



REQUEST FOR QUALIFICATIONS No. 18148
Funding Sources: Federal Surface Transportation Program

U.S. 41 (Skokie Blvd) and Lake Avenue Intersection
Phase I, II and III Engineering Services

<https://www.wilmette.com/government/bids-RFQs/>

Last Date/Time for Questions	July 10, 2018 2:00 pm
Last Addendum Posted	July 12, 2018 2:00 pm
Statement of Qualifications for Phase I, II and III Engineering Services Due Village Hall, 1200 Wilmette Ave, Wilmette, IL 60091	July 19, 2018 2:00 pm
Engineer Interviews	August 6 th – 17 th

Submit Statement of Qualifications to:

Cliff Ruemmler, Purchasing Manager
Village of Wilmette
1200 Wilmette Ave, Wilmette, IL 60091
(847) 853-7619
purchase@wilmette.com

Note: This cover sheet is an integral part of the Statement of Qualifications documents.

VILLAGE OF WILMETTE NOTICE TO ENGINEERS

Notice is hereby given that the Village of Wilmette (the "Village") will receive Statement of Qualifications at the Village Hall, 1200 Wilmette Avenue, Wilmette, IL 60091 until July 19, 2018 at 2:00 pm for Phase I, II and III Engineering Services for the U.S. 41 (Skokie Blvd) and Lake Avenue Intersection project (the "Skokie/Lake Intersection").

This project is partially funded through the federal Surface Transportation Program (STP); therefore, all work will be done in accordance with STP guidelines. The Village is soliciting Statements of Qualifications in accordance with the Village's policy for Qualifications Based Selection for Federally Funded Projects from all firms desiring to be considered for this project. These procedures as describe herein shall meet the requirements of 23 CFR 172 and the Brooks Act.

Description of Services

The proposed work is officially known as the U.S. 41 (Skokie Blvd) and Lake Avenue Intersection project, as further described in the Project Description and Scope of Services sections of this RFQ.

Engineer Interviews

Engineers must be prepared to attend an interview and negotiate the final contract Scope of Services with the Village prior to the awarding of the contract. Interviews are expected to be conducted at a mutually agreeable time during the period August 6th through August 17th.

Availability and Clarification of Documents

This RFQ and any addendums will be posted on the Village's website at: <https://www.wilmette.com/government/bids-RFQs/>. This item will be on continuous display on the Village's website for at least 14 days prior to the acceptance of Statement of Qualifications.

Any questions related to this RFQ should be submitted in writing to Cliff Ruemmler, Purchasing Manager, at Purchase@wilmette.com.

Questions received by the Village, including the Village's responses will be consolidated and posted to the Village website. The deadline for submitting questions is 2:00 pm on July 10, 2018.

Engineers will provide written acknowledgment of each addendum issued with their statement of qualifications submission. Oral explanations will not be binding.

No clarifications, interpretations or addenda shall be issued after 2:00 pm on July 12, 2018. It is the sole responsibility of the Engineer to check the Village's website to determine if an addendum has been posted.

PROJECT DESCRIPTION

Project Need

The Village of Wilmette has received a petition from the residents of Wilmette, Glenview, Winnetka and Northfield to improve pedestrian safety in the area including the intersection of Skokie Boulevard and Lake Avenue. The intersection is located in the northwest corner of the Village. Skokie Boulevard is classified as an Other Principal Arterial that is under the jurisdiction of the Illinois Department of Transportation (IDOT) and Lake Avenue is a Minor Arterial under the jurisdiction of Cook County Department of Transportation and Highways (DOTH).

Both roads that comprise the U.S. 41 (Skokie Blvd) and Lake Avenue Intersection have an interchange with Interstate 94. The intersection provides direct access to shopping malls and businesses and the two high schools in the vicinity of the intersection that generate student traffic. The intersection and the traffic signals have not been rehabilitated and do not meet current Public Right-of-Way Accessibility Guidelines (PROWAG), Manual on Uniform Traffic Control Devices (MUTCD) and IDOT requirements.

The intersection pavement has a PCC base with a bituminous surface. The pavement surface condition is poor and needs to be rehabilitated.

Project Purpose and Objective

The purpose of the project is to improve the safety and mobility of all users of the intersection including pedestrians, bicyclists, and motorists by: upgrading the intersection and traffic signals to meet PROWAG, MUTCD and IDOT requirements; and resurfacing the intersection pavement.

Project Components

The Village received an STP federal grant for the reconstruction of the U.S. 41 (Skokie Blvd) and Lake Avenue Intersection administered through the North Shore Council of Mayors.

The proposed improvements will include modernizing the intersection to improve safety and accessibility for pedestrians including replacing the traffic signal equipment. The intersection pavement will be resurfaced to improve the pavement surface. The key improvements include:

- a. Tighter corner radii in the NE and SW corners;
- b. Eliminate islands in the SE and NW corner;
- c. Left turn storage lanes that meet traffic needs;
- d. Revised crosswalk locations to minimize crossing distance;
- e. New traffic signals meeting current standards; and
- f. Pavement resurfacing up to the radius returns on all approaches.
- g. New sidewalk connection on the east side of Skokie Blvd from Lake Avenue to Illinois Road

Challenges

Two challenges to completing the project include maintenance of traffic and access to adjacent businesses during construction. Skokie Blvd and Lake Ave are busy roadways that have interchanges with Interstate 94. The ADT's on both roadways is approximately 22,000. The intersection provides access to numerous businesses and is a transit corridor with Pace bus routes within the project limits. The Edens Plaza Shopping Center is located in the northwest corner of the intersection.

Total Project Budget

The current construction cost of the project is estimated to be between \$1.3M and \$1.5M.

Project Schedule

Phase I Engineering is expected to be awarded and work to begin in 2018 and be completed in 2019. Phase II and III Engineering are expected to be awarded in the summer of 2019 and 2020, respectively. The Village reserves the right to award the Phase II and III Engineering work, individually or together, to a firm or firms other than the one selected for the Phase I Engineering work based on the Statement of Qualifications received. The Village also reserves the right to not award the Phase II or III Engineering work based on the Statement of Qualifications received and to solicit new qualifications for the work at a later time.

Bid letting is planned for the Fall of 2020 with construction beginning in the Spring of 2021.

RFQ Timetable

The timetable for obtaining the Village Board's approval for the Phase I Engineering work is:

July 19, 2018 2:00 pm	Statement of Qualifications for Phase I, II and III Engineering due at Village Hall, 1200 Wilmette Ave, Wilmette, IL 60091
July 20 th – 26 th	The Village's QBS selection committee will evaluate the statement of qualifications and establish a short list of firms.
August 6 th – 17 th	Engineer interviews
August 20 th – 31 st	Scoping and negotiations for Phase I Engineering
September 11, 2018	Expected Village Board approval for Phase I Engineering

SCOPE OF SERVICES

1. Phase I Engineering

The scope of services sought by the Village shall include the provision of all required labor, materials, equipment, expertise and consultation of professional engineering related to the Phase I Engineering. After authorization to proceed the project may include, but not be limited to:

- a. Collect data deemed required for the Phase I report and perform the necessary classification and cataloging for use in subsequent tasks.
- b. Prepare a base map to be used in all phases of the study indicating right-of-way and property lines, street names, and individual house/business addresses.
- c. Analyze traffic data to determine A.M. and P.M. peak hours and peak hour usage and traffic accident analysis.
- d. Evaluate the existing intersection level of service and capacity constraints. Perform an Intersection Design Study to address the signal phasing, timing and any proposed geometric improvements.
- e. Perform any required additional work that would support the Village's "Complete Streets" ordinance, including enhancement to pedestrian and bicycling corridors.
- f. Perform a pedestrian safety analysis to determine the levels of safety and recommend additional measures to increase safety.
- g. Undertake a preliminary environmental inventory and analysis to determine the existence of and potential for significant impacts due to the proposed improvement.
- h. Conduct a drainage analysis to identify and evaluate the existing drainage conditions and assess physical deficiencies.
- i. Plan for and assist with the Public Information Meeting.
- j. Prepare a final project report that incorporates comments from the public meeting and IDOT.

2. Phase II Engineering

The scope of services sought by the Village shall include the provision of all required labor, materials, equipment, expertise and consultation of Phase II engineering services related to the successful execution of this federal STP project. The Phase II tasks may include, but not be limited to:

- a. Project coordination on behalf of the Village, IDOT, the North Shore Council of Mayors, and other project stakeholders. The selected Engineer shall attend with Village staff all appropriate meetings with other agencies involved to ensure appropriate project coordination.
- b. Review the Phase I Project Development Report and include any necessary resubmittals or coordination necessary to extend the design approval timeframe or environmental clearances if required by IDOT or any other jurisdictional agency.
- c. Develop options to incorporate the use of "green infrastructure" and streetscape elements into the overall design.
- d. Execute a series of public information meetings for residents and businesses along the study area to clarify the projects goals and discuss the construction impacts. There will be separate stakeholder meetings with the businesses, schools and an open house meeting for the entire corridor.
- e. Verify existing survey information obtained in Phase I and provide any supplemental survey deemed necessary by the selected Engineer.
- f. Prepare preliminary and final contract plans and documents meeting the requirements of IDOT and the Federal Highway Administration (FHWA) in accordance with the approved PDR.
- g. Perform Quality Control/Quality Assurance and Constructability reviews.
- h. Review pavement investigations and analysis and include geotechnical investigations as warranted.
- i. Furnish a preliminary construction cost estimate within +/- 15% for funding verification.
- j. Prepare contract documents in concurrence with the Village Engineer, which shall include bid forms, instruction to bidders, contract bid form, bonding and insurance requirements and, where applicable, state or federal compliance requirements, and assist in the preparation of other related documents.
- k. Submit for review and approval the pre-final plans, special provisions and an estimate of costs at completion intervals of 50% and 95%.
- l. Prepare and submit all applicable permits.
- m. Prepare Phase II reimbursement requests for IDOT on behalf of the Village for federal engineering costs.

Phase III Engineering

The scope of services sought by the Village shall include the provision of all required labor, materials, equipment, expertise and consultation of Phase III engineering services related to the successful execution of federal STP projects. The scope of work shall include but not be limited to:

- a. Coordination of preconstruction meetings and a public open house
- b. Construction administration, inspection and QA/QC as required per IDOT standard specifications.
- c. Prepare IDOT documents as required by IDOT standard audit requirements.
- d. Review and approve material cut sheets.
- e. Monitor the contractor's work including verification of construction layout.
- f. Measure quantities and prepare pay estimates for IDOT approval.
- g. Enforce IDOT traffic control requirements during construction.
- h. Coordinate with utility companies as necessary.
- i. Engage with the public including preparation of construction notices and newsletters throughout the project.
- j. Provide job box to include all correspondence and documentation.
- k. Provide detailed as-built plans in hardcopy and georeferenced electronic formats.
- l. Prepare Phase III reimbursement requests for IDOT on behalf of the Village for federal engineering costs.

Reference Documents

The following documents are included by reference and are available on the Village's website at <https://www.wilmette.com/government/bids-RFQs/>

- a. North Shore Council of Mayors STP Project Application.

QUALIFICATION SUBMISSION & EVALUATION

Submission of Qualifications

All Statement of Qualification documents must be delivered to the Purchasing Manager by the specified due date and time. Statements of qualifications arriving after the specified date and time will not be accepted. Mailed Statement of Qualifications arriving after the specified date and time will not be accepted regardless of post-marked time on the envelope.

Five (5) hard copies and one electronic copy of the complete statement of qualifications document in Adobe Acrobat PDF format (CD, DVD or USB flash drive is acceptable) should be submitted in a sealed envelope. The envelope must be clearly marked with the project name, Engineering Firms name, address, due date, time and location.

Evaluation of Qualifications

The review and scoring of the submittals will be based on the criteria and weighting per the Village's QBS procedures as follows:

- 30% Firm Qualifications and Experience
- 30% Technical Approach
- 20% Staff Capabilities (Prime/Sub)
- 10% Specialized Expertise
- 10% Past Performance

Disqualification

The following will be cause for disqualification of statement of qualifications:

- a. Inclusion of price and cost related items for the Scope of Services outlined in this RFQ;
- b. Reasonable basis to suspect either conflict of interest or collusion among Engineers;
- c. Engineers fails to submit required information, literature, or affidavits with statement of qualifications;
- d. Late submissions;
- e. Failure of any authorized person to sign any required forms;
- f. Engineer is prohibited by local, state or federal law from entering into public contracts;
- g. Engineer is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village;
- h. Engineer has failed to perform faithfully any previous contract with the Village; and
- i. Anything to be in violation of the procurement policies and procedures for the Village of Wilmette.

SUBMISSION INSTRUCTIONS TO ENGINEERS

The following sections, at a minimum, must be included in the Firm's submission.

Firm Qualifications, Experience & Specialized Expertise

Provide a detailed statement of this project describing the scope of the project and items that may require special attention or detail.

In addition, in a concise and narrative form, demonstrate your firm's specific relevant experience in the performance of at least three IDOT Bureau of Local Roads and Streets projects on which the proposed project manager has successfully managed similar Engineering projects. For all projects referenced, the services must have been performed, or are currently being performed, by the Firm within the last five (5) years.

The information outlining the services performed or currently being performed shall include, but not be limited to:

- a. Description of services provided by your firm.
- b. Start and end dates of services performed.
- c. Contract value (total value of services performed by you and your sub consultant).
- d. Project manager for project.
- e. Key personnel involved in project.
- f. Subcontractors and other entities assisting with project.
- g. Indicate whether said projects were completed on schedule and within budget.
- h. The staff hours of full and part time labor expended in the performance of the contract.

Technical Approach

Provide a detailed description of the proposed technical approach to be taken for performance of the required services for each task is the Scope of Services, and a schedule for completion of said tasks, including milestones associated with each task. The schedule shall be developed based on the overall Scope of Services. Factors addressed in your technical approach shall include, but are not limited to, your proposed methodology and strategy for performing the services, as well as any specific software or other technology you may employ in the performance of these services.

Staff Capabilities (Prime/Sub)

List the name(s), title(s) and provide detailed resumes of all personnel (including Sub-consultants, if any) who will be assigned to perform the services requested.

The resumes shall include, but not be limited to, the following:

- a. Educational background.
- b. Chronological history of relevant employment, include prior employers.
- c. Previous work relevant to this assignment.
- d. Length of time on the relevant assignments.
- e. Relevant licenses and/or certifications.
- f. Years of experience in the field related to the tasks for which the individual will be responsible.

Past Performance (references)

Provide at least three references for IDOT Bureau of Local Roads and Streets projects work completed or in process. Include the name of the government agency; the project title; and the name title, phone number and email address of the person who was routinely involved in the project so that the Village may contact them.

Other Documents

The following completed document(s) must also be included in the Firms qualification submission:

- a. Illinois Department of Transportation, Form A – Financial Information & Potential Conflicts of Interest Disclosure – BDE Disc2 Template (Rev. 02/17/16).
- b. Illinois Department of Transportation, Form B – Other Contracts & Procurement Related Information Disclosure – BDE Disc2 Template (Rev. 02/17/16).
- c. Illinois Department of Transportation Disclosures. Submit in electronic format only if more than 10 double-sided pages.