

**REQUEST FOR QUALIFICATIONS No. 2021-2**  
**Cover Sheet**

The Village of Calumet Park seeks qualified and interested firms to submit Statements of Qualifications (“Qualifications”) for providing all services, supervision, labor, and equipment necessary to provide the Village with Phase I Design Engineering Services for the project listed below in accordance with federal, state, and local laws and regulations.

<b>PROJECT:</b>	Marshfield Avenue (119 <sup>th</sup> Street to 123 <sup>rd</sup> Street) Road Modernization
<b>Professional Services</b>	Engineering Services for Phase I Design Engineering
<b>Funding Source(s):</b>	Federal Surface Transportation Program
<b>SUBMISSION DATE AND TIME:</b>	Monday, May 10, 2021 at 10:00 a.m.  <i>Qualifications received after the submittal time will be rejected and returned unopened to the sender.</i>
<b>Submission Location</b>	Village of Calumet Park Village Administrator’s Office 12409 S. Throop Street Calumet Park, IL 60827 Phone: (708) 926-7405 Email: <a href="mailto:traney@calumetparkvillage.org">traney@calumetparkvillage.org</a>

<b>RFQ SCHEDULE</b>	
<b>Task</b>	<b>Timeline</b>
Issue RFQ	Thursday, April 22, 2021
Questions from Firms due	Tuesday, May 4, 2021 at 12:00 p.m.
Responses from Village due	Thursday, May 6, 2021 at 4:00 p.m.
Submittal of Qualifications	Monday, May 10, 2021 at 10:00 a.m.
Evaluation committee meets	Monday, May 17, 2021
Selection of short list Professional pool	Thursday, May 20, 2021
Award and agreement	Anticipated Thursday, June 10, 2021
Notice to Proceed	Anticipated Friday, June 11, 2021

*Note: This cover sheet is an integral part of the Statement of Qualifications documents.*

**VILLAGE OF CALUMET PARK  
REQUEST FOR QUALIFICATIONS/STATEMENT OF INTEREST**

**I. OVERVIEW**

This Request for Qualifications (“RFQ”) is soliciting Statements of Qualifications from professional engineering firms (“Professionals”) in accordance with the Village’s policy for Qualifications Based Selection for Federally Funded Projects (“QBS”) from all Professionals desiring to be considered for the Project. The Village’s QBS policy and procedures are intended to meet the requirements of 23 CFR 172 and the Brooks Act, 40 U.S.C. §1101 *et seq.*, and solicit interest from Professionals that are prequalified by the Illinois Department of Transportation (“IDOT”) to perform this type of work.

A cost proposal shall not be included in the Response for any reason or in any format. A proposal cost will only be requested from the most qualified or equally qualified firm for a particular project scope. Responses to this RFQ will be opened and evaluated in private and submittal information will be kept confidential until a selection is made.

**A. Description of Services**

Qualifications are being sought for Phase I professional engineering for the Marshfield Avenue (119<sup>th</sup> Street to 123<sup>rd</sup> Street) Road Modernization project as further described in the Project Description and Scope of Services sections of this RFQ.

**B. Interviews**

Professionals must be prepared to attend an interview and negotiate the final contract Scope of Services with the Village prior to the awarding of the contract. If required, interviews will be expected to be conducted at a mutually agreeable time during the specified time period.

**C. Availability and Clarification of Documents**

This RFQ and any addendums will be posted on the Village’s website at: <https://calumetparkvillage.org>.

This RFQ will be on continuous display on the Village’s website for at least 14 days prior to response due date for the submission of a Statement of Qualifications.

Any questions related to this RFQ should be submitted in writing to the Village Administrator at [traney@calumetparkvillage.org](mailto:traney@calumetparkvillage.org). Questions received by the Village, including the Village’s responses will be consolidated and posted to the Village website. The deadline for submitting questions is Tuesday, May 4, 2021 at 12:00 p.m. Professionals shall provide written acknowledgment of each addendum issued with their statement of qualifications submission. Oral explanations will not be binding. No clarifications, interpretations or addenda will be issued after Thursday, May 6, 2021 at 4:00 p.m.

It is the Professional’s sole responsibility to check the Village’s website to determine if addenda have been posted. Failure of the Professional to receive any such addenda shall not relieve the Professional from obligations under this RFQ as submitted. All addenda so issued shall become part of the Qualifications. Failure to request an interpretation constitutes a waiver to a later claim that ambiguities or misunderstandings caused a Professional to improperly submit Qualifications.

The Village reserves the right at any time and for any reason to cancel this Request for Qualifications, to reject any or all Qualifications, or to accept an alternate Qualification. The Village will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

**II. PROJECT DESCRIPTION**

**A. Project Need, Purpose and Objective**

The Village seeks professional engineering assistance in developing Phase I Design Engineering for the reconstruction of Marshfield Avenue (119<sup>th</sup> Street to 123<sup>rd</sup> Street) in the Village of Calumet Park.

The Marshfield Avenue Project will address public safety and provide new bicycle and pedestrian facilities to implement key recommendations of the Village's adopted Comprehensive Plan and Active Transportation Plan. Improvements, including green infrastructure where possible, would be designed for a 0.5 Mile long segment involving IDOT Routes. Anticipated full reconstruction with possible geometry changes, and ped/bike improvements. Evaluation of conversion of the project segment for conversion to two-way operation should be explored through design process. Full reconstruction and ped/bike accommodations will require full Project Development Report during Phase I. Existing pavement and subgrade may or may not be left in place and reutilized in some fashion to reduce the overall cost of project construction, based upon conditions revealed in this process.

**B. Project Schedule**

Federal Participation Phase Work	Estimated Length	Estimated Award/Completion
Phase I	12-18 months	
Phase II		TBD
Phase III		TBD
Construction Bid Letting		TBD
Construction Commencement		TBD

**C. RFQ Timetable**

The timetable for obtaining the Village Board's approval for the Phase I Engineering work is:

Due at Village Hall on Monday, May 10, 2021 at 10:00 a.m.	Statement of Qualifications for Phase I Engineering
Monday, May 17, 2021	The Village's QBS selection committee will evaluate the statement of qualifications and establish a short list of firms.

Friday, May 21, 2020 to Wednesday, June 3, 2021	Scoping and negotiations for Phase I Engineering
Thursday, June 4, 2021	Expected Village Board approval for selection for Phase I Engineering

**D. Funding and Compliance with Laws**

The Project is funded through the federal Surface Transportation Program Local (STP-L) program. All work will be done in accordance with STP guidelines, IDOT, and the Federal Highway Administration ("FHWA") policies and procedures for federal aid projects and applicable IDOT Bureau of Local Roads ("BLR") and Bureau of Design and Environment ("BDE") Manuals.

The Project is a "public works" and all work shall be performed in compliance with all applicable federal, state, and local laws, codes, ordinances, rules and regulations, including state and federal prevailing wage laws. Where applicable, the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq. requires that the prevailing rate of wages

in this locality be paid for each craft or type of worker performing work on the Project. Contractors of all tiers are responsible for complying with the Act, including any wage rates changes during the course of the project. All contracts for work on the Project, whatever tier shall include a written stipulation to the effect that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under the Contract. Contractors may access the Illinois Department of Labor website for wage rates and updates at [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol).

### III. SCOPE OF SERVICES

The scope of services sought by the Village shall include the provision of all required labor, materials, equipment, expertise and consultation for Phase I engineering services related to the successful execution of a STP project. It is the intent to solicit interest from those firms that are prequalified by IDOT to perform this type of work.

#### **Phase I Engineering**

The scope of services that the consultant must be prepared and qualified to provide is as follows:

- Phase I design engineering Complete necessary submittals to IDOT in a timely fashion
- Provide a resident engineer and any other necessary staff for gathering data, performing, survey work and design engineering
- Identify any ROW that may need to be acquired
- Conduct progress meetings/coordination as necessary
- Monitor quality assurance and plan compliance
- If possible, utilize previous engineering and design data in possession of the Village

### IV. QUALIFICATION EVALUATION

The Village will establish a Project Evaluation Committee to review and evaluate each Professional's written responses to this RFQ in accordance with the evaluation criteria identified in the following section. These criteria are to be utilized in the evaluation of qualifications for development of the short list of Professionals to be considered for interviews and/or potential negotiations. The Village reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in the best interest of the Village to do so. The Village may seek clarification from a Professional at any time and failure to respond promptly is cause for rejection.

#### **A. Evaluation of Qualifications**

All responses will be evaluated in the following five categories (Each category will then be weighted as shown below):

- **Project Approach:** Proposed methodology, QA/QC procedures, innovations, etc. Demonstrated quality assurance procedures and schedule to ensure a timely, effective and professional provision of services. **Project Weight 30%.**
- **Firm Experience:** The Firm's general experience, stability, and history of performance on projects similar to the one under consideration. A minimum of two (2) and up to four (4) similar projects shall be provided. Key staff and their role on the Firm's similar projects shall be identified. **Project Weight 20%.**

- **Staff Capabilities:** The education, experience, and expertise of the Firm's key employees as they relate to the proposed scope of services and to the degree to which the services meet the needs of the Village. Key staff resumes shall be provided for review of qualifications, competence, and past performance. **Project Weight 20%.**
- **Past Performance:** The firm must have demonstrated history of professional, reliable, and dependable service to governmental entities. Firms will be evaluated on the recommendations and opinions of the Firm's previous clients as to its ability to meet deadlines and remain within budget. Staff sense of responsibility, attitudes, concern for economy, efficiency, environment, quality of service, etc. will be taken into consideration. **Project Weight 20%.**
- **Local Presence:** Proximity to project. **Project Weight 10%.**

### **B. Interviews**

The Evaluation Committee reserves the right to conduct interviews with and/or require presentations. During the course of such interviews and presentations, the Evaluation Committee will not disclose any information derived from one submittal to any other Professional.

### **C. Selection**

On the basis of the evaluations, and potential interviews and presentations, the Village will select at least three Professionals which it determines to be the most qualified to provide services regarding the specific project. The Village will contact the Professional ranked most preferred and attempt to negotiate a contract. If fewer than three Professionals submit Qualifications and the Village determines that one or both of those Professionals are so qualified, the Village will proceed in accordance with applicable IDOT BLR and Village QBS procedures.

### **D. Negotiations**

The Village may negotiate a contract with the highest qualified Professional at compensation in writing the Village determines to be fair and reasonable based on the the Village's written description of the scope of the proposed services. In making this decision the Village shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

If the Village is unable to negotiate a satisfactory contract with the Professional which is most preferred, negotiations with that Professional shall be terminated. The Village shall then begin negotiations with the firm which is next preferred. If the Village is unable to negotiate a satisfactory contract with that Professional, negotiations with that Professional shall be terminated. The Village shall then begin negotiations with the Professional which is next preferred. If the Village is unable to negotiate a satisfactory contract with any of the selected Professionals, the Village may cease negotiations and re-advertise the project based on a re-evaluation of the architectural, engineering, or land surveying services requested, including the estimated value, scope, and complexity.

### **E. Disqualification**

The following will be cause for disqualification of statement of qualifications:

- Inclusion of price and cost related items for the Scope of Services outlined in this RFQ;
- Reasonable basis to suspect either conflict of interest or collusion among Engineers;
- Engineer fails to submit required information, literature, or affidavits with statement of qualifications;
- Late submissions;

- Failure of any authorized person to sign any required forms;
- Engineer is prohibited by local, state or federal law from entering into public contracts;
- Engineer is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village;
- Engineer has failed to perform faithfully any previous contract with the Village; and
- Anything to be in violation of the Village's or applicable IDOT BLR procurement policies and procedures.

## V. SUBMITTAL INSTRUCTIONS

### A. Submittal Format Requirement:

When preparing submittals for the Village, the following requirements shall be adhered to and presented in the order listed below.

- *Cover letter* transmitting the proposal on the firm's letterhead describing the composition and proposal contents, the primary point of contact, and that person's contact information.
- *Table of Contents*, with page numbers, identifying the approach, resumes, etc.
- *Project Understanding/Approach Summary*. Demonstrate a clear vision of the project outcome, as well as the methodologies and philosophies necessary to achieve the desired outcome. Provide a detailed description of the proposed technical approach to be taken for performance of the required services for each task in the Scope of Services, and a schedule for completion of said tasks, including milestones associated with each task. The schedule shall be developed based on the overall Scope of Services. Factors addressed in the technical approach shall include, but are not limited to, the proposed methodology and strategy for performing the services, as well as any specific software or other technology which may be employed in the performance of these services.
- *Organization*. Listing of Key Staff and Support Staff, presented in an overall organizational chart format, with roles and responsibilities of each.
- *Key Staff Capabilities/Resumes*. Project Manager/Key Staff members must be clearly identified in the proposal, and the resumes of the Project Manager and Key Staff and sub-contractor staff must be included. All resumes shall CLEARLY list the Key Staff's role on the listed project; indicate whether work was performed as a subProfessional or prime Professional; indicate the project phase and the status of that project phase; differentiate between work experience gained at the current firm and work experience gained while working for other firms. Resumes should indicate the number of years of experience in the profession and number of years of experience with the firm for each project team member. Applicable professional registration information, awards, and training shall also be listed. Include a list showing the number of each of the following on staff:
  - Registered Professional Engineers in the State of Illinois
  - Certified Floodplain Managers
  - Professional Traffic Operations Engineers
  - Registered Professional Surveyors in the State of Illinois
- *Similar Projects*. Provide a minimum of two (2) and up to four (4) ongoing or completed projects within the last five (5) years of similar project phase, Professional role (prime or subProfessional), scope, funding source (federal or local) and magnitude that demonstrate the firm or team has

experience in performing work requested by the Village.

- *Past Performance* (references): Provide at least three references for IDOT BLR projects work completed or in process. Include the name of the government agency; the project title; and the name title, phone number and email address of the person who was routinely involved in the project so that the Village may contact them.
- *Other Documents*: The following completed document(s) must also be included in the Firms qualification submission:
  - Illinois Department of Transportation, Form A – Financial Information & Potential Conflicts of Interest Disclosure – BDE Disc2 Template (Rev. 02/17/16).
  - Illinois Department of Transportation, Form B – Other Contracts & Procurement Related Information Disclosure – BDE Disc2 Template (Rev. 02/17/16).
  - Certificate of Eligibility/IDOT Statement of Experience and Financial Condition (SEFC) Acceptance Letter.

Submit one (1) original and two (2) hard copies and one (1) PDF copy on a flash drive of the completed Qualifications along with any support documentation to the Village Administrator in accordance with this RFQ. **All Qualifications must be received by Monday, May 10, 2021 at 10:00 a.m. Absolutely no Qualifications will be accepted after the time specified.** Late Qualifications shall be rejected and returned unopened to the sender. The Village does not prescribe the method by which Qualifications are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of Qualifications. **QUALIFICATIONS ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFQ TITLE, TIME & DATE OF OPENING.**

Do not submit any cost information, estimate or proposal in the Response for any reason or in any format. Cost information or proposals will only be requested from the most qualified or equally qualified firm for a particular project scope.

All data and documentation submitted as part of this RFQ shall become the property of the Village. After a contract is executed, all qualifications, responses, documents, and materials contained in the RFQ shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

**VI. CERTIFICATIONS**

The undersigned states that he/she/they:

- A. has carefully examined the Request for Qualifications/Statement of Interest, and any other documents accompanying or made a part of this Request for Qualifications/Statement of Interest;
- B. verifies that all information contained in this Statement of Qualifications is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Statement of Qualifications on behalf of the firm as its act and deed, and that the firm is ready, willing, and able to perform if awarded the contract; and
- C. certifies, under oath, that this submittal of Statement of Qualifications is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a submittal for the same product or service. No officer, employee or agent of the Village or any other Professional is interested in this Qualification and that the undersigned executed this Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
Professional Firm (Individual - Partnership - Company - Corporation)

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
By Printed Name and Signature

\_\_\_\_\_  
Title

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Date

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Telephone No.

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Email

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Witness Signature

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Title

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Date