



Village of Broadview

Request for Qualifications (RFQ)

Design and Construction Engineering Services
for the
25th Avenue Bike Path Improvements

RFQ Issued: Wednesday, January 12, 2022

Response Due: 9:00 A.M. Wednesday, January 26, 2022

The Village of Broadview, Illinois (“the Requestor”) is issuing a Request for Qualifications (“RFQ”) from qualified Engineering firms to provide Design and Construction Engineering services related to 25th Avenue Bike Path Improvements.

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.

In order to have your Qualifications considered, it must be emailed to the Public Works Director, Matt Ames at mames@broadview-il.gov.

The subject line of the email must read: **Engineering Services for 25th Avenue Bike Path**

Faxed Qualifications will not be accepted.

Qualifications must be received by the Director of Public Works, no later than January 26th at 9:00 A.M. Qualifications received after the closing time and date will not be considered.

The Village of Broadview is receiving federal funds, which will be used in funding the engineering services for this Project. Written policies and procedures for QBS as describe herein meet the requirements of 23 CFR 172 and the Brooks Act.

- **Initial Administration** – The Village of Broadview QBS policy and procedures assign the responsibility to the Public Works Director for the procurement, management, and administration for consultant services.
- **Written Policies and Procedures** – The Village of Broadview considers its adopted QBS written policies and procedures to be in accordance with Chapter 9 of the CDBG-DR Procurement Manual, therefore additional approval is not required.

PROJECT OVERVIEW

The proposed project is within the Village of Broadview. The proposed 25th Avenue Shared Use Path Project will begin at Salt Creek Trail at the Village of Broadview southern boundary and extend to the north for a length of 1.08 miles as it intersects 14th Street

25th Avenue is a two-way two-lane road with stone shoulder on both sides for the southern most 1,800 feet and a two-way four lane road with B-6.12 curb and gutter on both sides to the northern limits. The proposed route will include two bridge crossings over creeks and a crossing beneath a railroad overpass.

The proposed shared use path will provide non-motorized access to the entire 25th Avenue corridor. 25th Avenue shared-use path will be the first phase of proposed improvements that will connect Salt Creek Trail to the Illinois Prairie Path in Maywood and to the North Avenue bike path in Melrose Park. At Salt Creek Trail, this proposed path will connect to the popular 26.7-mile Salt Creek Trail in the Cook County Forest Preserve, which runs from Brookfield to Elk Grove Village. At the north end, future improvements will extend this path to Illinois Prairie Path and the recently completed North Avenue bike path in Melrose Park. The North Avenue bike path is from Cornell Avenue to approximately 3.5 miles to the east connecting to the popular Des Plaines River Trail in the Cook County Forest Preserve, which ultimately reaches Wisconsin.

The Village is seeking the most qualified firm to perform the required professional design and construction engineering 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 design and construction engineering for this project will be funded in part with federal TAP-L funding allocated to the Village of Broadview. The ensuing construction contract will be let and administered by the Illinois Department of Transportation.

Phase II and III Engineering will need to follow the requirements of the Illinois Department of Transportation as they relate to federally funded projects.

Preliminary Design Phase (70% Complete):

The scope of services for the Preliminary Design Engineering Services shall include the following items:

- Submit 70% plans to the Village of Broadview staff.
- Conduct a complete and detailed topographical survey and extending a minimum of 100' or longer as necessary beyond the limits of the proposed work.
 - All existing storm, combined, and water system structures shall require (including all other above & underground utilities) detailed structure inspection including condition of structure, diameter of structure, material type, rim elevation, invert elevation of all pipes by field measurement, and pipe material type. This information to be shown along with rim and invert callouts on the plan sheets.
 - Topographic survey should extend 10' beyond the apparent right-of-way.
 - 100' cross section intervals will be required (including f/w, e/p, c/l, e/p, f/w) as well as all existing low points, all intersections to include complete survey to address ADA improvements where sidewalk/curb to be disturbed, topographic survey should extend 10 feet beyond the apparent public right of way. All trees within 15 feet of the right of way line should be shown and size labeled,
 - Include ground contours at 1-foot intervals, critical ground spot elevations, trees, fences, mature landscaping, bushes, property lines, etc.
 - Right of way should be shown within 1 foot accuracy except for locations where easements are needed where accuracy shall meet standards required for a plat of survey.
- Coordination with the Village's mapping department to obtain all available utility atlas information. This data is only intended for use in preliminary engineering, and to supplement but not replace the detailed field topographical survey.
- Utility Coordination (Nicor, ComEd, AT&T, Comcast, etc.) and resolution of all conflicts. This will include a design stage J.U.L.I.E. and utility map request from all utility owners located within and adjacent to each Component Project site to ensure all possible conflicts are accounted for. Include all Village provided archived project "as-constructed" information in the design documents.
- Refine design as necessary based upon the initial drainage investigation, topographical, and utility survey results.
- Setup and attendance at kickoff or review meetings with Permitting agencies.
- Value Engineering to determine if any cost savings measures are available. A meeting shall be scheduled by the consultant for this step.
- Identification and initial submittal of all required and applicable Permits, including, but not limited to IDOT, Metropolitan Water Reclamation District of Greater Chicago (MWRDGC), Illinois Environmental Protection Agency-National Pollutant Discharge Elimination System (IEPA-NPDES), Illinois Environmental Protection Agency (IEPA) Bureau of Water, North Cook County Soil & Water Conservation District (NCCSWCD), Illinois Department of Natural Resources-Office of Water Resources (IDNR-OWR), Cook County, and any other permits that are found to be necessitated by this project.
- Preliminary design of all storm sewers, inlets, catch basins, manholes, and associated utility

- replacement of water main crossings and combined sewers.
- Engineering Drawings (Exist. & Proposed Conditions Plan, Utility & Profiles), Cross Sections, Typical Sections to be reviewed/approved by Village staff. Specifications and Standard Details are not required for Submittal 1. Five (5) hard copies of each to be provided, all drawings will be full-sized (22" x 34"). One electronic copy (pdf format) of each will also be provided.
 - Detailed Preliminary Cost Estimate for Construction.
 - Geotechnical Investigation as necessary
 - Environmental Investigation
 - Engineering including Preliminary Environmental Site Assessment (PESA) and Preliminary Site Investigation (PSI).
 - Identification of the required temporary and permanent easement(s) (if necessary), which will involve acting as the Village representative in all correspondence and meetings with the property owners, etc.
 - Preparation of the necessary Temporary & Permanent Easement Plat(s), including legal and easement descriptions.
 - Evaluation to determine if any stormwater Best Management Practices (BMPs), including greeninfrastructure improvements, can be incorporated.
 - Identify impacts to existing trees. Coordinate with Director of Public Works
 - Public Notification
 - Administer Initial Project Informational Meeting with Impacted Property Owners and other Stakeholders. 2 meetings will be required: 1)Project Kickoff and 2)Final Design and Impacts)

Final Design Phase (98% Complete):

- All applicable sections of Preliminary Design Engineering (Submittal 1) shall be included in Submittal 2, Final Design Phase.
- The scope of services for this phase shall include the collection of additional topographic survey information as needed, design of ADA sidewalk improvements, and underground utility improvements; preparation of detailed pavement cross sections, preparation of erosion control plans, striping plans, and detailed traffic control plans; preparation of preparation of proposed plans, specifications, and bidding documents in accordance with respective policies and procedures of the Illinois Department of Transportation and the Village of Broadview; the submittal and obtainment of permits to the Metropolitan Water District of Greater Chicago regarding sewer improvements within a combined sewer area, submittal and obtainment of permits to the IEPA regarding erosion control practices, and submittal and obtainment of permits to any other pertinent entity.

Bid Package/Final Engineering/Competitive Bidding Process and Construction Plan Interpretation:

- Final Engineering Drawing Set
- Assist Village in Competitive Bidding Process with Area Contractors
- Ensure IDOT has all required information to properly bid the project.

All design engineering work shall be performed to a frequency and minimum level of IDOT, Cook County, and MWRD Standards.

Construction Engineering Services):

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.

II. Project Schedule:

- The final design will need to be completed in a timely manner to meet a January 2024 Letting date.
- Construction is expected to be completed by the end of October 2025

III. SUBMITTAL REQUIREMENTS

Any firms interested in providing any of the above scope of services to the Village shall express that through a formal submittal process.

The SOQ should be organized into four sections as listed below. Elements listed under each section must be included in the submittal.

- Firm's Background – Maximum 1 page
 - Describe the general background and experience of the firm as it relates to this project.
- Firm's Qualifications – Maximum 5 pages
 - Identify the firm's 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.
 - Provide three similar projects completed within the last five years for which the firm completed Phase I and/or II services. Limit each project to one page and provide a client reference.
 - Describe the firm's familiarity with the local conditions and the Village
- Provide a minimum of five municipal client references – Maximum 1 pages
- Firm's Key Project Personnel – Maximum 3 pages
 - Identify the management, field, and office staff the firm would utilize for this project, including resumes of the Project Manager, design personnel, and construction engineers.
- Firm's Project Understanding and Approach - Maximum 2 pages

- Describe how the firm has approached other water and sewer design projects in the past, the firm’s level of understanding of this project, and how the firm would approach this project.
- Any other information relevant to the project

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 January 21st, 2022. 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