

# City of Blue Island

## Request for Qualifications

Phase I, II, and III Engineering for Western Avenue Streetscape Project from 119th St to 127th St.  
Section No. 23-00121-00-LS

September 3, 2024

### **Introduction:**

The City of Blue Island, Illinois (“City”), seeks statements of qualifications from qualified and experienced engineering firms to complete the Phase I Engineering and a Project Development Report (“PDR”) for Roadway and Streetscape Improvements along Western Avenue from 119th St to 127th St for approval by the Illinois Department of Transportation (“IDOT”), the Cook County Department of Transportation and Highways (“CCDOH”) and other applicable agencies.

The first step in the process will be to conduct a Phase I Engineering Study and the completion of the PDR for submittal to and approval from IDOT. Upon approval of the Phase I and PDR, the City may consider awarding further work to the selected firm for the provision of Phase II engineering plans and Phase III construction engineering services for the project. Consultants are to submit their qualifications for Phase II and Phase III engineering with this submittal.

The selected firm (“Consultant”) will be invited to enter into an agreement with the City, in a form to be provided by the City, for the provision of services based upon the Scope of Services section of this Request for Qualifications (“RFQ”). The Mayor and City Council have the ultimate authority to approve any proposal and to authorize execution of the negotiated agreement.

### **Background:**

Western Avenue from 119th St to 127th St is located in the City. The City desires to improve sidewalks, lighting, and roadway (as needed) to create a more walkable and pedestrian friendly environment along this vital economic retail/commercial corridor within the for City of Blue Island. The project will also bring the corridor up to ADA compliance.

The City received an ITEP Grant and STP funding for the subject project in September 2022. Therefore, the Project must go through IDOT’s Federal Phase I process. The City desires to submit the Draft Phase I and PDR to IDOT by November 1, 2025. The City further anticipates that Phase I and PDR will be completed by March 1, 2026.

The Consultant will be required to work with representatives in IDOT’s office in Schaumburg regarding all required agreements and processing requirements for the Phase I study and PDR.

The Consultant must perform and carry out, in a professional and satisfactory manner, the necessary services required to complete the requirements of the Project. The services to be provided related to this RFQ are described in the Minimum Scope of Services section of this document. All work must adhere to City, Federal Highway Administration (FHWA), Cook County and IDOT standards, as each may be applicable.

The schedule of the Project is critical. Therefore, the City is seeking a Consultant that can demonstrate its experience and ability to complete in a timely manner all required Phase I Engineering in accordance with Federal project development procedures through the IDOT Bureau of Local Roads and Streets.

The anticipated Phase I Project schedule is as follows:

- September 3, 2024 Issue RFP
- October 4, 2024 RFPs Due
- November 12, 2024 City approval of Agreement
- April 1, 2025 IDOT approval of Contracts/NTP
- November 1, 2025 Draft Phase Project Development Report (PDR) Submittal
- March 1, 2026 Phase I (PDR) Completion

The anticipated Phase II and Phase III Project schedule is as follows:

- April 2026 *NTP for Phase II Consultant*
- July 2026 *Pre-Final Submittal*
- September 2026 *Final Submittal*
- December 2026 *IDOT Letting*
- March 2027-Oct 2028 *Construction*

**Minimum Scope of Services:**

The services provided by the Consultant for the Phase I Engineering and the PDR must include the following minimum scope of service (collectively, the “Services”):

1. The Phase I Engineering must comply with all applicable CCDOTH, IDOT and federal project development procedures per the IDOT Bureau of Local Roads and Streets Manual.
2. The consultant will be expected to assist the City with identifying the potential for and applying for additional funding for project’s future phases.
3. The consultant must consider various alternatives for aesthetic amenities along the corridor, including wayfinding signage and gateway identifiers.
4. The Consultant must prepare all studies and reports as required to complete Phase I Engineering and the PDR.
5. The Consultant must schedule and attend kick-off meetings and other meetings as required by IDOT and FHWA. The Consultant must prepare minutes of these meetings.
6. The Consultant must coordinate and attend meetings with all affected public utilities, as may be necessary.
7. The Consultant must meet monthly via phone conference with City staff throughout the duration of Phase I of the Project. The Consultant must prepare minutes of these meetings.

8. The Consultant must prepare and submit to the City and IDOT all preliminary engineering service agreements and local agency agreements.
9. The Consultant must prepare an engineer's opinion of probable costs for inclusion in the PDR.
10. The Consultant is to prepare all required advertisement and display materials to present the project at a public meeting, to be held at the approximate time of the conclusion of Phase I Engineering, as required by IDOT.
11. The Consultant must provide all final plans and reports to the City in hard copy and electronic format.
12. The Consultant must provide all necessary and required documentation to comply with the grant funds reporting requirements.
13. All other requirements by IDOT, CCDOTH, FHWA and other reviewing agencies must be included in the Consultant's scope of services.

**Minimum Qualifications:**

All firms responding to this RFQ must meet the following minimum qualifications:

1. The firm must have completed a minimum of three Phase I projects of a similar type, size and scope in the last 7 years, and
  - a. Have a minimum of ten years of experience in Phase II Engineering on IDOT Bureau of Local Roads and Streets (BLRS) projects and
  - b. Have a minimum of ten years of experience in Construction Engineering on IDOT Bureau of Local Roads and Streets (BLRS) projects.
2. The firm must identify and designate someone from the firm to serve as the Project Manager, which Project Manager must:
  - a. Have successfully completed a minimum of three projects of a similar type and size; and
  - b. Have a minimum of ten years of experience in Phase I/II Engineering on IDOT Bureau of Local Roads and Streets (BLRS) projects.

**Submittal Requirements:**

Interested firms are required to submit one PDF via email to:

Michael Schroeder, Supervisor of Public Works  
City of Blue Island  
[mschroeder@cityofblueisland.org](mailto:mschroeder@cityofblueisland.org)

**The deadline for submission is 2:00 p.m. on Friday, October 4, 2024.**

The Statement of Qualification of each firm must include the following:

- A brief statement of the firm's interest in performing the Services and describing the scope of the project and items that may require special attention or detail.
- Identification of the proposed Project Manager. Responding firms should be sure to include information about the proposed Project Manager's experience working on similar projects, including his/her expertise to manage projects with planning and design services and the ability to meet schedules, budgets and project objectives.
- A list of a minimum of three BLRS projects on which the proposed Project Manager has successfully managed similar Phase I Engineering projects. An IDOTBLRS contact and the local agency contact should be listed for each project.
- An organizational chart showing the names, titles and responsibilities of the key individuals that will be providing the Services. The organization chart must also include potential sub-consultants and describe their responsibilities.
- Resumes of the proposed Project Manager and the key personnel shown on the organizational chart. Each resume may be no longer than two pages in length.
- A statement indicating the firm's workload and whether the firm will be able to meet the required deadlines as outlined in the Invest in Cook grant agreement's project schedule.
- A list of any subcontractors/sub-consultants proposed to be employed by the firm in connection with the Services.
- Proof of IDOT Pre-Qualification in the following categories:
  - Special Studies – Traffic Signal
  - Highways – Roads and Streets
  - Special Studies – Location Drainage
  - Special Studies – Surveying
  - Special Studies – Traffic Studies
  - Special Studies – Safety
  - Location Design Studies – Rehabilitation
- A list, description and client contact of not more than three similar projects where Consultant provided Phase II services.
- A list, description, and client contact of not more than three similar projects where Construction Engineering Consultant provided Phase III services.

**Evaluation Criteria:**

City staff will evaluate all properly submitted proposals. The City will then eliminate all respondents who

are not qualified or do not have the experience set forth in the Minimum Qualifications section of this RFQ. The City will then grade and rank the remaining submittals with respect to the Services set forth in this RFQ, including the responsiveness of the submittal. Statements of Qualification will be evaluated based on the factors listed below.

- **Technical Approach – 30 points**  
Evaluation will be based on the firm’s project understanding and the firm’s specific management and technical methodologies and techniques to perform the tasks outlined in the Minimum Scope of Services section of this RFQ.
  
- **Firm Experience – 30 points**  
Evaluation will be based on the successful completion of similar projects, focusing particularly on projects performed on IDOT routes.
  
- **Staff Capabilities – 20 points**  
The experience of the proposed Project Manager and project team will be used to evaluate the firm’s ability to perform the Scope of Services.
  
- **Past performance – 10 points**  
Evaluation will be based on the respondent’s previous experience performing work for the City.
  
- **Workload Capacity – 10 points**  
Evaluation of whether a firm will be able to meet the required deadlines as outlined in the project schedule.

The evaluation will not include any price or cost related items or in-State or local preference.

The City will then select the most preferred firm based on the above criteria, with whom a contract, on a form provided by the City, will be negotiated at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the Services. The Mayor and City Council will have the ultimate authority to authorize execution of the negotiated contract.

**Changes to the RFQ and Questions:**

The City reserves the right to make clarifications, corrections, or changes in this RFQ at any time prior to the deadline for the submission of qualifications. All respondents or prospective respondents will be informed of said clarifications, corrections, or changes on the City’s website and to any firm that registers with the City by sending an email to [mschroeder@cityofblueisland.org](mailto:mschroeder@cityofblueisland.org) indicating their interest in this RFQ.

Questions and requests for clarification will be accepted until 4:00 pm CST on Wednesday September 18, 2024. All questions and responses will be compiled and submitted to all prospective respondents who register with the City by sending an email to [mschroeder@cityofblueisland.org](mailto:mschroeder@cityofblueisland.org) indicating their interest in this RFQ. The response memorandum will be sent electronically in one general response memorandum by Friday, September 20, 2024.

Contact for Questions:                    Michael Schroeder, Supervisor of Public Works  
[mschroeder@cityofblueisland.org](mailto:mschroeder@cityofblueisland.org)

**Standard Terms and Conditions:**

Submittals are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFQ does not obligate the City to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be functioned under this RFQ.

A proposer may withdraw its submittal, either personally or by written request, at any time prior to the scheduled deadline for submittals. No submittal will be withdrawn for 60 days after the date set for opening submittals; submittals will be subject to acceptance during this period.

The City reserves the right to accept the submittal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the low price submittal; to accept any item of any submittal, to reject any and all submittals; and to waive irregularities and informalities in any submittal submitted or in the RFQ process; provided, however, that the waiver of any prior defect or informality will not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

**Anticipated Selection Timeline:**

- October 4, 2024                      Qualifications must be submitted to the City by 2:00 p.m. CST.
- October 18, 2024                      Committee selects finalist
- November 12, 2024                      Committee makes formal recommendation to the City Council