

The City of Berwyn

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701

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www.berwyn-il.gov



SECTION I REQUEST FOR QUALIFICATIONS (RFQ) – PHASE I ENGINEERING

NOTICE TO PROPOSERS: The City of Berwyn (hereinafter City) is seeking Phase I Engineering Services for the project listed below. A Request for Qualifications (RFQ) packet is available at the City Clerk’s Office, City Hall, 6700 West 26th Street, Berwyn, IL 60402, or at [https://www.berwyn-il.gov/sites/all/files/pdfs/RFPs/SOQ_Phase I Engineering Services 34thStreet revised.pdf](https://www.berwyn-il.gov/sites/all/files/pdfs/RFPs/SOQ_Phase_I_Engineering_Services_34thStreet_revised.pdf)

Sealed Statement of Qualifications (SOQ) will be received at the City Clerk’s Office, until the time and date specified below, for:

PROFESSIONAL ENGINEERING SERVICES – PHASE I DESIGN ENGINEERING 34TH STREET UTILITY AND ROADWAY IMPROVEMENTS

ADDRESS THE STATEMENT OF QUALIFICATIONS TO: Attention of the City Clerk’s Office, City Hall, 6700 West 26th Street, Berwyn, IL 60402, on or before the submittal date specified below. The SOQ shall be sealed and clearly marked on the front “**Engineering Statement of Qualifications for Engineering Services**”. **FAXED OR EMAILED SOQs WILL NOT BE ACCEPTED.**

THE STATEMENT OF QUALIFICATIONS IS DUE NO LATER THAN: 10:00 a.m., on August 25, 2022. **Proposers shall submit three (3) paper copies and one (1) electronic copy in PDF format on a flash drive of their SOQ.**

The City Project Team will review the Statement of Qualifications Submittals per the City’s Qualifications Based Selection (QBS) policy, meeting the requirements of 23 CFR 172 and the Brooks Act. The City will conduct interviews per its policy, anticipated to take place during the month of September 2022. A copy of the policy can be found on the City’s website at:

<https://www.berwyn-il.gov/sites/all/files/pdfs/Engineering/QBSPolicy.pdf>

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the proposer. Similarly, the City is not responsible for, and will not open, any SOQ received later than the date and time stated above.

QUESTIONS: All questions and clarifications regarding this Request for Qualifications must be submitted no later than August 23, 2022 **by e-mail only** to the following City Representative:

Nicole Campbell, Senior Engineer ncampbell@ci.berwyn.il.us

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Project Location Map



The 34th Street Utility and Roadway Improvements limits are primarily within the 34th Street right-of-way. There will be some work outside of the right-of-way to facilitate the replacement of existing water services to buildings where applicable.

SECTION II SPECIFIC CONDITIONS AND INSTRUCTIONS TO THIS STATEMENT OF QUALIFICATIONS

A. SCOPE:

The City of Berwyn (City) is soliciting Statements of Qualifications from Civil Engineering Consulting Firms for Engineering Services – Phase I Design Engineering for the 34th Street Utility and Roadway Improvements. The City seeks a Consulting Firm that will work cooperatively with the City to provide the design of water main repairs, water services, sewer repairs, sewer lining, green infrastructure elements, drainage improvements, landscaping, sidewalk and streetscape type amenities and the necessary roadway improvements for a comprehensive design.

The Consulting Firm will have to review the existing conditions of the 34th Street corridor, including pavement, sidewalk, drainage, sewer and water main, including the approved green infrastructure improvements found in the City's storm water management plan <https://www.berwyn-il.gov/sites/all/files/pdfs/Community/BerwynStormwaterManagementPlan-July2018FINAL.pdf>. The City does not have electronic files available for these corridors for review or to assist in the design. In addition, public outreach will be included throughout the duration of the project per funding source requirements.

The scope of Phase I design services will include all items required by the Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets (BLRS) Manual to attain Phase I Design Approval. Design must adhere to City and IDOT standards, with the Consultant and its subconsultants having all the necessary qualifications and certifications required by IDOT to perform the work.

The Consultant shall provide Quality Assurance and Quality Control measures on all submittals. The Consultant shall also provide the necessary vehicles and equipment to complete the required services.

The City may present the option to proceed with Phase II and III engineering services at a later date, which must also follow IDOT requirements as they relate to federally funded projects.

The Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act and Surface Transportation Program (STP) will fund these improvements. These funds have obligation dates for various phases of the project, in addition to regular reporting and documentation to be submitted. Therefore, the Consulting Firm will be required to maintain a design schedule provided by the City and will be responsible for the timely submission of items regarding design and reporting.

The Consultant is to follow the reporting guidelines provided by the Treasury Department for these funds. The Consultant will act as a liaison between the Treasury Department and the City. The Consultant shall be familiar with Federal and State funded projects.

A more detailed Scope of Work is included in **SECTION VI**.

PROJECT SCHEDULE: The tentative Phase I design schedule calls for project initiation in October 2022 with completion in 12-18 months. The project schedule is tentative, pending the approval of agreements from outside agencies, reviews by outside agencies, reviews by the City, and the necessary procedures required for completion and refinement for a Phase I submittal and approval.

B. STATEMENT OF QUALIFICATION REQUIREMENTS:

1. All questions, clarifications or doubts as to the intent or meaning of this RFQ shall be submitted **via e-mail only** to the City Representative no later than August 23, 2022.
2. Proposers are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a SOQ. The submission of a SOQ implies the Proposer's acceptance of the terms and conditions herein, unless otherwise stated.
3. The Proposer is responsible for all costs related to the preparation and delivery of this SOQ.
4. The SOQ shall be completed and submitted in conformance with the **SUBMITTAL REQUIREMENTS** listed within.
5. No fees will be submitted at this time.

C. SUBMITTAL REQUIREMENTS:

The Statement of Qualifications shall present the following information:

1. **LETTER OF INTEREST:** Include the name of the firm, location of the corporate headquarters, location of the project office and a brief history.
2. **PROJECT UNDERSTANDING:** State in concise terms your understanding of the project, including scale, type, and unique elements.
3. **EXPERIENCE AND REFERENCES:** List a minimum of three (3) prior projects, with references, that best support your qualifications to provide Phase I Engineering services for this project. Include the name of the project, organization/client contact name, address, phone, email, project value, and a brief project description. The Consultant shall complete this requirement by utilizing the form presented in **SECTION IV REFERENCES**.

4. **SUBCONTRACTORS**: For Phase I Engineering, list any subcontractors and subconsultants that may be used and their role and responsibilities. Include an overview of their relevant qualifications. For subsequent phases, indicate your intended portions of work to be subcontracted and the firm or firms you intend to use.
5. **PROJECT STAFFING**: For Phase I Engineering, list personnel who will be directly involved with the project and their experience with projects of similar size and complexity. Describe your firm's current workload and capacity to devote sufficient resources and staff to this project. For subsequent phases, indicate your ability to staff the work in the future, citing personnel who would likely be assigned to the required tasks and their qualifying experience.
6. **ADDITIONAL INFORMATION AND COMMENTS**: Include any other information believed to be pertinent, but not specifically mentioned elsewhere.
7. **INFORMATION & SIGNATURE SHEET**: The Proposer must complete and submit the attached Company Information and Signature Sheet in **SECTION V**.
8. **CONFLICT OF INTEREST**: The City will require Consultants to submit a disclosure statement with their SOQ. The City requires the use of the **IDOT BDE DISC 2 Template** as their conflict of interest form.
9. **SUSPENSION AND DEBARMENT**: The City will use the System for Award Management (SAM) Exclusions, IDOT's Chief Procurement Office's (CPO) website and three other state CPO's websites to verify suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects. The City requires that the professional engineering firms are registered with the SAM.gov system.

SECTION III GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS

A. CONDITIONS FOR PROPOSING:

1. **COMPETENCY OF PROPOSER:** No SOQ will be accepted from or a contract awarded to any person, firm or corporation who is in arrears or in default to the City upon any debt or contract. Prior failure of a Proposer to perform faithfully on any previous contract or work for the City may be grounds for rejection. The Proposer, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and certifications to comply with the terms of these proposal documents; such evidence shall be presented within a specified time and to the satisfaction of the City.
2. **REJECTION OF SUBMITTALS:** The City reserves the right to accept or reject any or all submittals incomplete of the required information, to waive irregularities and technicalities, and to request resubmission. The City also reserves the right to reject a similar nature, or proposal from a Proposer who, as investigation shows, is not in a position to satisfactorily and timely perform the contract.
3. **COLLUSIVE PROPOSING:** The Proposer certifies that the SOQ is made without any previous understanding, agreement or connection with any person, firm, or corporation preparing a SOQ for the same project and that the SOQ is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

B. SECTION PROCESS:

1. **SELECTION:** The City desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who negotiates a project cost with the City that is fair and reasonable. The City may conduct discussions with any Proposer who has submitted a SOQ to determine qualifications, for further consideration. Since the initial review by the City will be deemed preliminary in nature, the document and process will be deemed confidential until the successful Proposer is selected. Criteria for selection will include but are not limited to:
 - Ability to provide the type and quality of service that best meets the needs of the City.
 - Organization, size, management and structure of the firm to provide service.
 - Experience and qualifications of the persons with supervisory and management assignments, especially relating to similar work assignments.
 - Satisfactory reference checks of clients on similar projects.
 - Previous and existing compliance with laws and ordinances relating to contracts with the City and to the Proposer's employment practices.
 - Whether the Proposer is in arrears to the City, in debt on a contract or is a defaulter on a surety or other agreement with the City.
 - If a reasonable doubt arises as to Proposer's solvency, the City reserves the right to require financial information sufficient to show solvency.
 - The City will require a minimum of a three-person selection committee. The selection committee members include the Director of Public Works, Engineering Division staff and other applicable department heads as determined by the Public Works Director. The selection committee members must certify that they do not have a conflict of interest. The Director of Public Works will choose the selection committee members for this project. The City requires each member of the selection committee to provide an independent score for each proposal using a form provided prior to the selection committee meeting.

The selection committee members' scores are averaged for a committee score, which is used to establish a shortlist of three firms. The committee score may be adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking, if presentations are requested. If there are other firms within 10% of the minimum score, the Director of Public Works may choose to expand the shortlist to include more than three firms.

The City will require a two-person team to negotiate with firms. The team consists of any combination of the Director of Public Works, Engineering Division designee, or other applicable department head as determined by the Public Works Director. Members of the negotiation team may not delegate this responsibility to staff members.

This selection will be made during the month of September 2022.

- C. EVALUATION PROCESS:** Each SOQ submitted stands alone and will be evaluated on its own merits in terms of meeting the City's requirements, terms, conditions and overall responsiveness to the RFQ.

The City allows the Director of Public Works to set the evaluation factors for each project, to include a minimum of five criteria and stay within the established weighting range.

Criteria and weighting per the City's QBS procedures:

- Technical Project Approach (20%)
- Firm Experience (20%)
- Specialized Expertise (10%)
- Work Load Capacity (25%)
- Past Performance (25%)

The City reserves the right to request each Consultant to provide additional information during this process.

See the City's adopted QBS policy at:

<https://www.berwyn-il.gov/sites/all/files/pdfs/Engineering/QBSPolicy.pdf>

- D. PRESENTATIONS:** When required and based on the evaluation of the SOQs submitted, the City may select finalists who will be required to participate in interviews, including key personnel designated in the SOQ, and to make presentations regarding their qualifications and their ability to furnish the required services to best serve the needs of the City. Formal presentations will be scored and evaluated by the City Project Team who will make a recommendation to the City Council for final approval. All costs associated with the presentation will be the responsibility of the Proposer. Nothing in the SOQ can obligate the City to enter into a contract.

SECTION IV REFERENCES

The Consulting Firm must complete the required reference information listed below. The Consulting Firm must provide at least three (3) references from municipalities or agencies that have acquired services from the company relevant to this RFQ. The municipality or agency name and address, a contact name, title, and phone number must be included with the reference information.

Agency: _____

Contact: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

Website: _____

Agency: _____

Contact: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

Website: _____

Agency: _____

Contact: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

Website: _____

Note: Additional references may be included with the Consulting Firm's SOQ.

SECTION V COMPANY INFORMATION AND SIGNATURE SHEET

The Consulting Firm must include with their submitted Statement of Qualifications this completed and signed Company Information & Signature Sheet.

I, the undersigned, having examined the described Scope of Work for this Request for Qualifications, hereby submits a "Statement of Qualifications" having determined and knowing that the submitting Consulting Firm is well qualified and well experienced to successfully complete this project for the City of Berwyn.

Name of Firm: _____

Authorized Representative: _____

Signature of Representative: _____

Title of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Fax Number: _____

Web Address: _____

Email Address: _____

Date Signed: _____

SECTION VI DESIGN ENGINEERING SCOPE OF SERVICES

PHASE I ENGINEERING

1. Preliminary Design

- a. Review existing conditions affected by the improvement and develop alternative methods of design to better define the scope, identify limits and identify the type of improvements to accomplish the purpose of the improvement at the most cost effective means in consideration of different construction materials or construction practices.
- b. Develop a project description for the improvements to take place. The description will be utilized on various communication platforms with the public. Develop a preliminary cost estimate
- c. Establish procedures to meet public notification and engagement as required by the funding resources. Such procedures will include, but not limited to, a project website that is kept current, and a point of contact with current email, phone number, etc. Provide and exchange communications with the City's public relations team throughout the project.

2. Field Data Collection

- a. Topographic surveys with 1 foot contours
- b. Develop base line.
- c. Station at 50-foot intervals.
- d. Reference all physical characteristics.
- e. Check reference points with City coordinates.
- f. Set up permanent benchmarks by bench loop circuiting approved by the City (NAD 83).
- g. Record existing elevations by cross sectioning using a total station at 50-foot intervals and at high and low points.
- h. Field conditions report for drainage structures and sewer lines.
- i. Identify all existing utilities within the project area.

3. Geotechnical Evaluations

- a. Conduct ground and pavement borings along the project to be used during pavement design, green infrastructure design and designing lighting and traffic signal foundations.
- b. Analyze cores to determine soil types and characteristics.

4. Initial Correspondence

- a. Begin coordination with various entities, such as but not limited to, private utilities, municipal utilities and outside agencies.
- b. Coordinate utility relocation cooperatively with Contractor whether known or unknown.

5. Permits

- a. Prepare and submit a Storm Water Pollution Prevention Plan (SWPPP).
- b. Prepare and submit required permits for all involved entities.

6. Phase I Plan Preparation

- a. Prepare pavement analysis for review.
- b. Conduct patching survey for existing pavement.
- c. Prepare preliminary plan and detail sheets.
- d. Identify water main and drainage improvements.
- e. Conduct crash analysis to identify any safety concerns.
- f. Prepare Maintenance of Traffic Analysis.

7. Landscape/Streetscape Design
 - a. Solicit feedback on specific landscape items from City staff.
 - b. Gather and present options for the streetscape features that are IDOT approved.
 - c. Prepare a composite of streetscape finishes.
 - d. Prepare landscaping exhibits for review.

8. Traffic Signals/IDS
 - a. Review existing traffic signal timings and identify any upgrades.
 - b. Revise traffic signal timing and crosswalk configurations.
 - c. Investigate opportunities for traffic signal coordination.
 - d. Refine intersection geometrics.
 - e. Prepare Intersection Design Studies (IDS) as necessary and submit to IDOT.

9. Lighting
 - a. Review existing lighting conditions.
 - b. Determine appropriate design requirements for lighting based on IDOT standards.
 - c. Evaluate decorative lighting options based on functional requirements.
 - d. Preliminary lighting and wiring layout to meet IDOT requirements and minimize utility conflicts.

10. QA/QC
 - a. Conduct an internal review of all project documents to ensure a complete and thorough design.
 - b. Provide a signed and approved QA/QC plan to the City for each phase/submittal of the project.

11. Administration
 - a. Continue to provide informational reports on program development to the City public relations team to be included on the City's website and other communication platforms. Provide a living website that is continually updated to inform residents and businesses of the project status, methods to submit questions and any public engagement activities.

 - b. Provide responses to all public inquiries during design.

 - c. Ensure compliance with applicable federal, state, and local design criteria.

 - d. Act as the liaison among the City, Treasury Department and all other Federal and State governments for the administration, compliance and reporting per the funding requirements.

 - e. Continue all public notification and involvement as required per the funding requirements.

12. Meetings
 - a. Schedule progress meetings every two weeks to meet with the City to discuss progress, design concerns and to solicit input.
 - b. Prepare meeting agendas.
 - c. Prepare monthly reports.
 - d. Notify utilities of time and place of required coordination meetings.
 - e. Schedule required meetings with outside agencies as required. Prepare agenda and exhibits as necessary.
 - f. Transcribe minutes of meetings in a timely fashion.