

**Request  
for  
Qualifications  
(RFQ)**

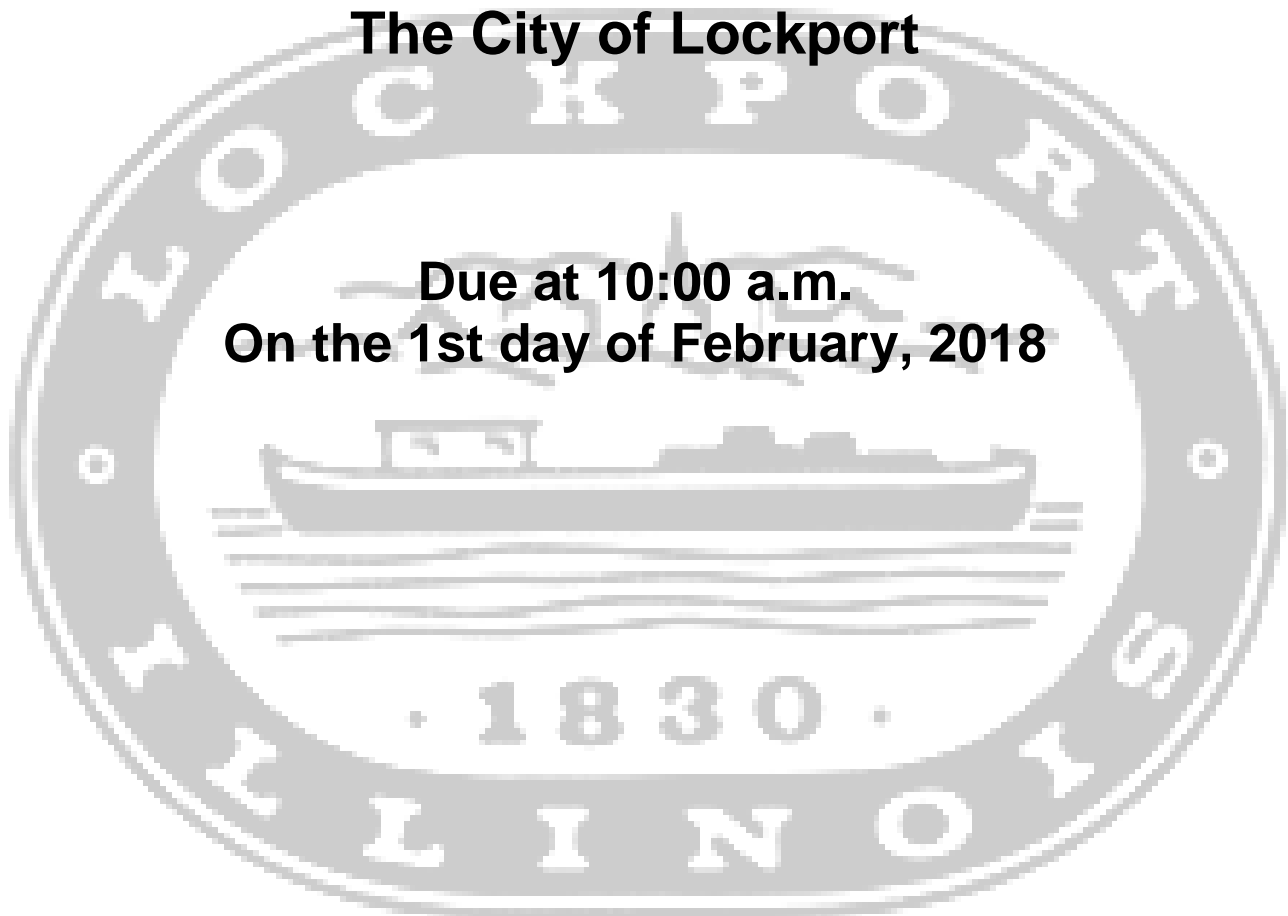
**For**

**Municipal Consulting  
Landscape Services**

**For**

**The City of Lockport**

**Due at 10:00 a.m.  
On the 1st day of February, 2018**



Request for Qualifications  
For  
Municipal Consulting Landscape Services  
For  
The City of Lockport

I. Purpose:

The City of Lockport is soliciting Statement of Qualifications from qualified Professional Firms to provide comprehensive design/planning/review services for Landscaping Projects. The City is asking experienced Professional Firms to submit a Statement of Qualifications to provide services for a variety of projects that are in various design, review and planning stages.

It is the intent of the City to select one or more Professional Firms to provide services for preliminary & final design, construction observation and planning for various Landscaping Projects.

II. Scope of Services

Provide Municipal Consulting Services for the City of Lockport:

A. General Services Required Include, but are not limited to:

1. Prepare grant applications
2. Prepare studies and planning documents
3. General surveying services
4. Prepare applications, plans and/or contracts required for completion of partially completed program plans and contract documents
5. Preliminary Design
6. Final Design and Bid Documents
7. Bidding assistance
8. Provide construction phase services for Capital, MFT or federal aid infrastructure improvements

**Landscape Architect Services** Include, but are not limited to:

- A. Review City Capital Infrastructure & Outside Development Plans for Compliance with Applicable Codes and Requirements
- B. Assist with City Code and Requirement Development
- C. Streetscape Design
- D. Site Planning
- E. Urban Design
- F. Feasibility Studies
- G. Field Verification of Installed Landscape Plans
- H. Generate Deficiency Lists During Field Inspection
- I. Generate, Implement and Review Landscape Management Plans
- J. Work with City Staff and Elected Officials to Generate Landscape Designs for City Properties

B. Meetings

- 1. The consultant(s) may be required as needed to attend City Council and Committee of the Whole meetings.
- 2. The consultant(s) may be required to attend outside meetings on behalf of the City of Lockport as a City representative.

III. Prohibited Interest:

No member, official, or employee of the City of Lockport during their tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or proceeds thereof.

IV. Instructions to Consultants:

A. Submittal Requirements

Qualification should include at a minimum the following information presented in a clear, comprehensive and concise manner, to illustrate the firm's capabilities and technical expertise:

1. General Information About the Consulting Firm – maximum 20 pages

- i. Summary of the consultant's general qualifications, special disciplines, background, number of employees, office locations, etc.
- ii. List of primary contact who would be assigned to the City, their qualifications and samples of their work (plan review letters, daily field reports, meeting minutes, etc.).
- iii. Any pertinent information detailing the items in **Section II.A.** above.
- iv. Describe the consultant's quality assurance and control program and discuss how the work will be monitored with respect to both budget and schedule.
- v. Describe the consultant's history acting in a Municipal capacity, along with how any conflicts and oversights were resolved.
- vi. Describe the consultant's history and experience working with local, state and federal agencies such as: NIPC, IEPA, IDOT, USACE, IDNR, FPDWC, WCDOT, FEMA and any other agencies.

2. Discipline Specific Services to Be Provided

- i. Provide completed discipline acknowledgement form. 1 page.
- ii. List of discipline related personnel who would be assigned to the City, their qualifications, and resumes. Have at least one registered engineer and one registered landscape architects responsible for providing review and certification of documents when necessary. 5 pages.
- iii. State any sub-consultants who will be utilized along with their scope of work and qualifications. 1 page.
- iv. Provide a list of Municipal clients represented within the last five (5) years along with present status. 2 pages.
- v. Provide at least three (3) example projects within this discipline. 11 pages.

3. Limit the total length of your proposal including general information to a maximum of 20 pages (excluding covers and dividers). Proposal longer than 20 pages in length may be rejected.

i. Submit a total of six (6) original sets of your Qualifications. Must include a digital PDF, .pdf copy on a CD or USB drive.

ii. Proposals must be received no later than 10:00 a.m. on the 1st day of February, 2018 at Public Works and Engineering Facility. The Public Works and Engineering Facility is located at 17112 S. Prime Boulevard, Lockport, IL 60441.

## B. Contacts

Questions related to procedures and the scope of work should be directed to:

Brent D. Cann, PE, MBA, Director of Public Works  
17112 S. Prime Boulevard  
Lockport, IL 60441  
Phone: (815) 838-0549 Ext. 2313  
Fax: (815) 838-6580  
Email: bcann@lockport.org

## V. Tentative Schedule:

1. RFQ issued: **January 16, 2018**
2. Deadline for Questions: **January 24, 2018**
3. Deadline for Submittal of Proposals: **February 1, 2018**
4. Completion of Evaluation and Selection Process (tentative): **March 1, 2018**
5. City Council's Consideration (tentative): **March 21, 2018**

VI. Review and Selection Process:

Professional firms will be evaluated on the following criteria in each Engineering Discipline individually. These criteria will be the basis for review of the written proposals.

1. **Scope of Proposal & Approach:** **15 Points**  
Evaluate the Applicant's scope and presentation of information. Evaluate the Applicant's approach for working with the City on potential projects.
2. **Consultant Experience:** **30 Points**  
Evaluate the Applicant's qualifications, credentials, experience and performance in similar work for other municipalities.
3. **Assigned Personnel & Availability:** **25 Points**  
Evaluate the personnel assigned to the City. Do they have the necessary experience, availability, background and support staff to complete the necessary projects and tasks for the City?
4. **Firm Capability:** **15 Points**  
Does the firm have the knowledge and ability to work with local, county, state and federal agencies such as: NIPC, IEPA, IDOT, USACE, IDNR, FPDWC, WCDOT and FEMA? Does the Applicant have any conflicting interest with any agency?
5. **Motivation & Satisfaction:** **15 Points**  
Is the Applicant fully vested in working for the City? Has the Applicant been successful in similar work capacities? Can the Applicant meet the needs of the City?

Reference Evaluation

The City may check references using the following criteria. The evaluation rankings will be labeled Satisfactory/Unsatisfactory.

QUALIFICATION	STANDARD
Overall Performance	Would you hire this Professional again? Did they show the skills required?
Timetable	Was the original Scope of Work completed within the specified time? Were interim deadlines met in a timely manner?
Completeness	Was the Professional responsive to client needs; did the Professional anticipate problems? Were problems solved quickly and effectively?
Budget	Was the original Scope of Work completed with the project budget?
Job Knowledge	a) If a study was conducted, did it meet the Scope of Work? b) If Professional administered a construction contract, was the project functional upon completion and did it operate properly? Were problems corrected quickly and effectively?

The City will use the following general selection process to determine the most qualified firm(s) to serve the City:

1. Interested parties will provide written qualifications to the City based on the guidelines and information in this RFQ;
2. The firm(s) shall be duly licensed and certified to perform the professional services outlined in this RFQ;
3. A Selection Committee will review and rank all proposals;
4. The City may request firms to participate in an interview process to include (but not necessarily be limited to) an interview, the firm's engineering fee structure, a check of references, or any other follow-up activity deemed appropriate by the City;
5. The City will provide a final ranking of all firms; and
6. The City reserves the right to reject any and all proposals at any time; waive minor informalities in the screening process; and/or terminate the selection process.

VII. Compensatory Fees

Upon completion of the selection process, the City will commence negotiations with the top rated firm(s) in each discipline in order to establish a final scope of services and the professional fee to be earned by the consultant(s). Should the City and the top rated firm(s) be unable to mutually agree on the scope and fee, negotiations will be suspended with the top ranked firm and the next ranked firm(s) will be asked to commence negotiations under the same scenario. The City Council must approve any Agreement between the City and Consultant(s) prior to the consultant commencing work.

VIII. Standard City Contract

Upon final selection of the Consultant(s) to be utilized by the City, each successful Consultant shall sign the City's Master Professional Services Agreement prior to working on any future projects for the City. For each project the successful Consultant shall be tasked with, the Consultant shall sign a Task Order with the project specific scope, schedule, negotiated fee and any other project specific information as may be required by the City. The Master Professional Services Agreement can be viewed below. By submitting a Statement of Qualifications for this request, the Consultant agrees to the language below.





## Professional Services Agreement

THIS AGREEMENT made and entered into the day and year set forth below by and between THE CITY OF LOCKPORT, a Municipal Corporation, hereinafter referred to as the "City" and XXXX, hereinafter referred to as "Professional".

WITNESSETH:

In consideration of the mutual covenants and obligation herein expressed, it is agreed by and between the parties hereto as follows:

1. Scope of Services. The Professional agrees to provide services in accordance with any project Task Orders for (RFP or project name), issued by the City. No Change Order shall exceed \$19,999.99. The City reserves the right to independently bid any project as a result of a change order to the Professional for the same pursuant to this Agreement.

2. The Task Schedule. The services to be performed pursuant to this Agreement shall be performed in accordance with the Task Schedule stated on each Task Order.

3. Time of Commencement and Completion of Services. The services to be performed pursuant to this Agreement shall be initiated as specified on each Task Order. Time is of the essence. Any extensions of any time must be agreed upon in writing by the parties hereto.

4. Term. This Agreement shall commence December 1, 2017, and shall continue in full force and effect until December 1, 2020, unless sooner terminated as herein provided. In addition, at the option of the City, the Agreement may be extended for additional one year periods not to exceed five (5) additional one year periods. Pricing changes shall be negotiated by and agreed to by both parties. Written notice of renewal shall be provided to the Professional and mailed no later than ninety (90) days prior to the end of the Agreement.

5. Early Termination by City/Notice. Notwithstanding the time periods contained herein, the City may terminate this Agreement at any time without cause by providing written notice of termination to the Professional. Such notice shall be delivered at least fifteen (15) days prior to the termination date contained in said notice unless otherwise agreed in writing by the parties. All notices provided under this Agreement shall be effective when mailed, postage prepaid and sent to the following address:

Professional	City
<u>XXX</u>	City of Lockport
<u>XXX</u>	Director of Public Works & Engineering
<u>XXX</u>	17112 Prime Boulevard
	Lockport, IL 60441

In the event of any such early termination by the City, the Professional shall be paid for services rendered prior to the date of termination subject only to the satisfactory performance of the Professional's obligations under this Agreement. Such payment shall be the Professional's sole right and remedy for such termination.

6. Design, Project Insurance and Insurance Responsibility. The Professional shall be responsible for the professional quality, technical accuracy, timely completion and the coordination of all services rendered by the Professional, including but not limited to designs, plans, reports, specifications, and drawings and shall, without additional compensation, promptly remedy and correct and errors, omissions, or other deficiencies.

The Professional shall maintain liability insurance coverage in the amount of at least \$2,000,000.00 each for commercial general liability, automobile liability, employer's liability, and errors and omissions liability/professional liability. The Professional shall maintain Workers' Compensation coverage in accordance to the provisions of the laws of the State of Illinois and Worker's compensation shall be endorsed with a waiver of subrogation in

favor of the City for all work performed by the Professional and/or by any Professional's subcontractor, and their employees, agents, subcontractors, and sub-consultants.

Nothing in this Agreement shall be construed as a limitation or waiver of defenses available to the City and its employees and agents, including but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, *et seq.*

7. Compensation. In consideration of services to be performed pursuant to this Agreement, the City agrees to pay Professional on a time and reimbursable direct cost basis designated in each Task Order as provided by the Professional and agreed upon by the City. At the election of the City, such Task Order may contain a maximum fee, which shall be negotiated by the parties hereto for each such Task Order. Monthly partial payments based upon the Professional's billings and itemized statements are permissible. The amounts of all such partial payments shall be based upon the Professional's City-verified progress in completing the services to be performed pursuant to the Task Order and upon approval of the Professional's direct reimbursable expenses. Final payment shall be made following acceptance of the work by the City. Upon final payment, all designs, plans, reports, specifications, drawings, and other services rendered by the Professional shall become the sole property of the City. Copies of such shall be provided to the City in both paper and electronic copy in the quantity and specific format as requested by the City. The City's reuse of any of the documents provided by the Professional shall be at the City's sole risk and without liability to the Professional.

8. City Representative. The City will designate, prior to the commencement of the Task, its project representative who shall make, with the scope of his or her authority, all necessary and proper decisions with reference to the project. All requests for contract

interpretations, change orders, and other clarification or instruction shall be directed to the City Representative.

9. Project Drawings. Upon conclusion of the project and before final payment, the Professional shall provide the City with reproducible final approved drawings of the project and record drawings containing information on the project as constructed. Drawings shall be provided in electronic format in both PDF and ACAD.

10. Monthly Report. Commencing thirty (30) days after Notice to Proceed is given on any Task Order and every thirty days thereafter, Professional is required to provide the City Representative with a written report of the status of the services with respect to the Task Order, Work Schedule and other material information. Failure to provide any required monthly report may, at the option of the City and notice to Professional, suspend the processing of any partial payment request.

11. Independent Contractor. The services to be performed by Professional are those of an independent contractor and not of an employee of the City of Lockport. The City shall not be responsible for withholding any portion of Professional's compensation hereunder for the payment of FICA, Workers' Compensation, other taxes or benefits or for any other purpose.

12. Professional Services. It is understood that the City enters into this Agreement based on the abilities of the Professional and that this Agreement shall be considered as an Agreement for professional services. Accordingly, the Professional shall neither assign any responsibilities nor delegate any duties arising under this Agreement without the prior written consent of the City, which will not be unreasonably withheld.

13. Acceptance Not Waiver. The City's approval of drawings, designs, plans, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve the Professional of responsibility for the quality or technical accuracy of the

work. The City's approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights or benefits provided to the City under this Agreement.

14. Cooperation with the Freedom of Information Act (FOIA). The City is required to comply with Illinois Freedom of Information Act (FOIA), 5 ILCS 140/1, *et seq.*, within five (5) business days of a record request. All contractors and professionals utilized by the City may be in possession of records covered by this Act and therefore shall provide the City with those records in the physical or digital format so requested upon request without any cost to the City and within the time frame of the Act. The City will review the records and not release any records deemed by the City as exempted under the Act unless so required by a court order or the Illinois Public Access Counselor. This provision shall survive the completion, expiration or termination of this Agreement.

15. Compliance with Laws and Regulations. Professional shall, at its own expense, comply with all requirements, regulations, statutes, and acts promulgated by federal, state, local, or other governmental authority applicable to the work under this Agreement, including all successors and amendments thereto that may be promulgated during performance of the services or task including, but not limited to those requirements, regulations, statutes, and acts related to safety, equal employment opportunity, wage and hours including prevailing wage laws, environment, and hazardous/toxic material. Professional, as part of Professional's compliance, shall make itself aware of, and readily comply with, any notification and/or reporting requirements of these regulations, statutes, acts and the associated penalties and deductions for failure to comply therewith. Professional shall be responsible for similar compliance by the Professional's sub-consultants and subcontractors utilized in performance of the services or task called for under this Agreement. Professional shall promptly cure, pay, remedy, or otherwise cause to

be removed any violation, citation, fine, penalty, or claim by any governmental entity due to the failure Professional, or anyone working under it, to so comply.

16. Indemnification. In addition to the general commercial general liability insurance required by this Agreement and to the greatest extent permitted by law, Professional shall defend, indemnify and hold the City of Lockport and its employees and agents harmless from any loss, damage, injury, assessment, penalty, fine, forfeiture, or claim to, against the Professional and/or the City, which results directly from the breach or failure by Professional, save and except the sole negligence or willful misconduct of the City. This provision shall survive the completion, expiration or termination of this Agreement.

17. Damages. Failure of Professional, or anyone working under it, to comply with the applicable requirements, regulations, statutes, or acts, as described in paragraph 15, shall constitute a material breach of this Agreement by Professional, and the City may in its discretion exercise all of the rights and remedies provided by law or under the terms of this Agreement, including, but not limited to, withholding of payment to the Professional that the City reasonably believes it may be damaged by reason of such breach. City will notify the Professional of the claimed breach and unpaid portion amount. Failure to pay such portion of a bill or invoice within the timeframes as specified in this Agreement shall be deemed as a rejection and disapproval of the unpaid portion.

18. Default. Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default.

19. Remedies. In the event a party has been declared in default, such defaulting party shall be allowed a period of ten (10) days within which to cure said default. In the event the default remains uncorrected, the party declaring default may elect to (a) terminate

the Agreement and seek damages; (b) treat the Agreement as continuing and require specific performance; or (c) avail himself or any other remedy at law or equity.

20. Binding Effect. This writing, together with the exhibits hereto, constitutes the entire Agreement between the parties and shall be binding upon said parties, their officers, employees, agents and assigns and shall inure to the benefit of the respective survivors, heirs, personal representatives, successors and assigns of said parties.

21. Law/Severability. The laws of the State of Illinois shall govern the construction, interpretation, execution and enforcement of this Agreement. The Parties agree that any court action on any dispute arising from the construction, interpretation, execution and enforcement of this Agreement shall be commenced in the Circuit Court of Will County, Illinois. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

22. Prevailing Wage Act. To the extent that this Agreement calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act") and to the extent professional services provided by the Professional are subject to the Act, the Professional shall comply with the provisions of the Act. The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors

rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

23. Force Majeure. During the term of this Agreement, neither party shall be liable for delays or inability to perform if such delay is caused by an event beyond its control and without its fault or negligence, including: earthquakes, fires, floods, hurricanes, labor troubles/strikes, riots, imposition of laws or governmental orders, acts of war or terrorism, acts of God, sabotage, insurrection or rebellion, epidemics, or nuclear accidents, and the affected party shall be excused from performance during the occurrence of such events.

24. Standard of Care. The Professional shall perform the services provided herein this Agreement to the satisfaction of the City and with that degree of care, knowledge, skill, and diligence ordinarily exercised by reputable members of the same profession currently practicing under similar conditions with the State of Illinois. Professional shall perform such services pursuant to applicable published standards, including but not limited to those promulgated by the City, the Illinois Department of Transportation (IDOT), and/or the Federal Highway Administration (FHWA).

If within one year after the Professional has received a final payment under this Agreement, any of the work is found not to be in accordance with the requirements of this Agreement, the Professional shall correct it promptly after receipt of a written notice from the City to do so at no cost to the City. This remedy is in addition to any other remedies the City may have under this Agreement or applicable law and shall survive the completion, expiration or termination of this Agreement.

25. Execution and Authorization: This Agreement may be exercised in any number of counterparts, each of which shall be deemed to be an original. The Professional's representatives who have executed this Agreement warrant that they are authorized to execute this Agreement on the Professional's behalf, and such signature are



sufficient to legally bind the Professional. The City Mayor and the City Clerk warrant they have been lawfully authorized to execute the Agreement on behalf of the City.

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[SIGNATURES TO FOLLOW]

(Corporate Seal)

CITY OF LOCKPORT, an Illinois  
Municipal Corporation

BY: \_\_\_\_\_  
Steve Streit, Mayor

ATTEST:

\_\_\_\_\_  
Kathleen Gentile, City Clerk

PROFESSIONAL FIRM

BY: \_\_\_\_\_

(Corporate Seal)

ATTEST:

\_\_\_\_\_  
Secretary