



**Village of Hoffman Estates
Engineering Division**

REQUEST FOR QUALIFICATIONS

PHASE III - CONSTRUCTION INSPECTION

BEVERLY ROAD RESURFACING PROJECT AND BICYCLE FACILITY

RELEASE DATE: MARCH 7, 2023

DUE DATE: MARCH 21, 2023 at 5:00 PM

PROJECT: Beverly Road Resurfacing Project and Bicycle Facility
Section #19-00106-00-RS

LOCATION: Beverly Road – Beacon Pointe Drive to Prairie Stone Parkway

BACKGROUND

The Village of Hoffman Estates (Village) is the lead agency for an improvement project on Beverly Road. A map of Beverly Road showing the limits of work is attached.

Phase I approval from IDOT for the project was received in late 2021. Phase II PS&E are being prepared by a Consultant. The construction and construction engineering will be funded through the Federal STP program. Construction letting is expected to occur in November 2023.

PROJECT DESCRIPTION

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

Beverly Road – Beacon Pointe Drive to Prairie Stone Parkway (0.41 miles)

Beverly Road is a 4 lane north-south minor arterial street with a barrier median within the project limits. Each travel lane is twelve feet wide, the median width ranges from 18 to 28 feet, and the ROW ranges from 121 feet to 193 feet. The edge of the roadway cross section consists of either B-6.12 curb and gutter or an HMA shoulder. No parking is permitted on Beverly Road throughout the project area. Sidewalk is located on the west side of Beverly Road from Prairie Stone Parkway south for approximately 500 feet.

The proposed improvements generally consist of constructing a bicycle facility on the west side of Beverly Road and resurfacing the street. Curb and gutter repairs along with sidewalk modifications to meet ADA requirements are included. The bicycle facility will be constructed as a side path north and south of the bridge over the Jane Addams Memorial Tollway (I-90) and will transition to a barrier-separated bike lane on the bridge deck. Modifications to the median on the north approach to the bridge and on the bridge deck are required to accommodate the eastward realignment of the southbound lanes. The traffic signal installation at the westbound I-90 exit ramp will be modernized. Pavement patching, bicycle distance/destination signs, pavement striping, and traffic control signs are also included in the scope.

Preliminary plans are available for reference for the purpose of understanding the full scope of the improvements.

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 Beverly 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 bike path, pavement patching, traffic signal modernization, storm sewer modifications, 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 existing pedestrian access.

Of particular importance 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, Tollway 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, 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 final IDOT acceptance. The consultant must complete and submit final measurements, calculations, and record drawings to the Village 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. 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, process change orders, and perform any other duties that would require the services of an engineer and/or technician to complete this project on a timely basis and in accordance with State specifications and procedures.

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 (Illinois Licensed Professional Engineer required). A current IDOT Construction Documentation certification, experience and a working knowledge of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC), Traffic Signals, 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, experience and a working knowledge of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC), Traffic Signals, ADA guidelines and soils training are required.
- 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 roles mentioned above can be fulfilled by the same person.

IDOT PREQUALIFICATION

At a minimum, it is required that the engineering consultant and/or its subcontractors shall have obtained IDOT prequalification for the applicable 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.

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. 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.
4. A description of your understanding of the project and the detailed approach to completing the required work. Highlight any unique or special circumstances and experiences on completed projects that you feel are relevant.
5. A schedule of completion for key milestone tasks, which incorporates realistic time frames, that allow for agency reviews.
6. 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.
7. 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.
8. Any other information that the consultant deems appropriate to assist the Village in evaluating the team's response. Such information should be specific and concisely demonstrate how it is relevant to the project that is the subject of this RFQ.
9. The firm's response should clearly demonstrate a thorough understanding of the project specifics and 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 are preferred in lieu of generic descriptions and responses.

Please note, the engineering consultant selected 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 proposal. The consultant shall meet all insurance requirements as stated in Article 107.27 of the Standard Specifications for Road and Bridge Construction adopted January 1, 2022. All insurance policies shall include the Village and their duly authorized representatives as additional insured parties.

The Village of Hoffman Estates strongly encourages Disadvantaged Business Enterprises (DBE) to apply. If subcontracts are to be let, the primary consultant shall take these same affirmative steps to include 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 the 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	March 7, 2023
RFQ response due at 5:00 p.m.	March 21, 2023
Reviews / Negotiation	April 2023
Recommendation to Transportation and Road Improvement Committee	May 8, 2023
Village Board approval	May 15, 2023

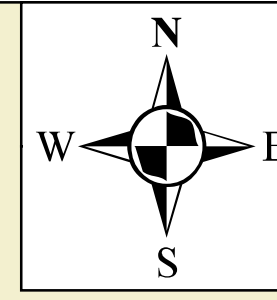
SUBMITTAL REQUIREMENTS

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 March 21, 2023 at 5:00 p.m. to:

Alan Wenderski, P.E.
Director of Engineering
Village of Hoffman Estates
alan.wenderski@hoffmanestates.org

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 16, 2023. Verbal questions or inquiries are not accepted. Individual responses to written questions related to this request will not be provided, however, 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 under the Business tab by clicking RFPs, RFQs, & Bids at <http://www.hoffmanestates.org/business/rfps-rfqs-bids>.



REGIONAL MAP INVEST IN COOK

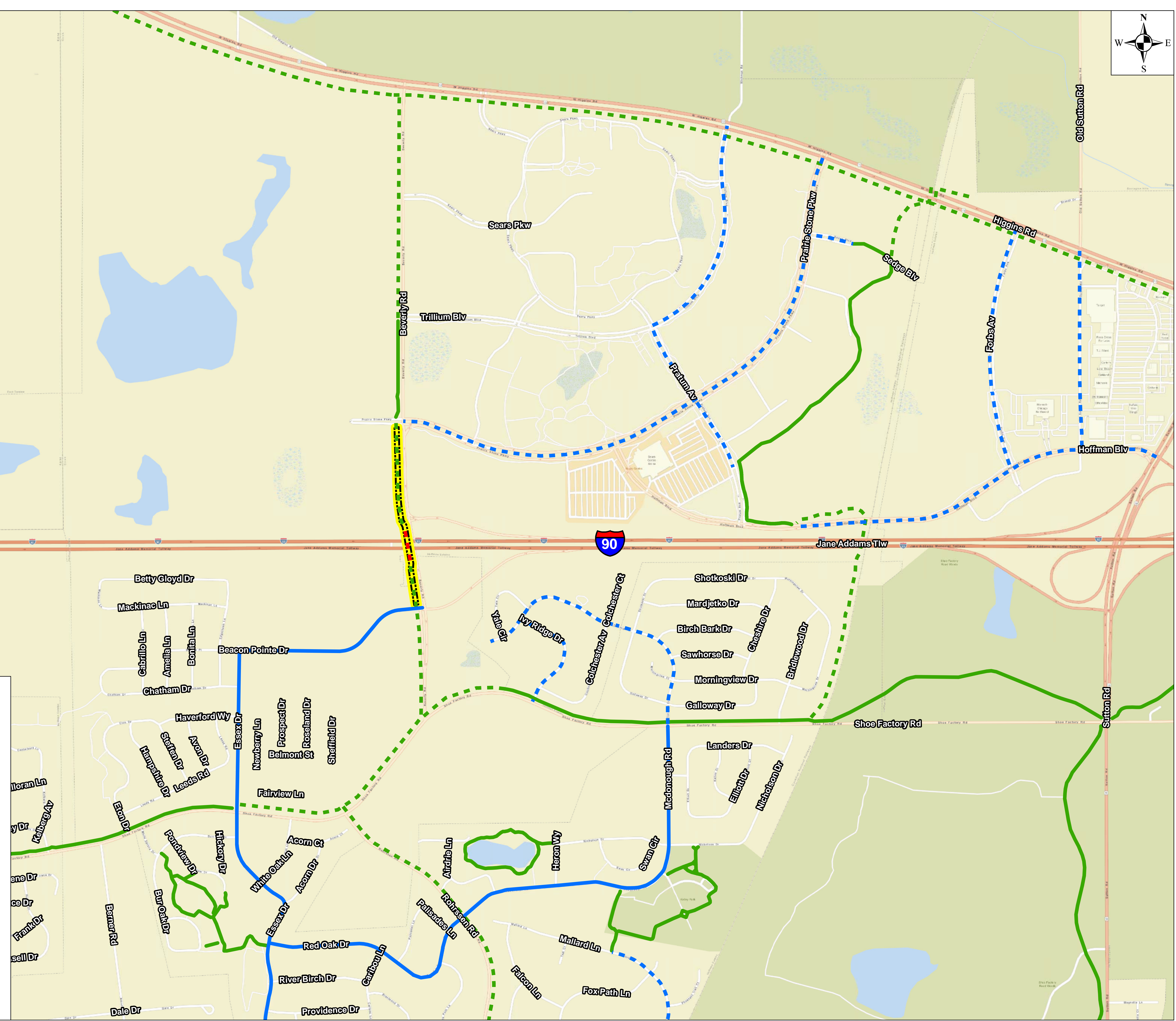


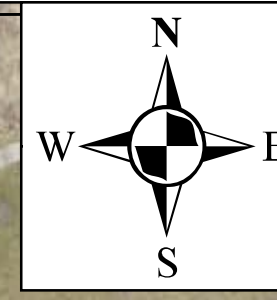
VILLAGE OF HOFFMAN ESTATES
FY2018 BICYCLE AND PEDESTRIAN FACILITY PROJECT:
BEVERLY RD BICYCLE FACILITY AND ROAD RESURFACING

- Bicycle Facility Project Limits
- Bike Lane, Existing
- Bike Path, Existing
- Bike Lane, Planned
- Route, Existing
- Route, Planned
- Bike Path, Planned



This map is intended for reference use only. The Village of Hoffman Estates assumes no liability in the use or application of the data.



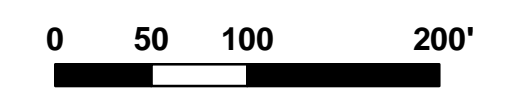


LOCATION MAP INVEST IN COOK



VILLAGE OF HOFFMAN ESTATES
FY2018 BICYCLE AND PEDESTRIAN FACILITY PROJECT:
BEVERLY RD BICYCLE FACILITY AND ROAD RESURFACING

- Bicycle Facility Project Limits
- Bike Lane, Existing
- Bike Lane, Planned
- Bike Path, Existing
- Bike Path, Planned
- Route, Existing
- Route, Planned
- Parcel



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