



## **REQUEST FOR QUALIFICATIONS: Chatham Residential Flood Mitigation Project**

CNT is seeking qualifications from experienced firms to perform project management, building assessment, and construction management services for the 18-month residential flood mitigation retrofit pilot project being conducted in the Chatham neighborhood of Chicago, Illinois.

### **Context:**

CNT is providing technical support to the city of Chicago, IL (City) and the Metropolitan Water Reclamation District (MWRD) in the project design and implementation of a new flood mitigation program for single-family homes in the Chatham neighborhood. In February 2017, CNT wrote the [RainReady Chatham Plan](#) to reduce urban flooding while also advancing community beautification, workforce development, recreation, and habitat conservation. This flood mitigation project is meant to help implement that plan.

CNT will perform preliminary desktop and/or windshield assessments of 60 homes, to determine the feasibility of performing a flood mitigation retrofit. Based on the preliminary assessment, CNT will recommend approximately 40 homes for a field assessment, consisting of sewer line televising and review of plumbing, basement, and yard conditions. Up to 40 of the homes will be selected for flood mitigation retrofit services, consisting of a flood control system (a simple check valve or a backflow preventer valve with ejector pumps), downspout disconnection and a green infrastructure passive storage system (surface storage or subsurface storage).

- Surface storage - Rain garden (vegetated) basins can be constructed at the front and/or back yards to capture runoff
- Subsurface storage - Various types of subsurface storage with open bottom can be considered: dry well (aggregate-filled trench/well) and underground cistern/container structure.

Green infrastructure systems will be constructed by the City of Chicago's Greencorps program. The scope of the intervention(s) will be determined by the project team, to include CNT, the successful project management firm, and subcontracted stormwater engineers.

### **Scope of work:**

The firm selected through this project management RFQ is expected to assist CNT with four activities. CNT reserves the right to conduct one or more of these internally. However, contractors are asked to provide their qualifications to conduct all of these activities in their response to this RFQ.

1. Home assessments. Support comprehensive field assessment and report writing, to include visual inspection of basement conditions, building exterior stormwater features (excluding the roof), and yard

to identify flood risks, and technical review of reports. Contractors are expected to be familiar with the RainReady Home assessment model, and if they are not, should be willing to undergo training on this model. Expert support for field assessments will be provided under separate plumbing and engineering subcontracts. These home assessment services will be provided for approximately 40 homes.

The field assessments shall include, but are not limited to:

- Televising of the sewer lateral (the video shall be provided to the homeowner at the end of the inspection process) to be conducted by a plumber through a separate contract;
- Identifying locations of foundation drain, storm drain and downspouts to determine if they are connected to the lateral;
- Measuring dimensions of the lot and available yard space and location of the building/accessory structure;
- Determining the relative elevation difference between the building and any sidewalk/accessory structure/alley and identifying drainage pathways;
- Identifying potential utility conflicts; and
- Any relevant factors that may determine or influence the selection of flood control measures (flood control systems and green infrastructure passive storage systems).

The evaluation of each home for recommended flood control measures shall include, but is not limited to, the following criteria:

- Data gathered in the initial screening and subsequent home inspection
- Feasibility of connecting downspouts, storm drains and foundation drains
- Conditions of the sewer lateral
- Site limitations based on topography, utility, size and dimensions, etc.
- The goal to achieve a balanced application of flood control technologies and passive storage systems considered in this Pilot Study
- Property owner's input and willingness to comply with program requirements, including execution of the liability waiver

2. Program coordination. Support program administration, to include scheduling coordination with pilot participants (homeowners), creating and facilitating necessary agreements for homeowners and subcontractors, developing and maintaining a digital workflow system: communication logs for participants and contractors, construction and assessments scheduling, documentation of task completion, and documentation of assessment protocols.

3. Procurement. With oversight and support from the CNT Project Manager, the selected project management firm will draft RFP/RFQs for the following services and facilitate the execution of individual agreements between the homeowner and subcontractors.

- Green stormwater engineering design oversight and review - ~\$13,000
- Plumbing Assessment Support (televising) ~\$12,000
- Plumbing Construction (installation of simple check valves and backflow preventers with ejector pumps) ~ \$103,000

Greencorps Chicago, a workforce development organization funded by the City of Chicago, will provide green infrastructure installation services. Greencorps has already been selected and contracted so the selected project management firm will not need to be involved in the procurement of Greencorps.

The selected project management firm will facilitate the contracting process between each individual homeowner and subcontractors. Homeowner agreements must contain the following:

- Waiver of liability from the homeowner as it relates to the work performed under the Pilot Study holding the City of Chicago and MWRD harmless for any and all damages that may occur.
- Agreement to maintain the flood control devices at least for the duration of the Pilot Study and participate in the monitoring program or one-year, whichever is longer.
- Acknowledgement that the recommended flood control technologies are designed to help prevent basement backups but may not prevent all flooding and drainage-related problems.

The sum total of all sub-contracts, taken as a whole, must comply with MWRD's WBE/MBE/SBE requirements, stated below.

- 10% of the total amount of reimbursement provided by the District for the Project for Women-Owned Business Enterprises
- 20% of the total amount of reimbursement provided by the District for the Project for Minority-Owned Business Enterprises
- and 10% of the total amount of reimbursement provided by the District for the Project for Small Business Enterprises

Special consideration will be given to WBE/MBE/SBE firms in the selection of subcontractors.

4. Ensure regulatory compliance, to include subcontractor payroll review which may include ensuring compliance with prevailing wages, subcontractor invoice review, and all other activities to ensure compliance with the appropriate Intergovernmental Agreement between MWRD and the City of Chicago (Exhibit A) as well as the agreement between CNT and the City of Chicago (Exhibit B). The project management firm will not be expected to pay subcontractors directly. CNT will pay subcontractors directly after appropriate invoice review and approval.

#### **Anti-Collusion Statement**

Any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price, or otherwise, shall render the bids of such bidder void. Each bidder shall accompany their bid with a sworn statement, or otherwise swear or affirm, that they have not been a party to any such agreement or collusion. We will expect the work to start immediately on selection of the preferred group and last through Fall 2020. Please confirm availability in your submittal.

#### **Submittals**

CNT reserves the right to hire one or multiple project management firms as it deems necessary to execute the project effectively, efficiently, and in accordance with the budget.

Submittals should demonstrate experience, qualifications, and any necessary certifications to perform the activities described above.

All submittals must be emailed to [rraines@cnt.org](mailto:rraines@cnt.org) no later than **October 30, 2019**, 5 p.m. central time and must include the following at a minimum.

- Description of the firm and its qualifications to conduct each of the four activities described in the scope of work
- A list of staff assigned to the project, identifying each of their roles
- Resumes of all staff identified
- A process proposal narrative not to exceed three pages in length that demonstrates understanding of the project's purpose and the project management firm's role
- Descriptions of at least three completed projects that demonstrate the firm's experience performing the tasks identified above, including client contact information as reference
- The anti-collusion statement noted above

**Point of contact:**

All questions must be made first via email to Rebecca Raines ([rraines@cnt.org](mailto:rraines@cnt.org), please cc [drewwilliams-clark@cnt.org](mailto:drewwilliams-clark@cnt.org)) or via phone (773-269-2217) regarding this RFQ. CNT will respond to all appropriate inquiries.