



VILLAGE OF MAYWOOD

Request for Qualifications (RFQ)

Phase III Construction Engineering Services for

Washington Boulevard Improvements Project
Surface Transportation Program (STP)

RFQ Issued: Tuesday, June 21, 2022

Response Due: 4:00 P.M. Thursday, July 7, 2022

The Village of Maywood, Illinois (“Requestor”) is issuing a Request for Qualifications (“RFQ”) from qualified Engineering firms to provide Construction Engineering services related to the Washington Boulevard Improvements 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 Village Clerk, Gwaine Dianne Williams, at gwilliams@maywood-il.org.

In order to have your Qualifications considered, they must be emailed to: Village Clerk, Gwaine Dianne Williams, at gwilliams@maywood-il.org.

The subject line of the email must read: **Phase III Construction Engineering Services for Washington Boulevard Improvements Project**

Qualifications must be received by the Office of the Village Clerk, no later than 4:00 P.M. Thursday, July 7, 2022. Qualifications received after the closing time and date will not be considered.

The Village of Maywood is receiving federal funds, which will be used in funding the 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 Village of Maywood QBS policy and procedures assign the responsibility to the Public Works Director for the procurement, management, and administration for consultant services.
2. **Written Policies and Procedures** – The Village of Maywood 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 reconstructing the existing pavement with hot-mix asphalt, full curb and gutter replacement, intermittent combined sewer repairs, replacement of drainage structures and storm sewer laterals, ADA sidewalk ramp improvements, replacement of lighting system, traffic signal improvements at existing signalized intersections, pavement markings, landscape restoration, and other ancillary items.

The Project is located on Washington Boulevard within the Village of Maywood, between the west Village limits and 9th Avenue. The project length is approximately 4,250 feet (0.80 miles) and the pavement width edge to edge is 38.0 feet typical.

The total estimated construction cost for this Project is \$5,625,000.

4. **Scope of Work** – Engineering for this Project will be funded in part with Federal Surface Transportation Program (STP) dollars allocated to the Village of Maywood, through application to and approval of the local planning council. 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; 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 November of 2022 with construction anticipated to begin in March of 2023 and to be completed within 110 working days.

5. **Public Notice** – The Village of Maywood will post an announcement on the Village website www.maywood-il.org and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 15 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 Village of Maywood website on Tuesday, June 21, 2022 and remains available for public viewing through the submittal date of Thursday, July 7, 2022.

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

7. **Suspension and Debarment** – The Village of Maywood 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 Village of Maywood 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%)
- Work Load Capacity (10%)
- References/Previous Work Experience (20%)

9. **Selection** – The Village of Maywood requires a three (3) person selection committee. The selection committee members for this Project will include the Village Manager, the Director of Public Works, and the Director of Community Development. The selection committee members must certify that they do not have a conflict of interest. The Village of Maywood 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 Director of Public Works may choose to expand the short list to include more than three firms.

10. **Independent Estimate** – The Village of Maywood 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 Village of Maywood requires a three (3) person team to negotiate with firms. The team consists of the Village Manager, the Village Attorney, and the Director of Finance. Members of the negotiation team may delegate this responsibility to staff members.
12. **Acceptable Costs** – The Village of Maywood 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 IDOT.
13. **Invoice Processing** – The Village of Maywood requires the Project Manager assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
14. **Project Administration** – The Village of Maywood requires the assigned Project Manager to monitor work on the Project in accordance with the contract and to file reports as required. The Village of Maywood’s procedures require an evaluation of the consultant’s work at the end of each project. These reports are maintained in Village of Maywood consultant information database. Village of Maywood 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 Village 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 Village of Maywood’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 not exceed thirty single sided (30) pages.

- g. The firm's response to the RFQ should clearly demonstrate a thorough understanding of the 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 Mr. John West, Director of Public Works, via email to jwest2@maywood-il.org , no later than 4:00 PM on July 5, 2022. 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 Director of Public Works is authorized to provide clarification on behalf of the Village.
17. **Terms and Conditions** – 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.
18. **Incurred Costs** – The Village 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 Mr. John West, Director of Public Works, via email at jwest2@maywood-il.org.