

REQUEST FOR QUALIFICATIONS for PHASE 3 CONSTRUCTION OVERSIGHT OF THE BROADWAY RECONSTRUCTION PROJECT

In compliance with the Local Government Professional Services Selection Act, the Village of Coal City (“Village”) is seeking the services of a qualified professional engineering firm to complete the Broadway Reconstruction Phase 3 Construction Oversight for the Village of Coal City. This project includes, but is not limited to, overseeing the physical construction of the designed roadway, communicating its progress with the community including its elected officials and businesses, and ensuring compliance with the bid submission during the reconstruction of a section of South Broadway Street between Division and Spring Road in the Village of Coal City (“Broadway”). The proposed construction of this project shall be in 2019 in compliance with federal and state regulations for the completion of a scheduled project within the existing transportation improvement plan. The services described within the Preliminary Scope of Work are estimated to be completed by June 15, 2020. The Village requests from engineering firms submittals of a Statement of Interest in the project described herein, and a Statement of Qualifications addressing the specified Request for Qualifications (“RFQ”) criteria.

1. INTRODUCTION

This Request for Qualifications “RFQ” is intended to procure professional consulting services to oversee full reconstruction of a section of S. Broadway in order to fully replace and reconstruct the public right of way within federal standards within the village’s Core Area. Services from the selected consultant shall be provided according to the listed requirements. The Village of Coal City would like the services to be provided within the Scope of Work and estimates the reconstruction contract to be fully completed and paid by June 15, 2020.

2. REQUIREMENTS FOR SERVICES

Each submitting firm must have the capability to provide the full range of services required for the services noted in the Preliminary Scope of Work. The various work performed by the firm shall be performed by, or where appropriate, under the direction of, personnel possessing the appropriate education, experience and training or other certifications required or desirable for the various disciplines necessary for the successful completion of services described in the Preliminary Scope of Work. Previous professional work in the subject areas, specifically related to constructing downtown streets project in a manner compliant with federal and state requirements, will be a heavily weighted factor in the selection process. Quality of performance on previous contracts, ability to meet project schedules and budgets, ability to communicate well with municipal staff, elected officials, local businesses as well as the entire community and deliver the intended product will be some of the attributes and factors considered.

3. RESPONDENT REGISTRATION

If you represent an engineering firm intending to respond to this RFQ, you must notify the Village of Coal City of your intent to qualify by **Wednesday, October 10, 2018**. This shall allow any amendments or clarifications to be shared with all interested parties in a timely manner, prior to the requirement to provide necessary qualifications.

4. SCHEDULE OF RFQ EVENTS

The Village of Coal City reserves the right to amend, withdraw and cancel this RFQ. The Village reserves the right to reject all responses to the RFQ at any time prior to contract execution. The Village reserves the right to request or obtain additional information about any and all submittals. It is the goal of the Village to select the consultant/team or consultants/teams by November 7, 2018. In preparation for that action, the following schedule of events has been prepared:

- **Deadline for submission of written questions to the Village: Tuesday, October 9, 2018 at 2:00 PM** (Questions should be e-mailed to Matt Fritz at mfritz@coalcity-il.gov).

All requests for clarifications, changes, exceptions or deviations to the Scope of Work or terms and conditions set forth in this RFQ must be submitted to:

Mr. Matt Fritz, Village Administrator
515 S. Broadway
Coal City, IL 60416

E-Mail: mfritz@coalcity-il.gov
Telephone: (815) 634-8608
Facsimile: (815) 634-2487

Prospective firms are encouraged to promptly notify the Village of any apparent inconsistencies in this RFQ and attachments.

5. PERIOD OF PERFORMANCE

Performance under a contract awarded pursuant to this RFQ is intended to commence immediately and extend for the period necessary to bring the Broadway Reconstruction Project through its final completed construction. Interaction with the Design Engineering Phase 2 Firm, CBBEL, shall be necessary as they bring Phase 2 to final bid with the IDOT Letting of January, 2019. An overall contract "Notice to Proceed" will be issued to the successful firm subject to the successful conclusion of contract negotiations.

The Village reserves the right to modify the composition of and the scope of services requested through this RFQ. The as-needed services are subject to performance and termination sections to be included within a contract for service that shall closely resemble the qualifications and details provided herein.

6. STATEMENT OF QUALIFICATIONS

8 copies of the Statement of Qualifications, including one copy containing an original signature, must be provided no later than **Friday, 2:00 PM, on October 12, 2018**. Submittals received after this time will not be accepted and will be returned unopened. All submittals should be clearly marked with the submittal address as follows:

Mr. Matt Fritz, Village Administrator
515 S. Broadway
Coal City, IL 60416

RE: RFQ Submittal for the Coal City Broadway, Phase 3 Project

7. PREPARATION OF STATEMENT OF QUALIFICATIONS

The Statement of Qualifications shall be signed and sealed by a duly authorized official of the consulting firm. The Statement of Qualifications shall contain an acknowledgment of receipt of all amendments and/or addenda to the RFQ.

8. REQUIRED FORMAT FOR THE STATEMENT OF QUALIFICATIONS

The Village would like responding firms to provide the information under each of the subsections listed below. Please address each portion adequately to the best of the firm's ability. Note that in accordance with the Local Government Professional Services Selection Act, a responding firm should **not** submit to the Village any verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction costs, or any other measure of compensation.

8.1 Cover Letter

The cover letter shall be limited to two (2) pages maximum. The cover letter shall include a summary of the Statement of Qualifications, including a brief description of the proposed team, and other key staff. It shall make a commitment to accept the terms and conditions in the RFQ and Pro Forma contract, including acknowledgment of receipt of all amendments and/or addenda to the RFQ. If there are any exceptions, they shall be noted in the cover letter.

Any requested exceptions shall include alternative language where applicable. Exceptions noted will be reviewed by the Village Attorney's office early in the selection process. Should the requested exceptions and contract language changes be determined unacceptable by the Village Attorney's office, the proposal will not be further considered by the selection committee. Therefore, it is incumbent upon the proposer to only request those exceptions and contract language changes that the proposer must legally have in order to enter into a contract with the Village. The letter shall also identify a single person for possible contact during the RFQ review process.

8.2 Project Understanding and Approach

This section should demonstrate an understanding of the scope of services. It should describe the general approach, organization, and staffing required for the services requested. The firm shall include a matrix/summary identifying key personnel

responsible for accomplishing all aspects of the work within the targeted Phase 2 deliverables deadline.

8.3 Qualifications of Firm/Team Staff

This section shall identify the qualifications and related experience of key and significant staff (i.e. direct reports and any others performing important tasks) assigned to the contract. This section shall also include cameo resumes of all staff identified above. The cameos shall include a summary of relevant project management and work experience, years of relevant experience, the current and proposed location of the person, a statement of availability, and identification of the firm this person is employed by. Two references shall be provided for each key staff member. This section shall also include a table of each key person showing their availability for the duration of this work as well as any commitment to other projects.

8.4 Experience of Firms

Relevant experience of the team included in this RFQ shall be identified. Include project descriptions, and status of related projects. Clearly identify the role of key staff identified herein, and identify current client references. The focus should be on experience in bringing final construction forward from projects having completed both Phases One and Two, ability to meet federal and state funding criteria for the construction of public improvements and utilization of best practices to maximize long-term infrastructure placement maximizing public investment. Do not include projects by the firm unless the key staff proposed had a significant role in the project.

The team shall demonstrate its financial stability and capability to provide the services to meet the expectations of the Village as described above. The firm should demonstrate financial stability and capability in the following manner:

- Corporate history
- Years in existence
- Size of corporation
- Other documentation as deemed relevant.

8.5 Appendices

Full resumes of proposed staff shall be included in this section. Relevant team project information may also be included in this section. However, other than staff resumes, firm information and general marketing materials will not be considered in the ranking of the firms submitting the Statement of Qualifications.

9. COST OF RFQ RESPONSE PREPARATION

The Village shall not be liable for any pre-contractual expenses incurred by any firm preparing a submittal. Each firm shall protect, defend, indemnify, and hold harmless the Village from any and all liability, claims, or expenses whatsoever incurred by, or on

behalf of, the entity participating in the preparation of its response to this RFQ. Pre-contractual expenses are defined as expenses incurred by consultants, if any, in:

- Preparing the Statement of Qualifications and related information in response to this RFQ.
- Negotiations with the Village on any matter related to this procurement.
- Costs associated with interviews, meetings, travel or presentations.
- All other expenses incurred by a firm prior to the date of award and a formal notice to proceed.

10. WITHDRAWAL OF STATEMENT OF QUALIFICATIONS

Statement of Qualifications may be withdrawn by written notice received by the Village at any time prior to the submittal deadline.

11. GENERAL TERMS AND CONDITIONS

An agreement regulating the terms and conditions of consultant employment shall be created, which provides the services requested within. Each prospective firm is expected to acknowledge their acceptance to enter into a contractual relationship with the Village within their Submittal cover letter (or their objections or expected specifications) as a mechanism to expedite the contract negotiation process. The Village reserves the right to further clarify the terms and conditions. The intent of the Village is to enter into an agreement with the selected consultant(s) as soon as possible to begin Phase 3 Construction Oversight including interacting with the Phase 2 Engineer to allow the project to continue forward seamlessly.

In the event of a delay in reaching a contract agreement, the offer of key personnel identified in the RFQ shall be valid for 120 days after submittal of the Statement of Qualifications.

12. KEY PERSONNEL

It is imperative that the key personnel providing the requested services have the background, experience, and qualifications to provide the services described in this RFQ. The Village reserves the right to approve all key personnel individually and all sub-consultants for work on this contract. The consultant must identify all proposed key personnel. The Statement of Qualifications shall include a table for key personnel (i.e. direct report to the Project Manager) showing their availability to the Village of Coal City Broadway Phase 3 Project and commitment to other projects.

All key staff shall be named in the contract. After the contract is signed, the firm may not replace key staff without written agreement by the Village. The Village must approve replacement staff before a substitute person is assigned. The Village reserves the right to request the firm replace a staff person assigned to the contract should the Village consider such a replacement to be for the good of the project. Replacement staff would be subject to Village Administrator approval prior to assignments to the team.

13. OFFICE LOCATION/TRAVEL

The Phase 2 Design includes space for the General Contractor to house its Project Manager; it is foreseen that such a location would be appropriate for the Oversight Engineer to maintain an office in order to regularly communicate with the awarded general contractor to ensure the timeliness of proper construction.

14. COMPENSATION

In accordance with the Local Government Professional Services Selection Act, a responding firm should *not* submit to the Village any verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction costs, or any other measure of compensation. The compensation eventually negotiated with the successful firm will be set at a fixed professional hourly rate for each level of professional skill and shall remain fixed for the duration of the Agreement.

15. SCOPE OF WORK

A Preliminary Scope of Work is provided in Appendix A. The Phase One Study, previously completed, has been attached as Appendix B. The current bid proposal and the draft project design sheets have been attached as Appendix C. These documents can be located in their entirety at the Village's website – www.coalcity-il.gov/Broadway_Reconstruction_docs/

16. NEGOTIATIONS AND AWARD

Submittals will be evaluated by a panel comprised of Village staff and elected officials on the basis of the evaluative criteria described herein. Following the review of submissions, the Village reserves the right to ask selected firms a follow up narrative in which they shall respond to specific questions and/or attend an oral interview with the selection panel at which time the proposed Oversight Construction Engineer for Phase 3 would be interviewed by the group.

Following the resulting process, the Village will negotiate with the entity whose Statement of Qualifications best meet the needs of the Village. If the Village is unable to obtain a fair and reasonable agreement regarding the terms of a contract, the Village may begin negotiations with the next person or entity who best meets the needs of the Village, and so on until the Village and a responsive firm reach agreement. The Village shall enter into contract with one firm.

17. EVALUATION PROCESS AND CRITERIA

The Village Administrator will appoint a selection panel to evaluate the Statement of Qualifications. Each member of the selection panel will evaluate each submittal using a 100-point scale and the evaluation criteria listed below to calculate a “submittal score” for each firm.

WRITTEN PROPOSAL EVALUATION CRITERIA:

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| 25 points | 1. Qualifications, appropriateness, completeness, and experience of the firm in providing the required consulting services as described in the Preliminary Scope of Work in a timely manner. |
| 20 points | 3. Proven record of successful project management with the personnel to be utilized for the Broadway Reconstruction Project including those responsible for public interaction and/or information. |
| 20 points | 4. Project Management qualifications and acumen including the firm's proven capability to interact and inform the public of the progress upon the project by the general contractor. |
| 35 points | 5. Ability to gain compliance with the designed construction project including the necessary alignment of field conditions with the final design while keeping increased costs minimized. |

100 TOTAL Points Possible

Members will then rank the teams by the respective "submittal score." The selection panel will convene to discuss and evaluate scoring, and to select a short list of the top-ranked firms based upon the ranking (not scores) of the submitting consultants.

The selection panel shall determine if the written submission provides sufficient information by which they may differentiate the final rankings. The Village reserves the right to ask for a follow up written submission by which the previously ranked firms may respond to a specific list of questions to provide additional information and/or conduct an interview with the personnel who has been proposed to provide oversight engineering for the Village's project. Such follow up information shall count for no more than 40% of the total final score upon the previous ranking being paired with any additional information gained through written responses and/or follow up interviews.

The selection panel will determine the highest qualified consultant. The Village Administrator will submit the recommendation of the selection panel to the Village Board for approval. The Consultant must be prepared to negotiate a contract with the Village Administrator for submission and acceptance of the Village Board.

18. NOTIFICATION OF UNSUCCESSFUL OFFERERS

The Village Administrator shall notify all of the firms of the selection panel's recommendation once the recommendation is transmitted to the Village Board of Trustees.

19. ADDITIONAL INFORMATION

19.1 Conflict of Interest

The consultant may be required to complete conflict of interest forms. Additionally, if selected to provide the required services, the consultant's firms or its subsidiaries may not be allowed to propose or bid on other aspects of the projects.

19.2 Indemnification

The selected firm shall be contractually obligated to indemnify and hold harmless the Village, its corporate authorities and elected officials, officers, directors, agents, employees, and representatives from lawsuits, actions, costs (including attorney's fees), claims or liability of any character, incurred due to the alleged negligence of the firm, brought because of any injuries or damages received or sustained by any person(s) or property on account of any act or omission, neglect or misconduct of said firm, its officers, agents and/or employees arising out of, or in performance of any of the provision of the contract documents, or from any claims or amounts arising under the Worker's Compensation Act or any other law, ordinance order or decree. In connection with any such claims, lawsuits, actions or liabilities, the Village of Coal City, its corporate authorities and elected officials, officers, directors, agents, employees, and representatives shall have the right to defense counsel of their choice. The firm shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.



VILLAGE OF COAL CITY

Terry J. Halliday
President

Pamela M. Noffsinger
Village Clerk

Village Trustees

Ross Bradley
Tim Bradley

Sarah Beach
Neal Nelson

David Spesia
Dan Greggain

APPENDIX A, PRELIMINARY SCOPE OF WORK

Village of Coal City Broadway Reconstruction Phase 3 – Construction Oversight Engineering

Overview of Services

The Village of Coal City would like to maintain its schedule to reconstruct a portion of Broadway, which is a federal aid route (urban) slated for funding within the transportation improvement plan administered through the Will County Governmental League to be constructed in 2019. This project which is to be funded with 80% federal road improvement funds shall require coordination with IDOT District 3 (Ottawa Office). The total reconstruction project is currently estimated at \$5.3 million from the latest Phase 2 Construction Estimate. Costs expended related to the work of Phase 3 Engineering is intended to come from this portion of appropriated funds; expenses incurred must comply with state and federal regulations.

At the completion of this phase of engineering, the Village expects:

- 1.) the project to have been completed by the awarded contractor according to the project design, including any punch list items that resulted after the initial construction phase throughout 2019;
- 2.) all project payments including any project additions or retractions to be completed and properly documented through both IDOT and WCGL TIP requirements.

Phase 3 Engineering Concerns specific to the Broadway Reconstruction

Although it is expected the Phase Three Construction Oversight shall comply within state and federal guidelines, this portion shall specifically include consideration for the following:

- 1.) Ensuring the Awarded Contractor Abides by Best Management Construction Practices.
The Village is relying upon the Phase 3 Engineer to assist in mitigating the impact of construction upon the community. This project is located within the heart of the community along which many businesses rely upon their location and depend upon its clients' access for their livelihood. The Village shall rely upon the Phase 3 Engineer to ensure the contractor goes at its work in a manner respecting the needs of those who shall be accommodating their work for an extended period. Regular conflicts between contractors attempting to get additional work completed without affording the time for maintaining proper access and/or the time to clean up the job site before end of day is anticipated. The selected engineer shall be relied upon to oversee such conflicts and ensure the contractor respectfully maintain their work space and their interactions with the community.

- 2.) Constant Communication with the Community Concerning Construction Progress. The Village maintains multiple platforms in order to inform the public of ongoing events. The reconstruction project shall receive much focus. The selected firm shall be relied upon to maintain a constant and dynamic (i.e. changing regularly with the latest updates of construction progress) presence online via a website location and have regular updates for a select group who wishes to have constant external information specialized to this project. Lastly, the selected firm shall meet regularly with Village staff, the elected officials, and public meetings from time to time to allow the public to ask questions about progress and/or major changes.
- 3.) Closing out the Project to the Satisfaction of the Village Board. Construction projects carry the possibility of accomplishing 85% of their intended purpose and design without conflict within the stated timeline. The selected firm shall work diligently with the contractor to complete all facets of the project, including any punchlist items and/or changes that cause additional design changes to occur. The timeliness of this project may allow the contractor to linger in completion of the project due to many of the beautification features not being scheduled for delivery until the Spring of 2020. The Village wishes construction to be fully completed in the 2019 construction season. Lastly, any paperwork and payments involved with the project are expected to be completed in their entirety prior to the selected engineering firm receiving its full payment.

The above list of potential services and projects is intended to be representative of the type of projects and services the Village of Coal City anticipates. It may not be a complete list and services listed may not be performed.