



Matthew Vitner, P.E.
Director/City Engineer
Public Works Department

December 22, 2016

Interested Design Firms / Consultants:

Enclosed is a request for written Statements of Qualifications from engineering, architectural, design, and planning firms for categories included in the City of Rockford Capital Improvements Plans for 2017 and 2018.

The City of Rockford is requesting your firm to review the enclosed project categories and **SUBMIT TWO (2)** Statements of Qualifications on or before **3:00 P.M., Central Standard Time, on Friday, February 17, 2017**. Your submittal must include a completed copy of the Prequalification Request form found in this submittal. This form will indicate which categories your firm wishes to be considered. The City will utilize the completed forms as a basis on which to solicit requests for proposals.

The SOQ selection process will be for the period beginning **January 2017** through **December 2018**. **Firms must submit an SOQ statement to be considered for future project selection during the 2017 through 2018 capital planning cycle.**

If we can be of further assistance, please do not hesitate to contact us. Please direct your submissions to 425 East State Street, 4th Floor, Rockford, IL 61104.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Vitner".

Matthew Vitner, P.E.
Public Works Director/City Engineer

A handwritten signature in blue ink, appearing to read "Xavier Whitford".

Xavier Whitford
Central Services Manager

SOQ Categories

Every two years, the City of Rockford will request that all interested professional service firms submit a Statement of Qualifications (SOQ), if they are able to provide any of the following services or disciplines:

-) Highways
-) Bridges/Structures
-) Drainage Improvements
-) Traffic Studies
-) Signal Coordination/Timing Studies
-) Streetscape Improvements
-) Street & Alley Reconstruction
-) Water Distribution Engineering (replacement, expansion, and etc.)
-) Water Production Engineering (wells, reservoirs, etc.)
-) Water System Modeling
-) Geotechnical Services
-) Environmental Assessments
-) Environmental Impact Statements
-) Transportation/Transit Planning
-) Railroad Engineering
-) Route Survey/Land Survey
-) Architectural Services
-) Construction Inspection
-) Land Acquisition/Appraisal
-) Corridor Planning
-) Landscape Architect
-) Material Testing/QA Testing
-) Flood Control/Hydraulic Studies
-) Grant Administration

SOQ Review

The City of Rockford staff will review the SOQ submittals to determine which candidates will be pre-qualified for each type of work. Firms should consider updating their information when relevant changes occur that may affect prequalification, particularly ones involving key staff, firm name, prequalification status by the Illinois Department of Transportation, facilities, specialized equipment, office location (s), fee capacity, or mergers with other firms.

SOQ Requirements

The City of Rockford is requiring that all SOQ documents be submitted in a specific format. Failure to follow this format could result in your firm's disqualification from consideration. Submittals for the SOQ process **must** contain the following items in this order:

1. Cover Letter on the firm's letterhead
2. One contact person for the firm
3. Brief introduction of the firm
4. Current IDOT prequalification status (if applicable)
5. IDOT Disadvantaged Business Enterprise (DBE) status (if applicable)
6. Letter from IDOT acknowledging the completion for IDOT's review of the firm's corporate and financial information, IDOT's Statement of Experience and Financial Conditions, and the letter from IDOT specifying the firm's annual fee capacity and approved overhead rate (if applicable)
7. List and brief description of ongoing or completed City of Rockford projects for the past five years
8. List and comprehensive description of significant projects completed for other agencies within the past five years, including client, scope of work, and project schedule demonstrating the firm's abilities in prequalification categories
9. Firm organizational chart, listing key staff
10. Key staff resumes, with resumes no longer than two pages
11. Completed form "Prequalification Request Form" Appendix A, specifying which categories the firm requests prequalification
12. City of Rockford Equal Employment Opportunity (EEO) forms
13. References

SOQ Evaluation

As noted above, the City of Rockford will evaluate the submittals to determine prequalification of each firm. The evaluations will consider the completeness of the submitted documents, past performance experience, qualification and experience of personnel, location of firm; quality of client reference, support capabilities, and the firm's work load. The prequalification for each firm will be utilized in selecting a firm when new projects are initiated. All projects will be designed and constructed according to the standards and specifications of the State of Illinois and the City of Rockford.

Prequalification Request Form

Firm Name: _____

Contact Person: _____

Contact Person Phone Number: _____

Contact Person Email: _____

Requested Prequalification Categories

Please indicate for which categories the firm requests prequalification. Any prequalification in a subcategory is to be treated as a category prequalification. Please attach the firm's prequalification letter from IDOT.

- | | |
|---|--|
| <input type="checkbox"/> Highways | <input type="checkbox"/> Environmental Assessments |
| <input type="checkbox"/> Bridges/Structures | <input type="checkbox"/> Environmental Impact Statements |
| <input type="checkbox"/> Drainage Improvements | <input type="checkbox"/> Transportation/Transit Planning |
| <input type="checkbox"/> Traffic Studies | <input type="checkbox"/> Railroad Engineering |
| <input type="checkbox"/> Signal Coordination/Timing Studies | <input type="checkbox"/> Route Survey/Land Survey |
| <input type="checkbox"/> Streetscape Improvements | <input type="checkbox"/> Architectural Services |
| <input type="checkbox"/> Street & Alley Reconstruction | <input type="checkbox"/> Construction Inspection |
| <input type="checkbox"/> Water Distribution Engineering
(replacement, expansion, etc.) | <input type="checkbox"/> Land Acquisition/Appraisal |
| <input type="checkbox"/> Water Production Engineering (wells,
reservoirs, and etc.) | <input type="checkbox"/> Corridor Planning |
| <input type="checkbox"/> Water System Modeling | <input type="checkbox"/> Landscape Architect |
| <input type="checkbox"/> Geotechnical Services | <input type="checkbox"/> Material Testing/QA Testing |
| | <input type="checkbox"/> Flood Control/Hydraulic Studies |
| | <input type="checkbox"/> Grant Administration |