

Request for Qualifications (RFQ)

Phase III Construction Engineering Services for the BRAGA DRIVE Improvements

RFQ Issued: 10/11/2018

Response Due: 10/25/2018

The Village of Broadview, Illinois (“the Requestor”) is issuing a Request for Qualifications (“RFQ”) from qualified Engineering firms to provide Construction Engineering services related to the Braga Drive Improvements Project.

In order to have your Qualifications considered, it must be submitted in a sealed envelope containing three (3) unbound original copies, plainly marked:

Phase III Construction Engineering Services for Braga Drive Improvements Project

Faxed or emailed Qualifications will not be accepted. Documents related to the Project Overview, Description of Project Scope, Scope of Services, Submittal Requirements and Selection Process are available through email, by contacting Matt Ames at mames@broadview-il.gov.

Qualifications must be received at the Office of the Public Works Director, Village of Broadview, 2734 S 9th Ave,, Broadview, Illinois 60155, no later than October 25th at 9:00 a.m. Qualifications received after the closing time and date will not be considered.

I. PROJECT OVERVIEW

The Braga Drive roadway is deteriorated and in need of repair. The pavement base course has failed, and the surface has experienced substantial unraveling and rutting. Braga Drive is flanked by heavy industrialized properties on both sides of the road. This project will reconstruct the existing roadway between 25th Avenue and 21st Avenue in the Village of Broadview.

Additionally, sidewalk repairs, storm sewer upsizing, watermain repairs, and lighting improvements will also be incorporated.

The Village is seeking the most qualified firm to perform the required professional construction engineering and observation services for this project without the consideration of fees. The selection of professional consultants shall be based on the firm's professional qualification experience, and expertise of key personnel to be assigned to the project.

II. SCOPE OF SERVICE:

The construction and Phase III Engineering for this project will be funded in part with federal Surface Transportation Program (STP) dollars allocated to the Village of Broadview. The construction contract will be let and administered by the Illinois Department of Transportation. Phase III Engineering will need to follow the requirements of the Illinois Department of Transportation as they relate to federally funded projects.

The scope of services shall include pre-construction activities; construction layout; as-built surveys; verification of quantities; utility coordination and conflict resolution; resident engineering services; meetings and coordination; material testing, inspection, and certification; record preparation and maintenance of documentation; pay estimate submittals; change orders; other activities associated with construction engineering for roadway reconstruction that would enable the project to be completed in a timely manner.

Quality Assurance (QA) oversight and Contractor's Quality Control must be performed by the respondent firm or one of its subconsultants. The firm must also provide all necessary vehicles and equipment to perform the required services.

The respondent firm must be prequalified by IDOT for Special Services – Construction Inspection.

Construction Engineering Services will be required from the Bid Letting Date through final acceptance of the construction contract. The anticipated timetable for this project will be a Bid Letting in March of 2019 with construction anticipated to begin in May and to be completed within the 2019 construction season.

III. SUBMITTAL REQUIREMENTS

Any firms interested in providing any of the above scope of services to the Village shall express that through the submission of a Letter of Interest and a Statement of Qualifications. That Statement should include the following information:

- a. The name of the firm, corporate office address, closest office address, and a brief history.
- b. A statement that the firm is able to provide all of the services in the Scope of Services list above, with current, in-house staff, or if not, a specific listing of those services the firm will provide in-house, those it proposes to provide through sub-consultants.
- c. Narratives of the individual who would be assigned as the Village of Broadview's main point of contact and other key personnel who might be assigned to provide the scope of services outlined above, as well as an organizational chart of all persons employed locally by the firm who will be part of this scope of work.
- d. A listing of other municipalities for whom the firm currently provides similar services, including your primary contact at each municipality.
- e. Related project experience of the firm during the last five years, including project name, and description, client name, client contact information, month and year completed, construction cost, and the total fee charged the client.
- f. Copies of the firm's registration with the State of Illinois as an Illinois Professional Design Firm and copy of the firm's Prequalification with the Illinois Department of Transportation indicating they are prequalified in the category of Special Services – Construction Inspection.
- g. Any additional information not listed above which you believe may be useful and helpful to determining the qualifications of your firm, provided however, that the **total submittal not exceed thirty single sided (30) pages.**
- h. The firm's response to the RFQ should clearly demonstrate a thorough understanding of the project specifics, challenges, and detail the proposed approach to successfully completing the project. Responses which are generic, nonspecific to the subject work, or simply reiterate the tasks listed in this RFQ typically will be viewed as less desirable. Submittals that reflect thoughtful, innovative, comprehensive, and cost effective understanding in developing a proposed approach typically are viewed more favorably than a generic response

Any inquiries or requests for clarification should be directed to Director of Public Works, Matt Ames, via email to mames@broadview-il.gov, no later than 4:00 PM on October 19th, 2018. Clarification will be provided in writing by reply email to all who have received an RFQ packet at that time. No clarification will be provided verbally, either in person or over the telephone, and no one other than the Director of Public Works is authorized to provide clarification on behalf of the Village.

IV. EVALUATION PROCESS

All Statements of Qualifications will first be evaluated to determine if they are complete and meet the requirements specified in this RFQ, and those that do will be further evaluated to establish a ranking of all firms that meet the criteria. The highest ranking firm shall then be asked to submit a proposal.

The Village reserves the right to consider any proposal and to reject any and all proposals if doing so best serves the public interest.

That evaluation will be based upon the following criteria:

20 points	Technical Approach – includes understanding of project, innovative concepts, quality control procedures, etc.
30 points	Specialized Federally-Funded Construction Experience
20 points	Staff Capabilities (Prime/Sub)
20 points	References
10 points	Local Presence

V. TERMS AND CONDITIONS

Reserved Rights: The Village reserves the right to seek clarification of information submitted in response to this RFQ and/or request additional information during the evaluation process.

The Village reserves the right at any time and for any reason to cancel this consultant procurement process, to reject any or all proposals, or to accept an alternative proposal.

Incurred Costs: The Village will not be liable in any way for any costs incurred by consultants in replying to this Request for Qualifications or any part of the procurement process.

Communications: During the selection process any communication regarding this RFQ must be in writing and directed to Mr. Matt Ames, Director of Public Works, via email at mames@broadview-il.gov