



REQUEST FOR PROPOSAL

Village of Beecher

Gould Street Water Main

Submission Deadline: No later than 4:30 p.m. on June 25th , 2021

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GENERAL INFORMATION

The Village of Beecher invites Proposals from pre-qualified engineering firms to assist the Village with construction engineering services for the Gould Street Water Main Replacement. The project is being funded with DCEO Rebuild Illinois Fast Track Grant funds administered through DCEO. The project must adhere to Village, DCEO and IDOT standards as required. The contract documents will be EJCDC (Engineers Joint Contract Documents Committee) specifications.

The Village of Beecher intends to replace approximately 2,785 lineal feet of 8-inch and 444 lineal feet of 10-inch diameter water main by horizontal directional drilling and open cut methods including two railroad crossings. The proposed route includes installing new water main along Gould Street, from Indiana Avenue to Miller Street. Construction includes fire hydrants, valves, water service replacements, street and parkway restoration, and other miscellaneous items of work.

SCOPE OF WORK

1. PROJECT INITIATION

- a. Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed.
- b. Receive Contractor insurance documents.
- c. Conduct and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors. Provide the Contractor with electronic copies of the plans and project manual.
- d. Engineering consultant shall coordinate permits from both the Union Pacific Railroad (UPRR) and Will County Highway Department.

2. CONSTRUCTION ADMINISTRATION

- a. Attend periodic construction progress meetings.
- b. Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the Contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing, or procedures of construction or extend to safety programs or precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
- c. Review construction record drawings for completeness prior to submission to CADD.
- d. Prepare construction contract change orders and work directives when authorized by the Owner.
- e. Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- f. Research and prepare written response by Engineer to request for information from the Owner and Contractor.
- g. Project manager or other office staff visit site as needed.
- h. DCEO documentation to be included throughout the course of construction.

3. FIELD OBSERVATION

a. Engineer will provide a Resident Project Representative at the construction site on a periodic basis dependent upon construction activities; from the Engineer's office of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 760 hours) as deemed necessary by the Owner, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion.

b. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If the Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the Contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any Contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which Contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any Contractor, Subcontractor, or Supplier, or of any of their agents or employees or any other person, (except Engineer's agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

c. Provide the necessary baselines, benchmarks, and reference points to enable the Contractor to proceed with the work.

d. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site, including notations on the nature and cost of any extra work.

4. SUBSTANTIAL COMPLETION OF PROJECT

a. Provide construction observation services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion observations.

b. Prepare Certificate of Substantial Completion.

5. PAYMENT TO CONTRACTOR AND COMPLETION

a. Following presentation of each Application for Payment to Owner with Engineer's recommendation, the amount recommended (subject to the provisions of Paragraph 14.02.D) will be submitted to the Illinois Department of Commerce and Economic Opportunity (DCEO) for State Revolving Fund monies.

6. COMPLETION OF PROJECT

- a. Provide construction observation services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion observations.
- b. Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- c. Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- d. Prepare construction record drawings, which show field-measured dimensions of the completed work which the Engineer considers significant. Provide the Owner with CD or electronic copy within ninety (90) days of the Project completion.

Note: Payment(s) for Construction Services will be made upon the Village's receipt of funds from DCEO.

PROPOSAL CONTENTS

The SOQ should be organized by the four areas listed below. Elements listed under each part must be included in the submittal.

- A. Firm's Background. — Maximum of two pages.
Describe the general background and experience of your firm as it relates to this project.
- B. Firm's Proposals - Maximum of ten pages.
The firm shall identify experience completing projects of similar size and scope for federally funded projects with emphasis on completing projects on time and within budget, including any unique qualifications relevant to this project.
 1. Provide projects for which your firm completed Phase II Preliminary Engineering services for a similar project. The projects should have been completed within the last five years. No more than two pages for each project.
 2. Describe your firm's familiarity with the local conditions and the Village.
 3. Include any other relevant information you believe is specific to the project.
- C. Firm's Key Project Personnel — Maximum of four pages.
Identify the management, design, and office staff proposed and their project responsibilities for this project. Include resumes of Project Manager, Project Engineer, and key staff. Resumes are not included in the maximum page count.
- D. Firm's Project Understanding and Approach — Maximum of three pages.
Describe how your firm has approached similar projects in the past, the firm's level of understanding of this project and funding sources, and how the firm would approach this project.

AGREEMENT TYPE

The selected firm will utilize the standard IDOT Engineering Services Agreement For Federal Participation. The agreement will be between the selected firm and the Village and shall be based on the specific scope after both parties have met. The agreement shall be a "Cost Plus Fixed Fee" type on a time and material basis with a not to exceed amount.

QUALIFICATIONS

The selected firm must possess the ability, experience, and reputation for quality service necessary to produce a high-quality and functional product. To ensure that key personnel are capable of providing an acceptable level of service to the Village, the following minimum qualifications must be met:

1. The selected firm must have previous experience in dealing with municipal governments.
2. The selected firm must have recent experience with similar Federally Funded projects.
3. The Project Manager must be a registered professional engineer of the discipline required for this specific service and currently licensed in the State of Illinois.

SELECTION

Upon receipt of the SOQ's, the Village will evaluate and rank each submittal using the Evaluation Criteria. The Village will select the highest ranked firm deemed the most qualified for the project. The highest ranked firm will be contacted to negotiate the scope of services and contract fee. Should the Village and highest ranking firm be unable to reach an agreement regarding the terms of a contract, the Village may initiate negotiations with the second ranked consultant, and so on until an agreement is reached with a qualified firm.

DEADLINE

Three copies of the responding firm's Proposal are required. The submittal shall be in a sealed envelope bearing the name and address of the firm and Proposal for Gould Street Watermain Replacement. The Proposal shall be submitted no later than 10:00 a.m. on June 28th, 2021. Only submittals meeting the requirements of this request shall be considered. Mailing Address and Questions may be sent to the following:

Mr. Robert Barber
Village Administrator
Village of Beecher
625 Dixie Highway
Beecher, IL 60401
rbarber@villageofbeecher.org

EVALUATION CRITERIA

Responding firms will be ranked in order of performance from this evaluation on firm's qualifications relative to the evaluation criteria. The evaluation criteria are as follows:

1. Experience and Qualifications of Firm: 20%
2. Experience and Qualifications of Staff: 20%
3. Project Understanding and Technical Approach: 20%
4. Past Performance: 20%
5. Ability of Firm and Key Personnel to Meet Project Schedule: 20%

Questions regarding the project and SOQ process should be directed to Bob Barber at (708) 946-2261.