach an agreement, the City will terminate negotiations with that firm and open negotiations with the second ranked firm.

This process does not obligate the City to award a contract, or pay any cost incurred in the preparation of 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.

Please be aware that it is the City's policy to not compensate a consultant for any time or expenses incurred during the selection and negotiation processes.

2.0 PROJECT DESCRIPTION

The project involves reviewing and updating the storm water utility feasibility information from the 2013 Peoria County STAG project. Public education and outreach efforts will educate the public and obtain public input on policy decisions. A rate ordinance will be prepared and presented to City Council. Once the rate ordinance is approved, the project would proceed with implementation of the storm water utility.

2.1 LIMITS OF THE PROJECT

The storm water utility will be a City wide effort.

2.2 BACKGROUND

The City has discussed a storm water utility several times during the last 10 years. In 2011, Peoria County received a USEPA STAG to address storm water issues and prepare a County-wide Storm Water Utility Feasibility Study. The City entered into an intergovernmental agreement with Peoria County to participate in the storm water utility effort.

2.3 ESTIMATED BUDGET

The estimated budget is \$300,000.

3.0 GENERAL SCOPE OF SERVICES

3.1 Review and update the information provided by the Peoria County STAG project:

- 3.1.1** Program Assessment
- 3.1.2** Storm Water Program Business Plan
- 3.1.3** Preliminary Cost of Service
- 3.1.4** Rate Base
- 3.1.5** Rate Study

3.2 Tiered Residential Rate

Investigate and provide recommendations on the option of a tiered residential rate structure. If a tiered rate is selected, revise any information listed in section 3.1 as required.

3.3 Billing Options Review

Investigate and present options for billing the storm water utility fee.

3.4 Top Twenty Key Rate Payers

Work with City staff to identify the top twenty key ratepayers and produce sample bills for those ratepayers. The sample bills may be used as an outreach tool.

3.5 Fee Comparison Memo

Prepare a memo comparing the City of Peoria tax rate and fees to local communities, and similar communities in Illinois.

3.6 City Council and City Staff Outreach Plan and Meetings

Develop a plan for outreach to City Council members and City staff. Meet with Council members and City staff to discuss the storm water program needs, the costs and funding options. Use Council and staff input to review and finalize the proposed public outreach plan, the stakeholder process, and obtain input on the public meetings. Assume a minimum of two meetings.

3.7 Combined Sewer Overflow (CSO) Program Coordination

Work with the City and the City's CSO consultant to integrate the storm water utility public education efforts with the CSO public education and outreach efforts. The current CSO consultant is AMEC. The project manager is Mr. Greg Asbury. Coordinate development of the Credit/Incentive Manual to encourage green infrastructure infiltration projects.

3.8 Public Outreach Plan

Develop a public outreach plan that communicates the storm water management program issues facing the City, their costs, and funding options. Assistance in the implementation of the plan should be provided. The storm water utility public outreach plan should be coordinated with the public education and outreach plan for the combined sewer overflow (CSO) project.

3.9 Public Meetings

Facilitate public outreach meetings. Include preparation of presentations and handouts. Assume a minimum of three public meetings. Coordinate public meetings with the CSO project public meetings.

3.10 Stakeholder Process

Facilitate meetings of a citizen stakeholder group. This group will meet and discuss specific issues for which citizen input is desired. The group will discuss policy issues and make recommendations of their preferred approach. Assume that this group will meet six or seven times. Provide input on the makeup of the stakeholder group as part of the initial phase of the project. Provide meeting agendas and pre-meeting reading materials.

3.11 Key Ratepayer Meetings

Accompany the City to meet with its 20 top ratepayers, as requested, to discuss the need for the storm water utility fee, how it is computed, the credit program, and the specifics of the bills they will be receiving. The park district and school district are anticipated to be key rate payers. It is assumed that the consultant will be requested to participate in meetings with approximately half of the other key ratepayers.

3.12 Draft Ordinance

Prepare a draft ordinance that establishes a storm water management enterprise fund, and prepare a draft rate ordinance that includes the rate method, rate basis, the rate, rate modifiers such as credits and exemptions, and the appeals process. The draft rate ordinance will commit the funds generated by the utility fee exclusively to the enterprise fund. Coordinate with the City legal staff.

3.13 Develop Credit and Incentive Program

Develop a set of policies that outlines the storm water utility credit and incentive program, obtain public input on the credit and incentive program policies and incorporate public input into a credit and incentive program manual. Coordinate with the CSO project. Special attention should focus on creating green infrastructure infiltration credits/incentives.

3.14 Billing Plan Implementation

Deliver an accurate master account file to the billing agent. Develop an accurate impervious surface database, develop a process to determine which residential parcels belong in each tier (if tiers are chosen), prepare a file for delivery to the biller, and prepare procedures to maintain the data and master account files.

3.15 Customer Service Assistance

Develop a customer service plan for the billing agency, the Finance and Public Works Departments of the City of Peoria. Prepare frequently asked questions (FAQ) and other documents as required.

3.16 MEETINGS, PRESENTATIONS, AND PUBLIC INVOLVEMENT

The selected firm shall prepare agendas, lead meetings and prepare and distribute meeting minutes. There will be a significant public involvement and public education effort required as described in the scope. The public involvement and education efforts should be coordinated with the CSO project public involvement and education efforts.

3.17 DELIVERABLE PRODUCTS

The selected firm shall provide all deliverable products to the City Engineer for approval and dissemination. Provide up to five (5) hard copies and one (1) electronic copy of the deliverables as directed by the City Engineer. Electronic format for all submittals shall be compatible with current City software.

The selected firm shall provide the following deliverables, as well as all others needed to meet the scope:

1. *Agendas and meeting minutes for all meetings*
2. *Kick-off meeting*
3. *Regular project meetings*
4. *County STAG project information review report*
5. *Tiered residential rate recommendations and required program changes*
6. *Billing options review*
7. *Data and billing policy recommendations*
8. *Top twenty ratepayer information*
9. *Top 20 ratepayer meetings*
10. *Meetings with key rate payers*
11. *Public education and outreach plan*
12. *City Council and City staff outreach plan and meetings*
13. *Meetings with the stakeholder group and resulting policy papers*
14. *Public Meetings*
15. *Report on Public Involvement and Education effort*
16. *Final feasibility study report*
17. *Rate base documentation*
18. *Rate structure and related policy recommendations*
19. *Rate design documentation (rate study)*
20. *Draft rate ordinance*
21. *Credit and incentive program manual*
22. *Customer Service Assistance frequently asked questions and flow chart*
23. *Billing implementation action plan*
24. *Impervious surface database*
25. *Master account file and maintenance memo*
26. *Final report*
27. *Presentations to City Council (two minimum)*

4.0 PROVISIONS BY THE CITY OF PEORIA

The City of Peoria will provide the following information to the selected firm:

1. Aerial photography and topography in an electronic format.
2. ROW information available through the City of Peoria records including recent acquisitions.
3. Information from Peoria County’s storm water feasibility study
4. Existing City of Peoria drainage master plans, drainage studies and reports
5. Existing City budget information
6. Existing City billing information
7. Designation of a person from the engineering staff to act as the City’s project manager with respect to the two-way flow of information and for the purposes of having direct access to staff’s knowledge base. Such person shall have the authority to transmit instructions, receive information, interpret and define existing City policy and decisions with respect to materials, equipment, and systems pertinent to the consultant services. However, the concurrence and authorization to begin any and all phases of this project shall reside with the City Engineer.

5.0 PROJECT DURATION

It is anticipated that, after a firm is selected, the public education and implementation process will take approximately 12 months. The storm water financing should be in place to begin collecting revenue by mid 2015. Specific timelines will be mutually agreed upon between the selected firm and the City.

6.0 INVOICES AND PAYMENT

The firm shall submit invoices at the end of each calendar month; such statements shall be inclusive of a detailed breakdown of all charges incurred. The detail shall indicate the personnel name, title, rate of pay, hours charged, and task worked. All direct costs 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.

Invoices shall be accompanied by progress reports. The invoices will not be considered complete without a progress report, and deemed unpayable. The progress report will be inclusive of rates of completion for all tasks scoped and for rates of completion for all deliverable products.

7.0 CRITICAL DATES

Selection will be made according to the following table:

RFQs advertised in newspaper.....	April 10, 2014 through April 11, 2014
Pre-submittal meeting at Public Works	April 23, 2014
Due date for Statement of Interest and Qualifications.....	May 1, 2014
Selection Committee: process to short list firms for interviews.....	May 15, 2014
Interviews	May 19 through May 30, 2014
Selection Committee makes final selection and notifies firms.....	May 30, 2014
Negotiations completed and recommendation submitted to Council Agenda.....	June 12, 2014
City Council Meeting at which Contract is Recommended for Approval.....	June 24, 2014
Contract Sent to Approved Firm.....	June 26, 2014

8.0 VOLUNTARY PRE-SUBMITTAL CONFERENCE

A questions and answers session will be held at a pre-submittal conference on Wednesday April 23, 2014 at 10:00 AM, in the Peoria Public Works Conference Room at 3505 N. Dries Lane, Peoria.

9.0 EVALUATIONS OF QUALIFICATIONS

Firms are to submit a written Statement of Interest and Qualification which presents the firm's qualifications and understanding of the work to be performed. The written proposals will be used to select two to four firms for interviews. Selection criteria will include, but not be limited to, qualifications, comparable recent experience, utilization of local professionals, knowledge of local requirements, policies and procedures, implementation of EEO requirements, capacity to perform work in the allotted time, and overall approach to the project. Firms interested in submitting should have recent specific experience with this type of project.

The submission should include:

1. Table of contents, and numbered pages.
2. Name, size and brief description of the firm, including the same information for any proposed subconsultants. If subconsultants are anticipated, describe the role proposed for each firm or consultant involved in the project, and the approximate percentage of work assigned to each.
3. Location of offices for the firm and for proposed subconsultants, and the office location responsible for managing the project.
4. Name, address and phone number of a contact person responsible for and knowledgeable of the submittal.
5. Résumés of key personnel anticipated being available for this project, including an organizational chart showing their proposed role on the project and firm affiliation (if more than one firm is involved).
6. Descriptions of related project experience and client name for each project for each firm or subconsultant proposed for this project.
7. Names and contact information of at least three (3) references from previous clients on similar projects.
8. Typical billing rate schedule for assigned personnel, including rate schedules for any proposed subconsultants.
9. A brief summary of any specialized experience, qualifications or unique capabilities applicable to this project that you feel is important to the success of the project (please review the selection criteria included in this document).
10. A project approach.

Proposers will need to address each of the evaluation criteria set in Section 10 carefully and thoroughly, as all submittals will be ranked on a point value system. The evaluation will be based upon a head-to-head comparison with the other firms submitting.

The selection will be on the basis of the following:

1. Scored Statement of Interest and Qualification.
2. Scored Interviews.

9.1 SUBMITTAL FORMAT

The submittal should be as concise as possible. Additional, promotional information should be avoided. **Five (5) hard copies and one (1) electronic copy of the submittal will be required.**

10.0 CRITERIA FOR EVALUATION

A) Project Approach, Schedule and Communication:

- a. Overall Project Approach
- b. Public Education and Outreach approach
- c. Financial/Billing approach

- d. Ability to communicate effectively with policy makers, key ratepayers, and at public meetings

B) Quality and Experience on Similar Projects :

- a. Quality of previous projects of similar size and scope
- b. Ability to meet schedule and budget on similar projects
- c. Public Education and Outreach Experience
- d. Financial/Billing Experience
- e. Reputation and Positive References

C) Technical Qualifications:

- a. Qualifications of the firm and subconsultants (if any)
- b. Qualifications of individuals to be assigned to the project
- c. Qualifications of the lead team member

D) Innovation

- a. Public meetings
 - i. Top 20 Ratepayers
 - ii. General public
 - iii. City Council
- b. Billing approach
- c. Overall project approach

E) Other:

- a. Local knowledge
- b. Commitment to EEO goals
- c. Quality of the proposal

11.0 SELECTION PROCEDURE

For the written submittals, each criterion in the evaluation will be ranked on a scale of 1 to 10, where 10 equals the highest ranking of submittals received. A rank of 10 for any criterion indicates the most qualified firm 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. The firm with the highest overall point total will be ranked first.

<u>Criteria</u>	<u>Weight</u>	<u>Rank</u>	<u>Total</u>
Project Approach, Schedule and Communication	30	10	300
Quality and Experience on Similar Projects	30	10	300
Technical Qualification	15	10	150
Innovation	15	10	150
Other	10	10	100
Total Maximum Points			1,000

NOTE: Total Maximum Points Possible assumes that a firm receives a best rank of 10 on all criteria.

After reviewing the written proposals, the Selection Committee will determine by consensus the two to four firms to interview. The City reserves the right to waive all technicalities and to reject any or all Statements of Interest and Qualifications.

After the interviews, the Selection Committee will determine by consensus the best qualified firm.

12.0 EEO

To be awarded a contract, all Suppliers, Vendors, and Contactors to the City of Peoria must be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program.

The number is secured by completing and submitting, under notary seal, an Employer report form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Office. Please note that the Certificate of Compliance is valid for one year and must be annually renewed. The form may be requested on-line from the City’s website (www.peoriagov.org). Click on Department Focus, Equal Opportunity Office, Forms, then select “Employer Report” or “Renewal.” The forms can also be obtained by writing or calling:

City of Peoria
Equal Opportunity Office
419 Fulton Street
Peoria, IL 61602
(309) 494-8530 Voice
(309) 494-8532 TTY

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (**\$50.00**) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is for neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a submittal. The EEO Certification Number is only required prior to the award of the contract.

EEO CERTIFICATION* (Check one):

_____ We are presently applying for the EEO Certification. Employer Report Form (Form CC-1) is completed and enclosed.

_____ Presently, we have the Employer Report Form (Form CC-1) on file with the City of Peoria, Office of Equal Opportunity and have a current Certificate of Compliance Number.

Certificate of Compliance Number: _____

**Please note there is a \$50.00 processing fee for new and renewal certification requests.*

13.0 EMPLOYEE/EMPLOYMENT RESTRICTIONS- THE CONSULTANT:

THE CONSULTANT, (hereinafter referred to as “SERVICE PROVIDER”) agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City’s determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of

the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00). *This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.*

14.0 OMISSION OF SCOPE

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

15.0 QUESTIONS

All information with regard to the project is contained within the contents of this request. Copies of the STAG information will be available. Questions or comments regarding the request or the process related to the request should be submitted via email to the City Engineer, Scott Reeise at SReeise@peoriagov.org.