



REQUEST FOR QUALIFICATIONS

2012-2013 QUALIFICATION PERIOD

DUE NOVEMBER 29, 2011





Timothy S. Hanson
Director of Public Works
Department of Public Works

November 1, 2011

To: Interested Design Firms / Consultants:

Enclosed is a request for written Statements of Qualifications from engineering, architectural, design, and planning firms for category /projects included in the City of Rockford Capital Improvements Plans for 2012 and 2013.

The City of Rockford is requesting your firm to review the enclosed project categories / projects descriptions and **SUBMIT A SINGLE (1)** Statement of Qualifications on or before **5:00 P.M., Central Standard Time, on Tuesday, November 29, 2011**. Your submittal must include a completed copy of the "Project Interest" form found in this submittal. This form will indicate which categories / projects your firm wishes to be considered. The City will utilize the completed forms as a basis on which to solicit requests for proposals. The "Project Interest" form should appear in the front of your submitted Statement of Qualifications (as per the attached "Notice").

The SOQ selection process will be for the period beginning **January 2012** through **December 2013**. **Firms must submit an SOQ statement to be considered for future project selection during the 2012 through 2013 capital planning cycle.**

The City of Rockford trusts that your firm will be interested in submitting a Statement of Qualifications for the 2012 through 2013 Capital Improvement Plans. If we can be of further assistance, please do not hesitate to contact us. Any questions concerning this request should be addressed to Patrick M. Zuroske, Capital Program Manager, City Hall, Department of Public Works, 5th Floor, 425 East State Street, Rockford, IL 61104, telephone (815) 987-5570.

Sincerely,

Patrick M. Zuroske
Capital Program Manager

Carrie Eklund
Central Services Manager

Enclosures

PLEASE!

ONLY ONE (1) COPY SUBMITTED

FOR

STATEMENT OF QUALIFICATIONS

NOTICE TO FIRMS OFFERING ENGINEERING/PLANNING/ ARCHITECTURAL SERVICES

The City of Rockford is inviting written Statements of Qualifications (SOQs) from qualified engineering, architectural, design, and planning firms to be delivered on or before **5:00 P.M., Central Standard Time, on November 29, 2011** for services related to the categories / projects contained in the City of Rockford 2012 and 2013 Capital Improvements Plan.

The SOQs should be delivered to the Central Services Manager, Attention Carrie Eklund, 4th Floor, City Hall, 425 East State Street, Rockford, IL 61104.

The categories / projects and their descriptions are attached. Each of the described categories / projects should be reviewed for possible interest within a **SINGLE** Statement of Qualification submitted for all categories / projects. The City of Rockford will then use the SOQs to determine from which firms to request proposals. The SOQ selection process will be for the period beginning **January, 2012** through **December, 2013**. The attached form "Project Interest" should be used to indicate the specific categories / projects your firm is interested in and should appear in the front of the Statement of Qualifications submittal.

All projects will be designed and constructed according to the standards and specifications of the State of Illinois and the City of Rockford.

SOQ DOCUMENT PREPARATION

The City of Rockford is requiring that all SOQ documents submitted must be prepared in a specific format. **Failure to follow this format could result in your firm's disqualification from consideration.** This format is as follows:

Introductory Sections

- SOQ Cover Sheet(one page)
- Firm Cover Letter (one page)
 - The cover letter must include the specific address of the firm or office that will be serving the City of Rockford, including the designation of a specific point of contact.
 - All contact information, including the e-mail address of the point of contact should be clearly displayed within the cover letter.
- Table of Contents (one page)
- Project Interest Form (one page)
 - It is highly encouraged that firms submitting an SOQ should request qualification in only those areas where professional competence and qualifications can be demonstrated.
- Description of General Experience and Technical Competence (two pages)
 - This section should include, but not be limited to, discussion regarding the firm's history, general areas of experience, company philosophy / mission, and project management approach.

- Resumes / Personnel Statement (five pages)
 - This section should include resumes of key individuals that will be managing or engaged in project engineering and/or design work for the City of Rockford. Firms are not required to complete a resume for each individual, as summarized Curriculum Vitae (CV) related overviews of personnel are acceptable. Further personnel data can be included in each Category / Project section.
- Description of engineering, planning and/or architectural services to be subcontracted (one page).¹
- IDOT Prequalification Letter / SEFC Prequalification Form (two pages)²
- Statement of Availability (one page)
 - Description of the ability of the firm to perform the work within a reasonable time considering the firm’s current workload.
 - A statement of the firm’s current and future project workload can be included in this section, as appropriate.
- City of Rockford EEO Forms (5 pages)³

The Introductory Section should not exceed 20 (single) pages total. The 22 page limit does not include tab sheets separating sections. One side of each page counts as one page within the 22 page limit. Font sizes less than ten (10) pitch shall not be utilized. The use of graphics to illustrate relevant points within this section is encouraged.⁴

¹ There will be some firms responding to the RFQ that either do not intend to subcontract services or cannot anticipate whether subcontracting services will be required. If your firm does not intend to subcontract services, then please submit a statement indicating as such. If your firm cannot anticipate whether subcontracted services will be required, then please indicate as such and provide a list of those services which your firm has subcontracted services within the last two years (please exclude all printing and/or copying services). It is not the intent of this RFQ to prequalify subcontractors (nor do subcontractors have to go through the prequalification process). Rather, the RFQ is attempting to define the types and volumes of services that could be subcontracted under a design, planning, or architectural contract with the City.

² The City realizes that some disciplines, such as planning services, may not have a specific IDOT prequalification category. If your firm is requesting prequalification in a category that is not included in the IDOT process, then please provide a written statement indicating such in lieu of the IDOT certification. This statement can also include any other state or federal pre-qualifications that may be applicable to the discipline that the firm seeks prequalification from the City.

³ In previous City of Rockford RFQs, this section consisted of seven (7) pages. For the 2012-2013 RFQ we have removed the “Subcontractor/Leased Operator of Equipment Detail Form” and the “Supplier Detail Form”. All firms are still required to provide a general statement regarding the services to be subcontracted as noted in the RFQ document (and noted on Item No. 1 above. The EEO forms make reference to “bid” or “bidder”. This is not to be construed as the RFQ to be a bidding process. No financial information is being requested as part of this process, and only qualifications based criteria will be used to evaluate firms that submit SOQs.

⁴ All SOQ documents are required to be bound along the left side of document.

Category / Project Specific Responses

These sections are designed to address a firm's qualifications for a specific category or project as listed within the RFQ. One section, not exceeding seven (7) pages in length should be assembled for each category / project.⁵

Each section should include the following:

- Description of Specific Experience and Technical Competence Pertaining to the Category / Project (one page)
- Statement of Approach / Understanding (one page)
 - Include Areas of Service, as applicable
- List of Relevant Project Descriptions (three pages)
 - Include project type, client, cost, date (year), and scope of work.
 - Include permitting requirements, relevant scope description, design (and/or conceptual development) timeframes, community involvement, and milestone tasks.
 - Project descriptions should be limited to those projects that will be completed with personnel who will be engaged in the project(s) for the City of Rockford.
 - This section can include any company accomplishments, awards, or milestones that are relevant to the category / project.
- Key Personnel / Description of Project management Approach (one page)
- References (one page)
 - Municipal or Governmental References preferred. These should include contact information, including e-mail address of key client personnel.
 - Private references acceptable, as applicable to the specific category or project.

The seven (7) page limit per category / project does not include tab sheets separating sections. One side of each page counts as one page within the seven page limit. Font sizes less than ten

⁵ Each time the City extends the RFQ there are multiple firms that question the category vs. project designation. We understand that the "Project Interest" form makes this item a bit confusing. If you look at that form there are six (6) broad categories outlined:

- Transportation
- Storm Water Management
- Water Service
- Corridor & Neighborhood Planning
- Landscape Architecture / Streetscape Design/ Riverfront Design
- Other

These should be considered "broad" categories or just a header for the individual categories / projects that are listed below them. The seven (7) page limit per category/project refers to the items listed (for check off) on the "Project Interest" form. Each firm has the option to provide up to seven (7) pages as defined in the "Notice", for each item that is checked (with an "X") on the "Project Interest" form.

(10) pitch shall not be utilized. The use of graphics to illustrate relevant points within these sections is encouraged.

The City of Rockford strongly encourages all firms to limit the categories / projects requested for prequalification to those areas that the firm believes they can adequately express competence and qualifications. Requesting prequalification for multiple categories / projects where the firm is clearly not qualified could result in lower overall scoring.

SOQ REVIEW PROCESS

SOQ Scoring Categories

The City of Rockford has designated the following six (6) criteria for scoring each firm within a specific category / project. Each section will receive a numeric score from 1 – 10, based on the information presented in the SOQ.

- Experience & Creativity
- Qualifications & Experience of Personnel
- Location of Firm
- Previous Work Record & Quality of Client References
- Support Capabilities
- Work Load

The City of Rockford reserves the right to utilize references provided by firms seeking prequalification to gather further information regarding a firm's services as stated within the SOQ. This information could be considered for use in scoring individual firms within a category / project.

SOQ Review / Prequalification Designation

Once the SOQs have been received, the City will review for each category / project, the material submitted and will select up to ten firms for further consideration. Each firm will be notified via regular mail of their potential prequalification selection. At the time of notification, each of these firms will be invited to submit proposals (for that specific category / project) and may be asked to make a presentation to the Committee members and staff personnel.

The proposals will be scored under similar criteria as shown above. Further detail regarding proposal document requirements and timeframes will follow in the notification letter.

SOQ Review Committee

The Selection Committee(s) will vary across categories / projects. The committees could include, but will not be limited to, the Director of Public Works, Central Services Manager, Capital Program Manager, City Engineer, Water Superintendent, and the Alderman who is chairman of the City of Rockford Finance and Personnel Committee. Staff support from the

Engineering Division, Water Division, Flood Control / Storm Water Division, and Planning Division could also be utilized as part of the review process.

Project Specific Requirements

In the event that a firm is selected in a “Project Only” category (one that is designated for a specific project rather than a broader category) those firms will also be requested to submit a project specific proposal. The City will review each proposal then either select a firm to award the project (based on qualifications), or request interviews with top candidates.

The City will then negotiate a contract with their first choice. If, for some reason, it is not possible to reach agreement on the fee or the terms of the contract, the Committee will then terminate that negotiation and consider their second choice.

Fair Employment Practices, Equal Employment and Business Opportunity

All respondents shall be required to comply with all applicable laws on Fair Employment Practices, Equal Employment and Business Opportunity.

The City hereby notifies all respondents that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority and/or women business enterprise will be afforded full opportunity to submit Proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for any award. **All firms submitting SOQs to the City are required to complete and attach the City of Rockford EEO forms (attached to this document) as noted in the “Introductory Sections” portion of this notice. Failure to complete and submit the EEO forms will result in your firm’s disqualification from consideration.**

If we can be of further assistance, or if you desire additional information, please do not hesitate to contact us.

Other Notes and Instructions

1. Please note that we often get follow up phone calls from firms indicating that they did not received a copy of the RFQ document or it was sent to the wrong office. The City of Rockford is not responsible for maintaining the correct information for your firm. It is the responding firm's responsibility to provide the City with the most up-to-date contact information for your company. Incorrect contact information is not cause to extend the RFQ deadline or to accept a response after that deadline.
2. The City of Rockford does not accept responses electronically/digitally via e-mail. The final RFQ document will be posted on the City's website at the following hyperlink for downloading purposes: <http://www.rockfordil.gov/finance/central-services-division/purchasing/open-bidsrfps.aspx>

All responses must be in hard copy form as outlined in this RFQ document.

3. The City of Rockford has a certification process for MBE/WBE designation that is separate from this RFQ process. While it is helpful to understand your firm's MBE/WBE status, this RFQ process does not take into consideration your MBE/WBE status as a criteria for qualification. If your firm wishes to seek certification as a MBE/WBE, we would encourage you to contact Ron Moore, Diversity Procurement Officer, (815) 987-5622, Ron.Moore@rockfordil.gov.
4. The City of Rockford is often requested to supply a list of all firms that receive the RFQ. It is typical that this list can exceed 200 firms. The City has posted this list (in spreadsheet form) with the RFQ document available at the following hyperlink: <http://www.rockfordil.gov/finance/central-services-division/purchasing/open-bidsrfps.aspx>

It is not uncommon that the City will receive requests from firms not on the list to receive a copy of the RFQ. This list will not be updated once it is posted to our website.

PROJECT INTEREST

Below are the projects for which the City of Rockford is soliciting professional consultants relating to engineering, storm water, landscape architecture, planning and architectural services. Please indicate the specific projects your firm is interested in by placing an “X” in the box preceding the project name.

TRANSPORTATION

- Biennial Bridge Inspection**
- Bridge Repair & Replacement – Various Projects**
- Bituminous Material Testing**
- C.I.P. Project Development 2012-2013**
- City-Wide Residential Street and Alley Reconstruction**
- City-Wide Arterial Roadway/Intersection Improvements**
- City-Wide Traffic Engineering – Various Projects**
- Lighting Plans & Studies**
- Rail Engineering / City-Wide Railroad Improvements**

STORMWATER MANAGEMENT

- City-Wide Flood Control / Drainage Improvements (Major)**
- City-Wide Drainage Improvements (Local)**
- City-Wide Non-Point Source Chemical and Biological Biennial Monitoring Plan**

WATER SERVICE

- City-Wide Water Improvements 2012, 2013**
- Water System Engineering 2012, 2013**
- Operational Data Management System (ODMS)**

CORRIDOR & NEIGHBORHOOD PLANNING

- Arterial Corridor Planning**
- City-Wide Neighborhood Planning**
- Brownfields Planning**

LANDSCAPE ARCHITECTURE / STREETScape DESIGN / RIVERFRONT DESIGN

- Streetscape Design Improvements for Highway Corridors**
- Riverfront Development**

OTHER

- Renewable Energy Development**
- Utility Coordination Services**
- Asset Management Services**
- Public Facilities – Architectural Services**

CATEGORY: TRANSPORTATION

TITLE: BIENNIAL BRIDGE INSPECTION

DESCRIPTION: The City of Rockford desires to retain an IDOT qualified consultant to perform current NBIS bridge inspections for approximately 100 bridges and box culverts of varying sizes. The bridges to be inspected include all creek bridges, railroad bridges carrying a city street, grade separations, culverts and Rock River bridges. The work shall include the visual inspection of each structure, non-destructive testing as needed, and measuring and review of design drawings when applicable. The consultant will be required to complete the structure information system inspection/appraisal IDOT reports (RIS-S104 & RIS-S105) and Bridge Inspection Report (BM-BIR-1). These forms are to be completely filled out and submitted to IDOT, Region 2 Local Road's Office. A final report shall be submitted to the City of Rockford at the end of the project, which shall include copies of all reports, IDOT submittals and pertinent digital photographs of each structure. The report on bridge inspections should include a synopsis of bridges needing repairs, the scope of repairs needed, and a budget estimate of repair costs. The bridges in need of repairs shall be prioritized based upon condition and those eligible for FHWA Major Bridge Program / Highway Bridge Program funds, and I.C.C. Grade Crossing Protection funds shall be identified and noted.

The City of Rockford will furnish a database, which shall be updated to include current information obtained during the bridge inspections. The updated database information shall be furnished to the City of Rockford on paper and CD-ROM formats.

FUNDING ALLOCATIONS: Proposed 2013 – M.F.T.

CURRENT SCHEDULE:

| | |
|---|-------------------------|
| Award of Engineering Contract: | <u>June 2013</u> |
| Draft Final Report to City/IDOT: | November 2013 |
| Final Report to City/IDOT: | December 2013 |
| Delivery of Approved Final Report and Database to City: | January / February 2014 |

CATEGORY: TRANSPORTATION

TITLE: BRIDGE REPAIR & REPLACEMENT – VARIOUS PROJECTS

DESCRIPTION: The City of Rockford desires to retain a consultant to perform Phase I and II design engineering services and Phase III (construction inspection) relating to various bridge rehabilitation and replacement projects throughout the City. Bridges to be considered for improvements will be identified through the Biennial Bridge Inspection program.

The successful consultant(s) shall demonstrate experience in administering projects that are federally funded (Major Bridge Program / Highway Bridge Program and M.F.T.).

FUNDING ALLOCATIONS: Proposed 2012, 2013 – Major Bridge Program / Highway Bridge Program and M.F.T.

CURRENT SCHEDULE: Local bridges designed and constructed on a yearly basis. Larger bridges, such as River crossing bridges vary by project.

Contract Awards: Varies by project

CONSTRUCTION: Varies by project

CATEGORY: TRANSPORTATION

TITLE: BITUMINOUS MATERIAL TESTING – VARIOUS PROJECTS

DESCRIPTION: The successful consultant shall perform bituminous concrete material testing and prepare all required documentation as required by IDOT for all MFT-funded projects. The consultant shall also provide all required testing and documentation for non-MFT funded projects as requested by the City. Tests shall include but not be limited to all required batch plant testing for all projects, on-site density testing of bituminous concrete, trench backfill and aggregate bases on projects in which the City of Rockford performs the construction inspection.

The successful consultant(s) shall demonstrate experience in material testing and shall be certified by the State of Illinois Department of Transportation.

FUNDING ALLOCATIONS: Proposed 2012, 2013 – M.F.T., Sales Tax Revenue

CURRENT SCHEDULE: Varies by project

Contract Awards: Varies by project

CONSTRUCTION: Varies by project

NOTE:

The City retains the right to request that bituminous testing be completed under construction contracts.

CATEGORY: TRANSPORTATION

TITLE: CITY-WIDE RESIDENTIAL STREET AND ALLEY RECONSTRUCTION

DESCRIPTION: Rehabilitation of residential streets and alleys, including curb and gutter, storm sewer, sidewalk, watermain and pavement improvements.

FUNDING ALLOCATIONS: 2012, 2013: Sales Tax Revenue; General Fund; and, W.R.I.A.

Project Budget: 2012: \$5,350,000 (Construction & Engineering) – Estimate
2013: \$5,250,000 (Construction and Engineering) - Estimate

CURRENT SCHEDULE

Contract Award: Nov. / Dec. 2011 and Jan. / Feb. 2012 (for 2012 Program),
Nov. / Dec. 2012 and Jan. / Feb 2013 (for 2013 Program)

Design Cycle: Typical project design cycle is 45 to 60 days, with a target bidding date of late January, early February. Depending on schedule of CIP program, some projects may be bid, and or constructed later in the construction season.

Construction: April / May, with 60 or 90 calendar day schedules, depending on overall project scope. Timeframes may vary depending on overall CIP Program.

CONSTRUCTION: 2012, 2013

CATEGORY: TRANSPORTATION

TITLE: CITY-WIDE ARTERIAL ROADWAY/INTERSECTION IMPROVEMENTS

DESCRIPTION: Arterial roadway improvements may consist of P.C.C. or bituminous pavement reconstruction, rehabilitation and resurfacing, including base repair, patching, curb and gutter repair, geometric improvements, ROW acquisition, and signalization/channelization improvements. Roadway improvements may also include underground work including storm sewer and water main repair/replacement. Roadways to be considered for pavement improvements may include major and minor arterials, major and minor collectors, and various intersections. Specific projects to be designated within the Capital Improvement Program process.

The successful consultant(s) shall demonstrate experience in administering projects with different funding sources, including M.F.T, STU, HSIP, and I.C.C Grade Crossing Protection Funded projects.

FUNDING ALLOCATIONS: Proposed 2012, 2013 – Sales Tax Revenue, M.F.T., General Revenue, HSIP, STU

Project Budget: \$6,000,000 / Year (Engineering and Construction) Estimate Only

CURRENT SCHEDULE: Varies by project

Contract Award: Nov./ Dec. 2011, Jan. / Feb. 2012 (for 2012 Projects),
Nov. / Dec. 2012, Jan. / Feb. 2013 (for 2013 Projects)

CONSTRUCTION: 2012, 2013

CATEGORY: TRANSPORTATION

TITLE: CITY-WIDE TRAFFIC ENGINEERING – VARIOUS PROJECTS

DESCRIPTION: City-Wide Traffic Engineering may consist of traffic engineering design or studies required for the development of major / minor traffic project(s), including feasibility analysis, cost estimates and scope. Work may be ongoing throughout the year, on an “as-needed” basis. Multiple contracts may be awarded to various consultants based upon project scope and timing. Projects may include Intersection Design Studies (IDS), Intersection Modification Layouts (IML), Traffic Impact Analysis (TIA), Signal Coordination and Timing (SCAT) Studies, traffic circulation studies, traffic counting and conceptual intersection design. Projects could also explore the integration of Intelligent Transportation Systems (ITS). Liaison with IDOT, District 2 and the Rockford Metropolitan Agency for Planning (RMAP) may be required component of projects within this category.

FUNDING ALLOCATIONS: Proposed 2012, 2013 – Sales Tax Revenue, M.F.T., General Revenue, HSIP, STU

Project Budget: TBD

CURRENT SCHEDULE: Varies by project

Contract Award: Nov. / Dec. 2011, Jan. / Feb. 2012 (for 2012 Projects)
Nov. / Dec. 2012, Jan. / Feb 2013 (for 2013 Projects)
Some projects within this category may be more long term than others. Additionally, the City may use firms from this category for feasibility analysis that require further phases prior to construction.

CONSTRUCTION: 2012, 2013

CATEGORY: TRANSPORTATION

TITLE: LIGHTING PLANS AND STUDIES

DESCRIPTION: The City of Rockford seeks to retain consultants with specialties in lighting plans and studies as required for development/re-development of arterial and collector level roads. Projects will include the photometric evaluation of various lighting systems, lighting pole and fixture specification, lighting control specification and utility coordination. Required plans / studies will utilize design specifications / requirements of the following agencies / organizations, as applicable:

- Illinois Department of Transportation (IDOT)
- Illuminating Engineering Society (IES), American National Standard Practice
- American Association of State Highway and Transportation Officials (AASHTO)
- International Darksky Association

Several of Rockford’s arterial roadways are state-controlled routes. This will require that successful consultants have project specific experience in coordination and planning lighting projects with the Illinois Department of Transportation (IDOT). Several of the City’s arterials and collectors are under consideration for lighting upgrades or re-development.

Projects under this category may be integrated into other highway engineering design projects or maybe considered as standalone projects.

FUNDING ALLOCATIONS: 2012, 2013: Capital Development Project Fund; and, Sales Tax Revenue

[Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, Grants, Federal & State Enhancement funding, public-private partnerships, etc.)]

Project Budget: Project budgets will vary depending on scope.

CURRENT SCHEDULE: Varies by project

Contract Award: Varies by project

CONSTRUCTION: 2012, 2013

CATEGORY: TRANSPORTATION

TITLE: RAIL ENGINEERING / CITY-WIDE RAILROAD IMPROVEMENTS

DESCRIPTION: The City seeks design engineering firms and / or railroad consultants for projects (or sub-tasks within a larger transportation project) involving railroad crossings, gates, bridges, switches, and track configuration improvements. The citing and design of stations, spurs, and other track improvements could also be included within the scope of this category. The successful consultants shall display demonstrated experience working with freight and passenger rail companies.

Projects under this category would also include the assembly of grant applications for rail related programs through the I.C.C. and/or for IDOT. If grants are received by the City, this category could include the management of those projects.

Projects under this category may be integrated into other highway engineering design projects or maybe considered as standalone projects.

FUNDING ALLOCATIONS: 2012, 2013: Capital Development Project Fund; and, Sales Tax Revenue

[Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, Grants, Federal & State Enhancement funding, public-private partnerships, etc.)]

Project Budget: Project budgets will vary depending on scope.

CURRENT SCHEDULE: Varies by project

Contract Award: Varies by project

CONSTRUCTION: 2012, 2013

CATEGORY: STORMWATER MANAGEMENT

**TITLE: CITY-WIDE FLOOD CONTROL / DRAINAGE IMPROVEMENTS
(MAJOR)**

DESCRIPTION: The City of Rockford is undertaking a Storm Water Management Master Plan process. The City is also working with the U.S. Army Corps of Engineers (ACOE) on an assessment of the Keith Creek watershed. Throughout these projects the City has begun to assemble an inventory of projects that will require the design and implementation to a wide variety of flood control / storm water system projects considered in the “Major” category (those projects that are regional in nature and are not considered nuisance drainage).

The City is seeking qualified consultants to design, permit, and manage the construction of projects designated in the “Major” category. This could include, but not be limited to, assessing the adequacy of existing systems, design and construction management of regional facilities, identification of regulations and policy needs, seeking outside funding sources to finance the improvements (including the assembly of grant applications), and operation & maintenance of required facilities.

FUNDING ALLOCATIONS: Proposed 2012, 2013 – Sales Tax Revenue

Project Budget: \$500,000/year (Estimate only - engineering & construction TBD)

CURRENT SCHEDULE: Varies by project

Contract Award: 2012, 2013

CONSTRUCTION: Varies by project.

CATEGORY: STORMWATER MANAGEMENT

TITLE: CITY-WIDE DRAINAGE IMPROVEMENTS (LOCAL)

DESCRIPTION: Consists of providing design & construction engineering for various drainage improvement projects found at several locations throughout the City. These projects can include localized stormwater system improvements, watershed protection & improvements (including stream bank stabilization), and the remediation of inadequate drainage facilities. It is expected that several projects will be identified within the Stormwater Master Plan.

The successful consultant shall demonstrate experience in designing and construction oversight of a wide variety of stormwater and drainage projects. Projects will range from tight, urban drainage corridors to large regional detention facilities. Demonstrated project implementation will be considered in consultant scoring for this category.

FUNDING ALLOCATIONS: Proposed 2012, 2013 – (Storm Water / Flood Control CIP Category; Neighborhood Program CIP Category) Sales Tax Revenue

Project Budget: 2012: \$100,000 (Engineering and Construction) – CIP Project Development-Drainage Funds (estimate)

2013: \$350,000 – Sales Tax Revenue (estimate)

CURRENT SCHEDULE: Varies, depending on project scope. Time efficient project design cycle and implementation should be anticipated.

CONSTRUCTION: 2012, 2013

CATEGORY: STORMWATER MANAGEMENT

TITLE: CITY-WIDE NON-POINT SOURCE CHEMICAL AND BIOLOGICAL BIENNIAL MONITORING PLAN

DESCRIPTION: The successful consultant will provide the following urban stormwater runoff monitoring services for the City of Rockford NPDES Phase I Permit:

- Conduct targeted physical, chemical, and biological monitoring of the City of Rockford urban runoff. The method used for chemical monitoring will be gathered through flow-weighted and composite samples at specific sampling locations. These samples must then be analyzed for specific analytes listed in our NPDES permit. The biological monitoring will also be required in a very targeted approach throughout our drainageways and creeks. All data collected must meet the IEPA requirements for monitoring and analysis.
- The data gathered will need to be compiled into a report. The report will break down each drainage basin and will assign a rating number(s) for each basin. The City of Rockford will also require that the successful firm coordinate with our stormwater master planners to incorporate both structural and non-structural best management practices. We want the report to also include a timeframe and structure for future monitoring and analysis for future out years.

FUNDING ALLOCATIONS: Proposed 2012, 2013 – General Fund – Engineering Department/Engineering Contracts

Project Budget: \$95,000 (Engineering) Estimate only

CURRENT SCHEDULE: To be determined during review of scope of work. Annual IEPA reporting required.

Contract Award: 2011

CONSTRUCTION: N/A

CATEGORY: WATER SERVICE

TITLE: CITY-WIDE WATER IMPROVEMENTS 2012, 2013

DESCRIPTION: Water system extensions and improvements in various locations. Project includes watermain extensions and miscellaneous hydrant and valve installations.

FUNDING ALLOCATIONS: Proposed 2012, 2013 – W.R.I.A.

Project Budget: 2012: \$1,150,000 (Engineering and Construction)
2013: \$1,200,000 (Engineering and Construction)

CURRENT SCHEDULE: Varies by Project

Contract Award: July 2012, January 2013
Review Project Scope of Work
W/ City 1 Day
Preliminary Design 20 Days
Review Time by City 3 Days
Final Design 10 Days

CONSTRUCTION: 2012, 2013

CATEGORY: WATER SERVICE

TITLE: WATER SYSTEM ENGINEERING 2012, 2013

DESCRIPTION: General engineering services as it relates to new C.I.P. water projects and operational implementation into the existing water utility system.

FUNDING ALLOCATIONS: Proposed 2012, 2012 – W.R.I.A.

| | | |
|-----------------|-------|------------------------|
| Project Budget: | 2012: | \$50,000 (Engineering) |
| | 2013: | \$50,000 (Engineering) |

CURRENT SCHEDULE:

| | |
|-------------------|-----------------------------------|
| Contract Award: | <u>January 2012, January 2013</u> |
| Preliminary Study | Ongoing as needed |
| Final Study | Ongoing as needed |

CONSTRUCTION: N/A

CATEGORY: WATER SERVICE

TITLE: OPERATIONAL DATA MANAGEMENT SYSTEM (ODMS)

DESCRIPTION: The Rockford Water Division has recently implemented several new operational procedures associated with iron-, radium- and VOC-removal technologies. A combination of manual and SCADA system derived data are used to track performance of these systems. The Water Division seeks to develop an Operational Data Management System (ODMS) for the purpose of tracking the performance of these systems.

FUNDING ALLOCATIONS: Proposed 2012

Project Budget: \$50,000

CURRENT SCHEDULE:

Contract Award: June 2012

CATEGORY: CORRIDOR & NEIGHBORHOOD PLANNING

TITLE: **ARTERIAL CORRIDOR PLANNING**

DESCRIPTION: The City of Rockford seeks to retain consultants with specialties in corridor planning to provide comprehensive analysis of existing urban corridors and to develop strategic plans that incorporate future land-use / re-development opportunities, transportation alternatives, marketing analysis, and actions and improvements in the public right-of-way that will help to create a pedestrian-friendly, multi-modal environment. Improvements such as public right-of-way realignment and widening, on-street bicycle lanes, bump-outs for pedestrians and on-street parking, improved green space, wider sidewalks, new streetlights, and landmarks are examples of desired outcomes to enhance the streetscape and attract residents and consumers. Many of Rockford's arterials are state controlled routes. This will require that successful consultants have project specific experience in coordination and planning projects with the Illinois Department of Transportation (IDOT).

The City is seeking to create a design framework for re-development/development on private property in many of our arterial corridors. Building orientation, signing, lighting, landscaping, and mix of businesses and residences along the corridor help frame perceptions and use. The projects could include the modification of existing land use regulations and the creation of design guidelines. It is a goal of the projects to create documents that will be incorporated into the 2008 Zoning Ordinance rewrite as overlay districts.

An important component of planning and guideline implementation involves public participation. The City expects the consultant to organize public meetings to conduct a public image preference survey and design charrettes with local residents and key stakeholders to help determine grassroots perceptions of the redeveloped corridors. The majority of the projects may require Context Sensitive Solutions (CSS) component as designated by IDOT.

To implement the plans, the City typically requires full City government participation at all levels and in all relevant departments to achieve listed goals and desired outcomes. The consultants shall address the key elements of the plan(s) and design guidelines and recommend detailed implementation actions to respective City departments. The City is also seeking the evaluation and viability of forming public/private partnerships including conducting interviews with City staff and master developers to stimulate large-scale redevelopment in the corridors.

The City contains multiple arterials that are under consideration for corridor planning.

Projects under this category may be integrated into other highway engineering design projects or maybe considered as stand-alone projects.

FUNDING ALLOCATIONS: 2012, 2013: Capital Development Project Fund; Sales Tax Revenue; Grant Funds, and General Funds.

[Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, Grants, Federal & State Enhancement funding, public-private partnerships, etc.)]

Project Budget: Project budgets will vary depending on scope.

CURRENT SCHEDULE: Varies by project

Contract Award: Varies by project

IMPLEMENTATION: 2012, 2013

CATEGORY: CORRIDOR & NEIGHBORHOOD PLANNING

TITLE: CITY-WIDE NEIGHBORHOOD PLANNING

DESCRIPTION: Shifting demographics and social forces have created a need for increased planning efforts at the neighborhood scale. In recent years, the City has completed some neighborhood planning as part of several “Focus Areas”. These Focus Area plans have set out specific steps to be carried out by the City or organizations, businesses, and residents over a multi-year period in targeted neighborhoods. The catalysts for this focus area planning in the past were imminent major development projects and need to consolidate stakeholder input into a cohesive strategy that would take full advantage of the positive signs of revitalization these projects would bring. With the establishment and expansion of Rockford’s Neighborhood Network and the continued work of our Community Development Department, Police Department, and elected officials, many new Neighborhood Associations (and several that have been dormant) have re-established themselves as local sources for further planning, and the opportunity for planning efforts led by community stakeholders has grown. The City seeks to retain consultants with specialties in neighborhood planning to provide comprehensive analysis of existing urban (residential / retail / commercial) nodes and to develop strategic plans that incorporate future land-use / re-development opportunities, transportation alternatives, marketing analysis, and actions and improvements in the public right-of-way that will help create a pedestrian-friendly, multi-modal environment within all of Rockford’s neighborhoods.

As an essential component of any neighborhood-scale plan is public participation, the City expects the consultant to help determine grassroots perceptions of neighborhood problems and opportunities. Consultants must show adaptability and innovation in soliciting planning input in constructive ways, as Rockford’s neighborhoods have diverse socio-economic conditions and variety of attitudes towards civic involvement. The range of appropriate planning activities for a given neighborhood could include the convening of special planning task forces, the hosting of public meetings and different locations and times, the construction and design of targeted stakeholder surveys, and the facilitation of urban design charettes.

Through close collaboration with the City the neighborhood plans produced by consultants will broadly reflect major neighborhood stakeholder concerns, and will ultimately conclude with a list of specific actions to be taken to implement the organized goals of the planning participants. These action steps would define a time line for appropriate quantitative and qualitative benchmarks for planning goals to be achieved and would designate the responsible public or private agency that would carry out these implementation steps.

The consultants shall address the key elements of the plan(s) and design guidelines and recommend detailed implementation actions to respective City departments.

FUNDING ALLOCATIONS: 2012, 2013: Capital Development Project Fund; Sales Tax Revenue; Grant Funds and General Funds.

[Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, Grants, Federal & State Enhancement funding, public-private partnerships, etc.)]

Project Budget:

Project budgets will vary depending on scope.

CURRENT SCHEDULE:

Varies by project

Contract Award:

Varies by project

IMPLEMENTATION:

2012, 2013

CATEGORY: CORRIDOR AND NEIGHBORHOOD PLANNING

TITLE: BROWNFIELDS PLANNING

DESCRIPTION: Federal resources for brownfields are typically delivered site-by-site to assist with assessment, cleanup, and subsequent site reuse determinations. The burden of a single large site, or collective burden of multiple sites concentrated within a brownfields-impacted area (such as a neighborhood, district, city block or corridor), can weigh down an entire community. Multiple sites are often connected through infrastructure and geographic location; approaching the assessment and cleanup needs of a brownfields-impacted area can be more effective than focusing on individual sites in isolation of the adjacent or surrounding area.

The City seeks to retain consultants with specialties in neighborhood planning and environmental planning to help create a shared vision for brownfields-impacted areas, and to ensure that brownfields assessment and cleanup decisions are informed by the planned reuse for the sites and supporting area-wide revitalization strategies. The resulting area-wide plan will facilitate the assessment and cleanup of individual brownfields properties and connect assessment, cleanup, and decisions for subsequent reuse of brownfield parcels to neighborhood and city-wide context.

An essential component of any localized brownfields planning is public participation. The City expects the consultant to help determine grassroots perceptions of problems and opportunities of the brownfields-impacted area. Consultants must show adaptability and innovation in soliciting planning input in constructive ways, as Rockford's neighborhoods have diverse socio-economic conditions and a variety of attitudes towards civic involvement.

Through close collaboration with the City and area stakeholders, the brownfield plans produced by consultants will ultimately (1) Identify potential future uses for brownfields properties; (2) Create a set of area-wide strategies which will help ensure successful assessment, cleanup, and reuse of sites within an impacted area; (3) develop a strategy for facilitating the reuse of existing infrastructure as well as investments in new infrastructures to support repurposed land uses for the area; and (4) determine next steps and identifying resources needed to implement the area-wide plan.

FUNDING ALLOCATIONS: General Funds, Sales Tax Revenue [Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, CDBG, Federal & State Enhancement funding, public-private partnerships, etc.)]

PROJECT BUDGET: Project budgets will vary depending on scope

CURRENT SCHEDULE: Varies by project

Contract Award: Varies by project

IMPLEMENTATION:

2012, 2013

CATEGORY: LANDSCAPE ARCHITECTURE, STREETScape DESIGN, RIVERFRONT DESIGN

TITLE: STREETScape DESIGN IMPROVEMENTS FOR HIGHWAY CORRIDORS

DESCRIPTION: The City of Rockford seeks to retain consultants with specialties in landscape architecture and streetscape design to develop landscape plans, gateway elements, streetscape and wayfinding for improvements to major highway corridors in the Rockford area. Corridors under consideration for streetscape development include, but are not limited to:

Kishwaukee Street (Harrison Avenue to Chestnut Street)
North / South Main Street (Downtown Streetscape and Surrounding Urban Areas)
Alpine Road (Harrison Avenue to U.S. 20; and, Riverside to Spring Creek)
Kilburn Avenue (IL Rte. 70) School to Auburn
East State Street (Fairview to Alpine Road)
East & West State Street (Winnebago to 6th Street)
Madison Street (Chestnut - IL 251)

Projects under this category may be integrated into other highway engineering design projects or maybe considered as stand-alone projects.

The successful consultant(s) shall demonstrate previous corridor design experience.

FUNDING ALLOCATIONS: Proposed 2012, 2013 – Capital Development Project Fund; and, Sales Tax Revenue

[Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, Grants, Federal & State Enhancement funding, public-private partnerships, etc.)]

Project Budget: Project budgets will vary depending on scope.

CURRENT SCHEDULE: Varies by project

Contract Award: Varies by project

IMPLEMENTATION: 2012, 2013

**CATEGORY: LANDSCAPE ARCHITECTURE / STREETScape DESIGN /
RIVERFRONT DESIGN**

TITLE: RIVERFRONT DEVELOPMENT

DESCRIPTION: The City of Rockford continues to evaluate potential projects that will enhance the natural beauty and usefulness of our riverfront. A Riverwalk Vision Plan was compiled in 2006 that outlined potential projects that would allow the City to create an integrated pedestrian and bicycle network along both sides of the Rock River from Whitman Street Bridge to the Chestnut Street Bridge / Davis Park. The length of the proposed path system is 2.65 miles. The plan identified several cross-section applications including single-shared use paths, separate pedestrian and bicycle facilities, on street bike lanes, and floating walkways along the Rock River.

The City of Rockford desires to retain consultants to provide technical assistance with potential Riverfront projects. Projects should identify and assess the process for procuring agency approval of the project, strategy development for implementation, and Phase I, Phase II, and Phase III Engineering. At a minimum, the projects will include the following:

- (1) Alternatives Analysis / Conceptual Design:** Consultants shall develop a strategy for the project approach, including an assessment of shore conditions (topography, stability, structural evaluation, riparian rights, etc.), project regulatory requirements, environmental assessment needs, and other engineering and design issues. The analysis should also provide an assessment of potential structures / systems to create a breakwater that will allow private property to be separated from the public path system. The process will also include the development of design concepts, typically through a public engagement process
- (2) Implementation Strategy:** Within the context of the Alternative Analysis, develop an implementation strategy that includes the estimates of costs and schedule (including project milestones and critical path tasks).
- (3) Phase I, Phase II, and Phase III Engineering:** The City seeks consultants to complete Phase I and II design engineering services to construct portions of a Riverwalk or other Riverfront development. Phase III services may be included under scope of work to be determined at the completion of design engineering.

The selected consultant(s) shall demonstrate experience in designing, permitting, and constructing Riverwalks or other Riverfront developments (including multi-use paths, hardscape, wayfinding, and other river/recreation path amenities). The successful firm will be expected to have experience in construction of significant Riverwalk / Riverfront development on a major river. Additionally, the City is encouraging a multi-disciplinary approach to these projects, including teaming among architectural, planning, civil and structural engineering firms, as required. Significant experience in leading public engagement process/programs is a pre-qualification requirement.

FUNDING ALLOCATIONS: 2012, 2013: Capital Development Project Fund; and, General Fund

[Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, Grants, Federal & State Enhancement funding, public-private partnerships, etc.)]

Project Budget: Project budgets will vary depending on scope.

CURRENT SCHEDULE: Varies by project

Contract Award: Varies by project

CONSTRUCTION: 2012, 2013

CATEGORY: OTHER

TITLE: RENEWABLE ENERGY DEVELOPMENT

DESCRIPTION:

- I. Facilitate strategic planning process that will lead to the development / refinement of the City's Sustainability and Energy Management Strategy (on City-owned properties and assets) including selection of programmatic initiatives to be pursued.
 1. Support the city in taking an inventory of current sustainability and energy efficiency initiatives in order to ensure coordination.
 2. Advise the City on selection of a strategic steering group with representation of all key stakeholders; assemble and facilitate meetings of the group and any sub-groups through the planning process.
 3. Implement appropriate broader public and community involvement process, including facilitation of public meetings necessary to provide input into the strategy.
 4. Document all planning meetings, background research, public input, and other relevant elements.
 5. Provide summary report including recommend action plan and metrics.

- II. Identify and support attainment of potential funding sources for identified Energy Efficiency and conservation and/or Renewable Energy Projects (both on City-owned facilities and assets, and on community wide opportunities).
 1. Conduct and document thorough research of energy efficiency and conservation programmatic and Renewable Energy opportunities available for City operations
 2. Recommend or otherwise assist the steering team in the selection of priority programs for funding.
 3. Identify potential funding sources that might be leveraged to increase resources available for the city to support selected programs.
 4. Recommend tools for the tracking and reporting of all required metrics as required by identified funding programs
 5. Support the City in possibly amending our Energy Efficiency and Conservation Strategy Document (as part of the requirements for the EECBG formula grant program).

- III. Technical and economic feasibility of energy options to ensure optimal solutions.
 1. Conduct analysis of potential renewable energy projects to determine options best meeting City objectives.
 2. Support the City in developing design and implementation plans for selected projects.

IV. Support City Green Team Initiatives

1. Provide input into planning and action meetings.
2. Support the City in sustainability and energy management activities and implementation.
3. Assist with technical and/or economic feasibility decisions.

V. Verify/update/conduct Greenhouse Gas Emissions Inventories and prepare associated recommended action plans.

1. Verify and document the accuracy and completeness of the existing GHG Inventory for City operations.
2. Based on the verified GHG Inventory, develop and prepare recommended Action Plan to reduce GHG emissions from City operations.

FUNDING ALLOCATIONS: 2012, 2013: Capital Development Project Fund; and, General Fund

[Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, Grants, Federal & State Enhancement funding, public-private partnerships, etc.)]

Project Budget: Project budgets will vary depending on scope.

CURRENT SCHEDULE: Varies by project

Contract Award: Varies by project

CONSTRUCTION: 2012, 2013

CATEGORY: OTHER

TITLE: UTILITY COORDINATION SERVICES

DESCRIPTION: The City seeks a consultant to provide comprehensive utility coordination services, including, but not limited to, liaison with utility providers, secure detailed utility relocation cost estimates (and line item verification of these estimates), coordination of secondary service relocations, liaison with regulators responsible for utility oversight, and utility cost auditing. The successful firm(s) should also provide site evaluations services, and review of utility designs to ensure proper and cost efficient design and construction. The services required under this category could also include project services and cost auditing, construction observation, and resolution of design / schedule / cost conflicts with utility providers. The successful firm(s) should also have demonstrated experience in assisting municipalities with coordination and advocacy services with the utilities, I.C.C., other regulators. The consultant should also show experience providing franchise agreement assessment, and a thorough knowledge of utility billing procedures.

Projects under this category may be integrated into other highway engineering design projects or maybe considered as standalone projects.

FUNDING ALLOCATIONS: 2012, 2013: Capital Development Project Fund; Sales Tax Fund; and, Potential rate Adjustments

[Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, Grants, Federal & State Enhancement funding, public-private partnerships, etc.)]

Project Budget: Project budgets will vary depending on scope.

CURRENT SCHEDULE: Varies by project

Contract Award: Varies by project

CONSTRUCTION: 2012, 2013

CATEGORY: OTHER

TITLE: ASSET MANAGEMENT SERVICES

DESCRIPTION: The City of Rockford continues to work towards an asset management based system for infrastructure evaluation and investment. The City continues to collect conditional data of our infrastructure systems and has established an integrated GIS platform to manage the data. The City seeks consultants with measurable asset management development experience. The objective is to assist the City in the development of a clear data framework that will enable staff to create and implement an investment strategy that will allow decisions to focus on need rather than perception.

Projects working this category could include the creation and/or use of specific data management software, modeling existing needs (including data gap analysis), and the evaluation of a decision making hierarchy that is region /City specific.

FUNDING ALLOCATIONS: 2012, 2013: City General Funds; Sales Tax Funds. Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, Grants, Federal & State Enhancement funding, public-private partnerships, etc.)

Project Budget: Project budgets will vary depending on scope.

CURRENT SCHEDULE: Varies by project

Contract Award: Varies by project

CONSTRUCTION: 2012, 2013

CATEGORY: OTHER

TITLE: PUBLIC FACILITIES – ARCHITECTURAL SERVICES

DESCRIPTION: The City anticipates that public facilities under municipal control may require architectural services. These facilities could range from festival venues, existing public venues, to future facilities such as a future passenger rail station, and other civic or maintenance related facilities.

Firms wishing pre-qualification in this category should possess significant experience in public / municipal projects. The development of HVAC, plumbing, electrical, interior design, exterior finishes and other building related disciplines is a requirement.

The services under this category could also include design, construction observation, resolution of design / schedule / cost conflicts with contractors and material suppliers.

FUNDING ALLOCATIONS: 2012, 2013: Capital Development Project Fund; General Funds. Projects may utilize other forms of funding depending on availability (i.e., TIF Funds, Grants, Federal & State Enhancement funding, public-private partnerships, etc.)

Project Budget: Project budgets will vary depending on scope.

CURRENT SCHEDULE: Varies by project

Contract Award: Varies by project

CONSTRUCTION: 2012, 2013

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

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 12/21/09)