Village of Midlothian

Request for Proposals

MUNICIPAL ENGINEERING SERVICES

Publication of Proposal
November 1, 2016
Submission of Proposal Deadline
December 1, 2016

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SUMMARY

The Village of Midlothian (Village) invites qualified, licensed professional engineering firms to submit proposals for Municipal Engineering Services. The Village is seeking a firm to provide municipal engineering services as outlined in the Scope of Services below for a multi-year period.

INTRODUCTION

The Village of Midlothian is soliciting proposals from qualified, licensed engineering firms to provide general contracted municipal engineering services for the Village.

The Village of Midlothian (14,819) is an established residential community in southwestern Cook County, Illinois approximately 25 miles southwest of downtown Chicago. The Village is a Home Rule community that is governed by a Village President and a six-member Board of Trustees elected at-large in non-partisan elections and who serve overlapping four-year terms.

The Village is comprised of the Building & Zoning Department (code enforcement, plan review, inspections, etc.) and the Public Works Department. The Public Works Division is managed by a Public Works Superintendent. The Public Works Department includes divisions responsible for Public Works Administration, Engineering, General Services, Utilities, and Fleet Services. Public Works is responsible for infrastructure throughout the Village, including water mains; sanitary and storm sewers; lift stations; and public roadways.

GENERAL STATEMENT OF DUTIES

The selected firm will provide contracted municipal engineering services for the Village. The successful firm will coordinate with designated Village staff, on all major activities relating to engineering services. Please note: The Village reserves the right to obtain specialized engineering services as needed separate from the selected engineer and may continue to use existing consulting engineers currently under contract with the Village to complete current projects.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

- Proposals shall not exceed 20 pages. The Village is not interested in brochures, boilerplate filler, or general information that is not relevant to this process. Consultants submitting proposals are advised to provide a clear and responsive approach to addressing all issues noted in this RFP.

- Key elements to each proposal should include, but not necessarily be limited to, the following items:

    - Firm's History: Provide a brief history of your firm.

    - Understanding & Approach: The firm should clearly state their understanding of the Village's need for Municipal Engineering Services, and for the role the engineer should play. Specific example and insights will be useful in this section.

    - Experience: The firm shall describe their experience and expertise in providing engineering services for similar communities. Experience with water, sewer, streets, storm water, and general municipal engineering services is required. Recent experience demonstrating professional working relationships with Cook County agencies , MWRD, FEMA, IDOT, IDNR, SSMMA, CNT, Calumet Stormwater Collaborative, Millennium Reserve etc. will be considered.

    - Project Team: Describe the proposed project team, providing an organizational chart clearly delineating individual responsibilities. Identify key contacts for the team. Provide resumes for key contacts and support personnel.

    - Availability: The selected Municipal Engineer must be capable of responding to the Village's needs in a timely manner, complete projects on time, and be an efficient resource for the Village. The proposal should address the consultant's approach to meeting the Village's needs.

    - References: Firms shall provide contact information for three (3) municipal references for which the firm has provided similar professional services, preferably in Cook County. Reference contact information should include a contact name, phone number, and email address.

    - Exceptions: Indicate any exceptions taken to the terms and conditions, contractual and other requirements defined in the RFP. If exceptions are taken, cite the paragraph involved, the exception taken, and state alternative language acceptable to the Proposer. Alternative language is subject to negotiation and/or approval.

    - Rates Charged for Service: Provide a rate sheet that lists your firm's hourly charges for service for each of your firm's employees on the assigned project team for a three-year period. Include a list of rates for all potential firm staff members that may be involved on a project. Identify any fees and expenses that would not be covered under this schedule but may be required in order to implement the firm's program. Failure to provide this information will result in your firm being eliminated from consideration.

SCOPE OF SPECIFICATIONS

This list identifies typical examples of services that may be assigned. The list provided is not exclusive and may include other tasks not listed. The services provided will be determined by the Public Works Superintendent or designee. As specific services are requested by the Village, the firm shall assign a project task number for said services, provide the Village with an estimated budget for the work and receive written approval prior to commencement.

1. Grant writing/assistance with applications as requested
2. Surveying
3. Street, sidewalk, curb and gutter design including Complete Streets implementation. Focus on integrating green infrastructure project implementation in all projects where feasible.
4. Sanitary sewer and lift station design
5. Storm sewer, pond or basin design
6. Water main, distribution, and facilities design
7. Landscaping, park and green space design
8. Assist with obtaining necessary permits from regulatory agencies
9. Complete facility needs assessments as requested
10. Assist with obtaining utility easements
11. Assist with developer agreements
12. Assist with the assessment process as required
13. Prepare and bid Village projects as required
14. Construction management and inspection as required
15. Develop maps and Record Drawings for the Village as needed by project
16. Watershed Management Ordinance (WMO) Representation & Enforcement
17. Miscellaneous municipal engineering design as needed
18. Attend regular and special Village Board meetings, Public Hearings, community/neighborhood meetings, and staff meetings as required
19. Attend monthly Plan Commission and zoning meetings as needed
20. Provide or update Village Engineering Standards and Specifications
21. Assist Village staff as required
22. Pursing and identifying grant opportunities and collaborative project opportunities.

The successful firm shall be responsible for all resources necessary to deliver these services.

REQUIREMENTS

To be considered responsive, a proposal must contain the following, referenced by number and in the following order:

1) Proposal Cover page containing Organization/Agency information.
2) Affirmation Page containing authorization information.
3) A summary page with a general description of the services to be provided to demonstrate an understanding of the requirements as describe in the Scope of Specifications.
4) A detailed cost proposal, including hourly rates, any travel costs and other expenses to include billing practice and payment terms.
5) A brief description of the respondent's work history and previous experience as an Engineer/Engineering Firm.
6) A brief description of similar projects completed by the respondent within the past five 5 years.
7) At least three references with contact information from organizations that have used respondent's services for municipal engineering projects
8) Copies of business licenses, professional certifications or other credentials, insurance, together with evidence that respondent, if a corporation is in good standing and qualified to conduct business in the state of Illinois.

Please note, proposals may not be sent via e-mail or facsimile. Provide one (1) original, **unbound response** and **two (2) stapled or bound copies** of the proposal's response, **in a sealed package to the following address:**

Village of Midlothian
Joe Sparrey, Public Works Superintendent
14801 S. Pulaski Rd.
Midlothian, IL 60445
Phone: (708) 389-0200 x261
Fax #: (708) 389-0255
E-mail address: jsparrey@villageofmidlothian.org

PROPOSAL REVIEW AND EVALUATION

Proposals shall be reviewed and evaluated by Village of Midlothian based on the following criteria:

1) Management and personnel qualifications
2) Application to delivery of services
3) Relevant experience of firm
4) Price for the Scope of Services requested
5) The value of any cost-saving option(s) presented to the extent the options are acceptable to the Village of Midlothian at its sole discretion.
6) Other factors that may be determined by Village of Midlothian to be necessary or appropriate at its discretion.

AWARD OF CONTRACT

Each respondent submitting a proposal will be notified in writing or via e-mail of the Village of Midlothian's decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

1) Results of negotiations between selected vendor and the Village of Midlothian Board of Trustees representative
2) Availability of funding
3) Approval by the Village of Midlothian Board of Trustees

PROPOSAL COVER PAGE INSTRUCTIONS

The following organization/agency information must be completed on the Proposal Cover page:

A. **Name -** Provide the name of the organization/agency responding to this RFP.
B. **Address -** Provide your agency or organization's main office address.
C. **E-Mail Address -** Provide the e-mail address of agency submitting RFP.
D. **Copy of Current Business License** – Provide copy of local business license
E. **Federal Tax I.D. # -** Provide your current federal tax I.D. number.
F. **Phone Number -** Provide phone number of agency and also phone number of contact person where the Village of Midlothian can submit information regarding the proposal.
G. **Fax Number**- Provide fax number of agency where the Village of Midlothian can submit information regarding the proposal.
H. **Contact-**Provide name and phone number of contact person regarding this RFP.

PROPOSAL COVER PAGE

Organization/Agency Information: (Please print all information on this page)

Name: _____

Agency's Address: _____

E-Mail Address: _____

Copy of Current Business License: _____

Federal Tax I.D. #: _____

Phone #: _____ **Fax#:** _____

Contact Person: _____

Affirmation

I affirm that the information within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this proposal on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this proposal at the submitted price may result in my organization's contract being terminated.

Signatory Name: _____
(Print)

Name of Organization: _____
(Print)

Signature: _____ **Date:** _____

***Signature by authorized person(s) is required. Failure to sign this page will be cause for proposal not to be considered.**