



**REQUEST FOR QUALIFICATIONS (RFQ) FOR  
DESIGN ENGINEERING SERVICES  
FOR  
TOWN CENTER STORMWATER IMPROVEMENTS**

The Village of Richton Park has set forth to accomplish flood control projects in the Village's Town Center along the Butterfield Creek East Branch Tributary. The Butterfield Creek East Branch Tributary runs from south to north along Governors Highway between the Village's borders. Richton Park has received federal funding through Cook County's Community Development Block Grant Disaster Recovery program (CDBG-DR) to complete design engineering and permitting of seven (7) projects along Butterfield Creek as outlined in the Village's Town Center Stormwater Master Plan (TCSWMP).

Projects outlined in the TCSWMP have been planned over the course of multiple years. A full understanding of this project exists amongst Village staff. Below are the Village of Richton Park's Qualification Based Selection Procedures:

**Initial Administration**

The Village has a Director of Public Works as well as an Assistant Director of Public Works and an administrative assistant, who will handle the day-to-day management and administration of this RFQ. The Public Works Department will work with the Village's Purchasing office in procurement.

Written Policies and Procedures – Richton Park Qualifications Based Selection (QBS) procedures substantially follows Section 5-5 of the Illinois Department of Transportation *BLRS Manual* and specifically Section 5-5.06(e).

For more information, please contact:

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Village of Richton Park  
4455 Sauk Trail  
Richton Park Illinois 60471

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**Project Description:**

The Village's TCSWMP is enclosed with this RFQ. The TCSWMP describes the planned projects that need to be engineered and permitted to modify the flood plain and reduce flooding in the Village's Town Center. In general, the project intends to identify specific flood control practices that will modify the floodplain area to reduce flooding and suit the economic development goals established by the Village. Below is a list of project types that will be required to be completed by the selected consultant.

- Culvert replacement (locations include Sauk Trail, Poplar Avenue, and commercial driveway entrances);
- Channel improvements;
- Wetland mitigation;
- Property acquisition.

At a minimum, the selected consultant will be responsible for the following:

- Data collection;
- Plans set and specification development;
- Utility coordination;
- Environmental documentation/studies;
- Report compilation and completion;
- Permitting;
- Property acquisition coordination;
- Quality control/assurance;
- Meetings/coordination;

Replacement of culverts at Maple Avenue is currently in design and is not included in this request for qualifications.

The desired time table for completion of engineering and permitting services is 20 months from the notice to proceed from the Village.

The Village of Richton Park possesses an Illinois Department of Natural Resources (IDNR) approved existing conditions model of the Butterfield Creek East Branch Tributary within the Village's boundaries which will be provided to the selected consultant.

Estimated Construction cost per the TCSWMP for the improvements associated with this RFQ is \$4,750,000.00.

### **PREQUALIFICATION REQUIREMENTS**

The prime firm must be pre-qualified by the Illinois Department of Transportation (IDOT) in the following categories:

- Highways – Road and Streets
- Environmental Reports – Environmental Assessment
- Structures – Highway: Simple
- Structures – Highway: Typical
- Location Design Studies –Rehabilitation
- Location Design Studies – Reconstruction Major Rehabilitation
- Hydraulic Reports – Waterways: Typical
- Hydraulic Reports – Waterways: Complex
- Hydraulic Reports – Pump Stations
- Special Services - Surveying
- Special Services – Location Drainage

### **Public Notice**

Richton Park's procedures require the Village to post an announcement on the Village's website ([www.richtonpark.org/42/RFQ-RFP-Request-for-Qualifications-Propo](http://www.richtonpark.org/42/RFQ-RFP-Request-for-Qualifications-Propo)) and publish an ad in a newspaper with appropriate circulation. This item will be advertised at least 14 days prior to the acceptance of qualifications packages and at least twice in the newspaper and will be on continuous display on the Village's website.

The ad for this project was placed on the Village's website and in the newspaper on two consecutive Tuesdays. Below is the advertisement:

*NOTICE is hereby given that the Village of Richton Park, Richton Park, Illinois is requesting statements of qualifications for Design Engineering Services:*

[Click HERE for Town Center Stormwater Master Plan](#)

Requests are due to the Village of Richton Park on: June 29, 2018 at 9:30 a.m. in the Village Hall, Village of Richton Park, 4455 Sauk Trail Road, Richton Park, IL 60471, for the following: BUTTERFIELD CREEK STORMWATER IMPROVEMENTS – DESIGN ENGINEERING SERVICES, Village of Richton Park, Illinois

The work shall include design engineering and permitting services to accomplish flood control projects in the Village's Town Center along the Butterfield Creek East Branch Tributary. The scope requires engineering and permitting of specific flood control practices that will modify the floodplain area to reduce flooding and suit the economic development goals established by the Village along this corridor.

The Village of Richton Park reserves the right to accept or reject any or all statements of qualifications (proposals). All proposals become the property of the Village of Richton Park.

The Request for Qualifications can be found on the Village of Richton Park's website at [www.richtonpark.org](http://www.richtonpark.org) under the Request for Proposals section of the website. You may access the document by clicking on the "2018 Request of Qualifications for Butterfield Creek Stormwater Improvements".

Proposals shall be received in a sealed envelope addressed to Village of Richton Park, 4455 Sauk Trail Road, Richton Park, IL 60471, which is marked in the lower left-hand corner EXACTLY as follows:

BID: Village of Richton Park, IL  
BUTTERFIELD CREEK STORMWATER IMPROVEMENTS  
DESIGN ENGINEERING SERVICES

Proposals will be evaluated and no more than three (3) consultants will be selected to interview for this project. Interviews of consultants for this project will be held the Mid July 2018.

### **Conflict of Interest**

Richton Park's procedures require consultants to submit a disclosure statement with their procedures. For transportation projects, the Village uses the IDOT BDE DISC 2 Template as their conflict of interest form.

### **Suspension and Debarment**

Richton Park's procedures require verification of suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects. The Village uses the SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments.

### **Evaluation Factors**

Richton Park's procedures for QBS allow the Director of Public Works to set the evaluation factors for each project, but will include a minimum of five criterion and stay within the established range. The maximum of DBE and local presence requirements combined cannot be more than 10% on projects where federal funds are being used. Project specific evaluation factors will be included at a minimum in the Request.

Criteria and weighting per the Village's QBS procedures:

Technical Approach (10 - 30%)  
Firm Experience (10 - 30%)  
Specialized Expertise (10 - 30%)  
Staff Capabilities (Prime/Sub) (10 - 30%)  
Work Load Capacity (10 - 30%)  
Past Performance (10 - 30%)  
In-State or Local Presence\*  
Participation of Qualified and Certified DBE Sub-consultants\*  
(\* The combined total of these two items cannot exceed 10%)

For this project the City Engineer set the following selection criteria and weighting:

Technical Approach 30%

Firm Experience 20%  
Staff Capabilities (Prime/Sub) 20%  
Work Load Capacity 20%  
Local Presence 10%

The Village is requiring interviews with the top three firms. The interviews will be used to adjust the preliminary scores selection committee members individually develop based on the proposal.

### **Contents of RFQ**

Responders should letter and number responses exactly as the questions are presented herein. ***The submittal is limited to 15 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) (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 (No more than 5 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 (4 pages)**

Responders should:

- a. Describe any prior engagements in which Responder's firm assisted a governmental entity with any other projects relating to storm water improvements along a creek/stream/river as they relate to the work described in the project description. 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 (2 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.
- 6. Statement of Availability (1 page)
  - a. Current workload capacity including a six (6) month projection for personnel proposed for this project.
- 7. Conflict of Interest (1 page)
  - a. Proposer to complete and submit the IDOT BDE DISC 2 Template as their conflict of interest form.
- 8. 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**

Richton Park's procedures require a five person selection committee. Typically the selection committee members include the Village Manager, Director of Public Works, Finance Director, one administration staff member, and at least one other public works staff member. The selection committee members will certify that they do not have a conflict of interest. Selection committee members are chosen by the Director of Public Works for each project. The selection committee members individually review and score each proposal prior to the selection committee meeting. Their scores are averaged for a committee score which is used to establish a short list of three firms. If there are other firms within 10% of the minimum score, the public works director may choose to expand the short list to include more than three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking.

The Village's procedure requires the use of this basic form to score the submissions. Each member of the selection committee is to provide an independent score for each proposal using the form below prior to the selection committee meeting.

Criteria	Weighting	Points	Firm 1	Firm 2	Firm 3
Technical Approach	30%	30			
Firm Experience	20%	20			
Staff Capabilities	20%	20			
Work Load Capacity	20%	20			
Local Presence	10%	10			
Total	100%	100			

**Independent Estimate**

Richton Park's public works staff will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is to be used in the negotiation.

**Contract Negotiation**

Richton Park's procedures require a two person team to negotiate with firms. The team consists of the public works director and the Village's manager. When necessary either the public works director or the Village manager may delegate this responsibility to staff members.

**Acceptable Costs**

[Click HERE for Town Center Stormwater Master Plan](#)

Richton Park's procedures require the Village manager to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to the funding authority.

**Invoice Processing**

Richton Park's procedures require the project manager assigned to any project using federal funds to review and approve all invoices prior to payment and submission to the funding authority for reimbursement. Richton Park will complete payment of invoices within 60 days from approval of invoices by the Village Board.

**Project Administration**

Richton Park's procedures require the assigned project manager to monitor work on the project in accordance with the contract and to file reports with the public works director. The Village's procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Village's consultant information database.

**Cook County Requirements:** See attached federal special provisions