



VILLAGE OF HOFFMAN ESTATES
Development Services Department – Engineering Division
Public Works Department

REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS
for
PREQUALIFIED ENGINEERING CONSULTANT SERVICES

RELEASE DATE: FEBRUARY 1, 2024
DUE DATE: FEBRUARY 16, 2024, 5:00 PM

INTRODUCTION

The Village of Hoffman Estates' Engineering Division and Public Works Department have numerous infrastructure projects scheduled within the current 3-year Capital Improvements Program (CIP) list as shown in *Exhibit A*. The CIP projects will require a variety of consultant professional services for design engineering, construction inspection, and specialized technical services.

The Village of Hoffman Estates is issuing a Request for Qualifications (RFQ) to solicit civil engineering consulting firms to submit their statements of qualifications to produce a prequalified list of consultants for work expected to be completed from March 2024 through December 2026. A full list of representative projects expected to be completed in this time is provided in *Exhibit A*. The projects completed during this time may vary as *Exhibit A* is only meant to be representative of the expected project types and workload.

The Village will utilize the results of this request for qualifications to generate a pool of qualified consultants who can help aid the Village with various Engineering Services. The results of the RFQ process will not generate an overall or project specific ranking, only a qualified candidate pool for the Village to select from for future Request for Proposals (RFP). There is no predetermined number of firms that will be selected. Selection of the number of firms chosen will be based on ensuring there is a sufficient number of firms selected to cover all expected areas of specialization listed in *Exhibit B*. Firms can submit statements of qualifications for any single category or a combination of work categories.

REQUIRED INFORMATION

The proposal shall provide detailed sections on how the firm will meet or exceed the requirements of this RFQ and their experience in the selected work categories. The proposal shall provide sufficient information to demonstrate the firm’s qualifications and readiness to perform this work.

The following shall be included in each proposal to assist with evaluation:

1. Firm background. Maximum 1 page.
2. Brief resumes of key staff that would be assigned to projects within the applicable work categories.
3. Provide a single point of contact that would be used for follow-up to this request and single point of contact that would be utilized for future project specific proposal requests.
4. A list of projects of a similar nature currently or previously performed by the consultant, within the applicable work categories, for local agencies.
5. Provide applicable IDOT prequalification.
6. Any other information that the consultant deems necessary to assist the Village in review should be included. Such information should be specific, concise, and demonstrate how it is relevant to the projects which are the subject of this RFQ.
7. A completed *Exhibit B: Work Category List* with the “Area of Expertise” column filled in with an *X* in the work categories to be considered.

The RFQ submittal shall be as concise as possible. Excessive promotional information will only detract from the total presentation. The proposal should clearly identify the consulting firm’s ability concerning each work category of required services to be provided.

EVALUATION

Village staff will be solely responsible for the evaluation of responses received. Only those received prior to the deadline will be reviewed. Assessing the qualifications of the firm and personnel will be based on their prior experience of projects of a similar nature prepared for local agencies. Village staff will be the sole determinant of whether interviews or additional / clarifying information will be requested from any firms. Examples of criteria used to evaluate responses to this RFQ include but are not limited to experience and qualifications of key staff; the firm’s and individuals’ successes with similar project scopes; capacity of the firm and assigned personnel to successfully complete the work; past performance with Village of Hoffman Estates projects; specialized experience, information from references cited for similar work.

SELECTION TO THE PREQUALIFIED LIST AND PROJECT SPECIFIC SELECTION

Upon review of the RFQ’s per the evaluation criteria listed above, Village staff will provide notice to firms that have been selected to the prequalified list. The following describes the details of how the prequalified list will be utilized for future project specific needs.

- No firm will be excluded from submitting a response to this RFQ (within the specified time frame).
- The prequalified list will be active until December 31, 2026.
- There is not a pre-determined number of firms that will be chosen. The intent is to ensure that multiple firms would be available for all work categories on the prequalified list to comply with the Village’s Purchasing Policy.
- There is no guarantee that a prequalified firm would be awarded a contract. It is the intent of the Village to give a good opportunity for all forms on the prequalified list to be awarded a contract by limiting the number of firms on the prequalified list.
- Firms would be chosen solely based on qualifications related to the projects expected within the 3-year period.
- The Village reserves the right to bypass the short list if specific project needs arise outside the areas of expertise of the prequalified firms. For federally funded professional service contracts, the prequalified procedure would not be used, and the Village Quality Based Selection (QBS) policy shall be followed.
- There will be no Village Board approval or award of contract to firms for making the prequalified list. The prequalified list will be determined and maintained at the Village staff level.
- As specific project needs arise, an RFP would be issued to prequalified firms. Staff will review the project specific RFP’s (per the terms provided in the RFP) and recommend project specific professional services contracts for approval by the Village Board.

RFQ TIMELINE

The following is an estimated timeline for the RFQ review, evaluation, and selection. The proposals will be evaluated based on the criteria stated above.

Task	Date
RFQ posted on Village website	February 1, 2024
RFP response due at 5:00 p.m.	February 16, 2024
Reviews	February 16, 2024 – March 22, 2024
Notification to Prequalified Firms	March 25, 2024

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 February 16, 2024, at 5:00 p.m. to:

Mr. Alan Wenderski, P.E.
Director of Engineering
alan.wenderski@vohe.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 the 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 Monday, February 12, 2024. 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 this RFQ, can be found on the Village of Hoffman Estates website at www.hoffmanestates.org/business/rfps-rfqs-bids beginning February 1, 2024.



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REQUEST FOR QUALIFICATIONS PREQUALIFIED ENGINEERING CONSULTANT SERVICES

Exhibit A: Project and Work Category List

Village of Hoffman Estates (Expected) Capital Improvement Program (2024-2026) Proposed Project Summary for Development Services and Public Works

- 2024
 - Park Lane Lift Station Rehabilitation Design (Sewer)
 - Water Main Replacement Design/CE (Water/Construction)
 - Water Tower #1 Replacement Design (Water)
 - Sanitary Sewer Rehabilitation Design/CE (Sewer/Construction)
 - Jones Road STP Resurfacing Design (Transportation)
 - Village Hall Parking Lot Design (Transportation)
 - Stormwater Improvements Design (Stormwater)

- 2025
 - Hampton Road Lift Station CE (Construction)
 - Water Main Replacement Design/CE (Water/Construction)
 - Sanitary Sewer Rehabilitation Design/CE (Sewer/Construction)
 - South Zone Backup Water Supply Design/CE (Water/Construction)
 - Barrington Square Town Center Sanitary Sewer CE (Construction)
 - Gannon Drive STP Resurfacing Design (Transportation/Bike Ped)
 - Village Hall Parking Lot CE (Construction)
 - Chino Park Parking Lot Design (Transportation)
 - Stormwater Improvements Design (Stormwater)
 - Collector Street Lighting Design (Lighting)
 - Hoffman Boulevard Bridge Deck Overlay CE (Construction)

- 2026
 - Carling Road Lift Station Rehabilitation Design (Sewer)
 - Water Main Replacement Design/CE (Water/Construction)
 - Sanitary Sewer Rehabilitation Design/CE (Sewer/Construction)
 - I-90 Tollway Water Main/Sewer Crossing Design (Water/Sewer)
 - Chino Park Parking Lot CE (Construction)
 - Stormwater Improvements Design (Stormwater)
 - Collector Street Lighting Design (Lighting)



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Exhibit B: Work Category List

Please place an **X** in the work category that based on your firm's expertise and experience, you want to be considered for evaluation.

Work Category	Area of Expertise
Transportation - Roadway Improvements/Bicycle Pedestrian, Phase 2	
Storm Water – Planning and Design, Drainage	
Sanitary Sewer – Planning and Design	
Water Distribution – Planning and Design	
Construction Engineering – Transportation	
Construction Engineering – Storm Water	
Construction Engineering – Sanitary Sewer	
Construction Engineering - Water	
Lighting	

Consultant Firm Name: _____