

VILLAGE OF RICHTON PARK
REQUEST FOR QUALIFICATIONS (RFQ) FOR
PRELIMINARY AND DESIGN ENGINEERING SERVICES

The Village of Richton Park requests Statements of Qualification (SOQ) to provide Phase III Engineering Services for the Town Center Crosswalks Replacement project. This construction phase of the project is funded through the CMAQ program and the RTA Access to Transit program with Federal funds.

Qualifications submissions will be accepted until 9:30 am, January 5, 2018. SOQ's received after that date and time will not be considered. SOQ's will be reviewed by the Village of Richton Park evaluation team.

All SOQ's shall be submitted in a sealed envelope and identified on the outside as:

VILLAGE OF RICHTON PARK, IL
TOWN CENTER CROSSWALKS REPLACEMENT
PHASE III SERVICES

SOQ's shall be delivered to the Village of Richton Park, at the Village Hall at 4455 Sauk Trail, Richton Park, IL 60471. All SOQ's will be scored and ranked with the highest rated firm being awarded a contract. ***One original and four copies*** of the statements of qualifications and the required supplemental information shall be provided.

PURPOSE

The purpose of this Request for Qualifications is to seek SOQ's from qualified engineering consultants to complete Phase III Engineering Services for the construction of decorative crosswalks along Sauk Trail in the Village's Town Center as well as construction of pedestrian crossing signals for the Village of Richton Park, Cook County, IL.

PROJECT OVERVIEW

The Village of Richton Park was awarded a grant through the RTA Access to Transit program to complete Phase II engineering, Phase III, and construction engineering services for the replacement of crosswalks at four intersections along Sauk Trail. The services of which qualifications are being requested pertain to Phase III Construction Engineering Services. The project intends to construct decorative crosswalks and pedestrian crossing signals along each leg of each intersection at the intersections of Sauk Trail with Karlov Avenue, Governors Highway, Richton Road, and Richton Square Road. This project is funded with Federal funds and will require consultants to follow State and Federal guidelines

Sauk Trail is classified as a minor arterial roadway under the jurisdiction of Cook County. This project includes work at four (4) intersections. Karlov Avenue, Richton Road, and Richton Square Road are intersections of a County road with a local road. The intersection of Sauk Trail with Governors Highway is an intersection of a County road with a State road. Cook County maintains operations of signals along Sauk Trail within the project limits.

The Village of Richton Park will work in conjunction with the selected engineering firm to ensure requirements of Phase III construction and engineering services completed in a timely manner.

SCOPE OF SERVICES

The scopes of services that the consultant must be prepared and qualified to provide are as follows:

1. IDOT Preconstruction meeting attendance;
2. Necessary submittal reviews and submittal to IDOT;
3. Provide a resident engineer and any other necessary staff for inspection and documentation of construction operations;
4. Weekly progress meetings/coordination;
5. Quality assurance;
6. Obtain material acceptance certifications as required to expedite project closeout;
7. Maintain a set of working drawings as construction progresses;
8. Prepare and submit record drawings;
9. Project closeout procedures and documentation;

PREQUALIFICATION REQUIREMENTS

The prime firm must be pre-qualified by IDOT in the following categories:

Highways – Roads and Streets
Highways - Freeways
Special Services – Construction Inspection
Special Services – Surveying
Special Studies – Traffic Signals
Special Studies - Safety

DELIVERABLES/PRODUCT

This contract will result in the completion of Phase III Engineering Services. The selected consultant must follow and perform construction and material inspections required for this construction project using procedures in accordance with the IDOT's Project Procedure Guide.

NOTE: The detailed scope of services and fee will be negotiated at the time of contract development.

CONTENTS OF RFO

Responders should letter and number responses exactly as the questions are presented herein. ***The submittal is limited to 10 single sided pages using 12-point font.*** Interested responders are invited to submit statements of qualifications that contain the following information:

1. Introduction (transmittal letter)
 2. Personnel/Professional Qualifications
 3. Related Project Experience
 4. Approach
 5. Project Schedule
 6. Certificate of Insurance
1. **Introduction (transmittal letter) (1 page)**

By signing the letter and/or offer, the Responder certifies that the signatory is authorized to bind the Responder. The statement of qualification should include:

 - a. A brief statement of the Responder's understanding of the scope of the work to be performed;
 - b. A confirmation that the Responder has not had a record of substandard work within the last five years;
 - c. A confirmation that the Responder has not engaged in any unethical practices within the last five years;

- d. A confirmation that the Responder meets the appropriate state licensing requirements to practice in the State of Illinois;
 - e. A confirmation that, if awarded the contract, the Responder acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
 - f. The signature of an individual who is authorized to make offers of this nature in the name of the Responder submitting the statement of qualification.
- 2. Personnel/Professional Qualifications (4 pages including resumes)**
 Responders should:
- a. Identify staff members who would be assigned to act for Responder's firm in key management and field positions providing the services described in Scope of Services, and the functions to be performed by each.
 - b. Include resumes of each staff member to perform work as designated in the RFQ listed above, including name, position, years and type of experience, education, telephone number, and email address. Describe, for each such person, the relevant projects on which they have worked.
- 3. Related Project Experience (2 pages)**
 Responders should:
- a. Describe any prior engagements in which Responder's firm assisted a governmental entity with any other projects relating to a Phase III Engineering Services. Responder should include all examples of work on similar projects as described in the Scope of Services. Responder should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted.
 - b. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Responder's firm to handle the proposed project.
- 4. Approach (1 pages)**
 Responders should:
- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Services.
 - b. Present innovative concepts, approaches, and methodologies, if any.
- 5. Project Schedule (1 page)**
- a. The statement of qualifications should include a general project schedule and estimated completion date with the understanding that the Village of Richton Park is interested in completing the project as quickly as possible.
 - b. Statement of Availability.
- 6. Certificate of Insurance (1 page)**
- a. Provide current information on professional errors and omissions coverage carried by Responder's firm, including amount of coverage (Certificate of Insurance is acceptable).

SELECTION CRITERIA

The Village of Richton Park reserves the right to accept or reject any or all RFQ's. All statements of qualifications become the property of the Village of Richton Park. The Village of Richton Park selection team shall evaluate each potential contractor in terms of:

- 1. Professional qualifications necessary for satisfactory performance of required services;

2. Technical approach to the project, i.e. project understanding, innovative concepts, quality control procedures, etc.
3. Specialized experience and technical competence in the type of work required;
4. Capacity to accomplish the work in the required timeframe;
5. Knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project;

Respondents will be evaluated on the basis of the written material submitted and according to the following factors:

1. Experience of the firm with this particular type of project as described above. 25 points
2. Technical Approach. 25 points
3. Experience of the firm with the project process (Phase III Engineering Services). 25 points
4. Current capacity to accomplish the work in the required time. 15 points
5. Knowledge of locality of the project (Local Presence). 10 points

Oral interviews will not be required. The Village of Richton Park selection team will determine which firm will be selected to enter into a contract. Unsuccessful firms will be notified as soon as possible.

CONTRACT DEVELOPMENT

Contract discussion and negotiation will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFQ, or developed subsequently during the selection process.

A contract shall not be considered executed unless signed by the authorizing representative of the Village of Richton Park. The contract may be extended beyond the original term by agreement of both parties.

COMPLIANCE WITH LAWS

The selected firm agrees to be bound by all applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the contract.

QUESTIONS

Questions concerning this request for qualifications should be addressed to Matt Riechers, Assistant Director of Public Works at (708) 481-8950. Qualifications should be delivered to the Village of Richton Park, at the Village Hall at 4455 Sauk Trail, Richton Park, IL 60471.