



REQUEST FOR QUALIFICATIONS

Village of La Grange

Phase II Design Engineering Services for
Edgewood Avenue Reconstruction Project

Submission Deadline: No later than 10:00 am on October 19, 2018

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REQUEST FOR QUALIFICATIONS

EDGEWOOD AVENUE RECONSTRUCTION PROJECT, CHICAGO IL

GENERAL

The Village of La Grange invites Statements of Qualifications from IDOT pre-qualified engineering firms to assist the Village in completing engineering services for Phase II Design engineering for the Edgewood Avenue Reconstruction Project. The Edgewood Avenue Reconstruction Project located in La Grange, IL is being funded with Invest in Cook grant funds administered through the Cook County Department of Transportation and Highways. The project must adhere to Village, FHWA, Cook County and IDOT standards as required.

The Edgewood Avenue Reconstruction Project is intended to improve the roadway, allow for the efficient movement of traffic to this important regional hospital facility, and provide connectivity to unincorporated areas of Cook County. The specific scope of work for construction includes the replacement of the pavement, curb and gutters, water main, sewers, and other infrastructure that supports this neighborhood, regional hospital and unincorporated Cook County. The project will also assess existing sidewalks and bicycle paths to enhance pedestrian and bicycle connectivity where appropriate.

The selected consultant will be required to develop preliminary roadway design alternatives that include reconstructing the roadway to match existing conditions, and other alternatives that include the addition of sidewalks, and/or bike lanes and identify right-of-way acquisition required and costs associated with any of the alternatives. The consultant will develop preliminary cost estimates for these alternatives that will be presented at a public meeting for consideration.

The project is being funded through Cook County Department of Transportation and Highways (CCDOH) funds.

CONSULTANT SCOPE OF WORK

The selected firm shall perform Phase II design engineering services as required and in a professional and satisfactory manner. All work must be completed in accordance with the policies and standards of the Village, IDOT, FHWA, Cook County and the approved Project Development Report.

The anticipated scope of services shall include but is not limited to the following:

Phase II design engineering services shall meet current federal aid and IDOT procedures and requirements. The anticipated scope of services shall include but is not limited to the following:

1. Field Evaluation. Perform a field evaluation of the condition of existing pavements, drainage structures, sidewalk ramps, and curb and gutter.

2. Topographic Survey. Perform topographic survey.
3. Preliminary Design. Develop preliminary design concepts and costs estimates for reconstructing the roadway to match the existing layout, and other alternatives that include the addition of sidewalks, and/or bike lanes.
4. Preliminary Design Meetings. Prepare, coordinate, and attend public meetings to present the design concepts.
5. Environmental Coordination and Permitting.
 - a. Environmental Survey. Perform a special waste assessment.
 - b. NPDES, SWPPP, IEPA. Complete SWPPP and NOI and obtain NPDES permit from IEPA.
6. Preliminary Environmental Site Assessment (PESA).
 - a. Historical Records Review. Review and document historical data sources for the project area, including aerial photographs, topographic maps, fire insurance maps, County resources, and other readily available development data.
 - b. Environmental Regulatory Records Review. Perform a computer search of Federal, State, Tribal, and local government agency records to determine if the Site or adjacent properties are included within the selected regulatory databases. Based on the results of this query, the Site and its surrounding properties shall be evaluated for recognized environmental concerns (REC). Queries shall be performed, but not be limited to, the following regulatory databases:
 - i. National Priority List (NPL) of Hazardous Waste Sites;
 - ii. Hazardous Waste Treatment, Storage, Disposal Facilities (TSDF);
 - iii. Underground Storage Tank or Leaking Underground Storage Tank Locations (UST/LUST);
 - iv. Sanitary Landfill and Solid Waste Sites (SL/SWS);
 - v. State Hazardous Waste Sites (SHWS);
 - vi. CERCLIS sites
 - vii. Small and Large Quantity Hazardous Waste Generators (RCRIS-SQG/LGG)
 - viii. RCRA
 - c. Report Preparation. Based on Environmental Screening results and site visit, prepare a PESA using standard processes.
 - i. Prepare a letter report summarizing the activities and results of the assessment. The report will include pertinent documentation to support the screening results of the assessment. It will also provide a summary of conclusions from the limited information collected. A Preliminary Site Investigation (PSI) will not be included within this scope of work.
7. Preliminary Site Investigation.

- a. Collect up to four samples of subsurface soil from site, preserve samples, and transport to environmental laboratory for analytical testing. Laboratory analyses will include:
 - i. BTEX
 - ii. PNAs
 - iii. RCRA Metals
 - iv. TCCL Metals
 - v. SPLP Metals
 - vi. Soils pH
 - b. Prepare a letter report summarizing the activities and results of the investigation. The report will include pertinent laboratory testing results. It will also provide a summary of conclusions from the information collected and identify which IDOT pay items should be include in the construction documents for disposing of Regulated Substances.
 - c. Identify any areas from which excavated material may be classified as Clean Construction or Demolition Debris (CCDD) and prepare an IEPA LPC-663 form.
8. Estimate Quantities of Pavement Repair. Observe and photograph the project area and immediate surroundings.
 9. Design Replacement Water Main. Apply and coordinate IEPA water main permit. Apply and coordinate MWRD permit.
 10. Geotechnical Report
 - a. Pavement Cores. Obtain pavement cores of the surface and base material for determining the composition of the existing pavement material within the project limits.
 11. Estimate of Cost and Time. Prepare summary of quantities, estimate of time and an engineer's estimate of cost.
 12. Specifications. Prepare special provisions in accordance with Village guidelines to specify items not covered by the Standard Specifications for Road and Bridge Construction.
 13. Roadway Design. Prepare plan and profile sheets for the roadway design including improvement limits, stations and offset callouts, label construction limit locations and right of way breaks, driveway repairs, rehabilitation strategy, curb and gutter and sidewalk improvements, driveway repairs, utility structure adjustments, pavement marking, and note special instructions to the Contractor.
 14. Water Main Design. Design water main in compliance with Illinois Environmental Protection Agency rules and to avoid existing utilities. The water main plans will include existing and proposed alignments and locations of fire hydrants, typical service connections, valves, and connections to existing mains. Engineer will include latest Village standards for lead service replacement.
 15. Contract Plans and Specifications. Complete bidding documents to include the required plan sheets required including: Cover, General Notes, Summary of Quantities, Schedule of

Quantities, Typical Sections, Erosion Control, Removals, Plan and Profile. Complete Bid Contract Proposal to include the following forms: Notice to Bidders, Schedule of Prices. Pre-final (95%) and Final (100%) submittals are anticipated for this project. Disposition of review comments will be provided with all resubmittals.

16. Utility Coordination. Continue utility coordination by contacting utility companies that have facilities along the project limits. Submit pre-final plans to utility companies so conflicts and relocation efforts can be identified. Coordinate utility relocation for conflicts within public right-of-way.
17. QA/QC. Perform in-house peer and milestone reviews by senior staff during project initiation, conceptual review, preliminary, pre-final, and final submittals. Provide ongoing reviews of permitting and utility coordination efforts. Conduct milestone reviews of sub-consultants and provide feedback throughout the progress of work.
18. Assist Bidding. Provide documents for bidding and assist the Village in solicitation of bids, attend bid opening to receive and evaluate bids, tabulate bids and make a recommendation to the Village for an award.
19. Not Included. Preparation of plats and legals, and negotiation for right-of-way is not included with the scope of work.

PROPOSAL CONTENTS

The SOQ should be organized by the four areas listed below. Elements listed under each part must be included in the submittal.

- A. Firm's Background. – Maximum of two pages.
Describe the general background and experience of your firm as it relates to this project.
- B. Firm's Qualifications - Maximum of ten pages.
The firm shall identify experience completing projects of similar size and scope with emphasis on completing projects on time and within budget, including any unique qualifications relevant to this project.
 1. Provide three projects with municipal client references for which your firm completed Phase II services for a similar project. The projects should have been completed within the last five years. No more than two pages for each project.
 2. Describe your firm's familiarity with the local conditions and the Village.
 3. Include any other relevant information you believe is specific to the project.
- C. Firm's Key Project Personnel – Maximum of six pages.
Identify the management, design, and office staff proposed and their project responsibilities for this project. Include resumes of Project Manager, Design Engineers and field personnel and sub-consultant information. Include information about each sub-consultant proposed

for the project. Resumes and sub-consultant information are not included in the maximum page count.

D. Firm's Project Understanding and Approach – Maximum of three pages.

Describe how our firm has approached similar construction projects in the past, the firm's level of understanding of this project and funding sources, and how the firm would approach this project.

E. Conflicts of Interest – SOQ shall include a completed Conflict of Interest statement which is attached for reference.

F. Disclosure Statement – SOQ shall include a completed Disclosure Statement, which is attached for reference.

AGREEMENT TYPE

The selected firm will utilize the Village's standard professional services agreement. The agreement will be between the selected firm and the Village and shall be based on the specific scope after both parties have met. The agreement shall be a "Cost Plus Fixed Fee" type on a time and material basis with a not to exceed amount.

QUALIFICATIONS

The selected firm must possess the ability, experience, and reputation for quality service necessary to produce a high-quality and functional product. To ensure that key personnel are capable of providing an acceptable level of service to the Village, the following minimum qualifications must be met:

1. The selected firm must have previous experience in dealing with municipal governments.
2. The selected firm must have recent experience with projects utilizing IDOT and Federal funding sources.
3. The Project Manager must be a registered professional engineer of the discipline required for this specific service and currently licensed in the State of Illinois.

SELECTION

Upon receipt of the SOQ's, the Village will evaluate and rank each submittal using the detailed Evaluation Criteria. The Village will select the three highest ranked firms deemed the most qualified for the project, and notify all applicants. If fewer than three qualified firms submit SOQ's, the Village will evaluate and rank the firm(s) based on their qualifications. The Village will then conduct discussions with and require presentations by the three highest ranked firms. The Village will then contact the highest ranked firm to negotiate the scope of services and contract fee. Should the Village and highest ranking firm be unable to reach an agreement regarding the

terms of a contract, the Village may initiate into negotiations with the second ranked consultant, and so on until an agreement is reached with a qualified firm.

DEADLINE

Three copies of the responding firm's "Statement of Qualifications" are required. The submittal shall be in a sealed envelope bearing the name and address of the firm and "Statement of Qualifications for Edgewood Avenue Reconstruction Project". The Statement of Qualifications shall be submitted no later than 10:00 am on October 19, 2018. Only submittals meeting the requirements of this request shall be considered.

Mailing Address and Questions may be sent to the following:

Ryan Gillingham, P.E.
Director of Public Works
Village of La Grange
320 East Avenue
La Grange, IL 60525
Telephone: (708) 579-2328
Email: rgillingham@villageoflagrange.com

EVALUATION CRITERIA

Responding firms will be ranked in order of performance from this evaluation on firm's qualifications relative to the evaluation criteria. The evaluation criteria are as follows:

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| 1. Experience and Qualifications of Firm: | 20% |
| 2. Experience and qualifications of Staff: | 20% |
| 3. Project Understanding and Technical Approach: | 20% |
| 4. Past Performance: | 20% |
| 5. Ability of Firm and Key Personnel to Meet Project Schedule: | 20% |

Questions regarding the project and SOQ process should be directed to Ryan Gillingham at (708) 579-2328.