

**Request for Qualifications (RFQ)
for the
Brookfield Avenue Bridge Improvements
Construction Engineering Services**

RFQ Issued: July 21, 2020

Response Due: August 12, 2020 at 4:00 PM

The Village of Brookfield, Illinois (“the Requestor”) is issuing a Request for Qualifications (“RFQ”) from qualified Engineering firms to provide Phase III Construction Engineering Services related to the Brookfield Avenue Bridge Improvements.

To have your Qualifications considered, the documents must be submitted in a sealed envelope containing one (1) unbound original and three (3) bound copies, plainly marked:

**Phase III Construction Engineering Services
for the
Brookfield Avenue Bridge Improvements**

One PDF copy of the Statement of Qualifications should be emailed to Elyse Vukelich at EVukelich@brookfieldil.gov .

Qualifications must be received at the Office of the Village Manager, Village of Brookfield, 8820 Brookfield Avenue, Brookfield, Illinois 60513, no later than August 12, 2020 at 4:00 p.m. Qualifications received after the closing time and date will not be considered.

I. PROJECT OVERVIEW

Approximately 600 feet of Brookfield Avenue will be improved, which includes replacing the bridge crossing Salt Creek (approximately 135 feet including approach slabs).

II. DESCRIPTION OF PROJECT SCOPE

1. **Project Description** –The proposed bridge will be a single-span precast prestressed concrete I-beam with a reinforced concrete deck supported on drilled shaft abutments. The bridge cross section will include a 36-ft clear width, bordered by a 10-foot multi use path on one side and pedestrian railings. The proposed profile will be raised to accommodate the new bridge and tie to the existing profile near each end of the bridge. The existing pavement, curb & gutter, and sidewalks will generally match the existing condition.

The total estimated construction cost for this Project is \$2,800,000.

2. **Scope of Work** – Engineering for this Project will be funded in part with federal Surface Transportation Program - Local Bridge (STP-BR) dollars allocated to the Village of Brookfield. The construction contract will be let and administered by the Illinois Department of Transportation. Construction Engineering Services must follow the requirements of the Illinois Department of Transportation as they relate to federally funded projects.

The scope of services for Phase III Construction Engineering shall include pre-construction activities; as-built surveys; verification of quantities; utility coordination and conflict resolution; resident engineering services; meetings and coordination; material testing, inspection, and certification; record preparation and maintenance of documentation; pay estimate submittals; change orders; and other activities associated with construction engineering for project that would enable the project to be completed in a timely manner.

Quality Assurance (QA) oversight and Contractor's Quality Control must be performed by the respondent firm or one of its subconsultants. The firm must also provide all necessary vehicles and equipment to perform the required services.

The respondent firm must be prequalified by IDOT for Special Services – Construction Inspection.

Construction Engineering Services will be required from the Bid Letting Date through final acceptance of the construction contract. The anticipated timetable for this project will be a Bid Letting in January of 2021 with construction anticipated to begin in May and to be completed within 130 working days.

III. SUBMITTAL REQUIREMENTS

Submittals are required to include the following items:

1. **Letter of Interest**
2. **Project Understanding:** State in concise terms your understanding of the project, including its 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 III Construction Engineering services for a bridge replacement project similar to this project. Include the name of the project; organization/client; contact name, address, phone, and email; project value; and a brief project description.
4. **Subcontractors:** List any subcontractors and sub-consultants that may be used and their role and responsibilities. Include an overview of their relevant qualifications.
5. **Project Staffing:** 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.
6. **Additional Information and Comments:** Include any other information believed to be pertinent, but not specifically mentioned elsewhere.

IV. SELECTION PROCESS

General Purpose: The Village is seeking the most qualified firm to perform the required professional engineering services for this project. The Village will conduct negotiations for a contract and fee with the top ranked firm.

The selection of professional consultants is not based on competitive bidding, but on the firm's professional qualification experience, and expertise of key personnel to be assigned to the project.

Responses to the Request for Qualifications (RFQ): The prospective firm shall submit a response to the RFQ which will in turn be evaluated and ranked by Village staff. The highest-ranking firm will then be asked to submit a proposal.

The Village reserves the right to consider any proposal and to reject any and all proposals if doing so best serves the public interest.

Criteria for Section:

The following criteria will be used to evaluate and rank the submittals:

- 25 points Project Understanding
- 25 points Technical Project Approach
- 20 points Staff Capabilities/Qualifications of Firm
- 20 points Firm Experience/Past Performance
- 10 points Proximity of the engineering firm to the proposed project site and/or the agency's office.

V. TERMS AND CONDITIONS

Reserved Rights: The Village reserves the right to seek clarification of information submitted in response to this RFQ and/or request additional information during the evaluation process.

The Village reserves the right at any time and for any reason to cancel this consultant procurement process, to reject any or all proposals, or to accept an alternative proposal.

Incurred Costs: The Village will not be liable in any way for any costs incurred by consultants in replying to this Request for Qualifications or any part of the procurement process.

Inquiries – Any inquiries or requests for clarification should be directed to Tim Wiberg, Village Manager, via email to TWiberg@brookfieldil.gov no later than 4:00 PM on August 7th, 2020. Clarification will be provided in writing by reply email to all who have received an RFQ packet at that time. No clarification will be provided verbally, either in person or over the telephone, and no one other than the Village Manager is authorized to provide clarification on behalf of the Village.