

# Request for Qualifications (RFQ)

## Phase II Design and Phase III Construction Engineering Services for the Beach Street Improvement Project

RFQ Issued: November 1<sup>st</sup>, 2022

Response Due: November 16<sup>th</sup>, 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 II Design and Phase III Construction Engineering Services, related to the Beach Street Improvements.

In order to have your Qualifications considered, it must be emailed directly to the Broadview Public Works Director, Matthew Ames at [Mames@broadview-il.gov](mailto:Mames@broadview-il.gov) with the Subject Line of “Beach Street Engineering Services” by Noon on November 16<sup>th</sup>, 2022.

**Qualifications received after the closing time and date may not be considered.**

### I. PROJECTS OVERVIEW

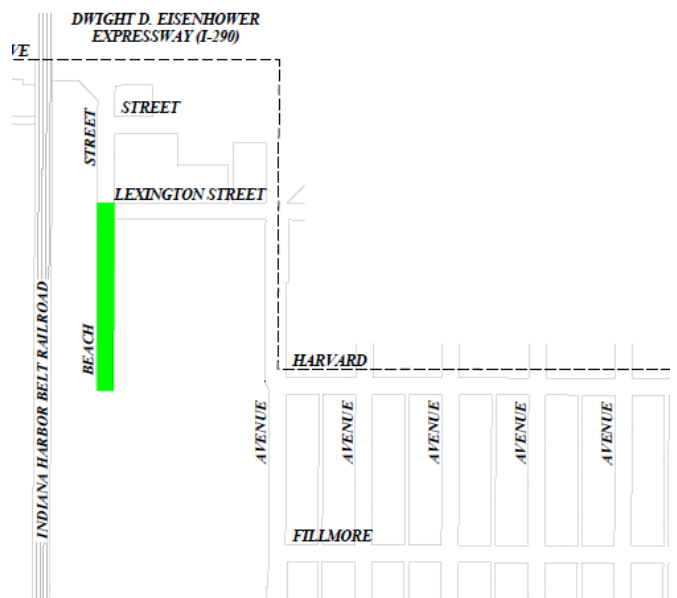
Beach Street is a roadway within the northwest Industrial section of Broadview.

The existing roadway is deteriorated and in need of repair. The pavement base course has failed and the surface has experienced substantial unraveling and rutting.

Beach Avenue is flanked by heavy industrialized properties, including SG360 (which is one of the Village's major corporations) on both sides of the road. The roadway currently experiences substantial street flooding during moderate rainfall events.

Beach Avenue is utilized as the southbound exit to 25th Avenue from I-290 and as such experiences substantial traffic at times.

The community will benefit from having new pavement to better serve its industrial district, and thereby providing safer travel and reducing delays to an already congested area.



## **II. DESCRIPTION OF PROJECTS SCOPES**

The project includes the removal of the existing deteriorated road and the construction of a new Hot-Mix Asphalt Road. The project will also include the upgrading of drainage structures, ADA Sidewalk improvements, replacement of driveways and parkways, and other necessary infrastructure improvements.

The total estimated cost for engineering and construction is estimated to be \$574 ,000.

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.

## **III. GENERAL SCOPE OF SERVICES:**

This project is being managed by the Village of Broadview utilizing Rebuild Illinois – Public Infrastructure grant monies.

The scope of Phase II Design services for this project includes preparing plans and specifications in accordance with the design scope, and the IDOT review process; assisting the Village in the advertisement and solicitation for bids; and other appurtenant work to be described more fully in the Proposal and Agreement for Engineering Services.

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

The scope of Construction Engineering 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 April of 2023 with construction anticipated to begin in June and to be completed within the 2023 construction season.

#### **IV. MINIMUM SCOPE OF SERVICES (PHASE I):**

The overall scope of Phase II Services is intended to be inclusive of all items, exhibits, plans and submittals required to create bidding documents sufficient for the bidding and securing of qualified Contractor to build the eventual improvements.

##### Project Administration and Meetings

- Management of IDOT and Village 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 if necessary
- 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

##### Preliminary Drainage Analysis

- Evaluation of existing drainage conditions

##### Preliminary Plans

- Existing and proposed typical sections
- Preliminary ADA design to determine if compliant improvements can be made within existing right-of-way
- Establish alignment and stationing
- Prepare cross sections at 50-foot intervals and at all cross streets and driveways
- Preliminary plan and profile

### Public Input Meetings

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

## **V. SUBMITTAL REQUIREMENTS**

Submittals are required to include the following items:

### **1. Letter of Interest (2 Page Maximum)**

### **2. Experience and References (5 Page Maximum)**

List a minimum of ten (10) prior projects, with references, that best support your qualifications to provide Design Engineering services and Construction Engineering services for these projects. Include the name of the project; organization/client; contact name, address, phone, and email; project value; and a brief project description.

### **3. Project Staffing (3 Page Maximum)**

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.

### **4. Project Understanding (1 Page Maximum)**

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

## **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 Engineering Services 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 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:

Firm Experience	30%
Staff Capabilities	30%
Technical Approach	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](mailto:mames@broadview-il.gov).