

REQUEST FOR PROPOSALS

Village of Roscoe, Illinois



General Municipal Engineering Services

Village of Roscoe, Illinois
10631 Main Street
Roscoe, IL 61073

November 2024

Release of Request for Proposals:
Deadline for Submission of Proposals:

**REQUEST FOR PROPOSALS
GENERAL MUNICIPAL ENGINEERING SERVICES**

The Village of Roscoe, Illinois is requesting proposals from qualified engineering firms to serve in the capacity of Village Engineer. The contracted engineering firm will provide on-going general engineering services for the Village, and will provide advice and recommendations to the President and Village Board of Trustees concerning capital projects and improvements.

Engineers/engineering firms responding to provide municipal engineer services will be expected to submit a proposal that explains their qualifications and experience in road design and improvements, sidewalk and drainage design and improvements, utility evaluation and design for water, wastewater, and storm-water conveyance systems, and capital improvement planning.

*All proposal packages must be submitted with the attached proposal certificate in a **sealed envelope, plainly marked, “PROPOSAL FOR MUNICIPAL ENGINEERING SERVICES,”** addressed as follows:*

**Village of Roscoe, Illinois
ATTN: Village President
10631 Main Street
Roscoe, IL 61073**

All proposal packages must be received **by [DATE] AT 4:00PM**. No late submittals will be accepted.

Request for Qualifications
Village of Roscoe
General Municipal Engineering Services

I. OVERVIEW OF REQUEST

The Village of Roscoe (Village) is seeking qualified, licensed professional engineering firms to submit proposals to provide general municipal engineering services for the Village of Roscoe which will include the duties of Village Engineer.

The firm that is selected to provide the engineering services outlined in the Scope of Services below, will be appointed by the Village President, upon confirmation by the Village Board of Trustees, as Village Engineer, and enter into a multi-year professional services agreement with the Village of Roscoe.

Firms interested in this project are advised to carefully review the information outlined in this RFP and respond accordingly. Specific instructions regarding submission requirements are included in this RFP.

II. BACKGROUND INFORMATION

The Village of Roscoe, incorporated in 1965 is located in Winnebago County, Illinois approximately 10 miles north of Rockford, Illinois. The Village is in a suburban area along the Rock River, and is part of the Rockford, Illinois Metropolitan Statistical Area. As of the 2024 census, the Village's population was 10,974.

The Village has a seven-member elected Board of Trustees consisting of the Village President and a six-member Trustees. Day-to-day operations are overseen by several department heads including the Village Administrator, HR Manager, Public Works Superintendent, and Chief of Police. The Village's Engineer, Attorney, and Treasurer are independent contractors, appointed by the Village President, and under contract for their specific scopes of service.

The Village of Roscoe Public Works Department consists of 5 full-time employees, various part-time and seasonal employees, and is managed by a Public Works Superintendent. The department is responsible for minor roadway repairs and plowing, upkeep of the Village's parks and rights-of-way, and general maintenance of Village Facilities. The Village Engineer works closely with the department and coordinates with the Village President, Superintendent and the Village Administrator, any projects which might affect Village operations.

The Village has approximately 212 miles of public roadways which it maintains over a 10 square mile area. The Village has a multi-year Road and Infrastructure plan, updated periodically, and spends approximately 2.5 million dollars on road and infrastructure projects each year.

All other public services and utilities are owned and maintained by outside agencies and operators.

The Village Engineer is generally the main point of contact with the various providers of public infrastructure in the Village, and maintains a strong working relationship with those providers, so as to be able to properly advise the Village officials on infrastructure projects and priorities or concerns of Village residents.

The following is a list of the public utility providers operating, and providing services within the Village:

<i>Sanitary Sewer:</i>	Four Rivers Sanitation Authority
<i>Public Water:</i>	North Park Public Water District
<i>Electricity:</i>	ComEd & Rock Energy Cooperative
<i>Gas:</i>	Nicor & Rock Energy Cooperative
<i>Fire Protection:</i>	Harlem-Roscoe Fire Protection District
<i>School Districts:</i>	Hononegah High School District & Harlem Consolidated School District Kinnikinic School District & Prairie Hill School District

III. QUALIFICATIONS AND GENERAL RESPONSIBILITIES

The selected firm will provide personnel to fulfill the duties of the position of “Village Engineer” and to perform other related duties as directed by the Village Administrator and Public Works Director. In addition to providing the services of Village Engineer, the selected firm shall provide other services as listed below. Such services are for the purpose of illustration only and services may not be limited to the items listed here.

A selected firm will be expected to designate a lead engineer, who will serve as the Village’s primary point of contact throughout the engagement for municipal engineering services. The lead engineer must be a licensed Professional Engineer, authorized to practice in the State of Illinois, and should have at least five (5) years’ experience practicing as an engineer with a focus on representation of local government(s).

Additionally, it is desirable that the selected firm is able to provide the personnel necessary to maintain periodic office hours in Roscoe Village Hall, so as to be available to the public to address issues such as right-of-way permits, driveway permits, infrastructure design, and constructability issues, and to act as a resource for Village staff and elected officials. It is preferred, but not necessarily required, that this person be the same individual designated as the Lead Engineer.

IV. SCOPE OF DUTIES

The selected engineer or firm will be expected to provide the types of services outlined below. The services listed are for the purpose of illustration, and the duties of the Village Engineer may include the performance of other related tasks as directed by the Village.

Advisory Services

1. *Attendance at meetings of the Village Board.* The Village Engineer shall regularly attend meetings of the Village Board, and special meetings or work sessions as requested. Regular meetings are held on the first and third Tuesday evening of each month.
2. *Advising Officials.* The Village Engineer shall advise Village officials, employees, etc. through telephone conferences, meetings, and correspondence.
3. *Consultation on Village facilities.* The Village Engineer shall furnish advice and consultation on the operation, maintenance, and permitting of the Village's storm water drainage system, roadway system, and other Village-owned facilities.
4. *Consultation on development projects/permits.* The Village Engineer shall review project plans and proposals by private parties for compliance with Village Code and other applicable requirements. This may include meeting with residents, contractors, developers, engineers, etc. as requested, as well as participation in regular development team meetings.
5. *Provide permit review and inspection services.* The Village Engineer shall be available to review and approve various types of permit applications for private utility improvements, oversized/overweight vehicles, residential improvement and other common permit applications. This may include the review and approval of Review and approve Right-of-Way Construction and Repair and/or Driveway Construction and Repair permits, and/or Erosion Sediment Control Plan applications, including on-site meeting with residents and contractors, and verifying compliance with Village Ordinance.
6. *Development Regulations & Procedures.* The Village Engineer shall provide advice in the interpretation enforcement zoning of subdivision ordinances, conduct inspections as required to assist with Village Code Enforcement activity, and with the development of ordinance language and make recommendations for zoning changes or amendments. They shall also maintain and update municipal Storm Water Pollution Prevention Plans (SWPPP) and provide for Municipal Separate Storm Sewer System (MS4) inspections.

Public Works Construction Projects

1. *Analyze/study improvement projects.* The Village Engineer will be required to prepare preliminary engineering analysis, cost estimate and feasibility studies for various Public Works improvements.

2. *Prepare bid/contracts.* The Village Engineer will be requested to assist in the preparation of specifications, bid and contract documents for Public Works construction projects. In addition, the Village Engineer will prepare a final cost estimate, required applications of approval of the construction by other governmental agencies, and assist the Village in negotiating the acquisition of any necessary right-of-way or easement.
3. *Review bids.* The Village Engineer shall assist the Village in the review of bids submitted for construction, in the selection of qualified contractors and in the inspection of construction work. The Village Engineer will provide general supervision of the contractor for Public Works construction projects.

Capital Project Management

1. *Identify capital projects.* The Village Engineer will identify current and possible future capital projects and document budget, scope, schedule, status, organizational responsibility (including other Professional Engineering Firms) and funding sources.
2. *Organize and prioritize all capital projects.* The Village Engineer will develop regular reporting and monitoring processes to ensure implementation and completion of scheduled project tasks.
3. *Capital project tracking.* The Village Engineer will track and monitor project status and specific milestone completion. This will include facilitating discussions and decisions necessary to keep projects on schedule.
4. *Identify and report significant deficiencies.* The Village Engineer will identify and report to the Village President and Village Administrator on a weekly basis, any concerns regarding the Village's ability to meet its capital projects goals or the completion specific projects.
5. *Monitor budgets.* The Village Engineer will process payments including Motor Fuel Tax and other grants funding, monitor budget expenditures and assist with review of contracts, proposals, invoices and purchase orders.
6. *Document management.* The Village Engineer will create and store computer files, paper copies, and other types of records and files of work performed for the Village using the systems designated by the Public Works Director.
7. *Boundary/Zoning Map* Complete one annual update of the municipal Boundary/Zoning Map, incorporating any annexations and map amendments adopted during the preceding year. Facilitate incorporation of map updates with WinGIS personnel to ensure consistency and depiction of municipal boundary and zoning districts.

V. OUT OF SCOPE / ADDITIONAL SERVICES

The professional services consulting agreement entered into by and between the Village and the Village Engineer will specify a scope of included services. The Village reserves the right to enter into additional agreements with the selected Village Engineer for specified projects (e.g. the design or construction observation of major public improvements), to contract with third parties for such services, or if within the scope of the Village Engineer agreement, utilize the same to provide for such services.

VI. PROPOSAL CONTENTS AND SUBMITTAL REQUIREMENTS

A. Required Contents

Responding engineers or firms are requested to provide only the information they believe is necessary to clearly articulate the respondent's qualifications and approach to serving in the position of Village Engineer. Proposals may not exceed 15 pages, and should not contain brochures, boilerplate filler, or other information not relevant to selection process.

Proposals should address the following items:

1. Company & Staff Information:

- a. Provide brief history of the firm.
- b. The names and titles of its principals.
- c. The corporate and organizational structure of the firm.
- d. Locations of the main office and any satellite offices.

2. Experience & Qualifications:

- a. Provide name of each engineer proposed to provide services to the Village, and the name of the lead engineer who will have the main contact with the Village. Describe their professional qualifications, licenses, and experience in providing engineering services for municipalities.
- b. Provide information about the firm's experience in providing engineering services to Illinois local governments. Highlight any specific projects or representations that demonstrate the firm's superior ability to serve as contracted Village Engineer.
- c. Provide a list of all other local governments currently being represented by the Respondent.
- d. Provide at least three references from these organizations including names, contact persons, and phone numbers;

3. Availability & Conflicts. The proposal should discuss respondent's ability to allocate the necessary resources and time to the Village of Roscoe, including:
 - a. The firm's current staffing levels and any projects, or other engagements previously committed to, which would restrict or otherwise limit staffing availability.
 - b. Any conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, or clients, including, but not limited to, other municipalities, governmental, and/or quasi-governmental entities, or private developers;
 - c. Provide a list of all other local governments currently being represented by the Respondent;
4. Approach: The firm should describe their approach to serving as the contracted Village Engineer for the Village of Roscoe. Proposals should address:
 - a. The firm's understanding of the Village's scope of engineering services, its ability to provide appropriate coverage for the services, (including capacity and capability to perform on short notice) and its proposed methods for carrying out the duties of Village Engineer.
 - b. The role the firm, as Village Engineer, will (or should) play in the day-to-day operations of, and the long-term planning for, the Village of Roscoe.
 - c. The firm's operational policies or philosophies concerning communication with Village Staff, elected officials, and the general public.
 - d. The firm's ability to research, apply for and obtain project funding (in the form of grants, loans, and legislative appropriations), and its success rate doing so for other clients;
 - e. The firm's ability to assist the Village with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies;
5. Exceptions: Indicate any exceptions taken to the terms and conditions, contractual and other requirements defined in the RFP
6. Rates Charged for Service:
 - a. The Village anticipates that the negotiation of the scope of services and the format of payment for such services shall be a collaborative undertaking between the Village and the successful respondent, but requests that each respondent provide a

proposal outlining their suggested approach for compensation (e.g. monthly retainer for a specified amount of work; hourly; hourly plus expenses; blended approach; etc.) for the following:

- i. The basis on which compensation will be determined and estimated amounts assuming 40 hours per week.
 - ii. The basis on which compensation will be determined and estimated amounts assuming 20 hours per week.
 - iii. The basis on which compensation will be determined and estimated amounts assuming performance of work on a per-project basis.
- b. Identify any fees and expenses, or exceptions to the scope of work that would not be covered under this schedule.

VII. Selection Criteria

A Village review team comprising of the Village Administrator, staff, and members of the Corporate Authorities will evaluate each firm's submission based upon the criteria stated in this Request for Proposal and the ability to execute the services. The top firms will be invited to an interview the week following the submittal deadline. Following the evaluation process, the team will then select the firm that the Village considers most qualified and negotiate a fee. The Village reserves the right to negotiate modifications to RFP that it deems acceptable. The Village reserves the right to terminate this process in the event it deems the progress towards a contract to be insufficient. Firms will be evaluated in accordance with the weighted criteria listed below.

<u>Criteria</u>	<u>Weight</u>
1. Experience and qualifications; no conflicts	30%
2. Past performance and references	20%
3. Understanding of the Village's Needs	20%
4. Location of Firm and Staff Assigned to this Project	15%
5. Overall Ability to Execute Services	15%

B. Submission Requirements

1. Proposals will be received at the office of the Village Clerk, in the Roscoe Village Hall, 10631 Main Street, Roscoe, IL 61073 until **4:00 p.m.** (local time) on **Friday, DATE**.
2. Questions and requests for clarification must be in writing and received by the Village President at 10631 Main Street, Roscoe, IL 61073, or josef@villageofroscoe.com by **DATE**. All responses will be e-mailed or faxed by **DATE** to each consultant who has obtained a copy of the RFP and has provided an e-mail address or fax number.
3. Provide **one (1) original, unbound response** and **two (2) stapled or bound copies** of the proposal's response, in a sealed envelope plainly marked, "**PROPOSAL FOR MUNICIPAL ENGINEERING SERVICES**", and mailed or delivered directly to:

**Village of Roscoe, Illinois
ATTN: Village Administrator
10631 Main Street
Roscoe, IL 61073**

C. Conditions of Request

1. General Conditions. The Village reserves the right to cancel, modify, or reject all or any portion or portions of the request for proposal without notice. Further, the Village makes no representations that any agreement will be awarded to any organization submitting a proposal. The Village reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto. The Village also reserves the right to reject any subconsultant or individual working on a consultant team and to replace the subconsultant or individual with a mutually acceptable replacement. Direct all written questions to josef@villageofroscoe.com.
2. Any changes to the proposal requirements will be made by written addendum. Changes to submitted proposals after receipt by the Village will be made by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village. Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.
3. Liability of Costs and Responsibility. The Village shall not be liable for any costs incurred in response to this request for proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the Village harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the Village. The selected lead consultant will be required to assume administrative responsibility for all services offered in the proposal whether or not he/she possesses such responsibility generally within the firm. The selected lead consultant will be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.
4. Validity. The proposer agrees to be bound by its proposal for a period of ninety (90) days commencing _____, 2024, during which time the Village may request clarification or correction of the proposal for the purpose of evaluation. Amendments or clarifications shall not affect the remainder of the proposal, but only that portion so amended or clarified.
5. Consultant Services Contract: Village will require a mutually agreed upon consultant services contract to be executed. You may submit a standard form of your service contract for review with your submittal.
6. Permits and Licenses. Proposer, and all of proposer's sub-consultants, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses in connection with the performance of services hereunder. All Village projects for which the consultant provides services shall
7. Oral and Written Explanations. The Village will not be bound by oral explanations or instructions given at any time during the review process or after the award. Oral explanations given during the review process and after award become binding when confirmed in writing

by an authorized Village official. Written responses to question(s) asked by one proposer will be provided to all proposers who received Requests for Proposals.

8. Proposer's Representative. The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.
9. Insurance General Liability, Automobile, Professional Liability, and Worker's compensation insurance are required in the amounts set forth by the Village. Proposer shall submit with its materials an itemized list of coverage types and limits of liability. Before an award of services is made, if any, Proposer shall provide current certificates of insurance verifying coverages required.
10. Withdrawal of Proposals. No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.
11. Rejection of Proposals. Proposals that are not prepared in accordance with these Instructions to Proposers may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Proposers.
12. Acceptance of Proposals. Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Proposers. The Village reserves the right to accept the proposal that is, in its sole and exclusive judgment, the best and most favorable to the interests of Village and to the public based on the evaluation factors in this RFQ; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely upon, or anticipate, such waivers in submitting their proposal.