

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

PRELIMINARY DESIGN AND 319 GRANT APPLICATION FOR GREEN PARKING LOTS

PARKING LOTS NORTH OF THE ALLEY NORTH OF MAIN ST
BETWEEN UNIVERISTY ST AND UNDERHILL ST

PEORIA, ILLINOIS

STATEMENTS DUE: 2 PM THURSDAY AUGUST 28, 2014

The City of Peoria is requesting Statements of Interest and Qualifications from professional service firms to assist the City by completing the preliminary design of the parking lots and alleys located north of the alley north of Main Street between North University Street and North Underhill Street that maximize parking and incorporate innovative storm water management and green infrastructure features. Consultant will also prepare and submit all necessary documents to the IEPA for the Non-point Source Pollution (319) grant and prepare a report describing other potential funding sources. The goal of this project is to obtain funding to construct the green infrastructure improvements in the parking lots and alleys referenced. 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 **2 PM THURSDAY AUGUST 28, 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 **six (6) hard copies and one (1) electronic copy** of a Statement of Interest and Qualifications.

PRELIMINARY DESIGN AND 319 GRANT APPLICATION FOR GREEN PARKING LOTS

1.0 INTRODUCTION

The City of Peoria requires design services to perform preliminary design of the parking lots and alleys that maximizes parking and incorporates innovative storm water management and green infrastructure features. Prepare and submit all necessary documents to the IEPA for the 319 grant in 2015. Prepare a report describing other potential funding sources.

The City plans to award a contract for these services to the best-qualified firm. Each firm will be considered and ranked by a Selection Committee based upon the criteria listed herein. 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 the firms responding to 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

Using stakeholder input, prepare preliminary/schematic design of improvements to the parking lots and alleys. Incorporate green infrastructure and storm water management features into the design as well as consideration of alternate uses of the space. The goal of the project is to obtain funding in order to construct the improvements. Prepare and submit all documents necessary for the IEPA 319 grant for the funding to be awarded in 2015. This project will also include a report describing alternative funding sources.

2.1 LIMITS OF THE PROJECT

The parking lots to be improved are located at 1010 and 1014 North University Street and 1013 and 1017 North Underhill Street. They are the parking lots north of the alley north of Main Street between University Street and Underhill Street. The project also includes the adjacent alleys and the alley and parking lot located between 1229 and 1219 Main Street. See the attached Parking Lot Location Map for the approximate project limits.

2.2 BACKGROUND

Stakeholders including local businesses and neighborhood group leaders have approached the City about making changes to the parking area. Parking is still needed, but a more dynamic use of the space is desired. The area also should be transformed to be more environmentally friendly, especially in terms of storm water runoff. Creativity and innovation are essential to meet the City's goals for the project.

2.3 ESTIMATED BUDGET

The estimated budget is \$15,000.

3.0 GENERAL SCOPE OF SERVICES

The scope of services sought by the City of Peoria shall include:

3.1 PRELIMINARY DESIGN

Prepare preliminary/schematic design incorporating innovative storm water best management practices (BMPs), and green infrastructure. The design should maximize the available parking area, incorporate public gathering space and consider other public uses for the space. Some possible ideas that could be incorporated into the space include permeable paving or pavers, rain gardens, the use of native plants, outdoor seating areas, etc.

3.2 IEPA 319 GRANT

Prepare all documents need for the IEPA 319 grant application. Work will include preliminary design plans, the grant application and other documents as needed. Submit the grant application prior to the 2015 grant deadline. In the past, grant applications have been due August 1. Phone calls and/or meetings with the IEPA may be required.

3.3 ALTERNATE FUNDING REPORT

Investigate alternative funding sources and prepare a report of the findings. Include the name of the grant, source of the funding, potential funding levels, submittal requirements, application deadlines and any other important information.

3.4 MEETINGS, PRESENTATIONS, PUBLIC INVOLVEMENT, AND REPORTS

An initial kick off meeting will be held with City staff. Stakeholder meetings include a meeting to gather input on what to include in the preliminary design, and a meeting to present the preliminary design and receive comments. Stakeholders may include local business owners, neighborhood representatives, City Council members, and City staff.

3.5 DELIVERABLE PRODUCTS

The selected firm shall provide all deliverable products to the City Engineer for approval and dissemination. Hard copies and electronic copies of the deliverables will be required. The number of hard copies will depend on the deliverable. Electronic format for all submittals shall be compatible with the current City software.

Deliverables include:

- 1. Preliminary Design
- 2. IEPA 319 application and all supporting documents
- 3. Alternate funding report

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. Current GIS information.
- 4. 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 preliminary/schematic design process will take approximately 6 months. 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 will be deemed invalid. 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 <u>Journal Star</u> /city web site	August 6 and 7, 2014
Due date for Statement of Interest and Qualifications at 2 PM	AUGUST 28, 2014
Committee informs highest ranked firm and begins contract negotiations	September 17, 2014
Contract submitted to Council Agenda process	October 01, 2014
City Council Meeting at which Contract is Recommended for Approval	October 14, 2014
Notice to Proceed Sent to Approved Firm	October 16, 2014

8.0 EVALUATIONS OF QUALIFICATIONS

Firms are to submit a written Statement of Interest and Qualifications which presents the firm's qualifications and understanding of the work to be performed. Selection criteria will include, but will 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. 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.
2. Location of offices for the firm and for proposed subconsultants, and the office location responsible for managing the project.
3. Name, address and phone number of a contact person responsible for and knowledgeable of the submittal.
4. 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).
5. Descriptions of related project experience and client name for each project for each firm or subconsultant proposed for this project.
6. Names and contact information of at least three (3) references from previous clients on similar projects.
7. Typical billing rate schedule for assigned personnel, including rate schedules for any proposed subconsultants.
8. 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).
9. A project approach.

Proposers will need to carefully and thoroughly address each of the evaluation criteria set forth in Sections 9 & 10, 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 Qualifications.
2. The City reserves the right to interview, if necessary, after reviewing the written submittals.

8.1 SUBMITTAL FORMAT

The submittal should be as concise as possible. Submittals should be limited to **NO more than 20 pages** not including cover page, table of contents, section header pages, etc. Double-sided printing counts as two pages. Include a table of contents and number the pages. Additional, promotional information should be avoided. **Six (6) hard copies and one (1) electronic copy of the submittal will be required.**

9.0 CRITERIA FOR EVALUATION

A) Project Approach, Innovation and Creativity and Communication:

- a. Project Approach
- b. Innovation and Creativity
- c. Public Input approach and Ability to Communicate with stake holders

B) Quality and Experience on Similar Projects:

- a. Quality of previous projects of similar size and scope
- b. Experience with storm water BMPs and green infrastructure on previous projects
- c. Grant writing experience

C) Experience and Qualifications:

- a. Experience and Qualifications of the firm and subcontractors (if any)
- b. Experience and Qualifications of individuals to be assigned to the project

D) Other:

- a. Ability to meet schedule and budget
- b. Commitment to EEO goals
- a. Ability to staff project locally
- c. Quality of the proposal

E) Fee Structure:

- a. Labor costs (billing rates/multiplier)
- b. Reimbursable items (computer charges, copies, sub-consultant mark up, etc.)

10.0 SELECTION PROCEDURE

Each criterion in the evaluation will be ranked on a scale of 1 to 5, where 5 equals the highest ranking of submittals received. A rank of 5 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, Innovation, Creativity and Communication	40	5	200
Quality and Experience on Similar Projects	30	5	150
Experience and Qualifications	15	5	75
Other	10	5	50
Fee Structure	5	5	25
 Total Maximum Points			 500

NOTE: Total Maximum Points Possible assumes that a firm receives a best rank of 5 on all criteria.

The City of Peoria intends to interview firms for this project only if deemed necessary by the Selection Committee. The same criteria above will be used to evaluate the interviews.

The Selection Committee will determine the best qualified firm by consensus. The City reserves the right to waive all technicalities and to reject any or all Statements of Interest and Qualifications.

11.0 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 request 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 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.*

11.1 SUBCONSULTANT UTILIZATION

The City of Peoria is committed to promoting equal opportunity and has established the following sub-consultant utilization goals for City funded projects: 10% MBE and 5% WBE. The selected team will have an obligation to make a good faith effort to advance the City's commitment to increase diversity among the firms working on City projects

12.0 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.*

13.0 OMISSION OF SCOPE

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

14.0 QUESTIONS

A site visit to the project area is strongly recommended. All information with regard to the project is contained within the contents of this request. 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

Parking Lot Location Map



Disclaimer: Data is provided 'as is' without warranty or any representation of accuracy, timeliness or completeness. The burden for determining fitness for, or the appropriateness for use, rests solely on the requester. The requester acknowledges and accepts the limitations of the Data, including the fact that the Data is in a constant state of maintenance. This website is NOT intended to be used for legal litigation or boundary disputes and is informational only. -Peoria County GIS Division

Map Scale
1 inch = 50 feet
8/5/2014