



REQUEST FOR QUALIFICATIONS

DOWNTOWN STREETSCAPE PHASE I, II, AND III ENGINEERING SERVICES

The Village of Port Byron requests qualifications to provide professional consultant services for Phase 1, 2, and 3 Engineering for the Downtown Streetscape project (Main Street) from Linn Street to Rock River Street. The Village will evaluate firms' qualifications in accordance with the evaluation criteria set forth herein.

FUNDING SOURCES: Illinois Department of Transportation ITEP Grant & Local Match for Phase 1 Engineering. Phase 2 and 3 Engineering funding will be determined at a later time.

DUE: Qualification-based responses will be accepted until **3:00 p.m., March 14, 2019**. Responses/Statement of Qualifications (SOQ) received after that date and time will not be considered. The Proposals will be reviewed by a Village selection committee.

SUBMITTALS:

All proposals should be sealed and identified on the outside as: **DOWNTOWN STREETSCAPE AND MOBILITY ENHANCEMENT PROJECT SOQ**

DELIVERED TO:

Village of Port Byron
Re: (Firm Name)
Attn: Barbara Cray, Village Clerk
120 South Main Street
PO Box 438
Port Byron, IL 61275-0438

Submit **seven (7) paper copies and one (1) electronic version (CD or emailed to Wayne Oney)** of the Response to Request for Qualifications.

CONTACT FOR QUESTIONS:

Wayne Oney, Trustee
Phone: (309) 738-1940
Email: d.wayneoney@mchsi.com

LEGAL NOTICE

The Village of Port Byron will accept sealed Statements of Qualifications until **3:00 p.m., March 14, 2019** to provide Phase 1, 2, and 3 Engineering Services for its Downtown Streetscape and Mobility Enhancement project. The completion time for Phase 1 Engineering is estimated at 12-18 months.

Response packets are available online at <https://portbyronil.com/> or at the Port Byron Village Hall.

Responses not physically received by the Village by 3:00 p.m., March 14, 2019, will be returned unopened to the firm. All proposals should be addressed to:

Village of Port Byron
Re: (Firm Name)
Attn: Barbara Cray, Village Clerk
120 South Main Street
PO Box 438
Port Byron, IL 61275-0438

The Village reserves the right to reject any or all responses, or to withhold selections of short listed teams for any reason it may determine, or to waive or decline irregularities in any submittal.

I. **PROJECT DESCRIPTION**

The Village plans to reconstruct Main Street from south of Linn Street to Rock River Street. The project will include replacing all the sidewalk with ADA-compliant sidewalks, ramps, crosswalk, and entrances into buildings. The project is anticipated to contain streetscape and beautification elements; however, the final concept will be reviewed and finalized during Phase 1 Engineering.

The project preliminary design is programmed for ITEP funding, with the Village anticipating to request and receive additional ITEP funding for Phase 2 and Phase 3 engineering and construction costs.

Need, Purpose, & Objective of the Project

The purpose of this Request for Qualifications is to seek SOQs from qualified engineering consultants to complete Phase 1, 2, and 3 Engineering services for the Downtown Streetscape and Mobility Project. The Village will only be contracting for Phase 1 Engineering with the funding that is available at this time. Upon completion of Phase 1 Engineering, the Village will evaluate the selected consultant’s performance and determine if it wishes to continue working with the consultant for Phase 2 and Phase 3 Engineering once funding is available.

The purpose and objective of the project is to reconstruct Main Street to provide multimodal transportation and streetscape elements for pedestrians, bicyclists, and commuters. The project will transition the downtown to be ADA compliant, improve parking, and improve the roadside aesthetics.

Expected Challenges

Anticipated problems expected throughout the project include:

- Parking
- Obtaining ADA Access to Buildings
- DOT Variances Expected, But Not Limited To:
 - Desired Cross-Section Widths
 - Required Roadway Cross Section Slopes
 - Required Side Street Profile Grades

RFQ Timetable

Advertise for QBS Begin	By February 28, 2019
Request for Qualifications Due By	March 14, 2019 @ 3:00 p.m.
Evaluate Statement of Qualifications	March 15 – April 1, 2019
Contract Scoping & Negotiations	April 2 – May 3, 2019
Phase I Engineering Board Approval	May 20, 2019

Total Project Budget

The current total estimated cost of the Downtown Streetscape project is estimated between \$2 million and \$4 million depending on the final scope of work determined by the Village. This includes Phases 1, 2, and 3 Engineering and contingency. The scope of work and total project budget may be reduced if the Village does not receive the anticipated additional ITEP grant funding for Phase 2 & 3 Engineering and Construction costs.

Anticipated Project Schedule

- | | |
|-------------------------------|--------------------------------|
| ○ QBS Process | February 2018 – March 2019 |
| ○ Engineering (1) Contracting | April 2019 – May 2019 |
| ○ Phase 1 Engineering | May 2019 – November 2020 |
| ○ ITEP Grant Application | December 2020 – May 2021 |
| ○ Engineering (2) Contracting | June 2021 – September 2021 |
| ○ Phase 2 Engineering | September 2021 – December 2022 |
| ○ Bidding & Construction | January 2023 – December 2023 |

II. SCOPE OF SERVICES

The Village of Port Byron is requesting proposals from qualified firms for Phase 1 (Study / Preliminary Engineering), Phase 2 (Preparation of Contract Documents), and Phase 3 (Construction Engineering Services) for streetscape improvements in the Port Byron Downtown area. The streets to be included in the effort include Main Street, Hickory Street, Walnut Street, Cherry Street, and Lynn Street. The approximate limits of the project are more specifically described as follows:

- Main Street from 15 feet south of the south edge of pavement of Rock River Street to the 50 feet south of the south edge of pavement of Lynn Street.
- Hickory Street from Main Street to 80 feet east of the east back of curb of Main Street.
- Walnut Street from the Canadian Pacific Railroad to 25 feet west of the west back of curb on Illinois Route 84.
- Cherry Street from the Canadian Pacific Railroad to 25 feet west of the west back of curb on Illinois Route 84.
- Lynn Street from Main Street to 25 feet west of the west back of curb on Illinois Route 84.
- Limits noted are still considered approximate and the project scope will require tying proposed elements into existing elements using good engineering judgement.

PHASE 1 SERVICES

The Consultant's role will be to carry out the scope of work described in this document. The Consultant may modify the stated scope if, based on its professional experience and knowledge, it can provide an approach that will more effectively address the goals of this project. However, the Consultant shall, at a minimum, satisfy the requirements of the Illinois Department of Transportation (IDOT).

The selected Consultant will be responsible for the following tasks:

- Perform field surveying, data gathering, JULIE design stage locates, review and incorporation of Village standards, coordination with Village Staff, roadway geometric and grade calculations, and other data and calculations necessary to complete the Phase I Project Development Report (PDR).
- Assist in the downtown planning to help finalize design elements.
- Develop a concept layout for the project that includes the integration and coordination of the Great River Trail, the Canadian Pacific Railroad, public dock access, public parking, existing Memorials, statuary, and park elements.
- Environmental assessment and permitting.
- Preliminary design plans.
 - Typical Sections
 - Roadway Plan & Profile Sheets
 - ADA Ramp & Intersection Grading Details
 - Drainage Plans
 - Cross Sections
- Various IDOT Village or Public Coordination to Fulfill Phase 1 Documentation
- Obtain necessary design variances from IDOT.
- Complete AutoTurn turning movements for intersections to design intersection radii to comply with IDOT design vehicle requirements.
- Identification of all easements and right-of-way acquisitions.
- Prepare and submit meeting minutes for all meetings other than Village Board meetings.
- Suggest phasing of the project based on budget parameters set by the Village.
- Identify alternative parking arrangements to be incorporated in suggested project phasing.
- Develop opinions of probable construction costs.
- Attend Village Board Meetings to present project progress.
- Lead Village Committee Meetings.
- Lead public open house and project presentation.
- Deliver final Project Development Report (PDR) with preliminary documents.

The estimated required meetings to attend include the following:

- One (1) project kickoff meeting with Committee.
- Two (2) planning and zoning or business owner meetings (determine concept).
- Six (6) design development meetings with Committee.
- Three (3) meetings with the Public Works Department and Village Engineer.
- Three (3) Village Board progress meetings (i.e. 30 percent, 60 percent, and 90 percent).
- One public open house (90 percent).
- Three (3) meetings with IDOT.
- One (1) meeting with the Canadian Pacific Railroad (if required).

The Village of Port Byron is preferential to visual presentations and graphics to communicate design concept and intent. The Consultant will provide PowerPoint presentations and/or renderings for the Village Board Meetings and meetings with business owners.

All prepared presentations will be made available for future Village use.

Additional deliverables include the following:

- A binder of all design development meeting minutes and Public Works / Village Engineer meeting minutes.
- Open house display materials.
- Potential public hearing display materials
- A final Project Development Report.

The Consultant shall determine, if applicable, long-term IDOT plans, Canadian Pacific Railroad plans, United States Army Corps of Engineering plans, Electric and Gas Utility plans, and Bi-State Regional plans. The developed Phase I Streetscape Plan shall incorporate and/or allow for the possibility of these long range plans.

The Consultant shall manage and assist in the IDOT plan and approval process. The Consultant shall manage and assist in the submissions, if required, to other agencies, departments, and commissions that also oversee the future development of the impacted areas.

PHASE 2 SERVICES

The Consultant shall prepare an Agreement for the Village Board's approval. The Agreement will provide a detailed scope of work that is necessary to prepare contract documents to bid and construct the project. Included in the agreement shall be the Consultant's fees and design schedule. A complete and detailed Agreement shall be submitted that includes a specific scope of work. However, the submitted Agreement shall incorporate the following:

- Prepare final plans and construction contract documents. The consultant shall incorporate recommendations from Phase I study into the contract documents.
- Prepare recommended easement descriptions & exhibits/plats (if required).
- Assist the Village with solicitation of specialty agents (negotiator, appraisal, and review appraiser) and property acquisition of easements (if required).
- Furnish the Village opinions of the probable construction cost as the project documents are developed. Prior to bidding, the Consultant shall furnish the Village with a final opinion of the probable construction cost.
- Submit progress reports to the Village Board, to be utilized at the regular Board meetings.
- Prepare project specifications and coded pay items to conform to the IDOT Standard Specifications for Road and Bridge Construction.
- Submit plans to IDOT for its review and comment on a schedule determined by the Illinois Department of Transportation.
- Upon finalizing the contract documents, the Consultant will meet one time with the business owners to educate the business community on the project construction impacts. The Consultant will also present the alternative parking strategies that will be utilized to help mitigate the impacts to the businesses.
- Prepare and submit meeting minutes for all meetings other than Village Board meetings.

- Assist in bidding the project. Bidding procedures will conform to the IDOT policies and standards and will be on a State Pre-Scheduled letting.
- Make a Contractor award recommendation to the Village of Port Byron.

PHASE 3 SERVICES

The Consultant shall prepare an Agreement for the Village Board's approval. The Agreement will provide a detailed scope of work that will provide Construction Engineering Services that are in line with the project budget as well as conforming to the Contractor's projected construction schedule. A detailed agreement, including a scope of work, shall be submitted after bids have been received. However, the submitted Agreement shall incorporate the following:

- Conduct a preconstruction meeting.
- Provide full-time construction observation/inspection of the Contractor's construction activities, including IDOT quality assurance (QA) requirements
- Provide construction staking and layout.
- Administrate the construction contract.
- Review of all material testing reports and shop drawings submitted by the Contractor
- Participate in weekly progress meetings with the Contractor and Owner, or Owner's representative.
- Provide documentation of Contractor's progress relative to the project schedule.
- Prepare of record drawings.
- Measure and verifying quantities.
- Prepare Payment Applications.
- Assist the Village and IDOT in evaluating Change Orders.
- Assist the Village and IDOT in preparing Field Orders.
- Request additional testing be performed by the Contractor if materials appear to differ significantly from those represented in submitted material testing reports.
- Verify installed materials conform to project specifications and approved shop drawings.
- Assist the Village with project closeout and standard IDOT audit requirements.
- Coordinate the project communications with IDOT.

III. SUBMISSION REQUIREMENTS

CONTENTS OF PROPOSAL

Proposal should provide responses to each section in the same order presented herein. Interested Consultants are invited to submit proposals that contain the following information:

1. Introduction (Cover letter)
2. Company Overview & Local Presence
3. Firm Experience & Specialized Expertise
4. Past Performance
5. Key Personnel/Professional Qualifications
6. Project Understanding & Approach

1. Introduction (Cover Letter)

The introduction letter should be no more than 1 page and include:

- a. Name of consultant, consultant address, phone number, Illinois Professional Engineering Design Firm Registration Number, and name of contact person, including title, phone number, and email address.
- b. A brief statement of the proposer's understanding of the scope of the work to be performed.
- c. A brief statement regarding your firm and qualifications.
- d. A clear and concise response as to why the Village of Port Byron should select your firm for this work.
- e. Any other information that the Proposer feels appropriate.

2. Company Overview & Local Presence

- a. Describe your firm by providing date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe your firm's local presence, office locations and total number of professional staff.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Proposer's firm to handle the proposed project.

3. Firm Experience & Specialized Expertise

- a. Describe your firm's experience working with small municipalities and working on local agency projects.
- b. Describe your firm's experience and expertise with downtown master planning and implementation of concept during design/construction phases.
- c. Describe your firm's experience with landscaping/hardscaping on streetscaping project.
- d. Describe you Firm's experience and expertise with processing federally-funded IDOT projects.
- e. Describe your firm's experience and expertise assisting communities with funding, grant writing, and municipal advisor services.

- f. Provide a detailed statement of this project, describing the scope of work and items that may require your firm's experience and expertise.
- g. Describe any sub-consultants that your firm proposes to use.

4. Past Performance

- a. Provide three (3) to six (6) examples of similar downtown, streetscape, or roadway planning and/or reconstruction projects your firm worked on in the last ten (10) years. Include project size and description, location, phase involvement and all other pertinent project facts. Include the name of the government agency, project title, name of agency representative, and phone number of the representative.

5. Key Personnel/Professional Qualifications

- a. Identify the project team who would be assigned to act for your firm in key positions to provide the services described in scope of services, and the role each would play on this project. The Village desires for an AICP-certified urban planner be part of the initial concept planning and meeting with stakeholders.
- b. Include resumes for each such staff member designed above, including name, title, education, credentials, and type of experience. List relevant representative projects on which they have worked. If a member of the project team is a sub-consultant, please indicate the consultant they work for on each team member's resume.

6. Project Understanding & Approach

- a. Clearly describe the unique approach, methodologies, knowledge and capability to be employed in the performance of the scope of services.
- b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the scope of services for consideration.
- c. Include a general project schedule and estimated completion date with the understanding that the Village is interested in moving forward as quickly as possible with the plan. The Village intends on submitting for an ITEP grant to pay for Phase 2 Engineering & Construction costs, upon completion of Phase 1 Engineering.

CONFLICTS OF INTEREST

The firm, by submitting their Response/SOQ, hereby certifies that they do not have any conflicts of interest, per BLR 5-5.04. A statement of such shall be included with each Statement of Qualifications submitted.

SELECTION CRITERIA

The Village of Port Byron reserves the right to accept or reject any or all proposals. All proposals become the property of the Village of Port Byron. The Village shall evaluate each potential contractor in terms of:

1. Specialized experience and technical competence in the type of work required;
2. Past performance on projects with Municipalities or projects in Port Byron in terms of cost control, quality of work, and compliance with performance schedules; and
3. Professional staff qualifications necessary for satisfactory performance of required services;
4. Project understanding and described approach;
5. Location in the general geographical area of the project and knowledge of the locality of the project. Provided that application of this criterion leaves an appropriate number of qualified Consultants, given the nature and size of the project.

➤ Firm Experience	(15%)
➤ Specialized Expertise	(15%)
➤ Past Performance	(20%)
➤ Key Personnel/Professional Qualifications	(15%)
➤ Project Understanding & Approach	(25%)
➤ Local Presence	<u>(10%)</u>
○ TOTAL	100

In the event of a tie, oral interviews may be held with those Consultants. As a result of the interviews, the Village of Port Byron will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible. Notification will be provided of the final ranking of the three (3) most highly qualified applicants.

CONTRACT DEVELOPMENT

Contract discussion and negotiation will follow award selection. Respondents must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFQ, or developed subsequently during the selection process.

The agreement will be based on a lump sum, fixed price, or cost reimbursement (“not to exceed”) basis, with payment terms to be negotiated with the selected respondent. Phase 2 and 3 services will be contingent on the Village of Port Byron receiving grant funding from the Illinois Department of Transportation.

The contract shall not be considered executed unless signed by the authorizing representative of the Village of Port Byron. The contract may be extended beyond the original term by agreement of both parties.

COMPLIANCE WITH LAWS

The selected firm agrees to be bound by all applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the contract.