



**REQUEST FOR QUALIFICATIONS (“RFQ”)
FOR PROFESSIONAL ENGINEERING SERVICES**

**University Park Metra Station Reconstruction Project
Phase I Engineering**

TWELVE (12) COPIES & ONE (1) ELECTRONIC COPY OF THE RESPONSE TO BE SUBMITTED

**RFQ#: 2020-12-01
December 9, 2020**

All responses must be addressed and returned to:

Attention: Village Clerk, RFQ#: 2020-12-01
Village of University Park
44 Town Center Drive
University Park, IL 60484

RESPONSES MUST BE RECEIVED NO LATER THAN 5:00 P.M. CST, ON JANUARY 8, 2020

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INTRODUCTION

The Village of University Park (“Village”) invites the submission of Qualifications (“Proposal” or “Response”) from professional design and engineering services firms for the **Request for Qualifications (“RFQ”) for Professional Engineering Services for the University Park Metra Station Phase I Engineering Project**. The intent of the RFQ is to identify qualified Respondents having demonstrated experience, expertise and resources to provide the Services as further described in the Scope of Services. "Respondent(s)" means the entities that submit Proposals in response to this RFQ. The Respondent(s) awarded an Agreement pursuant to this RFQ, if any, are sometimes referred to herein as "Consultant(s)." "Agreement" refers to an agreement awarded to a Consultant.

The Village will receive and evaluate engineering consultant proposals with statement of qualifications, relevant experience, references, availability, and project approach to perform Phase 1 Engineering services for all work associated with the preparation of preliminary engineering and environmental studies and permits for the rehabilitation of the existing Metra Station as outlined in the scope of work below. This facility has not been improved or updated since its construction in 1977. Phase I is expected to last 24-36 months.

Submit ten (10) copies of proposals and one (1) electronic copy for consideration no later than **5:00 P.M. on January 8, 2020** at:

Attention: Village Manager, RFQ#: 2020-12 01
Village of University Park
44 Town Center Drive
University Park, IL 60484

The ad for this project was placed on the Village’s website. Questions regarding this RFQ must be submitted in writing, sent by mail or email, directed to Ernestine Beck-Fulgham at ebeck-fulgham@university-park-il.com no later than **5:00 P.M. on December 14, 2020**.

The Village anticipates the following schedule:

RFQ posted to the Village website	December 9, 2020
Proposer Inquiry Deadline	December 14, 2020
Response to Inquiries	December 18, 2020
Qualifications Due Date	January 8, 2020
Evaluation of Proposals	January 2021
Contract Award	February 2021

The Village Manager reserves the right to reject any submittal that deviates from the submittal requirements. No additional or missing documents will be accepted after the due date and time except as may be requested by the Village Manager.

PROJECT BACKGROUND, SCOPE, AND SCHEDULE

Project Background

This project will consist of Phase 1 Engineering for the University Park Metra Station and parking lot. The station was constructed in 1977 and has had minimal updates or improvements over the past 42 years. The station in its current state is susceptible to flooding. Metra users regularly are wading through water to access the train. University Park, Will County, and Metra have all gathered and reviewed the issues of this station. All entities identified the need for station, lot, and land use improvements. Across University Parkway is Governors State University (GSU). GSU and Kankakee County have buses utilizing the station. Will County and University Park are committed to creating a Will County Gateway with this improvement project.

Project Scope

Once Phase 1 is complete, University Park, Metra, and Will County will be able to utilize CMAQ, Transportation Enhancements, and STP funds for Phase 2 and Construction. University Park has put this station in their request for a Capital Bill.

Phase I preliminary engineering services for this project includes the preparation and approval of all preliminary engineering documents required by the Federal Highway Administration (FHWA), the Illinois Department of transportation (IDOT), and the affected railroad companies. The services include but are not limited to: Phase I Engineering and relevant architectural and transportation documents.

The project will be administered by the Village and will require DBE participation. The requirements for Design Services shall vary according to the specific needs of the project. It is anticipated that the project will require IDOT project approvals.

As part of the Phase I Services, the Consultant must verify that the Scope of Services to be performed is fully developed, detailed and complete. This is a complete reconstruction of the parking lot, pedestrian tunnel, and commuter platform. This will include more specifically:

- Preparation of the appropriate type of Phase I report, generally expected to be an Environmental Assessment and Combined Design Report;
- Attendance, as required, at all community meetings and preparation of all exhibits and other materials for these meetings or Village community events;
- Modification of any Phase I documents to incorporate either IDOT, Village, County, or other agency comments;
- Preparation of support documentation for Phase I review by other agencies, including the Metra, Regional Transportation Authority, Illinois State Historic Preservation Agency, the Army Corps of Engineers, the Illinois Environmental Protection Agency, the Illinois Department of Transportation, Aqua, the Illinois Department of Natural Resources, the Forest Preserve District of Will County, and other agencies, as required;
- Preparation of mailings to affected property owners, to affected agencies, to other Village agencies and to other parties as required;
- Inspection of sewers within and adjacent to the project including television inspection of existing sewers, hydrologic and hydraulic studies and recommendations as required to obtain approvals needed for the projects;

- A cost estimate prepared on construction trades category basis, in sufficient detail to permit a review of the design and to make value engineering reductions or substitutions in the Scope of Services as may be necessary to keep the project within the budget;
- Process and complete Office of Underground Coordination (OUC);
- Context Sensitive Solutions (CSS) process in accordance with IDOT's BDE Procedure Memorandum (Number 48-06). The CSS process will be a collaborative, interdisciplinary approach involving all stakeholders in an effort to develop an appropriate transportation facility that will fit into its physical environment while preserving scenic, aesthetic, historic and environmental resources. Stakeholders may include, but not be limited to, residents and landowners, businesses, community and historic advocates, elected officials, Local, State and Federal government agencies. The CSS process includes consultant shall evaluate and recommend design elements to fit the project context, then present to stakeholders to solicit feedback on the specific project elements. The approved project elements are then incorporated into the project;
- Coordinate with utility companies to obtain atlases and other utility related drawings, incorporate utilities into the CADD file, and identify potential conflicts;
- Perform geotechnical investigations and prepare geotechnical reports;
- Collect traffic counts and prepare traffic and parking projections and analyses, including coordination with the Chicago Metropolitan Agency for Planning (CMAP);
- Prepare Environmental Survey Requests and any required state and federal environmental reports, including but not limited to wetland delineations/reports and Wetland Impact Evaluation forms, tree surveys, special waste assessments (PESA), noise and air quality analyses, Section 106 and Section 4(f) evaluations;
- Perform a drainage analysis and prepare existing and proposed drainage plans;
- Confirm lighting and security improvements to be incorporated into the project and develop associated quantities and costs;
- Incorporate electrical engineering needs throughout project;
- Analyze the construction phasing plan and maintenance of traffic during construction, confirming any detour route(s) which will be required during construction;
- Prepare concept-level designs for at least two alternatives and evaluate each alternative based on a variety of factors including but not limited to, environmental impacts, right-of-way impacts, utility impacts, and safety. Select a Preferred Alternative in coordination with the Village and other project stakeholders;
- Prepare preliminary engineering plans including plans, profiles, and cross sections for the Preferred Alternative;
- Perform land survey, including American Land Title Association Survey, topographic survey, and determine any additional needs, including for new right-of-way investigation and identify land acquisition needs;
- Evaluate pavement replacement needs, including the replacement of pavement with permeable pavers wherever possible;
- Design replacement of all curb and gutter, aprons, and other driving surfaces;
- Develop landscape plan for entire project area, including replacement of landscape islands;
- Evaluate pedestrian access throughout the site and reconfigure and redesign sidewalks wherever appropriate;
- Address grading throughout site to ensure positive drainage, Americans with Disabilities Act compliance, and safe access to the platform and tunnel;

- Complete design needed to remove and replace the **raised commuter median platform, shade and weather structure, and covered access to the pedestrian tunnel**. We anticipate appropriate architectural renderings, including lighting (LED should be utilized), access information, and signage;
- Consideration of solar power opportunities throughout and recommendations thereto;
- All elements of the tunnel, including HVAC, warming station, subsurface water concerns, shall be evaluated for replacement and rehabilitation;
- Pedestrian and bicycle access shall be incorporated into the design recommendations.

Project Schedule

The Consultant must prepare a project schedule, including a Services breakdown, which depicts the project with key milestones. Design schedule must be updated monthly and at a minimum must include:

- Key decision points in the design process including the securing of all temporary easements, utility coordination and other items which require coordination;
- Responsible parties for each decision;
- Start for each activity;
- Expected finish for each activity;
- Rough meeting schedules;
- Critical path items.

All schedules must be made available to the Village in an electronic format as well as a graphic format.

Meetings

The Consultant will be required to meet with the Village and other agencies for project kickoff, project plan reviews, and plan submittals. The meetings must serve as a forum to discuss and resolve issues in the design process.

Minutes of all meetings must be prepared in a format approved by the Village and distributed by the Consultant within three working days of the meeting. The Consultant must also be responsible for maintaining a list of action items which must be updated at each meeting.

As deemed appropriate by the Village, the Consultant may be asked to attend coordination meetings with other municipal agencies and local government officials, utilities and others. The Consultant may be asked to assist the Village in preparation of agenda, review plans and specifications and other support documentation for coordination meetings.

Design Standards

The design must be in accordance with the latest IDOT Specifications and Standards. Design shall account for pedestrian, bicycle, and green infrastructure. Additionally, as part of considerations for bicycle and pedestrian facilities, it should be noted that regional bicycle and pedestrian should be incorporated into the design, where possible.

Additionally, as part of considerations for bicycle and pedestrian facilities, it should be noted that the

Village will be completing Phase I Engineering for a proposed sidepath that will connect the western Metra Parking lot to an existing sidepath that terminates at University Parkway and Cicero Avenue.

Estimates

The Consultant is responsible for the preparation of preliminary cost estimates for construction. Preliminary cost estimates must be in a unit price format approved by the Village. The Consultant must prepare an Engineer's Estimate of Cost which will be used as the basis for the evaluation of the bid tabulations. All cost estimates must be prepared in Microsoft Excel format.

Administration

The Consultant is responsible for all utility coordination and securing of all permits for all design work to be performed, including agreements with the affected railroads. The Consultant must contact all appropriate agencies for which force work estimates are required. The Consultant must prepare letters on the Village's behalf, if asked to do so, requesting this information and must monitor the progress of all easement and force work requests necessary for construction.

The Consultant must prepare monthly progress reports and invoices. These progress reports and invoices must be in the format approved by the Village and must be submitted no later than the tenth day of the month after which Services have been performed.

Survey

The Consultant is responsible to establish measurements, calculations, and field work necessary to establish line and grade for Roadway/Highway improvement. Surveys also include topographic surveys, determining boundaries, writing descriptions of specific parcels of land and the installation and restoration of monuments. The Consultant must have a surveyor, licensed in the State of Illinois on staff or as a sub-consultant.

SUBMITTAL REQUIREMENTS

- **Number of copies.** Submit ten (10) copies of proposals and one (1) electronic copy (emailed).
- **Format.** Proposals must be prepared on standard 8 ½" x 11" letter size paper in 12-point font. The Village encourages the use of materials containing recycled content. Proposal not to exceed 12 pages, excluding accompanying resumes, project sheets, and other supplemental information.
- **Cover Letter.** A statement must be signed by an authorized representative of the firm committing to provide the services within the proposed schedule(s). Also, provide the contact person for this RFQ, their phone number and email address. Indicate for which Project(s) the proposal(s) is/are being submitted.
- **Project Understanding.** Provide a brief, less than one page, description of the project, as understood by the proposer.
- **Project Approach.** A narrative must delineate the general understanding of the scope and expected duties and the approach/methodology Respondent is proposing to complete the required Services. Please include project schedule. Not to exceed four pages.
- **Key personnel and company experience.** Identify the project manager and key personnel committed to provide the Services within the proposed schedule, state their role and areas of responsibility/activities. Provide details about the company experience in designing similar projects. Provide an organizational chart of team firms that will be performing on this Project. Include involvement by DBE firms. Include resumes and qualifications of key personnel that respondent proposes for performance of the services.
- **Commitment to meet Disadvantaged Business Enterprise ("DBE") goals.** Provide a plan delineating the various anticipated categories and/or disciplines of work/services to be provided by DBE firms. Provide the names and qualifications for the prospective DBE firms that you plan to use to fulfill the participation goals of **20%** for the Project.
- **Disclosure Statement.** The Village requires all consultants to fill out a disclosure statement with the application. The Village uses IDOT's [BDE DISC 2 Template](#) for disclosure statements.

EVALUATION CRITERIA

The Evaluation Committee will review the submittals in accordance with the following criteria:

- Accurate and full understanding of the project scale, type, unique elements, and general approach to achieve the project goals. – (30%)
- Demonstrated success of proposed approach/methodology in past or current similar projects, including sub-consultants. – (30%)
- Availability and strength of committed personnel. – (15%)
- Organizational staffing plan to accomplish the goals and objectives of the project. – (15%)
- Commitment to meet the DBE goals. – 10%

SELECTION

The Request for Qualifications will be reviewed by representative(s) from the Village and/or other representatives later identified (“Evaluation Team”). Upon receipt of proposals, the Evaluation Team will select three (3) firms it feels are qualified for the project and notify all applicants.

Criteria	Points	Firm 1	Firm 2	Firm...
Project Scope	(30)			
Similar Project	(30)			
Strength of Personnel	(15)			
Staffing Plan	(15)			
DBE Goals	10			
Total	100			

The Evaluation Team may choose to conduct interviews, oral presentations and/or seek clarification from selected Respondents. The Village of University Park will then contact the consulting firm the Evaluation Team finds most qualified for the project to negotiate the scope of services and contract fee. Should the first selected firm be unable to reach an agreement regarding the terms of a contract, the Village of University Park may enter into negotiations with another consultant/engineering firm of the top three (3) selected, and so on until an agreement is reached with a qualified firm. This will be a qualifications-based selection. **The Village intends to award an agreement with a 36-month term, with the option for two extensions of 12 months each.**

The Village reserves the right to terminate this procurement at any stage if it is determined to be in the best interest of the Village. In no event will the Village be liable to Respondents for any cost or damages incurred by Respondents or other interested parties in connection with the procurement process, including but not limited to any and all costs of preparing responses to the RFQ and participation in any conferences, oral presentation or negotiations.

All responses submitted to the Village are subject to the Freedom of Information Act. Respondent agrees not to pursue any cause of action against the Village about disclosure of information.

No Village of University Park elected official, officer, or employee who participates in the procurement, management, or administration of engineering services contracts or subcontracts has, directly or indirectly, any financial or other interest in connection with the proposed engineering contracts or subcontracts.

No person or entity performing services for the Village of University Park has, directly or indirectly, any financial or other interest in any real property to be acquired for the project.

The firm has no suspension and debarment actions as specified in federal regulation 2 CFR Part 1200 and 2 CFR Part 180.