



# Request for Qualifications

**Street Sweeping Data Collection, Route  
Selection, and Logistics Plan**

CITY OF BLOOMINGTON UTILITIES DEPARTMENT

# **General Information and Summary**

## **Organization Requesting Statements of Qualifications**

City of Bloomington Utilities  
Environmental Division  
600 E. Miller Drive  
Bloomington, IN 47401

## **Contact**

Liz Carter  
MS4 Program Coordinator  
[cartere@bloomington.in.gov](mailto:cartere@bloomington.in.gov)

## **Background**

The City of Bloomington Indiana Utilities Department (CBU) is requesting Statement of Qualifications from select consulting firms with experience in data collection and optimized street sweeping route selection for the minimization of sediment and other pollutants being conveyed into the storm system. The City of Bloomington Utilities Department (CBU) reached an agreement with other internal City departments to take on the regular maintenance portion of street sweeping in 2022. CBU did this to help improve the City of Bloomington's street sweeping program's focus on the reduction of particulates entering the storm system.

## **Summary of Project**

CBU plans to hire a consulting firm to assess existing conditions, and then provide an annual plan for future street-sweeping operations that:

- Effectively reduces trash, sediment, and other particulates from entering the storm system
- Optimizes routes for both pollution prevention, fuel-efficiency, cost and feasibility
- GIS and other technical support for plan implementation
- Considers and assesses any parking limitations that may be involved

## **Communications and Project Management:**

All communications from interested parties to CBU during the RFQ process shall be made electronically through email only. Any questions or other communications related to this RFQ process shall be made to Liz Carter at [cartere@bloomington.in.gov](mailto:cartere@bloomington.in.gov) no later than 5:00 pm on September 11th, 2023.

Responses to the RFQ must be submitted in PDF format no later than September 15th, 2023 at 5:00 PM local time. Responses which, in the judgment of CBU, are in any way incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFQ may be rejected.

Any costs incurred while responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. The City shall not reimburse any respondent for any such expenses

# **RFQ Submittal Requirements**

## **General Requirements**

Submissions must be prepared electronically using 8.5” x 11” paper format. Submissions must be compiled into a single file with a size not to exceed 10MB. Submissions are strictly limited to the number of pages described below.

Submissions will only be accepted in electronic PDF format and should be sent to the attention of Liz Carter at [cartere@bloomington.in.gov](mailto:cartere@bloomington.in.gov) (with the following subject line: CBU Street Sweeping Project). Submissions received after 5:00 PM local time on September 15th, 2023 will not be considered. Paper submissions will not be considered.

The following table displays the order in which respondents should arrange content as well as the maximum overall number of pages allowed. An explanation for the content of each section is provided below the table. Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted.

Order	Proposal Content	Maximum Number of Pages
1	Submittal Form	1 page
2	Introductory Information	maximum of 8 total pages
3	Firm Qualifications	
4	Key Personnel Qualifications	
5	Relevant Project Experience	
6	Other	

## **Content Details:**

RFQ responses should include all of the information required below.

### **1) Submittal Form**

Complete and sign the Submittal Form provided at the end of this document. The content of this form shall not be modified other than to fill in the required information. This form shall be the first page of the RFQ response.

### **2) Introductory Information**

- Name of the firm
- Contact information for the person authorized to serve as point of contact during the RFQ evaluation process and to negotiate on behalf of the firm or team if selected for the project.
- Other general firm information as desired

### **3) Firm Qualifications**

- Technical capabilities
- Strengths and typical project sizes and types
- Experience with local and federally funded projects

### **4) Key Personnel Qualifications**

- Identification and qualifications of employees proposed to be assigned to projects
- Description of the primary areas of expertise for these employees

- Location of these employees
- Licensure and certifications
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of a project, as well as quality control and schedule control

#### **5) Relevant Project Experience**

- Specific examples of projects that are relevant and similar to the project detailed in the RFQ (provide a reference name and contact information for the clients of these projects)
- Identification of which key personnel were responsible for the relevant tasks
- Identification of design guidelines utilized
- Project experience with locally and federally funded projects
- Experience with public processes
- Previous experience working for the City of Bloomington

#### **6) Other (optional)**

This section may be used for any information not covered in previous sections that the responder feels is relevant and worthwhile to include. Inclusion of this information is optional. Potential relevant information could include the following list of items.

- Disadvantaged business enterprise (DBE) qualified
- Interest in particular project types

## **Selection Criteria and Evaluation**

A selection committee will review and evaluate responses based on the desired qualifications described in this RFQ. The committee will use the attached RFQ Evaluation Form to aid in determining which respondents are most qualified. The City intends to use the scores to select a firm. Respondents with the highest scores may be given preferential treatment for project selection. On any project, the City reserves the right to choose a firm that, in the sole judgment of the City, is deemed to be the most qualified firm regardless of scoring.

## **Attachments**

1. RFQ Evaluation Form
2. Submittal Form

**RFQ Evaluation Form:**

Name of Firm: \_\_\_\_\_ Rater #: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Criteria</u>	<u>Rating (0.0-5.0)</u>		<u>Weight</u>	<u>Score</u>
Firm Qualifications <i>Comments:</i>	_____ x		3	=
Key Personnel Qualifications <i>Comments:</i>	_____ x		4	=
Location of Key Personnel <i>Comments:</i>	_____ x		2	=
Approach to Data Gathering/Route Design <i>Comments:</i>	_____ x		4	=
Project Experience <i>Comments:</i>	_____ x		4	=
Overall Quality and Clarity of Submittal <i>Comments:</i>	_____ x		2	=
DBE and Other <i>Comments:</i>	_____ x		1	=

**Total** \_\_\_\_\_/100  
Rating Points: (Use of any decimal between and including 0.0 and 5.0 is acceptable)  
5.0 = Outstanding    2.5 = Average    0.0 = Poor

**Submittal Form**

The undersigned declares that the Statement of Qualifications (SoQ) submitted in response to the Street Sweeping Data Collection, Route Selection, and Logistics Plan Request for Qualifications (RFQ) issued on September 1, 2023 is, in all respects, an accurate and true representation of the Firm's Experience and Qualifications. The undersigned further acknowledges that the SoQ submitted is absent any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges she/he/they reviewed and is familiar with the City of Bloomington RFQ documents issued on September 1, 2023, and she/he/they acknowledges her/his/their responsibility for checking the City website for any addenda to this RFQ.

If any omissions, erasures, and/or alterations (collectively "modifications") are required to be made to the SoQ Documents, the undersigned acknowledges that she/he has carefully examined the modifications to the SoQ Documents submitted by the Firm and has approved all such modifications. If said modifications are handwritten, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Firm.

Firm Name: \_\_\_\_\_

Firm Representative Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_