

# Request for Qualifications (RFQ)

## Phase I Preliminary Engineering Services and Option to Perform Phase II Design Engineering Services for the Ogden Avenue Corridor Improvements Project

RFQ Issued: April 22, 2022

Response Due: May 11, 2022 (1:00 PM)

The Village of Brookfield, Illinois (“the Requestor”) is issuing a Request for Qualifications (“RFQ”) from qualified Engineering firms to provide Phase I Preliminary Engineering Services with an option to perform Phase II Design Engineering Services related to the Ogden Avenue Corridor Improvements Project.

In order to have your Qualifications considered, they must be submitted in a sealed envelope containing one (1) unbound original and three (3) bound copies, plainly marked:

### Phase I Preliminary Engineering Services with Option for Phase II Engineering Services for the Ogden Avenue Corridor Improvements Project

Faxed or emailed Qualifications will not be accepted.

**Qualifications must be received at the Office of the Public Works Director, Village of Brookfield, 4545 Eberly Avenue, Brookfield, Illinois 60513, no later than Wednesday, May 11, 2022 at 1:00 P.M. Qualifications received after the closing time and date will not be considered.**

## **I. PROJECT OVERVIEW**

The Ogden Avenue Corridor Improvements Project involves improvements to Ogden Avenue from Eberly Avenue to Custer Avenue. Ogden Avenue is owned and maintained by the Illinois Department of Transportation (IDOT). The west half of the intersection at Eberly Avenue is located in the Village of LaGrange. The east half of the intersection at Custer Avenue is located in the Village of Lyons.

## **II. DESCRIPTION OF PROJECT SCOPE**

The anticipated scope of construction work will include:

1. Removal and replacement of all curb and gutter, sidewalk, and driveway aprons
2. Installation of decorative brick pavers in the parkways
3. Installation of Roadway and Pedestrian Lighting
4. Installation of a new storm sewer to serve areas tributary to Ogden Avenue
5. Repairing deteriorated sections of the combined sewer
6. Installation of approximately 3,400' of water main
7. Intersection Improvements including Complete Streets review at Eberly Avenue, DuBois Boulevard, Maple Avenue, Prairie Avenue, and Custer Avenue
8. Re-aligning the Prairie Avenue intersection so that the south leg of Prairie Avenue lines up with the north leg of Prairie Avenue
9. Milling and resurfacing the pavement
10. Streetscaping improvements including decorative crosswalks, benches, and planters

## **III. GENERAL SCOPE OF ENGINEERING SERVICES:**

This project is being managed by the Village of Brookfield utilizing federal Surface Transportation Program (STP) funding. A separate contract will be entered into for providing Preliminary Engineering Services and Design Engineering Services.

All work will be done in accordance with the IDOT Bureau of Design and Environment (BDE) Manual.

The respondent firm and its subconsultant team must be prequalified by IDOT for Location/Design Studies – Rehabilitation, Special Studies – Location Drainage, Geotechnical Surfaces – Subsurface Explorations, Preparation of Plans, Specifications and Estimates – Roads and Streets, Traffic Signals, Landscape Architecture. Roadway Lighting – Typical.

The scope of Phase I Preliminary Engineering services for the project will include all services as required to prepare, submit, and secure approval from IDOT of the Project

Development Report (PDR). Preliminary Engineering Services will be required from the date of approval of the Preliminary Engineering Agreement through the final IDOT approval of the PDR.

The scope of Phase II Design services for the project includes preparing plans and specifications in accordance with the design scope, the PDR as approved, and the IDOT review process; assisting the Village in the ROW acquisition process (if necessary) and other related work to be described more fully in the Proposal and Agreement for Engineering Services. Design Engineering Services for the project will be required from the date of approval of the Design Engineering Agreement up to the Bid Letting Date.

#### **IV. MINIMUM SCOPE OF SERVICES (PHASE I):**

The overall scope of Phase I Services is intended to be inclusive of all items, exhibits, plans and submittals required to obtain Phase I Report.

##### Project Administration and Meetings

- Management of IDOT and FHWA kickoff and coordination meetings and preparation of meeting minutes
- Utility Coordination including IDOT summary forms and utility response letters
- Village coordination meetings and allowance for attendance at a minimum of three (3) Village Board meetings
- Public Engagement Meetings
- Any other site or coordination meetings necessary to ensure project completion
- Development of and hosting a project website

##### Survey

- Topographic survey
- Contours at 1-foot intervals
- Elevations at necessary cross sections, extending beyond the existing ROW – do we spell out what we need (e.g. 50' cross sections)
- Detailed survey at all locations of handicap accessible sidewalk ramps
- Utility survey of accessible features and incorporation of underground utility data from Village utility atlases
- Incorporation of utility agency information via JULIE markings and utility atlas information
- Establish existing Right-of-Way and property lines along the project corridor

##### Parking Demand and Circulation Analysis

- Analysis of existing non-conforming parking (e.g. parking within right-of-way, parking locations that require frequent, uncontrolled traffic across the sidewalk, etc.) and potential solutions to improve the parking

### Soil Borings and Pavement Cores

- Soil borings to a depth of approximately 20' along the route of the proposed storm sewer
- Pavement cores at an approximately 300' spacing

### Geometric Studies

- Analyze potential intersection improvements at all intersections including the following signalized intersections:
  1. Eberly Avenue
  2. Du Bois Boulevard
  3. Maple Avenue
  4. Prairie Avenue
  5. Custer Avenue
- Preparation of Intersection Design Studies at all signalized intersection.
- Analysis of turning movements at all intersections
- Prepare estimates of cost for all potential intersection improvements being considered

### Lighting

- Assist the Village with the selection of potential decorative lighting elements that are consistent with the overall design feel of the project.
- Preparation of preliminary lighting calculations to verify that multiple lighting fixtures can meet the required photometric requirements.
- Preparation of preliminary cost estimate for various options selected

### Traffic & Crash Analyses

- Traffic counts, and volume projections as necessary.
- Crash Analysis for the most recent 5 years of data
- Recommendations for measures to address safety issues identified during crash analysis

### Environmental Studies

- Environmental Survey Request Preparation
- Environmental Clearances
- Special Waste Assessment, including a Local Preliminary Environmental Site Assessment (PESA) for work not in IDOT ROW

### Preliminary Drainage Analysis

- Evaluation of existing drainage conditions and proposed drainage
- Evaluate drainage in accordance with WMO standards and applicable permits
- Completion of Location Drainage Study
- IDOT Drainage Approvals, as necessary

### Green Infrastructure Improvements

- Evaluate the opportunity to provide Green Improvements that can be included in the design of the project
- Include proposed locations, drainage benefits, estimates of cost, and future maintenance costs for each type of improvement considered

### Analyze Potential Funding Sources

- Evaluate potential aspects of the project that may make it eligible for grant funding sources other than STP funding including CMAQ, ITEP, etc.
- The evaluation should include a discussion of possible additional improvements that would make the project more likely to qualify for grant funding from these additional sources

### Construction Staging

- It is anticipated that at least one lane of traffic in each direction on Ogden Avenue will be maintained at all times during construction
- Evaluate traffic staging and provide recommendations for each of the main phases of work
- Approval of a Traffic Management Plan

### Preliminary Plans

- Existing and proposed typical sections
- Preliminary easement and ROW needs
- Preliminary ADA design as required by the BDE Manual
- Establish alignment and stationing
- Prepare cross sections every 100', at all driveways, cross streets and at other locations as required.
- Proposed preliminary plan and profile sheets

### Public Input Meetings

- Meeting and coordinating the proposed improvements at the Eberly Avenue intersection with the Village of LaGrange.
- Meeting and coordinating the proposed improvements at the Custer Avenue intersection with the Village of Lyons.

- Preparation of notices, handouts, comment forms and materials and staffing necessary for all required public information meetings in accordance with IDOT BDE Manual Requirements.

#### Phase I Report

- Preparation of pre-final and final versions of the Project Development Report including attachments.

## **V. RFQ SUBMITTAL REQUIREMENTS**

Submittals are required to include the following items:

### **1. Letter of Interest**

### **2. Project Understanding (5 Page Maximum)**

State in concise terms your understanding of the projects, including scale, type, and unique elements.

### **3. Experience and References (5 Page Maximum)**

List a minimum of three (3) prior projects, with references, that best support your qualifications to provide Phase I and,Phase II Engineering services for 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**

For Phase I (Preliminary Engineering), list any subcontractors and sub-consultants 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 (Preliminary 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 (2 Page Maximum)

Include any other information believed to be pertinent, but not specifically mentioned elsewhere.

## VI. SELECTION PROCESS

**General Purpose:** The Village is seeking the most qualified firm to perform the required professional preliminary, and design engineering services for this project without the consideration of fees. The Village will conduct negotiations for a contract and fee for Phase I Preliminary Engineering with the top ranked firm. The Village reserves the right to continue negotiations in the future for subsequent phases with the same top ranked firm or to request qualifications and select another firm for subsequent phases.

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 for Phase I Preliminary Engineering Services.

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 Selection:

Responding firms will be ranked in order of performance from this evaluation of firm's qualifications relative to the evaluation criteria.

The evaluation criteria are as follows:

Technical Approach	30%
Firm Experience	25%
Staff Capabilities	25%
Past Performance	10%
In-State or Local Presence	10%
Total	100%

## VI. 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.

**Communications:** Any communication regarding this RFQ must be in writing and directed to Mr. Carl Muell, Director of Public Works, Village of Brookfield, 4545 Eberly Avenue, Brookfield, Illinois 60513 or through email at [cmuell@brookfieldil.gov](mailto:cmuell@brookfieldil.gov).