

# **Request for Qualifications**

## Consulting Services for Phase I: Assembling a Consulting Team to Carry Out a Study of a Chicago Waterway System for the 21st Century

July 20, 2010

### **Overview**

The Great Lakes Commission and the Great Lakes and St. Lawrence Cities Initiative invite statements of qualifications from qualified applicants to provide consulting services in assembling a multi-disciplinary consulting team to carry out a study of scenarios for separation of the Great Lakes and Mississippi River watersheds to prevent the transfer of aquatic invasive species. The overall project, titled *Envisioning a Chicago Waterway System for the 21<sup>st</sup> Century*, is projected to take place over approximately 18 months, beginning August 1, 2010. The requested consulting services will be provided during Phase I of the project, from August 1 until December 31, 2010. The key outcomes from Phase I will be the assembly of a consulting team to carry out the study and preparation of a detailed study plan and budget. The selected entity will provide advice, guidance and strategic counsel to the Great Lakes Commission and the Great Lakes and St. Lawrence Cities Initiative in developing the request for proposals; soliciting proposals; developing criteria for evaluation of candidates for a lead consultant (with associated sub-consultants); and finalizing the project study plan.

**Important Note:** The individual or firm hired to perform the requested services for Phase I is precluded from competing for additional work under future phases of the project. However, potential applicants to lead the consulting team in Phase II are encouraged to express their interest at this time.

**Funding Available:** Up to \$50,000 is available for the requested consulting services.

**Statement Submittal Deadline:** Statements of qualifications must be submitted to the Great Lakes Commission by **Tuesday, August 10 at 5:00 pm Eastern**. Proposals should be submitted via email to Matt Doss at [mdoss@glc.org](mailto:mdoss@glc.org).

**Pre-Submittal Conference Call:** A one-hour conference call will be held on **Monday, August 2 at 2:00 PM CDT/3:00 PM EDT** to answer questions about the proposed work. Interested parties should contact Matt Doss at the Great Lakes Commission (734-971-9135, [mdoss@glc.org](mailto:mdoss@glc.org)) for instructions on how to participate in this call.

### **Contact**

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### **Background**

The Great Lakes Commission (GLC) and the Great Lakes and St. Lawrence Cities Initiative (Cities Initiative) are leading a project to develop and evaluate scenarios for ecologically separating the Mississippi River and Great Lakes watersheds, with a focus on the Chicago Area Waterway System. The study will provide a technically credible, fact-based evaluation of potential scenarios for ecological separation, including their costs, benefits and impacts. The study effort will advance two strategic objectives:

- Evaluate the economic, technical, and ecological feasibility of eco-separation by illustrating scenarios to achieve it, along with associated costs, impacts and potential benefits of a re-engineered hydrologic system for greater Chicago; and
- Support and complement the work of the Army Corps of Engineers under their Great Lakes and Mississippi River Inter-Basin Study by defining, assessing and vetting scenarios for ecological separation.

The study will fully characterize baseline conditions for current uses, quantifying the existing system's costs and benefits to stakeholders in Northeast Illinois and Northwest Indiana and the Great Lakes in general. A key outcome will be cost estimates for implementing the various options along with the costs (or risks) of not implementing them, including the cost of ongoing control and management activities. Another key outcome will be detailed analyses of the benefits to Chicago and the region of a redesigned waterway system.

Final products from the study will include:

- Technical reports on key aspects of the Chicago Areas Waterways Systems and impacts associated with the scenarios for eco-separation evaluated in the study effort. The technical reports will focus on issues such as hydrology (including wastewater and stormwater), transportation, economics and environmental benefits and impacts.
- A detailed integration report consolidating information from the technical reports and delineating scenarios for eco-separation and evaluating their costs, benefits and impacts.
- A concise summary report conveying the study results to policymakers and the general public.

The GLC and the Cities Initiative will manage the overall project. The purpose of this RFQ for Phase I is to engage a consultant who will advise and assist the managers in assembling a highly qualified lead consultant with a supporting team with expertise in the key areas to be addressed in the technical reports to be developed in Phase II.

See the attached factsheet for additional information on the project.

## **Scope of Services**

The selected consultant shall assist the GLC and the Cities Initiative in carrying out Phase I of the project, which primarily entails assembling an RFP and a highly qualified consultant team and completing a detailed study plan and budget. The selected consultant will also assist in convening the Stakeholder Advisory Team. This phase will be critical to securing buy-in on the study vision, scoping out the study plan, securing the technical team required to carry it out, and establishing the credibility for the overall effort.

The consultant's services will be focused primarily on advising on the solicitation, interviewing, and selecting of a lead consultant and associated consulting team and finalizing the study plan for the overall project. The consultant shall assist the GLC and Cities Initiative in designing and executing the first Phase of the project. Applicants are encouraged to develop and propose their recommended approach to achieve stated objectives. It is anticipated that the following tasks could be included:

- 1. Participate in Meetings of the Project Executive Committee and Stakeholder Advisory Committee, as requested:** The executive committee will direct the project and will make key decisions on the study organization, consultants, etc. It will meet two to three times during Phase I, likely by conference call. The Stakeholder Advisory Committee will provide guidance and input on the overall project, with an emphasis on the development and evaluation of scenarios for eco-separation. It will meet once during Phase I.
- 2. Prepare Request for Pre-proposals/Qualifications (RFPP/Q) for Technical Contracting Team Members:** The RFPP/Q will articulate the vision for the project, delineate the desired work products, and identify the required consultant qualifications.
- 3. Participate in a Conference Call with Interested Applicants to Answer Questions.**

4. **Review Responses to RFPP/Q and Assist in Selecting a Subset of Applicants to Submit a Full Proposal and Study Plan:** The executive committee will review the responses to the RFPP/Q and select at least three respondents to submit full proposals and study plans.
5. **Prepare Full Request for Proposals (RFP):** Drawing from ideas presented in responses to the RFPP/Q, the executive committee will prepare a RFP outlining requirements for complete proposals and study plans.
6. **Review and Provide Advice on Selecting a Consultant Team:** The consultant and executive committee will review at least three full proposals. The consultant will assist the executive committee in selecting the strongest consultant team.
7. **Prepare Final Study Plan, Budget and Timeline:** Using the proposal from the selected consultant team, the executive committee will finalize a complete study plan, budget and timeline. The lead consultant selected will provide a senior project manager who will work closely with the executive committee and provide a single point of contact for the consultant team.

The focus of the consultant's services will be on providing advice, guidance and strategic counsel to the GLC and the Cities Initiative in carrying out the tasks described above, with the primary focus on selection of a qualified team of applicants and detailed study plan. This shall include development of draft materials, such as the RFPP/Q and full RFP; evaluation of proposals; participation in interviews with applicants; recommendations for selection of the preferred consulting team; and preparation of the final study plan and budget. It is assumed that the GLC and Cities Initiative will perform the day-to-day work associated with these tasks (e.g., assembling and convening the executive committee and stakeholder committee, managing meeting logistics, etc.). It is to be understood that the executive committee will make final decisions on selecting the Phase II consultant team.

## **Schedule**

The preferred applicant to carry out the requested services will be selected and notified to proceed with work by the middle of August. A complete schedule for Phase I of the project is attached.

## **Requirements for the Qualifications Statement**

Statements of Qualifications must be no longer than four pages. They must include concise examples illustrating experience assembling multi-disciplinary teams for large, complex and controversial study efforts. Statements should include the following information:

1. Name of applicant
2. Name and contact information for primary point of contact
3. Summary of qualifications of applicant including experience assembling multi-disciplinary teams
4. Background in the field of engineering, hydrology (including stormwater and wastewater management), environmental planning, economics, transportation planning and related topics
5. Knowledge of and experience working on the issues cited above in the Chicago area
6. Statement of understanding of the project and the key outcomes desired for Phase I
7. Proposed plan of work to achieve key outcomes
8. Appendices totaling no more than 10 pages are allowed. Appendices may contain one or more executive summaries of relevant reports.

## **Evaluation Factors**

The following factors are important in making our decision:

1. Experience assembling and leading multi-disciplinary consulting teams for large, complex study efforts.
2. Experience working on relevant issues in, and knowledge of, the project area and associated stakeholders.

3. Understanding of project objectives and the required qualifications of the consulting team needed to carry out the study effort, and demonstrated ability assist in securing the desired team.
4. Understanding of the political, economic and social context for the project and the associated implications for the desired consulting team.

### **Additional Information**

Applicants are encouraged to review the articles linked below.

<http://www.chicagobusiness.com/cgi-bin/article.pl?articleId=33624>

<http://www.jsonline.com/news/wisconsin/97745959.html>

(Part 1)

<http://www.jsonline.com/news/wisconsin/97779924.html>

(Part 2)