CITY OF JOLIET, ILLINOIS

Request for Qualifications

Water Distribution System Rehabilitation Program – Construction Services

Project No. 2747-1123

DBE/MBE Advertisement (If Applicable):	Recommend to advertise no later than **August 31, 2023**
Pre-submittal meeting:	**10:00 A.M., September 7, 2023** City of Joliet East Side Treatment Plant 815 Adler St., Joliet, IL
Qualifications Due:	**10:00 A.M., October 6, 2023** City Clerk's Office 150 W. Jefferson Street Joliet, IL 60432

Request for Statements of Qualifications

TABLE OF CONTENTS

Page

Cover Sheet 1

Table of Contents 2

Solicitation Letter.....3

General Provisions 4-9

Reference Information 10-11

Appendix 1 – 2024 Water Main Replacement Program Summary.....12

Appendix 2 – 2023 Water Main Replacement Program Schedule.....13

Appendix 3 - City of Joliet Specification for Disadvantaged Business Enterprise Participation.....14-16

DEPARTMENT OF PUBLIC UTILITIES

CITY OF JOLIET

815-724-4230 Direct
815-723-7770 Fax
August 24, 2023

150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

Dear Consultant:

The City of Joliet Public Utilities Department is accepting Statements of Qualifications for Construction Engineering Services for the Water Main Replacement Program. The program includes layout, preconstruction meetings, weekly project management update meetings, contractor coordination, GIS data collection management, asset management system management, lead service replacement process management, field inspection, general contract administration, tracking quantities and managing pay requests, project closeout, and IEPA Public Water Supply Loan Program & WIFIA documentation management.

The immediate goal of the program is to implement a 7-year rehabilitation plan, designed by others, to replace mains funded with low interest loans from the IEPA and WIFIA for projects to be constructed in calendar years 2024-2030. Approximately 20-30 miles of water mains are planned to be replaced annually. This program does not include design engineering services.

Electronic copies of the RFQ can be downloaded free of charge at www.joliet.gov/bids. Hard copies will not be available for purchase. The deadline for submittals is 10:00 AM CST on Friday, October 6, 2023. A non-mandatory pre-submittal information session will be held at 10:00 A.M. on September 7th, 2023 at the Joliet East Side Treatment Plant at 815 Adler Street, Joliet, IL 60436. City staff will review all submittals and schedule interviews with short-listed consultants.

This procurement is also subject to loan recipient's policy regarding the increased use of disadvantaged business enterprises. The loan recipient's policy requires all submitters to undertake specified affirmative efforts at least sixteen (30) days prior to bid opening if the submitter will be utilizing joint ventures, partnerships, or subcontractors. The policy is contained in the specifications.

Please submit all questions via email to Tony Anczer, Deputy Director of Public Utilities, at aanczer@joliet.gov. We welcome your submittal.

Sincerely,

City of Joliet

Tony Anczer, P.E.
Deputy Director of Public Utilities – Engineering

GENERAL PROVISIONS

DEFINITIONS

The term "CITY" whenever used in the specifications shall be construed to mean the City of Joliet, Will and Kendall Counties, Illinois.

The term "CONSULTANT" whenever used in the specifications shall be construed to mean the firm making a submittal to the City of Joliet.

"RFQ" is an abbreviation for Request for Qualifications. "SOQ" is an abbreviation for Statement of Qualifications. "RFP" is an abbreviation for Request for Proposal.

PREPARATION AND SUBMISSION OF STATEMENT OF QUALIFICATIONS

Each SOQ submittal must follow and contain the required submittal information outlined in the Special Provisions of this document.

The SOQ must be a binded document. All pages of the SOQ must be single spaced with a minimum font size of twelve (12). Limitations on the number of pages can be found in the Special Provisions section of this RFQ. The Submittal shall be as concise as possible. Excessive promotional information will only detract from the total presentation. The Submittal should clearly identify the CONSULTANT'S ability concerning services.

Five (5) original hard copies of each submittal are required. One electronic copy of the entire submittal shall also be submitted on a flash drive. Each shall be appropriately marked in accordance with the title of the submittal. Submittals must be delivered to the City Clerk's office, City Hall Building, 150 W. Jefferson St., Joliet, IL 60432, by the specified due date and time. Submittals will not be accepted by email or facsimile machine. Submittals arriving after the specified date and time will not be accepted. Mailed submittals arriving after the specified date and time, regardless of post marked date and time on the envelope, will be returned unopened. Offerors are responsible for ensuring that their submittals are received by the City Clerk's office before the deadline.

Withdrawal of Submittal

Submittals may be withdrawn or canceled at any time prior to the due date and time by signing a request therefore.

MISCELLANEOUS TERMS AND CONDITIONS

The CITY reserves the right at any time and for any reason to cancel this RFQ or any portion thereof, to reject any or all submittals, or to accept an alternate proposal. The CITY reserves the right to waive any immaterial defect in any submittal. The CITY may seek clarification on a submittal at any time and failure to respond promptly may be cause for rejection. The CITY will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

The CITY may make such investigations as it deems necessary to determine the qualifications and ability of the CONSULTANT to perform the work. The Consultants shall furnish to the CITY any/all requested information and data for this purpose. The CITY reserves the right to reject any and all responses if the evidence submitted by, or investigation of such CONSULTANT fails to satisfy the CITY expectations.

RFQ Submittal Notification

Notice of intent to submit qualifications is requested to be communicated via email to Tony Anczer, aanczer@joliet.gov, by the date and time listed in the project schedule.

CLARIFICATION OF DOCUMENTS

All inquiries for the project should be addressed to the City of Joliet contact person via email. The contact for this project is Tony Anczer, aanczer@joliet.gov. Questions shall be submitted in writing by date and time listed in the project schedule. Questions will be summarized and answers provided via addendum no later than the date and time listed in the project schedule.

CONSULTANTS may also attend a non-mandatory pre-submittal and question and answer session, which will be held at the date and time and location listed in the project schedule.

In the event that a written addendum is issued as a result of a request for interpretation or the result of a change in the specifications initiated by the CITY, the CITY will post the addendum on the City's website by the date and time listed in the project schedule. No clarifications, interpretations or addenda shall be issued after this date. CONSULTANTS must provide written acknowledgment of receipt of each addendum issued with their submittals.

Please sign up for RSS feeds at https://www.joliet.gov/bids and provide your first and last name and email address to automatically receive addendums. Addendums will also be posted on the City of Joliet's website at https://www.joliet.gov/bids. The Consultant remains responsible for obtaining all addenda to the original request for qualification so they should check the specific webpage before providing their submittal to make sure they have received all addendums to a specific contract.

PROJECT SCHEDULE

The planned schedule is as follows. Dates may be revised as needed. Any revised dates prior to interviews would be communicated by addendum.

Event	Date	Time
Publish Request for Qualifications	Thursday, August 24, 2023	N/A
Consultants Advertise for DBE Participation (if applicable)	**Recommended no later than August 31, 2023**	**N/A**
Non-Mandatory Pre-submittal Information Session at City of Joliet East Side Treatment Plant located at 815 Adler St., Joliet, IL 60436	Thursday, September 7, 2023	10:00 A.M.
Consultants Provide City of Joliet Notice of Intention to Submit	Tuesday, September 15, 2023	4:30 P.M.
Deadline for Consultants to Submit Questions	Thursday, September 28, 2023	4:30 P.M.
Responses to Questions Released on City's Website	Monday, October 2, 2023	N/A
Statements of Qualifications Due Date	**Friday, October 6, 2023**	**10:00 A.M.**
Interviews	Week of October 16, 2023	N/A
Notice of Selection	Week of October 23, 2023	N/A
Scope Development	Week of October 23, 2023	N/A
Public Service Committee	Monday, December 4, 2023	4:30 P.M.
Contract Award	Tuesday, December 19, 2023	6:30 P.M.

Response Packets shall be addressed as follows.

City of Joliet
Office of the City Clerk
150 W. Jefferson Street
Joliet, IL 60432

RFQ Submittal shall be labeled as follows:

Contract No. 2747-1123
RFQ - Water Distribution System Rehabilitation Program – Construction Services
Submittal Deadline: Friday, October 6, 2023 at 10:00am
Name and Address and phone number of your company
Receipt of all Addenda:

Receipt of your submittal in any location other than the City Clerk's office at City Hall, 150 W. Jefferson St., Joliet, IL 60432, does not constitute receipt. If you are using a delivery service, the fact that it was signed for by someone at City of Joliet does not constitute receipt.

CONSULTANT TASKS AND RESPONSIBILITIES

The categories of services and minimum requirements of the CONSULANT are generally outlined as follows. **This list and description is not intended to provide a detailed scope of services, but rather to provide an overview of the minimum services required and to make mention of services needed that may not otherwise be obvious.**

1. PROJECT INITIATION – (It is anticipated that the design engineering firm will perform the project initiation services, and that these services will not be required as part of the scope of work covered in this RFQ)
   a. Prepare Award Letters, Agreements, Contract Documents, Performance/Payment Bonds, and Notice to Proceed.

2. CONSTRUCTION ADMINISTRATION
   Act as the Owner's representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents; IEPA Public Water Supply SRF Loan Program & WIFIA documentation management; oversight of contractors following permit requirements; tracking of quantities, review and approval of contractor pay requests and change orders; maintain the Joliet Hub dashboard (this dashboard is the "interactive map" found at www.Joliet.gov/construction-zone); provide central database of all project information.

3. PROJECT MANAGEMENT
   a. Miscellaneous tasks as needed to keep the projects moving along smoothly; leading weekly progress meetings; responding to public inquiries and complaints; public engagement; provide a dedicated project manager to serve as the City's primary point of contact; coordination with the design engineering team, City staff, and other City consultants.

4. SURVEY AND GIS DATA COLLECTION ADMINISTRATION
   a. Assisting contractors with supporting GPS data collection equipment to sync with the City's GIS systems; QC the contractors real-time as-built GPS points and complete the linework of same; construction Layout.

5. FIELD INSPECTION
   a. Provide quantity of full-time resident engineers to provide sufficient coverage of the construction projects (the City's expectation is NOT to have a separate resident-engineer for each project – the City is looking for the consultants to provide a staffing plan to most efficiently cover the projects); create daily inspection reports of work completed on each project.

6. LEAD SERVICE REPLACEMENT MANAGEMENT
   a. Lead service replacement management in the City's asset management system VueWorks - tasks include: set up, cataloging, creating work orders, work order management from start to finish; collecting existing water service material inventory on both the public and private side of the b.box and logging into the City's GIS. Create VueWorks log for archiving and weekly reporting; resident mailers and subsequent communication tracking of lead service inspections.

7. PROJECT CLOSEOUT
    a. Prepare construction record drawings which show field measured dimensions of the completed work; drafting punch-lists and overseeing completion of the punch-list work; warranty inspections; providing an electronic copy of as-builts within ninety (90) days of the project completion, and keeping up on As-Builts in the field via GPS data collection as the projects progress.

PRE-SOQ-SUBMITTAL INFORMATIONAL MEETING

A meeting will be held at the date, time, and location noted in the project schedule. At a minimum, the following items will be discussed:

1. Detailed walkthrough of the lead service replacement workflow
2. GIS data systems and processes
    a. GIS Hub
    b. Real-time contractor as-built GPS data collection
    c. Data schema and data checkout process
3. IEPA & WIFIA Documentation
4. Discussion of the *Consultant Tasks and Responsibilities* portion of this RFQ
5. As-built requirements
6. Discussion of the *Reference Information* portion of this RFQ
7. DBE utilization policies

STATEMENT OF QUALIFICATIONS FORMAT

All submittals must follow the format outlined below. Failure to do so will result in disqualification of consideration. CONSULTANTS may separate the different sections of the submittal with cover pages, tabs, or some other delineator of sections if they so choose.

RFQ CONTENT REQUIREMENTS

The proposal shall contain the following information:

1. **Firm Description & Qualifications:**
    a. A brief description of the firm along with any proposed subconsultants.

2. **Project Understanding:**
    a. Discuss your understanding of the services required.

3. **Project Approach:**
    a. Discuss in detail how your firm would approach the project.
    b. Using the included *Appendix 2 – 2023 Project Schedule* as the scenario, prepare a staffing plan including anticipated hours needed for execution of the entire project. Full time inspection is expected for the majority of the project, with part time inspection as the projects approach close-out.

4. **Project Experience:**
    a. Provide descriptions of relevant projects that demonstrate your firm's experience conducting this type of work. Include project name, location, completion date, team members involved and a direct client contact. Are similar and current projects (within the last 5 years) included to document the CONSULTANT's qualifications? Has the CONSULTANT demonstrated problem solving of conflicts, issues, or unforeseen situations on similar past projects?
5. **Project Team:**
    a. Identify the proposed project manager and key staff that will be involved with the project. Does the CONSULTANT have appropriate management and support staff with the requisite experience for work in this category? Are the staff identified in the SOQ the same staff that performed the work on the projects submitted as references?
    b. Provide resumes and an organizational chart.

6. **Innovative Ideas:**
    a. Provide any ideas or recommendations for the work to be completed that you believe will be of value to the City.

7. **Proposed Multiplier**
    a. The project fee structure for this contract will be a direct labor rate x multiplier. Include the CONSULTANT's proposed multiplier in a sealed envelope inside the submittal package.

RFQ FORMATTING REQUIREMENTS

1. Submittals to be no longer than 50 pages. Each printed side of a page counts towards the 50 page limit.
2. Resumes may be included as an appendix and do not count towards the page count. Resumes shall not exceed 4 pages per staff member.
3. Font to be no smaller than 12 in a standard font type such as Arial, Calibri, Cambria, Times New Roman, or other common and easily-readable font.
4. Electronic signatures are acceptable

SELECTION PROCESS

The selection team will consist of technical City of Joliet representatives. The CITY will use a team approach to review each firm's SOQ and discuss which CONSULTANTS will be selected to interview. The City will then negotiate a proposal based on that scope with the most qualified candidate. Submittals will be evaluated using the following criteria:

- Qualifications of the firm including experience of the firm in projects of this type (20%)
- Content, technical approach and understanding of the scope of the project. Has the CONSULTANT clearly followed the RFQ instructions? Is the SOQ clear, concise, complete and devoid of excess promotional material? (20%)
- Qualifications and experience of the project team members (20%)
- Approach to staffing and managing the program (30%)
- Creativity and innovative ideas (10%)

The RFQ was publicly advertised on August 24, 2023 in the Labor Record. A minimum of three firms will be selected for interviews. The final scope of work, fee, and schedule will be negotiated with the selected consultant.

REFERENCE INFORMATION

1. The scope of this RFQ does not include design engineering services. The CITY has contracted a consulting engineering company to design these water main improvements. During construction, coordination between the construction engineering team (the work described in this RFQ), and the design engineering team will be required.

2. Outside of the City's Water Main Replacement Program, the CITY is in progress of design of the Alternate Water Supply Program (AWSP) which generally consists of the CITY transitioning from well water to Lake Michigan water, with accompanying water distribution improvements. Some coordination between the work of this RFQ and the AWSP will be required.

3. The bid quantities of the work covered in this RFQ are paid for from 3 separate budgets, and accordingly, the quantities germane to each funding source need to be tracked separately. Currently, these budget sources are: IEPA PWSP low-interest loan, IEPA Lead Service Replacement loan, and the CITY's sanitary sewer capital fund.

4. The construction drawings and project manuals for the work of this RFQ are expected to be nearly identical in format to the CITY's 2023 Water Main Replacement Program. These project documents are available to be viewed on the City's website at: https://www.joliet.gov/bids. 2023 awarded contracts include the below listed, all of which are available at the above link.
    a. Garnsey Park Phase 4 Water Main Improvements
    b. Midland Avenue East Water Main Improvements
    c. Caton Farm Road Water Main Improvements
    d. St. Pat's Phase 1A Water Main Improvements
    e. St. Pat's Phase 1B Water Main Improvements
    f. Black Road Acres Water Main Improvements
    g. Joliet St. and Ottawa St. Water Main Improvements
    h. Collins Street Water Main Improvements
    i. Plainfield Road (Black to Center) Water Main Improvements
    j. Kerwin Terrace Water Main Improvements
    k. Highland Phase 1 Water Main Improvements

5. Lead Services:
    a. See pages 467 through 488 of the project manual for the St. Pat's Phase 1A Water Main Improvements project for information on the workflow of lead service replacement. www.joliet.gov/home/showpublisheddocument/31391/638041997683270000 The CONSULTANT is responsible to effectuate this workflow.
    b. Any lead services on the private side of the b.box are replaced all the way into the home in the water main replacement projects.

6. Lead Water Service Line Inventory: The CITY is continually updating its lead water service line inventory which is available on the CITY's website at www.joliet.gov/GetTheLeadOut.

7. Water main pressure testing and chlorination oversight is generally handled by the CITY Engineering Aides. The post chlorination water sampling and testing is completed by CITY lab staff.

8. Water main layout is generally handled by the CITY Engineering Aides.

9. The CITY maintains a GIS application of resident inquiries and complaints for the water main program. The CONSULTANT will be required to respond to these resident concerns and manage the follow-up and closeout of these resident concerns in the GIS application.

10. The details of the CITY's 2024 planned water main replacement projects is included in Appendix 1.

11. As required by IEPA funding, a premium rate for overtime rates will not be allowed, and standard straight times will be utilized for overtime.

12. GIS
    a. The CITY contracts a GIS Database Administration Consultant, to update the CITY's GIS with all relevant project related spatial information. The GIS deliverables of this program will be submitted to the CITY's GIS DBA for QC and incorporation into the CITY's live GIS.
    b. Contractors are required to GPS the installed infrastructure in real time as the infrastructure is installed. The CITY has a GIS schema of which the contractors are given to use while collecting the real-time data.

Appendix 1

2024 Water Main Replacement Program Summary

Project Name	Abandoned	Replaced	Extended	Total Quantity	Cost Estimate
Black Road Acres Phase 2	0	8,300	300	8,600	$ 3,010,000
Bridal Wreath Acres	0	14,100	0	14,100	$ 4,935,000
Broadway, Center, & Western	0	6,400	650	7,050	$ 5,287,500
Burr Oaks	0	8,500	0	8,500	$ 2,975,000
Cathedral Area Phase 1A	1,300	4,500	0	4,500	$ 1,575,000
Cathedral Area Phase 1B	0	3,900	0	3,900	$ 1,365,000
Forest Park Phase 3	0	13,700	900	14,600	$ 5,110,000
Garnsey Park Phase 5A	0	7,000	0	7,000	$ 2,450,000
Garnsey Park Phase 5B	0	5,200	1,000	6,200	$ 2,170,000
Hickory Creek East	0	12,500	1,600	14,100	$ 9,165,000
Idylside	0	12,000	700	12,700	$ 4,445,000
Krings Acres Phase 2A	0	6,000	900	6,900	$ 2,415,000
Krings Acres Phase 2B	0	7,500	0	7,500	$ 2,625,000
Parkview North	1,800	14,500	350	14,850	$ 5,940,000
Plainfield Road (Theodore to Black)	0	9,350	0	9,350	$ 4,675,000
Spring Creek Phase 1	0	14,500	100	14,600	$ 9,490,000
Varnado Park Area	0	6,300	2,200	8,500	$ 3,612,500
West Park	0	7,200	1,800	9,000	$ 3,825,000
			Total 2024 Program Cost =		**$ 75,070,000**

Appendix 2 - 2023 Project Schedule

Project Name	Project Location Limits	Length (Feet)	Substantial Days	Final Days	NTP Date	Substantial Date	Final Date
Black Road Acres Phase 1	Westenedge (Mason to Taylor); Springfield (Black to Glenwood); Madison (Arden to Glenwood); Arden (Springfield to Bevan Dr W); Mason, Douglas, and Taylor (Westenedge to Madison); Avalon (Westenedge to dead end, Springfield to Madison); Mayfield (Westenedge to Springfield); West Acres (Springfield to Madison)	15,470	180	210	4/1/2023	9/28/2023	10/28/2023
Highland Phase 1	Replace: Arbor, Longwood (Mulberry to south end); Parkwood (Basswood to Belmont); Basswood; Tamarack; Fiesta.	6,270	90	120	4/1/2023	6/30/2023	7/30/2023
Midland Avenue East	Midland (Black to Mayfield); Catherine (Black to Glenwood); Sherwood; Mason, Caton, Douglas, Mayfield, Taylor, and Acres (Midland to Catherine)	13,490	180	210	4/1/2023	9/28/2023	10/28/2023
St. Pat's Phase 1A	Willow (Marion to Morgan); Blackman (Washington to Marion); Hunter (Washington to Morgan; Seeser (Marion to Allen); Illinois (Allen to Darcy); Washington (Raynor to Hunter); Marion (Raynor to Seeser); Allen (Hunter to Illinois); Darcy (Hunter to Illinois)	8,540	150	180	4/1/2023	8/29/2023	9/28/2023
Joliet & Ottawa	Joliet (Jackson to Jefferson); Ottawa (Jackson to Jefferson); Jackson (Joliet to Ottawa); Cass (dead end to Ottawa)	6,270	180	210	4/1/2023	9/28/2023	10/28/2023
Plainfield (Black to Center)	Plainfield (Black to Center); Wilcox (Plainfield to Douglas); Nicholson (Douglas to Plainfield); Mason (Raynor to Plainfield); Douglas (Wilcox to Center); Bridge (Nicholson to Center)	8,620	120	150	5/1/2023	8/29/2023	9/28/2023
Caton Farm	Caton Farm (west of Drauden to Pebble Beach), Drauden (north of Caton Farm to Summit Trail)	9,350	90	120	5/1/2023	7/30/2023	8/29/2023
Garnsey Park Phase 4	Kelly (dead end to Moran); Wilcox (Curtis to Moran); Oakland (Curtis to Moran); Clement (Ingalls to Moran); Highland (Ingalls to Moran); Curtis (Wilcox to Clement); Ingalls (Raynor to Clement);	10,930	150	180	6/1/2023	10/29/2023	11/28/2023
Collins St	Hills Ave; Collins (Kronmeyer to Liberty); TBD: Herkimer (dead end to Kronmeyer); Kronmeyer	7,070	120	150	7/1/2023	10/29/2023	11/28/2023
Kerwin Terrace	Wyoming (Plainfield to Colorado, Texas to Ingalls); Colorado (Wyoming to Ingalls); Pennsylvania, Texas, Massachusetts, Oregon, and Connecticut (Wyoming to Colorado); Ingalls (Larkin to Plainfield Rd)	11,140	120	150	7/1/2023	10/29/2023	11/28/2023
St. Pat's Phase 1B	Seeser (Washington to Marion); Comstock (Washington to Marion); Ivy (Washington to Marion); Cagwin (Washington to Marion); Hyde Park; Pleasant (Marion to Morgan); Washington (Hunter to Center); Irene and Emmett; Marion (Comstock to Pleasant); Prior; Madeline; Allen (Pleasant to Center)	10,300	120	150	7/1/2023	10/29/2023	11/28/2023

APPENDIX – 3

City of Joliet Specification for Disadvantaged Business Enterprise Participation

I. Disadvantaged Business Enterprise Policy

a. It is the policy of the State of Illinois to award a fair share of sub-agreements to disadvantaged businesses. In complying with this requirement, CONSULTANTS are required to take affirmative steps to assure that disadvantaged businesses are used when possible as sources of supplies, equipment, construction, and services as explained herein.

b. As required by the award conditions of USEPA's Assistance Agreement with IEPA, the fair share percentages are 5% for MBEs and 12% for WBEs.

II. Good Faith Efforts

a. All CONSULTANTS utilizing subcontractors must make a good faith effort to solicit DBEs for their projects. Prime contractors and consultants participating in an SRF funded project must also make good faith efforts when they subcontract for engineering, testing, construction work, equipment, raw materials, supplies, or any other items that may be subcontracted.

b. U.S. EPA has identified six Good Faith Efforts that are methods required by all U.S. EPA financial agreement recipients to ensure that DBEs have the opportunity to compete for procurements funded by U.S. EPA. The Good Faith Efforts are set forth in U.S. EPA's Disadvantaged Business Enterprise regulations, 40 C.F.R. Part 33. They are as follows:

   i. Ensure DBEs are made aware of contracting opportunities, to the fullest extent practicable, through outreach and recruitment activities. For Indian Tribal, State, and Local Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

   ii. Make information on forthcoming opportunities available to DBEs and, to the extent possible, arrange timeframes for contracts and establish delivery schedules in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, wherever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

   iii. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State, and Local Government recipients, this will include dividing the total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

   iv. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

   v. Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

   vi. If the prime contractor awards subcontracts, require the prime contractor to take the steps in items (1) through (5) of this section.

III. Pre-Contract Award Obligations

a. To establish a Submittal as responsible, the CONSULTANT will be required to document the proposed utilization of disadvantaged businesses with letters of intent signed by the CONSULTANT and by the disadvantaged business listed in the SOQ.
b. City of Joliet disadvantaged business policy clearly intends for Offerors to contact and encourage the participation of disadvantaged businesses prior to submittal opening. Affirmative efforts (the written record of conscientious and honest communications between the offeror and disadvantaged business) must be initiated and completed by the consultant prior to submittal opening. All consultants must document compliance with the requirements of the disadvantaged business policy.

IV. Evaluation of Disadvantaged Business Utilization and Affirmative Efforts

a. As a prerequisite to demonstrate compliance with the City of Joliet disadvantaged business policy, ALL CONSULTANTS shall provide the following with its SOQ.

i. Completed and signed certification from the consultant(s), attesting that the consultant will award no sub-agreements, including the procurement of equipment, materials, supplies and services, in the performance of this contract.

OR

ii. "Certification of publication", or adequate proof of publication, including an actual copy of the newspaper advertisement from a daily, regional newspaper. Alternatively, Consultants may publish the advertisement in an established, online Bidder's clearinghouse such as the "Dodge Report (http://construction.com/dodge/)", "iSqFt (www.isqft.com/start/)", or equivalent. If an online advertisement is placed with the "Dodge Report" or an equivalent website, a screenshot of the advertisement along with the webpage address, and a payment receipt is required as documentation. The advertisement must run one day at least (30) days prior to bid opening. See the "Suggested Disadvantaged Business (DBE) Advertisement for Construction Contractors", which can be found at the end of this Appendix.

iii. List of all disadvantaged business enterprise (DBE) and non-DBEs that submitted proposals to the CONSULTANT along with the date of the proposal. Names, addresses, phone number and/or e-mail are required. This list does not have to be submitted with the submittal. This list shall be submitted within five (5) business days after the receipt of submittals.

iv. List of disadvantaged businesses not being utilized and justification for nonutilization.

v. If DBE subcontractors will be utilized for the project, a completed and signed report is needed from each DBE subcontractor.

vi. If DBE subcontractors will be utilized for the project, a completed and signed certification from the CONSULTANT, attesting that the CONSULTANT has no controlling or dominating interest or conflict of interest with the disadvantaged business that will be utilized.

vii. In instances where the CONSULTANT does not receive any proposals from disadvantaged businesses prior to bid opening, the CONSULTANT must provide a written certification attesting that no proposals were received.

Failure to submit the documentation pursuant to the requirements of a (i. or ii.-vii.) above may cause rejection of the bid as non-responsive.

SUGGESTED DISADVANTAGED
BUSINESS ADVERTISEMENT FOR CONSTRUCTION CONTRACTORS*

NOTICE TO DISADVANTAGED BUSINESSES

_____, _____, _____, is
(Name of Company) (Address of Company) (Telephone)

seeking disadvantaged businesses for

the_____
(Name of Loan Recipient)

Project for subcontracting opportunities in the following areas:

_____, _____, _____.

All disadvantaged businesses should contact, in writing,

(certified letter, return receipt requested), _____, to discuss the
(Company Contact Person)

subcontracting opportunities. All negotiations must be completed prior to the bid opening

date _____.
(Date of SOQ Opening)

• The advertisement must clearly state the method of evaluating the proposals or quotations, and the relative importance attached to each criterion. Consultants must uniformly and objectively evaluate the proposals submitted by disadvantaged businesses in response to the advertisement based upon the evaluation criteria stated in the advertisement. The evaluation criteria must not be restrictive or exclusionary.