

**FOX RIVER WATER RECLAMATION DISTRICT
ELGIN, ILLINOIS**

**REQUEST FOR
STATEMENT OF QUALIFICATIONS
DANA DRIVE ADMINISTRATION BUILDING 2010**

1. SCOPE OF STATEMENT OF QUALIFICATIONS

The Fox River Water Reclamation District (FRWRD) intends to procure a Professional Service Firm (PSF) to perform the design and related work for the DANA DRIVE ADMINISTRATION BUILDING 2010. The FRWRD West Wastewater Treatment Facility (WWTF) located at Dana Drive and State Street in Elgin, Illinois. The location of the proposed Dana Drive Administration Building is on a fifteen-acre parcel of land directly south of the WWTF site and fronting on Dana Drive, South Elgin, Illinois.

It is the intent of the District to procure the services of individuals, groups or firms possessing a high degree of professional architectural and engineering skill, where the ability or fitness of the individual or organization plays an important part in the completion of the project. Only companies with prior experience in the design of office and laboratory buildings will be considered for this project. The PSF shall be registered to practice as a Professional Architect and a Professional Engineer in Illinois.

The plans, specifications and contract documents for this project shall be prepared by the PSF in compliance with all Local, State and Federal Codes, Regulations, Statutes and Policies.

The FRWRD therefore invites the submittal of Statements of Qualifications from selected PSFs for the DANA DRIVE ADMINISTRATION BUILDING 2010. Statements of Qualifications will be received at the Fox River Water Reclamation District, 100 Purify Drive, Elgin, Illinois 60120 until 2:00 P.M. on Thursday, February 18, 2010.

Please submit your Statement of Qualifications to Robert Trueblood, General Manager, Fox River Water Reclamation District. Statements submitted for this project must address all of the items requested by this document, and shall be brief in nature. Any questions regarding this project should be addressed to Robert Trueblood, General Manager of the Fox River Water Reclamation District at (847) 742-2068.

The PSF selected for this Contract shall perform all services necessary to develop a comprehensive set of plans, contract documents and specifications for the bidding and construction of the DANA DRIVE ADMINISTRATION BUILDING 2010 including necessary site improvements on property owned by the FRWRD and public right-of-way.

It is planned that the project shall be performed in three phases:

1. Preliminary Planning and Design
2. Detailed Design and Bidding Services
3. Construction Related Services

2. DESCRIPTION OF WORK REQUIRED

The successful PSF shall provide the services indicated in this document as a minimum.

A. Phase 1 – Preliminary Planning and Design

The PSF, under this phase, shall:

- a) Make an inspection to verify the physical layout of the existing facilities at the site, to include existing utilities, structures, topography, etc. The District shall provide an individual to assist with the inspections, provide any available data, provide any available drawings and to answer any questions regarding the scope of the project. The District will provide a Boundary Survey and Legal Description of the subject parcels. District shall also apply for appropriate zoning, if required.
- b) After reviewing the material received during the site inspections, meet with District Staff and make recommendations pertaining to general layout and design for the new building. Staff will identify what departments, personnel, resources and storage areas are to be included in this building along with its intended uses. The discussion with District Staff shall include building type, dimensions, and whether or not a basement or multiple stories are economic considerations.
- c) Perform necessary topographical work to conduct this phase of the project.
- d) Provide District with a Preliminary Design Report that evaluates the general costs for the building options. The Preliminary Design Report shall include a general layout on the site for each of the building options, and an estimated construction cost for each; also provide an assessment of each option related to suitability.
- e) Present the preliminary design options to District Staff and the Board of Trustees. District Staff and the Board will then determine which option best meets the needs of the District. The Preliminary Design Report shall be approved in writing prior to the PSF initiating Phase 2.
- f) Recommend any preliminary geological or other tests as deemed necessary to establish soil properties or other design criteria. The District will enter into a separate agreement as needed for preliminary geological or other tests deemed necessary.

B. Phase 2 – Detailed Design and Bidding Services

The PSF, under this phase, shall:

- a) Perform necessary topographical survey work, prepare detailed plans, specifications, and contract documents for the scope of work required for the proposed Dana Drive Administration Building that meets all Local, State, and Federal Codes, Statutes, Policies, and Regulations. The design shall follow comments made and directions given with regard to the Preliminary Design Report. The design shall include all structural, architectural, sitework, utilities, mechanical, HVAC, plumbing and electrical work. The plans, specifications, and contract documents shall provide the necessary information to allow a contractor to complete the required scope of work, and shall be in a format that is acceptable to the District. The plans and specifications shall be reviewed by the District and approved in writing prior to bidding this project. The PSF shall be responsible for getting approval of the design from all of the regulatory agencies and permits as necessary. This would include the Illinois Environmental Protection Agency as a minimum.
- b) Attend four meetings at the District to discuss the final design, and to allow for District Staff and Board of Trustees input. Two of these meetings shall be at the 30 percent completion and the 60 percent completion milestones. All approved input from District Staff and Board of Trustees shall be incorporated in the final design.
- c) Prepare and provide the District with an estimated cost for constructing the project at various levels of design.
- d) Prepare a maximum of four (4) paper sets of bid documents and provide them to the District; including plans, specifications, and contract documents in electronic files compatible with the District System.
- e) The District shall be responsible for advertising the bid and for opening all bids. The PSF shall respond to questions during the bid process, attend a pre-bid meeting, attend the bid opening, review all bids and make a final recommendation to District Staff and Board of Trustees.
- f) Bid award will be the responsibility of the District. The District shall be responsible for preparing the Contract with the successful bidder, and reviewing the successful bidders insurance and bond forms.
- g) Phase 3 will not commence until the District and the PSF negotiate an agreement that will require final approval from the Board of Trustees.

C. Phase 3 – Construction Related Services

The PSF, under this phase, shall:

- a) Attend Pre-Construction meeting.

- b) Review all submittal drawings prior to construction; return approved shop drawings to the Contractor and to the District.
- c) Provide inspections as appropriate while the construction work is being performed to assure that the contractor is meeting the terms of the contract and all applicable codes and permits. Inspection visit shall be appropriate in length.
- d) Provide any communication or correspondence required to clarify plan and/or specification requirements, and be available to answer telephone inquiries from the District's staff or from the Contractor.
- e) The District reserves the right to have its own inspectors on site while the Contractor is performing the required scope of work.
- f) Review and make a recommendation of all Change Orders submitted by the Contractor. The District shall review and approve all pay requests submitted by the Contractor after approval by the PSF.
- g) Make a final inspection of the new building and prepare a final punch list; insure that the final punch list is properly executed.
- h) Review, comment on, and approve all Operation and Maintenance Manuals for equipment provided in the Contract.
- i) Prepare a set of reproducible as-built drawings on mylar, as well as as-built specifications and Contract documents and provide them to the District. The PSF shall provide the District with one original copy of the record specifications and Contract documents on a computer disk in a format that is compatible with Microsoft Word Version 97-03. The PSF shall provide the District with a reproducible set of record plans and one set of all calculations.

3. STATEMENT OF QUALIFICATIONS CONTENT AND FORMAT

Please submit five (5) copies of the Statement of Qualifications (SOQ) to Robert Trueblood, General Manager, Fox River Water Reclamation District. Statements of Qualifications submitted for this project must address all of the items requested by this document. Appointments to visit the site or any questions regarding this project should be addressed to Robert Trueblood at (874) 742-2068.

The Statement of Qualifications shall include, as a minimum, the following information:

- 1. Name and address of firm.
- 2. Phone and fax numbers of firm.
- 3. Identify where the project manager and project team will be officed while performing this work.

4. Description of specialized experience and technical competence of the firm and its personnel with regard to the design of an office and laboratory building within 25 miles Elgin, Illinois; also discuss experience with construction-related services.
5. The resumes of the project manager and all team members who will be engaged in the project; proof of Professional Engineering and Architecture registration in the State of Illinois
6. Description of services to be subcontracted, if any; i.e. Geotechnical, Structural, Electrical, etc.
7. Provide a short narrative demonstrating the firm's experience in each of the areas listed below; response should concentrate on project team members. List to include similar projects undertaken by the firm in past six years, with list of personnel engaged in the projects; projects performed prior to the six-year window will not be considered. Include client contact name and telephone number for each project:
 - a) Design of office buildings in the State of Illinois in excess of 10,000 square feet,
 - b) Design of a "wet" laboratory,
 - c) Identify anticipated schedule for proceeding from the Notice to Proceed through construction contract award.
8. Identify specific unique challenges previously encountered in projects and the methods developed to meet the challenges – demonstrate creativity.
9. Identify specific projects with a "green" scope and/or LEEDs certified.
10. Additional information as deemed appropriate.

4. INFORMATION SUPPLIED BY THE DISTRICT

Upon award of a Contract, the District will provide a boundary survey and legal description of the proposed site. Additional District records will be made available to the PSF as requested, assuming they are readily available. Because the District recently transferred some of this land to the Village of South Elgin, the information may have some limited changes. The District will provide a Project Engineer as a liaison between the PSF and the District.

5. METHOD OF SELECTION

Once the Statements of Qualifications have been received, the District will review the material and, at its sole discretion, may request an interview with one or more of the firms submitting a Statement. The District will then negotiate a Contract with its first choice. If it is not possible to reach agreement on a fee or the terms of the Contract, the District will terminate negotiations with the first choice. At its sole discretion, the District may, negotiate with their second choice.

The District will use the following parameters to evaluate the Statements of Qualifications received:

- a) Adherence to the intent of the Request for SOQ's.
- b) Responsiveness and comprehensiveness of the SOQ to the Request.
- c) Objectivity of SOQ.
- d) Suitability of the project schedule.

- e) Experience, staffing quality and references.
- f) Interview evaluation, if conducted.
- g) Information obtained from references.
- h) Creativity and innovativeness.

All respondents shall comply with all applicable laws and regulations, including but not limited to, the Fair Employment Practices and Equal Employment laws and regulations of Illinois, the Occupational Safety and Health (OSHA) Act and the laws of the United States, State of Illinois and all ordinances and regulations of the Fox River Water Reclamation District in the performance of the work for this project.

The PSF shall comply with all applicable requirements of the American Disabilities Act of 1990 (ADA) and if said PSF is awarded a Contract, it will hold harmless and indemnify the District and the District's representatives from all:

- a) Suits, claims or actions:
- b) Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and:
- c) Damages of any kind (including but not limited to actual, punitive, and compensatory damages) relating in any way to or arising out of the ADA, to which said firm is exposed or which it incurs in the execution of the contract.

The PSF shall comply with the requirements of Public Act 87-1257 and shall have adopted and promulgated written sexual harassment policies that include, at a minimum, the following information:

- a) The illegality of sexual harassment,
- b) The definition of sexual harassment,
- c) A description of sexual harassment,
- d) The Organization's internal complaint process including penalties,
- e) The legal recourse investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission,
- f) Directions on how to contact the Department of the Commission, and
- g) Protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

The PSF shall provide the District with the information described in (a) through (g) above no less than 10 working days after the District issues an executed copy of the Contract. The District reserves the right to reject any and all Statements of Qualifications or any part thereof and to initiate negotiations with the firm that apparently best serves the interests of the Fox River Water Reclamation District.

6. PROPOSED METHOD OF PAYMENT

Payment will be made for actual cost incurred during the preceding month. The PSF will be required to submit a monthly invoice supported by a statement of hours worked and the hourly rate charged for the work. Direct costs related to the project will be reimbursed at cost.

A “not to exceed” value will be assigned in the contract for each phase and/or task of the project. In no case will any monies be paid in excess of the “not-to-exceed” value for each individual phase or task without written approval of the District. The District reserves the right to cancel this Contract at the completion of any particular phase and/or task.

7. QUESTIONS

For more information regarding the services required for this project or to schedule a site visit, contact Robert Trueblood, General Manager at (847) 742-2068.