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**ST. CHARLES**  
S I N C E 1 8 3 4

**Request for Qualifications  
Design and Construction Engineering  
Riverside Lift Station Replacement Project  
#1062**

# Request for Qualifications Design and Construction Engineering Riverside Lift Station Replacement Project #1062

**Brief Description:** Planning, design, bidding and construction engineering services for the Riverside Lift Station Project.

**Targeted Timeframe (subject to change without notice)**

<b>STEP 1: REQUEST FOR QUALIFICATIONS</b>			
RFQualifications published	<a href="https://www.stcharlesil.gov/bids-proposals">https://www.stcharlesil.gov/bids-proposals</a>	Monday	09/23/2019
Mandatory Pre-Submittal Site Visit 9:00am	<a href="http://3803_IL_RTE_38_ST_CHARLES_IL_60174">3803 IL RTE 38, ST CHARLES, IL, 60174</a>	Monday	10/07/2019
Questions due prior to 8:00am	<a href="mailto:twilson@stcharlesil.gov">twilson@stcharlesil.gov</a>	Friday	10/11/2019
Answers published	<a href="https://www.stcharlesil.gov/bids-proposals">https://www.stcharlesil.gov/bids-proposals</a>	Tuesday	10/15/2019
Responses due prior to 8:00am	reference sealed RFQ label	Monday	10/21/2019
A list of Proposers will be published on the city website.			
Discussions/Interviews to Clarify Project Approach	notification via e-mail	Week of	October 28th
<b>STEP 2: INVITATION TO NEGOTIATE</b>			
Invitation to Negotiate Issued	notification via e-mail	Friday	11/01/2019
Phase 2: Submittal of Fee Proposal	Via: <a href="mailto:twilson@stcharlesil.gov">twilson@stcharlesil.gov</a> or Meeting	Week of	November 4th
Commencement of Negotiations		TBD	
Determination of Award –or- ITN for next ranked firm		Friday	11/08/2019
Final Proposal Award at Government Services Committee	Public Government Services Committee	Monday	11/25/2019
Final Award to Engineering Design Firm	Public City Council Meeting	Monday	12/02/2019

**Proposed Project Schedule (subject to change without notice)**

**RFQ shall be submitted to:**  
**City of St. Charles**  
**Public Works Building**  
**2<sup>nd</sup> Floor Administrative Area**  
**1405 S. 7<sup>th</sup> Avenue**  
**St Charles, Illinois 60174**  
**Attn: Tim Wilson, Environmental Services Manager**

**Number of Copies:**  
 (7) Copies of Paper RFQ,  
 (1) Digital PDF Copy of the RFQ  
 RFQ submittal needs to be in a sealed envelope with  
 provided *Customized Label for Sealed Submittal (Exhibit B)*

Any Qualifications submitted unsealed or unsigned, received via fax transmissions, electronically or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter. The City of St. Charles reserves the right to reject any and all submittals or parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interest of the City. Submittals will not be opened in a public forum.

## **INSTRUCTIONS TO RESPONDERS SUBMITTING QUALIFICATIONS**

**All firms actively engaged in providing services are invited to submit qualifications.**

### **Solicitation Process**

- 1) Due to the funding source of this project, the Water Pollution Control Loan Program, the selection process will follow the required Considerations for Engineering Procurement as stated under:
  - a) USC Part 40 Chapter 11 as stated:
    - i) The policy of the Federal Government is to publicly announce all requirements for architectural and engineering services and to negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices.
  - b) WPCA Section 602(b)(14).
    - i) "New contracts, significant contract amendments, and contract renewals initiated on or after the effective date of October 1, 2014 are subject to this requirement. Qualifications-Based Selection (QBS) is a competitive procurement process whereby consulting firms submit qualifications for evaluation. The most qualified firm is selected and then negotiates the project scope of work, schedule, budget, and fee. The steps below must be followed in order to comply with the QBS process. "
      - ii) **QBS Step 1 – Selection Procedure**
        1. The City issues a request for qualifications (RFQ) based on the scope of work.
        2. Statements of qualifications based on standard, publicly available criteria are evaluated by City Staff
        3. A list of the most qualified firms is established by City Staff
        4. If needed discussions, interviews and clarifications are conducted by appointment with firms. This appointment will be determined by selection team and project manager, and will be based on the firms ranking according to qualifications.
      - iii) **QBS Step 2 – Negotiating a Contract**
        1. The City selects the most qualified firm and negotiations begin.
        2. If the proposed fee is fair and reasonable, a contract is awarded. In determining fair and reasonable cost, scope, complexity, professional nature, and estimated value of services should be considered.
        3. If an agreement cannot be reached with the top-ranked firm, negotiations are terminated and the process begins with the next-most-qualified firm. This process continues until an agreement is reached.

### **Submittal: General**

- 2) **Delivery** of qualifications is acceptance of the City's process for selecting the most qualified firms.
- 3) **Structure:**
  - a) Response Cover Page will be page 1 of your submittal (*attached Exhibit B*).
  - b) Response Signature Page will be page 2 of your submittal (*attached Exhibit B*).
  - c) Certification of Compliance will be page 3 of your submittal (*attached Exhibit B*).
  - d) Qualifications (*identified in Exhibit C Part 1*) and Project Approach (*identified in Exhibit C Part 2*) will begin on page 4 of your submittal.
    - i) Submittals should be organized as stated and reference the identified sub-title and bullet point.
  - e) The total length of the document, excluding the above required pages, should not exceed 40 pages.
- 4) **Confidential Information**
  - a) Proposals are subject to Illinois State FOIA requirements including the following exemptions:
    - i) (5 ILCS 140/7) (From Ch. 116, par. 207) Sec. 7.
    - ii) Exemptions. (1) The following shall be exempt from inspection and copying: (g) Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business and only insofar as the claim directly applies to the records requested.

- b) Proposers considering requests to be proprietary and confidential should submit an additional redacted offer. Failure to do so may result in information becoming available to the public.
- 5) **Submit** all of the below in one sealed envelope identified with the enclosed label (*attached Exhibit B*).
  - a) 1 original for Final Records
  - b) 1 original for Project Manager
  - c) 5 originals for the Evaluation Team
  - d) 1 file copy via USB Flashdrive identified with solicitation # and project name.
  - e) If your proposal includes confidential information as defined by FOIA (5 ILCS 140/7) (From Ch. 116, par. 207) Sec. 7 provide
    - i) 1 redacted original identified as REDACTED ORIGINAL
    - ii) 1 file copy on the same above USB Flashdrive, identifying file as REDACTED ORIGINAL
- 6) **Rights of the City:**
  - a) The City of St. Charles reserves the right to reject any and all submittals or parts thereof, to waive any irregularities or informalities and to evaluate the submittals in a manner best serving the interest of the City.
- 7) **Timeframe and Consequences:**
  - a) Submittals must be received before the designated time.
  - b) Submittals received after the designated time will be returned to the sender without review. Submittals received late that may be attributed to delays by overnight delivery services, or by delivery services trying to deliver when offices are closed, will be considered late and returned to the sender.
- 8) **Documents** should not utilize folders, stapled or papers larger than 8.5 X 11.
- 9) The City of St. Charles will not be liable in any way for any costs incurred by respondents in replying to this RFQ

**Submittal Requirements for each Step:** The below documents will serve as guidelines in preparing your submittal.

10) **QBS Step 1 — Selection Procedure**

- a) **Exhibit A** (*reference above #1 b ii 1*) is
  - i) A Brief Description of the Project and
  - ii) The Scope of Work
- b) **Exhibit C Part 1** (*reference above #1 b ii 2*) describes the Qualifications desired by the City of St. Charles.
- c) **Exhibit C Part 2** reflects the Project Specific Details.
- d) Discussions and/or Interviews for the purpose of clarification. (*reference above #1 b ii 4*)
  - i) The city does not intend to discuss/interview every firm.
- e) **Attach:**
  - i) W9
  - ii) Certificate of Insurance
- f) **Exhibit D** (*reference above #1 b ii 3*) is the form that will be published on the city website stating the status of firms throughout the evaluation (and negotiation) process.

11) **QBS Step 2 – Negotiating a Contract**

- a) **Exhibit E** (*reference above #1 b iii 1*) is the Invitation to Negotiate that will be extended to the firm identified by the city as most qualified.
- b) The city may modify these details prior to notification.

**Investigation:**

- 12) It is the responsibility of the firm to make any and all investigations necessary to become thoroughly informed of what is required.
  - a) A pre-submittal site visit is scheduled as stated on page 1 of this solicitation.
- 13) It is the responsibility of the firm to seek clarification of any requirement that may not be clear.
  - a) Questions concerning this request shall be submitted via e-mail to [twilson@stcharlesil.gov](mailto:twilson@stcharlesil.gov) prior to the last date for questions as reflected on page 1 of this document.
  - b) A written response in the form of an addendum will be published on the city website by the date stated.
  - c) Proposers shall acknowledge the receipt of any addendum in the spaces designated in the Response Documents.

**The Cone of Silence:**

- 14) The Cone of Silence is designed to protect the integrity of the procurement process by shielding it from undue influences.
- 15) During the period beginning with the issuance of the Request for Qualifications through the execution of the contract and award document to the finalist, submitters are prohibited from all communications regarding this request with City staff, City consultants, City legal counsel, City agents, or elected officials.
- 16) Any attempt by the submitter to influence a member or members of the aforementioned may be grounds to disqualify the firm from participation in this solicitation.
- 17) **Exceptions to the Cone of Silence:**
  - a) Written communications directed to [twilson@stcharlesil.gov](mailto:twilson@stcharlesil.gov)
  - b) All communications occurring at site visits.
  - c) Oral presentations during finalist interviews, negotiation proceedings, or site visits.
  - d) Oral presentations before publicly noticed committee meetings.
  - e) Contractors already on contract with the City to perform services for the City are allowed discussions necessary for the completion of an existing contract.
  - f) Procurement of goods or services for Emergency situations.

**Evaluation of Qualifications**

18) **Part 1**

- a) An evaluation team will review all responses based on weighted requirements. The evaluation team is composed of the Division Head, Project Manager, and Several other staff members as required.
- b) Responses shall undergo a two-stage evaluation process:
  - i) Stage I: compliance
  - ii) Stage II: Ranking of the weighted criteria by the evaluation team
- c) While numeric evaluations may be used in some aspects of the process to identify strengths and weaknesses of firms, and to establish a ranking, the final decision will be a business decision by the City and will not be based on a numerical score.
- d) The City does not intend to discuss and/or interview all responders.
- e) Discussions and/or Interview(s) will be conducted with the firms deemed most qualified.
  - i) The evaluation team may require clarifications, additional information, other data deemed important to the city, an interview, or a site visit to a facility introduced in the Project Approach.
  - ii) The city may make these requests from one, some, or all the candidates.

19) **Part 2**

- a) The most qualified firm will be offered the Invitation to Negotiate. (*reference Exhibit E and above #1 b iil 1*)
  - i) The city may modify these details prior to extending the invitation.

## EXHIBIT A: A Brief Description of the Project and the Scope of Work

### 20) Brief Description of the Project

The City of St. Charles is seeking Statements of Qualifications from interested consultants to provide professional engineering services for: planning, design, bidding and construction engineering for the River Side Lift Station Replacement project.

The City of St. Charles Wastewater Division is comprised of two wastewater treatment plants, designated as the Eastside Wastewater Treatment Facility (WWTF) and Westside Water Reclamation Facility (WRF). The Eastside WWTF has a Design Average Flow (DAF) of 9.0 MGD with an annual average daily flow of 4.7 MGD, with wet weather flows surpassing 25 MGD. The Westside Plant is currently under design to increase DAF to 1.04 MGD with an annual average daily flow of 0.7 MGD.

Riverside Lift Station is located at the intersection of Riverside Avenue (Illinois Route 25) and Devereaux Way. The lift station is located at the site of what was the City of St. Charles' first wastewater treatment facility, which was an Imhoff tank. When the wastewater treatment facility was relocated up the hill to the east in the 1930's, this site remained as a collection point for the City of St. Charles' wastewater infrastructure.

The Riverside Lift Station serves the majority of downtown area and west to Randall Road. The lift station service area contains roughly 26,143 PE. A mixture of land uses is served, including residential, commercial and light industrial. The lift station's Design Average Flow and the Peak Wet Weather Flow are 1.97 MGD and 28.2 MGD respectively.

The lift station has a four pump system which discharges to dual 16-inch and 24-inch force mains. There is also an 8-inch force main that was previously utilized by a 20 HP pump, which has been removed from service. The two active force mains are tributary to the influent channel at the Main WWTF just upstream of the influent flow meter (Parshall flume). The channel is approximately 1600 feet from Riverside Lift Station. This lift station utilizes two mechanical fine screens to separate non-biological solids from the raw sewage prior to conveyance to the Main WWTF. The trapped solids are then sent to a washer and compactor that deposit the resulting debris into a dumpster for disposal. The screening system is served by a protected water system. The lift station also has the capability to receive bypassed flow from the Eastside Lift station during time of maintenance or high flow events.

### 21) Scope Of Work

#### **Project Goal:**

The scope of work involved with replacing the Riverside Lift Station is substantial. Factors that must be taken into account in the design of this work include the site constraints posed by the Fox River, Floodway, Residential Homes, Bike Path, Route 25, groundwater concerns, disposal of contaminated soils, and unknown bedrock conflicts. There will also be challenges for traffic control, public works complex access, bike pathway safety, material and equipment storage, parking and access. The project will require additional coordination with IDOT, IDNR, Army Corps of Engineering, River Corridor Foundation, Public Works Administration and several other interest stake holders.

Concept Design and Cost, Design Engineering, Permitting, Biding and Construct Engineering oversight of the City of St Charles Riverside Lift Station. The Plant needs to be designed for low and high flow with primary screening. The lift station service area contains roughly 26,143 PE. During Design the engineering firm needs to review the city's planning documents and take into consideration the future capacity needs. Within the planning area includes a mixture of land uses is served, including residential, commercial and light industrial. The current lift station's Design Average Flow and the Peak Wet Weather Flow are 1.97 MGD and 28.2 MGD respectively.

The current lift station has a four pump system which discharges to dual 16-inch and 24-inch force mains. The city will inspect the force mains during design, and the engineering firm will need to evaluate and provide a life recommendation of the force mains. The force mains are tributary to the influent channel at the Main WWTF just upstream of the influent flow meter (Parshall flume). The channel is approximately 1600 feet from Riverside Lift Station. The engineer will be required to evaluate the layout of the current flume insuring the metering flow from the newly constructed lift station will be accurate.

This lift station utilizes two mechanical fine screens to separate non-biological solids from the raw sewage prior to conveyance to the Main WWTF. The trapped solids are then sent to a washer and compactor that deposit the resulting debris into a dumpster for disposal. The future screening system should be designed to use the Main Treatment Plant's non-potable water.

Improvements will include capacity for future development, improved layout with consideration of main plant bypass capabilities, better access for operation and maintenance, and confidence in the life of the structure. The existing emergency generator room and underground fuel storage tank would be addressed. Design of influent channels, wet well, valve room and superstructure of the new lift station would be constructed to improve operations. Odor control should be considered during the design. After the completion of the new station is made and start-up is complete, the remainder of the existing lift station would be removed.

**General Tasks:**

- 1) Schedule and facilitate a project Kick off Meeting with City staff.
- 2) Evaluate and determine the project schedule to meet required EPA & City timeframe.
- 3) Schedule and facilitate a minimum of monthly meetings over the proposed design schedule.
- 4) Schedule site visits to City facilities.
- 5) Review existing City documentation that may be appropriate to project.
- 6) Provide monthly status reports on; project progress, tasks accomplished in previous month, action item for upcoming month and project budget.
- 7) Provide lead permit coordination, submittal, meetings, and design changes to all agency's
- 8) Provide recommendations to offsite improvement and operational impacts.
- 9) Submit draft versions of design at 60%, 95% and final completion.

**Services will consist of:** customary civil engineering services and related engineering services described as follows;

**1. Preliminary Engineering Report**

- a. Meet with city staff to discuss building site locations. Provide the city with creative alternatives to address the site constraints, operational needs, pedestrian safety, bike path routing, or changes in driveway / roadway configurations.
- b. Present the alternative concept designs to city staff and receive direction
- c. Prepare final concept cost estimates for the top two selected alternatives.
- d. Present the concept and cost estimates in two meetings with City Administration and Council for final approval.
- e. Prepare a preliminary engineering report consistent with the Illinois EPA Facilities Planning Submittal Checklist for use in Evaluation for Low Interest Loan Funding.
- f. Conduct a minimum of five meetings with staff (and vendors) to review design and equipment selection
- g. Conduct site visits as needed for conceptual layouts of facilities with the selected technology.
- h. Develop conceptual site plan with layout of proposed structures, traffic routing, conceptual piping, and sequence of construction to keep existing system in operation during construction
- i. Based on the conceptual design, prepare conceptual cost estimate for the proposed improvements.

**2. Preparation of IEPA Low Interest Loan Application**

- a. Prepare and Submit Low Interest Loan Pre-Application.
- b. Develop and submit planning documents as required by the IEPA.
- c. Complete necessary documents for the IEPA for City's approval and signatures.
- d. Act as liaison between the IEPA Project Manager and the City to address the IEPA Low Interest Loan

package, review comments and correspondence.

- e. Work with the City to develop the required ordinances/resolutions required for the Low Interest Loan.
- f. Incorporate IEPA required contract documents into the project specifications.

### **3. Preliminary Design Phase**

- a. Meet with City Staff on a bi-weekly basis to determine design layout details for the project.
- b. Make measured drawings of and investigate existing conditions or facilities, or to verify the accuracy of as-built drawings or other information furnished by the City.
- c. Make necessary field surveys and topographic for design purposes.
- d. Schedule 25% Progress Review Meeting.

### **4. Design and Development**

- a. Based on the approved Preliminary Design Phase, prepare Preliminary Engineering Plans and Specifications to show the scope, extent and character of the work to be furnished and performed by the Contractor for the proposed modifications to the existing system and layout. Include the following but is not limited to these drawings.
  - i. General Construction Details and Notes
  - ii. 60% & 95% Site Civil Drawings showing roadway, pathway improvements, underground utilities, process piping, site grading and landscaping if applicable.
  - iii. 60% & 95% Demolition drawings showing existing structures and utilities to be removed if applicable
  - iv. 60% & 95% Architectural drawings including layout and elevation views
  - v. 60% & 95% Structural drawings including layout and section views
  - vi. 60% & 95% Process drawings including the equipment layout, valves, meters and process piping
  - vii. 60% & 95% Electrical Drawings depicting power distribution requirements within the proposed improvements.
  - viii. 60% & 95% Instrumentation drawings depicting the scope and extent of the proposed control system.
  - ix. 60% & 95% Project specifications with all process equipment selected in accordance with the 32 / 64 Division CSI Format.
- b. Coordinate with Sub-consultants and other engineers including the Cities SCADA coordinator of Concentric Integration; as required to deliver the drawings and specifications indicated in Item 4a.
- c. Advise City if additional reports, data, information, or testing services are necessary and assist City in obtaining such reports, data, information, or services.
- d. Based on the information contained in the Preliminary Design Phase documents, submit a revised opinion of probable Construction Cost and any adjustments to Total Project Costs known to Engineer.
- e. Furnish the Design Development Phase documents to and review with the City.
- f. Submit to the City revised opinion of probable Construction Cost within 60 days after authorization to proceed with this phase.

### **5. Final Design Phase**

- a. Based on the approved Design Development, prepare Final Engineering Plans and Specifications to show the scope, extent and character of the work to be furnished and performed by the Contractor. Include the following but is not limited to these drawings.
  - i. General Construction Details and Notes
  - ii. Site Civil Drawings showing roadway, storm water management, process piping, underground utilities & site restoration
  - iii. Demolition drawings if needed including plans, sections, details and schedules detailing existing structures and utilities to be removed
  - iv. Architectural drawings including floor plans, roof plans, elevation views, sections, details and schedules for any proposed structures.
  - v. Structural drawings including plans, sections, details and schedules for construction of the foundations and slabs
  - vi. Process drawings including the plans, sections, details and schedules for equipment and process piping



- vii. Electrical Drawings depicting lighting, controls and power distribution plans, elevations, and schedules
  - viii. Instrumentation drawings depicting the scope and extent of the proposed control system.
  - ix. Project specifications in accordance with the 32/64 Division CSI Format or recommended alternative.
  - x. Develop other documents necessary to bid the project.
- b. Submit final engineering plans and specifications to Illinois EPA and all other outside agencies for construct and operate permit.
  - c. Prepare an updated opinion of probable cost, based on the Final Engineering Plans.
  - d. Provide 95% complete plans to the City, SCADA coordinator and effected agencies for review and approval.
  - e. Make revisions to the plans to incorporate changes required by reviewing agencies.
  - f. Acquire permits through all pertinent jurisdictional agencies.
  - g. Complete 100% drawings to satisfaction of appropriate permitting bodies.

**SCADA System design and coordination requirements:**

Currently the city undertaking a large utility wide SCADA reconstruction, Concentric Integration currently acts as the City of St. Charles' Automation/SCADA consultant and integrator for water/wastewater utilities. Concentric typically provides design assistance during the design process to assist process engineers with the instrumentation, controls, industrial cyber security, City IT (IS) coordination and overall automation posture of the City. For this project, Concentric's assistance during design will not require a separate sub-contract and the engineering service are offered at risk (deferred) as it would be typically covered during the construction and integration portion of the project.

Concentric Integration's design review duties on this project include preliminary instrumentation peer review, technology design drawings (P&IDs and network diagrams), City network integration details, OEM integration, and other related technology design services. These reviews will be conducted at same periods assigned above of 60%, 95% and final design. The cost of these reviews will be covered by the city directly. The city will make final determination of what Concentric recommendations will be incorporated into the project. The design engineer will be responsible to incorporate any of the city approved changes at no additional expense to the city.

In general, most engineering firms prefer to maintain instrumentation and control design in-house but look to Concentric to provide peer review and design assistance with advanced network configurations, including device, controller, and other Layer 2 (VLANs) and Layer 3 (IP) design details. It will be the design engineer's responsibility to coordinate with Concentric's design staff. Understand that the best design result is a jointly agreed upon design from both the process design firm and Concentric. As such, Concentric's design staff encourages transparent, client-benefit focused design that minimizes lengthy unclear email strings and maximizes collaboration and in-person/phone conversations during design. Any coordination in this matter will not result in additional charges to the city.

**Optional sub-consultant design to Concentric:**

Some firms may wish to more deeply engage with Concentric design staff during the planning and design phases and that increased engagement may substantiate a sub-consultant design fee. Concentric regularly partners with many different Civil Engineering consultants as a sub-consultant and integrator. As with any sub-consultant design fees these cost are the responsibility of the selected engineering firm. This optional sub-consultant approach must be clearly defined as part phase 1 RFQ submittal. In addition during the Phase 2 negotiated scope and fee phase and prior to final contract acceptance a line item fee must be included in agreement.

**6. Bidding and Negotiating Phase**

- a. Assist City in advertising for and obtaining bids or negotiating proposals for the Work.
- b. Issue Addenda as appropriate to clarify, correct, or change the Bidding Documents.
- c. Attend the Bid opening, prepare Bid tabulation sheets, and assist the City of St. Charles in evaluating Bids or proposals and in assembling and awarding contracts work.
- d. Participate in any negotiations or clarification discussion.

- e. Furnish and supply drawings and project specification copies as required.

**7. Construction Phase**

- a. Consult with the City and act as the City's representative during execution of construction.
- b. Provide full-time field engineering services (resident project representative) during the duration of construction activities.
- c. Assist the City in the selection of an independent testing laboratory to perform all necessary testing and inspections required during construction.
- d. Prepare and participate in a Pre-Construction Conference prior to commencement of Work at the Site.
- e. As appropriate, establish baselines and benchmarks for locating the work, which in the Engineer's judgments are necessary to enable Contractor to proceed.
- f. During Construction collect all GIS data for city as defined in attached GIS requirements (**reference Exhibit G**). On final close-out and as-built submittal all collected data will be coordinated and transferred to City GIS group.
- g. Make additional visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, in order to observe as and experienced and qualified design professional the progress and quality of the Work.
- h. Recommend to the City, if necessary, that Contractor's work be disapproved and rejected while it is in progress.
- i. Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work.
- j. Recommend Change Orders and Work Change Directives to the City, as appropriate, and prepare Change Orders and Work Change Directives as required.
- k. Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
- l. Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor.
- m. Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents.
- n. Provide weekly reports to City staff on status of construction, hours spent on site.

**8. Contractor's Completion Documents.**

- a. Receive and review maintenance and operating instructions, schedules, warranties, and guarantees.
- b. Receive bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Document's, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data. Engineer shall transmit these documents to the City.
- c. After notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with City and Contractor, conduct an inspection to determine if the Work is Substantially Complete.
- d. Prepare and furnish to the City Record Drawings showing appropriate record information based on Project annotated record documents received from Contractor.
- e. Preparation of operation and maintenance manuals and transmit these documents to the City.

22) **City shall make available** such additional Project related information and data as is reasonably required to enable Engineer to complete its services:

- a. Property descriptions, zoning, deed, and other land use restrictions.
- b. Property, boundary, easement, right-of-way, and other special surveys or data, including establishing relevant reference points.
- c. Any previous data or studies conducted that may assist selected firm in preparing design.
- d. Engineer shall not solely rely on City provided data or information. Independent confirmation may be required.



## Exhibit B - Response Cover Page

This is page #1 of your response.

**Request for Qualifications  
Design and Construction Engineering  
Riverside Lift Station Replacement Project  
# 1062**

Based on  
Addendum # \_\_\_\_\_

**Please do not submit punched or perforated pages, nor bind your proposal in anything other than paperclips.**

Proposal Prepared By:		Contacts:	
Firm Name		<b>Operations: Scheduling and Managing the Work</b>	
DBA		Contact Name	
Address		Contact Phone #	
		Contact E-mail	
City, St, Zip		<b>Sales: Price, Quality, and Service</b>	
Signature		Contact Name	
Print Name		Contact Phone #	
Position		Contact E-Mail	
Phone #		<b>Customer Service: Purchase Order, Invoicing, Payment</b>	
Fax #		Contact Name	
E-mail Address		Contact Phone #	
		Contact E-Mail	

**This business Firm is** (check one)  An Individual  A Partnership  A Corporation  An LLC

**Exceptions: (check one)**

This proposal meets and accepts all Requirements, Specifications, Terms and Conditions and Contract Language.

We hereby take the following Exceptions to the Requirements, Specifications, Terms and Conditions and Contract Language (*reference section name and identifying reference*):

<b>For Office Use:</b>
S/G/B
Originator:



## Exhibit B - Signature Page

This is page #2 of your response.

**Request for Qualifications  
Design and Construction Engineering  
Riverside Lift Station Replacement Project  
# 1062**

Based on  
Addendum # \_\_\_\_\_

The undersigned proposes and agrees, after having examined the requirements and specifications, to irrevocably offer to furnish the services in compliance to all terms, conditions, specifications and applicable addenda. I (we) hereby certify and affirm that being first duly sworn an oath, deposes and states that all statements made herein are made on behalf of the Offeror, that this despondent is authorized to make them and the statements contained herein are true and correct.

### ***If an Individual***

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

### ***If a Partnership***

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Partner

### ***If a Corporation***

By: \_\_\_\_\_  
Signature of person authorized to sign

\_\_\_\_\_  
Title

ATTEST \_\_\_\_\_

### ***If a Joint Venture***

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

DATE \_\_\_\_\_

Attach seal here.



## Exhibit B - Certification of Compliance

This is page #3 of your response.

- (A) The undersigned certifies that, pursuant to the **Equal Opportunity Employer** provisions of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375, the bidder is compliant with all Equal Employment Opportunity Commission ("EEOC") requirements.
- (B) The undersigned certifies that, pursuant to the **Illinois Human Rights Act** provisions of Section 775 ILCS 5/2-105, the bidder complies with and certifies that it is in compliance with all equal employment practice requirements contained therein, and that it has adopted a written sexual harassment policy that meets the minimum requirements.
- (C) The undersigned certifies that, pursuant to the **State of Illinois Law** provisions of Section 720 ILCS 5/33E prohibiting Bid-rigging or Bid-rotating, the bidder is not barred from bidding on this project, or entering into a contract for this project.
- (D) The undersigned certifies that, pursuant to the **Illinois Department of Revenue Tax Laws** provisions of Section 65 ILCS 5/11-42.1-1, the bidder is not barred from doing business with any unit of local government in the State of Illinois as a result of a delinquency in payment of any taxes unless the bidder is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax.
- (E) The undersigned certifies that, pursuant to the **Illinois Drug Free Workplace Act** provisions of Section 30 ILCS 580/3, the bidder deposes states and certifies that it will provide a drug free workplace, inclusive of all satellite locations as well as the City of St. Charles sites.
- (F) The undersigned certifies that, pursuant to the **Illinois Prevailing Wage Act** provisions of Section 820 ILCS 130/0.01 et seq, the bidder, when required, is in compliance with all requirements of, including provisions as to wages, medical and hospitalization insurance and retirement benefits for those trades covered in the Act. Pursuant to **Illinois Public Act** provisions of Section 94-0515 and all provisions of the **Employee Classification Act**, provisions of Section 820 ILCS 185/1 et seq., said bidder agrees to submit certified payroll records as required.
- (G) The undersigned certifies that, pursuant to the **Employment of Illinois Workers on Public Works Act** provisions of Section 30 ILCS 570/0.01, et seq., the bidder is in compliance with all requirements. Furthermore, the bidder certifies that it will demonstrate a good faith effort toward providing equal employment opportunities for City of St. Charles residents to work as crafts persons, consistent with the racial, ethnic, and gender demographics of the City's labor force.
- (H) The undersigned certifies that, pursuant to the **National Security/USA Patriot Act** as defined in Presidential Executive Order 13224, the bidder and all affiliated parties, are not working for or with, nor acting on behalf of, a Specially Designated National and Blocked Person.
- (I) The undersigned certifies that they have not colluded with or participated in any **unethical practices** with any person, firm or employee of the City of St Charles which would in any way be construed as an unethical business practice.

### Check One:

- There are no conflicts of interest** and in the event that a conflict of interest is identified anytime during the duration of this award, or reasonable time thereafter, you, your firm or your firm's ownership, management or staff will immediately notify the City of St. Charles in writing.
- There is an affiliation or business relationship** between you, your management or staff, your firm or your firm's ownership, and an employee, officer or elected official of the City of St. Charles who makes recommendations to the City of St. Charles with respect to expenditures of money, employment, and elected or appointed positions. Provide on a separate letter included with your response any and all affiliations or business relationships that might cause a conflict of interest or a ny potential conflict of interest. Include the name of each City of St Charles affiliate with whom you, your firm or your firm's ownership, management or staff has an affiliation or a business relationship.

Company Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## Exhibit B - Customized Mailing Label For Sealed Submittal

Request for Qualifications  
Design and Construction Engineering  
Riverside Lift Station Replacement Project  
# 1062

- Cut along outer border and affix this mailing label to the envelope of your sealed submittal.
- Record your firm's name in the space provided.

	<p><b>Sealed Submittal</b></p> <p>Request for Qualifications Design and Construction Engineering Riverside Lift Station Replacement Project # 1062</p>
<p><b>DUE: Monday October 21, 2019</b> <b>Prior to: 8:00 AM</b></p>	
<p><b>FROM:</b></p>	
<p>Firm Name</p>	
<p><b>TO:</b></p>	
<p><b>Receptionist / City Hall</b> <b>City Of St Charles</b> <b>2 East Main Street</b> <b>St Charles, Il 60174</b></p>	

## EXHIBIT C Part 1: Qualifications Desired By the City of St. Charles

### Engineering Firm

- 23) Provide background information on your firm, including, but not limited to:
- Organizational structure of firm. Include an organizational chart.
  - How many years has firm been in business under this name? How many years has firm been in business under: Any other name? Other ownership? Provide details.
  - What is the value of the firm's work? Completed in the past 12 months? Now under contract?
  - What is the number of clients in your firm? Serviced in the past 12 months? Now under contract?
  - How many professionals are employed? How are these broken down by specialty?
- 24) Provide a brief explanation of the following:
- A time your organization failed to complete a contract
  - Bankruptcy or reorganization
  - Judgment claims or law suits against the firm: Awarded and Pending within past five (5) years
- 25) Provide a listing of references from similar projects in size and scope within the past ten (10) years. Because this project location on the Fox River. Ideally projects provided should include coordination with similar outside agencies coordination that will be involved with this project. Include contact information (name, title, e-mail address, and phone #) for the individual who oversaw the quality of the work and authorized payment. References within the greater Chicago area preferred.

### Project Manager

- 26) Minimum Project Manager Requirements (the individual who will oversee 80% of our project)
- The names and background of personnel likely to be assigned this project
    - We recognize it is premature to assign personnel. Provide only the background(s) of those likely to be directly involved in a major (80%) hands-on role.
    - Do not provide extraneous resumes.
  - A minimum of five years of related experience working with municipal and regulatory agencies
  - List the abilities, qualifications, licenses and their experience on similar contracts.
  - Quantify their ability to provide
    - project leadership
    - project management,
    - direction in value engineering,
    - conducting productive meetings,
    - maintaining detailed records of the process
    - the project on schedule
    - the project on budget
- 27) Provide any other additional data that will permit the City to determine the capability of the consultants to meet all contractual requirements.

## EXHIBIT C Part 2: The Project Specific Details

- 28) State your understanding of the proposed project.
- 29) Include an organizational chart specific to this project. Clearly define specific roles and responsibilities for each member assigned to this specific project. Include the individual's credentials and experience.
- a) Specify the individual(s) assigned to:
    - i) Negotiation and contractual matters
    - ii) Project Management for Design Services
    - iii) Construction Management for Implementation of Plan
    - iv) Subject Matter Expert: Technical issues
    - v) Service Contact responsible for: invoicing and payment issues
  - b) Specify the areas in which you will utilize:
    - i) Outside consultants
    - ii) Sub-contractors
    - iii) Agents or other Third Party participants to this contract
- 30) Provide a narrative plan describing your management approach to this project.
- a) Include the quality assurance procedures used to maintain the highest level of quality.
- 31) Provide the methodology for this project. Include a detailed
- a) list of the phases of the project
  - b) task list for each phase
  - c) expected hours of each team member per phase
  - d) Project schedule including all significant milestones (*reference page 1 Proposed Project Schedule*)
- 32) Describe and explain:
- a) The aspects of this project that are routine and standard to the industry
  - b) The most challenging aspects of this project
- 33) What other areas or considerations, not addressed in the Scope of Work herein, do you believe to be essential to the effective execution of the project?
- 34) Describe what you require of the city.
- 35) **Note: During the course of these discussions/interviews, the City will NOT disclose strategic or technical information presented by any firm.**



**EXHIBIT E: Invitation to Negotiate  
Design and Construction Engineering  
Riverside Lift Station Replacement Project  
# 1062**

**(to be extended to the firm identified by the city as most qualified)**

- 1) Based on a formal Request for Qualifications, and submittal of Project Specific details, and follow-up discussions and interviews, your firm has been identified as the most qualified firm for the above project. This Invitation to Negotiate is Step 2 of the Qualifications-Based Selection process required by participants in the Water Pollution Control Loan Program.
- 2) This negotiation will be preceded by two (2) phases:
  - a) Phase 1: Clarification and Finalization of the Project Specific details.
  - b) Phase 2: Submittal of a Formal Proposal addressing all Fees, Terms and Conditions, and Contract language.
- 3) Phase 1: Clarification and Finalization of the Project Specific details
  - a) TO THE EXTENT THAT IT IS NEEDED: Review and Discuss with the St. Charles Project Team the project approach as presented in the discussions/interviews phase of the QBS process.
  - b) The St. Charles Project Team will share, without limit, any and all information, concepts, and data received in response to this RFQ, or derived by further investigation thereof.**
  - c) If deemed of value, the St. Charles Project Team may choose to tour a similar project completed by your firm.
    - i) Said facility must be within a 200 miles radius of the City of St Charles
    - ii) Logistics must be coordinated by firm.
    - iii) City of St. Charles Project Team will finance St. Charles Project Team only. The city will not accept reimbursement of any kind from the proposing firm.
  - d) The final design and strategic concept should be documented by the proposing firm, entitled "Final Project Documents for purpose of Negotiation" and provided to the city.
    - i) This document should not include any reference to Fees, Terms and Conditions, and Contract language.
    - ii) If agreed to in writing by the city, proceed to Phase 2.
- 4) Phase 2: Submittal of a Formal Proposal addressing all Fees, Terms and Conditions, and Contract language.
  - a) Part A: Utilizing the "Final Project Documents for purpose of Negotiation" prepare a fee proposal. Fees should be reflected as a not to exceed lump sum broken down by phase detailing:
    - i) Labor = hourly rate x projected hours for each team member
    - ii) Equipment = a list of equipment
    - iii) Materials
    - iv) Contingency fees per phase.
  - b) Part B: Final Contract Agreement for Professional Services; shall be provided by the selected engineering firm. But is subject to the city attorney review, any recommended changes made by the city attorney; must be incorporated into the final contract prior to city approval. Failure to incorporate the cities recommended changes to the contract will result in disqualification of the submitting firm. If disqualification occurs the city will start negotiations with additional firms.
    - i) The City will include the following documents as Exhibits within the finalized contract:
      - (1) The city's initial RFQ minus **Exhibit B** Response templates
      - (2) The consultants' submittal of Qualifications and Project Approach
      - (3) The consultant's Best and Final Offer for all fees.
      - (4) The consultant's W-9
      - (5) The consultant's Certificates of Insurance

Exhibit F Project Site Map: 1509 Riverside Ave (IL Rte. 25) St. Charles, IL 60174



# Exhibit G:

## City of St Charles - GPS/GIS Data Technical Standards for Water and Wastewater Projects

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### **Data Collection Accuracy Standards**

- Horizontal Accuracy better than 0.164 ft
- Vertical Accuracy better than 0.230 ft

### **Coordinate System**

- NAD\_1983\_StatePlane\_Illinois\_East\_FIPS\_1201\_Feet
- WKID: 3435 Authority: EPSG
- Projection: Transverse Mercator
- Geographic Coordinate System: GCS\_North\_American\_1983
- Datum: D\_North\_American\_1983

### **Deliverables**

- Text (.txt) or Comma Separated Values (.csv)
- Associated Feature Photos

### **Data Fields**

- Northing
- Easting
- Elevation
- Horizontal Accuracy
- Vertical Accuracy
- All Associated Feature Attributes (details on pages below)

## Exhibit G Part 2 : Water Infrastructure

### Fittings

#### Valves

##### Attributes

- Valve Size
- Vault Diameter
- Lid Elevation
- Valve Type
- Nut Depth

#### Hydrants

##### Attributes

- Manufacturer
- Manufactured Date
- Model
- Barrel Diameter
- Nozzle Configuration
- Operating Bolt Elevation
- Delineator Present

#### Buffalo Box

- Location Collection

#### Water Mains & Services

##### Distribution Main Attributes Collected

- Material
- Depth
- Diameter

##### Fitting Types

- Bend
- Depth Change
- Cap
- Cross
- Corporation Stop
- Coupling
- Cut In
- Hydrastop
- Reducer
- Sleeve
- Tap
- Tee
- Weld
- Corp Stop

##### Attributes Collected

- Type
- Elevation
- Material

##### Service Pipe Attributes Collected

- Material
- Depth
- Diameter

##### Water Main Casing

- Collection point on both ends of the casing pipe

## Exhibit G Part 3: Sanitary Sewer, Electrical & Fiber Infrastructure

### Sanitary Sewer Infrastructure:

#### Sanitary Structures

##### Attributes

- Structure Type
- Manhole Style (Standard, Drop)
- Drop Style (Inside, Outside)
- Material
- Width
- Depth

#### Sanitary Pipes

##### Attributes

- Material
- Width
- Depth

### Electric Infrastructure:

#### Streetlight

##### Attributes

- Lamp Wattage

#### Underground Conduit

- Location Only

#### Secondary Wire

##### Attributes

- Size
- Material

#### Splice Box

- Location Only

#### Pedestal

- Location Only

#### Handhole

- Location Only

#### Manhole

- Location Only

#### Meter

- Location Only

### Fiber Infrastructure:

#### Cable

##### Attributes

- Fiber Count
- Manufacturer

#### Slack Loop

##### Attributes

- Slack Length

#### Patch Panel

##### Attributes

- Manufacturer
- Model
- Card Layout
- Port Card Count and Identification (Numbers/Alphanumeric)
- Backside Cable Connections
- Frontside Connections

#### Splice

##### Attributes

- Manufacturer
- Enclosure Type
- Connections

#### Switch

##### Attributes

- Manufacturer
- Model
- Input/Output for each port

## **Exhibit G Part 4: Stormwater Sewer Infrastructure**

### **Stormwater Structures**

#### **Attributes**

- Structure Type
- Material
- Width
- Depth

### **Stormwater Pipes**

#### **Attributes**

- Material
- Width
- Depth