



Village of Melrose Park

Request for Qualifications (RFQ)

Phase II Design and Phase III Construction Engineering Services for Broadway Avenue Bridge Replacement Project

RFQ Issued: Thursday, January 6, 2022

Response Due: Thursday, January 27, 2022

The Village of Melrose Park, Illinois (“Requestor”) is issuing a Request for Qualifications (“RFQ”) from qualified Engineering firms to provide Phase II Design Engineering Services and Phase III Construction Engineering Services for Broadway Avenue over Silver Creek Bridge Replacement Project (“Project”).

Documents related to the Project Overview, Description of Project Scope, Scope of Services, Submittal Requirements and Selection Process can be obtained from the Village website under Village Services at <https://www.melrosepark.org/bids-and-solicitations/> or by sending an email request to Gary Marine at GMarinePWDir@melrosepark.org.

Qualifications must be received electronically by the Village of Melrose Park no later than 2:00 PM Thursday, January 27, 2022. Qualifications received after the closing time and date will not be considered.

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PROJECT OVERVIEW

The Broadway Avenue over Silver Creek Bridge, Structure Number 016-7477, is under the jurisdiction of the Village of Melrose Park. The Village has obtained commitment of STP bridge funds for the design and construction of the structure replacement project.

Phase I Preliminary Engineering has been completed and the Project Development Report (PDR) has received design approval from IDOT. The PDR is available for download from the Village of Melrose Park's website upon request of login credentials from the Director of Public Works, email address GMarinePWDir@melrosepark.org.

The selected Consultant shall follow all requirements related to the use of federal funds for Phase II and Phase III of the project including providing the Village with assistance in submitting for review and approval through IDOT an Agreement for Engineering Services applicable to this funding.

1. **Initial Administration** – The Village of Melrose Park QBS policy and procedures assign the responsibility to the Public Works Director for the procurement, management, and administration for consultant services.
2. **Written Policies and Procedures** – This project's QBS process follows the Village of Melrose Park QBS policies and procedures, which are in accordance with Article 5-5.06(e) of Section 5-5 of the BLRS Manual, with 23 CFR 172, and with the Brooks Act.
3. **Project Description** – The overall Project involves removal and replacement of the existing concrete bridge structure that carries Broadway Avenue over Silver Creek, just south of the intersection of North Avenue and Broadway Avenue. Proximity to the signalized intersection necessitates modifications to the intersection and the traffic signals.

The total estimated construction cost for this Project is \$1,500,000.

4. **Scope of Services** – The Phase II - Design Engineering Services involve the preparation and approval of plans, specifications, and proposal documents that follow the requirements of the Illinois Department of Transportation as they relate to federally funded bridge projects. Services include the design of new abutments, a new reinforced concrete deck, roadway approach improvements, and utility relocations. Phase III construction engineering services will include resident engineering services; bid analysis; contract award recommendation; contract administration on behalf of the Village; verification of Contractor's layout; as-built surveys; utility coordination and conflict resolution; record preparation and maintenance of documentation; quantity measurements and progress estimates; processing pay estimates; processing change orders; Quality Assurance (QA); and other appurtenant work.

Construction Engineering Services will be required from the Bid Letting Date through final acceptance of the construction contract. The Construction of the Project is anticipated for a letting in FFY 2023.

Experience with the Federal Aid Process and Illinois Department of Transportation procedures are essential for this project.

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The Consultant shall perform and carry out, in a professional and satisfactory manner, the engineering services necessary for the completion of the project, which includes providing personnel, materials, equipment, and transportation as necessary, making required investigations, measurements, computations, and analyses, and performing other related field and office civil engineering services.

Phase II - Design Engineering

- A. Preparatory work:
 - i. Meet with Village staff to gain an understanding of the work completed by the Village to date as related to this project. This will include the review of past studies, reports, and conceptual design plans, and design challenges including but not limited to the approved Project Development Report (PDR).
- B. Plan, Specifications, and Estimate of Cost Development
 - i. Attend the IDOT Phase II Kick-Off Meeting, including preparation of the required agenda, exhibits, and minutes.
 - ii. Obtain clearances and/or permits for all regulatory agencies as required by the project scope.
 - iii. Coordinate with all utilities impacted by the project.
 - iv. Prepare detailed Phase II plans per IDOT standards for Village review and submittal to IDOT. Prepare specifications, cost estimates, and other documents as necessary to complete all of the required Plans, Specifications and Estimates (PS&E) submittals to IDOT.
 - v. Prepare necessary Reports and Structural Plans as necessary for the bridge replacement.
 - vi. Submit the Pre-Final (75%), Initial Final (99%) and Final (100%) PS&E submittals to IDOT per the IDOT Region One Letting Schedule.
 - vii. Complete additional PS&E submittals if required by IDOT review comments.
 - viii. Provide a disposition of comments to all IDOT reviews.
 - ix. Adhere to any other requirements as needed according to the current IDOT District 1 BLR Phase II Plans and Specifications Guidelines.
 - x. Answer any bidder questions and process any required addendums as required by IDOT Central Office during bidding.
- C. Topographic Survey:
 - i. Review topographic survey completed to date;
 - ii. Conduct additional topographic survey, as deemed necessary.
 - iii. Conduct all other topographic work needed to complete the project.

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- D. Environmental
 - i. Perform environmental updates as needed or submit required documents including a Preliminary site investigation (PSI).
 - ii. Meet all current CCDD requirements based on PSI as required.
- E. Permitting & Agency Coordination
 - i. The selected Consultant must be familiar with the submittal and permitting requirements of the Village, Leyden Township, IDOT, IEPA, USACE, MWRD, and all other permitting agencies as necessary for this project. The Consultant will be required to submit and acquire all necessary permits on behalf of the Village.
 - ii. The Consultant shall coordinate the project on behalf of the Village with all outside regulating agencies. The Consultant shall attend with Village staff all appropriate meetings with other agencies involved to ensure appropriate project coordination. Agency Coordination meetings shall be based on the number of meetings recommended by the Consultant and as required by outside agencies.
 - iii. The Consultant shall coordinate with private utility companies to resolve any utility conflicts and/or assist with utility relocations
- F. Cost Estimate
 - i. Review and comment on the existing Engineer's Estimate of Probable Cost utilized in Phase I.
 - ii. Prepare an Engineer's Estimate of Probable Cost based on the proposed improvements shall be provided with each submittal.
 - iii. Additionally, during the design it is expected that the selected Consultant keeps this information up to date to identify potential costs that may require an adjustment in the proposed budget for the construction of the improvements.
- G. Quality Control and Assurance Plan
- H. Bid and Award Services: Prepare responses to questions posed by potential bidders, suppliers, and subcontractors.
- I. Track, coordinate, and submit all reimbursable expenses (consultant invoices) incurred throughout the duration of the design of this project. The Consultant shall submit these expenses to IDOT Bureau of Local Roads and Streets on behalf of the Village, provide all documentation of these submittals to the Village, and as necessary resolve questions regarding by IDOT or the Village regarding these expenses.
- J. Provide project administration and management.

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- K. Perform any and all other activities as requested by the Village to successfully complete the Phase II engineering services per IDOT and Village Standards.

Phase III - Construction Engineering

- L. Bid analysis;
 - M. Contract award recommendation;
 - N. Preconstruction meeting(s);
 - O. Contract administration on behalf of the Village;
 - P. Verification of contractor's layout;
 - Q. As-built surveys;
 - R. Verification of quantities;
 - S. Utility coordination and conflict resolution;
 - T. Resident engineering services;
 - U. Meetings and coordination;
 - V. Material testing, inspection, and certification;
 - W. Record preparation and maintenance of documentation;
 - X. Processing pay estimates;
 - Y. Processing change orders;
 - Z. Other appurtenant work to be described more fully in the subsequent proposal and agreement for engineering services.
 - AA. Quality assurance (QA) and oversight of contractor's quality control must be performed by the respondent firm or one of its subconsultants.
 - BB. The firm must provide all necessary vehicles and equipment to perform required services.
 - CC. Construction engineering services will be required from the bid letting date through final acceptance of the construction contract. Bid letting schedule is conditional on the phase ii schedule.
5. **Prequalification:** The respondent firm and/or the design team including subconsultants must be prequalified by IDOT for the following:
- Structures - Highway (Simple, Advanced Typical, and/or Typical)
 - Environmental – PSI
 - Special Plans - Traffic Signals

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- Special Services - Construction Inspection

6. **Public Notice** – The Village of Melrose Park is posting an announcement of the RFQ on the Village website www.melrosepark.org. This item is being advertised on continuous display on the website for at least 14 days prior to the acceptance of proposals.

The Project is being placed on the Village of Melrose Park website on January 6, 2022 and will remain available for public viewing through the submittal date of January 27, 2022.

7. **Conflict of Interest** – The Village of Melrose Park follows Section 5-5.04 of the Bureau of Local Roads and Streets Manual concerning determining conflicts of interest.

8. **Suspension and Debarment** – The Village of Melrose Park will use SAM Exclusions and IDOT’s CPO’s website to verify suspensions and debarments actions to ensure the eligibility of firms short-listed and selected for projects.

9. **Evaluation Factors** – The Village of Melrose Park Director of Public Works has set the evaluation factors for this project using the minimum five criterion and keeping within the Village policy’s established weighting range. The maximum of DBE and Local Presence combined may not factor more than 10% on projects where federal funds are used. Evaluation factors with weightings for this Project are as follows:

- 20 points Technical Approach – includes understanding of project, innovative concepts, quality control procedures, etc.
- 30 points Experience in Federally-Funded Design
- 20 points Staff Capabilities (Prime/Sub)
- 20 points References
- 10 points Local Presence

10. **Selection** – The Village of Melrose Park utilizes a two-person selection committee. The selection committee members for this Project consist of the Public Works Director and the Consultant Village Engineer. The selection committee members certify that they do not have a conflict of interest. Each selection committee member provides an independent score for each proposal using the form below prior to the selection committee meeting:

| <i>Criteria</i> | <i>Weighting</i> | <i>Points</i> | <i>Firm 1</i> | <i>Firm 2</i> | <i>Firm 3</i> | <i>Firm ...</i> |
|---------------------------------------|------------------|---------------|---------------|---------------|---------------|-----------------|
| Technical Approach | 20% | 20 | | | | |
| Experience in Federally-Funded Design | 30% | 30 | | | | |
| Staff Capabilities (Prime/Sub) | 20% | 20 | | | | |
| References | 20% | 20 | | | | |
| Local Presence | 10% | 10 | | | | |
| Total | 100% | 100 | | | | |

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The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews (if conducted) to develop a final ranking. If there are other firms within 5% of the minimum score, the Public Works Director may choose to expand the short list to include more than three firms.

11. **Contract Negotiation** – The Village of Melrose Park utilizes a two-person team to negotiate with firms. The team consists of the Village President and the Public Works Director. Members of the negotiation team may delegate this responsibility to staff members.
12. **Acceptable Costs** – The Village of Melrose Park Finance Director will review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
13. **Invoice Processing** – When utilizing federal funds, the Village will assign a Project Manager to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
14. **Project Administration** – The assigned Project Manager will monitor work on the Project in accordance with the contract and to file reports with the Director of Public Works. The Village of Melrose Park will conduct an evaluation of the Consultant's work at the end of each project. The report will be maintained in Village of Melrose Park's consultant information database. Village of Melrose Park follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT District office at contract close-out along with the final invoice.
15. **Submittal Requirements** – Any firms interested in providing the above scope of services to the Village shall express that through the submission of a Letter of Interest and a Statement of Qualifications. The Statement of Qualifications should include the following information:
 - A. The name of the firm, corporate office address, closest office address, and a brief history of the firm.
 - B. A statement that the firm is able to provide all of the services in the Scope of Services list above with current in-house staff, or if not, a specific listing of those services the firm will provide in-house and those it proposes to provide through sub-consultants.
 - C. Narrative qualifications or resumés of (a) the individual who would be assigned as the Village of Melrose Park's main point of contact and (b) other key personnel who might be assigned to provide the scope of services outlined above, as well as an organizational chart of all persons employed locally by the firm who will be part of this scope of work.
 - D. A listing of other municipalities for whom the firm has provided similar services within the prior 5 years, including the primary contact at each municipality.
 - E. Related project experience of the firm during the last five years, including project name, project description, client name, client contact information, month and year completed, construction cost, and the total fee charged the client. Copies of the firm's registration with the State of Illinois as an Illinois Professional Design Firm and copy of the firm's and subconsultants'

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Prequalification with the Illinois Department of Transportation indicating they are prequalified in the required categories.

- F. Any additional information not listed above that may be useful and helpful in determining the qualifications of the firm, provided however, that the total submittal does not exceed twenty single sided (20) pages.
- G. The firm's response to the RFQ should clearly demonstrate a thorough understanding of the Project's specific challenges and provide a detailed proposed approach to successfully completing the Project. Responses that are generic, nonspecific to the subject work, or that 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.

16. **Delivery of Submittals** – Responses shall be submitted electronically in PDF format to the office of the Director of Public Works, at email address GMarinePWDir@melrosepark.org. The subject heading of the email shall be "RFQ - Phase II Design and Phase III Construction Engineering Services for Broadway Avenue over Silver Creek Bridge Replacement Project."

Qualifications must be received no later than **2:00 PM January 27, 2022**. Hard copies will not be accepted. Qualifications received after the closing time and date will not be considered.

17. **Inquiries** – Any inquiries or requests for clarification should be directed to Gary Marine, Director of Public Works, via email to GMarinePWDir@melrosepark.org no later than 2:00 PM on January 20, 2022. Clarifications will be provided in writing by emailed reply to all who have received an RFQ packet at that time. No clarifications will be provided verbally, either in person or by telephone, and no one other than the Director of Public Works is authorized to provide clarification on behalf of the Village.
18. **Terms and Conditions** – The Village reserves the right to seek clarification of information submitted in response to this RFQ and/or request additional information during the evaluation process. The Village reserves the right at any time and for any reason to cancel this consultant procurement process, to reject any or all proposals, or to accept an alternative proposal.
19. **Incurred Costs** – The Village shall not be held liable in any way for any costs incurred by respondents in replying to this Request for Qualifications or any part of the procurement process.
20. **Communications** – During the selection process any communication regarding this RFQ must be in writing and directed only to Gary Marine, Director of Public Works, via email at GMarinePWDir@melrosepark.org.