



January 3, 2019

Request for Statement of Qualifications

Your firm is invited to submit a Statement of Qualifications to be considered for providing engineering services for the City of Geneseo, Illinois (pop. 6,600). General information regarding the City of Geneseo can be located on the City's website at www.cityofgeneseo.com

Attached to this letter is the following:

1. A list of materials and information that you should include with your Statement of Qualifications.
2. A scope of work.
3. A schedule of dates and requirements for the selection process.

Please forward your Statement of Qualifications to the following address to be received by the City no later than 12:00 p.m. Central Standard Time, Tuesday, February 5, 2019.

ADDRESS: Lisa A. Kotter, City Administrator
City of Geneseo
115 South Oakwood Avenue
Geneseo, Illinois 61254

Questions regarding the Statement of Qualifications should be directed only to:

Lisa A. Kotter City Administrator

No firm shall solicit elected officials or City staff. Doing so is grounds for disqualification. The City will not entertain separate meetings with each firm. The City reserves the right to review and reject any and all statements of qualifications deemed in the best interest of the City of Geneseo.

Sincerely,

Lisa A. Kotter
City Administrator

Statement of Qualifications Information

Statement of Qualifications must include 8 full printed sets and one digital copy on a USB Drive of the following information in the order noted and identified by number for clarity in comparing SOQ's. Each page of the submittal should clearly identify the submitter, e.g. firm name.

- 1) Firm name, address, telephone number, and contact person. A one-page statement of your interest in and qualifications.
- 2) Brief history of firm.
- 3) Key personnel and sub-consultants proposed as project team members, including detailed resumes and billing rates.
- 4) Discussion of firm's specific abilities to provide the required professional services and qualifications related to the City needs.
- 5) Examples of specific knowledge and expertise related to providing engineering services to the City of Geneseo's size, needs and potential growth, including project management skills, methodology used to monitor project budgets and future capital improvements.
- 6) References of other municipalities of comparable size and with similar growth opportunities for which the firm has provided similar professional services. Reference information must include:
 - a. Name of Owner
 - b. Project Name
 - c. Contact Person
 - d. Address
 - e. Telephone Number
 - f. Firm's key personnel assigned to the municipality

Scope of Work

1. OWNER: City of Geneseo, Illinois
2. ENGINEERING SERVICES REQUIRED: General City Engineering Services as needed.
3. CONTACT PERSON: Lisa A. Kotter, City Administrator
115 South Oakwood Avenue, Geneseo, Illinois 61254
Phone: 309.944.6419
E-Mail: lkotter@cityofgeneseo.com
4. DESCRIPTION OF SERVICES REQUIRED:
 - Preparation of plans and specifications for City public improvements and for field survey, construction management and inspection work as may be required during the course of City public improvement projects including, but not limited to roadway paving, storm sewer, sanitary sewer, municipal wells and electric infrastructure.
 - Grant writing or assistance with grant applications when applicable.
 - Water utility facilities & infrastructure design for municipal wells as needed.
 - Wastewater collection systems, pump stations & infrastructure design as needed.
 - Stormwater Management and Plan Reviews
 - Electric Department facility and infrastructure design as needed.
 - Assistance with developer agreements as needed.
 - GIS Databases and Mapping Services.
 - Assistance with Annual Motor Fuel Tax Financial Allocations and Reporting
 - Preparation and maintenance of all City maps and engineering records.
 - Advise the Department of Public Works and Electric Department in engineering and financial planning for public improvement programs.
 - Miscellaneous municipal engineering design and construction management as needed.
5. DESCRIPTION OF ENGINEER SELECTION PROCESS:

The City will evaluate Statement of Qualifications and interview responses per criteria established by the City. The City will select an engineering firm to provide general engineering services for the City based on the firms overall rating of its qualifications and experience as well as the firm's ability to match the engineering services of the City. The Committee will review Statement of Qualifications and will prepare a short list of candidates to be interviewed by the Engineering Search Committee that will make a recommendation to the City Council. The City Council will take final action on the recommendation from the committee.

Schedule of Dates

<u>Date</u>	<u>Description</u>
<u>Thursday, January 3, 2019</u>	Send requests for Statement of Qualifications.
<u>Tuesday, February 5, 2019</u>	Statement of Qualifications due to the City.
<u>Week of February 11, 2019</u>	Committee to select firms for interviews.
<u>Week of February 18, 2019</u>	Conduct interview of selected firms. Committee to provide a recommendation to the City Council.
<u>February 26, 2019</u>	Final 1 or 2 firms to be interviewed by the City Council, make a recommendation to approve a firm for City Engineering services.
<u>March 12, 2019</u>	Possible City Council action on contract.

The City reserves the right to push back this timeline to later dates.