



# DuPage River Salt Creek Workgroup

## **DUPAGE RIVER SALT CREEK WORKGROUP**

### **REQUEST FOR QUALIFICATIONS FOR:**

#### **ENGINEERING SERVICES:**

#### **STREAM RESTORATION AND DAM MODIFICATION**

**DUE DATE/TIME: FEBRUARY 15, 2019 /5:00 PM CT**

Date Published	January 11, 2019
Deadline Date for Inquiries/Intent to Pre-Qualify	January 25, 2019
Deadline Date for Qualification Submittals	February 15, 2019
Anticipated Date for Interviews	March 4, 2019
Anticipated Date for Consultant Selection	March 15, 2019
Anticipated Date for Award of Contract	April 1, 2019

**REQUEST FOR QUALIFICATIONS**  
**ENGINEERING SERVICES:**  
**STREAM RESTORATION AND DAM MODIFICATION**

**I. Introduction and Scope of Services**

The DuPage River Salt Creek Workgroup (DRSCW) is requesting qualifications from qualified consultants to develop, review, and assist in selecting a range of alternatives for the modification of a dam and restoration of the ecological functions of approximately 1 mile of Salt Creek at Fullersburg Woods Forest Preserve in DuPage County Illinois. The State of Illinois has found that Salt Creek does not meet state water quality standards for dissolved oxygen (DO) or state thresholds for fish and aquatic insect biodiversity (Illinois EPA 2018).

The Project objective is to develop a concept for the site that maximizes fish passage, minimizes the dissolved oxygen sag upstream of the dam, maximizes ecological function along one mile of stream corridor upstream of the principle dam and provides aesthetic function for visitors at the site. These objectives are to be met while at minimum maintaining flow through the adjacent mill's race way and maintaining or enhancing the historical aspects of the site.

Information on the project can be viewed here

[http://drscw.org/wp/wp-content/uploads/2015/03/FullersburgWoodsDam\\_ConceptPlan\\_FINAL\\_12302016.pdf](http://drscw.org/wp/wp-content/uploads/2015/03/FullersburgWoodsDam_ConceptPlan_FINAL_12302016.pdf)

Applicants should demonstrate expertise in stream geomorphology, hydraulics, design and placement of ecological restoration practices for modified streams and urban flow dynamics. The consultant would work with the DRSCW staff and project team to:

- Develop and vet potential scenarios to meet the projects ecological goals
- Work with DRSCW staff to capture or generate data needed to evaluate options (range of flows at site, extent of sediment beds)
- The development of renderings of plausible scenarios
- Discuss the pro and cons of various scenarios with project team and project stakeholders
- Coordinate with the project's communications consultant in executing a public outreach campaign.

Firms interested in submitting Statement of Qualifications (SOQs) should notify their intent via email to [ddoohaluk@theconservationfoundation.org](mailto:ddoohaluk@theconservationfoundation.org) by 5:00PM CT on January 25, 2019.

Questions pertaining to the selection process or the scope of work should be directed to Deanna Doohaluk via email (address above). All questions should be submitted no later than 5:00PM CT on January 25, 2019. Any oral communications will be considered unofficial and non-binding by the DRSCW. Questions will be answered in writing and emailed to all Consultants who submitted an intent to bid by January 30, 2019.

The SOQ must be submitted by 5:00PM CT on FEBRUARY 15, 2019 to Deanna Doohaluk via email at [ddoohaluk@theconservationfoundation.org](mailto:ddoohaluk@theconservationfoundation.org) (file size limit is 8 MB).

## **II. Coordination with the DRSCW**

It is expected that the selected Firm(s) will collaborate with DRSCW staff at all phases of the project development. The DRSCW staff should not be viewed as a “client” but as active and participating team members. The DRSCW staff will be integrated into the project team and assigned work tasks as appropriate. Stephen McCracken will serve as the primary DRSCW staff member on the project. Additionally, Deanna Doohaluk is available as needed. DRSCW staff time dedicated to the project will not bill against the project budget and will be tracked independently.

## **III. Submittal Format**

1. Cover Letter - Provide an introductory letter that is signed by an authorized representative of the firm; please address this letter to Deanna Doohaluk.
2. Table of Contents
3. General Firm Qualifications – Provide a statement that portrays the firm's qualifications in relation to dam modification and stream enhancement projects. The response should include the following:
  - a. a summary of the firm’s general qualifications including specific disciplines represented that are applicable to the proposed work, number of employees, office locations, etc.;

- b. an outline of the firm's capacity to carry out the proposed work and the extent of the work required;
- c. list and briefly describe (4 minimum, 6 maximum) comparable projects completed by your firm or currently in progress; include your firm's role and discuss contract amendment history, if applicable. For each project include contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current/accurate telephone number, fax number, and email address.
- d. a description of your firm's experience working with public outreach including effective communication with private property owners, special interest groups, and other stakeholders.
- e. a list of any previous contracts that the firm defaulted on and/or was terminated and reasons for the default(s) and/or terminations(s);
- f. identify the names of any entities associated with the firm who may pose a potential conflict of interest with any activity of this specific service. Please provide details and reasons for any such conflict. Firms are subject to disqualification on the basis of any potential for conflict of interest as determined by the DRSCW.

4. Team Experience and Qualifications – Provide information on staff members who will be assigned the project. It is expected that staff members identified in this Section will perform the work if the firm is selected. The response should include the following:

- a. a description of each team member's position within the firm that will be assigned to this project;
- b. provide resumes of each proposed team member including professional continuing education and registration information (resumes should be limited to 2-pages and can be included as an attachment); and
- c. provide "team" experience working together on similar projects.

#### **IV. Submittal Requirements**

The SOQ shall include a one (1) page cover letter, a one (1) page table of contents and a maximum of five (5) pages to address the SOQ criteria specified

in Section IV, for a maximum of seven (7) pages excluding Attachments. Resumes for each key team member shall be limited to no more than two (2) pages. Adherence to the maximum page criteria is critical; each page side (maximum 8 ½” x 11”) with information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

The SOQ must be submitted by 5:00PM CT on February 15, 2019 to Deanna Doohaluk via email at [ddoohaluk@theconservationfoundation.org](mailto:ddoohaluk@theconservationfoundation.org) (file size limit is 8 MB). The name of the firm must be included in the title of the submittal.

Failure to comply with the above listed criteria may be grounds for disqualification.

## **V. Schedule**

Date Published	January 11, 2019
Deadline Date for Inquiries/Intent to Pre-Qualify	January 25, 2019
Deadline Date for Qualification Submittals	February 15, 2019
Anticipated Date for Interviews	March 4, 2019
Anticipated Date for Consultant Selection	March 15, 2019
Anticipated Date for Award of Contract	April 1, 2019

## **VI. Interview Format**

Interviews will be held the week of March 4-8, 2018 in DuPage County, Illinois. A video/phone option will be made available for firms located outside of Northeastern Illinois. Specifics on regarding the interviews will be forwarded via email. In-person interviews are preferred but if you are unable to attend, a conference call can be scheduled. The recommended interview format is as follows:

10 minutes	Firm Overview
20 minutes	Team and Project Experience
30 minutes	Questions and Answers

## **VII. Evaluation Criteria and Selection Process**

The Consultant will be selected through a qualification-based selection (QBS) process. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information obtained from the SOQ, this proposal, the interview, and from any other relevant source may be used in the evaluation and selection process.

The following scorecard will be used as part of the QBS process:

<b><u>Criteria</u></b>	<b><u>Points</u></b>
Cover Letter	0 points
Firm Experience	30 points
Team Member Experience (with related projects)	60 points
Collaboration with DRSCW staff	10 points

The DRSCW will evaluate each set of qualifications according to the above criteria. Additional information may be requested to aid the DRSCW in its evaluation.

The highest ranked firm will then be invited to negotiate a contract for the services identified at a fair and reasonable fee. The DRSCW reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or Scope as part of the contract negotiation process prior to any formal authorization of the Agreement by the DRSCW.

### **VIII. Consideration of Submittals**

The firm submitting a SOQ is responsible for all expenses incurred in the preparation of their SOQ and the DRSCW shall not be liable for any costs in preparation thereof.

DRSCW reserves the right to extend the due date for the qualification, to accept or reject any or all qualifications received as a result of this request, to negotiate with any qualified consultant, or to cancel the RFQ in part or in its entirety.

The DRSCW reserves the right to reject any and all SOQs or to negotiate separately in any manner that is in the best interest of the DRSCW. All SOQs that are rejected will be notified by digital communication.

All qualification packages received by DRSCW will become DRSCW's property for use as deemed appropriate.