



**Village of Hoffman Estates
Transportation and Engineering Division**

REQUEST FOR QUALIFICATIONS

**PHASE III - CONSTRUCTION INSPECTION
ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM PROJECT
SHOE FACTORY ROAD BIKE PATH
RELEASE DATE: MARCH 15, 2019
DUE DATE: APRIL 1, 2019**

PROJECT: Illinois Transportation Enhancement Program Project
Shoe Factory Road Bike Path

LOCATION: Shoe Factory Road – CN Railroad Crossing to Illinois Route 59
(Sutton Road)

BACKGROUND

The project will enhance the existing bicycle and pedestrian network by filling in a missing gap in the off-street trail network along the Shoe Factory Road corridor. The project received a grant through the Illinois Transportation Enhancement Program (ITEP) to improve and attract bicycle and pedestrian travel in the area by connecting existing sidewalks, paths, and bicycle friendly streets. This project is a joint venture between the Village of Hoffman Estates (Village), the Hoffman Estates Park District (HEPD) and the Forest Preserve District of Cook County (FPDCC), with the Village acting as the lead agency.

Phase I and II Engineering, Design and Plans have been completed by a Consultant. The construction and construction engineering will be funded through the federal ITEP program and the joint venture. The project is scheduled to be let by the Illinois Department of Transportation (IDOT) in September 2019.

The bike path route begins in the northwest corner of Shoe Factory Road at Illinois Route 59 (Sutton Road), where it will connect with existing pedestrian crossings at the intersection. The off-street path will continue westerly through the FPDCC's Poplar Creek Forest Preserve and end east of the CN Railroad (CNRR) crossing just north of Shoe

Factory Road for a total distance of 0.63 miles. Please refer to the attached map of the proposed improvement.

The proposed multi-use hot-mix asphalt path will be 10' wide with 2 feet of graded turf on either side of the path, constructed on the alignment of the existing disturbed area consisting of the unpaved Poplar Creek Trail in the FPDCC. The southeastern terminus of the proposed path will connect to an existing 10-foot wide asphalt path stub at the northwest corner of the intersection of Illinois Route 59 and Shoe Factory Road, outside State ROW. This stub connects to marked crosswalks that provide signalized pedestrian crossings of the north and west legs of the intersection. On the west side of the forest preserve, the proposed path will tie into the east end of an existing 10-foot asphalt path that crosses the CNRR and continues west, beyond the construction limits.

PROJECT OVERVIEW

The Village desires to hire a consulting engineering firm to function as the Resident Engineer to provide Phase III engineering services on behalf of the Village and its partners during the construction of the Shoe Factory Bike Path project. The scope of construction work includes but is not limited to earth excavation, constructing new hot-mix asphalt bike path, regrading ditches, landscaping, signs, pavement markings, traffic control signing, and all other incidental and collateral work necessary to complete the improvement as will be shown in the final plans and as generally described herein. Of particular importance for emphasis in the response to this RFQ is the firm's record of timely and successful completion of federally funded projects such as ITEP construction projects of a similar scope. The Village is soliciting interest from engineering firms to demonstrate qualifications to perform professional engineering services for project management, material testing, documentation and inspection services meeting all IDOT and ITEP requirements during pre-construction and construction periods to accomplish this work. The consultant shall be familiar with IDOT and federally funded project procedures to ensure this work meets expected deadlines and stays on schedule. Multiple agency coordination with FPDCC, HEPD, IDOT and the Village will be required.

The consultant shall be familiar with FPDCC and Federal Aid project procedures to ensure this project meets expected deadlines and stays on schedule. The consultant shall expedite all necessary Federal Aid agreements required as part of this project as well as obtaining a Cook County Highway Permit as needed

RFQ SCOPE OF WORK AND REQUIREMENTS

The scope of work for this RFQ shall generally include, but not be limited to, construction engineering services of staking, inspection, material testing, measurement, documentation and compilation of quantities which shall be utilized by the Village in the Resident Engineer's role. The scope of services shall include field inspections, attending preconstruction and other meetings as required, coordination meetings with agencies and utilities, documentation of work and quantities with the Illinois Construction Records System (ICORS), quality assurance / quality control, and reporting on all work performed

by the contractor as required by the Village and IDOT for an ITEP project. Review of project invoices prepared by IDOT and submitting consultant invoices for Phase III services on a timely basis will be required. The consultant's scope of work includes closing out the project with all agencies including IDOT acceptance of the final job box. The consultant must complete and submit final measurements, calculations, two (2) sets of as-builts and final contract records documents to the Village of Hoffman Estates no later than six (6) weeks after the completion of the project. Additional requirements and tasks stipulated by IDOT, but not specifically listed here, will be considered to be part of the normal scope of Phase III engineering services and related responsibilities for a ITEP bike path project like the Shoe Factory Road Bike Path. The firm should use its experience to highlight any such items in its response to this RFQ.

The consultant will assign an approved engineer to act as Resident Engineer on behalf of the Village. The consultant will perform on-site field inspection, layout including design changes, provide construction staking/layout when not provided in the contract plans, provide geotechnical and material inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer/technician to complete this project on a timely basis and in accordance with State specifications and procedures.

The consultant's work includes, but is not limited to, providing staff, vehicles, communication devices (cell phone, other) and services, laptop computer for the Illinois Construction Records System (ICORS) software and appropriate testing and surveying equipment, as well as other tasks, equipment, and direct costs necessary to complete this project.

The consultant will provide a Resident Engineer and adequate staff to perform the duties required to fulfill the engineering task requirements in accordance with IDOT policies, including:

- Resident Engineer (minimum 10 years' experience as a Resident Engineer is desired, an Illinois Licensed Professional Engineer is preferred). A current IDOT Construction Documentation certification, experience and a working knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC), ADA guidelines and soils training are required.
- Inspectors (as needed to perform on-site inspection, survey and QA inspection). A current IDOT Construction Documentation certification and experience and a working knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC), ADA guidelines and soils training are required.
- Document Technician (the person actively performing the documentation on the project) must possess a current IDOT Construction Documentation certificate and must be ICORS trained. Include the Documentation certificate number.
- Materials Coordinator (RE Materials training class preferred)
- Materials QA Technician (this person shall have a Level II HMA and PCC training and IDOT class S-33, Soils Testing)
- Materials Laboratory (QA Complete prequalified)

It is acknowledged by the Village that one or more of the required tasks mentioned above can be fulfilled by the same person.

PREQUALIFICATION

At a minimum, it is required the engineering consultant and / or its subcontractors shall have obtained IDOT prequalification for all services required for the project. Documentation of the firm's prequalification shall be included as part of the firm's response to this request.

REQUIRED INFORMATION

The proposal shall provide detailed sections on how the firm will meet or exceed the requirements of this RFQ and any other conditions that will be required by IDOT and other agencies. Each of these tasks should clearly state the duties to be performed by the consultant, what information / service / product(s) is assumed to be provided by the Village, and a schedule for completing necessary tasks. The proposal shall provide sufficient information to demonstrate the firm's qualifications and readiness to perform this work. A list of staff showing job title or classification to be assigned for each project task shall be included. Also identify and provide qualifications for proposed subcontractors for this project.

Additionally, the following specific information will be required with each proposal to assist in the evaluation process:

1. Cover letter expressing interest in the project, reference to key staff, list of subconsultants, and information for a single point of contact with your project team.
2. The resumes of key staff assigned to provide the required services shall be included. Please limit resumes to only those staff serving in key roles on the project. Each resume should be no more than two pages. List only prior project experience relevant to this RFQ.
3. An organizational chart showing proposed staffing, how these positions interact with one another, and the role of subconsultants, if any, shall be included.
4. Describe your understanding of the project and detail the proposed approach to completing the required work. Highlight any unique or special circumstances and experiences on completed projects which you feel are relevant.
5. The firm's response should clearly demonstrate a thorough understanding of the project specifics, challenges, and detail the proposed approach to successfully completing the project on time and under budget. Responses which are generic, non-specific to the subject work, or 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 specific to the subject project should be considered in lieu of generic descriptions and responses.

6. A schedule of completion for key milestone tasks which incorporates realistic time frames which allow for agency reviews shall be included.
7. A list of projects of a similar nature currently or previously performed by the consultant for local agencies along with a list of references and firm's contact people on all sample projects shall be provided. Do not include projects that reflect a significantly different scope than what is required for the subject work or those done by staff members not to be assigned to this project.
8. The Village requires consultants to submit a disclosure statement with their proposals. The Village requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
9. Any other information that the consultant deems helpful or necessary to assist the Village in evaluating the team's response. Such information should be specific and concise to demonstrate how it is relevant to the project which is the subject of this RFQ.

Note that the selected firm shall take out and maintain insurance of such types and such amounts as are necessary to cover responsibilities and liabilities on a project of the character contemplated under this request. All insurance policies shall include the Village, IDOT, FPDCC, HEPD, and their duly authorized representatives as additional insured parties. The minimum insurance requirements the Village of Hoffman Estates requires are as follows:

1. Public liability insurance including contractual liability in any amount not less than One Million Dollars (\$1,000,000) for injuries (including death) to any one person, and subject to the same limit for each person, in an amount not less than One Million Dollars (\$1,000,000) on account of any one accident.
2. Property damage insurance including contractual liability in an amount not less than One Million Dollars (\$1,000,000).
3. Automobile public liability and property damage insurance with bodily injury liability - \$1,000,000 each person, \$1,000,000 each occurrence and property damage liability - \$1,000,000 each occurrence.

The Village of Hoffman Estates strongly encourages Disadvantaged Business Enterprises (DBE) to apply. If subcontractors are proposed, the lead consultant shall take these same affirmative steps to consider inclusion of DBE firms.

To the extent required by the Illinois Prevailing Wage Act, the general prevailing rate of wages shall be the same as the prevailing rate of wages for construction work in the Cook County area for the applicable employees of the Consultant, its subcontractor(s), and material testing firms.

EVALUATION

Village staff will follow the QBS process outlined in the Village policy and procedure. Only those proposals received prior to the deadline will be reviewed. The Village reserves the right to reject any or all responses based solely on its determination of how well responses meet the needs of the project.

The specific weights for each criterion listed below will be used for evaluations of responses on this project. Further information on the QBS process can be found on the Village website.

Criteria	Weight
Project Understanding	25%
Technical Approach	25%
Firm Experience / Past performance	20%
Staff Capabilities	20%
Specialized experience – Federal aid construction projects	10%
Total	100%

No interviews will be conducted as a part of this selection process. The Village, at its sole discretion, may choose to follow-up with any firm to clarify questions related to submitted proposals.

RFQ Timeline

The following is an estimated timeline for the RFQ review, evaluation, and selection. The proposals will be evaluated based on the criteria used in the Village QBS procedure. No interviews will be conducted although follow-up questions to clarify items may be asked by the Village at its discretion. The Village has the sole right to evaluate and recommend a consultant to the Village Board for approval based on its evaluation of the proposals as submitted. The Village’s QBS process can be found on the Village website under the RFQ section.

Task	Date
RFQ posted on Village website	March 15, 2019
RFQ response due at 5:00 p.m.	April 1, 2019
Reviews / Negotiation	April 2, 2019 – April 15, 2019
Recommendation to Transportation and Road Improvement Committee	April 22, 2019
Village Board approval	May 6, 2019

SUBMITTAL REQUIREMENTS

If interested, please email a PDF file, no more than 20 MB in size, of your statement of interest and detailed qualifications per the above requirements by the closing deadline of April 1, 2019 at 5:00 p.m. to:

michael.hankey@hoffmanestates.org

Mr. Michael Hankey, P.E.
Director of Transportation and Engineering Division
Village of Hoffman Estates

The email containing the RFQ response must be received in the Village email system by 5:00 p.m. Responses received after the deadline above, regardless of reason for delay, will not be accepted. Only electronic submittals will be received for consideration and review.

Questions related to this RFQ must be received in writing by the Village by 5:00 p.m. on March 22, 2019. Verbal questions or inquiries are not accepted. Individual responses to written questions related to this request will not be provided but responses to questions received by the above deadline will be posted to the Village's website. Information related to the project, this RFQ, and Village QBS policy can be found at www.hoffmanestates.org under the Business tab by clicking RFPs, RFQs, & Bids [link](#).

Shoe Factory Road Bike Path ITEP Project Location Map



Prairie Stone
Business Park

Beverly Rd

CN Railroad

Higgins Rd

IL ROUTE 59

Sutton Rd

Jane Addams Hwy

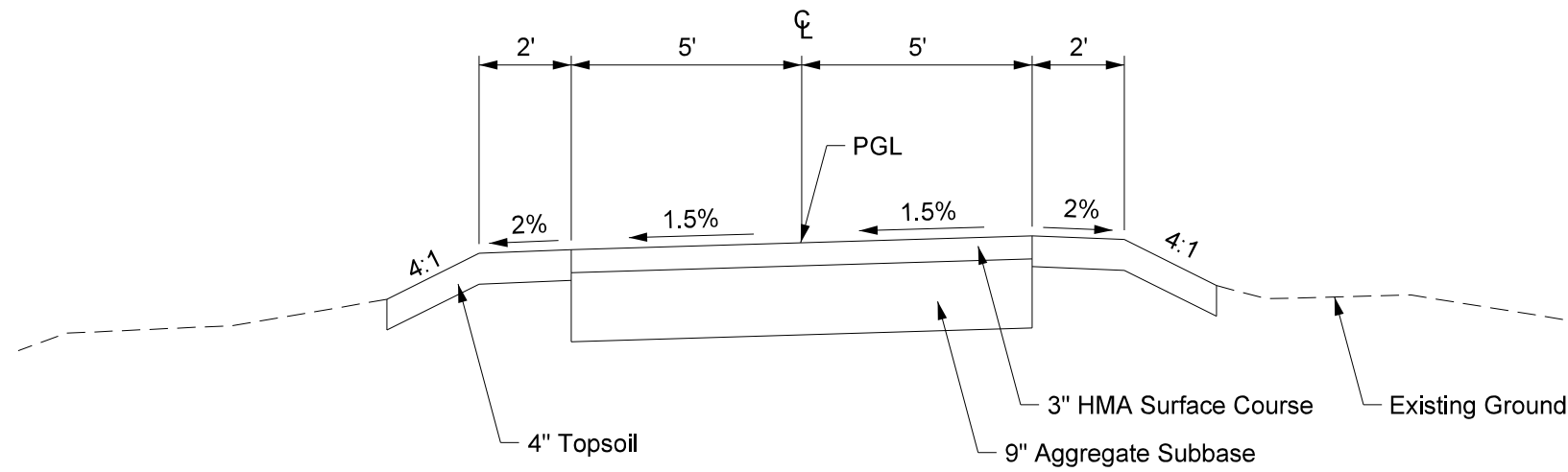
PROJECT LOCATION

Pave gravel trail

Shoe Factory Rd

Poplar Creek
Forest Preserve

1 inch = 700 feet



POPLAR CREEK TRAIL PROPOSED CROSS SECTION

ILLINOIS ROUTE 59 TO WEST OF CN RR
STATION 146+72 TO STATION 180+00



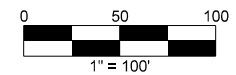
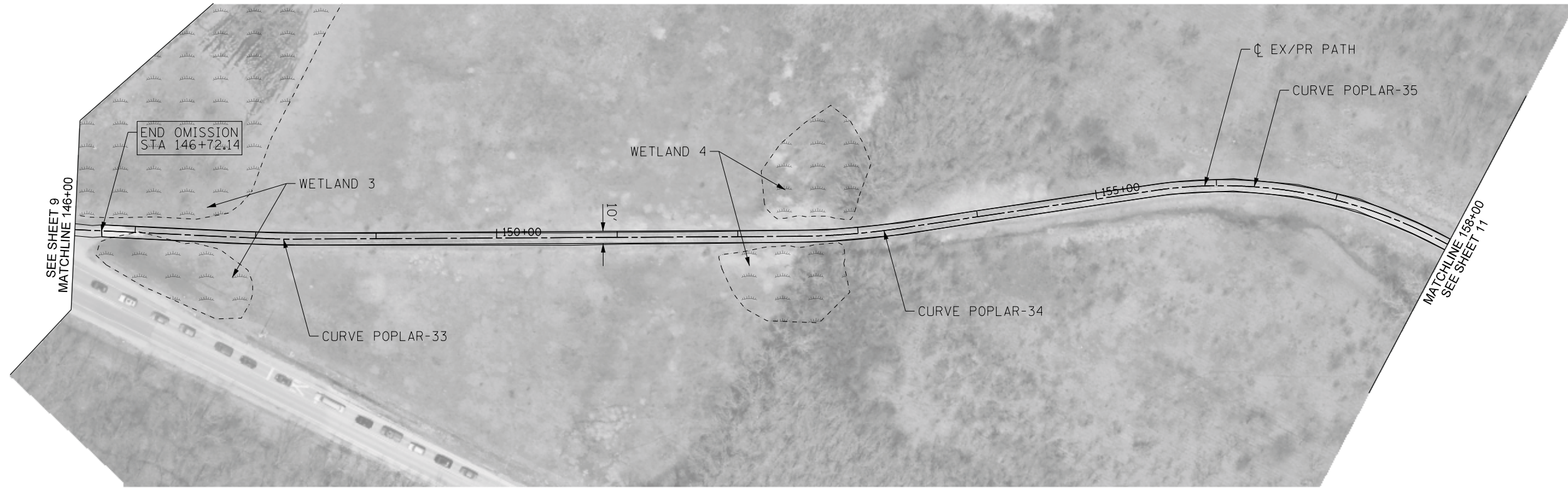
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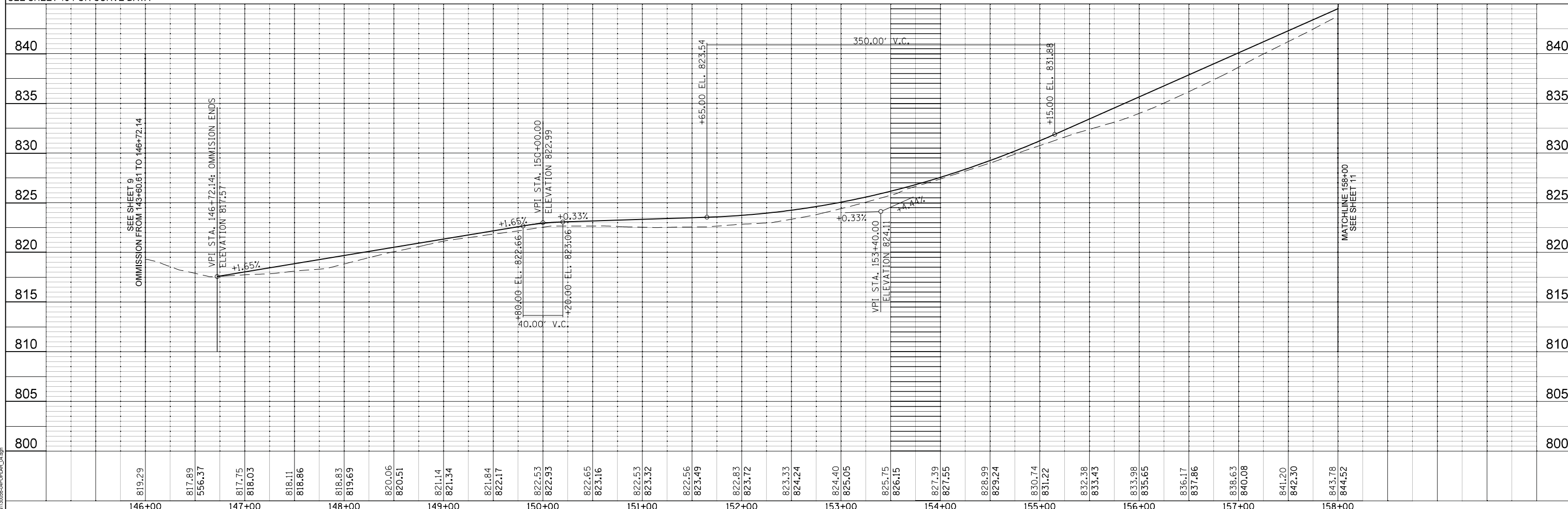
VILLAGE OF
Hoffman Estates

Shoe Factory Road Bike Path Project
Typical Sections





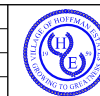
SEE SHEET 13 FOR CURVE DATA



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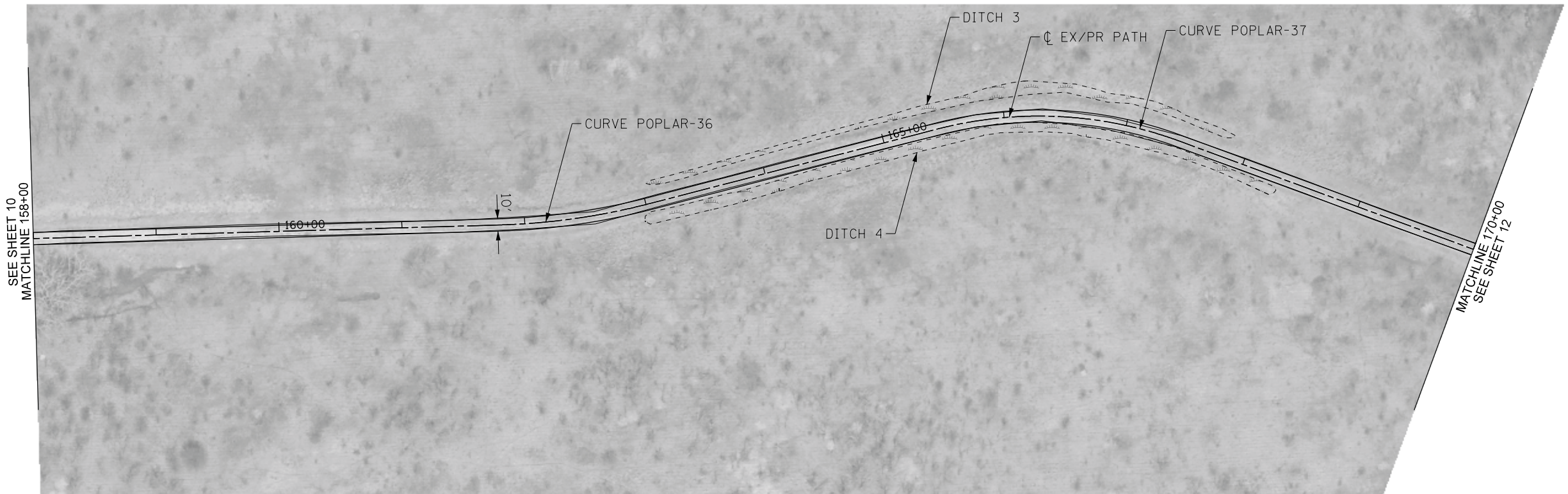


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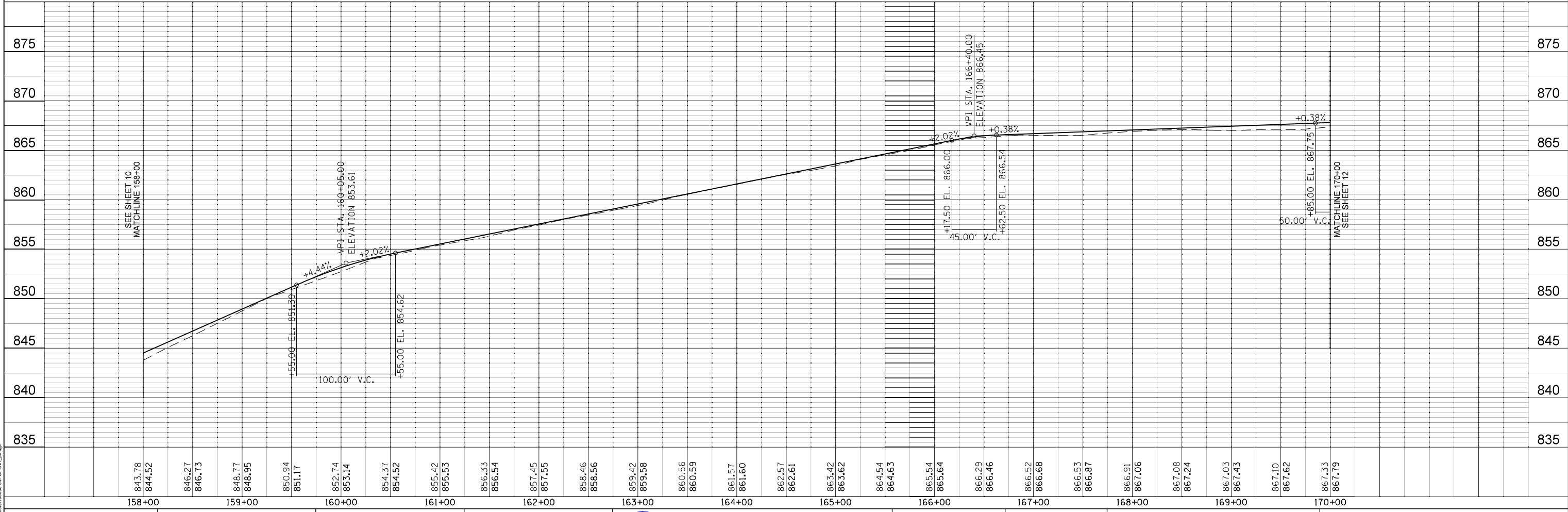


Plan and Profile Sheets

Poplar Creek Bike Path Project					
CONTRACT	SECTION	DATE	COUNTY	TOTAL SHEETS	SHEET NO.
13-00091-00-BT		02/08/2018	COOK	13	10



SEE SHEET 13 FOR CURVE DATA



843.78	844.52	846.27	846.73	848.77	848.95	850.94	851.17	852.74	853.14	854.37	854.52	855.42	855.53	856.33	856.54	857.45	857.55	858.46	858.56	859.42	859.58	860.56	860.59	861.57	861.60	862.57	862.61	863.42	863.62	864.54	864.63	865.54	865.64	866.29	866.46	866.52	866.68	866.53	866.87	866.91	867.06	867.08	867.24	867.03	867.43	867.10	867.62	867.33	867.79								
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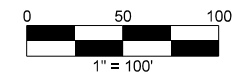
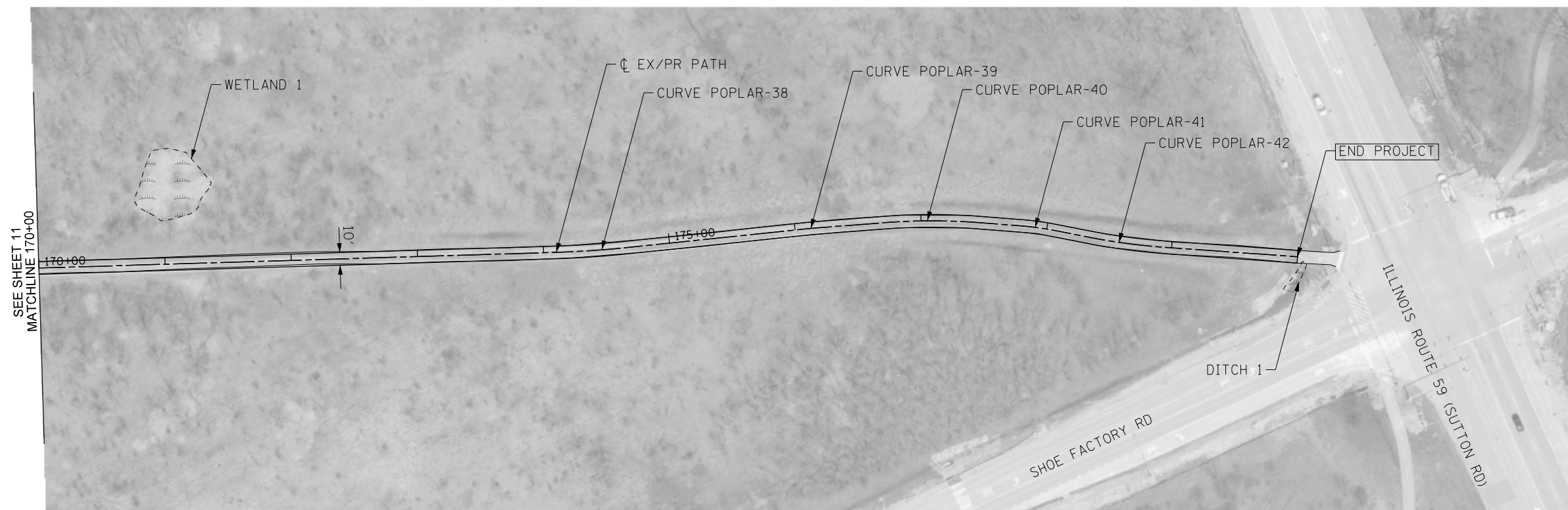
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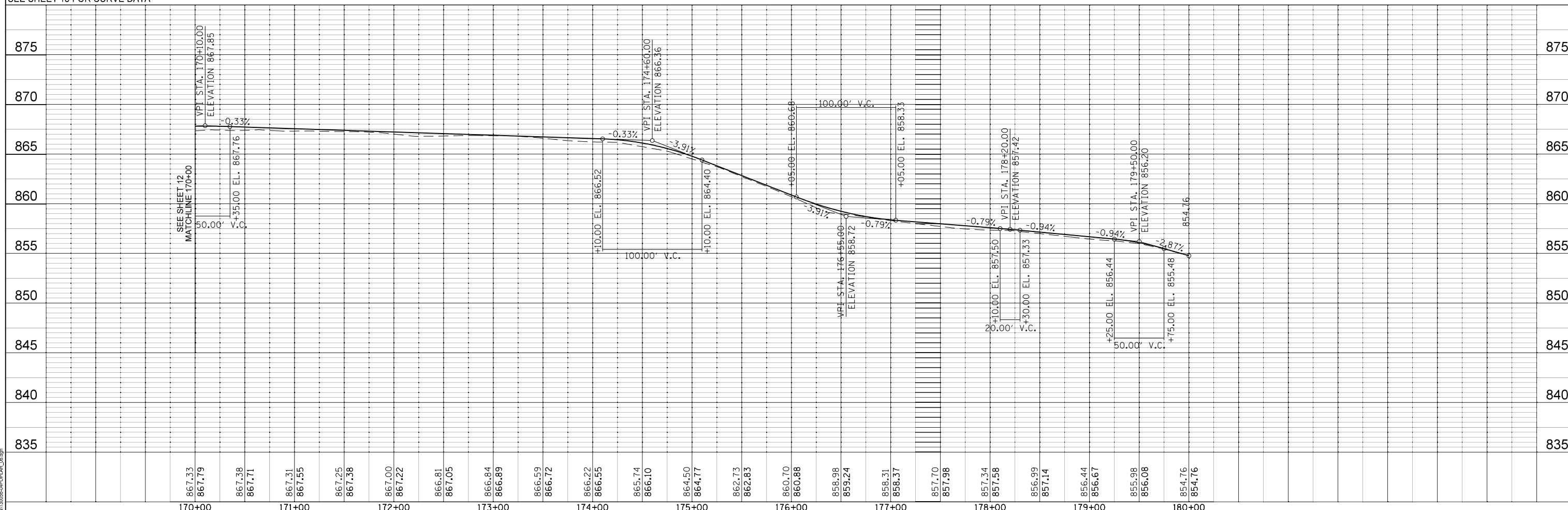
Plan and Profile Sheets

Poplar Creek Bike Path Project

CONTRACT	SECTION	DATE	COUNTY	TOTAL SHEETS	SHEET NO.
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SEE SHEET 13 FOR CURVE DATA



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Plan and Profile Sheets

Poplar Creek Bike Path Project					
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