

CITY OF CARLYLE

REQUEST FOR PROPOSALS

(Version 2 – Amended on 3/9/2020)

CAPITAL IMPROVEMENT PLAN DEVELOPMENT



ISSUE DATE: FEBRUARY 25, 2020

SUBMISSION DEADLINE: APRIL 13, 2020 4:30 P.M.

PLEASE SEND INQUIRIES AND SUBMISSIONS TO:

ANDY BRACKETT
CITY ADMINISTRATOR
CARLYLE CITY HALL
850 FRANKLIN STREET
CARLYLE, IL 62231
(618) 594-5204
admin@carlylelake.com

CONTENTS

GENERAL INFORMATION.....	3
PROJECT SCHEDULE.....	3
PROJECT SCOPE OF WORK.....	3
SUBMITTAL INSTRUCTIONS.....	4
EVALUATION CRITERIA AND SELECTION	5
ADDITIONAL INFORMATION.....	5
ACKNOWLEDGEMENT OF RFP RECEIPT.....	6

GENERAL INFORMATION

The city of Carlyle, Illinois is accepting proposals from qualified professional planning and design consultants to develop a detailed 5-year and 10-year summary capital improvement plan.

The city of Carlyle is a community of 3,200 residents located in Clinton County, Illinois, roughly one-hour east of St. Louis. The city provides electric, water, sewer, street/alley, police and parks and recreation services as well as administration, code enforcement and other general governmental responsibilities and services.

Currently, the city does not have a capital improvement or strategic plan in place. Many capital improvements projects have been completed in the past decade including multiple water main replacements, electric plant improvements, water plant improvements and a sewer/manhole lining program. Aging infrastructure and increasing costs in maintenance have spurred the need for a detailed capital improvement plan to help map out improvements and identify funding sources so that we can continue to offer quality services to our citizens.

PROJECT SCHEDULE

Tuesday, February 25, 2020	RFP Issued
Monday, April 13, 2020	Responses due by 4:30pm
Monday, April 13, 2020	Responses evaluated by Finance Committee/City Council
Monday, April 27, 2020	Selection of planning firm at Regular City Council meeting

*The City reserves the right to alter scheduled dates if necessary. If a submission date change is made, an amended RFP will be sent to all applicants that have shown interest.

**If you are interested in submitting a response to this RFP, please fill out the RFP

Acknowledgement Form on the last page and submit it to admin@carlylelake.com prior to creating your proposal.

PROJECT SCOPE OF WORK

The City's expectations are for professional assistance to create a single capital improvement plan document that includes project descriptions, vehicle/equipment purchases, cost estimates, project schedules and priorities, and funding sources. Scope of work will include:

- Meet with City staff and appropriate committees to identify infrastructure and building improvement needs and priorities.
- Incorporate any existing plans, rate studies and other planning documents that the City has already completed.
- Compile a detailed 5-year CIP, including vehicle/equipment purchases, broad project descriptions, cost estimates and funding sources. Funding sources should include possible grants and other alternative revenue sources that are applicable to projects in the plan.

- Compile a 10-year CIP summary that lists additional purchases and projects beyond the 5-year horizon of the detailed CIP.
- Project shall include a public involvement component including, at a minimum, at least one CIP development meeting with the City Council and at least one public meeting to identify any additional CIP needs from the community. Additional meetings may be added as needed.
- Submitted final documents must be in standard MS Office programs so they may be readily edited and maintained by City staff.
- Present final report and document to City Council identifying the methods used to complete the CIP project.

SUBMITTAL INSTRUCTIONS

Responding firms must submit one (1) electronic copy via email and (4) printed copies of the proposal via mail or hand delivery to:

Andy Brackett
City Administrator
Carlyle City Hall
850 Franklin Street
Carlyle, IL 62231
admin@carlylelake.com

The printed copies of the proposal should be clearly marked “Capital Improvement Plan RFP” on the outside of the submission. Proposals are due by Monday, April 13, 2020 at 4:30pm at the latest. Any additional information or questions about the RFP or submission instructions should be directed to the contact above.

Responding firms shall be experienced in municipal government projects, planning, programs and finances and are able to provide examples of past projects that are similar in scope and size of the project described in this RFP.

Proposals should include:

- Team members that will be working on the project and their experience in relevant projects.
- Past relevant CIP development experience and knowledge of the CIP development process.
- Any additional information that you feel may be helpful to the City in evaluating your qualifications including any references from past CIP development projects.

EVALUATION CRITERIA AND SELECTION

Proposals will initially be evaluated by the Finance Committee and subsequently by the City Council at the Monday, April 13, 2020 Regular City Council meeting unless otherwise noted in an RFP amendment. Additional meetings for further review may be scheduled as needed.

Responses will be evaluated based on the following criteria:

1. Compliance with RFP submission requirements and completeness of submission
2. Evaluation of experience in CIP development and past projects with municipalities
3. Any additional relevant information included to help express knowledge and qualification

After evaluating each firm's proposal, the City shall select no less than three firms which are determined to be the most qualified. The firms will then be ranked in order, based on qualifications, from most preferred to least preferred. The City shall then enter into contract negotiations with the most preferred firm. If a contract cannot be agreed upon, negotiations will be terminated. The City will then enter into negotiations with the second most preferred firm. This will continue until the City comes to an agreement with a qualified firm. If the City cannot reach an agreement with any of the qualified firms, all proposals will be rejected, and the project will be re-evaluated.

ADDITIONAL INFORMATION

All proposals submitted in response to this RFP shall be irrevocable for a period of forty-five (45) days after the due date and may not be withdrawn during this period. After such time has elapsed, the submitting firm may withdraw the proposal if it has not been selected prior to the request to withdraw.

The City reserves the right to accept or reject any and all proposals, to negotiate modifications of proposals submitted, and to waive any irregularities or informalities in any proposal. The project award will be made to the submitting firm whose response complies with all of the requirements of this RFP and whose proposal is deemed the most advantageous and in the best interest of the City. The City will not be held responsible for any costs incurred by a responding firm in the development of a response to this RFP.

Subsequent to receipt of proposals, the City or its authorized representative may require the submitting firm to make oral presentations or to respond to telephone calls to clarify its proposal. Discussions and interviews may be held with firms under final consideration prior to making a selection for award; however, proposals may be accepted without such presentations or discussions.

After a finalist is selected, the City will negotiate an agreement that will be in the City's best interest. The agreement will cover all aspects of the proposal described herein. In the event that mutually acceptable terms cannot be reached within a reasonable period of time, the City reserves the right to undertake negotiations with the next most advantageous firm without starting a new selection process.

ACKNOWLEDGEMENT OF RFP RECEIPT

Name: _____

Firm Submitting Proposal: _____

Mailing Address: _____

Phone Number (Office): _____

Phone Number (Other): _____

Email: _____

I hereby certify that I have received this Request for Proposals to develop a Capital Improvement Plan from the city of Carlyle, IL. We intend to submit a response and would like to be notified of any changes or amendments to the RFP or timeline.

Name/Company: _____

Signature: _____

Title: _____

Date: _____