

REQUEST FOR QUALIFICATIONS

Streetscape Phase 2 Construction Engineering Services

CITY OF WOOD RIVER, IL

STATEMENTS OF QUALIFICATIONS DUE: 11:00 AM, Monday August 22, 2019

The City of Wood River seeks the services of a highly qualified consulting firm to perform construction engineering services for the next phase of the Downtown Streetscape Project. This Request for Qualifications (RFQ) is intended to comply with the Federal requirements of 23 CFR 172 and the Brooks Act.

The City has been awarded an Illinois Transportation Enhancement Program (ITEP) Grant to fund the next phase of Downtown Streetscape. These funds will be administered through the Illinois Department of Transportation (IDOT). All federal and state requirements necessary for the City to utilize these funds will need to be met by the selected firm.

Project Description. Phase 2 of the Downtown Streetscape Project consists of sidewalk removal and replacement, decorative crosswalks, a new sign spanning across Wood River Avenue, and other miscellaneous items as needed. The project limits are on Ferguson Avenue from Wood River Avenue to Old St Louis Rd, as well as, from 1st Street to 2nd Street. The estimate of construction cost for this project is \$476,000 and Motor Fuel Tax (MFT), as well as, ITEP funds are anticipated to be used for payment of the construction engineering services.

Scope of Services. Construction engineering services shall consist of attendance at a preconstruction meeting, providing on-site representation to observe the Contractor's progress and quality of work, confirmation that the work conforms to the contract documents, preparation of Authorization of Contract Changes as necessary and to assure that proper approvals are made prior to work being performed, inspection of materials, review of material certifications furnished by the contractor, materials testing, maintaining a progress diary and other project records, measuring and documenting quantities, preparation of pay estimates, performing required traffic control inspections, performing required employee wage interviews, performing stormwater and erosion control inspections, participating in final inspection, providing local agency with project documentation (diaries, test results, certifications, weekly reports, pay estimates, etc.), project close-out along with any and all paperwork required by IDOT (including IDOT audit), monitoring the improvements until project close-out, and resolution of any disputes. Inspector shall be trained in IDOT ICORS and shall have the program installed on a computer for use in the field and to be provided by the firm.

Anticipated Schedule. Evaluations will be completed in early July. The selected firm will be required to prepare and submit all IDOT forms necessary for IDOT review and approval so that the City may utilize MFT and ITEP funds for payment of services. It is desired to have an engineering services agreement prepared and submitted for City Council approval at the Council meeting on September 3rd, 2019. Construction of the project is anticipated for September 2019.

Submittal Requirements. Firms interested in providing any of the above services to the City shall submit a Letter of Interest (LOI) and a Statement of Qualifications (SOQ). The submission shall include three (3) hardcopies and one (1) electronic copy in a sealed envelope. That SOQ shall include the following:

- a) The name of the firm, corporate office address, closest office address and brief history

- b) A statement that the firm is able to provide all the services in the scope listed above with current staff or, if not in-house, those services proposed to be provided through a sub-consultant
- c) Brief narratives of key personnel who may be involved in the services listed above
- d) A list of other municipalities for whom the firm has completed, or is presently completing, similar work in coordination with IDOT along with a brief description for each
- e) Related project experience within the last five years
- f) A summary of current and anticipated workload capacity to complete the project
- g) Copies of the firm’s registration with the State of Illinois as an Illinois Professional Design Firm and a copy of the firm’s Prequalification with the Illinois Department of Transportation indicating they are prequalified in the categories relevant to the scope listed above
- h) IDOT Disclosure Statement
- i) Additional information not listed above which is believed to be useful and helpful in determining the qualifications of your firm

The total submittal shall not exceed twenty-five (25) single sided pages (the State of Illinois registration, IDOT Prequalification documents, and IDOT Disclosure Statement will not be counted toward the twenty-five-page limit)

The firm’s response to the RFQ should clearly demonstrate a thorough understanding of the project specifics, challenges, and detail the proposed approach to successfully completing the project.

Any inquiries or requests for clarification should be directed to the Public Services Director via email to spalen@cityofwoodriver.com, no later than 12:00 PM on August 16, 2019. Clarification will be provided as soon as possible by reply email to all who have received an RFQ packet at that time.

Submissions are due at 11:00 AM on August 22, 2019.

Evaluation Criteria. The selection committee will consist of the Public Services Director, Street Superintendent, and City Manager. The highest-ranking firm shall be asked to submit a proposal. Interviews will not be conducted, and the City reserves the right to base the selection solely on the submitted qualifications.

The following criteria will be the basis for selection:

Technical Approach.....	30 Max Points
Firm experience	30 Max Points
Past Performance.....	25 Max Points
Workload Capacity	15 Max Points
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Total	100 Max Points

All submissions (3 hardcopies and 1 electronic) shall be submitted in a sealed envelope and received by the City Clerk no later than 11:00 AM local time on Thursday, August 22, 2019 at City Hall, which is located at 111 North Wood River Avenue, Wood River, IL 62095. The sealed envelope should be labeled “Streetscape Phase 2 RFQ”. No public opening will be held.

Terms and Conditions. The City reserves the right to seek clarification of information submitted in response to this RFQ and/or request additional information during the evaluation process.

The City reserves the right at any time and for any reason to terminate the procurement process, reject any or all proposals, or to accept an alternative proposal. Public Notice is on the City Website.

The City will not be liable in any way for any costs incurred by consultants in replying to this RFQ or any part of the procurement process. Thank you for your interest in this project.