



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

REQUEST FOR QUALIFICATIONS

PHASE III - CONSTRUCTION INSPECTION

**JONES ROAD – SALEM DRIVE SURFACE TRANSPORTATION PROGRAM
RESURFACING PROJECT**

RELEASE DATE: JULY 31, 2020

DUE DATE: AUGUST 17, 2020, at 5:00 PM

PROJECT: Jones Road and Salem Drive STP Resurfacing Project
Section #17-00100-00-RS

LOCATIONS: Jones Road – Rosedale Lane to Highland Boulevard
Salem Drive – Bode Road south to Village limits

BACKGROUND

The Village of Hoffman Estates (Village) is the lead agency for an improvement project on Jones Road and Salem Drive. The construction and construction engineering will be funded through the federal Surface Transportation Program (STP) and the Village. Maps of the two streets showing the limits of work are attached.

Phase I approval from IDOT for the two locations were received in early 2017. Phase II Engineering, Design and Plans have been completed by a Consultant. The construction and construction engineering will be funded through the federal STP program. Construction letting is expected to occur April 2021.

PROJECT DESCRIPTION

A brief description of the street sections and proposed improvements to be constructed under this RFQ in Phase III follows.

Jones Road – Rosedale Lane to Highland Boulevard (0.41 miles)

Jones Road is generally a two lane north-south collector street with the project limits. At Eisenhower Junior High School, Jones Road turns to the west where it continues as Hassell

Road west to Barrington Road. The back to back curb dimension on Jones Road is 37 feet for the section from Rosedale Lane to Hillcrest Boulevard. South of Hillcrest Boulevard, the width measured between backs of curb is approximately 33 feet. The edge of the roadway cross section consists of B6-12 curb and gutter. One travel lane is provided in each direction and parking is generally allowed on both sides of the street between Rosedale Lane and Hillcrest Boulevard. South of Hillcrest Boulevard to Highland Boulevard, on-street parking is not permitted on Jones Road. Sidewalk is located on the south and west sides of Jones Road.

The proposed improvements generally consist of grinding the existing pavement and resurfacing with new asphalt. Curb and gutter repairs along with sidewalk modifications to meet ADA requirements are included. New sidewalk is proposed on the east side of Jones Road within the project limits to improve pedestrian access, especially to the junior high school. Shared use lane markings will be added on Jones to help identify the road as part of the Village's bicycle route system. The existing curb extension for the school crossing at Eisenhower Junior High will be lengthened.

Salem Drive – Bode Road south to Village Limits (0.25 miles)

Salem Drive is a two lane collector street which runs north and south. Salem Drive generally has one 17 foot travel lane in each direction (to the edge of gutter) with a dimension of 37 feet between backs of curbs. A northbound left turn lane is provided at the Bode Road intersection. The right of way width is 60 feet and the roadway is offset to the east within this space. Sidewalk is located on the west side of Salem Drive within the project limits. There is no sidewalk on the east side due to the right of way width, offset position of the roadway, narrow parkway, proximity of the adjacent private parking lot for an apartment development and the grade of the parkway. Parking is prohibited on both sides of the street. There is a substandard three foot striped bike lane for both directions on Salem Drive which matches the existing conditions to the south in Schaumburg.

The proposed improvements generally consist of grinding the existing pavement and resurfacing with new asphalt. Curb and gutter repairs along with sidewalk modifications to meet ADA requirements are included as well as bicycle facility improvements. In addition, pavement patching, sidewalk repairs to comply with ADA requirements, on-street bicycle lanes, bicycle distance / destination signs, pavement striping, and traffic control signs are included in the scope.

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 during the construction of the Salem Drive and Jones Road improvements. The scope of construction work includes but is not limited to removal and replacement of HMA surface course, curb & gutter repairs, sidewalk replacement to fully comply with PROWAG, new sidewalk / path in some areas, pavement patching, storm sewer repairs, striping, traffic control signs, restoration, 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. Two-

way traffic is to be maintained during construction along with accommodations to maintain pedestrian access on at least one side of the street at a time.

Of particular importance for emphasis in the response to this RFQ is the firm's record of timely and successful completion of STP 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 STP 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.

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 a STP 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 STP project. 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 of Hoffman Estates. 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.

IDOT PREQUALIFICATION

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

Highways – Roads and Streets

Special Services – Surveying

Special Services – Construction Inspection

Special Services – Quality Assurance HMA & Aggregate

Special Services – Quality Assurance PCC & Aggregate

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 the STP program. 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. Proof of pre-certification with IDOT for the listed categories of service as well as adequate levels of insurance are required.

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 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, 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 an 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	July 31, 2020
RFQ response due at 5:00 p.m.	August 17, 2020
Reviews / Negotiation	August 18 – September 18, 2020
Recommendation to Transportation and Road Improvement Committee	October 12, 2020
Village Board approval	October 19, 2020

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 August 17, 2020 at 5:00 p.m. to:

michael.hankey@hoffmanestates.org

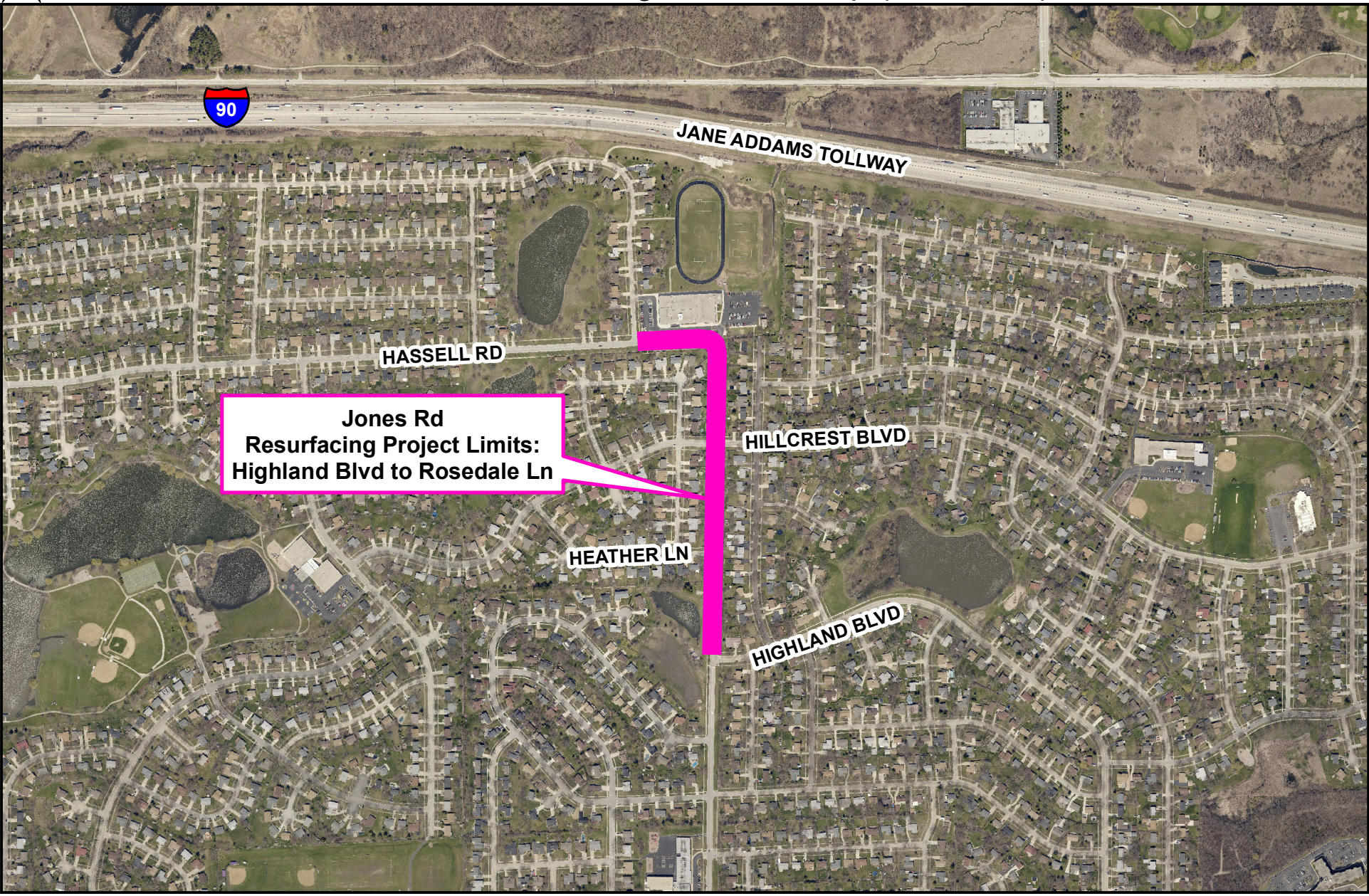
Mr. Michael Hankey, P.E.
Director of Transportation and Engineering Division
Village of Hoffman Estates

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 August 7, 2020. 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](#).



Jones Rd Resurfacing Location Map (FAU 1101)



1 inch = 750 feet



Salem Dr Resurfacing Location Map (FAU 1199)



1 inch = 750 feet

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