



# VILLAGE OF LINCOLNWOOD

## Request for Proposals/Qualifications

### Phase III Construction Engineering Services for the 2020 Roadway Resurfacing Program

April 22, 2020

#### **Introduction:**

The Village of Lincolnwood, Illinois (“Village”), seeks proposals and statements of qualifications from qualified and experienced engineering firms to complete the Phase III Engineering (construction engineering) for the 2020 Roadway Resurfacing Program. This is a Motor Fuel Tax Funded Project.

The selected firm (“Consultant”) will be invited to enter into an agreement with the Village, via a BLR 05512 Local Agency Consultant Agreement for Preliminary/Construction Engineering Services for MFT Funds from IDOT (Exhibit b), for the provision of services based upon the Scope of Services section of this Request for Proposals/Qualifications (“RFP”). The Village President and Board of Trustees have the ultimate authority to approve any proposal and to authorize execution of the agreement.

#### **Background:**

The Village is entering year two of its 10 Year Resurfacing Program, which includes resurfacing of all Village owned roadways over the next 10 years. The 2020 Roadway Resurfacing Program calls for 4.16 miles of HMA removal and resurfacing, pavement patching, combination curb and gutter removal and replacement, sidewalk removal and replacement, and replacement of detectable warnings. The project is being funded through the Village’s portion of Motor Fuel Tax.

The Village has already received bids for construction of the program, with the low bid being \$2,396,960.50 from Arrow Road Construction. This contract will be brought to the Village Board for approval on May 5, 2020. The unexecuted contract with Arrow is attached as Exhibit A, which details project specifics and contains the plan set.

#### **Minimum Scope of Services:**

Phase III Engineering Services must be based on the ability to properly and thoroughly oversee and manage all functions and tasks necessary to construct the project as shown in Exhibit A. The anticipated construction schedule is 80 days with full time Oversight services desired. Additionally, the services provided by the Consultant for the Phase III Engineering must include the following scope of service (collectively, the “Services”):

1. The services provide must include sections J and K of BLR 05512 (exhibit B)
2. The Consultant's Resident Engineer must schedule and attend kick-off meetings and other meetings as required. The Consultant must prepare minutes of these meetings.
3. The Consultant must coordinate and attend meetings with all affected public utilities, as may be necessary.
4. The Consultant must distribute public notices and meet with impacted residents and businesses when necessary.
5. The Consultant must prepare and submit to the Village and IDOT all engineering service agreements and local agency agreements.
6. The Consultant must provide all final plans and reports to the Village in hard copy and electronic format.
7. The Consultant's Resident Engineer must provide all necessary and required documentation to comply with the grants' reporting requirements.
8. All other requirements by IDOT, CCDOTH, FHWA and other reviewing agencies must be included in the Consultant's scope of services.

**Minimum Qualifications:**

All firms responding to this RFQ must meet the following minimum qualifications:

1. The firm must have completed a minimum of five projects of a similar type and size.
2. The firm must identify and designate someone from the firm to serve as the Resident Engineer, which Resident Engineer must:
  - a. Have successfully completed a minimum of five projects of a similar type and size; and
  - b. Have a minimum of ten years of experience in Phase III Engineering

**Submittal Requirements:**

Interested firms are required to submit sealed proposals to:

Andrew Letson, Director of Public Works  
Village of Lincolnwood  
7001 N. Lawndale Avenue  
Lincolnwood, Illinois 60712.

**The deadline for submission is 10:00 a.m. on Friday, May 8, 2020.** Proposals will be opened at

that time (publicly if the Governor's stay at home order is lifted. If not, the opening will be closed to the public and bidders, and a bid tab will be shared via email with the plan holders list). **Proposals received after this time and date will be returned unopened.**

Proposals **must** include each of the following:

- A brief statement of the firm's interest in performing the Services, and describing the scope of the project and items that may require special attention or detail.
- An identification of the proposed Resident Engineer. Responding firms should be sure to include information about the proposed Resident Engineer's experience working on similar projects, including his/her expertise to manage similar projects and demonstrating the ability to meet schedules, budgets and project objectives.
- A list of a minimum of five similar projects which the proposed Resident Engineer has successfully managed. The local agency contact should be listed for each project.
- A list, description, and client contact of not more than five additional similar projects performed by the firm. When providing information on similar projects, respondents should include information on the project scope, the firm's scope of services, phases of the projects performed, engineer's estimate of probable cost, and the actual construction cost of the project.
- An organizational chart showing the names, titles and responsibilities of the key individuals that will be providing the Services. The organization chart must also include potential sub-consultants and describe their responsibilities.
- A breakdown of pricing on a Cost Estimate of Consultant Services form and the anticipated hours and average rate for each classification of employee assigned to the project. **The pricing should list the total proposed amount and anticipated hours for each employee working on the project, as well as the hourly rate for each employee working on the project.**
- Resumes of the proposed Resident Engineer.
- A statement indicating the firm's workload and whether the firm will be able to meet the required deadline of 80 days from commencement of the project (anticipated to begin in May 2020).
- A list of any subcontractors/subconsultants proposed to be employed by the firm in connection with the Services and the associated cost.

### **Evaluation Criteria:**

Professional Village staff will evaluate all properly submitted proposals. The Village will then eliminate all respondents who are not qualified or do not have the experience set forth in the Minimum Qualifications section of this RFP. The Village will then grade and rank the remaining submittals with respect to the Services set forth in this RFP, including the responsiveness of the

submittal. Proposals will be evaluated based on the factors listed below.

- Price – 20 points  
Evaluation will be based on the firm’s total anticipated cost as well as average hourly rate.
- Technical Approach – 20 points  
Evaluation will be based on the firm’s project understanding and the firm’s specific management and technical methodologies and techniques to perform the tasks outlined in the Minimum Scope of Services section of this RFQ.
- Firm Experience – 20 points  
Evaluation will be based on the successful completion of similar projects, focusing particularly on projects performed on IDOT routes.
- Staff Capabilities – 20 points  
The experience of the proposed Resident Engineer and project team will be used to evaluate the firm’s ability to perform the Scope of Services.
- Past performance – 10 points  
Evaluation will be based on the respondent’s previous experience performing work for the Village.
- Work Load Capacity – 10 points  
Evaluation of whether a firm will be able to meet the required deadlines as outlined in the Invest in Cook grant agreement’s project schedule.

The Village will then select the most preferred firm based on the above criteria. The Village President and Board of Trustees will have the ultimate authority to authorize execution of the contract.

**Changes to the RFQ and Questions:**

The Village reserves the right to make clarifications, corrections, or changes in this RFP at any time prior to the deadline for the submission of qualifications. All respondents or prospective respondents will be informed of said clarifications, corrections, or changes on the Village’s website and to any firm that registers with the Village by sending an email to [nbadran@lwd.org](mailto:nbadran@lwd.org) indicating their interest in this RFP.

Questions and requests for clarification will be accepted until 4:00 pm CST on Monday, May 4, 2020. All questions and responses will be compiled and submitted to all prospective respondents who register with the Village by sending an email to [nbadran@lwd.org](mailto:nbadran@lwd.org) indicating their interest in this RFP. The response memorandum will be sent electronically in one general response memorandum by Tuesday May 5, 2020 by 3:00 p.m.

Contact for Questions:

Nadim Badran  
Assistant to the Public Works Director

Village of Lincolnwood - [nbadran@lwd.org](mailto:nbadran@lwd.org)

**Standard Terms and Conditions:**

Submittals are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP does not obligate the Village to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be functioned under this RFP.

A proposer may withdraw its submittal, either personally or by written request, at any time prior to the scheduled deadline for submittals. No submittal will be withdrawn for 60 days after the date set for opening submittals, submittals will be subject to acceptance during this period.

The Village reserves the right to accept the submittal that is, in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price submittal; to accept any item of any submittal, to reject any and all submittals; and to waive irregularities and informalities in any submittal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality will not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

**Anticipated Selection Timeline:**

May 8, 2020	Bid Opening
May 19, 2020	Village Board Meeting - Contract Award

**Summary of Attachments**

Exhibit A - Bid from Arrow Road Construction (includes plans, quantities, scope of work).  
Exhibit B - Local Agency Consultant Agreement for Preliminary/Construction Engineering Services Agreement for Motor Fuel Tax Funds.

**TO REQUEST THE FULL BID PACKET PLEASE EMAIL:  
NADIM BADRAN, ASSISTANT TO THE PUBLIC WORKS DIRECTOR AT  
NBADRAN@LWD.ORG.**