



Village of Melrose Park

Request for Qualifications (RFQ)

Phase III Construction Engineering Services for
Armitage Avenue Reconstruction Project
Mannheim Road to 25th Avenue
FAU Route 3080
Section 18-00139-00-PV
TIP ID 04-18-0006

RFQ Issued: Tuesday, June 16, 2026

Response Due: 12:00 P.M. (Noon) Tuesday, July 7, 2026

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 Armitage Avenue Reconstruction 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) Tuesday, July 7, 2026. Qualifications received after the closing time and date will not be considered.

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PROJECT OVERVIEW

Armitage Avenue from Mannheim Road (US12/45) to 25th Avenue is a Major Collector under the jurisdiction of the Village of Melrose Park.

The Village has obtained Federal Surface Transportation Program (STP) funds to assist in the cost of Construction and Phase III engineering services. The project is programmed to begin in federal Fiscal Year 2027 and is targeting the November 2026 IDOT letting. Phase II is currently underway. The Project Development Report (PDR) and initial design submittal will be made 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 removal of the existing pavement; removal and replacement of curb and gutter, driveway aprons, and public sidewalk; placement of an 8-inch High Early Strength jointed concrete pavement; installation of a new street light system; installation of storm sewer and drainage structures; installation of new water main; installation of new five foot (5’) public sidewalk at locations in the north parkway where it does not currently exist; removal and replacement of the existing culvert structure on Armitage Avenue across Silver Creek; re-grading public property and the east bank of Silver Creek north of Armitage Avenue to compensate for fill within the floodway due to the new pavement elevation; sodding and landscape restoration; and all other appurtenant work necessary to complete the project.

The project is located on Armitage Avenue between Fairfield Road (east of Mannheim Road) and 25th Avenue within the Village of Melrose Park in Cook County, Illinois.

The total length of the improvements is 4,610 feet (0.873 miles).

The total estimated construction cost for this Project is \$ 11,200,000.

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.

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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, 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.

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 November of 2026 with construction anticipated to begin in March of 2027 and to be completed within 275 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 Tuesday, June 16, 2026, and will remain available for public viewing through the submittal date of Tuesday, July 7, 2026.

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:

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- 20 points Project Approach – includes project understanding, 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

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

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.

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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. Submissions should be compiled into a single PDF document not exceeding 12 pages in length encompassing all components, such as the cover letter, a table of contents, section breaks, cover page, back page, etc. Note that including a table of contents, section breaks, cover pages, back pages, etc. is optional. The submission should encompass the following information:
 - A. Cover letter on the consultant’s letterhead transmitting the qualifications, including the name of the consulting firm, local address, telephone number, and name and email address of contact person.
 - B. The prime consultant’s current Illinois Department of Transportation (IDOT) prequalification status in the category of “Special Services – Construction Inspection.” The submittal need not include documentation of the prequalification status, but the cover letter should confirm the consultant is prequalified.
 - C. List of relevant projects recently completed that were similar in nature to this project. Provide a brief description of each project including location, project team, and construction cost. If the project was on an IDOT state letting, provide the letting date and item number and/or contract number.
 - D. List of key staff with brief resumes that would be assigned to the project including the Resident Engineer (RE) and any other relevant staff. Also include any sub-consultants that will be utilized to complete the project, including the relevant prequalification categories for each sub-consultant. An organization chart is optional. The consultant should identify any key staff that are being proposed for any other professional services selection processes that are outstanding between now and when a selection will be made on this project.
 - E. Brief technical approach describing the consultant’s abilities to perform the required Phase III Construction Engineering services. This should be a maximum of one (1) page.
 - F. Provide a list of two (2) references for the proposed Resident Engineer, each including the name, job title, telephone number, and email address of the reference, and one (1) additional reference for the firm. These references should not be current employees of the Village of Melrose Park and ideally should possess experience as municipal staff on projects of a similar nature.

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

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the email shall be "RFQ - Phase III Construction Engineering Services for Armitage Avenue Reconstruction Project."

Qualifications must be received no later than **12:00 P.M. (Noon) Tuesday, July 7, 2026**. 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, July 2, 2026. 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.