



REQUEST FOR PROPOSALS

RFP# 24-01

Valve Exercising Program

PROJECT DESCRIPTION

The Village of Lincolnshire hereby solicits qualified and interested contractors to submit proposals of cost for the Village of Lincolnshire valve exercising program. The Village is interested in a multi-year agreement, approving an agreement each year for valve exercising.

OVERVIEW OF THE VILLAGE OF LINCOLNSHIRE

The Village of Lincolnshire is in Lake County, Illinois 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.

GENERAL REQUIREMENTS

Proposals must be received no later than 3:00 p.m. on February 23, 2024, via e-mail and must not exceed 10 MB. A confirmation e-mail will be sent within 24 hours of submission to acknowledge receipt. If the submission is over 10 MB, please provide download instructions or contact the individual below to arrange an acceptable submission format. Proposals will be opened and evaluated in private, and information will be kept confidential until an award is made. One PDF of the submission 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*

January 31, 2024	RFP Available
February 09, 2024	Questions due via e-mail to Wally Dittrich at wdittrich@lincolnshireil.gov by 3:00 p.m.
February 16, 2024	Question answers to be posted to Village website
February 23, 2024	RFP Due to the Village by 3:00 p.m.
February 23 – March 08, 2024	Staff review of qualifications/Proposals
March 08 – March 22, 2024	Notification/negotiations with preferred contractor
March 25, 2024	Anticipated Notice to Proceed

* *Schedule subject to change*

SUBMITTAL REQUIREMENTS

- Name, address, and brief description of the contracting company.
- Contact information of key personnel to be assigned to this project.
- A detailed outline of project cost, and schedule.
- Examples of knowledge, expertise and/or experience with other related work (listing of experience in other comparable communities)

Optional Information

- Experience/qualifications of Contractor: Contractor's abilities and specific experience.
- Proposed methodology/approach to complete the services.
- References/examples of similar contracts.
- Demonstrated quality assurance procedures and schedule to ensure a timely, effective and professional provision of services.

Scheduling a Site Visit

- Not available for this project.

DETAILED SCOPE OF WORK

- **OVERVIEW**
 - The **Village of Lincolnshire** (COMMUNITY) is seeking qualified companies (VENDOR) to improve the locational accuracy and attribution of the municipal **utility** system data.
- **SCOPE OF WORK**
 - The items below outline the technical requirements and administrative procedures for the preparation and submittal of proposals and qualifications for VENDORS. In summary, this RFP invites proposals from VENDORS capable of performing the following:
- **Data Collection**
 - VENDOR will utilize industry standard GPS receivers and data correction services to collect GPS locations with 0.5 feet for horizontal, 0.5 feet for vertical accuracy and associated attribute information for agreed upon features. VENDOR and COMMUNITY must agree on which features to display and collect in the data service, based on ownership (e.g. public and private).

- VENDOR will collect data using the NAD 1983 State Plane Illinois East FIPS 1201 US Feet Projection and NAVD88 vertical datum.
- VENDOR will collect data using [ArcGIS Server Feature Services](#) created from the COMMUNITY's relational GIS data model.
- VENDOR will collect data only in scheduled sub-areas to prevent data conflicts between the VENDOR and COMMUNITY.
- Data specific to the valve exercising program as follows:
 - Material type, Valve type, Valve depth, Size, number of turns, direction of turns, GPS location, Structure type (valve box or vault),

- **Data Delivery**

- VENDOR will incorporate the collected GPS data into the COMMUNITY's relational GIS data model so that all data relationships and unique Primary IDs are maintained.
- VENDOR will ensure that all data collected or adjusted for positional accuracy is snapped to adjacent features in accordance with the GIS Consortium Utility Model Standards.
- VENDOR will coordinate with the COMMUNITY's GIS staff to perform a minimum weekly data synchronization.

- **Project Management**

- VENDOR will provide and execute a documented quality plan to ensure the integrity of the collected data and delivery process.
- VENDOR will designate a Primary Point of Contact with a guaranteed response rate to client inquiries of no more than (1) business day.
- VENDOR will develop a schedule of milestones for all agreed upon sub-areas in coordination with COMMUNITY.
- VENDOR will provide a weekly written report on project milestones including status of collection in the current sub-area, schedule for future sub-areas, deliveries, and quality control.
- VENDOR will coordinate alignment meetings with appropriate COMMUNITY staff at key milestones of the project including:
 - Kickoff meeting

- Mid-project check-in
- Project close

- **Alternative Approaches**

- VENDOR should offer alternatives that will improve the client outcome based on their experience and capabilities.

- **Valves to be Exercised**

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
Total Valves = 186	Total Valves = 193	Total Valves = 191	Total Valves = 196

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

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

1. Provide recommendations.
2. Prepare and deliver inspection reports.
3. Prepare cost estimates.
4. Attending meetings with village staff.