

Request for Qualifications
Phase I, Phase II, Phase III Engineering, and Right of Way Acquisition
Route 50 Shared Use Path
Village of Bradley, Illinois

The Village of Bradley is requesting qualifications for Consulting Engineering Firms to perform Preliminary Engineering, Right of Way Acquisition, and Construction Engineering services for an Illinois Transportation Enhancement Program (ITEP) grant awarded to the Village. The project is located along Illinois Route 50 between the South Entrance to Northfield Square Mall and Larry Power Road.

The services to be provided under this project are described in the Scope of Services section of this proposal. All work must be in accordance with Village and IDOT standards as required for approval.

The Project will consist of the following:

Design and Construction of a new shared use path along Route 50 from the south entrance of Northfield Square mall to the north side of Larry Power Road and a crosswalk across Illinois Route 50 to connect to sidewalk on the west side. The proposed path is 10' wide and will include traffic signal modifications at three intersections.

FUNDING:

The funding of the Preliminary and Construction Engineering portions of the project will be funded 80% by ITEP and 20% by the Village. The selection of the consultant will follow the Qualification Based Selection for Consultant Engineering Services (QBS) process outlined in chapter five of IDOT's Bureau of Local Roads and Streets manual.

MINIMUM SCOPE OF SERVICES – PRELIMINARY ENGINEERING PHASE I & II

- Provide engineering services for the Village in accordance with IDOT approved design standards and policies.
- Attend all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the Village or IDOT.
- Make such detailed surveys as are necessary for the planning and design of this project.
- Prepare the necessary environmental and planning documents including the Project Development Report, Environmental Class of Action Determination or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
- Perform soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement in accordance with IDOT requirements.
- Prepare preliminary roadway and drainage structure plans and meet with representatives of the Village and IDOT at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
- Complete the general and detailed plans, special provisions and estimate of cost in accordance with IDOT requirements.
- Provide the Village with survey and drafts of all necessary right-of-way dedications, construction easements, and staking as needed.

MINIMUM SCOPE OF SERVICES – CONSTRUCTION ENGINEERING PHASE III

- Attend IDOT Preconstruction meeting with all parties to discuss project schedule and issues.

- Conduct a local preconstruction meeting on site to discuss and concerns, commitments, or issues.
- Set up field books, quantity books, diary, and other forms of documentation including ICORS.
- Provide a resident engineer for required daily activities such as: observing the progress and quality of the work and determining if the work is proceeding in accordance with the contract documents. Maintain site presence when the contractor is working. Disapprove any work failing to conform to the contract documents and immediately inform City and IDOT representatives. Verify that there are no deviations from the contract documents unless authorized by City and IDOT representatives.
- Keep inspector's daily reports and quantity book records up to date. Also maintain project diary noting all necessary observations. Advise if contractor is falling behind schedule. Submit weekly reports from ICORS to IDOT and the City.
- Provide geometric control including all construction staking and construction layouts.
- Coordinate all Quality Assurance services in accordance with IDOT practices and procedures. Provide qualified personnel to perform testing for all materials.
- Inspect, document and inform the Village of the maintenance of traffic control in accordance with IDOT standards.
- Prepare all partial and final payment estimates, change orders, records, documentation and reports required by the Village and IDOT for approval.
- Provide revised contract drawings to reflect as built conditions.
- Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the engineer.
- Obtain material acceptance certifications as materials are incorporated into the project to expedite project closeout
- Monitor and document erosion control and ensure conformity with the plans and standards.
- Perform final inspection with the IDOT, the City representative, contractor, and all applicable utilities to finalize punch list. Document the items in the final punch list and submit them to the contractor for close out. Verify completion of all work and provide a recommendation to City.
- Prepare record drawings. Submit the drawings in a hard copy and digital form.
- Verify that all documentation is accomplished and that all material inspections and certifications have been accounted for and are complete.
- Provide all documentation associated with the final balancing change order and final pay estimate.
- Complete job box and conduct all audit(s) with IDOT. The job box will remain property of the City.
- Close out project with IDOT within a reasonable time frame after all construction is completed.

SUBMITTAL REQUIREMENTS

Please submit three (3) hard copies and one (1) digital copy of your firm's qualifications for services by 10:00 AM, Friday, September 27, 2019. Questions related to this RFQ should be submitted by email to Teresa Richert (tmrichert@bradleyil.org). All questions must be received by 10:00 am on Wednesday, September 25th, 2019.

SOQ's should be mailed or dopped off in a sealed envelope marked "**Village of Bradley – Route 50 Shared Path SOQ**" to Teresa Richert, 147 S. Michigan Avenue, Bradley, Illinois 60915. A digital version should be emailed to tmrichert@bradleyil.org.

All submittals must be complete and accurate and will be limited to 5 pages in length. Review and selection of consultants shall be completed by September 30, 2019

Submittals should include:

1. Introduction

That includes the following information: name of firm, local address, telephone number, fax number, name of contact person, location of branch offices, if any, and states in which your firm is licensed to practice.

2. Project Approach

This section should include the following:

- A description of the firm's thorough understanding of the scope of the project.
- A description of the firm's proposed project team.

3. Similar Project Experience

- Provide four recent examples of projects within the last five years that are similar in nature to this project.
- Include a description of each project, including location, client, and scope of professional services delivered by your firm and the project team that staffed the project (project manager, resident engineer, inspector(s), etc.), duration of the project, and project cost.

TIMETABLE:

Preliminary Engineering Phase I & II services shall be completed and approved by IDOT for inclusion on a Statewide Letting by May 2021

Construction Engineering Phase III services shall coincide with the preconstruction meeting and construction schedule set by the contractor. Construction is expected to be completed by September 2021.

CRITERIA FOR REVIEW:

The following items will be considered when evaluating the consultants:

1. The education, experience, and expertise of the principals and key employees. (20%)
2. The general experience, stability, and history of performance on projects similar to the one under consideration. (20%)
3. Availability of adequate personnel, equipment, and facilities to do the required work expeditiously, with particular attention to their qualification, competence, and past performance. (20%)
4. Description of the firm's thorough understanding of the project including challenges. (20%)
5. The completeness of the proposal as specified in the submittal requirements. (10%)
6. Proximity of the engineering entity to the proposed project site and/or the agency's office. And familiarity of the Village with the firm. (10%)

A selection committee comprised of staff from the village will evaluate the SOQ's. The SOQ's will be reviewed, evaluated, and scored, using the criteria and weights defined above. The selected consultant will be notified and a final scope and hours will be negotiated. The engineering agreement will be cost plus fixed fee format using the BLR 05611 form.

PROJECT BUDJET:

The estimated construction cost of the project is \$313,800.