



Request for Qualifications

Village of Channahon
Phase II Design and Phase III Construction Engineering
Services for
Bridge Street Multi-Use Path
(Bridge Street to Parkside Drive)

Posted on Village of Channahon website November 04, 2022
Submission Deadline: No later than 3:00 PM on November 22, 2022

General

The Village of Channahon will accept Statements of Qualifications (SOQs) from firms for Phase II and Phase III engineering services for the Bridge Street Multi-Use Path connection from Bridge Street to Parkside Drive. The proposed path is approximately 2,000 feet, beginning at the path at Bridge Street and connecting to the path at Parkside Drive. The path will be off road and include retaining walls. The Village's QBS procedures follow the requirements of the Illinois Department of Transportation Bureau of Local Roads Manual Chapter 5, specifically Section 5-5.06(c) Basic Steps for QBS. The Director of Public Works, Mr. Edward Dolezal, P.E. will be responsible for the procurement, management, and administration of consultant services. Engineering services and construction will be funded partially with Illinois Transportation Enhancement Program (ITEP) funds through the Illinois Department of Transportation (IDOT).

Scope of Services

The selected firm shall perform Phase II and 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 and the approved Project Development Report.

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

- Provide a Phase II project schedule. The schedule should be a working tool that, at a minimum, shows anticipated design phase milestones, meetings, submittals to various agencies, and project completion.
- Update the topographic survey necessary to complete the contract plans and documents.
- Attend necessary meetings and provide meeting minutes.
- Provide land acquisition services including title searches, plats, appraisals, appraisal reviews, and negotiations in accordance with IDOT and Federal requirements.
- Obtain necessary approvals and permits from all jurisdictional agencies.
- Plan submissions to appropriate utility companies for utility conflict review.
- Prepare plans, contract documents, specifications, and any other documentation required for the completion of federal-funded projects.
- Prepare an Opinion of Probable Construction Cost and Estimate of Time
- Provide Maintenance of Traffic plan. The roadway will remain open to local traffic during construction.
- Provide project management and oversight throughout the Phase II process to ensure communication, and to monitor scope, schedule and budget.
- Assist Village staff with any necessary ITEP, Will County Governmental League, or IDOT submittals and updates.

Phase III construction engineering services shall meet current federal aid and IDOT procedures and requirements. The anticipated scope of services shall include but is not limited to the following:

- Provide resident construction supervisor and necessary construction inspection staff appropriately qualified to provide assurance that improvements are completed in accordance with the approved contract plans and documents.
- Attend IDOT Pre-construction meeting with Village
- Communicate with affected stakeholders on the Village's behalf regarding construction-related items.
- Complete and maintain required reports, plan changes, anticipated cost changes, extra work, etc. Submittal of weekly reports to the Village liaison, IDOT and Contractor.
- Facilitate progress meetings with the contractor and subs, utility companies, IDOT, Village, etc., and provide minutes.
- Maintain records during construction to document field changes. Prepare and provide as-built drawings (hard copy and electronic) to the Village.
- 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.
- Provide and complete QA/QC material testing as required by IDOT.
- Complete all final IDOT quantity and material documentation for Contract completion and close out.

Desired Timetable

The Bridge Street Multi-Use Path construction is anticipated to begin no later than the Spring of 2025.

Project Budget

The construction cost for this phase of the project is programmed at \$2,043,000.

Proposal Contents

The SOQ should be organized by the four areas listed below. Elements listed under each part must be included in the submittal. Do not provide estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation in the Statement of Qualifications.

- **Firm's Background** - Maximum of two pages

Describe the general background and experience of your firm as it relates to this project.

- **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.

- Provide three projects with municipal client references for which your firm completed both Phase II and Phase III services for a similar project. The projects must have utilized federal aid funds and required IDOT documentation. No more than two pages for each project.
 - Describe your firm's familiarity with the local conditions of the project and the Village.
 - Include any other relevant information you believe is specific to this project.
- **Firm's Key Project Personnel** - Maximum of six pages

Identify the management, design, construction, and office staff proposed and their project responsibilities for this project. Include resumes of Project Manager, Design Engineers, Resident Construction Supervisor, and field personnel. Resumes are not included in the maximum page count.

- **Firm's Project Understanding and Approach** - Maximum of four pages

Describe how your firm has approached similar design and construction projects in the past, the firm's level of understanding of these projects, and how the firm would approach this project.

Agreement Type

The selected firm will utilize the standard IDOT Engineering Services Agreements 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:

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

Selection

One firm will be selected based on submitted qualifications relative to the evaluation criteria included herein. An interview is not anticipated for this selection. The responding firms will be ranked in order of

preference from that evaluation. After the submittals are ranked, the Village will meet with the selected firm to detail the scope of services and negotiate the agreement.

If a mutually satisfactory agreement cannot be reached with the first ranked firm, negotiations will terminate, and negotiations will begin with the second ranked firm and so on. Final selection information will be sent to all firms submitting.

Selected consultant will provide certification that no conflicts of interest exist related to this project and that they have not been suspended or debarred from performing these services.

Deadline

One electronic copy of the responding firm's "Statement of Qualifications" is required. The submittal shall be emailed to edolezal@channahon.org using the firm name and "Statement of Qualifications for Bridge Street Multi-Use Path" in the subject line. The Statement of Qualifications shall be submitted no later than 3:00 PM on November 22, 2022. Only submittals meeting the requirements of this request shall be considered.

Questions may be sent to the following:

Village of Channahon
Edward S. Dolezal, P.E.
Director of Public Works
Telephone: (815) 467-6644
Email: edolezal@channahon.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:

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| 1. Capability to perform work described in the scope | |
| Phase II | 10 points max |
| Phase III | 10 points max |
| 2. Past Experience and Performance with ITEP and STP funding | 10 points max |
| 3. Familiarity with local conditions and the Village of Channahon | 10 points max |
| 4. Key Personnel's professional background | |
| Phase II | 5 points max |
| Phase III | 5 points max |
| 5. Demonstrates ability to meet the project schedules | 20 points max |
| 6. Firm's project understanding and approach | 30 points max |