

VILLAGE OF ROBBINS



REQUEST FOR QUALIFICATIONS

**Preliminary (Phase I), Design (Phase II), and Construction (Phase III)
Engineering Services**

for Claire Boulevard Resurfacing Project

RFQ Issued: November 20th, 2023
Submission Deadline: 12:00pm December 20th

General: The Village of Robbins (Village) is accepting Qualifications from engineering firms that are prequalified by the Illinois Department of Transportation (IDOT) to provide Preliminary (Phase I), Design (Phase II), and Construction (Phase III) Engineering Services for the *Claire Boulevard Resurfacing* project.

Project Description: The *Claire Boulevard Resurfacing* project involves hot-mix asphalt surface removal and replacement with polymerized leveling binder and hot-mix asphalt surface course, spot curb and gutter removal and replacement, driveway, sidewalk, ADA detectable warnings removal and replacement, where necessary, and thermoplastic striping. The project limits are from Francisco Ave to Kedzie Avenue.

The project is being funded through a combination of Surface Transportation Program (STP) and Local funds and must adhere to all Village, State and Federal requirements. The Village expects the Preliminary Engineering to start as soon as possible and is hopeful to make a spring 2024 IDOT letting. The Village is hoping to begin construction in late fall 2024. The construction budget for this project was estimated at \$414,000.

Scope of Services: The selected firm shall perform Preliminary (Phase I), Design (Phase II), and Construction (Phase III) Engineering Services, as required, in a professional and satisfactory manner. The construction contract will be let and administered by IDOT. All work must be completed in accordance with the policies and standards of the Village, IDOT, the Federal Highway Administration (FHWA), and the IDOT approved Project Development Report.

- A. The anticipated scope of services for Preliminary or Phase I services shall include, but not be limited to, the following:
 - 1. Attend meetings and visit the site as required by the Village.

- B. The anticipated scope of services for Design or Phase II services shall include, but not be limited to, the following:
 - 1. Attend meetings and visit the site as required by the Village.
 - 2. Prepare general and detailed Plans, Special Provisions, and Estimates of Cost in accordance with the guidelines contained in the IDOT Bureau of Local Roads and Street Manual.

- C. The anticipated scope of services for Construction or Phase III services shall include, but not be limited to, the following:
 - 1. Attend IDOT Preconstruction Meeting with Village.
 - 2. Provide resident engineer and necessary construction inspection staff to ensure that improvements are completed in accordance with the approved contract plans and documents.
 - 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 weekly progress meetings with the contractor and subcontractors, 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 material testing as required by IDOT.
9. Complete all final IDOT quantity and material documentation for contract completion and close out.

Submittal Requirements: The submittal should be organized by the six areas listed below. Elements listed under each part must be included in the submittal.

- A. Firm Information - Maximum of two pages.
Provide firm name, address, brief history and listing of municipal clients. Describe the general background and experience of your firm as it relates to this project.
- B. Firm's Qualifications - 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. At a minimum, provide the following:
 1. Provide three projects, with municipal client references, for which your firm completed Phase I, Phase II, and Phase III services. The projects should have been completed within the last five years. The project must have utilized Federal funds and required IDOT documentation. 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, construction, and office staff proposed and their project responsibilities for this project. Include resumes of Project Manager, Resident Engineer, and field personnel. 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 construction projects in the past, the firm's level of understanding of this project and funding sources, and how the firm would approach this project.

- E. Conflicts of Interest – Submittal shall include a completed Conflict of Interest Statement, which is attached for reference.
- F. Certification and IDOT Prequalifications – Submittal shall include a copy of the firm's registration with the State of Illinois as an "Illinois Professional Design Firm" and a copy of the firm's Prequalification with IDOT, indicating that they are prequalified in the categories of "Highways – Roads and Streets" and "Special Services – Construction Inspection".

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: | 15% |
| 2. Experience and Qualifications of Staff: | 30% |
| 3. Project Understanding and Technical Approach: | 15% |
| 4. Past Performance: | 20% |
| 5. Ability of Firm and Key Personnel to Meet Project Schedule: | 20% |

Selection Process: After the Village evaluates each submittal using the detailed Evaluation Criteria, they will rank the top three most qualified firms and notify all applicants. If fewer than three qualified firms submit Qualifications, the Village will evaluate and rank the firm(s) based on their qualifications. The Village will then contact the highest ranked firm to negotiate the scope of services and contract fee. Should the Village and the highest ranking firm be unable to reach an agreement regarding the terms of a contract, the Village may initiate into negotiations with the second ranked consultant, and so on until an agreement is reached with a qualified firm. Interviews and presentations will not be required for this project.

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.

Agreement: The selected firm shall 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.

Submittal Deadline: Four copies of the responding firm's "Statement of Qualifications" are required. The submittal shall be in a sealed envelope bearing the name and address of the firm and "Statement of Qualifications for Claire Boulevard Resurfacing Project". The Statement of Qualifications shall be submitted no later than **12:00pm, December 20th 2023**. Only submittals meeting the requirements of this request shall be considered.

Submittals should be dropped off to the Village of Robbins:

Village of Robbins

3327 W. 137th Street. Robbins IL, 60472

Questions and Inquiries: Questions and inquiries should be directed to:

Gerald Stewart

Public Works

Village of Robbins

3327 W. 137th Street Robbins IL. 60472

Phone number: 708-470-9882

Email: gstewart@robbins-il.com