

City of Blue Island

Request for Qualifications

Western Avenue Pedestrian Improvements

Phase I/II/III Engineering Services

November 4, 2024

RE: Request for Qualifications
Western Avenue Pedestrian Improvements
Phase I/II/III Engineering Services

The City of Blue Island (City) hereby invites Statements of Qualifications (SOQs) from IDOT pre-qualified engineering firms to assist the City in completing Phase I, II, and III Engineering for the Western Avenue Pedestrian Improvements in Blue Island, Illinois. Phase I, II, and III Engineering Services and Construction for the project will be funded through the STP-Local program. Therefore, all work must be performed in accordance with Federal Highway Administration (FHWA) and Illinois Department of Transportation (IDOT) guidelines. As part of the selection process, interested consultants are required to submit a Statement of Qualifications to perform the requested work.

Enclosed are:

- Project Background
- Scope of Services
- SOQ Requirements
- Selection Criteria

Interested firms shall electronically submit (via email) their Statement of Qualifications in PDF format no later than 10:00 am on Friday, November 22, 2024. Late submittals will not be considered. Interviews with consultants are not anticipated.

Based upon review of the Statements of Qualifications, a fee proposal will be requested from highest-ranked consultant.

The SOQ and any questions shall be sent via email to:

Michael Schroeder, Supervisor of Public Works
City of Blue Island
mschroeder@cityofblueisland.org

PROJECT BACKGROUND

The Western Avenue Pedestrian Improvements project limits are from 127th Street to Grove Avenue an approximate distance of 0.56 miles. The City desires to improve the sidewalks, lighting and roadway (as needed) to create a more walkable and pedestrian friendly environment along this vital economic retail/commercial corridor within the City of Blue Island. The project will also bring the corridor up to ADA compliance.

The City is seeking to engage a qualified consultant to provide Phase I, II, and III Engineering Services for this project. An exhibit depicting the overall scope and limits of the proposed improvement has been included in this Request for Qualifications.

The project is currently targeting a January 2027 letting with construction start anticipated in the April 2027.

SCOPE OF SERVICES

The services to be provided related to this RFQ are described below. The selected consultant will be responsible for all Phase I, II, and III Engineering Services necessary to design, permit and construct the project. All work must be in accordance with federal project development procedures and adhere to all applicable municipal, FHWA and IDOT standards and requirements.

The Phase I Engineering Scope of Services shall include all preliminary design necessary to obtain IDOT Phase I Design Approval, including the following:

1. Kick-Off Meeting with IDOT to determine the requirements of the Project Development Report (PDR). The consultant must prepare meeting minutes.
2. All necessary studies and reports to the Phase I Engineering and PDR.
3. 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.
4. The Consultant must prepare and submit to the City and IDOT all preliminary engineering service agreements and local agency agreements.
5. The Consultant must prepare an engineer's opinion of probable costs for inclusion in the PDR.
6. 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.
7. The Consultant must provide all necessary and required documentation to comply with the grant funds reporting requirements.
8. All other requirements by IDOT, CCDOTH, FHWA and other reviewing agencies must be included in the Consultant's scope of services.

The Phase II Engineering Scope of Services shall include all design, permitting and land acquisition necessary to obtain IDOT and regulatory approvals to be included on an IDOT letting and to construct the project, including the following:

1. Provide necessary personnel, materials, equipment and transportation to make necessary investigations, measurements, computations and analysis to perform field and office civil engineering services for design of the project.
2. Review Phase I Project Development Report. The Consultant shall include any necessary resubmittals or coordination necessary to extend the design approval timeframe or environmental clearances if required by IDOT or any other jurisdictional agency.

3. Preparation of roadway lighting plans and photometric calculations as required for IDOT review and approval of Phase II lighting design.
4. Verify existing survey information obtained from the Phase I consultant and provide any supplemental survey deemed necessary by the Consultant.
5. Perform geotechnical and environmental soil investigations and analyses, including the preparation of a Preliminary Site Investigation in accordance with IDOT requirements.
6. Obtain clearances and/or permits for all regulatory agencies as required by the project scope, including but not limited to IDNR Floodway and Section 404 permitting.
7. Coordinate with all utilities potentially impacted by the project and identify/coordinate any necessary relocations.
8. Attend progress meetings with the City and other stakeholders (IDOT, Township, community groups, private property owners and others) as needed, including preparation of the required agendas, exhibits and minutes.
9. Prepare detailed Phase II plans, specifications, estimates and other documents per IDOT standards for City and IDOT review as necessary for the project to be publicly bid on an IDOT letting.
10. Perform Quality Control/Quality Assurance (QC/QA) and Constructability Reviews.
11. All land acquisition services required to secure necessary easements and right-of-way for the project, including preparation of Plat of Highways, legal descriptions, appraisals, review appraisal and negotiations.
12. Provide project administration and management.
13. Answer contractor questions and process any required addenda during the bidding period.
14. Provide shop drawing review and respond to contractor Requests for Information (RFI) as requested by the City.

The Phase III Engineering Scope of Services will consist of pre-construction services, construction observation, appropriate IDOT/FHWA documentation, project closeout and all other tasks required to successfully deliver the project in compliance with requirements for federally funded construction projects.

The City anticipates entering into a Phase I Engineering agreement with the selected consultant immediately upon City Council approval of the agreement. A separate Phase II and/or III Engineering agreement may be negotiated at a later date.

QUALIFICATIONS BASED SELECTION (QBS)

All SOQ submittals shall be a single PDF document no more than 20 pages in length, including cover letter, tabs/section headers, etc. Tabs and section breaks are not required. The SOQ submittal shall include the following:

1. Cover letter on the letterhead of the firm transmitting the qualifications. Cover letter should include the name of the firm, local address, telephone number, email address and name of contact person.
2. Current IDOT prequalification status. The prime consultant must be prequalified in each of the following:
 - Highways – Roads and Streets
 - Special Studies – Traffic Signal
 - Special Studies – Location Drainage
 - Special Studies – Surveying
 - Special Studies – Traffic Studies
 - Special Studies – Safety
 - Local Design Studies - Rehabilitation
 - Special Services – Construction Inspection

The submittal must include formal documentation of the prime consultant's current IDOT prequalification status.

3. List of relevant Phase I, II and III projects (max of 3 for each phase) completed in the last five years similar in nature to this project. Provide a description of each project, including location, project team and construction cost for each project.
4. Brief project understanding and approach regarding the proposed project and the firm's abilities to perform the required Phase I Engineering services. Identify any project elements that may require special attention or detail.
5. Organizational chart and list of key staff with brief resumes that would be assigned to the project, including the Phase I Project Manager(s) (must be Licensed Professional Engineers in the State of Illinois), have successfully completed a minimum of three projects of a similar type and size; and have a minimum of ten years of experience in Phase I/II Engineering on IDOT BLRS projects. Discipline Leads and any other relevant staff should be shown on the organizational chart. Include any subconsultants that will be required to complete the project.
6. Detailed schedule for the Phase I Engineering effort. The City anticipates awarding the Phase I Engineering agreement in January 2025.
7. List of three (3) references including name, job title, telephone and email address.

SELECTION CRITERIA

The selection criteria and weightings for project selection shall be as follows:

- Technical Approach (30%)
- Similar Project Experience (20%)
- Project Team/Staff Capabilities (20%)
- Overall Completeness of Submittal (15%)
- Work Load (15%)

A selection committee comprised of City staff will evaluate SOQs received. No interviews are anticipated to be held. The SOQs will be reviewed, evaluated and scored using the criteria and weights defined above. The SOQ will be used by City staff to select the most qualified consultants.

The City intends to have negotiations completed by January 30, 2025. Staff anticipates presenting the engineering agreement to the Council on February 11, 2025, with submittal of the draft Phase I agreement to IDOT for review and approval thereafter. The City plans to proceed with the work immediately following Council approval in accordance with IDOT Section 1440 procedures. A separate Phase II and/or III Engineering agreement may be negotiated at a later date.

The City reserves the right at any time and for any reason to cancel this consultant procurement process, to reject any or all SOQs or to accept an alternative SOQ. The City reserves the right to discard any immaterial SOQ. The City and/or staff may seek clarification from an offer at any time and respond promptly if there is cause for rejection. The City will not be liable in any way for any costs incurred by consultants in replying to this request.