



**REQUEST FOR QUALIFICATIONS No. 18144**  
**Funding Sources: Federal Surface Transportation Program**

**Locust Road Phase III Engineering Services**

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

<b>Last Date/Time for Questions</b>	June 14, 2018 2:00 pm
<b>Last Addendum Posted</b>	June 19, 2018 2:00 pm
<b>Statement of Qualifications Due At Village Hall</b> 1200 Wilmette Ave, Wilmette, IL 60091	June 25, 2018 2:00 pm
<b>Engineer Interviews</b>	July 9 <sup>th</sup> - July 20 <sup>th</sup>

**Submit Statement of Qualifications to:**

Cliff Ruemmler, Purchasing Manager  
Village of Wilmette  
1200 Wilmette Ave, Wilmette, IL 60091  
(847) 853-7619  
[purchase@wilmette.com](mailto: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 June 25, 2018 at 2:00 pm for Phase III Engineering Services for the Locust Road project.

**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 of Wilmette 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 Locust Road Phase III Engineering Services, 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 July 9<sup>th</sup> through July 20<sup>th</sup>.

### **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](mailto: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 June 14, 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 June 19, 2018. It is the sole responsibility of the Engineer to check the Village' website to determine if an addendum has be posted.

## PROJECT DESCRIPTION

### Project Need

The construction area is located on Locust Road in Wilmette near the center of the Village in north Cook County. Locust Road is a residential corridor that includes schools, a church, and a park. The area is heavily traversed by cars dropping off and picking up at the schools and park and minors walking and biking to the same locations at the same time. This results in frequent unsafe conditions for both pedestrians and the vehicle traffic.

Specifically, there is a need to address the:

- a. High car volumes during school arrival and departure times that creates potentially unsafe conditions for non-motorized users, particularly children.
- b. Cyclists are forced onto the sidewalks or street for 750 feet in order to cross the road and access the trail because the multi-use path does not align across Locust Road.
- c. Automobile congestion and a lack of high-visibility crossing points that create unsafe crossing opportunities for pedestrians and bicyclists.
- d. Child bicyclists sharing the crowded sidewalk on the east side of Locust Road with pedestrians, increasing the risk of bicycle-pedestrian conflicts.
- e. Parking lot driveways that create potential motor vehicle conflicts with bicyclists and pedestrians.
- f. Existing bicycle and pedestrian warning signs that may not capture motorists' full attention.
- g. Driveways accessing the school facilities that are significant drivers of traffic and turning volumes within the corridor. Wilmette Junior High School (WJHS) on the east side of Locust Road creates a queue that backs up into the street several cars deep during pickup and drop-off.
- h. Parking in front of Regina Dominican High School (RDHS) that limits the visibility of cars pulling out of the driveways at the school.

### Project Purpose and Objective

The purpose of the project is to improve the safety and mobility of all users of the corridor including pedestrians, bicyclists, and motorists; to improve aging underground public utilities; and to reconstruct of the pavement section.

## **Project Components**

The Village received an STP federal grant for the reconstruction of Locust Road administered through the North Shore Council of Mayors. Locust Road and its southern terminus, Wilmette Avenue, are classified as major collectors and are under the Village's jurisdiction. The northern terminus, Lake Avenue, is classified as a minor arterial and is under Cook County jurisdiction.

### Locust Road Improvements

The proposed Locust Road reconstruction includes construction of a new water main the entire length of the roadway, storm sewer improvements, curb and gutter replacement, full depth HMA pavement reconstruction, intermittent sidewalk replacement, pavement markings, and crosswalk safety enhancements. The work is expected to begin in March 2019 and be completed be fully complete in November 2019. A detour of southbound traffic will be implemented for a majority of the construction duration.

Minor roadway improvements are proposed at the Locust Road intersections Wilmette and Lake Avenues intersection. See the attached Locust Road Project Development Report for more detailed project component information. Pre-final plans, specifications, and estimates will be made available to potential respondents.

**RFQ Timetable**

The Village expects to award the Phase III Engineering Work within the next 90 days.

The expected timetable for obtaining the Village Board's approval for this project is:

June 25, 2018 2:00 pm	Statement of qualifications due at Village Hall 1200 Wilmette Ave, Wilmette, IL 60091
June 26 <sup>th</sup> – 29 <sup>th</sup>	The Village's QBS selection committee will evaluate the statement of qualifications and establish a short list of firms.
July 9 <sup>th</sup> – 20 <sup>th</sup>	Engineer Interviews
July 23 <sup>th</sup> – 26 <sup>th</sup>	Scoping and negotiations
July 30 <sup>th</sup>	Submit draft agreement to IDOT
August 28, 2018	Phase III Engineering - Expected Village Board approval
November 9, 2018	Construction bid letting

**Project Schedule**

The Phase III construction engineering work is expected to be completed in fiscal 2019.

**Challenges**

Providing detours for both vehicular traffic and pedestrians will be challenging because there is a junior high and high school, a church and a public park along the project route. Ensuring compliance with ADA requirements and minimizing the impacts to the schools and church are an important consideration in the construction of this project. Construction staging and maintaining consistent and frequent communication with project stakeholders will be key to the success of the project.

**Total Project Budget**

The current construction cost of the project is estimated to be between \$2.5M and \$3.5M.

## PHASE III ENGINEERING SCOPE OF SERVICES

### 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 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. Project Development Report for Locust Road
- b. North Shore Council of Mayors STP Attachment
- c. Pre-final plans, specifications and cost estimates (available Monday, June 11<sup>th</sup>).

## 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 statements 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.