

RESOLUTION 2018-02 Approved: February 6, 2018

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT OR HER DESIGNEE TO PUBLISH A REQUEST FOR PROPOSALS (RFP) FOR ENGINEERING SERVICES FOR VILLAGE ENGINEER

WHEREAS the Village of Maple Park ("The Village") is a municipality in accordance with the Constitution of the State of Illinois of 1970; and,

WHEREAS, the Village has seen an upswing in residential building within the Maple Park corporate limits, and expects to see more in the coming years; and,

WHEREAS, the Village has determined that it is to its advantage and best interest of the Village to avail itself of a Request for Proposals (RFP) for the position of Village Engineer; and,

NOW, THEREFORE, BE IT RESOLVED by the President and the Board of Trustees for the Village of Maple Park, DeKalb and Kane Counties, Illinois, as follows:

Section 1. The Village President or a designee is hereby directed publish the attached RFP for Engineering Services.

Section 2. This Resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

PASSED by the Board of Trustees of the Village of Maple Park, Kane and DeKalb Counties, Illinois at its regular Board meeting held on **February 6, 2018**, as follows:

Ayes: Dries, Goucher, Harris, Dalton, Higgins, Shaver

Nays: None

Absent: None

APPROVED by the Village President on **February 6, 2018**.

(SEAL)



Kathleen Curtis

Kathleen Curtis, Village President

ATTEST:

Elizabeth Peerboom

Elizabeth Peerboom, Village Clerk

VILLAGE ENGINEER REQUEST FOR PROPOSALS

The Board of Trustees of the Village of Maple Park, Illinois, is soliciting proposals for Village Engineer, in accordance with the Request for Proposals (RFP). RFPs are available at Village Hall, located at 302 Willow Street, Maple Park, Illinois, or on the village website at www.villageofmaplepark.org.

All proposals shall be made upon letterhead stationery and all references to numbers shall be stated both in writing and figures. One (1) clearly marked original and nine (9) clearly marked complete copies (including all attachments) of each proposal shall be submitted and delivered to: Liz Peerboom, 302 Willow Street, P.O. Box 220, Maple Park, IL, 60151. Envelopes shall be sealed and marked, **“RFP for Maple Park Village Engineer 2018.”**

The Maple Park Board of Trustees reserve the right to choose the proposal which, in their judgment, is best suited for the intended purposes. The Board of Trustees also reserves the right to waive all informalities in awarding a contract in the best interests of the Village.

Liz Peerboom, CMC
Village Clerk

Village of Maple Park
Illinois, Kane and DeKalb Counties, Illinois

**REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING SERVICES**

2018

Submission deadline: March 19, 2019, 10:00 a.m.

contact:

Liz Peerboom, Village Clerk
302 Willow Street, P.O. Box 220
Maple Park, IL 60151
(815) 827-3309 or eperboom@villageofmaplepark.com

REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES

I. General

A. Introduction and Background

The Village of Maple Park is soliciting Requests for Proposals (RFP's) from qualified engineering firms to provide general municipal engineering services to the Village.

The village maintains approximately 8 miles of roads, operates and maintains two (2) wells and a water conveyance system, several parks facilities, and maintains and operates a sanitary sewer collection and conveyance system. The Village of Maple Park provides services including police, public works, code enforcement, parks, planning, economic development, finance, water distribution system, wastewater collection and conveyance system and trash collection.

Approximately 4 square miles in size, the village is also responsible for operating and maintaining the drainage and storm water facilities within our boundaries.

The village's water system is governed by the Village of Maple Park. The village will appoint a qualified licensed engineer from these proposals. Maple Park will consider all firms with water system experience submitting proposals with this request.

B. Scope of Services

The village will direct the selected vendor to provide engineering assistance in two ways:

1. **Miscellaneous Services.** Village of Maple Park may require general engineering services from their engineer for day to day issues. This may include, but not be limited to the following:

- Attendance at monthly Board of Trustees meetings and occasional Planning Commission meetings, or other meetings upon request
- Assist Building Inspector with plan review process for building permits
- Zoning Reviews per Village Code requirements, as requested
- Stormwater reviews including Erosion and Sedimentation Plan reviews
- Stormwater conveyance and management project design services
- MS4 compliance and annual report preparation
- Inspection Services for both civil projects and water applications
- Review and approve developers Escrow calculations
- Review and recommend for approval Escrow releases
- General knowledge of intergovernmental Agreements
- Respond to all manner of general engineering requests
- Act as a liaison to the IL Department of Environmental Protection and other agencies as required
- Construction inspection and onsite oversight services
- Utility infrastructure improvements including design and engineering

services for water distribution, storm water, and wastewater collection systems

- Bid preparation, review and recommendation
- Sewage Enforcement
- Surveying

For general service tasks, the firm will provide basic services to the village on a time and materials approach unless other arrangements or agreements are made.

2. **Task-Based Services.** The firm may be directed to undertake specific projects for the village that have a finite scope of work, are relatively larger in scale, or for any other reason the village wishes to assign the work on a task-basis to the vendor. In these cases, the assignment of work will follow the general process described below:

- The Village President or Public Works Director will describe a task or need to the engineer for a specific project.
- The engineer will prepare a simple proposal describing the scope of work they will provide, a proposed fee, and an estimated project timeline.
- The Board of Trustees will review the request and may choose to accept the proposal as is, reject the proposal, or negotiate a change of scope or fee with the firm.
- Once the proposal is accepted by the Board, the Village President or Public Works Director will issue a request to the engineer to complete the project outlined in the proposal.
- The engineer will track the task order with an independent project number separate from general service activities.
- The village will assign task orders to the engineer as needed. The village reserves the right to issue a general RFP for specific projects if they desire to have expanded competition, specialized expertise, or if the engineer elects to not accept a request for a specific work order. The village will maintain the necessary autonomy to ensure that the public interest is served the best.
- The award of a contract to a firm does not guarantee that the selected firm will be assigned any or all village projects.

The village intends to undertake a number of capital projects over the next few years. These projects may include but are not limited to the following and will be subject to separate Requests for Proposals:

- Design and construction of streets, including curb and sidewalk
- Design and construction of a water tower

C. **Term**

The contract for the Services shall be subject to renewal on a yearly basis by Village Board. The Maple Park Board of Trustees reserves the right to terminate the contract at any time, with 30 days prior written notice, if not satisfied with the quality of service provided. The firm serves at-will, at the discretion of the village.

D. **Selection Process**

The village will utilize the following general selection process in determining the most qualified and best consultant to serve as the municipal engineer.

1. Interested consultants will provide written proposals to the village based on the guidelines and information in this RFP.
2. Consultant(s) shall be duly licensed in the State of Illinois as Professional Engineer(s) and certified to perform the professional services offered by the proposal.
3. The Board of Trustees will review all proposals based upon the criteria established.
4. Firms will be short-listed to participate in an interview process. Additional evaluation steps may include, but not be limited to, an interview, a review of the firm's engineering fee structure, a check of references, etc.

Final determination will be made by the Board of Trustees. The village reserves the right to reject any or all proposals and to waive any defects or irregularities in the best interest of the village.

The Board reserves the right to make an appointment in the best interest of the village and to appoint the firm that they determine would best serve the village's needs, which shall remain within the sole discretion of the Board of Trustees.

II. PROPOSAL CONTENT

Your proposal must include the following:

A. Cover Letter

All proposals must include a cover letter to the attention of Liz Peerboom, Village Clerk, and be signed by a person legally authorized to bind the applicant to its proposal. The cover letter must include the firm name, the names of local partners/principals, the number of local personnel, address, telephone numbers, fax numbers for the Agency and an email address of the person(s) who are authorized to represent the proposer.

B. Personnel

1. The names of the partners, managers and other key staff persons who will be assigned to Maple Park.
2. Provide resumes' and indicate their experience in municipal civil engineering. Describe the staffing level that would be assigned to Maple Park.

C. Level of Service

Indicate whether your firm can provide, on a quick response basis, year-round expert professional engineering services to the village on typical municipal engineering matters.

D. References

List of Illinois local government jurisdictions where your firm presently serves as municipal Engineer and/or provides similar services.

E. Fees

The village expects to pay an hourly fee for the services provided by the engineer. All firms must indicate the hourly fee charged for the proposed services by the grade of the employee to be assigned to the task. If additional services such as travel, copying, phone calls or other charges will be billed in addition to the proposed hourly fee, such should be indicated within the proposal.

III. Proposal Submission

Nine (9) copies of the proposal should be addressed to: Liz Peerboom, Village Clerk, 302 Willow Street, P.O. Box 220, Maple Park, Illinois, 60151. The proposals must be received via mail or delivery, no later than 9:45 a.m. on March 19, 2018. Envelopes must be sealed and marked “**RFP for Maple Park Village Engineer 2018.**” Proposals submitted by facsimile or email will not be accepted.

IV. Procedures for Evaluating Proposals

The village will evaluate the proposals based on but not limited to the criteria outlined in this document. The village may then complete additional evaluations on the consultants such as a review of the firm’s engineering fee schedule, participation in an interview process, etc. Using a combination of the information provided in the proposals and the additional information received from the interviews and evaluations, the village will make a final choice and award the engineering contract to the most qualified consultant. A brief description of the primary selection criteria is provided below:

A. Proximity of firm to Maple Park

The village wishes to work closely with the selected firm and desires fast and effective service. The consultant should address how they will provide effective service and how they will address travel costs and travel time issues.

B. References

The village will perform reference checks for each candidate. A minimum of three (3) municipal clients in Northern Illinois where similar or related work was performed must be provided. References where the consultant has served as the engineer are required. References should also be able to describe the firm’s responsiveness, availability, and ability to complete projects in a timely and orderly manner.

C. Experience serving as an engineer for other communities.

Experience in the role of municipal engineer for other communities will be considered positively. Proof of an understanding of the role of engineer and a track record of effectively providing this service is preferred.

D. Consultant’s understanding, approach and quality of the proposal.

These selection criteria will allow the village to award the contract on the quality of the

proposal, the consultant's understanding of the village's needs, the consultant's approach to the work and/or any other quality about the consultant's proposal that sets it apart from any others.

E. Conflict of Interest

The successful firm shall not have conflicts of interest with the village, and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the proposal submission.

F. Insurance

The selected vendor must maintain Professional, general, automobile and employee liability insurance in addition to workers' compensation insurance in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate (example attached).

G. Care of Data

The selected firm shall take all steps necessary to safeguard any data, files, reports, drawings or other information from loss, destruction or erasure. Any costs or expenses of replacing or damages resulting from the loss of such data shall be borne by the contractor when such loss or damage occurred through its negligence. The selected firm shall retain all data, files, reports, drawings or other information. This information shall be returned to the village in the event of termination of the contract with the firm.

H. Questions

Any questions or clarifications shall be directed to the person noted below on or before March 16, 2018. Questions raised after this cutoff date will remain unanswered.

Liz Peerboom, Village Clerk
Village of Maple Park
302 Willow Street, P.O. Box 220
Maple Park, IL 60151
Phone: (815) 827-3309
Fax: (815) 827-4040
Email: eperboom@villageofmaplepark.com



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

Village Hall: 815-827-3309

Fax: 815-827-4040

Website: <http://www.villageofmaplepark.com>

ADDENDUM TO ENGINEERING RFP

February 20, 2018

1. Provide Water System License and Service Contract
2. Provide Waste Water License and Service Contract