



REQUEST FOR QUALIFICATIONS

Village of Beecher

Phase III Construction Engineering Services
Penfield Street Reconstruction

Submission Deadline: **No later than 4:30 p.m. on Friday, June 11th, 2021**

Published on: Thursday, May 20th on the Village of Beecher's website

GENERAL INFORMATION

The Village of Beecher invites Statements of Qualifications from IDOT prequalified engineering firms to assist the Village in completing engineering services for Phase III Construction engineering, for the Penfield Street (FAU 423) Improvements between Gould Street to IL 1 (Dixie Highway). The project also includes resurfacing Gould Street between Indiana Avenue and Penfield Street. The project has a net length of 0.77 miles. The project is being funded with STP funds administered through IDOT. The project must adhere to Village, FHWA and IDOT standards as required.

Penfield Street Improvements consist of reconstructing the existing 2-lane, rural section on Penfield Street to provide an urban roadway with single 12 ft. lanes in each direction and a 9 ft. wide parking lane on each side of the road. Other improvements include constructing new sidewalks, new storm sewer, culvert replacement, watermain and sanitary sewer repairs, improved street lighting, and new parking lots at Reed Street and Maxwell Street. Pre-final plans are available for review upon request.

The Village expects that the project will be on the November 2021 IDOT letting. Construction is anticipated to start in the early Spring of 2022 and be completed by the end of 2022. The construction budget for this project is \$4.6 million.

PROPOSAL CONTENTS

All SOQ submittals must be thorough, complete and accurate. The .pdf submittal shall be a single .pdf document, no more than 10 pages in length (including cover letter, tabs, section breaks, etc.). Tabs and section breaks are not required. The submittal should include the following information:

1. Cover letter on the firm's letterhead transmitting the qualifications. Include name of the firm, local address, telephone number and name of contact person (with email address).
2. Current Illinois Department of Transportation (IDOT) prequalification status. The prime consultant must be prequalified in *Special Services – Construction Inspection* and submit documentation of their current prequalification status.
3. List of relevant projects recently completed similar in nature to this project. Include a description of each project, including location, project team, and construction cost for each project. If the project was on an IDOT state letting, provide the letting date and item number and/or contract number.

4. A brief (maximum of 2 pages) technical approach regarding the firm's abilities to perform the required Phase III Engineering services.
5. List of key staff with brief resumes that would be assigned to the project including the Project Manager (must be a Licensed Professional Engineer in the State of Illinois), Resident Engineer (RE) (does not need to be a Professional Engineer) and any other relevant staff. Also, include any sub-consultants that will be required to complete the project, including the relevant prequalification categories for each sub-consultant (documentation of their prequalification status is NOT required). An organization chart is optional.
6. List of three (3) references including name, job title, telephone number, and email address. The references should not be current Village of Beecher employees. The references should preferably have worked for a local agency on similar projects.

SCOPE OF WORK

The selected firm shall perform Phase III engineering services as required and in a professional and satisfactory manner. All work must be completed in accordance with the policies and standards of the Village, IDOT, and FHWA.

The anticipated scope of services shall include but is not limited to the following:

1. Provide resident engineer and necessary construction inspection staff to ensure that improvements are completed in accordance with the approved contract plans and documents.
2. Attend IDOT Pre-construction meeting with Village.
3. Communicate with affected stakeholders on the Village's behalf regarding construction related items.
4. Complete and maintain required reports, plan changes, anticipated cost changes, extra work, etc. Submittal of weekly reports to the Village liaison, IDOT and the Contractor.
5. Facilitate progress meetings with the contractor and subs, utility companies, IDOT, Village, etc. and provide minutes. Ensure that contractor provides updated project schedule for progress meetings.
6. Maintain records during construction to document field changes. Prepare and provide as-built drawings (hard copy and electronic) to the Village.

7. Measure and document quantities meeting IDOT requirements. Prepare and submit various reports such as partial and final pay estimates, change orders, material reports, records, etc.
8. Provide and complete QA/QC material testing as required by IDOT.
9. Complete all final IDOT quantity and material documentation for Contract completion and close out.

SELECTION CRITERIA AND WEIGHTING

The selection criteria and weightings for project selection are as indicated below:

1. Firm Experience (30%). The entity's general experience, stability, and experience on projects similar to the one under consideration. Experience with federally funded projects is required.
2. Staff Capabilities (30%). The education, experience, and expertise of the entity's key employees.
3. Technical Approach (30%). Project understanding and the entity's approach to perform Phase III Construction Engineering Services and related items that are required for successful project completion.
4. Adherence to RFQ (10%). Quality of the entity's submittal including, but not limited to, spelling, providing all the information requested, and providing correct/accurate information.

Firm experience with multiple federally funded construction projects administered through IDOT is a requirement. Listing projects where the client was a local agency on a federally funded project is preferred (as opposed to the client being IDOT or another consultant). The technical approach should not include standard construction practices that apply to most projects and IDOT forms/documentation/procedures/etc. that are required on all federally funded projects. Instead, the approach should focus on any differentiators the firm and RE may have.

A selection committee comprised of staff from the Village will evaluate the SOQs. No interviews will be held. The SOQs will be reviewed, evaluated, and scored using the criteria and weights defined above. The SOQ will be used by Village staff to select the three most qualified consultants. All consultants who submitted qualifications will be

notified when the results are completed, along with the top 3 firms and their overall scores. Additional results and scoring breakdowns are not provided.

The top ranked firm will be notified and a final scope and hours will be negotiated. If an agreement cannot be reached with the top ranked firm, the Village will start negotiations with the next highest ranked firm. The engineering agreement format will be Cost Plus Fixed Fee in accordance with IDOT requirements.

DEADLINE

An electronic copy of the responding firm's "Statement of Qualifications" is required. The submittal shall include the "Statement of Qualifications for the Penfield Street Improvements" as the subject title. The Statement of Qualifications shall be submitted no later than 4:30 pm on Friday, June 11, 2021. Only submittals meeting the requirements of this request shall be considered. The Village will begin reviewing the SOQ's immediately with the firm anticipated to be selected no later than **Wednesday, June 30th, 2021**. A draft engineering agreement will be due electronically to the Village by the close of business **Thursday, July 8th, 2021** at the latest.

The submittals shall be emailed to the following:

Robert O. Barber
Village Administrator
Email: rbarber@villageofbeecheer.org

Questions regarding the project or the RFQ should be directed to Robert Barber at (708) 946-2261. Questions shall be submitted no later than Monday, June 7th, 2021.