

REQUEST FOR QUALIFICATIONS – RFQ 2011-005

QUALIFICATIONS BASED-SELECTION (QBS) PROCESS FOR ENGINEERING SERVICES for DESIGN OF CONCRETE BOX STORM SEWER EXTENSION for CHAMPAIGN COUNTY EAST CAMPUS

ISSUED BY: **Champaign County Board**
March 2011

INTRODUCTION:

The Champaign County Board is seeking a qualified and experienced engineering firm to provide design and construction oversight services for the extension of the box culvert and storm sewers to complete the storm water management work outlined in the July 2006 Storm Water Management Plan for the County's East Campus.

BACKGROUND:

Statements of Qualifications submitted in response to this RFQ will be part of an evaluation process, which will culminate in the selection of an engineering firm to provide design and construction oversight services for the extension of the box culvert and storm sewers on the County's east campus. The County's 2006 Storm Water Management Plan has been approved by the City of Urbana, and the work proposed by Champaign County to now complete the previously approved plan has been conditionally approved by the City of Urbana. The City will need to review the final construction plans for conformance to the Storm Water Management Plan for a final approval upon the development of those construction plans by the selected engineering firm.

SCOPE OF WORK:

This project targets approximately the northern half of the water shed area on Champaign County's East Campus. This area is located directly south of East Main Street, east of Lierman Avenue, west of Weaver Park and north of East Washington Street.

Completed studies of the County's 2006 Storm Water Management Plan, existing site drawings of the Highway Fleet Maintenance Facilities, the 202 Art Bartell construction project site plans and concept design of the ILEAS parking expansion will be available to the shortlisted firms.

The scope of work required by the selected engineering firm will include the following services as they relate to this project:

1. Design Development
2. Preparation of Construction Documents
3. Management of Bidding for Project
4. Construction Administration

SCHEDULE:

March 28, 2011	Statements of Qualifications due to the County by 4:00pm.
April 11, 2011	Selected firms will be notified that they have been chosen to be interviewed by Evaluation Team
April 18-19, 2011	A 50-minute interview will be conducted with each of the selected firms. Each firm will make a 30-minute presentation on their understanding of the scope of work for this project. A 20-minute question and answer period will follow the presentation.
April 20, 2011	Final selection and ranking of firms will be completed, and all firms will be notified.
April 21, 2011	Approval of designation of top-ranked firms by County Board
April 25-29, 2011	Negotiation of Contract
May 5, 2011	Recommendation for Award of Contract to County Facilities Committee of the Whole
May 19, 2011	County Board Approval of Contract

SUBMITTAL REQUIREMENTS:

Introduction

A title page that includes the following information: name of firm, local address, telephone number, fax number, name of contact person, email address, location of branch offices (if any), and states in which your firm is licensed to practice. Please attach a copy of all applicable licenses.

Project Approach

Include a statement of project understanding, describe your specific management and technical methodologies and techniques to perform the tasks outlined in the Scope of Work, and include a proposed level of effort document including all major tasks and a detailed inventory of proposed project personnel by task. An estimated timeline for project completion shall be included.

Organizational Plan and Chart

This section will include a description of the organization and management structure that will be utilized to perform the Services. At a minimum, this section will include a chart identifying the job categories or personnel committed and will specifically identify the assignments of the key personnel.

The Proposer should demonstrate that the proposed manpower level is sufficient and can be reasonably expected to meet or exceed the requirements needed to perform the Services described in this Request for Qualifications.

Qualifications of Personnel

This section should specify those executives, supervisors and other personnel considered key to the successful performance of the Services. This will include a discussion of each individual's qualifications, training, education, experience with similar projects and the position of these individuals in the Proposer's overall organization. Resumes should be included for key personnel, describing their education, background, relevant experience, certifications and accomplishments.

References

A list of three (3) references including company name, contact person, title, address, phone number and e-mail address for similar projects. Describe your firm's experience working with local government.

Costs

All costs that each Proposer incurs in preparing and submitting its statement of qualifications are the sole responsibility of the Proposer and will in no event be paid or reimbursed by the County.

CRITERIA FOR REVIEW:

The following items will be considered when evaluating the engineering firms:

1. Relevant Project Experience
2. Staff Qualifications
3. Past Experience with Local Government Projects
4. Commitment to Project Schedule
5. Adequacy of Response to "Project Approach"
6. Technical Capability to Deliver Project
7. Application of Unique/Creative Solutions to Similar Projects
8. Financial/Legal
9. Location of Firm

The Evaluation/Selection Committee is comprised of staff and members of the Champaign County Board. The Evaluation/Selection Committee will evaluate all Statements of Qualifications based upon the criteria stated above. Based on scores, firms will be selected for interviews. After the interviews, there will be a final scoring of firms that will be forwarded to the County Board for review and approval. Upon that review, the Evaluation/Selection Committee will negotiate with the top-ranked firm, in compliance with the QBS process.

WHERE TO SUBMIT PROPOSALS:

Submit eight copies plus one electronic version of the Proposal to:

**Champaign County Board
Attn: Alan Reinhart, Facilities Director
1776 East Washington
Urbana, IL 61802**

**On the outside of the package write:
Engineering Services RFQ2011-005.**

Questions related to this RFQ should be submitted in writing to Alan Reinhart, Facilities Director, areinhart@co.champaign.il.us.

Responses to all substantive questions will be forwarded to all potential firms to insure a fair selection process.