

VILLAGE OF LINCOLNSHIRE REQUEST FOR QUALIFICATIONS

RFQ# 23-04

Northampton Sanitary Lift Station Rehabilitation

PROJECT DESCRIPTION

The Village of Lincolnshire hereby solicits qualified and interested firms to submit statements of qualifications for the purpose of contracting with a qualified engineering firm to assist the Village of Lincolnshire in designing the rehabilitation of the Northampton Lift Station. It is the intent of the Village of Lincolnshire to enter into a successful contract and where the work is scoped/performed on a task order basis.

OVERVIEW OF THE VILLAGE OF LINCOLNSHIRE

The Village of Lincolnshire is located in Lake County approximately 34 miles from downtown Chicago, Illinois. The Village covers an area of approximately 4.7 square miles. The 2020 Census reported the Village's population as 7,940. The Village of Lincolnshire's sanitary sewer system is made up of approximately 52 miles of sewer main serving approximately 2,600 customers.

GENERAL REQUIREMENTS

Qualifications must be received no later than 3:00 PM on December 22, 2023, via e-mail and must be under 10 MB. A confirmation e-mail will be sent within 24 hours of the submittal to confirm receipt. If the submittal is over 10 MB, please submit download instructions or use the contact below to arrange an acceptable submittal format. Qualifications will be opened and evaluated in private and information will be kept confidential until an award is made. 1 PDF of the submittal shall be submitted to:

Village of Lincolnshire
Attn: Wally Dittrich – Assistant Public Works Director/Village Engineer
Phone: (847) 913-2387
Email: wdittrich@lincolnshireil.gov

SCHEDULE OF EVENTS*

November 27, 2023	RFQ Available
December 4, 2023	Questions due via e-mail to Wally Dittrich at wdittrich@lincolnshireil.gov by 3:00 PM
December 10, 2023	Question answers to be posted to Village website
December 22, 2023	RFQ Due to the Village by 3:00 PM
December 26, 2023 – January 5, 2024	Staff review of qualifications
January 5 - 19, 2024	Notification/negotiations with preferred consultant
January 26, 2024	Anticipated Notice to Proceed

* schedule subject to change

EVALUATION

Evaluation of qualifications will be performed by Village staff. Qualifications will be evaluated on experience in doing projects of a similar nature and adherence to specifications. These criteria are to be utilized in the evaluation of qualifications for development of the short list of consultants to be considered for interviews and/or potential negotiations. Individual criteria may in all probability be assigned varying weights at the Village's discretion to reflect relative importance. Consultants are required to address each evaluation criteria below and to be specific in presenting their qualifications.

1. Experience/qualifications of Consultant: Consultant's abilities and specific experience; proposed staff and specific staff experience.
2. Proposed methodology/approach to complete the services.
3. References/examples of similar contracts.
4. Demonstrated quality assurance procedures and schedule to ensure a timely, effective and professional provision of services.

SUMBITTAL REQUIREMENTS

- Name, address and brief description of the consulting firm
- Resumes of key personnel to be assigned to this project
- A one-page narrative as to the firm's interest, particular abilities and qualifications related to this project
- The consultant, in responding to the RFQ, shall demonstrate a clear vision of the desired project outcome, as well as the methodologies and philosophies necessary to achieve the desired outcome. "Boiler-plate" type submittals typically do not rank high. Submittals that demonstrate creative, unique, and cost effective philosophies and experience typically rank higher than "boiler-plate" approaches
- Description of 3 – 5 similar projects in the last 5 years that the firm has completed
- Examples of knowledge, expertise and/or experience with other related work

DETAILED SCOPE OF WORK

The Village is requesting assistance with designing the rehabilitation of the Northampton lift station. This lift station was constructed in 1988. It is a simple two-pump submersible lift station including a control panel, backup generator, bypass valve vault, and wet well. The design capacity is 80 gpm. The Village is focused on the functionality of the lift station to include the electrical components, pumps/discharge piping, bypass valve vault and backup generator.

In detail, the Village is looking to see what components of the lift station have met their useful life and need replacement. There is also a component of remote access. The Village is looking to upgrade the lift station to access and control the station through the Villages SCADA system.

There is also three other lift stations that the Village is looking to have assessed from an electrical stand-point. This is to include but not limited to, controls, displays, transducers, ATS, Generator ports, float systems, and PLCs.

The following list of tasks is intended to be indicative of the types of activities contemplated under this contract. The actual scope of work will be negotiated.

Some activities may include but not be limited to the following activities:

1. Contractor certification
2. SCADA system integration (Lift Stations)
3. Provide recommendations on current means and methods
4. Provide recommendations on approved materials
5. Prepare request for proposal documents
6. Prepare cost estimates
7. Assist with the bid process
8. Prepare additional reports
9. Attend meetings with village staff