



Timothy Hanson
Director
Public Works Department

December 2, 2014

Interested Design Firms / Consultants:

Enclosed is a request for written Statements of Qualifications from engineering, architectural, design, and planning firms for categories included in the City of Rockford Capital Improvements Plans for 2015 and 2016.

The City of Rockford is requesting your firm to review the enclosed project categories and **SUBMIT TWO (2)** Statements of Qualifications on or before **5:00 P.M., Central Standard Time, on Friday, January 30, 2015**. Your submittal must include a completed copy of the Prequalification Request form found in this submittal. This form will indicate which categories your firm wishes to be considered. The City will utilize the completed forms as a basis on which to solicit requests for proposals.

The SOQ selection process will be for the period beginning **January 2015** through **December 2016**. **Firms must submit an SOQ statement to be considered for future project selection during the 2015 through 2016 capital planning cycle.**

If we can be of further assistance, please do not hesitate to contact us. Please direct your submissions to 425 East State Street, 4th Floor, Rockford, IL 61104.

Sincerely,


Matthew Vitner, P.E.
City Engineer



Carrie Eklund
Central Services Manager

SOQ Categories

Every two years, the City of Rockford will request that all interested professional service firms submit a Statement of Qualifications (SOQ), if they are able to provide any of the following services or disciplines:

- Highways
- Bridges/Structures
- Drainage Improvements
- Traffic Studies
- Signal Coordination/Timing Studies
- Streetscape Improvements
- Street & Alley Reconstruction
- Water Distribution Engineering (replacement, expansion, and etc.)
- Water Production Engineering (wells, reservoirs, etc.)
- Water System Modeling
- Geotechnical Services
- Environmental Assessments
- Environmental Impact Statements
- Transportation/Transit Planning
- Railroad Engineering
- Route Survey/Land Survey
- Architectural Services
- Construction Inspection
- Land Acquisition/Appraisal
- Corridor Planning
- Landscape Architect
- Material Testing/QA Testing
- Flood Control/Hydraulic Studies
- Grant Administration

SOQ Review

The City of Rockford staff will review the SOQ submittals to determine which candidates will be pre-qualified for each type of work. Firms should consider updating their information when relevant changes occur that may affect prequalification, particularly ones involving key staff, firm name, prequalification status by the Illinois Department of Transportation, facilities, specialized equipment, office location (s), fee capacity, or mergers with other firms.

SOQ Requirements

The City of Rockford is requiring that all SOQ documents be submitted in a specific format. Failure to follow this format could result in your firm's disqualification from consideration. Submittals for the SOQ process **must** contain the following items in this order:

1. Cover Letter on the firm's letterhead
2. One contact person for the firm
3. Brief introduction of the firm
4. Current IDOT prequalification status (if applicable)
5. IDOT Disadvantaged Business Enterprise (DBE) status (if applicable)
6. Letter from IDOT acknowledging the completion for IDOT's review of the firm's corporate and financial information, IDOT's Statement of Experience and Financial Conditions, and the letter from IDOT specifying the firm's annual fee capacity and approved overhead rate (if applicable)
7. List and brief description of ongoing or completed City of Rockford projects for the past five years
8. List and comprehensive description of significant projects completed for other agencies within the past five years, including client, scope of work, and project schedule demonstrating the firm's abilities in prequalification categories
9. Firm organizational chart, listing key staff
10. Key staff resumes, with resumes no longer than two pages
11. Completed form "Prequalification Request Form" Appendix A, specifying which categories the firm requests prequalification
12. City of Rockford Equal Employment Opportunity (EEO) forms
13. References

SOQ Evaluation

As noted above, the City of Rockford will evaluate the submittals to determine prequalification of each firm. The evaluations will consider the completeness of the submitted documents, past performance experience, qualification and experience of personnel, location of firm; quality of client reference, support capabilities, and the firm's work load. The prequalification for each firm will be utilized in selecting a firm when new projects are initiated. All projects will be designed and constructed according to the standards and specifications of the State of Illinois and the City of Rockford.



Prequalification Request Form

Firm Name: _____

Contact Person: _____

Contact Person Phone Number: _____

Contact Person Email: _____

Requested Prequalification Categories

Please indicate for which categories the firm requests prequalification. Any prequalification in a subcategory is to be treated as a category prequalification. Please attach the firm's prequalification letter from IDOT.

Highways

Environmental Assessments

Bridges/Structures

Environmental Impact Statements

Drainage Improvements

Transportation/Transit Planning

Traffic Studies

Railroad Engineering

Signal Coordination/Timing Studies

Route Survey/Land Survey

Streetscape Improvements

Architectural Services

Street & Alley Reconstruction

Construction Inspection

Water Distribution Engineering
(replacement, expansion, etc.)

Land Acquisition/Appraisal

Water Production Engineering (wells,
reservoirs, and etc.)

Corridor Planning

Water System Modeling

Landscape Architect

Geotechnical Services

Material Testing/QA Testing

Flood Control/Hydraulic Studies

Grant Administration

**BID REQUIREMENTS FOR
EQUAL EMPLOYMENT OPPORTUNITY**

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.
Note: The number of employees must be entered under each category (no check marks)

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, **must provide expiration date entered in the place provided therefore.**
5. Certificate of Non-Barred Bidding
6. All executed Subcontractor/Leased Operator and Supplier forms.

If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.

ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, AND 5, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (815) 987-5622 or ron.moore@rockfordil.gov

EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN
STATEMENT OF POLICY

It is the policy of this company, _____
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, _____ % of our work force are minorities and _____ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

_____ is the official who will be responsible for implementing this policy statement.

_____ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, _____ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

STATEMENT OF NONCOMPLIANCE

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.

CERTIFICATE OF NON-BARRED BIDDING

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

Authorized Signature

Title

Firm

Our firm is a:

Minority Business Enterprise

City-Certified?

Yes

No

Women Business Enterprise

City Certified?

Yes

No

Neither

(Revised 12/21/0