



**City of Rolling Meadows**  
**Request for Qualifications (RFQ)**  
**Water Pumping Station #4**  
**Reservoir Painting**

**Issue Date:** Wednesday, January 21, 2026

**Questions Due:** Friday, February 20, 2026 at 4 p.m.

**Deadline:** Friday, February 27, 2026 at 4 p.m.

**Table of Contents**

I.	Introduction and Project Overview .....	2
II.	Project Funding and Schedule .....	3
III.	Minimum Scope of Services.....	3
IV.	Community Overview.....	4
V.	Scope of Work.....	4
VII.	Submittal Requirements .....	4
VIII.	Selection Process.....	5
IX.	Evaluation Criteria and Scoring System .....	5
X.	Insurance Provisions.....	6
XI.	Questions.....	6
XII.	Reservation of Rights .....	6

---

**I. Introduction and Project Overview**

The City of Rolling Meadows (**City**) invites Engineering Firms (**Consultant**) who have experience managing Illinois Department of Commerce and Economic Opportunity (DCEO) projects. The selection of the consultant will follow the City’s Qualifications Based Selection (QBS) Policy.

**Existing Conditions.**

The above-ground water reservoir currently exhibits an aged and deteriorated coating system on exterior surfaces. The existing paint shows signs of weathering, fading, peeling, and localized adhesion failure, with areas of exposed substrate visible in multiple locations. Surface oxidation and corrosion are present, particularly at seams, edges, roof components, and other areas subject to moisture retention. The condition of the existing coating system is beyond its intended service life and no longer provides adequate protection to the underlying structure. Access limitations, elevation changes, and the need to maintain facility operations during construction may affect work sequencing and means and methods. The reservoir remains in service and will require appropriate coordination, safety measures, and environmental controls during surface preparation and recoating activities.

**Project Scope.**

The project consists of the surface preparation and repainting of an existing above-ground water reservoir, including all associated structural and mechanical appurtenances. Work shall include evaluation of existing coating conditions, containment and protection of adjacent facilities, and removal of deteriorated paint and corrosion in accordance with applicable industry standards. All work shall be performed in compliance with federal, state, and local regulations, including OSHA safety requirements and environmental controls.

Surface preparation shall be performed to achieve the specified cleanliness and surface profile required for the new coating system. Preparation methods may include abrasive blasting, power tool cleaning, or other approved techniques. Following surface preparation, the contractor shall apply a complete protective coating system compatible with the reservoir’s service environment. Coatings shall be suitable for water utility infrastructure and applied in

*City of Rolling Meadows, Illinois*  
*RFQ Water Pumping Station #4 Reservoir Painting*

accordance with the manufacturer's recommendations and project specifications, including required thickness, curing times, and quality control testing. The contractor shall inspect and ensure a successful and complete chlorination and disinfection process, collect samples prior to activation, and file all required IEPA forms and applications, to assure full compliance with IEPA regulations.

The contractor shall provide all labor, materials, equipment, and supervision necessary to complete the work in a safe and efficient manner while maintaining continuous operation of the water facility as required. The scope includes coordination with the Owner, implementation of site safety and traffic control measures, and completion of final cleanup and restoration. Upon completion, the contractor shall submit all required documentation, including inspection reports, warranties, grant funding and tracking required documents in accordance with DCEO and as-built records, demonstrating compliance with project requirements.

**II. Project Funding and Schedule**

The City of Rolling Meadows has secured significant funding for the Water Pumping Station#4 Reservoir Painting project. We've received a Congressional Award of \$225,000.00 via the Illinois Department of Commerce and Economic Opportunity (DCEO). Any remaining costs for this repainting project will be covered by local City funds.

The selection of the consulting firm for this project will strictly adhere to the City's Qualifications Based Selection (QBS) Policy. Our target for substantial project completion is September 2026. We're looking for highly qualified teams to help us bring this vital community resource to fruition within this timeframe.

**III. Minimum Scope of Services**

- Develop project plans, technical specifications, and contract documents for surface preparation and repainting work.
- Review and approve contractor submittals, including coating product data, work plans, safety plans, and quality control procedures.
- Assistance with obtaining all necessary permits and approvals from relevant jurisdictional entities (e.g., City of Rolling Meadows, Illinois Environmental Protection Agency, etc.)
- Oversight and management of the construction phase, including site visits, review of submittals, progress meetings, and quality control.
- Development of detailed cost estimates at various points in the projects and identification of value engineering opportunities.
- Development an adherence to a comprehensive project schedule, ensuring timely completion.
- Effective coordination with City staff, City Council, the Public Works Department, and other project stakeholders.
- Proven experience managing projects funded through DCEO, including familiarity with their specific reporting and compliance requirements.

- Quality Control/Quality Assurance.

**IV. Community Overview**

The City of Rolling Meadows is a dynamic and forward-thinking organization serving an energetic, friendly and diverse community of over 24,000 residents across 5.64 square miles. Rolling Meadows is located in the northwest suburbs of the Chicago metropolitan area in the region known as the “Golden Corridor” at Interstate 90 and Illinois Route 53. The community takes pride in its outstanding municipal services, educational systems, health and human care agencies, and recreational facilities.

Rolling Meadows encourages economic growth and development, while still maintaining its small-town atmosphere. The City’s downtown area along Kirchoff Road features brick-lined sidewalks, thousands of beautiful shade trees and the landmark Carillon Bell Tower and the Veteran’s Memorial. Along Algonquin Road, modern office towers are home to some of the world’s most renowned corporations, while Golf Road maintains a prestigious corporate-like campus atmosphere. The City is home to several large employers including Northrup Grumman and the global headquarters for Arthur J. Gallagher. In addition, there are more than 400 shops and restaurants in the area and numerous cultural attractions nearby. The City is actively pursuing redevelopment opportunities in order to preserve this vitality and expand its economic and cultural resources.

**V. Scope of Work**

**TASK 1** RFQ Timeline

The City anticipates the following timeline for the RFQ selection process:

Action Item	Date
RFQ Issued	January 21, 2026
<b>Questions Regarding the RFQ Due</b>	<b>February 20, 2026 at 4 p.m.</b>
<b>Proposals Due</b>	<b>February 27, 2026 at 4 p.m.</b>

**VI. Submittal Instructions**

The Consultant is to submit their proposal, no later than the date and time specified above, to [bentonj@cityrm.org](mailto:bentonj@cityrm.org) via PDF attachment (maximum 10MB) or by emailing a link to a file sharing platform from which the proposal can be downloaded by City staff. Do not send paper copies by mail. The City will promptly reply to confirm receipt during business hours.

**VII. Submittal Requirements**

Submittals shall include:

1. Cover Sheet.
2. A summary of the firm’s overall understanding of the project and their capabilities to complete the work.
3. A list of a minimum of three projects of similar nature, specifically for potable water reservoir repainting projects. For each project include:

*City of Rolling Meadows, Illinois*  
*RFQ Water Pumping Station #4 Reservoir Painting*

- Project name and location.
  - Brief Description of the scope of work (e.g., type of facility, tank description/size and key features).
  - Client name and contact information (phone and email).
  - Total project cost and completion date.
  - Highlight any projects involving water infrastructure, reservoirs, pumping stations, or other critical public utility facilities.
  - Any federal funding for the project with a focus on DCEO.
4. A statement of project understanding describing the proposed approach to the design and completion of a reservoir repainting project. (2 pages maximum) This should address:
- Design philosophy and how it aligns with the needs of the Public Works Department.
  - Approach to construction-phase services, including contractor coordination, submittal review, field observation, and quality control oversight to ensure conformance with contract documents and coating manufacturer requirements.
  - Strategies for developing clear, constructible plans and specifications that address containment, environmental controls, worker safety, and coordination with City operations.
  - Proposed methodology for permitting, construction phasing, and quality control.
  - Include a list of sub-consultants, if any, who may be utilized on this project.
5. An organizational chart of the proposed key personnel assigned to each project. Resumes shall be included in the submittal (not included in page count).
6. A schedule demonstrating how the work is planned to be implemented.
7. A fee and hour-based proposal is NOT requested at this time. Proposals that include any information or reference to fee or hours will be disqualified from review and consideration.
8. The proposal shall be no more than 15 pages, as outlined above, excluding personnel and resumes.

**VIII. Selection Process**

A four (4) person selection committee will review all consultant submittals. The selection committee members will include the Director of Public Works, Utilities Superintendent, Utilities Supervisor and our Project Coordinator. The submittals will be reviewed, evaluated, and scored, using the criteria and weights defined in the evaluation criteria. The selected consultant will be notified, and a final scope and hours will be negotiated

**IX. Evaluation Criteria and Scoring System**

Statements of Qualifications will be evaluated on the following criteria:

*City of Rolling Meadows, Illinois*  
*RFQ Water Pumping Station #4 Reservoir Painting*

<i>Technical Approach (Project Understanding, innovative Concepts, Quality Control Procedures)</i>	25%
<i>Firm Experience</i>	25%
<i>Specialized Expertise</i>	20%
<i>Staff Capabilities (Prime/Sub)</i>	10%
<i>Work Load Capacity</i>	10%
<i>Past Performance</i>	10%

**X. Insurance Provisions**

The selected consultant shall incorporate the City’s insurance requirements into the negotiated proposal for services.

**XI. Questions**

Consultants should seek answers to questions or clarifications of any ambiguity, conflict, omission, or other error in this proposal in writing. Written questions should be sent via email to [bentonj@cityrm.org](mailto:bentonj@cityrm.org) by no later than 4 p.m. on February 12, 2026. Answers provided to all questions will be shared promptly via an addendum to the RFQ, which will be posted to the City’s website and via e-mail to all known interested parties. If you would like to receive any addendums, please submit an email to [bentonj@cityrm.org](mailto:bentonj@cityrm.org) before the written question deadline.

**XII. Reservation of Rights**

The City reserves the right to amend this RFQ by addendum prior to the final proposal submittal date; to waive irregularities and informalities; and to request additional information necessary in order to evaluate the responsibility and responsiveness of proposers and their proposals, whether in the form of a presentation, interview, or consultation with references. All proposals will become property of the City and no payment or reimbursement will be made for any proposal submitted.