

# City of Aurora

## REQUEST FOR QUALIFICATIONS

### 2018-2019 SOIL MANAGEMENT & CCDD DOCUMENTATION SERVICES

**Response Due:**

**December 1, 2017 at 12:00 P.M.**

The City of Aurora is issuing a Request for Qualifications (“RFQ”) to a limited number of qualified consulting firms for soil management and CCDD documentation services related to various projects scheduled to be designed and constructed in 2018 & 2019.

In order to have your Firm considered, please submit the response to the RFQ in a sealed envelope containing three (3) copies, plainly marked “RFQ for 2018-2019 Soil Management and CCDD Documentation Services”. Faxed or e-mailed submittals will not be accepted.

RFQ’s must be received at the Department of Engineering, 4<sup>th</sup> Floor, City of Aurora, 44 East Downer Place, Aurora, IL 60506, no later than December 1, 2017 at 12:00 P.M. (CST). RFQ’s received after the closing time and date will be returned unopened.

## I. GENERAL INFORMATION, TERMS AND CONDITIONS

### A. SELECTION PROCESS

- A.01 General Purpose: Procurement of professional services to provide assistance with soil management and PE/PG certification for CCDD facilities for various projects within the City of Aurora.
- A.02 Responses to the Request: The firm shall submit a response to the RFQ which will be evaluated and ranked by a panel of engineers from the City of Aurora Engineering Division. The highest ranking firm(s) may be further evaluated with meetings with the consultant project team if deemed necessary as part of the selection process.
- A.03 Submission Requirements: Three (3) copies of the RFQ submittal are requested. A maximum number of ten (10) total pages including cover letter & firm background, references, similar projects & experience and resume(s). In addition, firms shall include in their RFQ a separate sealed envelope with actual payroll rate(s) for the proposed project team members(s) and the firm’s IDOT approved current multiplier.

B. TERMS AND CONDITIONS

B.01 Reserved Rights: 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 RFQ's, or to accept an alternative RFQ. The City of Aurora reserves the right to discard any immaterial RFQ. The City and/or staff may seek clarification from an offer at any time and respond promptly if there is cause for rejection.

B.02 Incurred Costs: The City of Aurora will not be liable in any way for any costs incurred by consultants in replying to this Request.

B.03 Criteria for Selection: The consultant selection shall be based on the evaluation of the firm's RFQ by a selection committee. The selection committee shall consist of a panel of engineering professionals employed by the City of Aurora.

The committee will follow qualification-based consultant selection procedures. Points shall be awarded for each RFQ based on criteria as determined by the committee.

The City of Aurora reserves the right to consider any RFQ and to reject any and all RFQ's if doing so best serves the public interest.

The following criteria will be used to evaluate and rank the RFQ's:

B.03.1 Adherence to RFQ - This refers to the adherence to all conditions and requirements of this RFQ.

B.03.2 Firm's Background and Experience - This refers to the firm providing soil management and PE/PG certification for similar projects or municipalities.

B.03.3 Scheduling - This refers to the firm's commitment to provide personnel as presented and proximity to Aurora.

B.03.4 Project Teams Experience – This refers to the proposed project team's experience having completed similar tasks and references.

B.03.5 Resume(s) – This is for evaluating the resumes.

B.03.6 The above categories will be used to evaluate the firm based on the following point system:

<u>Criteria</u>	<u>Max Points</u>
• Adherence to RFQ	2
• Firm's Background & Experience	2
• Scheduling	2
• Project Team's Experience	2
• Resume(s)	2
Total Maximum points	10

B.04 Confidentiality: All submissions submitted by the firm shall be confidential and may not be discussed or shared.

C. SUBMITTAL CONTENT

C.01.1 The Firm: Include Main Contact Information

C.01.2 Terms and Conditions: List any terms and conditions, which may apply to a contract and are not included in this request.

C.01.3 References: List at least three references, which you believe support your firm and the project teams qualifications to complete a project.

C.01.4 Personnel: Provide Resume(s) and details of the Person(s) you are proposing for the professional services. Details shall include similar type of project experience, how they manage their staff, knowledge they have used to insure the successful completion of the services requested. List any other personnel who will be directly involved. Focus shall be the professionals that you plan to assign to the project.

C.01.5 Abbreviated Project Approach: Provide a one page summary of the firm's anticipated scope of work for an underground utility project. The scope shall be the Firm's understanding of all work items necessary to obtain approval of spoils (assuming the spoils are CCDD acceptable) at Heartland Recycling.

### #END OF RFQ ####