



Notification to Proposers

Construction Engineering Services #1029

Proposals have been received from the following firms:

- Baxter and Woodman, Inc Project A only
- Burns and McDonnell Engineering Project A and Project B
- Chastain and Associates, LLC Project A and Project B
- HR Green Project A and Project B

1. Tentative Project Award Schedule

Finalist Selected	Late March 2019
City Council Approval	April 1, 2019

2. Clarification of Offers:

- a. The City may conduct discussions with Proposers to further clarify the offer as may be necessary.
- b. The City reserves the right to seek clarification of proposals. Clarifications shall be documented by the Proposer and submitted to Procurement@stcharlesil.gov within 3 business days.

3. Evaluation Criteria: Proposals will be evaluated on the following criteria and weighted as stated per Project:

QUALIFICATIONS OF FIRMS FOR CONSTRUCTION ENGINEERING SERVICES

- 1) Capability
- 2) Competence

PROJECT APPROACH

- 3) Quality of Response
- 4) Completeness

4. Evaluation Process

- a. An evaluation team will review all proposals based on weighted requirements. The evaluation team is composed of the Department Head, Project Manager, Procurement Division Manager and others as required.
- b. Qualifications will be reviewed for compliance, and if compliant, will be deemed responsive.
 - i. Proposer Qualifications will be reviewed, and if qualified, will be deemed responsible.
 - Capability 50% Level of capability demonstrated by the offeror's proposed resources for meeting the requirements.
 - A demonstrated ability to keep the projects on schedule and within budget. Project staff experience and ability to successfully work as a team.
 - Competence 50% Level of competence of the offeror's experience in managing complex architectural projects. Direct and relevant experience with similar project in size and scope.
 - Experience managing and overseeing complex municipal construction projects; direct and relevant experience
 - Ability to complete projects on time
 - ii. Proposals from firms whose Qualifications meet or exceed the evaluation criteria will be evaluated.
- c. Proposals will be reviewed for compliance, and if compliant, will be deemed responsive.
 - i. Responsive proposals are inclusive of, but not restricted to: received prior to the due date and time, completed as stated in the solicitation request, inclusive of all requirements, able to meet delivery requirements, accepting of all contract terms and conditions.
 - ii. The degree to which a proposal meets the requirements is determined solely on the judgment of the Procurement Division Manager.
- d. Proposals deemed both Responsive and Responsible will be reviewed by the evaluation committee. The committee will utilize the stated criteria and weights when reviewing proposals.
 - Resume of Resident Engineer 50%

- Overall experience, education, capabilities and qualifications of Resident Engineer(s) assigned to the project.
 - Experience of Resident Engineer(s) on projects of similar nature and scope
 - Ability of the Resident Engineer(s) to act with professionalism and with a mindset of customer service while representing the City on the project site.
- i. The City reserves the right to seek clarification of proposals.
 - ii. Proposers may be required to submit additional data
- e. Proposed Fees will be analyzed for totality of costs.
- Price 50 %
 - The not-to-exceed fee to accomplish all work as described herein.
- f. Finalists will be invited to submit a 1 page letter inclusive of clarifications and present a Best and Final Offer.
- i. The City reserves the right to negotiate the price and any other term with the proposer offering the Best and Final offer.
 - ii. If a negotiated agreement cannot be reached with the front runner, the City may proceed to negotiate with the second best and final offer.
 - iii. Any oral negotiations must be confirmed in writing to Procurement@stcharlesil.gov within 2 business days.
- g. The City's determination of award for best overall value will consider the following non-exclusive list: available project management resources, soft costs of contract management; and training costs.

5. **Basis of Award**

- a. Award is based on the best overall value to the City; and deemed most advantageous to the City, based on the totality of lawful considerations, price and other factors considered.
- b. While numeric evaluations may be used in some aspects of the process to identify strengths and weaknesses of proposals, 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. A recommendation to award will document the basis for the award decision.
- c. Except as otherwise stated, proposers will be awarded within ninety (90) days from the opening date.
- d. The City reserves the right to award a shorter term of service, by phase or deliverable, part or portion of a phase or deliverable, any line item or option regardless of order listed.

The City wishes to thank all Proposers for participating in this solicitation. The City recognizes and appreciates the time and effort your firm put into preparing and submitting your proposal. The City invites you to respond to future solicitations which are posted on the City's website at <https://www.stcharlesil.gov>.

The City of St. Charles is looking for ways to reduce costs and create better returns for our investments. Please advise the City if you have any suggestions that can provide: cost savings; quality improvements; improved resource utilization; versatility; standardization; modification in delivery; inventory or consignment practices; value analysis; or other.