



Village of Hoffman Estates Transportation and Engineering Division

REQUEST FOR QUALIFICATIONS

PRELIMINARY AND FINAL ENGINEERING DESIGN FOR MULTI-USE PATH IMPROVEMENTS AND CONSTRUCTION INSPECTION

LOCATION

The project has three distinct sections located generally along Shoe Factory Road and the Canadian National (CN) Railroad right of way in and adjacent to the Village of Hoffman Estates. The east/west section is within the Forest Preserve District of Cook County (FPDCC) west of IL Route 59 and north of Shoe Factory Road. The north/south section of path south of Interstate 90 is situated between the Bridlewood subdivision and the CN railroad right of way. The section north of Interstate 90 is located in the Prairie Stone Business Park. The total distance is 1.4 miles. Please refer to the attached maps of the proposed improvements.

BACKGROUND

The project will enhance the existing bicycle and pedestrian network by filling in missing gaps in the off-street trail network along the Shoe Factory Road corridor and provide a bicycle and pedestrian under-crossing of Interstate 90, adjacent to the CN right of way. 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 within the Prairie Stone Business Park. In addition, this project will provide the first pedestrian Tollway crossing in the Village of Hoffman Estates specifically for bicyclist and pedestrians. This project is a joint venture between the Village of Hoffman Estates Park District (HEPD) and the FPDCC with the Village acting as the lead agency.

PROJECT OVERVIEW

There are two sections of multi-use path to be installed. One is oriented generally east and west while the other is along generally a north and south alignment.

East/West Path: Construct a 10' wide multi-use asphalt path on the alignment of the existing disturbed area consisting of the unpaved Poplar Creek Trail in the FPDCC.

North/South Path: Construct a 10' wide multi-use asphalt path along an existing gravel utility access road from Shoe Factory Road on the south to Hoffman Boulevard on the north along the west side of the CN right of way. The path will cross under the bridges on Interstate 90 and Hoffman Boulevard. The project will provide the first safe crossing of I-90 for pedestrians and bicycles in the Village. The crossing will be free of conflicts from high-speed vehicles entering and exiting the interstate.

Prairie Stone Business Park Section: Construct a 10' wide multi-use asphalt path along an existing gravel utility access road near Hoffman Boulevard. The remaining proposed section is designated for an on-street bicycle route with signs and other means to create the on-street bicycle facility.

The Village is soliciting proposals from consulting firms with experience in gaining timely approval, preparing a project development report (PDR), required design reports, plans, specifications and estimate, determining and resolving possible wetland conflicts, multiple agency coordination with IDOT, FPDCC, HEPD, Tollway and Village as well as construction inspection of new multi-use paths. Of particular importance is the firm's record of timely and successful completion of ITEP and similarly funded projects of similar scope. In addition, experience in the preparation of federal agreements, assisting with intergovernmental agreements, project management, and inspection services during construction are necessary to accomplish this work. 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. Also, the Village plans on using Federal Flexible Match program to expedite Phase I and II of this project.

The Poplar Creek Forest Preserve is part of the FPDCC which is considered a Section 4(f) Resource. The consultant shall develop designs that, to the extent feasible, eliminate or minimize the need for disturbance outside of the existing paths in place. Coordination with CN will be required. The consultant should develop plans to eliminate the need for any CN railroad ROW.

The following describes the tasks anticipated to achieve the scope of services. The consultant should use their expertise and experience to determine if there are any missing components to create a comprehensive and complete scope of services for this project.

SCOPE OF WORK

I. Phase I Studies

Prepare a PDR according to all IDOT requirements for their review and approval. Adequate time and cost should be included for IDOT review and approval of the Phase I Study and Preliminary Engineering agreements. Proper coordination with the FPDCC, HEPD, CN and Tollway will be required.

The consultant will need to provide survey services to obtain accurate existing geometry and field information for the multi-use path improvement evaluation and construction. The evaluation shall review the possibility of wetland impacts.

All federal procedures and approval of an ITEP project must be followed and need to be included in the proposal for engineering services.

II. Multi-Use Path Design Services

Based on the approved PDR, the consultant will prepare final engineering plans, specifications, and an Engineer's estimate of cost in accordance with IDOT and federal requirements in order to gain IDOT and FPDCC approval for installation of the new multi-use path as needed. This project will be let as a State contract through IDOT. All required bid documents will need to be produced and presented to IDOT for inclusion in the State Contract letting schedule for advertisement and award. Adequate time and cost should be included for multiple reviews of plans and an adequate number of plan sets needed for review. The work will include preparing all required IDOT agreements for all phases. Drainage design and lighting accommodations will also be part of the overall design. The existing pedestrian and bicycle crossings of Shoe Factory Road and IL 59 and at the CN Railroad/Shoe Factory Road intersection will be maintained.

The consultant will prepare bid packages for IDOT to advertise and award the project. The project will include designing and constructing retaining walls underneath Interstate 90 to bench in the path between the bridge abutments and the west piers. The consultant must include coordination with the Tollway for the new bridge design to accommodate the proposed path under Interstate 90. The section of path crossing under Hoffman Boulevard Bridge is not expected to require grading of the abutment slope. Safety fencing is required between the path and railroad right of way. Clear landscaping directly adjacent to path to comply with AASHTO clear zone requirements. Provide bicycle route directional signage, required truncated dome detectable warnings and safety lighting underneath Interstate 90 and Hoffman Boulevard bridges.

III. Construction Inspection Services

The Village desires to hire a consulting firm to also function as the Resident Engineer on behalf of the Village during the construction of the new multi-use path. Of particular importance is the firm's record of timely and successful completion of ITEP construction projects of similar scope. The project will include professional engineering services for project management, material testing, documentation and inspection services meeting all IDOT, Tollway, FPDCC, Village and ITEP requirements during construction to accomplish this work. The consultant shall be familiar with IDOT and Federal Aid project procedures to ensure this project meets expected deadlines and stays on schedule.

The scope of work shall include construction engineering services of staking and layout, on-site field inspection, material inspection and testing, measurement, documentation and compilation of quantities which shall be utilized by the Village in the Resident Engineer's role. The consultant scope of services shall include field inspections, coordination meetings with agencies and utilities, attending the preconstruction meeting, 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, FPDCC, Tollway and IDOT for a ITEP project. Prepare, review and verify pay estimates for the Village to process invoices. This work includes closing out the project with all agencies. The consultant must complete and submit final measurements, calculations, two (2) sets of as-builts and final contract record documents to the Village of Hoffman Estates no later than six (6) weeks after the completion of the project.

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

The consultant will furnish a Resident Engineer and an 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) and soils training are required.
- Structural engineer for benching the path near the bridge abutments as necessary.
- Inspectors (as needed - 1 to 2 individuals 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) 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 should be acknowledged that one or more of the required tasks mentioned above can be fulfilled by the same person.

Preliminary Timeline

The following is an estimated timeline for the RFQ review, interview, and selection. Once the Village Board approves the award of contract, work can begin. It is the desire of the Village for the selected consultant to perform tasks expeditiously, all in accordance with IDOT and FPDCC requirements. The proposals will be evaluated based on qualifications, project experience, and specific experience of personnel. The Village has the sole right to evaluate, negotiate scope, hours and cost with the highest ranked firm based on qualifications. Staff would recommend a consultant to the Village Board for approval based on an evaluation of the proposals and final cost. If an agreement is not reached, the Village will move to the next highest rated proposal and so on.

Task	Target Completion
Proposals due at 5:00 p.m.	April 19, 2013
Consultant Interviews	May 6, 2013
Recommendation to Transportation and Road Improvement Committee	June 10, 2013
Village Board approval	June 17, 2013

Note: The dates for the recommendations to the Committee and Village Board are tentative.

Minimum IDOT Consultant Prequalification

At a minimum, it is expected the engineering consultant and / or its subcontractors shall meet and have obtained IDOT prequalification for the following categories of service to be considered for this proposal.

- Construction Inspection
- Feasibility Studies
- Land Survey
- Location Drainage Studies
- Subsurface Explorations
- General Geotechnical Services
- QA HMA & PCC

Required Information

The proposal should provide detailed sections on how you will meet or exceed the requirements of this RFQ and any other conditions that will be required by IDOT, Tollway, FPDCC and ITEP. Each of these tasks should clearly state the duties to be performed by the consultant, what information / service / product is assumed by the consultant to be provided by the Village. The proposal shall provide sufficient information to demonstrate your company’s qualifications and readiness to perform this work. A list of staff to be assigned to the project, listing a title for each task of the work shall be included. Also identify and provide qualifications for subcontractors you propose to use on this project. Proof of pre-certification with IDOT for the listed categories of service as well as adequate levels of insurance are required.

Please note, that 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 Jan. 1, 2012. All insurance policies shall include the Village, IDOT, FPDCC, HEPD, Tollway and their duly authorized representatives as additional insured parties. Additionally, the following information will be required with each proposal to assist in the evaluation process:

1. The names and resumes of key staff that would be assigned to provide the required services. The key staff members must be familiar with the appropriate study methods and analysis used in multi-use path operation and design.
2. A list of projects of a similar nature currently or previously performed by the consultant and a list of references or contact people on all submitted projects.
3. Any other information that the consultant deems necessary to assist the Village in determining the best consultant for this project.

If interested, please submit three copies of your proposal by the closing deadline to:

Gary Salavitch
Director of Engineering
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL 60169

Proposals must be received at Village Hall by 5:00 p.m. on April 19, 2013.

Attachments

**Hoffman Estates – ITEP 2012 – Poplar Creek Path and I-90 Undercrossing Project
Location Map**

