

**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 professional engineering/planning services from consultants for the completion of a Phase I Engineering Study of the Poplar Avenue Bike Trail Extension project.

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**  
**POPLAR AVENUE BIKE PATH EXTENSION**  
**PHASE I 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 statement 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 a Phase I Engineering study for the extension of the Poplar Avenue Bike Path along Cicero Avenue north connecting to the Old Plank Trail for the Village of Richton Park, Cook County, IL.

**PROJECT OVERVIEW**

The Village of Richton Park has been awarded a grant through Cook County's Invest in Cook program to complete a Phase I Engineering study for the extension of the Poplar Avenue Bike Path along Cicero Avenue heading north into the Village of Matteson to connect to the Old Plank Trail.

This project includes the extension of the existing trail on Poplar Avenue Trail in Richton Park. Extension of the path will run north along Cicero Ave from Richton Park into Matteson to meet up with the Old Plank Trail at Gateway Drive. For safety, pedestrian crossing gates are necessary at the train tracks and a single yellow stripe will be painted down the center of the path. This project will connect Richton Park and Matteson for bikers and pedestrians and will create a safe and accessible way for residents to reach each community and bike the region.

The objectives in performing a Phase I Engineering Study for the Poplar Avenue Bike Trail Extension in the Village of Richton Park, IL are as follows:

1. Data collection for Phase I plan set development;
2. Phase I plans set development;
3. Preliminary utility coordination;
4. Environmental documentation/studies;
5. Report compilation and completion;
6. Quality control/assurance;
7. Meetings/coordination;

The Village of Richton Park will work in conjunction with the selected engineering firm to ensure the study and plan is comprehensive and 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. Data Collection
  - a. Field survey
  - b. Any existing reports
  - c. Utility information
2. Plan Development
3. Utility Analysis
4. Environmental Documentation/Studies
5. Meetings/Coordination
6. Project Development Report
7. Submittals

### **PREQUALIFICATION REQUIREMENTS**

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

Location Design Studies – Reconstruction Major Rehabilitation  
Environmental Reports – Environmental Assessment  
Structures – Highway: Typical  
Special Studies – Feasibility  
Special Services - Survey

### **DELIVERABLES/PRODUCT**

This contract will result in a completed Phase I Engineering Study consisting of an approved Categorical Exclusion I (CE I) Project Development Report (PDR) by the Illinois Department of Transportation (IDOT), a preliminary plan set, and preliminary estimate of construction costs. The Phase I Engineering Study shall follow all guidelines set forth by IDOT per Chapter 11 of the Bureau of Design and Environment (BDE) Manual. The plans and estimates shall be provided to the Village of Richton Park in digital and paper formats to be agreed upon during contract negotiation after engineering consultant selection has occurred.

**NOTE: The detailed scope of services will be negotiated at the time of contract development. The Village retains the right to engage the Phase I consultant to perform Phase II – Final Design Engineering services at their discretion based on satisfactory performance of Phase I services.**

### **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 qualifications.

**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 I Engineering Study. 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 moving forward 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 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 in Part One. 25 points
2. Technical Approach. 25 points
3. Experience of the firm with the project process (Phase I studies). 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

No oral interviews will be held. 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 Regan Stockstell, Village Manager at (708) 481-8950. Statements of qualifications should be delivered to the Village of Richton Park, at the Village Hall at 4455 Sauk Trail, Richton Park, IL 60471.

# Location Map

