

Village of Rosemont

Request for Qualifications/Statement of Interest

RFQ

Corridor Safety Improvements – River Road and Balmoral Avenue

December 17, 2018

The Village of Rosemont, Illinois, hereby solicits qualified and interested firms to submit statements of qualifications (“Qualifications”) for providing all services, supervision, labor and equipment necessary to provide the Village with Phase I and Phase II Engineering Services for Corridor Safety Improvements – River Road and Balmoral Avenue, in accordance with federal, state and local laws and regulations (both current and as amended).

OVERVIEW OF THE VILLAGE OF ROSEMONT:

The Village of Rosemont is a unit of local government within the State of Illinois, located immediately northwest of Chicago, which was incorporated 1956 and has population of 4,343. The governing body is the Village Board, which is comprised of seven elected members (Village President and six Trustees) and assisted by an elected Village Clerk.

An average of 75,000 – 100,000 visitors are welcomed and served daily by the Village of Rosemont and more than 20,000 employees commute to the Village daily to work at various types of organizations, from small hometown shops to multi-national corporate headquarters. Located between Chicago O'Hare International Airport and the City of Chicago, the Village of Rosemont provides a premier destination for meetings, conventions, tradeshows and entertainment.

GENERAL INFORMATION:

Definition: Request for Qualifications (RFQ) is a method of procurement permitting discussions with responsible Professionals prior to negotiation of a contract. Qualifications will be opened and evaluated in private. Selection will be based on the criteria set forth herein.

Receipt and Handling of Qualifications: Qualifications shall be opened in private by the Selection Committee to avoid disclosure of contents to competing Professionals.

Evaluation of Submittal: The Qualifications submitted by Professionals shall be evaluated in accordance with the criteria set forth in the RFQ.

Evaluation: Evaluation of Qualifications will be done by a 2 person Selection Committee established pursuant to the Village’s Quality Based Selection Policy and Procedures. The evaluation criteria set forth herein are to be utilized in the evaluation of qualifications for development of the short list of Professionals to be considered for interviews and/or potential negotiations. Individual criteria will be assigned varying weights at the Village’s discretion to reflect relative contract importance.

Professionals are required to address each evaluation criteria and to be specific in presenting their qualifications.

1. Technical Approach: Proposed methodology, QA/QC procedures, innovations, etc. Demonstrated quality assurance procedures and schedule to ensure a timely, effective and professional provision of services. (Weighted at 30%)
2. Similar Project Experience: The Firm's general experience, stability, and history of performance on projects similar to the one under consideration. Three (3) similar projects shall be provided. Key staff and their role on the Firm's similar projects shall be identified. (Weighted at 20%)
3. Project Team/Staff Capabilities: The education, experience, and expertise of the Firm's key employees as they relate to the proposed scope of services and to the degree to which the services meet the needs of the Village. Key staff resumes shall be provided for review of qualifications, competence, and past performance. (Weighted at 20%)
4. Overall Completeness of Submittal: Meeting the requirements of the of the RFQ as stated herein including requested information and attached documents. (Weighted at 15%)
5. Work Load Capacity: Present workload with attention to current and future commitments of firm and available personnel, particularly those key persons expected to be assigned to the project. (Weighted at 15%)

Professional are required to address each evaluation criterion and to be specific in presenting their qualifications. Submitters shall also complete and submit the "Submitter of Qualifications" and the "Financial Information & Potential Conflicts of Interest Disclosure" forms attached hereto.

The Village will evaluate the Professionals submitting qualifications; while considering qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the Professional, approach to the project, ability to furnish the required services, and such other qualification-based factors as the Village may determine in writing are applicable.

Selection: Based of the evaluations, the Village shall select no fewer than three Professionals, which it determines to be the most qualified to provide services regarding the specific project. The Village shall then contact the Professional ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, considering the estimated value, scope, complexity, and professional nature of the services to be rendered. If fewer than three Professionals submit Qualifications and the Village determines that one or both of those Professionals are so qualified, the Village may proceed to negotiate a contract as set forth herein.

Selection shall be made of the Professional deemed to be fully qualified and best suited among those submitting Qualifications, based on the factors involved in the RFQ.

It is the intent of the Village of Rosemont to select the Professional whose Qualifications meet or exceed the requirements as outlined herein. Information and/or factors gathered during interviews, presentations,

negotiations and any reference checks, in addition to the evaluation criteria stated in the RFQ, and other information or factors deemed relevant by the Village, shall be used in the final selection decision.

Negotiations: The scope of proposed services as included in the Village's RFQ will be used as a basis for negotiations with the highest qualified Professional at compensation that the Village determines in writing to be fair and reasonable. In making this decision, the Village shall consider the estimated value, scope, complexity and professional nature of the services to be rendered.

If the Village is unable to negotiate a satisfactory contract with the Professional which is most preferred, negotiations with that Professional shall be terminated. The Village shall then begin negotiations with the firm, which is next preferred. If the Village is unable to negotiate a satisfactory contract with that Professional, negotiations with that Professional shall be terminated. The Village shall then begin negotiations with the Professional which is next preferred.

If the Village is unable to negotiate a satisfactory contract with any of the selected Professionals, the Village shall re-advertise the project based on a re-evaluation of the architectural, engineering, or land surveying services requested, including the estimated value, scope, and complexity.

Notice of Unacceptable Submittal: When the Evaluation Committee determines a Professional's Qualification to be unacceptable, such Professional shall not be afforded an additional opportunity to supplement its Qualifications.

Authority: This Request for Qualifications is issued pursuant to applicable provisions of the Local Government Professional Services Selection Act, 50 ILCS 510/1, et seq. and the Village's Quality Based Selection Policy and Procedures.

Reserved Rights: The Village of Rosemont reserves the right at any time and for any reason to cancel this Request for Qualifications, to reject any or all qualifications, or to accept an alternate qualification. The Village reserves the right to waive any immaterial defect in any qualification. The Village may seek clarification from a Professional at any time and failure to respond promptly is cause for rejection.

Incurred Costs: The Village of Rosemont will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

Addendum: Should the Professional require any additional information about this RFQ, please fax to the Village (847) 696-2717 or e-mail (raimondim@villageofrosemont.org) any questions by the deadline as outlined in the Schedule of Events. ALL changes to these specifications are valid only if they are included by Written Addendum. NO interpretation of the meaning of the RFQ documents will be made orally. If any addenda are required, all addenda will be faxed and/or e-mailed to a Professional if a Notice of Intent to Submit Qualifications has been completed and faxed to the Village. Failure of the Professional to receive any such addendum shall not relieve the Professional from obligations under this RFQ as submitted. All addenda so issued shall become part of the Qualifications. Failure to request an interpretation constitutes a waiver to a later claim that ambiguities or misunderstandings caused a Professional to improperly submit Qualifications.

Rejection of Qualifications/RFQ's, Waiver of Irregularities: Village of Rosemont reserves the right to reject any or all qualifications, to waive irregularities, and to accept that qualification which is in the best interest of the Village. Any such decision shall be considered final.

Compliance with Laws: The Professional hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the Village to terminate this Request for Qualifications.

References: A minimum of three (3) references where services of a similar nature have been provided must be listed as required herein.

DIRECTIONS FOR SUBMISSION:

Qualified individuals or firms are to electronically submit (1) PDF copy via e-mail and one (1) hard copy of the completed Qualifications along with any support documentation to:

Mayor Bradley A. Stephens
Village Hall
9501 W. Devon Avenue
Rosemont, IL 60018
C/O Michael Raimondi at: raimondim@villageofrosemont.org

All data and documentation submitted as part of this RFQ shall become the property of Rosemont, Illinois. After a contract is executed, all Qualifications, responses, documents, and materials contained in the RFQ shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

All Qualifications must be received by **4:00 p.m. (CST) on January 15, 2019**. Absolutely no Qualifications will be accepted after the time specified. Late Qualifications shall be rejected and returned unopened to the sender.

ANTICIPATED CONSULTANT SELECTION SCHEDULE:

December 17, 2018	RFQ Issued
January 9, 2019	All Questions regarding RFQ faxed to Michael Raimondi at 847-696-2717 or E-mail at raimondim@villageofrosemont.org by 12:00 P.M. (CST)
January 15, 2019	RFQ due at 4:00 P.M. (CST)
January/February 2019	Staff Evaluation and Short Listing of Firms
February 2019	Consultant Selection
March/April 2019	Agreement Negotiation
August 2021	Anticipated (Construction) Letting

PROJECT DESCRIPTION & SCOPE:

This Request for Qualifications (RFQ) based submittal is for contracting with a qualified engineering firm to assist the Village of Rosemont in developing Phase I and Phase II Engineering for safety improvements at various location within the Village. All work shall conform to IDOT/FHWA policies and procedures for federal aid projects and will be completed under applicable BLR and BDE Manuals.

The Village Rosemont has received a commitment for \$4,257,000 in Federal Highway Safety Improvement Program funds from IDOT for this project. The selected consultant will provide the necessary traffic safety, Phase I and Phase II Engineering services at the following locations:

1. River Road — Foster Avenue to Devon Avenue
2. Balmoral Avenue — Mannheim Road Exit Ramps/TNP Lot Entrance to River Road

Improvements anticipated to be included in the design are as follows:

- A. Traffic Signal Modification at various intersection locations.
- B. All work necessary for the installation of Flashing Yellow Arrow signals
 - i. Installation of retroreflective backplates
 - ii. Traffic Signal Cabinet Upgrades
 - iii. Installation of PTZ cameras
 - iv. Installation of Accessible Pedestrian signals
 - v. Installation of LED Illuminated Street Name Signs
 - vi. Special Traffic Signal features for improved pedestrian safety and mobility
- C. Pedestrian Traffic signal or other controlled pedestrian crossing treatments at Williams Avenue and River Road
- D. Accessibility modifications for improved pedestrian mobility, safety and ADA/PROWAG compliance of all pedestrian accessways at all intersections and throughout the corridors
- E. High visibility "wet/night" pavement marking
- F. Upgraded traffic signing

Anticipate Work Items may include, but are not limited to the following:

Phase I:

- A. Limited Stakeholder Outreach (Village, IDOT, ISTHA)
- B. Finalize project development, including project scope and estimated (programming) costs
- C. Assistance to the Village for acquiring additional project funding (as needed), including preparation of funding application(s) and revision/update of the previously prepared HSIP Benefit-Cost analysis.
- D. Traffic counts at up to 24 intersection locations during the AM, Mid-Day and PM Peak hours.
- E. Topographic survey
- F. Preliminary Environmental Site Assessment (PESA)

- G. Various studies, including but not limited to the following:
 - i Pedestrian Origin and Destination Study/Proposed Pedestrian Routing Plan
 - ii Crash Analysis
 - iii Alternatives Analysis for Pedestrian/intersection Control (River Road and Williams Avenue)
- H. Preliminary Accessibility (sidewalk, curb ramps and crosswalks) Design
- I. Preparation of up to (3) three Intersection Design Studies (IDS)
- J. Preparation of CE I Categorical Exclusion documents and associated IDOT coordination.

Phase II:

The Phase II engineering agreement to be negotiated near completion of Phase I services

- A. Preliminary Site Investigation (as necessary)
- B. Traffic Signal Design
- C. Roadway Lighting Design
- D. Accessibility (sidewalk, curb ramps and crosswalks) Design
- E. Pavement Marking and Signing Plan Design
- F. Preparation of contract plans, specifications, cost estimate, and other documents and exhibits necessary for the project
- G. Preparation of all bidding documents and post-letting plan revisions
- H. Coordination with utilities
- I. Permit Coordination

(Phase I) agreement duration shall begin upon the receipt of the Notice to Proceed from IDOT/FHWA, which is anticipated in the Summer/Fall of 2019 with an anticipated project letting in Summer/Fall of 2021.

It is the intent to solicit interest from those firms that are prequalified by the Illinois Department of Transportation to perform this type of work.

SUBMITTAL FORMAT REQUIREMENT:

When preparing submittals for the Village of Rosemont, the following requirements shall be adhered to and presented in the order listed below, each bulleted item shall be separated and labeled using fixed tab dividers and be limited to one (1) page each unless otherwise noted.

- Cover letter transmitting the proposal on the firm's letterhead describing the composition and proposal contents, the primary point of contact, and that person's contact information.
- Table of Contents with page numbers, identifying the approach, resumes, etc. and use double-sided printing.
- Section 1: Project Understanding/Approach Summary. Demonstrate a clear vision of the project outcome, as well as the methodologies and philosophies necessary to achieve the desired outcome. Summary shall be limited to two (2) pages.
- Section 2: Organization. Listing of key staff, presented in an overall organizational chart format, with roles and responsibilities of each.
- Section 3: Key Staff Resumes. Project Manager/key staff members must be clearly identified in the proposal, and the resumes of the Project Manager and key staff and sub-contractor staff must be included. Resumes shall be limited to one (1) page each. All resumes shall CLEARLY differentiate between work experience gained at the current firm and work experience gained while working for other firms. Resumes should indicate the number of years of experience in the profession and number of years of experience with the firm for each project team member. Professional registration information, awards, and training shall also be provided.
- Section 4: Similar Projects. Provide a minimum of three (3) and up to four (4) ongoing or completed projects within the last five (5) years of similar Scope and magnitude that demonstrate the firm or team has experience in performing work requested by the Village. Project resumes shall be a half page each and a maximum of two (2) pages.
- The following shall be included with the Request for Qualification submittal:
 - o Certificate of Eligibility/IDOT Statement of Experience and Financial Condition (SEFC) Acceptance Letter,
 - o Affidavit of Availability or a list equivalent to Part 1 indicating same required information for all active and pending contracts/commitments.

REFERENCES:

List three (3) references that you have done similar work, service or supplied similar products to within the last twelve (12) months (Only correct contact names and phone numbers will be acceptable).

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Email Address:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Email Address:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Email Address:

Contact Person:

AUTHORIZED NEGOTIATORS:

Name: _____

Phone #: _____

Title: _____

Name: _____

Phone #: _____

SUBMITTER OF QUALIFICATIONS CERTIFICATION

CERTIFICATIONS:

Vendor/Firm certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended. Yes
 No

Vendor/Firm certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 LCS 130/1-12) Yes No

Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Medical and Health Care Services Provider Corporation |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Real Estate Agent |
| <input type="checkbox"/> *Partnership | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> * *Corporation | <input type="checkbox"/> Tax Exempt Organization (IRC 501(a) only) |
| <input type="checkbox"/> Not-for-Profit Corporation | <input type="checkbox"/> Trust or Estate |

*State full names, titles and addresses of all responsible principles and/or partners on attached sheet.

I have carefully examined the Request for Qualifications/Statement of Interests, and any other documents accompanying or made a part of this Request for Qualifications/Statement of Interests.

I verify that all information contained in this Qualification is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Qualification on behalf of the firm as its act and deed, and that the firm is ready, willing, and able to perform if awarded the contract.

I further certify, under oath, that this submittal of Qualification is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a submittal for the same product or service. No officer, employee or agent of the Village of Rosemont or any other Professional is interested in this Qualification and that the undersigned executed this Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

* *State of Incorporation _____

SIGNATURE PAGE

RUBBER STAMPED, FAXED, MAILED, COPIED, OR TYPED SIGNATURE WILL DISQUALIFY YOUR BID/SUBMITTAL
MUST BE AN ORIGINAL SIGNATURE

(Individual - Partnership - Company - Corporation)

(Business Address)

(City, State and Zip Code)

(By Printed Name and Signature)

(Title)

(Witness Signature)

(Title)

(Telephone No)

(Fax No.)

(Date)

(Email)

RETURN WITH STATEMENT OF INTEREST

Village of Rosemont

**Financial Information &
Potential Conflicts of Interest
Disclosure**

Contractor Name		
Legal Address		
City, State, Zip		
Telephone Number	Email Address	Fax Number (if available)

Disclosure of the information contained in this form is required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500). Vendors desiring to enter into a contract with the Village of Rosemont must disclose the financial information and potential conflict of interest information as specified in this Disclosure Form. This information shall become part of the publicly available contract file. This Form A must be completed for statements of interest in excess of \$50,000, and for all open-ended contracts. This Form A must also be completed for subconsultant agreements with an annual value of more than \$50,000 from subconsultants identified in Section 20-120 of the Illinois Procurement Code and all open-ended subconsultant agreements. **A publicly traded company may submit a 10K disclosure (or equivalent if applicable) in satisfaction of the requirements set forth in Form A. See Disclosure Form Instructions.**

DISCLOSURE OF FINANCIAL INFORMATION

1. **Disclosure of Financial Information.** The individual named below has an interest in the FIRM (or its parent) in terms of ownership or distributive income share in excess of 5%. **(Make copies of this form as necessary and attach a separate Disclosure Form A for each individual meeting these requirements.)**

FOR INDIVIDUAL (type or print information)
NAME: _____
ADDRESS: _____ _____
Type of ownership/distributable income share: Stock <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> (explain on separate % or \$ value of ownership/distributable income share: _____

2. **Disclosure of Potential Conflicts of Interest.** Check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If the answer to any question is "Yes", please attach additional pages and describe.

- (a) Village of Rosemont employment, currently or in the previous three years, including contractual employment of services.

Yes No

If your answer is yes, please answer each of the following questions.

- 1) Are you currently an officer or employee of the Village of Rosemont? Yes No
-

- (b) Village of Rosemont employment of spouse, father, mother, son, or daughter, including contractual employment services in the previous two years?

Yes No

If your answer is yes, please answer each of the following questions.

- 1) Is your spouse or any minor children currently an officer or employee or appointee of the Village of Rosemont?

Yes No

- 2) If yes, please explain.
-

- (c) Elective status; the holding of elective office of the Village of Rosemont, currently or in the previous three years?

Yes No

- (d) Relationship to anyone holding elective office currently or in the previous two years; spouse, father, mother, son or daughter?

Yes No

- (e) Appointive office; the holding of any appointive government office of the Village of Rosemont, currently or in the previous three years?

Yes No

- (f) Relationship to anyone holding appointive office currently or in the previous two years; spouse, father, mother, son or daughter?

Yes No

- (g) Employment, currently or in the previous three years, as or by any registered lobbyist of the state/municipal government?

Yes No

- (h) Relationship to anyone who is or was a registered lobbyist in the previous two years; spouse, father, mother, son, or daughter?

Yes No

- (i) Compensated employment, currently or in the previous three years, by any registered election or re-election committee registered with the Secretary of State or any county clerk of the state of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?

Yes No

- (j) Relationship to anyone; spouse, father, mother, son, or daughter; who was a compensated employee in the last two years by any registered election or re-election committee registered with the Secretary of State or any county clerk of the state of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?

Yes No

3. **Communication Disclosure.** Disclose the name and address of each lobbyist and other agent of the firm or offeror who is not identified in Section 2 of this form, who has communicated, is communicating, or may communicate, with any state officer or employee concerning the statement of interest, bid or offer. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the process and throughout the term of the contract. If no person is identified, enter "None" on the line below:

Name and address of person(s): _____

4. **Suspension or Debarment Disclosure.** For each of the persons identified under Sections 2 and 3 of this form, disclose whether any of the following has occurred within the previous 10 years: suspension or debarment from contracting with any governmental entity; professional licensure discipline; bankruptcies; adverse civil judgments and administrative findings; and criminal felony convictions. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the procurement process and term of the contract, if the bid or offer is successful. If no person is identified, enter "None" on the line below:

Name of person(s): _____
 Nature of disclosure: _____

APPLICABLE STATEMENT

This Disclosure Form A is submitted on behalf of the INDIVIDUAL named on previous page. Under penalty of perjury, I certify the contents of this disclosure to be true and accurate to the best of my knowledge.

Completed by: _____
 Signature of Individual or Authorized Officer Date

NOT APPLICABLE STATEMENT

Under penalty of perjury, I have determined that no individuals associated with this organization meet the criteria that would require the completion of this Form A.

This Disclosure Form A is submitted on behalf of the FIRM listed on the previous page.

 Signature of Authorized Officer Date

The firm has a continuing obligation to supplement these disclosures under Sec. 50-35 of the Procurement Code.