



City of Peru



P.O. Box 299 • 1901 Fourth Street • Peru, IL 61354-0299
Off: 815-223-1148 • Fax: 815-223-9381 • www.peru.il.us



Request for Professional Services Public Swimming Pool Consultant - Project # 19-15-SP City of Peru, IL

Purpose

The City of Peru, Illinois (hereinafter referred to as “The City”) is issuing a Request for Qualifications for consulting services for the project described below and in accordance with the formal qualification-based selection process. The purpose of this Request for Qualifications is to solicit qualifications for providing professional services. The City hopes to enter into a contract with a responsible firm for such services, and accordingly is seeking certain information whereby such service capabilities shall be evaluated to determine which consultant shall be awarded the contract.

Scope of Project

The City of Peru is seeking a qualified consultant to develop informational packages to the Mayor and City Council to make sound decisions on the feasibility of constructing, operating, and maintaining a public swimming pool. The consultant will provide the City with conceptual plans, specifications, operational and maintenance expectancies related to funding, estimated project construction costs, pool features for consideration, and various other documents necessary for decision making.

Clarification of the Consultants Role

The consultant will be responsible for the preparation and completion of all described tasks within this RFQ and others as determined by the Project Team. The Project Team shall consist of the Team Leader (Owner’s Representative) – as appointed by the Mayor and City Council. The Team may include the city engineer, city building inspector, city finance officer, city employees, city consultants, and citizens of Peru.

All work tasks completed by the consultant will be formally submitted to the appointed Team Leader for formal review and approval by the Project Team.

Determination Factors

The following factors will be used in arriving at the selection of a professional firm, including but not limited to:

- Qualifications of the firm and staff
- General experience of the firm
- Specific record of accomplishments with similar or like projects
- Skills and abilities of personnel (proposed project team)
- Workload and scheduling availability to start work on the project
- References

A formal decision will be made after the evaluation process, the City intends to enter into a contract with the selected consultant. Qualifications, experience, and performance will be considered as elements of a responsible proposal at the sole discretion of the City. The City's decision shall be final and not subject to recourse by any firm, person, or corporation. The City reserves the right to reject any and all proposals.

Scoring:

Criteria	Weighting	Points
Firm Experience	25%	25
Staff Capabilities	25%	25
Work Load	15%	15
Past Performance/References	25%	25
Local Presence	10%	10

City Review Process

The City and its project team will review each submittal. The project team will invite the selected consultants for a formal interview, if necessary. The consultants will be scored and ranked per the possible points identified in the determining factors.

The City will notify the selected consultant upon completion of the formal recommendation and final vote of the City Council.

Required Information for the Qualifications Packet

The following information is required at a minimum to be submitted in writing as part of the qualifications statement:

1. A detailed description of the firm, including as a minimum the following:
 - Names of all principals/partners
 - Founding date of the firm
 - General nature of work experience,
 - Number of professional and support staff in the firm
 - The firm's organizational chart
 - All licenses and/or certifications
2. Identification by name and qualifications for the Project Manager and project support staff. This includes a resume for each that includes:
 - Title
 - Education
 - Licensure of proposed project team
 - Relevant experience
 - Specific role in the firm or any past firms
3. References for at least four (4) municipality, government entity, or similar projects.
4. Submission of a statement describing specifically why your firm is qualified to act as the architect for the design and pre-construction phases of this project.
5. Submission of signed and dated Acknowledgement of Receipt and Understanding of Request for Qualifications. **Submittals must be submitted to the City at 1901 4th Street, Peru, IL on or before 10:00 A.M. on Tuesday, August 27th, 2019.**

Method for Submitting Qualifications

Qualifications, all accompanying information, and required documents must be enclosed in a sealed envelope. The envelope must clearly state the phrase “**Request for Qualifications – Consulting Services – Project # 19-15-SP**”. Qualifications must be received either by hand-delivery or mail to the following address no later than the date and time indicated in the previous section:

*Attn: Eric Carls, P.E.
City Engineer
City of Peru, IL
1901 4th Street
Peru, IL 61354*

***Qualifications Submittal - the firm shall include five (5) hard copies and one (1) pdf copy on flash (thumb) drive.**

Responsibilities of the Professional

It is the City’s intention to enter into a contract with a consultant as soon as possible. The consultant will assist the City through the Phase 1 (Program Development & Feasibility). Responsibilities of the professional include, but are not limited to, the following:

Phase 1 – Program Development & Feasibility

- Site review and assessment
- Review and coordination of required site utilities
- Meeting with Project Team to discuss conceptual planning
- Review of the City’s project goals and visions
- Develop project budgets
- Develop operational and maintenance budgets
- Develop conceptual plans for the project teams review
- Modify conceptual plans and project parameters as results of meetings and reviews with the project team
- Attend community and project meetings as requested
- Develop unique ideas and project features to be considered by the City

Acknowledgement of Receipt and Understanding of Request for Qualifications

By signing and dating below, I acknowledge receipt of this Request for Qualifications as prepared by City of Peru, Illinois. I understand that I agree to comply with all of the requirements in this request, and hereby submit this signed Acknowledgement of Receipt and Understanding of Request for Qualifications for professional services for the referenced project (**Project # 19-15-SP**).

Signature

Date of Signature

Name and Title of Firm Representative

Name of Firm

Address of Firm

Representative Phone/Contact Information