

Request for Qualifications

City of Geneva – Public Works 2019 Citywide Watershed Study

The City of Geneva, IL (City) is seeking to identify qualified consulting firms to complete the 2019 Citywide Watershed Study (Study). The selected firm(s) will possess comprehensive experience in watershed evaluations, stormwater conveyance evaluations, stormwater management, stormwater capital improvement program development, capital program prioritizations, and stormwater project cost estimations. The City reserves the right to award the Study to multiple firms based on individual strengths/expertise.

The selected firm(s) will: (i) investigate and evaluate the existing watersheds for recommended improvements; (ii) develop a capacity analysis for the conveyance of stormwater and drainage, as well as, detention and retention requirements; (iii) evaluate existing stormwater system and make recommendations/prioritizations for funding an annual stormwater capital improvement program; (iv) provide guidance regarding the annual NPDES permit requirements; (v) develop an annual stormwater maintenance program; and (vi) coordinate with the City's GIS section.

Project Information:

The Study will include, but is not limited to, stormwater capital improvement program needs assessment, a NPDES permit needs assessment, an annual stormwater maintenance needs assessment, program administration, funding recommendations, conveyance/collection system assessment, public education and outreach, and a future needs analysis. The Study will cover the following services:

1. Project management;
2. Data collection: assess existing conditions;
3. Funding options;
4. Implementation; and
5. Final report.

The substantial completion date range will be in April of 2020, or before the end of the City's Fiscal Year 2020.

Request for Qualifications (RFQ) Submittal Requirements:

The following information shall be included in the submittal:

1. Name, contact person, address, and a brief history of firm;
2. Name and resume of staff to be assigned to this project;
3. Related watershed study experience during the last five (5) years;
4. Project understanding/approach and critical project components;
5. Information that would differentiate your firm from others; and
6. RFQ should be no more than twenty (20) pages in length.

Please provide six (6) hard copies of the RFQ, and submit a copy electronically, to Brian Schiber (BSchiber@Geneva.il.us), City Engineer/Assistant P.W. Director, and Franco Bottalico (FBottalico@Geneva.il.us), Administrative Analyst, no later than 3:30 p.m. on August 1, 2019. The submittal must have the following subject line: 2019 Citywide Watershed Study.

Any questions shall be submitted to Brian Schiber and/or Franco Bottalico before 3:30 p.m., July 24, 2019. A response to all written questions will be provided no later than 3:30 p.m., July 29, 2019.

Evaluation Methodology:

The City's consideration for an award of a professional service contract will be made on the following basis:

- A. Recognition of problems and objectives;
- B. Approach plan and time schedule;
- C. Firm's previous experience;
- D. Proposed team's ability and expertise; and
- E. In accordance with the City's Code.

City staff will evaluate the RFQs, and will rate the various aspects on a scale from 1 (low) to 10 (high). Any proposal which does not clearly document the approach, expertise, and other factors necessary to assure achievement of project objectives and successful completion within the allotted time and budget, will be given lower ratings in the above corresponding categories designated as Items A through E, inclusive. A contract will not be awarded without interviewing the three highest ranking firms.

Published: June 27, 2019

Closing Date: August 1, 2019 (3:30 p.m.)