

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SERVICES RELATED TO UTILITY
AND DRAINAGE PLANNING AND COORDINATION**

CITY OF BLOOMINGTON, INDIANA

DATE ISSUED: April 1, 2014

- A. The City of Bloomington is soliciting statements of qualifications for professional planning and/or engineering services related to the coordination of drainage and utilities within the Certified Technology Park.
- B. Any contracts awarded as part of this RFQ will be “lump-sum” contracts, except where otherwise noted. Contract amounts will vary by activity, and will be negotiated with the preferred consultant(s) for each project.
- C. The statement of qualifications should be prepared simply and economically, providing a straightforward, concise description of qualifications and experience.
- D. A submittal of qualifications does not guarantee that the firm will be contracted to perform any services, but only serves as notice to the City of Bloomington that the firm desires to be considered for contractual work.
- E. Teaming arrangements are welcome, but not in any way required. For team projects, a single statement of qualifications should be submitted, with the understanding that the qualifications reflect those of the entire team.
- F. Any questions are due by April 8 at 5:00pm and should be directed to Justin Stuehrenberg via email only at stuehrej@bloomington.in.gov. All questions and answers will be posted on the city’s website.
- G. **An electronic copy of the statement of qualifications is due by Monday, April 14, 2014 at 5:00 p.m. EST** to Justin Stuehrenberg at stuehrej@bloomington.in.gov with a cc to Danise Alano-Martin at alanod@bloomington.in.gov. Please note that *the City will be accepting electronic responses only and the responses must be no larger than 10 MB in size.*
- H. Statements received after the deadline, or those that do not contain complete information, will not be given consideration. The City of Bloomington reserves the right to judge items as being complete, substantially complete, or incomplete.
- I. A direct selection may result from the submittal of qualifications; alternately, leading candidates for a particular project may be interviewed, or invited to submit proposals.

SELECTION OF CONSULTANT

The selection of professional consultants by the City of Bloomington will be based on professional qualifications, documented experience and the expertise of personnel to be assigned to the project. Consideration is also given to the following factors:

- General company capability
- Project manager
- Resumes of project staff
- Experience with utility coordination in the City of Bloomington
- Familiarity with Bloomington and/or the project area
- Any special knowledge required for the project, including experience or familiarity with green infrastructure and integrated design methods
- References where appropriate

FORMAT OF SUBMITTAL

It is anticipated that the City of Bloomington will have to review many proposals. We therefore request adherence to the following format for submittal:

1. One-page cover letter.
2. General Information about consultant, including brief history of consultant. Should not exceed one page.
3. Project Qualifications. Experience of firm on relevant projects. Special emphasis should be placed on projects completed in the city of Bloomington, projects completed with utility providers present in the city of Bloomington, and/or projects completed in an area with shallow limestone bedrock. Should not exceed six pages.
4. Project Approach. A very basic outline of how the firm would approach this project. Should not exceed two pages.
5. Resumes of staff to be involved with the project(s) (maximum of one page each). Should include the hourly rate charged.

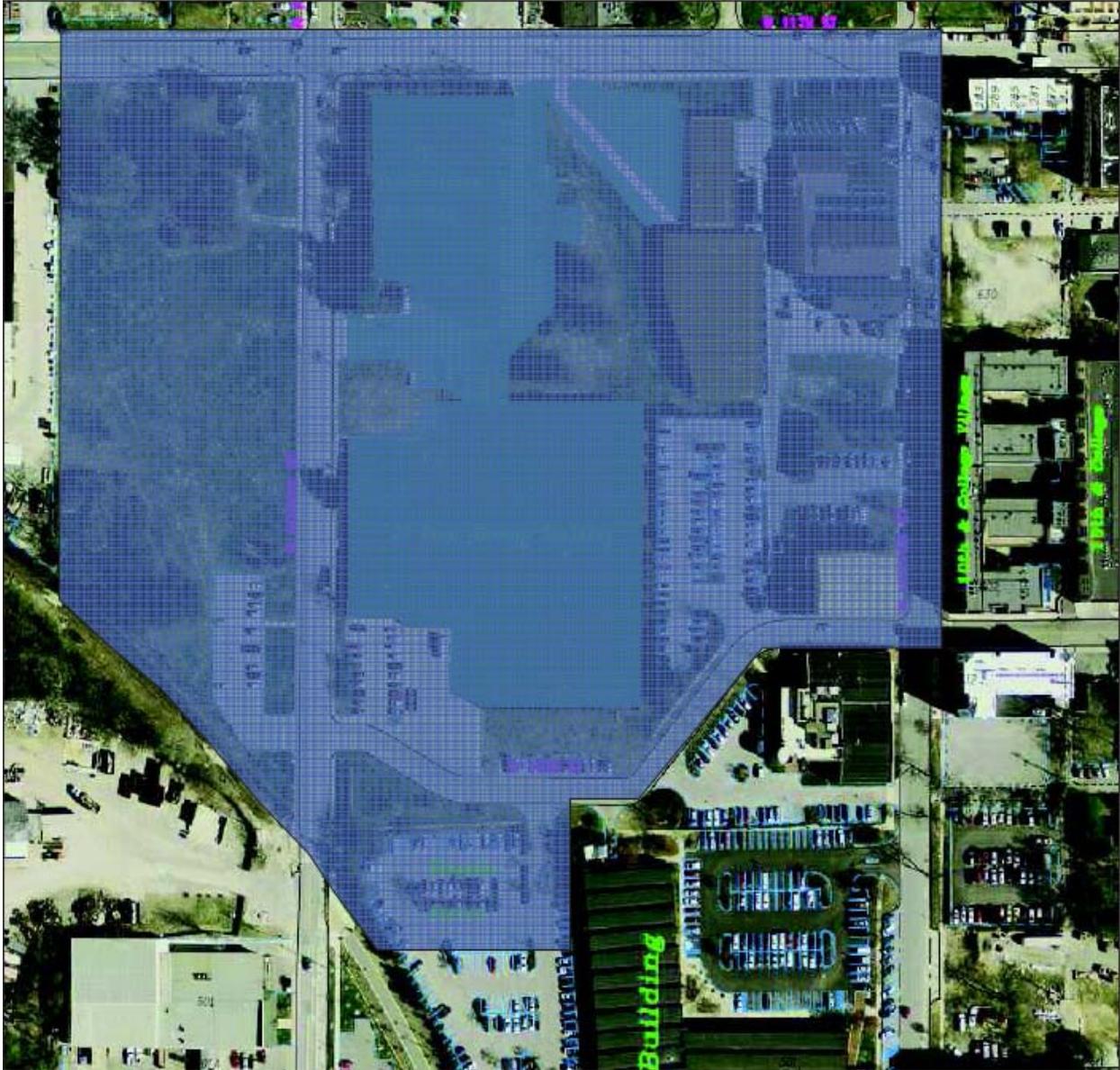
DESCRIPTION OF WORK

The Consultant will prepare a series of plans and reports to support future design and construction of buildings and infrastructure within the City's Certified Technology Park (CTP). A basic outline of the needed tasks includes:

- Determine approximate utility (water, wastewater, gas, electric, telecommunications) and storm water capacity needs based on plans and vision for development provided by the City
- Conduct topographic survey and geotechnical investigations to support future design
- Collaborate with the City's EPA Brownfield Grant environmental consultant as appropriate on geotechnical investigations
- Coordinate the various utility companies, both public and private, to determine details of needed utility infrastructure and the paths those utilities should take through the CTP
- Coordinate with the firm (to be determined based on a future RFQ) that will be designing the street and streetscape infrastructure portions of the CTP to ensure that storm water management features are sufficient to accommodate development of the defined area

PROJECT AREA

The area of the project is roughly bounded by Morton St. to the East, 11th St. to the North, 10th St. to the South, and Bender Lumber Company to the West. The detailed area is shown here:



ADDITIONAL BACKGROUND

Background information on the City's vision for the Certified Tech Park redevelopment can be reviewed at <http://bloomington.in.gov/ctp>. It should be noted that the CTP Master Plan and Redevelopment Strategy provides recommendations on potential strategies for utility infrastructure. It is understood that not all of the recommendations may be feasible to employ, and the City and its consultants, collaborating with the selected Consultant for this project, may together develop preferred alternatives.