



SANGAMON COUNTY WATER RECLAMATION DISTRICT

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Request for Proposal (RFP)

Utility Locating Services

RFP #25-02

September 25, 2025

Sealed Response Due: **October 15, 2025**, at 10:00 A.M. Central Time at the District Office located at 3000 N. 8th Street, Springfield, IL, 62707.

Proposals will be accepted by mail or in person delivery until the opening time and date. Any proposal delivered after the opening time and date will be refused. Proposals will not be accepted by Fax or Email. All information provided must be printed or typed. **The entire proposal package including this document must be submitted.**

Contact Person

John Higginbotham

District Engineer

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Mailing Address

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Springfield, IL 62707

Invitation for Proposals

The Sangamon County Water Reclamation District (District) is seeking a qualified Service Provider to perform Utility Locating Services listed in the Scope of Work.

The Sangamon County Water Reclamation District is a unit of local government in Sangamon County, Illinois created to collect regional wastewater and convey that wastewater for treatment in accordance with the laws and regulations of the State of Illinois and the United States Environmental Protection Agency. The District currently serves an area of approximately 87 square miles and treats wastewater collected from 205 miles of sewer. Municipalities served include Springfield, Sherman, Rochester, Chatham, Grandview, Leland Grove, Jerome and Southern View, plus adjacent unincorporated areas.

The District is issuing this Request for Proposals (RFP) to solicit proposals from experienced Service Providers to perform and complete the utility screening, dispatching, and locating services in response to the Illinois JULIE One-Call system.

Scope of Work

The Service Provider shall perform the locating services for the Sangamon County Water Reclamation District in accordance with the Illinois Underground Utility Facilities Damage Prevention Act, commonly referred to as "JULIE".

The Service Provider shall be required to provide all labor, equipment, materials, and supplies to perform and complete the utility screening, dispatching, and locating services in response to the JULIE One-Call system. The Service Provider shall provide these services continuously, 24 hours per day, 7 days per week, and 365 days per year.

All JULIE One-Call Tickets for District facilities shall be received and screened by the Service Provider to determine whether a conflict exists. If the Service Provider determines that a conflict exists, the Service Provider shall schedule, perform, and complete all required utility locating services, in accordance with JULIE requirements. The Service Provider shall also perform and complete all screening and locating work within the time frames established by JULIE and pursuant to current JULIE regulations.

The Service Provider will be required to conform to all applicable laws, notice requirements, ordinances, rules, regulations, standards or policies of all authorities having jurisdiction affecting the process of locating District facilities. This includes all Federal Agencies, State Agencies, Local Government Agencies, railroads and property owners with reasonable access restrictions.

The Service Provider shall complete work according to current standards or guidelines established by JULIE and the District related to painting and flagging of utility locations. No indelible markings shall be applied to private property hardscaping. Only delible markings that can be fully removed as quickly as applied are to be used on private property hardscaping. Examples of private property hardscaping include but are not limited to: patios, decks, walkways, driveways, retaining walls, fences, gazebos, fire pits, water features, etc..

District facilities to be located include gravity sewer mains (with associated access points) of various depths with sizes from 8-inch to 16 feet in diameter, sewer force mains (with associated appurtenances) of various materials and depths with sizes from 1-inch to 54-inch in diameter, and other various electrical infrastructure. The Service Provider will be required to locate infrastructure by electronically traceable methods and non-traceable methods.

The District maintains a GIS of infrastructure to be located and coordinates District facility boundaries with JULIE to limit the number of locate requests received. Service Provider will be required to sign a license agreement to obtain access to the District's GIS data. There is no fee for this license. All utility locates to be performed are within the District's boundary located in Sangamon County, Illinois.

The Service Provider shall assign a representative to coordinate locating activities with the District and to serve as the principal liaison between the District and the Service Provider. The Service Provider's assigned representative shall attend all JULIE Joint Meetings on behalf of the District that are associated with projects impacting District facilities.

If the Service Provider fails to provide JULIE location services as required, and damage occurs to District facilities, the Service Provider will be responsible for paying for repair and restoration costs. The Service Provider will be responsible for paying any fines from the Illinois Commerce Commission relating to failure to locate District facilities.

The District has received the following JULIE ticket volume.

	2023	2024	2025 thru September
Total Tickets	5572	4884	3561
After Hours Tickets	119	134	58

After Hour Tickets occurred on weekdays between 3:30 pm and 7:00 am and all times during holidays and weekends.

The District anticipates entering into a contract with a Service Provider with the term of the contract beginning on **January 1, 2026**, and ending **December 31, 2026**. The term of the contract may be renewed annually for up to five years at the District's discretion. Prices quoted herein will remain in effect for the entire initial term of the contract. Any price increase after the initial term will be submitted in writing ninety (90) days prior to the end of the term and must be accompanied by sufficient documentation of the price change. Should the District elect not to continue the contract any time after December 31, 2026, the Service Provider will be notified in writing with thirty (30) days prior notice.

Proposal

As this is a Request for Proposal, the District will leave much of the detail as to how the Service Provider is able to provide the locating service to be described by the Service Provider. The following is a suggested list of details to include in the Service Providers submission in response to this RFP.

- 1) Qualifications of the Service Provider to include experience and references as deemed applicable.
- 2) Pricing structure to include unit costs for items of work deemed applicable. Items of work should have thorough descriptions and unit costs should indicate the units of measure.
- 3) Description of any ticket management system to be used along with GIS data requirements.
- 4) Service Providers point of contact for all matters, such as questions, billing, errors, day to day operations, ect.
- 5) Description of standards used for procedures related to the administration of the work.
- 6) Description of applicable training, testing or certification of Service Providers employees related to the administration of the work.
- 7) Description of Service Providers safety policies related to administration of the work.
- 8) Description of how Service Provider's employees and equipment are identifiable by the public.
- 9) Certificates of all applicable insurance coverages.
- 10) Description of the Service Providers damage investigation, notification and remediation process.
- 11) A description of any anticipated subcontracting to be utilized.
- 12) Any proposed conditions for a potential agreement for services between the District and the Service Provider.
- 13) Any applicable information which may have a bearing on the decision to make an award.

As a part of this proposal submission, the Service Provider shall provide unit prices for utility locating service items. The pricing structure is left to the discretion of the Service Provider but will be a consideration in the selection process.

It shall be understood that the District cannot know the quantities of items that will be necessary throughout the duration of agreements. It shall be understood by bidders that quantities made part of this RFP are for the comparison of proposals only; any deviations of the actual quantities of items used throughout the duration of agreements and the scope represented in the document shall not be the basis for any claims by any Service Provider for additional compensation. Furthermore, where discrepancies are found between amounts expressed and amounts provided as Unit Prices, the Unit Prices shall take precedence and be deemed correct; unit prices negotiated shall be made part of the intended agreements.

Selection Process

The District will take into account such matters it considers appropriate in selecting the successful Service Provider. The District reserves the right to reject, **for any reason, any and all** bids. Evaluation criteria will include:

- 1) The bidder's ability to follow bidding instructions;
- 2) The bidder's proposed fees; and
- 3) References, Bidder Qualifications & Proposals
- 4) Clearly defined items, item descriptions, units and unit prices;
- 5) Provided contact information for references;
- 6) Specify a primary contact(s) anticipated to be involved in the fulfillment of the potential agreement(s); and

Bidders should be aware of the following:

1. The proposal should confirm that neither the Service Provider nor any employee would be in a conflict of interest with respect to the proposal if the Service Provider were to be selected to perform the services required;
2. All proposals will be property of the District; and
3. The lowest proposal will not necessarily be accepted. The District reserves the right to reject all bids, award the agreement(s), interview Service Providers(s), negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful Service Provider.

Responses to this RFP will be evaluated based on a selection process consisting of:

1. A review by the District of the Service Provider's response to determine if the proposal meets all criteria for consideration.
2. Relevant experience, strength of the proposal and proposed fees; and
3. If interviews with representatives of Service Providers are desired by the District, information obtained by the District is within said interviews.

Service Providers Proposal

Service Provider shall complete the following information indicating they have read and understand the purpose of this Request for Proposal and attach all relevant Proposal materials after this page.

Date: _____

Company: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Telephone Number: _____

Signature: _____