GRAND PRAIRIE
WATER COMMISSION

Request for Qualifications
Accounting Services
February 2024

Date Issued: February 8, 2024

Submissions Due: March 7, 2024 at 3:00 p.m.

Introduction

The Grand Prairie Water Commission (hereafter referred to as "Commission") is a regional water commission currently in formation in southwest suburban Chicago with a mission of providing sustainable, reliable and high-quality water supply to its member communities (Channahon, Crest Hill, Joliet, Minooka, Romeoville, and Shorewood) by 2030. The member communities entered into a Preliminary Agreement regarding the formation of a Regional Water Commission in February 2022. It is anticipated that the member communities will approve an Intergovernmental Agreement to form the Commission by June 30, 2024. Once formed, the Commission will be an independent legal entity self-governed by a Board of Commissioners (Board) made up of one commissioner from each member community, each with equal representation. The Commission will be established pursuant to the Regional Water Commissions Act, 65 ILCS 5/11-135.5-1 *et seq.*

The Commission will purchase Lake Michigan water from the City of Chicago and construct approximately 35 miles of large diameter transmission water main to carry the water from Chicago to the northern member communities, with an additional 28 miles of regional transmission main to transmit the water to the thirteen water delivery points in the six member communities. The total anticipated capital costs for this program are $1.5B. The program will be funded primarily by a combination of WIFIA loans, Illinois EPA SRF loans, bonded debt and some grant funds. Each member community is responsible for debt repayment based on their proportionate share of its declared 2050 water demands.

The City of Joliet serves as the Program Manager for the program on behalf of the Commission. The City of Joliet is issuing this RFQ and accepting RFQ submittals for the accounting services for the Commission on behalf of the Commission. Other Commission member communities will participate in the RFQ submittal review process.

For more information about the Commission, please visit its website at www.gpwc-il.org.

Contact

Questions about this RFQ and proposal responses should be directed to:

Kevin Sing, Finance Director
City of Joliet
150 W. Jefferson St
Joliet, IL 60432
ksing@joliet.gov
(815) 724-3917

Scope of Services

The Commission is seeking a firm to provide accounting services. The Commission expects that the scope of services will expand as the Commission gets closer to receiving water in 2030. The ideal candidate will possess accounting software that can accommodate the services rendered. All work must be completed in compliance with the auditing standards generally accepted in the United States and the Government Accounting Standards Board.

A. The following services are needed upon contract execution:
    1. Establish and maintain a chart of accounts, including monthly journal entries and asset and liability reconciliations.
    2. Assist the Commission in establishing financial and accounting policies.
    3. All aspects of accounts payable, including issuance of payments for invoices as approved by the Commission Board and annual issuance of 1099s.
    4. Work closely with the Commission's financial advisors and bond counsel to prepare/supply requested documents for debt issuances.
    5. Analyze cash flow requirements for debt and capital obligations, providing recommendations for investment of idle funds. Monitors bond proceeds and ensures compliance with spend down requirements.
    6. Prepare invoices for member communities for amounts due to the Commission.
    7. Prepare monthly financial reports for the Commission Board and member communities.
    8. Prepare an annual operating budget, combining the Commission's long-term capital budget with annual operating obligations.
    9. Prepare and maintain capital asset records.
    10. Work closely with the Commission's auditors to prepare requested workpapers and supply appropriate documentation for the Commission's annual financial audit.
    11. Ensure compliance with all federal, state and local reporting obligations (including but not limited to: continuing disclosures, posting of budgets and financial reports).
    12. Work closely with the program finance director to accurately account for construction revenues and expenditures.
    13. Accept deposits to Commission accounts.
    14. Coordinate payments to contractors and other Commission vendors. Between 2024 and 2030 it is anticipated there will be approximately 25 construction contracts.
    15. Attend Commission Board meetings, if requested.

B. The following services may be needed as the Commission hires employees (estimated to begin in CY 2026, with full staffing of approximately 15 employees by CY 2030):
    1. All items in item A. above, plus:
    2. All aspects of payroll processing for Commission employees and related reporting, including wage, benefit, and tax payments.

C. The following services may be needed at the time the Commission begins receiving water from the City of Chicago (CY 2030)
    1. All Items in A & B above, plus:
    2. Confirming payment amounts due to the City of Chicago for purchased water match meter readings recorded by the Commission.
    3. Prepare monthly invoices for member communities for amounts due for water purchased from the Commission.

RFQ Submittal Requirements

The submittal shall contain the following information:

1. Firm Description & Qualifications: A brief description of the firm along with any proposed subconsultants.
2. Scope of Services Understanding: Discuss your understanding of the services required.

3. Scope of Services Approach: Discuss in detail how your firm would approach conducting services required. Provide any ideas or recommendations for the work to be completed that you believe will be of value to the Commission.
4. Firm Experience: Provide descriptions of relevant projects with governmental clients in Illinois that demonstrate your firm's experience conducting this type of work. Include client name, scope of services being provided, duration of services, approximate annual cost of services, team members involved and a direct client contact. Specifically identify water agencies, water commissions or water districts that the firm has provided financial services for in the past 5 years.
5. Proposed Team: Identify the proposed key staff, including primary contact, that will be involved with the performance of the proposed scope of services. Provide biographies for key team members in body of submittal and attach full resumes in Appendix. Provide an organizational chart.
6. Cost Proposal: Provide hourly rates for proposed key staff as well as the estimated annual cost of the services noted above for scope of services A, B, and C.

Selection Process

The selection team will consist of financial and non-financial representatives from the City of Joliet and Commission member communities. Submittals will be evaluated using the following criteria:

- Qualifications of the firm including experience of the firm in performing accounting services of this type
- Content, technical approach and understanding of the scope of services
- Qualifications and experience of the proposed key staff
- Cost proposal

The RFQ was publicly advertised on February 8, 2024 in the Labor Record. Selections shall be based upon evaluation and are subject to Commission Board approval. Interviews may be scheduled as determined by the selection committee. The final scope of services and fee will be negotiated with the selected firm.

Submittal Instructions

Submittals must be received by 3 PM, Thursday, March 7, 2024 at the City of Joliet, Office of the City Clerk. Eight (8) hard copies of the qualifications document and one (1) electronic copy shall be submitted to:

Grand Prairie Water Commission
C/O City of Joliet
Office of the City Clerk
City of Joliet Municipal Building
Attn: Kevin Sing
150 W. Jefferson Street
Joliet, IL 60432

Receipt of your submittal in any location other than 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. To ensure that your

package was received prior to the opening, you can email cityclerk@joliet.gov or call 815-724-3780 to verify receipt of document.

All inquiries for this RFQ should be addressed to the City of Joliet contact person. The contact for this RFQ is Kevin Sing, (815) 724-3917, ksing@joliet.gov. Questions shall be submitted in writing by the end of business on February 29, 2024. Questions will be summarized and answers provided via addendum no later than end of business March 5, 2024. Please sign up for RSS feeds at https://www.joliet.gov/government/departments/finance/purchasing/bids-proposals/consulting 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/departments/finance/purchasing/bids-proposals. The Firm 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. Submitters are to acknowledge receipt of all addendums within the cover letter of their sealed RFQ Packet that acknowledge receipt of all addendums.

Proposed Schedule

Below is the anticipated schedule for the RFQ Review Process.

Issue Request for Qualifications	February 8, 2024
Submittal date for Qualifications	March 7, 2024 by 3:00 p.m.
Review of Submittals	week of March 11
Notice of Selection for Interviews (if needed)	March 18, 2024
Interviews (if needed)	week of April 8
Notice of Selection	May 3, 2024
Scope of Services & Fee Negotiation	May 2024
Contract Award (pending Commission formation)	June 6, 2024