

**CITY OF WASHINGTON NOTICE OF REQUEST FOR STATEMENTS OF INTEREST  
AND QUALIFICATIONS:  
PROFESSIONAL ENGINEERING SERVICES FOR THE CONSTRUCTION INSPECTION OF THE  
CATHERINE ROAD RECONSTRUCTION AND DRAINAGE PROJECTS IN WASHINGTON, ILLINOIS,  
TAZEWELL COUNTY.**

STATEMENTS DUE: 4:00 p.m. THURSDAY, JANUARY 11, 2024

**1.0 INTRODUCTION**

The City of Washington is requesting Statements of Interest and Qualifications from professional service firms or teams to assist the city in engineering services for construction inspection for fiscal year 2024. Projects include but are not limited to the Catherine Road Reconstruction Project and other miscellaneous drainage projects. The projects are all using local funding sources. The City of Washington will accept sealed proposals submitted to City Hall, 301 Walnut Street, Washington, Illinois, until 4:00PM Thursday, January 11, 2024, for establishing a contract with a qualified team.

The notice of Public Advertisement for Professional Engineering Services will be posted to the City of Washington's Webpage ([www.ci.washington.il.us](http://www.ci.washington.il.us)), and sent to engineering firms that have shown past interest in construction inspection work with the City of Washington. The advertisement will provide for at least 14 calendar days' notice until all proposals are due on January 11<sup>th</sup>.

Any Statement of Interest and Qualifications received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Teams are responsible for ensuring that the City of Washington receives their Statements before the deadline indicated. Statements received after the announced time and date of receipt, by mail or otherwise, will not be considered. Teams should submit three (2) hard copies and one (1) electronic copy of a Statement of Interest and Qualifications.

Each team will be considered and ranked by City Staff upon the criteria listed herein. The City will then enter into negotiations with the top-ranked team. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked team and the City of Washington not be able to reach an agreement, the City will terminate negotiations with that team and open negotiations with the second ranked team.

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

**2.0 PROJECT DESCRIPTION**

The City of Washington requires professional Phase III engineering services for the 2024/2025 fiscal year (May 1-April 30). The projects expected to be completed are the complete reconstruction of Catherine Street from Main Street to Elm Street and the construction of several of the City's priority drainage projects.

Catherine Street will be brick from Main Street to High Street and asphalt from High Street to Elm Street. There will be some minor sanitary sewer upgrades made and new watermain and storm sewer added.

The City of Washington drainage priority projects being considered in 2024 were identified in the TWM report as the Jefferson Street and Spruce Street Storm Sewer, East Holland Street Storm Sewer, and Locust Street Storm Sewer projects.

### 3.0 GENERAL SCOPE OF SERVICES

The anticipated scope of services shall include but not limited to the following:

1. Provide resident engineer and necessary construction inspection staff to ensure that improvements are completed in accordance with the approved contract plans and documents.
2. Attend Pre-construction meeting(s) with City, Utility Companies, and Contractor.
3. Complete and maintain required reports, plan changes, anticipated cost changes, extra work, tec.
4. Facilitate progress meetings with the contractor and subs, utility companies, and City. Ensure that the contractor provides updated project schedule for progress meetings.
5. Coordinate with the City on Public Relations items.
6. Maintain records during construction to document field changes, prepare and provide as-built drawings (hard copy and electronic) to the city.
7. Measure and document quantities meeting IDOT requirements. Prepare and submit various reports such as partial and final pay estimates, change orders, material reports, records, etc.
8. Provide and complete QA/QC material testing as required by IDOT.
9. Complete all final IDOT quantity and material documentation for Contract completion and close out.

### 4.0 PROJECT DURATION

The Catherine Street project has an estimated completion date of December 1, 2024. The drainage projects will be scattered throughout the 2024 construction year. Specific timelines will be mutually agreed upon between the selected team and the City.

### 5.0 INVOICES AND PAYMENT

The Phase 3 contract will be funded usings local funds. The selected team shall submit invoices at the end of each calendar month; such statements shall be inclusive of a detailed breakdown of all charges incurred. The team lead shall review and approve any such invoice. The invoice detail shall indicate the personnel name, title, rate of pay, hours charged per day, and task worked. All direct costs and subconsultants/vendor participation 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.

### 6.0 CRITICAL DATES

Selection will be made according to the following table:

RFQ/QBS placed on City Website	December 5, 2024
Due Date Statement of Interest/Qual.	January 11, 2024 at 4:00 P.M.
Selection Committee Ranks submittals	January 19, 2024
Committee informs highest ranked team and begin negotiations	January 22, 2024
Contract submitted to Council for approval	February 5, 2024
Projected Catherine Letting	Early Spring 2024
Projected Catherine Construction	April/May 2024

## **7.0 EVALUATIONS OF QUALIFICATIONS**

Respondents are to submit a written Statement of Interest and Qualification which presents the team's qualifications and understanding of the work to be performed. Selection criteria will include the following:

1. Name, size and brief description of the firm/team.
2. Location of offices for the firm 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. Resumes of key personnel anticipated being available for this project.
4. Descriptions of related project experience.
6. 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).
7. IDOT Form BDE DISC 2 Template, adjusted for City of Washington

Offerors will need to address each of the evaluation criteria set forth in Section 9 carefully and thoroughly, as all submittals will be ranked on a point value system, per Section 9. The evaluation will be based upon a head-to-head comparison with the other teams submitting.

The selection will be on the basis of the following:

1. Scored Statement of Interest and Qualifications.
2. The city will not conduct interviews.

## **7.1 SUBMITTAL FORMAT**

The submittal should be as concise as possible. Additional promotional information should be avoided. See the page limits listed below. One-page equals one side of a sheet of paper. Three (3) hard copies and one (1) electronic copy of the submittal will be required.

## **8.0 CRITERIA FOR EVALUATION**

A) Resident Engineer Qualifications (2-page maximum per firm, not including resumes):

- Qualifications of the Resident Engineer
- Quality Control Procedures

B) Quality and Experience on Similar Projects (2-page maximum per firm):

- Quality of recent projects of similar size and scope
- Ability to meet schedule and budget on similar projects
- Reputation and positive references

C) Support Staff Qualifications (2-page maximum per team)

- Qualifications of individuals to be assigned to the project

## Quality Control Procedures

### D) Staffing and Workload (2-page maximum per team):

Staff Capabilities

Workload capacity and ability to provide range of personnel for tasks

## 9.0 SELECTION PROCEDURE

Each criterion in the evaluation will be ranked on a scale of 0 to 10, where 10 equals the highest ranking of submittals received. A rank of 10 for any criterion indicates the most qualified team 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 City Staff. The team with the highest overall point total will be ranked first.

Criteria	Weight	Rank	Total
Resident Engineer Qualifications	3	10	30
Quality & Experience on Similar Projects	3	10	30
Support Staff Qualifications	2	10	20
Staffing & Workload	2	10	20
Total Maximum Points			100

\*\* - Total Maximum Points Possible assumes that a team receives a best rank of 10 on all criteria. Ranks range from 0 points to 10 points and 0 points can be applied if the consultant's proposal omits a section.

The City of Washington will not interview for this Project.

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

The City Administrator or his designee shall institute negotiations with the best-qualified firm per committee consensus. The firm shall provide fee structure, multipliers, staffing, direct and indirect costs in a competitive manner at the negotiation of the contract.

The City Administrator shall submit the proposed contract, with negotiated rates, to the Washington City Council for the Contract Award.

## 10.0 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 Washington, 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 Washington and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City

of Washington for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Washington in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

### **10.1 CONFLICT OF INTEREST**

The City of Washington procedures require consultants to submit a disclosure statement with their Proposal. A modified Form BDE DISC 2 Template referencing the City of Washington instead of the Illinois Department of Transportation shall be returned with the proposal.

### **10.2 SUSPENSION AND DEBARMENT**

The City of Washington's procedures require verification of suspension and debarment actions to ensure the eligibility of firms short-listed and selected for projects. The city uses the SAM Exclusions and IDOT's CPO's website to verify suspensions and debarments.

### **11.0 OMISSION OF SCOPE**

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

### **12.0 QUESTIONS**

A site visit to the project area is strongly recommended. All information with regard to the Catherine 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, Dennis Carr, at [dcarr@ci.washington.il.us](mailto:dcarr@ci.washington.il.us).