

**REQUEST FOR QUALIFICATIONS
ISSUED BY THE
LITTLE CALUMET RIVER BASIN DEVELOPMENT COMMISSION**

GENERAL INTRODUCTION

The Little Calumet River Basin Development Commission (LCRBDC) is currently requesting qualifications of engineering firms, from which qualified firms will be given the opportunity to submit a proposal at a date to be determined for the development of a floodplain watershed plan (Plan) for the Lake County portion of the Little Calumet River watershed.

However, flood issues in the Little Calumet River watershed are not confined to the Project. The purpose of the Plan will be to identify other areas susceptible to flooding, causes and potential means to reduce the risk of that flooding, and to complement the Flood Control Project through the utilization of other water management plans currently in place. In short, a comprehensive plan is needed that will provide a coordinated framework of physical measures and planning tools to most effectively address flooding in the entire watershed. Therefore, multi-disciplinary experience will be a key factor in the ultimate selection of the successful team.

GOAL OF THE REQUEST FOR QUALIFICATIONS (RFQ)

As the ultimate goal of the LCRBDC, it is the intent to select an engineering firm (or team of firms) to provide a floodplain watershed plan for the Lake County portion of the Little Calumet River watershed.

REQUIRED QUALIFICATIONS PROPOSAL CONTENT

Executive Summary and Fact Sheet – Include a 1 to 2 page overview of qualifications.

Organizational Data and Background Information – Consultant information: name, location, years in business, financial strength, statement of firm stability, number of staff, specialties, etc. Give the name and address of the Consultant's main and local offices and type of legal entity. Identify parent company, if applicable. Provide a primary contact name, address, phone & fax numbers, and email address for communication up through contract execution. Acknowledge your ability to meet insurance requirements and identify any deviations and the reasons for them.

Key Personnel – Identify Project Team organization chart, team capabilities, roles, and provide assurance of team's ability to deliver quality of work products required. Identify key personnel who are likely to be assigned as part of the team. Identify key management personnel including those of consultants to be involved. Describe how these individuals have worked on similar projects and will contribute to the project's success. Provide details regarding other key managers on projects of similar size, complexity and dollar value. Identify any and all capabilities that would facilitate Project execution and success.

Experience – Provide a full description of at least three (3) projects/programs that best demonstrate your current qualifications and abilities that are relevant to perform this Project. Include name of Project Owner/Manager contact, phone numbers, addresses, and email addresses. Identify any current work that your firm or team is doing that is related to the future advertised project. Include the following information:

1. Project/Program name and location
2. Project/program description
3. Project/program nature and firm’s responsibility
4. Original project cost estimate
5. Final project cost
6. Estimated dollar amount for which firm was responsible
7. Original project/program schedule
8. Final date of completion

Project Approach and Schedule – Include a statement acknowledging the general scope services and setting forth the approach the firm will use to address the Scope including proposed deliverables and an assessment and responsibility for the risks involved with undertaking the Project. Discuss lines of communications necessary to maintain the project schedule.

SELECTION PROCESS AND EVALUATION CRITERIA

The LCRBDC will evaluate and rank those firms submitting their qualifications. Selection criteria will be based upon experience in providing project management services on programs of similar nature and size; technical training, education, and experience of proposed personnel assigned to this project; ability to manage a major public sector project as evidenced by past performance on similar projects; management capabilities; commitment by senior management to this project; staffing availability; innovation and creativity.

A short list of top-rated proposers will be invited to make a presentation and interview. Contract negotiations with the top rated firm will commence immediately following selection with a goal of awarding a contract as soon as possible.

STATEMENT OF QUALIFICATIONS SUBMISSION REQUIREMENTS - Respondents shall deliver six (6) copies of their submittal by 4:00 p.m. Monday, May 7, 2012. Bound submittals shall be limited to a maximum of 50 pages with a font size no smaller than 11 point. Submittals shall be delivered to the office of the:

Little Calumet River Basin Development Commission
900 Ridge Road, Suite H
Munster, Indiana 46322

Any questions shall be directed to the Executive Director, Daniel C. Repay. Office phone number 219-595-0599; fax number 219-595-0686; email drepay@littlcalumetriverbasin.org.