



**Public Works Department**

706 Glover Avenue  
Urbana, Illinois 61802  
PHONE (217) 384-2342  
FAX (217) 384-2400

October 19, 2018

Subject: Request for Letters of Interest  
Professional Services for Stormwater Master Plan

The City is seeking Letters of Interest to provide the City of Urbana with professional services for stormwater planning. Professional services will include but not be limited to surveying, engineering, and planning for the production of a document to guide the City's future efforts towards stormwater management, stormwater infrastructure, and water quality improvement practices.

The City previously commissioned a report on the storm sewer system in 1980, which is available for review at the Public Works Department. Since that time, the City has seen considerable growth and significant changes to stormwater management practices. The City's intent is not for the proposed Stormwater Master Plan to be an update or extension of the 1980 report, but to provide new analysis and guidance for future stormwater management planning and practices.

The City currently manages storm sewer location and attribute data through a partnership with the Champaign County GIS Consortium. Access to GIS data will be made available to the selected firm. The City is also a member of the Champaign County Stormwater Partnership, which includes several other local government agencies collaborating towards National Pollutant Discharge Elimination System (NPDES) Phase II Permit compliance. More information is available at [www.urbanaininois.us/stormwatermasterplan](http://www.urbanaininois.us/stormwatermasterplan)

The City intends to use a qualification-based selection process for the procurement of these services. Critical factors in that selection will include responsiveness of the Letters of Interest, description of approach to the services, relevant project experience, qualifications of the responding firms and principal assigned staff, readiness to undertake the required services, and client references. The City reserves the right to reject any or all Letters of Interest, and to request written clarification and supporting materials.

The Letter of Interest shall include the following information, presented in the order below:

1. Name of your firm and address.
2. Information on the history, structure and business operation of your firm.
3. Information on the relevant experience and the type of professional services available from your firm.
4. For each professional service available in your firm, indicate how many full-time employees the firm has and current work backlog.
5. The name and contact information for the person to receive information concerning this Letter of Interest, including mailing address, phone numbers, and e-mail addresses.
6. A description of your project team's experience in providing professional engineering services in the following areas:
  - a) Stormwater master planning for municipalities in Illinois.



- b) Assessing drainage problems, conceptualizing solutions and providing cost estimates for construction and maintenance.
  - c) Development of stormwater fee or other financial programs designed to provide local funding for stormwater improvements and maintenance.
  - d) Design and implementation of best management practices (BMP) for green infrastructure, such as bio-swales, rain gardens, permeable pavements, trees, and sedimentation basins.
  - e) Surveying practices, such as topographic surveys, data collection for storm sewers, preparation of utility easement documents.
  - f) Development of stormwater management codes and ordinances for future development, including storage, routing, and water quality requirements.
  - g) Hydrologic and hydraulic analysis of existing storm sewer systems, waterways, and watershed areas and application for future development scenarios.
  - h) Public engagement for residents, steering committees, and local government agencies.
  - i) Stormwater infrastructure maintenance projects and asset management programs.
  - j) NPDES Phase II permit compliance programs.
7. A list and description of services provided and/or projects delivered related to stormwater master planning for municipalities over the past five years. Include a description of the deliverables for each project. Indicate whether or not the personnel and the sub-consultants proposed for the City project worked on those projects. Provide current contact information for individuals the City could contact as a reference check for your list of completed projects.
  8. A list of sub-consultants your firm is proposing to use on this project and a detailed report of the proposed use of those sub-consultants. Provide a description of your previous relationship with these sub-consultants along with project names, dates, and contacts. The lead firm must perform more than 50% of the work. Please indicate if the proposed sub-consultants are Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) firms registered with the State of Illinois and include an estimate of the percentage of work and/or type of work you anticipate them participating in. **It is the City's expectation for there to be a minimum of 10% MBE/WBE participation for the duration of this contract if your firm is not itself a minority-owned or woman-owned firm.**
  9. The method of compensation for professional services will be based on an hourly rate with a "not to exceed" limit. Please indicate whether or not your firm is agreeable to this method of compensation. Please submit a current hourly rate sheet for the employee classifications with your firm. Also submit information on any multipliers that will be applied to these hourly rates.
  10. Information on your firm's workforce diversity and Affirmative Action policies. See paragraph below for further information.
  11. Personnel to be assigned to this project. Include a resume for each person and indicate whether or not the individual was directly involved in the project listed in item #8 and describe what that involvement was. Resumes are not required to be full-page.

Your firm's entire Letter of Interest should be no longer than twenty (20) pages (including resumes). The Letter of Interest shall be submitted electronically (.pdf) to the contact below.

City of Urbana  
Public Works Department  
Attention: Justin Swinford  
706 South Glover Avenue  
Urbana, Illinois 61802  
(217) 384-2342  
[jmswinford@urbanaininois.us](mailto:jmswinford@urbanaininois.us)



**All Letters of Interest must be received no later than 4:00 p.m., Friday, November 9, 2018.** Any Letter of Interest received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Firms are responsible for ensuring the City receives their submittal before the deadline indicated. All questions must be submitted in writing to the contact person above at least five (5) business days prior the deadline for submission.

Interviews may be conducted with one or more responsive firms that have submitted Letters of Interest.

The City will require that each firm provide certain statistical data concerning employee composition on race, color, job description and compensation. This information will be reviewed by the City Human Relations Commission to determine compliance with the City's Equal Employment Opportunity (EEO) ordinance. Approval of the selected consultant is required prior to the execution of the contract for professional services. The EEO Workforce Statistics Form is attached to this Request for Letters of Interest. If your firm is not currently EEO qualified with the City, you may wish to contact the City's Human Relations Division, 217-384-2466, for requirements.

The City encourages all firms doing business with the City to develop diversified work forces. Additional consideration will be given to firms that have made demonstrable and articulated efforts to achieve a more diverse work force.

The City encourages all firms doing business with the City to utilize the local workforce. Extra consideration will be given to firms which show considerable effort to perform the contracted work using local labor, to partner with other local firms, and/or utilize local subcontractors.

Please be aware that it is the City's policy not to compensate a consultant for any time or expenses incurred during the selection or negotiation process. The consultant's cost to perform the work will not be considered as the City makes its selection, but will factor into the negotiation of scope of work and development of a contract.

