



CITY OF HOMETOWN

Request for Qualifications (RFQ)

Phase II Design Engineering Services and
Phase III Construction Engineering Services
for
ADA Ramp Improvement Project

RFQ Issued: <u>Friday, January 17, 2020</u>
Response Due: <u>4:00 P.M. Monday, February 3, 2020</u>

The City of Hometown, Illinois (“Requestor”) is issuing a Request for Qualifications (“RFQ”) from qualified Engineering firms to provide Design Engineering and Construction Engineering services related to the ADA Ramp Improvement Project (“Project”).

Documents related to the Project Overview, Description of Project Scope, Scope of Services, Submittal Requirements and Selection Process can be obtained by sending an email request to Mary Jo C. Hacker, City Clerk at clerkmj@comcast.net.

In order to have your Qualifications considered, they must be submitted in a sealed envelope containing two (2) original copies, plainly marked:

Phase II & III Engineering Services for
ADA Ramp Improvement Project
City of Hometown

Qualifications must be received at the Office of the City Clerk, City of Hometown, 4331 Southwest Highway, Hometown, Illinois 60456, no later than 4:00 P.M. Monday, February 3, 2020. Qualifications may be submitted by mail, delivery service, or in person. Faxed or emailed Qualifications will not be accepted. In-person deliveries will only be accepted weekdays between the hours of 9:00 AM and 4:00 PM. Qualifications received after the closing time and date will not be considered.

The City of Hometown is receiving Invest in Cook funds from the county, which will be used in funding the design, construction and construction engineering services for this Project. Written policies and procedures for QBS as describe herein meet the requirements of 23 CFR 172 and the Brooks Act.

1. **Initial Administration** – The City of Hometown QBS policy and procedures assign the responsibility to the City Clerk for the procurement, management, and administration for consultant services.
2. **Written Policies and Procedures** – The City of Hometown considers its adopted QBS written policies and procedures to be in accordance with Section 5-5 of the BLRS Manual, and specifically Article 5-5.06(e); therefore, approval from IDOT is not required.
3. **Project Description** – The Project includes removing and replacing monolithic curb/sidewalk sections to achieve acceptable ADA ramp slopes; pavement restoration with hot-mix asphalt, landscape restoration, and other ancillary items.

The Project is located at eighty-eight (88) various corner locations within the City of Hometown as shown on the attached map.

The total estimated construction cost for this Project is \$180,000.

4. **Scope of Work** – Engineering for this Project will be funded by Invest in Cook Grant dollars allocated to the City of Hometown, through application to and approval of Cook County. Design and Construction Engineering Services must follow the requirements of Cook County as outlined in the Grant.

The scope of services for Phase II Design Engineering shall include the collection of topographic survey information as needed, design of new sidewalk grades meeting ADA requirements, preparation of proposed plans, specifications, and bidding documents in accordance with respective policies and procedures of the Illinois Department of Transportation, Cook County, and the City of Hometown; the submittal and obtainment of an IDOT permit for work done with ion State ROW. The consultant must submit 60% Preliminary and 100% Final plans, specifications, and estimates to Cook County for review and approval and address the county review comments per the IGA.

The firm must also provide all necessary vehicles and equipment to perform the required services. The respondent firm must be prequalified by IDOT for Highways – Roads and Streets Design Engineering Services. The anticipated timetable for this project will be an April 2020 Letting.

The scope of services for Phase III Construction Engineering shall include pre-construction activities; construction layout; 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 roadway reconstruction 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 April of 2020 with construction anticipated to begin in June and to be completed within 40 working days.

5. Public Notice – The City of Hometown will post an announcement on the City website www.cityofhometown.org and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on the website.

The Project was placed on the City of Hometown website on Friday, January 17, 2020 and remains available for public viewing through the submittal date of February 3, 2020.

6. Conflict of Interest – The City of Hometown follows Section 5-5.04 of the BUREAU OF LOCAL ROADS AND STREETS MANUAL concerning determining conflicts of interest.

7. Suspension and Debarment – The City of Hometown will use SAM Exclusions and IDOT’s CPO’s website to verify suspensions and debarments actions to ensure the eligibility of firms short-listed and selected for projects.

8. Evaluation Factors – The City of Hometown allows the Director of Public Works to set the evaluation factors for each project but must include a minimum of five criterion and stay within the established weighting range. The maximum of DBE and Local Presence combined cannot factor more than 10% on projects where federal funds are used. Project specific evaluation factors are as follows:

Project Specific Selection Criteria and Weighting:

- Qualifications of Firm/Firm Experience (20%)
- Project Approach (20%)
- Staff Capabilities (30%)
- Workload Capacity (10%)
- References/Previous Work Experience (20%)

9. Selection – The City of Hometown requires a minimum of a two (2) person selection committee. The selection committee members eligible for this Project will include the Mayor, the City Clerk, and the Public Works Director. The selection committee members must certify that they do not have a conflict of interest. The City of Hometown requires each member of the selection committee to provide an independent score for each proposal prior to the selection committee meeting.

The selection committee members’ scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews (if conducted) to develop a final ranking. If there are other firms within 5% of the minimum score, the Public Works Director may choose to expand the short list to include more than three firms.

10. **Independent Estimate** – The City of Hometown will prepare an independent in-house estimate for the Project prior to contract negotiation. The estimate is used in the negotiation.
11. **Contract Negotiation** – The City of Hometown requires a two (2) person team to negotiate with firms. The team consists of the Mayor and the City Clerk. Members of the negotiation team may delegate this responsibility to staff members.
12. **Acceptable Costs** – The City of Hometown requires the Project Manager to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to the County.
13. **Invoice Processing** – The City of Hometown requires the Project Manager assigned to any project using grant funds to review and approve all invoices prior to payment and submission to Cook County for reimbursement.
14. **Project Administration** – The City of Hometown requires the assigned Project Manager to monitor work on the Project in accordance with the contract and to file reports as required. The City of Hometown's procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in City of Hometown consultant information database. The City of Hometown follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT District office at contract close-out along with the final invoice.
15. **Submittal Requirements** – Any firms interested in providing the above scope of services to the City shall express that through the submission of a Letter of Interest and a Statement of Qualifications. That Statement should include the following information:
 - a. The name of the firm, corporate office address, closest office address, and a brief history of the firm.
 - b. A statement that the firm is able to provide all of the services in the Scope of Services list above with current in-house staff, or if not, a specific listing of those services the firm will provide in-house and those it proposes to provide through sub-consultants.
 - c. Narratives of the individual who would be assigned as the City of Hometown's main point of contact and other key personnel who might be assigned to provide the scope of services outlined above, as well as an organizational chart of all persons employed locally by the firm who will be part of this scope of work.
 - d. A listing of other municipalities for whom the firm currently provides similar services, including the primary contact at each municipality.
 - e. Related project experience of the firm during the last five years, including project name, project description, client name, client contact information, month and year completed, construction cost, and the total fee charged the client. Copies of the firm's registration with the State of Illinois as an Illinois Professional Design Firm and copy of the firm's Prequalification with the Illinois Department of Transportation indicating they are prequalified in the category of Highways – Roads and Streets.

- f. Any additional information not listed above that may be useful and helpful in determining the qualifications of the firm, provided however, that the total submittal does not exceed thirty single sided (30) pages.
 - g. The firm's response to the RFQ should clearly demonstrate a thorough understanding of Project specifics and challenges and provide a detailed proposed approach to successfully completing the Project. Responses which are generic, nonspecific to the subject work, or that simply reiterate the tasks listed in this RFQ typically will be viewed as less desirable. Submittals that reflect thoughtful, innovative, comprehensive, and cost-effective understanding in developing a proposed approach typically are viewed more favorably.
16. **Inquiries** – Any inquiries or requests for clarification should be directed to Mary Jo C. Hacker, City Clerk, via email to clerkmj@comcast.net, no later than 4:00 PM on January 28, 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 City Clerk is authorized to provide clarification on behalf of the Village.
17. **Terms and Conditions** – The City reserves the right to seek clarification of information submitted in response to this RFQ and/or request additional information during the evaluation process. The City 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.
18. **Incurred Costs** – The City shall not be held liable in any way for any costs incurred by consultants in replying to this Request for Qualifications or any part of the procurement process.
19. **Communications** – During the selection process any communication regarding this RFQ must be in writing and directed only to Mary Jo C. Hacker, City Clerk, via email at clerkmj@comcast.net.