



Village of Melrose Park

Request for Qualifications (RFQ)

Phase III Construction Engineering Services for
9th Avenue Resurfacing Project
Main Street to Chicago Avenue
FAU Route 2733
Section 23-00144-00-RS
TIP ID 04-20-0032

RFQ Issued: Friday December 8, 2023

Response Due: 12:00 P.M. (Noon) Friday, December 29, 2023

The Village of Melrose Park, Illinois ("Requestor") is issuing a Request for Qualifications ("RFQ") from qualified Engineering firms to provide Construction Engineering services related to the 9th Avenue Resurfacing Project ("Project").

Documents related to the Project Overview, Description of Project Scope, Scope of Services, Submittal Requirements, and Selection Process can be obtained 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 12:00 P.M. (Noon) Friday, December 29, 2023. Qualifications received after the closing time and date will not be considered.

Request for Qualifications (RFQ)
Phase III Construction Engineering Services for
9th Avenue Resurfacing Project, Melrose Park, Illinois

PROJECT OVERVIEW

9th Avenue from Main Street to Chicago Avenue is under the jurisdiction of both the Village of Melrose Park and the Village of Maywood. The Villages of Melrose Park and Maywood have entered into a joint agreement over the costs and approval of the work. Melrose Park will be acting as Lead Agency for all of the work on this contract.

The roadway is designated as a collector and funding through the North Central Council of Mayors (NCCM). The Villages have obtained Federal Surface Transportation Program (STP) funds for Construction and for Phase III engineering services. The project is programmed to begin in Fiscal Year 2024 and is currently targeting the April 2024 IDOT letting. Phase I and Phase II are currently underway. The draft Project Development Report (PDR) and initial design submittal are available for review to responding consulting firms.

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

QUALIFICATIONS BASED SELECTION (QBS) PROCESS

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 Project includes milling of existing the existing HMA surface, resurfacing with HMA binder and surface courses, intermittent curb repairs, intermittent drainage structure repairs, manhole adjustments, ADA sidewalk ramp construction, pavement marking, landscape restoration, and appurtenant work.

The Project is located on 9th Avenue within the Village of Melrose Park, between Main Street and Chicago Avenue. The project length is 1,490 feet (0.283 mile) and the width edge to edge is 38 feet typical.

The total estimated construction cost for this Project is \$ 905,000.

4. **Scope of Work** – Engineering for this Project will be funded in part with federal Surface Transportation Program (STP) dollars allocated to the Village of Melrose Park through application to and approval of the local planning council. The construction contract will be let and administered by the Illinois Department of Transportation. Construction Engineering Services must follow the requirements of the Illinois Department of Transportation as they relate to federally funded projects.

The scope of services for Phase III Construction Engineering shall include pre-construction activities; construction layout; as-built surveys; verification of quantities; utility coordination and conflict resolution; resident engineering services; meetings and coordination; material testing, inspection,

Request for Qualifications (RFQ)
Phase III Construction Engineering Services for
9th Avenue Resurfacing Project, Melrose Park, Illinois

and certification; record preparation and maintenance of documentation; pay estimate submittals; change orders; and other activities associated with construction engineering for roadway reconstruction that would enable the project to be completed in a timely manner.

Quality Assurance (QA) oversight and Contractor's Quality Control must be performed by the respondent firm or one of its subconsultants. The firm must also provide all necessary vehicles and equipment to perform the required services.

The respondent firm must be prequalified by IDOT for Special Services – Construction Inspection.

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

Construction Engineering Services will be required from the Bid Letting Date through final acceptance of the construction contract. The anticipated timetable for this project will be a Bid Letting in April of 2024 with construction anticipated to begin in June and to be completed within 35 working days.

5. **Prequalification** – The respondent firm and/or the design team including subconsultants must be prequalified by IDOT for the following:
 - 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, and is being advertised on continuous display on the website for at least 14 days prior to the acceptance of proposals.

The posting is being exhibited on the Village of Melrose Park website on December 8, 2023, and will remain available for public viewing through the submittal date of December 29, 2023.

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 uses 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	Project Approach – includes understanding of project, quality control procedures, etc.
30 points	Experience in Federally-Funded Construction
20 points	Staff Capabilities (Prime/Sub)
10 points	References
10 points	Workload Capacity
10 points	Local Presence

Request for Qualifications (RFQ)
Phase III Construction Engineering Services for
9th Avenue Resurfacing Project, Melrose Park, Illinois

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 Building Commissioner. 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>Maximum Points</i>	<i>Firm 1</i>	<i>Firm 2</i>	<i>Firm 3</i>	<i>Firm ...</i>
Project Approach	20%	20				
Experience in Federally-Funded Construction	30%	30				
Staff Capabilities (Prime/Sub)	20%	20				
References	10%	10				
Local Presence	10%	10				
Workload Capacity	10%	10				
Total	100%	100				

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.

Request for Qualifications (RFQ)
Phase III Construction Engineering Services for
9th Avenue Resurfacing Project, Melrose Park, Illinois

- 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 currently provides similar services, 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 Prequalification with the Illinois Department of Transportation indicating they are prequalified in the category of Highways – Roads and Streets.
 - 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 III Construction Engineering Services for 9th Avenue Resurfacing Project."
- Qualifications must be received no later than **12:00 P.M. (Noon) Friday, December 29, 2023**. 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 **3:00 PM Thursday, December 21, 2023**. 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.

Request for Qualifications (RFQ)
Phase III Construction Engineering Services for
9th Avenue Resurfacing Project, Melrose Park, Illinois

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.