



**REQUEST FOR QUALIFICATIONS (“RFQ”) REBID
FOR PROFESSIONAL ENGINEERING SERVICES**

University Parkway Sidepath Project
Phase I Engineering

FIVE (5) COPIES & ONE (1) ELECTRONIC COPY OF THE RESPONSE TO BE SUBMITTED

**RFQ#: 2023-04-02
May 1st, 2023
Rebid: May 19th, 2023**

All responses shall be delivered to:
**Village of University Park
Elizabeth Scott, Village Manager
44 Town Center Drive
University Park, IL 60484
Email: escott@university-park-il.com**

RESPONSES MUST BE RECEIVED NO LATER THAN 5:00 P.M. CST, ON MAY 25th, 2023.

REQUEST FOR QUALIFICATIONS PHASE I ENGINEERING DESIGN OF UNIVERSITY PARKWAY SIDEPATH

The Village of University Park requests Statements of Qualification (SOQ) to provide professional engineering/planning services from consultants for the completion of a Phase I Engineering of the University Parkway Sidepath. Qualifications submissions will be accepted until **5:00 pm, May 25th, 2023**. SOQ's received after that date and time will not be considered. SOQ's will be reviewed by the Village of University Park evaluation team.

All SOQ's shall be submitted in a sealed envelope and identified on the outside as:

VILLAGE OF UNIVERSITY PARK, IL UNIVERSITY PARKWAY SIDEPATH PHASE I ENGINEERING

SOQ's shall be delivered to the Village of University Park, at the Village Hall at 44 Town Center Drive University Park, IL 60484. All SOQ's will be scored and ranked with the highest rated firm being awarded a contract.

Purpose

The purpose of this Request for Qualifications is to seek SOQ's from qualified engineering consultants to complete Phase I Engineering for the design and community engagement for a sidepath along University Parkway between Crawford Avenue and Kedzie Avenue for the Village of University Park, Will County, IL.

Project Overview

The University Sidepath Project includes the Phase I Engineering Design of a proposed multi-use sidepath along University Parkway in the Village of University Park. The purpose of the sidepath is to provide greater access throughout the community for pedestrians and bicyclists. This project includes necessary due diligence, alignment recommendations, and related design elements to provide Phase I Engineering Design. This project is funded through the Transportation Alternatives Program. The proposed corridor extends from Crawford Avenue to Kedzie Avenue. This will connect to other existing segments of the trail, where possible (See attached exhibit). It is anticipated that the trail will be located within University Parkway right-of-way, though some right-of-way acquisition may be necessary, depending on the final alignment.

The Village is currently seeking a consultant or consultant team to provide Phase I Design Engineering and related due diligence elements.

Scope of Work

The selected consultant(s) will complete the production of necessary design and community engagement elements to complete Phase I Design Engineering, including coordination with the Illinois Department of Transportation. Project due diligence is anticipated to include land surveying,

geotechnical investigation, right-of-way coordination, stormwater management, pavement management, and proposed lighting. In addition, the Village wishes to engage the community in the design process, so the consultant(s) will be required to conduct community engagement.

Proposed tasks include:

- Project Due Diligence;
- Geotechnical Engineering;
- Land Surveying;
- Right-of-Way Coordination;
- Trail Alignment and Geometry;
- Pavement Design;
- Project Management;
- Community Engagement; and,
- IDOT Compliance Support.

Insurance Requirements

The selected contractor shall provide at its own cost the following forms of insurance through the completion of the contract period:

- Commercial General Liability (CGL) coverage with limits of liability not less than \$1,000,000 per occurrence and not less than \$2,000,000 annual aggregate.
- Commercial Liability Umbrella coverage with limits of liability not less than \$2,000,000.
- Comprehensive Automobile Liability coverage with limits not less than \$1,000,000 per incident.
- Workers' Compensation and Employers' Liability.

The Village of University Park shall be named as an additional insured on the policies required above. The selected contractor shall furnish certificates of insurance to the Village and corresponding policy endorsement setting forth the required coverage herein prior to entering any project areas or commencing any work. Such policies shall contain an endorsement requiring the carrier to give at least ten days prior notice of cancellation to the Village. All insurance required by this contract shall be primary and non-contributing to any insurance maintained by the Village. This policy may not include any exclusion for IL Labor Laws, injury to employees or to subcontractors. Any subcontractors shall have an unmodified Commercial General Liability policy without limitation with respect to Employers Liability and injury to independent contractors. The contractor agrees to cause each subcontractor to furnish the Village with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage herein prior to any such contractor entering any project area or commencing any work.

Non-Collusion Certification

By submission of this response, each bidder and each person signing on behalf of any bidder certifies under penalty of perjury, that to the best of their knowledge and belief:

1. The prices included with this bid have been deduced independently without collusion, consultation, communication, or agreements, for the purpose of restricting completion, as to any matter relating to such prices with any other bidder or with any competitor; and

2. Unless otherwise required by law, the prices which have been provided in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Statement of Qualifications Requirements

Qualifications should be submitted electronically and in hard copy format. Qualifications are to be limited to 12 single sided pages on standard 8 ½" x 11" letter size paper using 12-point font, excluding title sheet, resumes and project examples. Complete Qualifications shall include the following:

- **Cover Page:** A project cover page will outline the following elements.
 - **Project team**
 - **Project lead, with contact information**
 - **Brief overview of previous similar experience**
 - **Effort to meet Disadvantaged Business Enterprise requirements**
- **Consultant Team Overview:** Describe the project team members' firm, background, and project organization structure.
- **Relevant Work Experience:** Describe your team's experience relative to Phase I Engineering Design for similar trail projects. Include at least three examples.
- **Project Approach:** Outline the consultant(s)' project approach, including details about the following:
 - **Schedule**
 - **Community Engagement Strategy**
 - **Design Approach**
 - **Any other project elements that may make your team's approach unique**
- **References:** Please provide three professional references.
- **Fee Schedule:** Please provide standard fee schedule.
- **Insurance:** Confirm your team meets necessary insurance requirements.
- **Certification Statement (Optional):** In the interest of supporting local goals, additional consideration will be given for bids, which include a certification statement of any M/WBE proposed project participants.

Evaluation Criteria

The Evaluation Committee will review the submittals in accordance with the following criteria:

- Accurate and full understanding of the project scale, type, unique elements, and general approach to achieve the project goals. – (30%)
- Demonstrated success of proposed approach/methodology in past or current similar projects, including sub-consultants. – (30%)
- Availability and strength of committed personnel. – (20%)
- Organizational staffing plan to accomplish the goals and objectives of the project. – (15%)
- Commitment to meet the BEP goals. – (5%)

The Evaluation Team may choose to conduct interviews, oral presentations and/or seek clarification from selected Respondents. The Village of University Park will then contact the consulting firm the Evaluation Team finds most qualified for the project to negotiate the scope of services and contract fee. Should the first selected firm be unable to reach an agreement regarding the terms of a contract,

the Village of University Park may enter into negotiations with another consultant/engineering firm of the top three (3) selected, and so on until an agreement is reached with a qualified firm. This will be a qualifications-based selection.

The Village reserves the right to terminate this procurement at any stage if it is determined to be in the best interest of the Village. In no event will the Village be liable to Respondents for any cost or damages incurred by Respondents or other interested parties in connection with the procurement process, including but not limited to any and all costs of preparing responses to the RFQ and participation in any conferences, oral presentation or negotiations.

All responses submitted to the Village are subject to the Freedom of Information Act. Respondent agrees not to pursue any cause of action against the Village about disclosure of information.

Compliance with Laws

The selected firm agrees to be bound by all applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the contract.

No Village of University Park elected official, officer, or employee who participates in the procurement, management, or administration of engineering services contracts or subcontracts has, directly or indirectly, any financial or other interest in connection with the proposed engineering contracts or subcontracts.

No person or entity performing services for the Village of University Park has, directly or indirectly, any financial or other interest in any real property to be acquired for the project.

Questions

Questions concerning this request for qualifications should be addressed to Elizabeth Scott, Village Manager at (708) 534-6451. Statements of qualifications should be delivered to the Village of University Park, at the Village Hall at 44 Town Center Drive, University Park, IL 60484 by the specified date and time. A bid opening will take place on May 26th, at 10:00 AM at Village Hall.