

**REQUEST FOR QUALIFICATIONS (RFQ) FOR PHASE III ENGINEERING SERVICES  
ANDERSON ROAD EXTENSION AND INTERSECTION IMPROVEMENT PROJECT**

**VILLAGE OF ELBURN, IL  
DATE PUBLISHED: JUNE 17, 2019**

The Village of Elburn is seeking a qualified Consulting Engineering Firm to perform construction engineering services for the Anderson Road Extension and Intersection Improvement Project.

The Consulting Engineer shall perform and carry out, in a professional and satisfactory manner, the necessary services required to complete the requirements included in this project. At this time the Village anticipates starting this work in spring 2020 with approximately 5 months to complete the Phase III work.

The services to be provided are described in the Minimum Scope of Services section of this proposal. All work must adhere to Village, Illinois Department of Transportation (IDOT) and Kane County standards as required. In addition, this project will be funded utilizing Federal Surface Transportation Program (STP) and State funding; therefore all construction and construction engineering must meet IDOT documentation requirements.

This project includes the extension of Anderson Road for 600 feet south of the intersection with Keslinger Road (addition of 4<sup>th</sup> leg to the intersection) and traffic signal modernization of the intersection. Keslinger Road (eastbound) will be widened and resurfaced in Hot-Mix Asphalt (HMA) to provide a dedicated right-turn lane at Anderson Road, which will be constructed of full-depth HMA pavement. The traffic signals will be upgraded with a new mast arm and signal posts to match the new lane configurations. The existing aggregate water tower access road will be realigned to match the Freedom Road intersection and will be full-depth HMA pavement. Other improvements include new combination concrete curb and gutter, installation of PCC sidewalks and HMA shared use paths, drainage improvements, grading, and landscaping.

**FUNDING:**

The Phase III portion of this project is funded by Federal, State and local sources. The selection of the consultant will follow the Qualifications Based Selection (QBS) process in accordance with Section 5-5 of the Bureau of Local Roads and Streets Manual.

**MINIMUM SCOPE OF SERVICES:**

The consultant shall provide the resident engineer, inspectors, professional testing services and other technical personnel necessary to review, observe, monitor, and document the contractor's progress on the project from the start of field operations to final completion. All work is to be performed according to the general industry engineering standards established by IDOT.

The consultant and sub-consultants are expected to perform complete construction inspection services in accordance with, but not limited to, the following general task areas:

#### Preconstruction Tasks

1. Establish the Contract Inspector's Checklist for Contract Administration as guidelines for the consultant to follow.
2. Attend an IDOT preconstruction meeting with all interested parties to discuss goals, objectives, and issues.
3. Conduct a local preconstruction meeting with all interested parties to discuss goals, objectives, and issues that the Village may have. Submit meeting minutes to the Village for review and approval.
4. Familiarize themselves with all project permits and requirements needed for construction.
5. Review the plans and specifications in depth, verifying quantities, elevations and dimensions relevant to the project. Also, anticipate any potential conflicts or issues and develop solutions prior to construction.
6. Review contractor's proposed construction schedule for compliance with contract. Submittals should be included on this schedule as well as all major subcontractors (underground, paving, etc).
7. Set up field books, quantity books, diary, job box and all other forms of proper project documentation including ICORS.
8. Prepare Maintenance of Traffic (MOT) checklist. Review MOT for possible improvements highlighting areas of concern.
9. Prepare a project contact list with names, addresses, phone numbers, and fax numbers for all contractors, subcontractors, and suppliers for the project. Also, submit 24 hour contact numbers for applicable parties.
10. Review record drawing requirements with the contractor.

#### Construction Tasks

1. Provide a resident engineer for required daily activities such as: observing the progress and quality of the work and determining if the work is proceeding in accordance with the contract documents. Maintain site presence at all times when the contractor is working. Disapprove any work failing to conform to the contract documents and immediately inform Village and IDOT representatives. Verify that there are no deviations from the contract documents unless authorized by Village and IDOT representatives.
2. Keep inspector's daily reports and quantity book records up to date. Also maintain project diary noting all necessary observations. Advise if contractor is falling behind schedule. Submit weekly reports from ICORS to IDOT and the Village.
3. Maintain submittal log and check status to ensure timely approval.
4. Maintain orderly files of all relevant project documents so that they can be easily accessed.
5. Perform quantity measurements to prepare pay estimates and change orders to review with contractor and submit to Village for review and submittal to IDOT.
6. Hold weekly progress meetings.
7. Provide liaison functions related to coordination of contractors, utilities, developers, other agencies and property owners engaged or affected by the project.
8. Check and approve project submittals for compliance with standards. Forward

recommendations to the Village and IDOT representatives.

9. Maintain daily contact with contractor to monitor schedule and recommend actions that should be taken if falling behind.
10. Maintain daily contact with the utility companies and their contractors to monitor concurrence with proposed schedules.
11. Maintain daily contact with the Village and IDOT representatives to inform on all relevant project information.
12. Inspect, document, and inform the contractor and the Village of the adequacy of the establishment and maintenance of traffic control. Perform all necessary traffic control checks. Document deficiencies and contractor responses to notices of the same. Inform Village and IDOT of deficiencies and if contractor does not correct or enforce as contract stipulates.
13. Provide construction layout as needed.
14. Provide Quality Assurance (QA) services in accordance with IDOT QC/QA practices and procedures (contractor will provide QC). Provide necessary coordination and qualified personnel to perform work for all materials. Obtain and test soil, asphalt, concrete, and aggregate samples to perform necessary testing to fulfill QA/geotechnical requirements. Reports shall be prepared in a timely manner and coordinated with QC data. The consultant shall fulfill the requirements as the QA manager.
15. Prepare minutes for all meetings and distribute to appropriate parties.
16. Maintain set of working drawings as construction is progressing.
17. Provide all necessary equipment, instruments, supplies, transportation, and personnel required to perform duties of the project team.
18. Maintain and periodically transmit to contractor a running punch list to expedite project close out.
19. Obtain material acceptance certifications as materials are incorporated into the project to expedite project closeout. Withhold payment until material inspection and certifications are provided.
20. Monitor and enforce all OSHA safety regulations are followed by the consultant staff and sub-consultants.
21. Monitor and document erosion control and ensure conformity with the plans and standards.
22. Provide the Village with regular invoicing and provide supporting documentation as requested in order for the Village to submit for reimbursement in accordance with Section 5-10 of the Bureau of Local Roads and Streets Manual.

#### Post Construction Tasks

1. Perform final inspection with the IDOT, the Village representative, contractor, and all applicable utilities to finalize punch list. Document the items in the final punch list and submit them to the contractor for close out. Verify completion of all work and provide a recommendation to Village.
2. Prepare record drawings. Submit the drawings in a hard copy and digital form.
3. Complete a contractor performance evaluation and conduct a post construction meeting with all interested parties to discuss lessons learned and identify steps to eliminate problems in the future.

4. Verify that all documentation is accomplished and that all material inspections and certifications have been accounted for and are complete.
5. Provide all documentation associated with the final balancing change order and final pay estimate.
6. Complete job box and conduct all audit(s) with IDOT. The job box will remain property of the Village.
7. Close out project with IDOT within a reasonable time frame after all construction is completed.

## **SUBMITTAL REQUIREMENTS:**

Please submit two (2) hard copies and one (1) digital copy of your firm's qualifications for services by 12:00 PM, Tuesday, July 2, 2019. The digital copy should be in PDF format on a flash drive. Questions related to this RFQ should be submitted by email to Phil Van Bogaert: [publicworks@elburn.il.us](mailto:publicworks@elburn.il.us). All questions must be received by 4:00 PM on Thursday, June 27, 2019. The Village will provide the final response to all consultants by 4:00 PM on Friday, June 28, 2019.

The statement of qualifications (SOQ) should be mailed or hand delivered in a sealed envelope marked "**Village of Elburn – Anderson Road Extension and Intersection Improvement Project - Construction Engineering Services SOQ**" to Phil Van Bogaert, Superintendent of Public Works, 422 E. North Street, Elburn, IL 60119.

All submittals must be thorough, complete and accurate. A table of contents and sectional tabs should be provided for all submittals.

Submittals should include:

### 1. Firm Information

A title page that includes the following information: name of firm, local address, telephone number, fax number, name of contact person, location of branch offices, if any, and states in which your firm is licensed to practice. Additional general firm information can be provided but is limited to four pages (single sided).

### 2. IDOT Pre-Qualifications

As a prequalification of submittal, all firms must be pre-qualified by IDOT in and must submit documentation of their current prequalification status for the following:

- Special Studies – Construction Inspection

### 3. Sub-Consultants

List sub-consultants, if any, that will be used. Provide a copy of the firm's current prequalification status with IDOT.

#### 4. Project Team

Provide biographical data and experience on key professional members of the firm(s) who could be directly involved with this particular project. Each resume should be limited to two pages (single sided). The key personnel should include the following:

- Project Manager who will be responsible for coordinating all activities (must be a Licensed Professional Engineer in the State of Illinois).
- Resident Engineer who will be responsible for overseeing all construction engineering activities (must be a Licensed Professional Engineer in the State of Illinois and have a current certificate for IDOT's "Documentation of Contract Quantities").
- Construction Engineer(s) who will be responsible for assisting the Resident Engineer and have a current certificate for IDOT's "Documentation of Contract Quantities".
- Representative from the Material Testing Company that will be used (must be pre-qualified by the State of Illinois).

#### 5. Similar Project Experience

Provide four recent examples of projects within the last five years that were federally funded or similar in nature to this project. Include a description of each project, including location, client, and scope of professional services delivered by your firm and the project team that staffed the project (project manager, resident engineer, inspector(s), etc.), duration of the project, and project cost. Project Experience is limited to four pages (single sided).

#### **CRITERIA FOR REVIEW:**

The selection criteria and weightings for project selection are indicated below.

1. Firm Experience (30%). The entity's general experience, stability and qualifications related to federally funded Phase III projects. Qualifications and experience related to providing liaison functions to facilitate coordination of property owners, contractors, and utilities engaged or affected by the project.
2. Staff Capabilities (30%). The education, experience, and expertise of the entity's principals and key employees. Qualifications and experience of personnel to perform the required observation and inspection of project in accordance with general industry engineering standards established by IDOT.
3. Past Performance (30%). The entity's history of performance on projects similar to the one under consideration.
4. Local Presence (10%). Proximity of the engineering entity to the agency's office.

A selection committee comprised of staff from the Village will evaluate the SOQ's. The SOQ's will be reviewed, evaluated, and scored, using the criteria and weights defined above. The selected consultant will be notified and a final scope and hours will be negotiated. The engineering agreement will be Cost Plus Fixed Fee format using the BLR 05611 form. The selected consultant shall also submit draft BC 775 and BC 776 (if needed) forms for review with the draft BLR 05611.

The Village will begin reviewing the SOQ's on Tuesday, July 2, 2019. The Village intends to have

negotiations completed and all of the draft forms (BLR 05611, BC 775, BC 776 (if needed)) submitted by July 29, 2019 to IDOT.

The engineering agreement will not be presented to the Village Board until after the agreement is reviewed by IDOT. IDOT will review the engineering agreement to verify elements of contract costs, acceptable indirect cost rate(s) for application to contracts, and assuring consultant compliance with the Federal cost principles. Approval of the engineering agreement is subject to IDOT review and eventual approval by the Village Board.