

Request for Qualifications (RFQ)

Phase I Preliminary Engineering Services and Option to Perform Phase II Design and Phase III Construction Engineering Services for the 21st Street Bridge Replacement Project

RFQ Issued: February 9th, 2022

Response Due: March 4, 2022 (12:00 PM)

The Village of Broadview, Illinois (“the Requestor”) is issuing a Request for Qualifications (“RFQ”) from qualified Engineering firms to provide Phase I Preliminary Engineering Services, with an option to perform Phase II Design and Phase III Construction Engineering Services, related to the 21st Street Bridge Replacement Project (IDOT Structure Number 016-6650).

In order to have your Qualifications considered, it must be submitted in a sealed envelope containing one (1) unbound original and three (3) bound copies, plainly marked:

Phase I Preliminary Engineering Services
with Option for Phases 2 & 3 Services for the
21st Street Bridge Replacement 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 can be examined at the office below.

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 Friday, March 4, 2022 at 12:00 p.m. Qualifications received after the closing time and date may not be considered.

I. PROJECT OVERVIEW

The 21st Street Bridge Replacement Project involves the complete removal and replacement of an existing bridge carrying 21st Street, a 2-lane road under local jurisdiction, over Addison Creek.

II. DESCRIPTION OF PROJECT SCOPE

The project includes demolition of the existing reinforced concrete slab bridge including abutments; and the design and construction of a new bridge structure, associated roadway approach improvements, and utility relocations.

The work will likely consist of complete bridge replacement including the superstructure and substructure elements. To maintain the same waterway opening without raising the profile, the proposed bridge is expected to be a three span reinforced concrete slab bridge. The total estimate cost, engineering and construction, for the bridge replacement is estimated to be \$2,188,000.

III. GENERAL SCOPE OF SERVICES:

This project is being managed by the Village of Broadview utilizing Illinois Department of Transportation and federal bridge funding for a portion of their costs. Separate Preliminary, Design, and Construction Engineering Services Agreements will be executed with the Village of Broadview for each phase of the project.

The respondent firm must be prequalified by IDOT for Structures – Highway (Simple, Typical, Advanced Typical, or Complex).

The scope of Phase I Preliminary Engineering services for the project will include all services as required to prepare, submit, and secure approval by IDOT of the Project Development Report (PDR).

Preliminary Engineering Services will be required from the date of approval of the Preliminary Engineering Agreement through the final IDOT approval of the PDR.

The current anticipated timetable for the improvements is:

Phase I	May 2022 to May 2023
Phase II	September 2023 to March 2024
Phase III	March 2024 to November 2024

The scope of Phase II Design services for the project includes preparing plans and specifications in accordance with the design scope, the PDR as approved, and the IDOT review process; assisting the Village in the ROW acquisition process (if necessary) and other appurtenant work to be described more fully in the Proposal and Agreement for Engineering Services.

Design Engineering Services for the project will be required from the date of approval of the Design Engineering Agreement, up to the Bid Letting Date.

The scope of Phase III Construction Engineering services for the project will include ; preconstruction meeting(s); contract administration on behalf of the Village; construction layout or verification of Contractor's 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; processing pay estimates; processing change orders; and other appurtenant work to be described more fully in the Proposal and Agreement for Engineering Services. Quality Assurance (QA) and oversight of 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.

Construction Engineering Services for the project will be required from the Bid Letting Date through final acceptance of the construction contract.

IV. MINIMUM SCOPE OF SERVICES (PHASE I):

The overall scope of Phase I Services is intended to be inclusive of all items, exhibits, plans and submittals required to obtain Phase I Report Approval as the project deliverable including, but not limited to, the items listed below.

Project Administration and Meetings

- Management of IDOT and FHWA kickoff and coordination meetings and preparation of meeting minutes
- Utility Coordination, including IDOT summary forms and utility response letters
- Village coordination meetings and allowance for attendance at one Village Board meeting
- Public Engagement Meetings
- Any other site or coordination meetings necessary to ensure project completion

Survey

- Topographic survey meeting minimum standards of practice as set forth by Illinois Administrative Code
- Contours at 1-foot intervals
- Elevations at necessary cross sections, extending beyond the existing ROW
- Detailed survey at non-compliant pedestrian intersections
- Utility survey of accessible features and incorporation of underground utility data from Village utility atlases
- Incorporation of utility agency information via JULIE markings and utility atlas information
- Establish existing Right-of-Way and property lines along the project corridor

Traffic & Crash Analyses

- Traffic data, capacity analyses and volume projections as necessary

Environmental Studies

- Environmental Survey Request Preparation
- Environmental Clearances
- Special Waste Assessment, including a Preliminary Environmental Site Assessment (PESA)

Preliminary Drainage Analysis

- Evaluation of existing drainage conditions
- Evaluate drainage in accordance with WMO standards and applicable permits
- IDOT Drainage Approvals, as necessary

Preliminary Plans

- Existing and proposed typical sections
- Preliminary easement and ROW needs
- Preliminary ADA design to determine if compliant improvements can be made within existing right-of-way
- Establish alignment and stationing
- Prepare cross sections as necessary
- Preliminary plan and profile

Public Input Meetings

- Preparation of notices, handouts, comment forms and materials and staffing necessary for all required public information meetings.

Phase I Report

- Preparation of pre-final and final versions of the report document and attachments, following IDOT requirements

V. SUBMITTAL REQUIREMENTS

Submittals are required to include the following items:

1. Letter of Interest

2. Project Understanding (5 Page Maximum)

State in concise terms your understanding of the projects, including scale, type, and unique elements.

3. Experience and References (5 Page Maximum)

List a minimum of three (3) prior projects, with references, that best support your qualifications to provide Phase I, Phase II and Phase III Engineering services for this project. Include the name of the project; organization/client; contact name, address, phone, and email; project value; and a brief project description.

4. Subcontractors

For Phase I (Preliminary Engineering), list any subcontractors and sub-consultants that may be used and their role and responsibilities. Include an overview of their relevant qualifications. For subsequent phases, indicate your intended portions of work to be subcontracted and the firm or firms you intend to use.

5. Project Staffing

For Phase I (Preliminary Engineering), list personnel who will be directly involved with the project and their experience with projects of similar size and complexity. Describe your firm's current workload and capacity to devote sufficient resources and staff to this project. For subsequent phases, indicate your ability to staff the work in the future, citing personnel who would likely be assigned to the required tasks and their qualifying experience.

6. Additional Information and Comments (2 Page Maximum)

Include any other information believed to be pertinent, but not specifically mentioned elsewhere.

VI. SELECTION PROCESS

General Purpose: The Village is seeking the most qualified firm to perform the required professional preliminary, design, and construction engineering services for this project without the consideration of fees. The Village will conduct negotiations for a contract and fee for Phase I Preliminary Engineering with the top ranked firm. The Village reserves the right to continue negotiations in the future for subsequent phases with the same top ranked firm, or to request qualifications and select another firm for subsequent phases.

The selection of professional consultants is not based on competitive bidding, but on the firm's professional qualification experience, and expertise of key personnel to be assigned to the project.

Responses to the Request for Qualifications (RFQ): The prospective firm shall submit a response to the RFQ which will in turn be evaluated and ranked by Village staff. The highest ranking firm will then be asked to submit a proposal for Phase I Preliminary Engineering Services.

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

Criteria for Selection:

Responding firms will be ranked in order of performance from this evaluation of firm’s qualifications relative to the evaluation criteria.

The evaluation criteria are as follows:

Technical Approach	30%
Firm Experience	30%
Staff Capabilities	30%
Past Performance	5%
In-State or Local Presence	5%
Total	100%

VI. 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, Village of Broadview, 2734 S 9th Ave, Broadview, Illinois 60155 or through email at mames@broadview-il.gov.

Attachment



Illinois Department of Transportation

Division of Highways/Region One / District One
201 West Center Court/Schaumburg, Illinois 60196-1096

LOCAL ROADS AND STREETS
Surface Transportation Bridge Program
Village of Broadview
Location: 21st Avenue over Addison Creek
Section No.: TBD
Existing Structure No.: 016-6650
Cook County

January 20, 2022

Mr. Matt Ames
Director of Public Works
Village of Broadview
2734 South Ninth Street
Broadview, IL 60155-6254

NOTE: Sent only via e-mail. An original will not be posted.

Dear Mr. Ames:

We reviewed your letter requesting Surface Transportation Bridge Program (STP-Br) funding for Phase 1 and Phase 2 Engineering for the following structure in Broadview:

Location	Structure No.	Sufficiency Rating	Last Inspection Date	Eligible For
21 st Avenue over Addison Creek	016-6650	36.0	3/30/2021	Replacement

The Village may proceed to advertise for and select a qualified consultant for Engineering services in accordance with the Qualifications Based Selection Procurement Procedures as set forth in Chapter 5 in the Department's Bureau of Local Roads and Streets Manual.

After selection of a consultant, please coordinate with your designated Planning Liaison to submit for our review a Draft Project Program Information (PPI) Form (D1 PI0004). Please note that the document is available via the Department's website as follows:

Document	Web Address
Project Programming Information Form (D1 PI0004)	https://idot.illinois.gov/Assets/uploads/files/IDOT-Forms/D1/D1%20PI0004.pdf

Mr. Matt Ames
January 20, 2022
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When the PPI is approved the District will coordinate with you and your Planning Liaison, to submit the appropriate draft Engineering and Funding agreements. This project may be required to follow the Grant Accountability and Transparency Act (GATA) processing and reporting requirements.

We will fund Phase I for this project in the State's FY 2022 Program (July 1, 2021 – June 30, 2022). When STP-Br Funds become available, the Village will be responsible for providing the twenty percent (20%) match.

The funding for Phase II Engineering, Phase III Construction and Construction Engineering will be contingent upon the availability of funds in future fiscal years. Please include all phases of the project on the PPI form when submitted. Also include any Build Illinois funds if they are to applied as part of the local match on the PPI.

Additionally, as described above the funding levels will be based on the Village's request as noted in the letter. The total amount for each phase is:

Phase	Amount	% Fund Allocation
Phase I Engineering	\$120,000.00	80% STP-Br
Phase II Engineering	\$124,000.00	STP-Br TBD
Right-of-Way	\$0.00	N/A
Phase III Engineering	\$181,000.00	ISBP
Construction	\$1,763,000.00	ASBP

If you have any questions or need additional information, please contact me at (847) 705-4201 or via e-mail at Charles.Riddle@illinois.gov.

Very truly yours,

Jose Rios, P.E.
Region One Engineer

By: *C. F. Riddle*
Charles F. Riddle, P.E.
Bureau Chief of Local Roads and Streets

cc: Edwin Stoelinga, Hancock Engineering
Brett Sauter, Ciorba Group
Lenny Cannata, WCMC