



REQUEST FOR QUALIFICATIONS

Plumbing Contractor Prequalification

Private Sewer Lateral Repair Program

Continuing Submissions

The City will continue to accept submissions through December 31, 2026.

Participation Made Simple: Submit the checklist, licensing/insurance information, experience summary, references, safety information, and signed acknowledgement. The City may request clarification if additional information is needed.

Quick Submission Guide

STEP	WHAT TO SUBMIT
1	Complete Attachment A checklist
2	Attach license, certification, registration, and insurance documentation
3	Provide sewer lateral / plumbing experience, staffing, equipment, and three references
4	Sign Attachment B acknowledgement
5	Email the package to sbutler@cahokiaillinois.org or deliver/mail it to City Hall

City Contact

Sheldon W. Butler, City Engineer	Email: sbutler@cahokiaillinois.org Phone: 618-215-7225
City Website	https://cahokiaheightsil.us/
Mail / Hand Delivery	City of Cahokia Heights, Office of the City Engineer, 4300 Bond Avenue, Cahokia Heights, IL 62206

RFQ STRUCTURE

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I

INTRODUCTION

1. PUBLIC NOTICE

The City of Cahokia Heights, Illinois invites licensed plumbing contractors to submit qualifications for inclusion on the City's Plumbing Contractor Prequalification List for the Private Sewer Lateral Repair Program.

The City will continue to accept submissions through December 31, 2026.

The City encourages qualified contractors to participate. The RFQ is intended to keep the submission process straightforward while allowing the City to confirm required licensing, insurance, experience, safety practices, and capacity.

2. PURPOSE FOR RFQ

This RFQ establishes a list of qualified plumbing contractors eligible to perform private sewer lateral inspection, repair, replacement, cleanout installation, related appurtenance installation, and basic restoration under the Program.

The City will use this process to identify contractors with the experience, licensing, safety practices, equipment, staffing, insurance, responsiveness, and capacity needed to perform sanitary sewer lateral work in compliance with applicable requirements.

3. PROGRAM BACKGROUND

The Program is intended to reduce inflow and infiltration, help prevent sewer backups and sanitary sewer overflows, and improve the reliability of the City's sanitary sewer system.

The Program is currently a pilot for eligible residential properties within the existing Tax Increment Financing District in the former City of Centreville. Funding is available through December 31, 2026, subject to eligibility, program requirements, available funds, and City approval.

Eligible property owners may receive approved inspection, repair, replacement, and basic restoration services at no cost, subject to the same program conditions.

II

DESCRIPTION OF WORK

4. TYPE OF WORK ANTICIPATED

Prequalified contractors may perform the following types of work, subject to City approval and written authorization:

- Inspection support and CCTV or diagnostic coordination
- Excavation, sewer lateral repair, or sewer lateral replacement
- Cleanout, backflow prevention, and related appurtenance installation
- Reconnection work, backfill, surface restoration, and related documentation

The City will determine each property's final scope based on inspection findings, eligibility, site conditions, funding, property access authorization, and written approval.

5. PREQUALIFICATION DOES NOT AUTHORIZE WORK

Prequalification does not authorize work. Contractors may begin work only after all City approvals, property owner authorizations, agreements, insurance requirements, permits, and written work authorizations are complete.

III**ELIGIBILITY**

6. MINIMUM QUALIFICATIONS

Contractors should demonstrate:

- Current licensing and registration
- Relevant sewer lateral and residential plumbing experience
- Safe excavation, trench safety, backfill, and restoration practices
- Adequate staffing, equipment, scheduling responsiveness, and documentation capability
- Insurance capacity and compliance with applicable laws, permits, codes, and Program requirements

7. LICENSING, CERTIFICATION, AND INSURANCE

Proof of valid licensure and certification will be required before work authorization. The City may verify all licensing, certification, insurance, registration, and submitted information.

At a minimum, contractors should be prepared to provide current State of Illinois registration as a Plumbing Contractor having met provisions of the Illinois Department of Public Health (IDPH), including proof of:

- Licensed Plumber of Record (LPOR)
- Registration fee
- Business registration
- Surety bond
- Liability insurance
- Workers' compensation coverage or affidavit of no employees

The business must have a full-time, state-licensed plumber of record who is a sole owner, partner, corporate officer, or LLC manager. The City may require updated documentation at any time to confirm continued eligibility.

IV**DEFINITIONS OF SUBMITTAL INFORMATION****8. REQUIRED SUBMITTAL INFORMATION**

Contractors seeking prequalification should submit the following information. The City may request clarification or supplemental documentation if needed.

ITEM	REQUIRED INFORMATION
A. Contractor Information	Legal business name, DBA if applicable, business address, entity type, primary contact, phone, email, website if applicable, years in business, and Federal Employer Identification Number if requested.
B. Licensing and Certification	Plumbing license number, expiration date, license holder name, applicable municipal/county/state registrations, copies of licenses or certifications, and confirmation that the City may verify them.
C. Experience	Summary of sewer lateral repair or replacement, residential sewer work, CCTV or diagnostic coordination, excavation, cleanout/backflow prevention installation, restoration, and municipal or public program work.
D. Project References	At least three references for similar work, preferably completed within the last five years. Include project description, location, owner/client, contact information, approximate value, and brief scope.
E. Staffing and Equipment	Available crews, key personnel, relevant equipment, CCTV capability or subcontractor support, and emergency or expedited response capability if available.
F. Safety	Safety program summary, trench safety procedures, OSHA training information if available, serious safety violations within the past five years, and confirmation of compliance with applicable safety requirements.
G. Insurance	Current insurance certificates or statement confirming ability to provide required insurance before work authorization.
H. Certifications and Acknowledgments	Certification that submitted information is accurate; contractor is licensed and insured; required licensure and insurance will be maintained; no work will begin without written City approval; and all City, property access, inspection, payment, reimbursement, and legal requirements will be followed.

V**EVALUATION CRITERIA & PROCESSES****9. EVALUATION CRITERIA**

The City may evaluate submissions based on completeness, licensing, insurance, relevant experience, residential and municipal work history, safety practices, staff and equipment capacity, references, documentation ability, responsiveness, compliance history, reputation, and the Program's best interests.

The City may request clarification, additional documentation, interviews, or supplemental information from any contractor.

10. CONTINUING PREQUALIFICATION PROCESS

The City will continue to accept submissions through December 31, 2026.

11. CITY RIGHTS AND RESERVATIONS

The City reserves the right to accept, reject, clarify, or request additional information for any submission; verify qualifications; add, remove, or suspend contractors; decline to authorize work; modify or cancel this process; change Program requirements; and make determinations in the City's and Program's best interests.

The City reserves all rights stated in this RFQ, including the right to accept, reject, waive informalities, negotiate, or modify the procurement process in the best interest of the City.

Inclusion on the prequalified contractor list is not a City contract and does not guarantee any minimum amount of work.

12. CONTRACTOR PERFORMANCE REQUIREMENTS

Authorized contractors may be required to coordinate scheduling, provide advance notice, protect utilities and property, maintain safe and clean work zones, comply with trench safety, complete work professionally and on time, document conditions and completed work, provide invoices and inspection records, correct deficient work, and comply with applicable laws, permits, codes, and Program requirements.

13. SUBMISSION INSTRUCTIONS

Contractors shall submit one electronic copy of their qualifications package by email to:

Email To	Sheldon W. Butler, City Engineer sbutler@cahokiaillinois.org
Phone	618-215-7225
Subject Line	RFQ Submission - Plumbing Contractor Prequalification - [Contractor Name]
Mail / Hand Delivery	City of Cahokia Heights, Office of the City Engineer, 4300 Bond Avenue, Cahokia Heights, Illinois 62206
Package Label	RFQ - Plumbing Contractor Prequalification

14. QUESTIONS

Questions regarding this RFQ should be directed to Sheldon W. Butler, City Engineer, at 618-215-7225 or sbutler@cahokiaillinois.org. The City may issue written clarifications or updates as needed.

15. REQUIRED CONSENT DECREE LEGAL NOTICE

Required Legal Notice: This project was undertaken in connection with the settlement of an enforcement action, United States et al. v. City of Cahokia Heights, taken on behalf of the U.S. Environmental Protection Agency and the State of Illinois to enforce the Clean Water Act and the Illinois Environmental Protection Act.

VI

SUBMITTAL PACKAGE**Attachment A. PREQUALIFICATION SUBMISSION CHECKLIST**

Please include the following materials with the contractor's RFQ submission:

☐ Contractor contact information	☐ Business, licensing, and registration information
☐ Applicable licenses or certifications	☐ Sewer lateral and residential plumbing experience summary
☐ Staffing, personnel, and equipment summary	☐ Three project references
☐ Safety and trench safety information	☐ Insurance certificate or proof of ability to provide insurance
☐ Authorized representative signature	☐ Required acknowledgments - Attachment B

Contractor Name	_____
Primary Contact	_____
Phone	_____ Email: _____
Authorized Representative Name	_____
Title	_____
Signature / Date	Signature: _____ Date: _____

Attachment B. ACKNOWLEDGEMENT

The undersigned certifies that all information submitted in response to this RFQ is true, complete, and accurate to the best of the contractor's knowledge. The contractor certifies that it is properly licensed and qualified to perform the work described in this RFQ and will provide required documentation before any work authorization.

The contractor acknowledges that prequalification does not guarantee work, create a City contract, or authorize work without written City approval. The contractor agrees to comply with all City, Program, safety, inspection, property access, and applicable legal requirements.

Contractor Name	_____
Authorized Representative	_____
Title	_____
Signature / Date	Signature: _____ Date: _____