



Request for Qualifications FOR MUNICIPAL ENGINEERING  
SERVICES

Posting Date: November 6, 2024

Response Deadline: November 22, 2024

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disability.*

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**PROJECT DESCRIPTION:**

The Village of Antioch Wastewater Treatment Facility, with a design average flow of 2.0 MGD and design maximum flow of 9.2 MGD, is experiencing ragging and other fibrous material bypassing the existing screening equipment, causing issues with downstream equipment and processes. The current fine screen is a 16-year-old Lakeside Raptor with a compaction and dewatering system. The bar screen size is ¼ inch. The Village is seeking to upgrade its existing mechanically cleaned cylindrical Fine screen equipment with technology that can produce a better capture rate of the material.

This project will be divided into two phases. In phase one, the select firm will provide the Village with assessments, recommendations, and a detailed cost analysis of the solution.

In phase two, the engineering firm will prepare the bid package, which will include the equipment and various contractors and subcontractors. The firm will assist the Village with overseeing the installation of the new Fine Screen equipment, ensuring the project will come either at projection cost or below and providing seamless installation of the equipment.

**DELIVERABLES:**

- 1. Perform an on-site review of the facility.
- 2. Provide detailed solutions or alternatives to objectives.
- 3. Provide a schedule of completion for engineering services.
- 4. Identify cost estimates for each solution.
  - a. Include the cost of construction and any sub-contractors.
- 5. Identify possible grants or programs the Village can utilize to offset the costs
- 6. To attend Village Board meetings as necessary and assist in providing presentations to the Village Board members and other stakeholders.

**ESTIMATED TIMELINE:**

The details of this RFQ timeline are as follows, with the Village reserving the right for schedule changes. Questions and requests for information must be directed to Jason Treat, Supervisor of Wastewater Operations, at [jtreat@antioch.il.gov](mailto:jtreat@antioch.il.gov) in writing via email before Friday, November 8th, 2024, at 12:00 PM

<b>Milestone</b>	<b>Date</b>
<b>RFQ Issued</b>	<b>November 6<sup>th</sup>, 2024</b>
Deadline for Questions/ Site Visit	Wednesday, November 20 <sup>th</sup> , 2024, by 12:00 PM
<b>Deadline for Submittal of Qualifications</b>	<b>Friday, November 22nd, 2024, by 10:00 AM</b>
Staff Review of Qualifications	11-25 through 12-3, 2024
<b>Village Board Approval of Contract (Tentative)</b>	<b>Wednesday, December 11<sup>th</sup>, 2024</b>

## SUBMITTAL REQUIREMENTS:

### 1. BUSINESS ORGANIZATION

- a. Firm name, business address, and telephone number.
- b. Name and title of contact person.
- c. Years in business.
- d. Type of ownership: Partnership, Corporation, or other.
- e. If a corporation, please provide the following
  - i. Date of incorporation
  - ii. State of incorporation
  - iii. Principal officers
- f. If other than a corporation, describe the organization and name its principals.
- g. Have you ever failed to complete the work awarded to you? If so, explain when, where and why this occurred.
- h. Provide a statement of the company's financial condition and financial references.
- i. Provide information with respect to the firm's insurance coverage. Include General Liability insurance coverage limits, professional liability insurance coverage limits, errors and omissions insurance coverage limits, and claims/litigation history (including involvement with mediation and/or arbitration) for projects during the past seven years.

### 2. SIMILAR PROJECT EXPERIENCE

- a. Provide specific examples of similar projects completed in the past five years. Minimum of 5 projects.
- b. Provide at least five references for similar projects completed in the past five years.

### 3. CAPABILITES AND SERVICES

- a. Please provide resumes for each key member of your project team, clearly indicating their proposed role for this project and their relevant experience with projects of similar size and scope. Indicate on each resume the other projects/assignments that each proposed staff member will have during the timeline of this project. The Village is interested in as much information as possible regarding the personnel from your firm who will actually work on this project if selected; do not provide resumes for firm management, marketing, or “liaison” personnel who will not have active and significant roles in the project.
- b. Provide a list of sub-consultants and their qualifications to provide those services not offered by your firm. Include a list of similar projects you have worked on with each consultant in the last five years.
- c. Provide any other information your firm deems relevant to this project.

### RANKING CRITERIA:

The Village of Antioch is issuing this Request for Qualifications (RFQ) for professional services. The purpose of this RFQ is to request qualifications for providing municipal engineering services for securing and installing Fine Screen equipment at the Wastewater Water Treatment Facility that will provide a more robust capture rate. The Village of Antioch is pursuing Engineering firms for such services and is seeking specific information whereby such service capabilities shall be evaluated.

The following factors will be used arriving at the selection of engineering, including but not limited to.

1. Overall methodology
  - a. Overall approach to providing engineering services.
  - b. Additional services, innovative methods, and cost-saving measures will be considered for their usefulness or potential future contribution.
2. References
  - a. History and performance of the company on similar projects.
  - b. References and recommendations from previous clients.
3. Resources
  - a. Availability of essential personnel based on current workload and future commitments, including the number of hours each person will be committed to the project.
  - b. Adequacy of amount and quality of resources.

## SELECTION PROCESS:

All responses will be evaluated as received and included in the following process:

1. Review the responses and clarify information as deemed necessary by the evaluation team.
2. Identify 2-3 final candidates for in-depth capabilities reviews, including onsite or virtual interviews.
3. Conduct reference calls.
4. The successful firm or firms will be able to demonstrate that they will work well with Village staff or other firms selected by the Village in a team environment to produce a high-quality project, with an emphasis on adding value to the overall project and the ability to remain on budget.
5. The successful firm will have the Village's best interest in mind and will provide solutions not solely regarding the least expensive options but also regarding the overall long-term viability of the equipment, the ease of maintenance, and operations.
6. Firms will be selected based on qualifications determined to be in the best interest of the Village of Antioch. Firms may or may not be interviewed by the Village of Antioch or a Project Committee. The successful firm or firms will be asked to forward a Professional Services Agreement to the Village of Antioch for this project.

The Village of Antioch will enter into an agreement that is the most advantageous to the Village. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of the Village of Antioch. The Village's decision shall be final and not subject to recourse by any firm, person, or corporations. The Village of Antioch reserves the right to reject any and all proposals, and/or waive non-substantive deficiencies.

## PROJECT INFORMATION:

The project is subject to budget approval and funding from the Village of Antioch. The Village Board may suspend or terminate any project at any stage up to and including following receipt of bids.

**The project scope is the installation of new fine screen technology with a more robust capture rate of 60% or greater. The project will be divided into two phases. Phase one consists of an assessment, the engineering firm's recommended solution, and finally, a detailed cost analysis of the solution. Phase two will consist of implementing the solution.**

Phase one is anticipated to commence in the winter/spring of 2025, and phase two, the installation of equipment, will occur in the summer/Fall of 2025.

## GENERAL TERMS & CONDITIONS

The Village reserves the right to award contracts for various projects to multiple or single respondents. The Village of Antioch reserves the right to waive informalities and irregularities in the qualifications received. The Village of Antioch reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. The Village will remedy or waive technical errors in the RFQ process when in the best interest of the Village.

The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous and in the Village of Antioch's best interests as determined by the selection committee may be submitted to the Village Board for approval. The Village Board may act to approve, reject, or delay award of the contract based on the recommendation of the selection committee.

The Village of Antioch reserves the right to contact any Respondent for clarification, additional interviews, negotiate or terminate negotiations if such is deemed desirable by the Village of Antioch.

All proposals must comply with applicable Illinois law including the payment of prevailing wages by all contractors working on public work projects and Criminal Background Investigation. Proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws.

All costs associated with developing or submitting proposals in response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The Village of Antioch assumes no responsibility for these costs. This RFQ does not commit the Village of Antioch to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ does not commit the Village of Antioch to enter into a contract. The Village of Antioch reserves the right to reject any/all submissions, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFQ.

## FREEDOM OF INFORMATION ACT

All information submitted to the Village in response to this RFQ will be a public record and will be subject to disclosure, subject to applicable exemptions, under the Illinois Freedom of Information Act, 5 ILCS 140, et. Seq. ("Act") after the potential award of a contract. Firms are advised that Section 7(1) (g) of that Act exempts the following information from disclosure: Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or business, and only insofar as the claim directly applies to the records requested. Firms that desire to have portions of their proposals considered for this exemption should identify those portions accordingly.