

# **Wastewater Regional Site Readiness Request for Proposal**

## **SECTION 1**

### **Introduction**

The City of Mattoon ("City") has received a Regional Site Readiness grant from the Illinois Department of Commerce and Economic Opportunity to support a comprehensive planning-level sewer engineering study. The City is seeking a qualified consultant for professional engineering services ("Consultant Services"), which include but are not limited to engineering services to complete a planning-level sewer engineering study evaluating approximately five miles of potential gravity sewer and force main improvements needed to extend wastewater service, as well as identification of system constraints that may impact service delivery to potential future project sites. This work will include development of base mapping utilizing available LiDAR data, evaluation of conceptual alignment alternatives, preparation of preliminary plan and profile exhibits, and a constructability review. The study will also include a planning-level opinion of probable construction costs. This analysis will determine the feasibility of wastewater service extensions and provide the necessary documentation to support future engineering design and construction funding applications. The study will result in conceptual infrastructure improvement recommendations and planning-level cost estimates for a potential 10-year capital improvement plan ("CIP") to guide future design, funding pursuits, and infrastructure investment decisions.

Consultants must be able to demonstrate experience with the type of project described herein and the ability to complete the project within the specified time frame. The RFP process will include the following steps: 1) a review of the consultant's proposal and experience; 2) a narrowing of the consultants based on their proposal and experience; 3) potential interviews conducted with short-listed firms; and 4) entering negotiations with the top-ranked consultant.

The submitted proposals should include the firm's qualifications, scope of services/tasks, schedule, and not-to-exceed costs for completing the project specified below.

## **SECTION 2**

### **Introduction**

#### **A. Examination of the Request for Proposal (RFP)**

It is the responsibility of the CONSULTANT to carefully read the entire Request for Proposal, which contains provisions applicable to the successful completion and submission of the RFP. If there are any ambiguities, inconsistencies, or errors discovered in the RFP, the CITY must be notified in writing. All interpretations or corrections of the RFP made in writing through an addendum by the CITY will be considered binding. The CITY must receive requests for interpretation or corrections no later than the date specified in the RFP timetable. The RFP consists of all documents identified in the Table of Contents.

The City of Mattoon is using Beacon to advertise construction and engineering projects and that is used for providing documents about the project, addendums, submittal of questions, answering questions, etc. You can access and register on the site using the link below:

[Beacon | Open Solicitations](#)

#### **B. RFP Timetable**

The anticipated timetable for the RFP process including the selection of the successful firm is as follows:

- RFP is available for distribution to interested firms. June 17, 2026
- Deadline for receipt of questions. July 10, 2026
- Deadline for submittal of RFP. July 22, 2026
- Consultant selected and Council Approval August 4, 2026
- Final reports due. January 30, 2027

#### **C. RFP Submissions**

The RFP must be received in the form described below. Proposals shall be submitted in a sealed envelope or container and labeled with the consultant's name and "Wastewater Engineering and Feasibility Study Request for Proposal." In a separate sealed envelope, your proposed cost to perform the work must be included. The proposal must be addressed to:

City of Mattoon  
Public Works Department  
Attn: David Clark, Public Works Director  
208 N. 19<sup>th</sup> Street  
Mattoon, IL 61938

Proposals must be succinct and in no case exceed ten (10) pages, inclusive of the following requirements.

1. **Firm Identification & Qualifications** - Provide a brief description of the consultant's firm, size and organizational structure, number of full-time and part-time employees, area of practice, and number of years the firm has been in the business of conducting the services described in this RFP. Provide a brief description of the consultant's qualifications for this project including a short history of the consultant's experience in similar projects. The firm's background, resources, and capabilities in the relevant areas shall be described in this section.
2. **Project Understanding** - Demonstration of the consultant's understanding of the proposed wastewater system engineering services as described above that are required for this project.
3. **Technical Approach, Scope of Work, and Schedule** - Provide a detailed description of the consultant's proposed technical approach and the scope of services that the consultant feels will be required for the completion of the tasks identified in this RFP. The consultant may propose alternate tasks that will meet the study objectives. A preliminary schedule for completing work outlined in this RFQ should also be provided.

4. **Project Staffing** - The proposal should include information on how the consultant proposes to staff this project. This should include identification of the consultant's key project team members by name, field of expertise, specific responsibilities on the project and the estimated percentage they will work on the project. Include any relevant experience, such as the number of similar projects the employee(s) have directly participated in. Resumes for the proposed project staff can be included but cannot exceed two (2) pages and they do not count towards the ten (10) page limit.
5. **Recent Clients** - The proposal must include the three (3) most recent clients for whom the consultant has provided services similar to those required herein. The list should include the name, address, and contact information of the client's contact person. Identify when work was performed, as well as the type of work and services performed. The CITY may contact these references. A maximum of three (3) projects sheets, one (1) page maximum, for each client may also be included and will not count towards the ten (10) page limit.

**D. RFP Postponement or Cancellation**

The CITY may, at its discretion, reject any and all, or parts of any and all submittals to this RFP, readvertise this RFP, postpone or cancel the RFP at any time.

## **SECTION 3**

### **Scope of Services**

The intent of this RFP is to review the qualifications and approach to the project leading to the eventual selection of a firm. The successful CONSULTANT will need to demonstrate the knowledge and skills necessary to perform the required professional engineering services. The anticipated tasks required are as follows:

**Task 1 – Project Initiation**

- Conduct a kick-off meeting with City staff.

**Task 2 – Data Collection and Review**

- Obtain and review available system data.

**Task 3 – Base Mapping**

- Development of base mapping utilizing available LiDAR data.

**Task 4 – Conceptual Alternatives**

- Evaluation of conceptual alignment alternatives.
- Preparation of preliminary plan and profile exhibits.

**Task 5 – Constructability**

- Perform constructability review.

**Task 6 – Probable Construction Cost**

- Planning level opinion of probable construction costs.

**Task 7 – Reporting and Deliverables**

- Prepare draft (electronic) and final feasibility report (electronic and 4 hard copies) including:
  - Collected data
  - Base mapping exhibits
  - Conceptual alternatives
  - Constructability review findings
  - Opinion of probable construction costs
  - Include City Draft report revisions
- Provide electronic copy of base mapping and conceptual alternatives.

**Task 8 – Project Meetings**

- Attend regular bi-weekly coordination meetings
- Include two review meetings

**Task 9 – Project Management and Quality Control****SECTION 4****Request for Proposal Information**

Consultants submitting a response to this Request for Proposal shall provide the following information:

- A. Cover Page and Table of Contents. These do not count towards the ten (10) page limit.
- B. Name of firm, address, telephone number, and contact information for the contact person. Also, state your interest and understanding of the project.
- C. A statement indicating why you are qualified to successfully complete all the required tasks for this project along with a brief history of the firm's experience with projects similar in nature to this project.
- D. Resumes of key firm personnel to be assigned to the project and any proposed subconsultant personnel maximum of two (2) pages. These do not count towards the ten (10) page limit.
- E. Examples of specific knowledge and expertise related to this type of project including the in-depth inspection/evaluation process, project management, and methodology to be used to monitor the project budget.
- F. References which shall include the client's name, contact person, contact information of other similar projects for which the firm and proposed personnel have provided similar professional engineering services. Up to three (3) project sheets for similar projects can be included and will not count towards the ten (10) page limit.
- G. A one (1) to three (3) page statement of your approach and proposed services for this project.
- H. Provide a schedule for all proposed tasks to complete the required work.

- I. **Cost Proposal** - One copy of your proposed costs shall be submitted in a separate sealed envelope. Also, include a detailed list of hourly costs should additional services be required.

## **SECTION 5**

### **Questions**

All questions must be submitted on beacon no later than 12:00 PM (Noon) on July 10, 2026.