



REQUEST FOR QUALIFICATIONS

Village of Beecher

Phase II Preliminary Engineering Services

Penfield Street

Submission Deadline: NO LATER THAN 4:30 P.M. ON MONDAY, NOVEMBER 26TH TO THE BEECHER VILLAGE HALL, 625 DIXIE HIGHWAY, P.O. BOX 1154, BEECHER, IL 60401
Published: on the Village of Beecher website beginning Monday, October 22, 2018.

GENERAL INFORMATION

The Village of Beecher invites Statements of Qualifications from IDOT pre-qualified engineering firms to assist the Village in completing Phase II Preliminary Engineering for the Penfield Street Improvement. The project is being funded with STP funds administered through IDOT. The project must adhere to Village, FHWA and IDOT standards as required.

This project proposes to reconstruct Penfield Street into a two-way urban roadway.

SCOPE OF WORK

The selected firm shall perform Phase II Preliminary Engineering services as required and in a professional and satisfactory manner. All work must be completed in accordance with the policies and standards of the Village, IDOT, and FHWA.

The anticipated scope of services shall include but is not limited to the following:

Phase II work shall consist of the preparation of plans, specifications, and estimates along with any other bid or pre-bid documents, which may be required by the Village of Beecher. The consultant will be responsible for obtaining all necessary approvals and permits for completing the project on time and within budget. The projected letting for this project is March of 2020.

The consultant may be required to make occasional presentations at Village Board Meetings, Public Works Committee Meetings, or other meetings.

PROPOSAL CONTENTS

The SOQ should be organized by the four areas listed below. Elements listed under each part must be included in the submittal.

- A. Firm's Background. — Maximum of two pages.
Describe the general background and experience of your firm as it relates to this project.

- B. Firm's Qualifications - Maximum of ten pages.
The firm shall identify experience completing projects of similar size and scope for federally funded projects with emphasis on completing projects on time and within budget, including any unique qualifications relevant to this project.
 - 1. Provide projects for which your firm completed Phase II Preliminary Engineering services for a similar project. The projects should have been completed within the last five years. No more than two pages for each project.
 - 2. Describe your firm's familiarity with the local conditions and the Village.
 - 3. Include any other relevant information you believe is specific to the project.

- C. Firm's Key Project Personnel — Maximum of four pages.

Identify the management, design, and office staff proposed and their project responsibilities for this project. Include resumes of Project Manager, Project Engineer, and key staff. Resumes are not included in the maximum page count.

D. Firm's Project Understanding and Approach — Maximum of three pages.

Describe how our firm has approached similar projects in the past, the firm's level of understanding of this project and funding sources, and how the firm would approach this project.

AGREEMENT TYPE

The selected firm will utilize the standard IDOT Engineering Services Agreement For Federal Participation. The agreement will be between the selected firm and the Village and shall be based on the specific scope after both parties have met. The agreement shall be a "Cost Plus Fixed Fee" type on a time and material basis with a not to exceed amount.

QUALIFICATIONS

The selected firm must possess the ability, experience, and reputation for quality service necessary to produce a high-quality and functional product. To ensure that key personnel are capable of providing an acceptable level of service to the Village, the following minimum qualifications must be met:

1. The selected firm must have previous experience in dealing with municipal governments.
2. The selected firm must have recent experience with similar Federally Funded projects.
3. The Project Manager must be a registered professional engineer of the discipline required for this specific service and currently licensed in the State of Illinois.

SELECTION

Upon receipt of the SOQ's, the Village will evaluate and rank each submittal using the Evaluation Criteria. The Village will select the highest ranked firm deemed the most qualified for the project. The highest ranked firm will be contacted to negotiate the scope of services and contract fee. Should the Village and highest ranking firm be unable to reach an agreement regarding the terms of a contract, the Village may initiate negotiations with the second ranked consultant, and so on until an agreement is reached with a qualified firm.

DEADLINE

Three copies of the responding firm's "Statement of Qualifications" are required. The submittal shall be in a sealed envelope bearing the name and address of the firm and "Statement of Qualifications for Penfield Street Improvement". The Statement of Qualifications shall be submitted no later than 4:30 p.m. on Monday, November 26th Only

submittals meeting the requirements of this request shall be considered. Mailing Address and Questions may be sent to the following:

Mr. Robert Barber
Village Administrator
Village of Beecher
625 Dixie Highway
P.O. Box 1154
Beecher, IL 60401
bobadm@villageofbeecher.org

EVALUATION CRITERIA

Responding firms will be ranked in order of performance from this evaluation on firm's qualifications relative to the evaluation criteria. The evaluation criteria are as follows:

1. Experience and Qualifications of Firm: 20%
2. Experience and Qualifications of Staff: 20%
3. Project Understanding and Technical Approach: 20%
4. Past Performance: 20%
5. Ability of Firm and Key Personnel to Meet Project Schedule: 20%

Questions regarding the project and SOQ process should be directed to Bob Barber at (708) 946-2261.