Village of Hoffman Estates
Transportation and Engineering Division

REQUEST FOR QUALIFICATIONS

PRELIMINARY AND FINAL ENGINEERING DESIGN FOR STORM SEWER REPLACEMENT PROJECT AND CONSTRUCTION INSPECTION

LOCATION

The project is located on Grand Canyon Parkway just north of Bode Road in the Village of Hoffman Estates. The 54 inch corrugated metal pipe (CMP) has a total distance of 300 feet. Please refer to the attached map of the existing conditions.

BACKGROUND

The project will replace a rapidly aging CMP storm sewer which currently requires a high degree of maintenance from the Public Works Department. Alternatives for this replacement would consider a straight alignment from the start of the storm sewer to the discharge point.

PROJECT OVERVIEW

The Village is requesting qualifications from consulting firms with experience in gaining timely approval, preparing a preliminary plan with alternatives, required design reports, final engineering plans, specifications and cost estimate, providing bid documents and assistance, determining and resolving possible utility, wetland and floodplain conflicts, multiple agency coordination with IDOT-DNR, IEPA, FEMA, Army Corps, MWRD and Village as well as construction inspection of the new storm sewer installation. Of particular importance is the firm’s record of timely and successful completion of similar projects of similar scope. In addition, experience in the preparation of plans, specifications and cost estimates, project management, and inspection services during construction are necessary to accomplish this work.

The goal of the project would be to complete design over the 2015/2016 winter and anticipate construction in 2016.
The following describes the tasks anticipated to achieve the scope of services. The consultant should use their expertise and experience to determine if there are any missing components to create a comprehensive and complete scope of services for this project.

**SCOPE OF WORK**

**I. Phase I Studies**

Identify/evaluate two alternatives to determine the best route for the storm sewer while also considering costs. The evaluation shall review the possibility of wetland and floodplain impacts along with all other relevant regulatory requirements. Based on the options, costs, environmental impacts, etc., the Village will select from the two alternatives.

The consultant must provide survey services to obtain accurate existing geometry and field information for the storm sewer evaluation, design and construction.

**II. Phase II Storm Sewer Replacement Design Services**

Based on the approved preliminary plans, the consultant will prepare final engineering plans, specifications, and an engineer’s estimate of cost in accordance with IDOT standards and Village requirements. All required bid documents will need to be produced and included in this work. Adequate time and cost should be included for multiple reviews of plans and an adequate number of plan sets needed for review. The project will include designing all facets of the storm sewer replacement.

The consultant will prepare bid packages using IDOT standards and format to allow the Village to advertise and award the project. All plans (PDF and AutoCAD Civil 3D 2013 or equivalent), specifications and estimate shall be provided to the Village on a CD.

**III. Phase III Construction Inspection Services**

This scope of work shall follow an IDOT format to include construction engineering services of project management, staking and layout, on-site field inspection, material inspection and testing, measurement, documentation and compilation of quantities which shall be utilized by the Village as the Resident Engineer. The consultant scope of services shall include field inspections, coordination meetings with agencies and utilities, attending the preconstruction meeting, documentation of work and quantities, quality assurance / quality control, and reporting on all work performed by the contractor as required by the Village. Prepare, review and verify pay estimates for the Village to process invoices. This work includes closing out the project with the Village. The consultant must complete and submit final measurements, calculations, two (2) sets of as-builts (hard copy and electronic-PDF and AutoCAD Civil 3D 2013 or equivalent) and final contract record documents to the Village of Hoffman Estates no later than six (6) weeks after the completion of the project.
Of particular importance is the firm’s record of timely and successful completion of construction projects of similar scope. The consultant shall be familiar with IDOT procedures to ensure this project meets expected deadlines and stays on schedule.

OTHER INFORMATION

The consultant’s work includes, but is not limited to, providing staff, vehicles, communication devices (cell phone), a laptop computer and appropriate testing and surveying equipment necessary to complete this project.

The consultant will furnish design and resident engineers with an adequate staff to perform the duties required to fulfill the engineering task requirements in accordance with IDOT procedures, including:

- Resident Engineer (minimum 10 years’ experience as a Resident Engineer is desired, an Illinois Licensed Professional Engineer is preferred). A current IDOT Construction Documentation certification,
- Inspectors (as needed - 1 to 2 individuals to perform on-site inspection, survey and QA inspection).
- Document Technician (the person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. Include the Documentation certificate number)

It should be acknowledged that one or more of the required tasks mentioned above can be fulfilled by the same person.

PRELIMINARY TIMELINE

The following is an estimated timeline for the RFQ review, interview, and selection. Once the Village Board approves the award of contract, work can begin. It is the desire of the Village for the selected consultant to perform tasks expeditiously, all in accordance with IDOT format and Village requirements.

<table>
<thead>
<tr>
<th>Task</th>
<th>Target Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposals due at 5:00 p.m.</td>
<td>November 6, 2015</td>
</tr>
<tr>
<td>Consultant Interviews (if necessary)</td>
<td>November 9-14, 2015</td>
</tr>
<tr>
<td>Recommendation to Public Works and Utilities Committee</td>
<td>November 23, 2015</td>
</tr>
<tr>
<td>Village Board approval</td>
<td>December 7, 2015</td>
</tr>
<tr>
<td>Spring, 2016</td>
<td>Design complete</td>
</tr>
<tr>
<td>Summer/Fall 2016</td>
<td>Construction complete</td>
</tr>
</tbody>
</table>

Note: The dates for the recommendations to the Committee and Village Board are tentative.
MINIMUM IDOT CONSULTANT PREQUALIFICATION

It is recommended that the engineering consultant and / or its subcontractors shall meet and have obtained IDOT prequalification for the necessary categories of service to be considered for this proposal. They would be:

- Location Drainage Studies
- Special services – Construction Inspection
- Quality assurance for PCC and Aggregate
- Special Services – Surveying
- Quality Assurance for HMA and Aggregate
- Special Services – General Geotechnical services

REQUIRED INFORMATION

The proposal should provide detailed sections on how you will meet or exceed the requirements of this RFQ and any other conditions that will be required by the Village. Each of these tasks should clearly state the duties to be performed by the consultant, what information / service / product is assumed by the consultant to be provided by the Village. The proposal shall provide sufficient information to demonstrate your company’s qualifications and readiness to perform this work. A list of staff to be assigned to the project, listing a title for each task of the work shall be included. Also identify and provide qualifications for subcontractors you propose to use on this project. A separate sealed envelope with estimated hours based on the firm’s proposed scope of services and cost estimate shall be provided with the response. Proof of pre-certification with IDOT as well as adequate levels of insurance are required.

Please note, that the engineering consultant selected shall take out and maintain insurance of such types and such amounts as are necessary to cover responsibilities and liabilities on a project of the character contemplated under this proposal. The consultant shall meet all insurance requirements as stated in Article 107.27 of the Standard Specifications for Road and Bridge Construction adopted Jan. 1, 2012. All insurance policies shall include the Village and their duly authorized representatives as additional insured parties. Additionally, the following information will be required with each proposal to assist in the evaluation process:

1. The names and resumes of key staff that would be assigned to provide the required services. The key staff members must be familiar with the appropriate study methods and analysis used in multi-use path operation and design.

2. A list of projects of a similar nature currently or previously performed by the consultant and a list of references or contact people on all submitted projects.

3. Any other information that the consultant deems necessary to assist the Village in determining the best consultant for this project. Such information should be specific, concise, and demonstrate how it is relevant to the project which is the subject of this RFQ.
4. A sealed envelope with the consultant’s proposed hours by task, showing direct and indirect costs for each task shall be submitted with the response to this request. The sealed hour and cost estimate will be used only after an assessment of the responses based on qualifications, responsiveness, understanding of the scope of work required, and supporting documentation provided in the proposal.

5. The firm’s response to the RFQ should clearly demonstrate a thorough understanding of the project specifics, challenges, and detail the proposed approach to successfully completing the project on time and under budget. Responses which are generic, non-specific to the subject work, or simply reiterate the tasks listed in this RFQ typically will be viewed as less desirable. Submittals that reflect thoughtful, innovative, comprehensive, and cost effective understanding in developing a proposed approach typically are viewed more favorably than a generic response.

The Village of Hoffman Estates strongly encourages Disadvantaged Business Enterprises (DBE) to apply. If subcontracts are to be let, the primary consultant shall take these same affirmative steps to include DBE firms.

To the extent required by the Illinois Prevailing Wage Act, the general prevailing rate of wages shall be the same as the prevailing rate of wages for construction work in the Cook County area for the applicable employees of the Consultant, its subcontractor(s), and material testing firms.

EVALUATION

Village staff will be solely responsible for the evaluation of responses received. Only those received prior to the deadline will be reviewed. Assessing the qualifications of the firm and personnel will be based on prior experience on projects of a similar nature prepared for local agencies. Depending on the number and quality of responses received, using Village staff’s initial evaluation, a determination will be made of firms to be placed on a short list for potential interviews. Village staff will be the sole determinant on whether interviews or request for additional / clarifying information will be requested from any firms. Examples of criteria used to evaluate responses to this RFQ include, but are not limited to: experience and qualifications of key staff to be assigned to the project; the firm’s and individuals’ successes with similar project scopes; clarity of project goals, challenges, and requirements; capacity of the firm and assigned personnel to successfully complete the work; the firm’s success in delivering cost effective projects of a similar nature; information from references cited for similar work; whether the response reflects project specific references versus a generic response which simply lists tasks from the RFQ; and other factors as deemed appropriate by the Village.

Following a first round of internal reviews of responses by Village staff, the follow-up steps will be determined. These could include requests for more and/or clarifying information from one or more firms, the need for in-person or phone interviews, or other steps as appropriate. The Village reserves the right to reject any or all responses based solely on its determination of how well responses meet the needs of the project. After the initial review of the presented
qualifications and identification of top candidates based on qualifications and submitted information in response to this request, the sealed scope of services with hours and fees may be reviewed for additional information. Based on its evaluation, the Village may choose to notify a firm of its selection as the top candidate for the work and enter into negotiations with this firm. After review and discussions with the firm, the Village at its sole discretion may choose to recommend the firm to the Village Board for award of contract once an acceptable scope, hours, and fee proposal has been agreed upon by the firm and Village. The final decision to award a contract for the services listed in the RFQ is up to the Village Board. If agreement cannot be reached on scope, hours, and/or fee with the top candidate firm, then the Village will cease negotiations with that firm and move to the next highest rated candidate. The goal of the Village’s evaluation process is to recommend the firm whose qualifications, expected performance, staffing, and fee best serve the interests of the project and Village.

SUBMITTAL REQUIREMENTS

If interested, please submit three copies of your statement of interest and detailed qualifications / proposal and separate, sealed costs per the above requirements by the closing deadline to:

Gary Salavitch, P.E.
Director of Engineering
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169

Proposals must be received at Village Hall by 5:00 p.m. on November 6, 2015.

Attachment