



ADVERTISEMENT NOTICE

REQUEST FOR STATEMENTS OF QUALIFICATIONS AND PROPOSALS (RFQ&P)

The City of Decatur, Illinois, requests sealed statements of qualifications and proposals from interested, qualified firms to provide the following professional services to the City of Decatur:

Develop a long term Lake Decatur Watershed Management Plan to significantly reduce the amount of sediment and nitrate nitrogen entering Lake Decatur.

All proposals must be received by the City prior to 4:00 p.m., local time, October 9, 2019. Statements of qualifications and the technical proposals shall not exceed 15 pages in PDF format with a maximum size of 10 MB and must be submitted via email to CapitalProjects@decaturil.gov with the subject heading "**LAKE DECATUR WATERSHED MANAGEMENT PLAN**".

Late proposals will not be accepted under any circumstances. Any proposal(s) received after the scheduled time for closing will be returned to the proposing firm unopened. Sole responsibility rests with the proposing firm to see that its proposal is received on time.

The City of Decatur, Illinois, reserves the right to reject any and all proposals, in part or in whole, and to make its selection of the most responsive and responsible firm(s) as deemed in the best interest of the City; further, the right is reserved to waive any formalities or informalities contained in said proposal(s).

A copy of the full RFQ&P is available by contacting the City at CapitalProjects@decaturil.gov. The RFQ&P will be transmitted via email.

Questions concerning the proposal shall be submitted in writing via email to CapitalProjects@decaturil.gov with the subject heading "**LAKE DECATUR WATERSHED MANAGEMENT PLAN**". Responses to questions will be provided in writing and transmitted via email to all RFQ&P recipients.

Signed: *Matt Newell, P.E.*
Public Works Director

Date: September 4, 2019

PROPOSAL INSTRUCTIONS

The City of Decatur, Illinois, is soliciting written statements of qualifications and proposals from interested, qualified firms to provide professional services to the City of Decatur to prepare a Lake Decatur Watershed Management Plan for the City of Decatur's water utility.

To be eligible for consideration, the proposing firm must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this Request for Proposals. It is not the intent of this Request for Proposals to seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation (source: 50 ILCS 510/5, chapter 85, paragraph 6405).

I. INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

CapitalProjects@decaturil.gov with the subject heading:

“LAKE DECATUR WATERSHED MANAGEMENT PLAN”

If a firm submitting a proposal finds discrepancies in, or omissions from, the Request for Proposals (RFQ&P), or should require additional clarification of any part thereof, a written request for interpretation shall be submitted in writing to CapitalProjects@decaturil.gov. Any interpretation of, or change made to the RFQ&P will be made by written addendum to each proposing firm, and shall become part of the request for any contract awarded. The City will not be responsible for the accuracy of any ORAL EXPLANATIONS, INTERPRETATIONS, or REPRESENTATIONS. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all proposing firms. To be given consideration, inquiries must be received at least five (5) calendar days prior to the date established for the receipt of the proposals by the City. It shall be the responsibility of each proposing firm to verify that every addendum has been received prior to submitting proposals.

II. PRE-PROPOSAL MEETING

No pre-proposal meeting will be held for this project.

III. REVIEW OF CITY RECORD DOCUMENTS

The City cannot verify the content, accuracy, and completeness of available materials. A proposing firm shall use its professional judgment in the application of any information obtained and used in the preparation and submission of a proposal to the City.

IV. SUBMITTAL DATE AND LOCATION

All proposals must be received by the City prior to 4:00 p.m., local time, October 9, 2019. Statements of qualifications and the technical proposals shall not exceed 15 pages in PDF format with a maximum size of 10 MB and must be submitted via email to CapitalProjects@decaturil.gov with the subject heading "LAKE DECATUR WATERSHED MANAGEMENT PLAN".

V. LATE PROPOSALS

Late submittals will not be accepted under any circumstance, and any submittal so received shall be returned to the proposing firm unopened. Proposing firms will be expected to allow adequate time for delivery of their submittals by electronic methods.

VI. PROPRIETARY INFORMATION

All information included in any submittal that is of a proprietary nature must be clearly marked as such. The City of Decatur shall be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm. In general, it is not acceptable to the City to mark information other than Financial Data Proprietary without the City Engineer's written authorization. Failure to adhere to this restriction could result in rejection of the entire submittal.

VII. DEFINITION, CONTEXT AND GENDER

Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular. Additionally, words of the masculine gender include the feminine and the neuter, and when the sense so indicates, words of the neuter gender may refer to any gender.

VIII. CONDITIONS OF PROPOSAL SUBMITTAL

- A. Proposing firms shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal.
- B. The proposal must be signed by a duly authorized official of the proposing firm submitting the proposal.
- C. No proposal will be accepted from any person, firm or corporation that is in arrears for any obligation to the City of Decatur, or that otherwise may be deemed irresponsible or unresponsive by City staff or the City of Decatur City Council.
- D. Only one proposal will be accepted from any person, firm, or corporation.
- E. A proposal shall be made with the understanding that the City may delay action and/or award up to seventy-five (75) days following the opening of the proposal.

- F. The City of Decatur reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing firm as deemed in the best interest of the City.
- G. All proposals shall be prepared in a comprehensive manner as to content.
- H. All costs, including travel and expenses, incurred in the preparation of this proposal shall be borne solely by the proposing firm.

IX. PROPOSAL ELEMENTS AND FORMAT

- A. Proposals submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the City.
- B. Proposals shall include the following:
 - 1. A cover letter shall be provided stating the name; address and telephone number of the proposing firm, and the person having the authority to make the proposal for the firm.
 - 2. A list of key personnel to be assigned to the project team, their respective roles, including resumes, certifications, and work experience.
 - 3. An Acceptance of Conditions Statement which affirms the acceptance of all conditions or requirements contained in the Request for Proposal, and lists the names of any of the proposing firm's employees who are spouses or children of City employees or the spouse of a City employee's child.
 - 4. A list of key and baseline assumptions on which the proposal relies.
 - 5. A description of the methods and means by which the proposing firm will perform the services outlined in Request for Proposal.
 - 6. A proposed project timeline outlining the dates and specific tasks necessary to complete the inspections.
 - 7. A description of what portion of the work, if any, will be subcontracted.
 - 8. A list of at least three (3) references for similar type projects completed by the firm. Include project summary, contact names, addresses, and telephone numbers.
 - 9. Any other information deemed necessary by the proposing firm.

- C. Statements of qualifications and proposals shall be not exceed 15 pages in PDF format with a maximum size of 10 MB and must be submitted via email to CapitalProjects@decaturil.gov with the subject heading "**LAKE DECATUR WATERSHED MANAGEMENT PLAN**". Submittal of proposal shall be taken as prima facie evidence that the proposer has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

X. EVALUATION OF PROPOSALS

All proposals will be evaluated by a review committee designated by the Public Works Director. Proposals shall be evaluated on the basis of the criteria noted herein. The review committee may recommend a selection on the basis of the proposals received, or may choose to "short list" prospective firms for further interviews and/or discussions. The firm recommended for the award will be chosen on the basis of the apparent greatest benefit to the City. The City Council will make the final award of a contract.

XI. EVALUATION CRITERIA

The selection process is qualifications based. Proposals will be evaluated and rated on the basis of the following criteria:

- A. Responsiveness to the needs of the City, in the time to complete the project, assigned staff and in the proposed scope of services.
- B. Proposing firm's experience, responsibility, and role with projects of similar size and scope.
- C. The proposing firm's plan team, including the applicable experience and resumes of key personnel to be assigned to the project.
- D. The degree that the proposal meets or exceeds the terms of the Request for Proposal.
- E. Results of reference checks and past performance for other clients.

XII. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING FIRM

- A. The successful proposing firm shall enter into a contract with the City of Decatur.
- B. The successful proposing firm will be required to maintain insurance coverages for the duration of the contract period as follows:
 - 1. Workers' Compensation:
Coverage A: Statutory Limits

Coverage B: One hundred thousand dollars (\$100,000) employer's liability limits for each accident or per disease, per employee. Said policies shall be endorsed to cover any disability benefits or Federal compensation acts if applicable.

2. General Liability: Combined single limits of one million dollars (\$1,000,000) per occurrence. General Liability Insurance shall include: Personal Injury Liability coverage.
 3. Automobile Liability: Combined single limits of one million dollars (\$1,000,000) per occurrence. Auto liability shall include hired and non-owned autos.
 4. Professional Liability: A professional liability errors and omissions policy with limits of one million dollars (\$1,000,000) per claim. If said policy is written on a claims made basis, the retroactive date of the policy must predate the date of this agreement. In addition, the policy term must extend one year beyond completion date of this agreement.
 5. Self-insured: If a self-insured retention or deductible is maintained on any of the policies, the Consulting Engineer shall provide the amount of the self-insured retention or deductible to the City. Such deductibles shall be subject to approval by the City. Such approval shall not be unreasonably withheld. The Engineer will be held solely responsible for the amount of such deductible and for any co-insurance.
- C. A complete list of subcontractors, partners and team members from other companies and organizations must be included in the proposal.
- D. The successful proposing firm shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color, or age.
- E. The successful proposing firm and its employees will operate as an independent contractor and will not be considered employees of the City of Decatur.

XIII. AWARD OF AN AGREEMENT

The City will, subject to the approval of the City Council, enter into a project agreement with the successful proposing firm.

XIV. TENTATIVE PROJECT SCHEDULE

(The following schedule represents the anticipated time frame for the project. The final project schedule for the work will be subject to delays during the selection process and negotiations with the selected firm and based on the final scope of work.)

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|---|---------------------------|
| A. Advertise for proposals | September 4, 2019 |
| B. Receive proposals | October 9, 2019 |
| C. City Selection Process (possible interviews) | October and November 2019 |
| D. City Council Awards Contract | November 18, 2019 |
| E. Project Begins | November 19, 2019 |
| E. Project Complete | May 1, 2020 |

XV. GENERAL BACKGROUND INFORMATION

The City of Decatur, Illinois, was incorporated in 1829 and is located in Central Illinois approximately equidistant from Chicago, St. Louis and Indianapolis. The City’s current population is estimated at 72,700. The City’s water infrastructure was designed and built to serve a population of over 100,000 and provide water for industrial purposes. Lake Decatur, with a storage volume of approximately 29,763 acre feet, is the primary water supply.

According to the Illinois State Water Survey (in 1987), Lake Decatur’s 925 square mile watershed (also called the Upper Sangamon River watershed) contributed an estimated 160,000 tons (or 150 acre feet) of sediment annually deposited on the lake bottom. The recently completed \$92M Lake Decatur dredging project removed 6,887 acre feet of sediment. In theory, at the current estimated sedimentation rate, all of the dredging project’s water storage gains may be lost in 46 years. The City has no reliable information about rates of incoming sediment since 1987 and desires to significantly reduce the amount of sediment entering Lake Decatur.

Also according to the Illinois State Water Survey (in 2010), the Upper Sangamon River watershed contributes an estimated 6,808 tons (or 23 pounds per watershed acre) of nitrate nitrogen (commonly called nitrate) annually to Lake Decatur. For an average of 66 days per year, the lake’s nitrate level exceeds the State and Federal drinking water standard of 10 mg/l, causing the City to operate its nitrate reduction facility at a cost of around \$125,000 annually plus electricity. The City desires to significantly reduce the amount of nitrate entering Lake Decatur.

XVI. PROJECT OVERVIEW AND OBJECTIVES

(The following information is intended to represent the preliminary overview of the project, anticipated scope of work and the objective(s) wanted to be achieved with this

project. Proposing firms should consider this information in developing their proposal. A final Scope of Work which may increase or decrease in content and nature from the following will be negotiated with the firm selected as most qualified for this project from which the compensation will be established.)

The project objectives are:

1. Determine the most effective and practical methods to measure and sample sediment and nitrate levels in Lake Decatur to establish a quantifiable baseline to measure the effectiveness of various sediment and nitrate reduction strategies recommended by the successful proposing firm. These strategies could include, but are not limited to:
 - Best management practices (BMP) financial risk reduction strategies
 - Bioreactors
 - Conservation buffers
 - Conservation tillage
 - Develop policies for land management and land disposition immediately adjacent to Lake Decatur
 - Drainage water management
 - Enhanced management of City owned property adjacent to the lake and Sangamon River
 - Existing best management practices (BMP) controls
 - Grassed waterways
 - Increased promotion and use of Best Management Practices on all watershed land, particularly farm land
 - Lake Decatur shoreline and tributary streambank stabilization
 - Nonpoint source pollution control regulatory reform
 - Nutrient management
 - Promoting the planting of alternative crops in contributory watersheds that will reduce the amount of erosion and soil loss
 - Restriction of livestock access
 - Saturated buffers
 - Sediment control structures
 - Shoreline vegetation management for property adjacent to the lake and Sangamon River
 - Streambank and shoreline enhancement and protection
 - The development of new watershed management strategies
 - Tributary monitoring and adaptive management
 - Variable rate nitrogen fertilizer application
 - Wetland restoration/enhancement/artificial wetlands

2. Determine the most effective and practical methods to significantly reduce the amount of sediment and nitrate entering Lake Decatur. These methods could include, but are not limited to, the list in Project Objectives #1.

3. Analyze the watershed, evaluate watershed data and recommend new water quality improvement strategies. This includes, but is not limited to:
 - Determine which Lake Decatur watershed management services may be more effectively and efficiently performed by City staff than other organizations
 - Determine which organizations the City should continue, discontinue and/or develop strong working relationships with, including research linkages
 - Determine what the annual funding level should be to effectively accomplish the recommended sediment and nitrate reduction strategies
 - Determine which organizations should participate in funding the plan, and implement the recommended strategies, and at what level
 - Advise the City on new practices and strategies as their research and data assembly suggest.
4. Recommend funding sources to assist with the Lake Decatur Watershed Management Plan development and implementation. These may include, but are not limited to:
 - U.S. Department of Agriculture
 - U.S. Environmental Protection Agency
 - Illinois Department of Agriculture
 - Illinois Environmental Protection Agency
 - Illinois Farm Bureau
 - Illinois Fertilizer & Chemical Association
 - Lake Decatur Watershed Soil & Water Conservation Districts
 - Local and regional agribusinesses
 - Other interested for profit and not for profit organizations
 - Other local, state or federal government agencies
5. Meet periodically with the City to assess the progress of various intervention strategies and amend the City's plan based on new data.
6. Propose a scope of services and schedule to regularly advise the City on reducing sediment and nitrate for the next 5 years.

The documents listed below pertain to this project and are available for review and downloading at:

https://citydecatur-my.sharepoint.com/:f/g/personal/kalexander_decaturil_gov/Ep2_LJBYdCdDmc7CUxkTY7MBn2hwGo1GwUQLoZ1j28q6uA?e=6fNENj

Sand Creek Watershed Resource Plan; Macon Co. Soil & Water Conservation District, 2000.

Finley Creek Watershed Resource Plan; Macon Co. Soil & Water Conservation District, 2002.

Big & Long Creek Watershed Resource Plan; Macon Co. Soil & Water Conservation District, 2007.

Sangamon River/Lake Decatur Watershed Total Maximum Daily Load (TMDL) Report; Illinois Environmental Protection Agency, 2007. This report documented nonpoint source pollution impacts and corresponding ways to reduce the impacts.

Lower Part of the Upper Sangamon River Watershed Resource Plan; Macon Co. Soil & Water Conservation District, 2008.

Upper Sangamon River Targeted Watershed Program Technical Report; Agricultural Watershed Institute, 2010. This report examined nitrate and phosphorous fertilizer management, and field tile drainage management with denitrifying bioreactors. Several recommendations to improve fertilizer management and bioreactors were developed.

Hydrologic and Nutrient Monitoring of the Lake Decatur Watershed: Final Report; Illinois State Water Survey, 2010. This report summarized 15 years of nitrate monitoring, concentration and flow through the Lake Decatur watershed. It was determined that there are no nitrate “hot spots” wherefrom significantly higher concentrations of nitrate flow into Lake Decatur.

Big Ditch Watershed Resource Inventory; Agricultural Watershed Institute, 2014.

Big Ditch Watershed TMDL Implementation Plan; Agricultural Watershed Institute, Northwater Consulting and Champaign County Soil & Water Conservation District, 2014.

Big/Long Creek Watershed TMDL Implementation Plan; Agricultural Watershed Institute and Northwater Consulting, 2014.

Decision Support Model for Generating Optimal Alternative Scenarios of Watershed Best Management Practices; Illinois State Water Survey, 2014.

2008 Lower Part of the Sangamon River Watershed Plan Update Stream Inventories; Midwest Stream, 2017.