

REQUEST FOR QUALIFICATIONS

**PHASE I PRELIMINARY ENGINEERING
PHASE II DESIGN ENGINEERING &
PHASE III CONSTRUCTION ENGINEERING SERVICES**

**for the Greenwood Township Road District's
West Thompson Road Realignment Federally Funded
Project**

Submission Deadline: no later than 3:00 PM on April 14, 2023

GENERAL

Greenwood Township Road District (Road District) will accept Statement of Qualifications from IDOT pre-qualified firms in Phase I, Phase II, and Phase III Engineering services for the West Thompson Road Realignment Project without the consideration of fees. The scope of work includes all the tasks necessary for the completion of Phase I Project Development Report (PDR), Phase II contract plans prepared in accordance with IDOT and FHWA policies, procedures and standards, and Phase III construction engineering services in accordance with IDOT Bureau of Construction policies and procedures for Federally funded projects. The project will consist of the roadway realignment of West Thompson Road at its intersection with Hogbac Road.

SCOPE OF WORK

The selected firm shall perform the Phase I, II and III engineering services required in a professional and satisfactory manner. The Road District will provide a liaison as a point of contact throughout the Phase I, Phase II and Phase III process.

All work must be completed in accordance with IDOT policies, procedures and standards for a Federally funded project.

The anticipated Phase I and II scope of services shall include but is not limited to the following:

- Providing project schedules. The schedules should be a working tool that at a minimum shows anticipated phase milestones, meetings, submittals to various agencies, and completion.
- Provide for, attend, and provide minutes for meetings as necessary.
- Prepare PDR and necessary attachments.
- Plan submissions to appropriate utility companies for utility conflict review.
- Complete and/or update topographic survey necessary to complete the contract plans and documents.
- Prepare plans, contract documents, specifications, and any other documentation required for the completion of federal-funded projects.
- Prepare a cost estimate that includes participatory and non-participatory items.
- Complete pavement designs for Hot Mix Asphalt Pavement.
- Suggest and provide Maintenance-of-Traffic plan.
- Provide geotechnical investigation of existing conditions.
- Prepare property appraisals, plat of highways and conduct property negotiations in accordance with IDOT policies.
- Provide project management and oversight throughout the project to ensure communication, and to control scope, schedule and budget.

Phase III construction engineering services shall meet current federal aid and IDOT procedures and requirements. The anticipated scope of services shall include but is not limited to the following:

- Provide full-time resident engineer and necessary construction inspection staff to ensure that improvements are completed in accordance with the approved contract plans and documents.
- Attend IDOT Pre-construction meetings with the Road District.
- Communicate with residents on Road District's behalf regarding construction-related items.

- Provide geotechnical and material inspection and testing.
- Complete and maintain required reports, activities, plan changes, anticipated cost changes, extra work, etc. Submittal of weekly reports to the Road District, IDOT and the Contractor.
- Facilitate progress meetings with the contractor and subs, utility companies, IDOT, Road District, etc., and provide minutes. Ensure that contractor provides updated project schedule for progress meetings.
- Maintain records during construction to document field changes.
- Complete measuring and documentation of quantities meeting IDOT requirements. Prepare and submit various reports such as partial and final pay estimates, change orders, material reports, records, etc...
- Provide and complete QA/QC material testing as required by IDOT
- Complete all final IDOT quantity and material documentation for Contract completion and close out
- Any additional requirements and tasks stipulated by IDOT, but not specifically listed herein, will be considered to be included as part of the project scope for Phase III services.
- Provide necessary transportation, computer and communication devices needed to complete the scope of work.

PROPOSAL CONTENTS

The SOQ should be prepared on IDOT form BLR 05530 PE for Phase I engineering services including, but not limited to, the scope of work for both the prime consultant and subconsultants, form BC 775 and form BC 776. Exhibit C and D of the BLR 05530 is not required at this time, and no fees shall be provided by the consultant. The BLR 05530 PE is being used so that the consultant can clearly expand upon the scope of services being proposed.

Firms should include their IDOT prequalification.

SELECTION

One firm will be selected based on qualifications relative to the evaluation criteria included herein for Phase I engineering services. The responding firms will be ranked in order of preference from that evaluation. The Road District reserves the right to select the same firm and enter into agreement for Phase II and Phase III engineering services.

DEADLINE

Statement of Qualifications are required to be submitted electronically via email to the Highway Commissioner. Statement of Qualifications shall be submitted before 3:00 PM on April 14, 2023. Only submittals meeting the requirements of this request shall be considered.

ROAD DISTRICT CONTACT INFORMATION

Greenwood Township Road District
Don Goad
Highway Commissioner
5211 Miller Road
Wonder Lake, Illinois 60097
Telephone: (815) 648-2307
dgoad@wonderwave.net

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:

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| 1. Scope of Work | 20 points max |
| 2. Firm Experience | 20 points max |
| 3. Local Presence | 20 points max |
| 4. Past Performance | 20 points max |
| 5. Work Load Capacity | 20 points max |

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| Total Points | 100 points |
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-- END OF RFQ --