

REQUEST FOR QUALIFICATIONS (RFQ)
ENVIRONMENTAL AND ENGINEERING SERVICES

Village of Antioch

Antioch, Illinois

June 11, 2021

Introduction:

The Village of Antioch (“Village”) is seeking a qualified firm (“Firm”) to provide environmental and engineering services (“Services”) for the redevelopment site on the attached map. The Village finished acquisition of the site in December of 2020. Sequoit Creek bisects the site in an existing failed culvert (partially removed). The Village has retained a consultant to study alternative uses and produce a redevelopment plan for the site with the likely final use to be approved in fall of 2021. Preliminary indications are that the final use will be open space with an exposed creek with park-like amenities for recreation and gathering space. It is anticipated that initial construction of the approved redevelopment plan will commence in 2022. The Village has commissioned Phase I and Phase II studies that are available upon request. In anticipation of this work, the Village would like to identify any clean-up objectives along with scope of work and cost estimates that will accommodate the anticipated use. The selected Firm will provide the Village with environmental and engineering services on an as needed basis for the identified clean-up objectives and perform remedial work, if deemed necessary, prior to and during construction of the redevelopment plan. The Firm may also be asked to provide other environmental engineering services on an as-needed basis should the need for these services arise. Firms must be able to demonstrate their qualifications with the type of work described herein including the Firm’s relevant experience, project team, resumes, detailed scope of services/tasks, and anticipated time schedules for completing the tasks specified herein for the project.

Task 1 – Site Reconnaissance, Records Review and Clean-up Objectives

The Village will provide Phase I and Phase II reports and any available relevant documents along with any conceptual plans from other consultants for the redevelopment plan on this site for the selected Firm’s review. The Firm will perform a site visit of the project area, looking for indications of potential environmental concern. The Firm will coordinate with the Village and other Village consultants as redevelopment plans progress to recommend potential alternative clean-up objectives.

Task 2 – Soil Sampling, Laboratory Analysis and Scope of Work

After potential clean-up objectives are determined the selected Firm shall complete soil sampling and other testing or laboratory analysis as needed to prepare the scope of remedial work and cost estimates for such work that may need to occur prior to the commencement of construction of the redevelopment plan. Any reports, forms or submittals required by agencies having jurisdiction of the potential clean-up activities are to be included in the scope of services to be provided by the Firm. The Village’s preference is to keep soil sampling work to a minimum. Sample locations and depths shall be carefully selected. The Firm shall have the ability to complete soil sampling work with a variety of sampling equipment (hand

auger, ATV mounted rig, boring machine etc.). The Village's preference is for sampling work to be done with hand auger method whenever possible to keep the ground disturbance to a minimum. Sampling locations and depth shall depend on several factors including but not limited to the proposed scope of work, estimated project work excavation depths, current and historical site conditions within the project limits. The results of the soil samples will be compared to the Maximum Allowable Concentrations (MACs) established for determining compliance with agencies having jurisdiction or soil-only facility acceptance of spoils, ensuring the soil pH is within the acceptable range. The selected Firm shall have experience in working with local area dump sites to ensure the LPC forms that are prepared will be accepted by local area dump sites.

Task 3 – Remediation

Depending on the outcomes of Task 1 and Task 2, the Village and its' consultants may decide remedial activities are necessary prior to the commencement of construction of the redevelopment plan. Alternatively, it may be decided that any necessary remedial activities should be incorporated into and performed during the construction of the redevelopment plan. Cost effectiveness and timing among other considerations will be the determining factors of when the remedial activities, if required, will take place. The selected firm will then coordinate and cause the remedial activities to occur to meet the clean-up objectives in the best interests of the Village. The Firm may be asked to provide additional environmental services and remedial activities in the event unanticipated discoveries are made during construction. It is the goal of the Village to reasonably anticipate potential environmental remediation on this site and prevent or minimize delays to construction. Any reports, forms or submittals required by agencies having jurisdiction of the potential clean-up activities are to be included in the scope of services to be provided by the Firm. The Firm will supply the Village with all necessary documentation to demonstrate that any remedial activities were performed and completed to meet the established clean-up objectives and to comply with all laws, rules and regulations of the State of Illinois or any other agencies having jurisdiction.

Other items Consultants shall include in their statement of qualifications:

- Provide an hourly rate sheet.
 1. Identify all staff billing rates on the hourly rate sheet but highlight the staff members who would be doing the work for the Village
 2. Identify all anticipated direct and sub-consultant costs

Term of Agreement

The selected consultant will be the Village's preferred vendor for the duration of the project with expected completion in 2023. The hourly rates submitted shall remain in effect for the entire duration of project unless agreed up in writing by both parties. Upon request for additional services the Firm shall prepare a written proposal containing a time and materials not to exceed cost. The Village's expectation is all work shall be completed in an expedient manner.

Renewal of Agreement

The Owner reserves the right, but shall be under no obligation, to offer to renew the term of the agreement by one year periods for a maximum of three (3) additional years, if approved and accepted in

writing by both the Consultant and the Village. The Village shall notify the Consultant of its desire to renew the agreement for an additional project year on or about sixty days prior to the expiration of this agreement or its renewals. The Consultant shall notify the Village of its desire to renew not later than 90 days prior to the expiration of the agreement or its renewals.

Payment Escalation

In the event this agreement is renewed/extended, the Consultant may raise the price for services to be performed under the extended agreement by giving written notice to the Village. The increase shall not exceed the annual average increase in the Chicago Consumer Price Index for all urban consumers (available through the Bureau of Labor Statistics 312-353-1880 or www.bls.gov) for the previous twelve-month period. Only one increase shall be allowed in any agreement extension period. Any request to increase fees or hourly rates must be made prior to execution of the renewal/extension contract. The Village may elect to rebid the service in the event of such notice but shall be obligated to rebid if a notice of price increase exceeds the Consumer Price Index for the Chicago Metropolitan Area.

Termination of Agreement

Notwithstanding any other rights of cancellation contained herein accruing either to the Consultant or to the Village, either party to this agreement shall have the right of cancellation, with or without cause, by serving notice on the other party, by certified mail, return receipt requested, of such intent to cancel this entire agreement at least sixty (60) days prior to any such proposed cancellation date, such cancellation to be without recourse except for any sums owing to either party at the time of cancellation. The Consultant shall continue to faithfully perform all required work until the date of cancellation of the agreement.

Schedule for RFQ:

The Village’s intent is to have Village Board of Trustees approval of the selected consultant occur at the July 28, 2021, regular Village Board Meeting.

Key Dates:

Qualifications due:	June 30, 2021, by 5 p.m.
Village review of qualifications	June 30 to July 9, 2021
Interview finalists*	Week of July 12
Village Board Approval of selected consultant:	July 28, 2021

*The Village may elect to not interview consultants.

Instructions to Proposers:

Preparation of Proposals

All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected.

Clarifications & Requests for Information

Village reserves the right to make clarifications, corrections, or changes in this RFQ at any time prior to the time proposals are due.

Questions and requests for information must be submitted via email before 5 p.m. local time on June 30, 2021, to Jim Keim, Village Administrator, 847-395-1000; jkeim@antioch.il.gov. The Village will issue addendums and/or responses to RFI's to known respondents to the RFQ. It is the respondent's responsibility to notify the Village that it is planning to submit by contacting Rachel Alcozer at 847-395-1000 x 1303 or ralcozer@antioch.il.gov and asking to be placed on the respondents list, and to request copies of the Phase I and Phase II studies.

All proposals submitted must acknowledge receipt of all addenda issued by the Village.

Proposal Due-Date & Submittal Procedure

Please submit the following items in a single sealed envelope:

- Three (3) bound paper copies of the proposal
- One (1) CD or USB Flash Drive containing
 - The proposal as a single PDF file

Please label the sealed envelope as follows:

Statement of Qualifications for Professional Engineering Services

ENVIRONMENTAL AND ENGINEERING SERVICES

Consultant's full legal name

Sealed proposals will be received until **5:00 p.m. local time on June 30, 2021**. Proposals shall be delivered to the Village Hall which is located at:

Village of Antioch

Attention: Jim Keim, Village Administrator

874 Main Street, Antioch Illinois 60062.

Proposals received after the time specified above will be returned unopened.

Evaluation of Proposals:

The submitted proposals will be reviewed/selected based upon factors in this RFP and including the following:

- (1) Experience on similar projects with references (name, title, address, phone, e-mail & fax numbers) within the last three years only;
- (2) Firm Information 3 pages maximum (size, location, history, resources, etc.);
- (3) Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.; Resume projects shall clearly state what role the person had on the project
- (4) Ability to meet project deadlines (availability of staff to perform services);
- (5) Completeness of project approach (detailed scope of services/tasks, etc.);
- (6) Consultant ideas to improve the project scope. Any additional services/tasks not identified in this RFQ that the consultant believes will improve the project, reduce costs and time, etc.
- (7) The Village's prior experience working with the Proposer; and
- (8) The Firm's hourly rates and fee schedule

Follow-up discussions may be conducted with several firm(s) to resolve any questions, finalize the scope of work and agreement on final not-to-exceed costs as a means to recommend final selection to the Board of Trustees if necessary.

Insurance

The successful Bidder will be required to furnish certificates and policies of insurance upon award of the Contract.

Freedom of Information Act

All information submitted to the Village in response to this Request for Proposals shall be deemed a public record and will be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140 et seq.) subsequent to the award of the contract. Proposers are advised that Section 7(1)(g) of that Act exempts the following from disclosure:

Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested.

Proposers desiring to have portions of their proposals considered exempt are advised to mark these portions accordingly. The Village of Antioch FOIA officer will identify any appropriate redactions prior to release of records, which may or may not include marked portions of the submittal.

Withdrawal of Proposals

No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.

Rejection of Proposals

Proposals that are not prepared in accordance with these Instructions to Proposers may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Proposers.

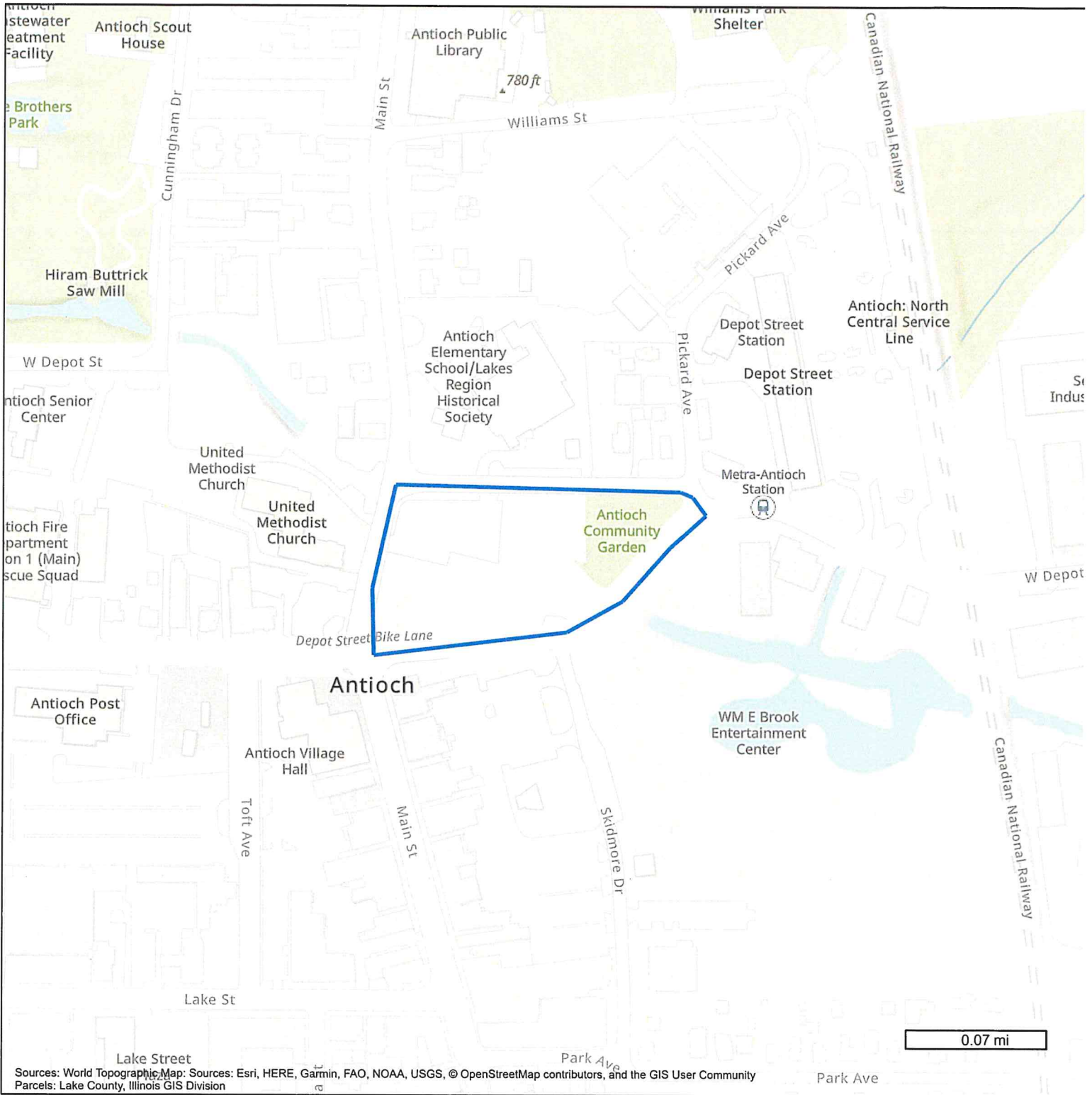
Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Proposers. The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of Village and to the public based on the evaluation factors in this RFP; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely upon, or anticipate, such waivers in submitting their proposal.

Consultant Services Contract:

Village will require a mutually agreed upon consultant services contract to be executed. You may submit a standard form of your service contract for review with the submittal.

Lake County, Illinois



Lake County, Illinois



Map Printed on 6/14/2021



Tax Parcel
Information

Disclaimer:

The selected feature may not occur anywhere in the current map extent. A Registered Land Surveyor should be consulted to determine the precise location of property boundaries on the ground. This map does not constitute a regulatory determination and is not a base for engineering design. This map is intended to be viewed and printed in color.