

# Request for Qualifications

Engineering Services  
Proposed Lake Resort Development  
Whittington, Illinois



# **Request for Qualifications**

**Engineering Services  
Rend Lake Conservancy District  
Lake Resort Development**

**Issued: September 13, 2024  
Response Due Date: October 11, 2024**

**Issued by:  
Rend Lake Conservancy District  
11231 Marcum Branch Road  
Benton, Illinois 62812  
[www.rendlake.org](http://www.rendlake.org)**



## **Invitation**

The Rend Lake Conservancy District (District) is seeking statements of qualifications from professional engineering firms (Consultant) interested in submitting a proposal for Phase 1 & 2 engineering services related to a proposed Lake Resort Development (Project) in Whittington, Illinois.

### **1. Project Background**

The Rend Lake Conservancy District is a multi-county regional government organized under the Illinois River Conservancy Act (70 ILCS 2105) and manages utility and government functions that include water conservation, water treatment & distribution, wastewater collection & treatment, recreation, land management, tourism, and economic development. The core service provided by the District is treated water which is utilized by 35 towns and water districts in a seven-county area who purchase wholesale water, as well as another 1,200 retail customers who buy directly from the District. The raw water source is Rend Lake which is protected and managed by three government agencies; the District, the United States Army Corps of Engineers (USACE), and the Illinois Department of Natural Resources.

In 2023, the District commissioned FGM Architects to complete a planning study to propose future recreational and hospitality amenities at North Gun Creek which is owned by the District. Proposed amenities include a new marina, short-term rentals, RV park, and nature-themed playgrounds, as well as other complimentary amenities. The final plan includes a conceptual layout that will utilize existing access roads and parking areas. Following the completion of this plan, the District collaborated with the USACE to submit an application for funding through the Eastern Federal Lands Access (FLAP) Program which is administered by the United States Department of Transportation. In early 2024 the District was notified that partial funding was approved for Phase 1 & 2 engineering services. This project will be administered through the Illinois Department of Transportation (IDOT) District 9 Local Roads Office and will be required to comply with their approval processes.

The proposed project site is located in Whittington, Illinois at the intersection of Illinois highway 154 and Larry Foster Parkway. The site is just west and parallel to Interstate 57. The proposed site is proximate to other District properties to include an event center, 27-hole golf course, and lodging. This project is under the authority of the Rend Lake Conservancy District which is distinct from, and not to be confused with, the former Rend Lake Resort which is owned by the State of Illinois and located approximately 4 miles away within Wayne Fitzgerald State Park.

### **2. Scope of Services**

The project scope includes Phase 1 & 2 engineering services to design plans based on the proposed development plan. The proposed Phase I engineering services will be performed in accordance with the requirements of the latest version of the Illinois Department of Transportation Bureau of Design and Environment Manual (BDE) and any other applicable federal or state requirements. The project will include all work necessary to advance the project through Phase II (Construction Documents Phase).

The following items are anticipated in the Phase I Scope of Work:

1. NEPA – Completion of all National Environmental Policy Act (NEPA) requirements and associated approvals from appropriate federal agencies.
2. PROJECT MANAGEMENT – The Consultant team will include a Project Manager with the responsibility and authority to coordinate the work and assure the project team is kept on task and the work is completed on budget and within the established timeframes
3. AGENCY COORDINATION – Coordination with participating agencies which may include the Illinois Department of Transportation (IDOT), State of Illinois, Illinois Department of Natural Resources, the USACE, and others.
4. PUBLIC INVOLVEMENT – A public involvement process will be incorporated into all phases of the project in conformance with federal guidelines. This work may include the development and maintenance of a project website to provide easy access to project information.
5. PRELIMINARY ARCHITECTURAL DOCUMENTS – Based on the proposed plan, preliminary engineering documents will be developed, including plan and profile sheets, cross sections and Type, Size and Location (TS&L) plans for structures. Conceptual plans for related site work, including provisions for accessibility, drainage, protection of adjacent facilities etc., will also be developed.
6. UTILITY COORDINATION – Identify, locate and analyze all utilities and determine any necessary relocation or protection efforts. Utility agreements and associated estimates will be included as necessary. Consultant should be mindful of potential to incorporate renewable energy into the project and should ensure that the final design can accommodate any associated structures.
7. PRELIMINARY COST ESTIMATE – The final documents will include preliminary cost estimates segmented into phases so the District can better plan future funding plans.
8. COORDINATION WITH DISTRICT – Phase I activities will be coordinated as appropriate with District staff, the RLCD Board, and other project partners as needed.

The District and the selected consultant will further define the scope of services as part of the contract negotiation to ensure that the services provided fully meet the District's needs.

### **3. Respondent Qualifications**

- Consultant must be pre-qualified in the following Illinois Department of Transportation prequalification categories:

- o Special Plans: Pumping Stations
  - o Special Studies: Location Drainage
  - o Special Studies: Feasibility Studies
  - o Special Studies: Pavement Analysis and Evaluation
  - o Location/Design Studies: New Construction/Major Reconstruction
  - o Hydraulic Reports: Pump Station; Waterways
  - o Geotechnical Services: Subsurface Explorations
  - o Geotechnical Services: General Geotechnical Services
  - o Geotechnical Services: Structure Geotechnical Report (SGR)
  - o Environmental Reports: Environmental Assessment (EA)
  - o Special Services: Surveying
  - o Special Services: Subsurface Utility Engineering
  - o Special Services: Landscape Architecture
- Qualified Consultants must demonstrate experience and qualifications related to the design of recreational and hospitality properties. Experience working within conservation areas and designing facilities in close proximity to public waterways is preferred.
  - Eligible candidates will demonstrate knowledge of and/or experience with requirements of:
    - o Illinois Department of Transportation
    - o United States Army Corps of Engineers
    - o State of Illinois
    - o Illinois Department of Natural Resources

#### **4. Proposed Agreement Provisions**

An agreement will be negotiated with the selected consultant. The following provisions will be included as part of this agreement:

- Project Timing
 

Existing funding is for Federal fiscal year 2026 which will require completion of this project in a timely manner. The project schedule will require that Phase I and 2 activities be completed within 9 months of authorization to proceed.
- Representations and Certifications
 

Contractor Representations and Certifications are included as Exhibit A. A completed and signed copy is required from the prime consultant to demonstrate that the consultant understands and, if selected, will comply with all federal, state and local provisions.

#### **5. Available Data**

The following information is included as a part of this RFQ:

- Rend Lake Conservancy District Lake Resort Development Plan (<https://rendlake.org/plans-studies/>)
- Exhibit A – Representations and Certifications (<https://rendlake.org/plans-studies/>)

## 6. Submission Requirements

- **Company/Team Description** (Separate descriptions for each team member group may be included as necessary.)

- **Firm/Team History**

Provide a brief history of your firm/team addressing:

- o Historical background and growth
- o Current organization and ownership
- o Current scope of services provided
- o Business philosophy and strategy

- **Understanding of the Project**

Provide information regarding your firm’s general understanding of the project that is being proposed.

- **Project Experience/Qualifications**

- o Describe your firm’s/team’s experience and qualifications for the project based on your understanding of the Scope of Services and specific qualifications listed in Section 2 of the RFQ.
- o Describe any unique qualifications or experience your firm/team may bring to the project.

- **References**

Provide five references for the project experience described above.

- **Project Approach**

Describe your approach to providing the proposed engineering services based on your understanding of the project. Specifically address the areas of project team leadership, communication, cost control, schedule control and quality standards.

- **Staffing**

- o Name of a single contact person for all correspondence and notifications.
- o Facility and capability data, including related experiences and resumes of key personnel.

- **Representations and Certifications**

A completed and signed copy of Exhibit A (Representations and Certifications) is required from the prime consultant to demonstrate that the consultant understands and, if selected, will comply with all federal, state and local provisions.

- **Fee**

As a Quality-Based Selection (QBS), proposed fee will not be considered as a criterion for selection and should not be submitted. Fees and scope of work will be negotiated after a firm/team is selected.

## 7. Evaluation Process and Selection Criteria

Responses will be evaluated based on the following criteria:

- **Consultant Experience and Qualifications (25%)** – Demonstrated experience and qualifications of the consultant in performing similar projects
- **Staff Experience (15%)** – Qualifications, ability and experience of staff
- **Project Understanding (15%)** – Understanding of Project and the RFQ and how the firm will approach the project
- **Personnel Resources and Availability (15%)** – Capacity of firm in terms of number of employees available to meet the stated schedule for project completion
- **Client References (10%)**
- **Unique Resources (20%)** – Unique resources that the firm will bring to the project and any special experience the firm may have with innovative planning and design of public transit facilities

The proposals may be evaluated by a selection committee of RLCD staff, RLCD Board members, and/or representatives of other project stakeholder agencies. Interviews will be requested of short-listed firms/teams for further evaluation. The final selection will be made by the RLCD Board of Trustees.

## 8. Proposal Due Date

Those planning to respond to this Request for Qualifications (RFQ) must reply to the RLCD at [gm@rendlake.org](mailto:gm@rendlake.org), which will enable the RLCD to alert the interested parties to addendums or other information regarding the RFQ.

Any questions regarding this RFQ should be submitted in writing on or before Friday, September 30, 2024 at 5:00 p.m. CDT. Questions should be addressed to Gary Williams via email at [gm@rendlake.org](mailto:gm@rendlake.org). Answers to all questions will be sent to all registered parties.

**RFQ responses are due on Friday, October 11, 2024 by 5:00 p.m. CDT.** Email submissions are preferred and should be sent to [gm@rendlake.org](mailto:gm@rendlake.org). Hard copies can be mailed to:

Rend Lake Conservancy District  
ATTN: General Manager  
PO Box 907  
Benton, IL 62812

The RFQ response will be organized following the Submission Requirements section headings noted in Section 6 of this RFQ, and must include at least the requested information. The RLCD reserves the right to request additional information during the RFQ review period.

## **9. Special Conditions**

Any response to this RFQ must remain in effect for at least ninety days after the date of the submission.

The respondent shall not collude in any manner or engage in any practices with any other respondent(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the RLCD to reject the respondent's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.

All responses submitted must be the original work product of the respondent. The copying, paraphrasing or other use of substantial portions of the work product of another respondent is not permitted. Failure to adhere to this instruction may cause the District to reject the RFQ response.