



**City of Aurora
Bid 23-39
CSO 4 Smoke Testing**

REQUEST FOR PROPOSALS (RFP)

The City of Aurora, Illinois (City) is in need of professional services from a qualified firm for the CSO 4 Smoke Testing. As a part of the selection process, the interested firms are required to submit a proposal to perform the requested work.

Attached are:

1. Proposal Requirements and Selection Criteria (page 2)
2. Scope of Services (page 4)
3. Exhibit: Smoke Testing of CSO Basin 3 & 4

Sealed Proposals will be received at the City of Aurora, Attn: Purchasing Division, 44 E Downer Place, Aurora, Illinois 60507, until 2:00 p.m., CST, Friday, May 5, 2023. NO Late Proposals will be accepted.

Inquires and/or questions pertaining to the provisions and specifications of this request for proposal package shall be directed to the Director of Purchasing, in writing at PurchasingDL@aurora.il.us. Questions will be accepted until, 12:00 p.m. CST, Wednesday, April 26, 2023. Questions will be answered via addendum and posted to the City's website at <https://www.aurora-il.org/bids.aspx> by 2:00 p.m. CST, Thursday, April 27, 2023. NO questions will be accepted or answered verbally. No questions will be accepted or answered after the April 26, 2023, 12:00 p.m. cut-off date/time. It is the Proposer's responsibility to check the website before submitting their proposal.

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All proposal submittals must be thorough, complete and accurate. The submittal shall be a single .pdf document, no more than 10 pages in length (including cover letter, tabs, section breaks, cover pages, back pages, etc.). Tabs, section breaks, cover pages, back pages, etc. are not required.

1. Cover letter on the firm's letterhead transmitting the proposal. Include name of the firm, local address, telephone number and name of contact person (with email address). The cover letter should also include the City's bid number (RFP 23-39).
2. List of relevant projects recently completed similar in nature to this project. Include a description of each project, including location, footage of smoke testing and deliverables provided.
3. List of staff with brief resumes that would be assigned to the project including their availability.
4. Detailed schedule of milestones with anticipated start dates and completion dates as well as firms availability to complete the project within the project timeline.
5. A list of sub-consultants, if any, who will be used on this project, and specifically what role they will play on the project team.
6. Cost proposal detailing out the costs of the proposed services. [***The cost proposal shall be separate from the other portion of the submittal in a envelope***].

Selection Criteria and Weighting:

The selection criteria and weightings for project selection are as indicated below.

- Firm Experience (25%). The entity's general experience, stability, and experience on projects similar to the one under consideration.
- Staff Capabilities (25%). The education, experience, and expertise of the entity's key employees.
- Schedule/Availability (25%). Quality of the entity's schedule, including how expeditiously the work can be completed realistically. Availability of the staff to perform the requested duties.
- Cost/Value (25%). This category will weigh the value of the services proposed with the cost provided. This category will be reviewed last.

A selection committee comprised of staff from the City will evaluate the proposals. No interviews will be held, but the committee may reach out to individual firms to seek clarification on their proposal. The proposals will be reviewed, evaluated, and scored using the criteria and weights defined above. The proposals will be used by City staff to select the three most qualified consultants.

The top ranked firm will be notified and a final scope, schedule and cost will be negotiated. If an agreement cannot be reached with the top ranked firm, the City will start negotiations with the next highest ranked firm. Approval of the firm's agreement is subject to approval by the City Council.

The City will begin reviewing the proposals immediately with the selected firm the week of May 8th. The City intends to have negotiations completed and a final agreement completed by Friday, May 12, 2023. The City is anticipating that the agreement will be submitted to Committee on Monday, May 22, 2023, with ultimate approval at City Council on Tuesday, June 13, 2023.

The City of Aurora reserves the right at any time and for any reason to cancel this consultant procurement process, to reject any or all proposals, or to accept an alternative proposals. The City of Aurora reserves the right to discard any immaterial proposals. The City and/or staff may seek clarification from an offer at any time and respond promptly if there is cause for rejection. The City of Aurora will not be liable in any way for any costs incurred by consultants in replying to this request.

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Scope of Services

The City of Aurora (hereinafter “the City”) is accepting qualifications from a qualified firm to provide smoke testing on approximately 128,000 feet of sewer in Basins 3 and 4 that are tributary to Combined Sewer Overflow 4. The selected firm will be expected to carry out the following tasks:

- Coordination of scheduling with City Staff: Firm to provide scheduling detail to City staff to coordinate notice with the Fire Department and Police Department. Notice may also be posted on the City’s website and social media pages. Daily update emails to all City Division’s involved shall be sent out indicating any schedule changes and upcoming areas to be smoke tested.
- The selected firm shall be responsible for handing out door hangers to affected residences and businesses. The door hangers shall be drafted by City staff and reviewed by the selected firm prior to the City producing the door hangers. Door hangers will be printed in both English and Spanish. Contact information will be provided to both the selected firm and City staff. The City will pay for all production costs of the door hanger.
- The City utilizes ESRI for its GIS system. An ESRI based data collection application shall be provided by the City to record data obtained during the smoke testing. The City’s GIS maps will be available for the selected firm upon executing GIS’s authorization documents. It is expected that the selected firm will provide their own tablets or other smart devices to record data in the field.
- Defects shall be recorded in the field and shall utilize GPS for location and photographs of the defects.
- The selected firm shall provide all smoke testing equipment, smoke, smart devices, vehicles, etc. necessary to complete the work.
- Public signage shall be posted in the vicinity of the smoke testing area.
- Produce draft summary reports for review in tabular and map form of the defects found. Manholes, pipe segments, etc. shall correspond to the City’s naming convention provided by the GIS Division.
- Provide a draft summary report of recommended repairs.
- Provide final summary reports and recommended repairs.
- The selected contractor shall provide necessary Quality Control practices to ensure accuracy of the data and reports provided.
- The City shall assist with traffic control on high volume roads like Broadway on an as-needed basis. The City will provide assistance to open any lid that cannot be opened and to clean any structures needed to perform the testing.

