Request for Qualifications

PHASE I ENGINEERING SERVICES
The Village of Sauk Village requests Statements of Qualifications (SOQ) to provide Phase I Engineering Services for the LogistiCenter roadway and rail spur expansion. The Phase I Engineering project is funded through Cook County’s Invest in Cook grant and the Village of Sauk Village.

Qualifications submissions will be accepted until 3:00pm December 11, 2018. SOQ’s received after that date and time will not be considered. SOQ’s will be reviewed by the Village of Sauk Village evaluation team with input and guidance from the staff from the Cook County Department of Transportation and Highways.

All SOQ’s shall be submitted in a sealed envelope and identified on the outside as:

VILLAGE OF SAUK VILLAGE
LOGISTICENTER ROADWAY AND RAIL SPUR EXPANSION
PHASE I SERVICES

SOQ’s shall be delivered to the Village of Sauk Village at the Sauk Village Municipal Center at 21801 Torrence Ave., Sauk Village, IL 60411. All SOQ’s will be scored and ranked with the highest rated firm being recommended by the evaluation team. One original and four copies of the statements of qualifications and the required supplemental information shall be provided.

PURPOSE

The purpose of this Request for Qualifications is to seek SOQ’s from qualified engineering consultants to complete Phase I Engineering Services for the design of final roadway, rail alignment, highway-rail grade crossings and new intersections of Cottage Grove Avenue, geometry and profiles. The services of which qualifications are being requested pertain to Phase 1 Engineering Services. The project will eventually construct roadways and rail spur expansion within the LogistiCenter at Sauk Village.

Sauk Village has been awarded $350,000 from Cook County, with a local match of $100,000, for preliminary Phase I Engineering of the extension of Winpak Way, a new local roadway to be located east of Mark Collins Drive and the extension of the CN Railroad spurs to the LogistiCenter Industrial Park based on the preliminary studies. This study will also identify a funding plan to pay for Phase II Engineering and construction costs estimated at $25.2 Million.
SCOPE OF SERVICES:
The scopes of services that the consultant must be prepared and qualified to provide are as follows:

- The Phase I Study would include the following major components:
  - Topography of preferred road and rail alignments
  - Design of final roadway and rail alignments, highway-rail grade crossings, new intersection at Cottage Grove and Winpak Way, geometry and profiles.
  - Determination of ROW acquisition
  - More detailed cost estimates
  - Hydraulic studies due to floodplain and/or floodway encroachment
  - Drainage study
  - Wetland delineations
  - Preliminary Environmental Site Investigation for special waste
  - Environmental (NEPA) processing should be federally compliant.
  - Initiate permitting processes with regulatory agencies such as ICC, MWRD, USACE, IDNR-OWR and IEPA
  - Public meeting if required
  - Attend IDOT and/or FHWA Coordination Meeting

DELIVERABLES/PRODUCT

The contract developed and approved out of this RFQ will result in the completion of Phase I Engineering Services. The selected consultant must follow and perform all services including reporting required for this project using procedures in accordance with Cook County Department of Transportation and Highways. In addition to the Phase I Engineering, the consultant should complete a funding plan for the Village on how Phase II and construction can be addressed as part of the overall product.

NOTE: The detailed scope of services and fees will be negotiated at the time of contract development.

REQUEST FOR QUALIFICATIONS

The submittal should be limited in size no more than 25 pages with single sided pages using 12-point font. Interested responders are invited to submit statements of qualifications that contain the following information:

- The Village requests SOQ’s from engineering consultants to perform the Phase I Engineering and the Project Development Report. The Statement of Qualifications should include the following items:
  - Cover Letter of Interest with contact information.
  - General description of the company, business organization, departments/divisions and list of office locations.
  - A description of engineering disciplines the company specializes in and years of experience in each.
- Examples and descriptions of roadway related project experience, in particular Local FAU routes and working with SSMMA, IDOT and STP funds.
- Examples and descriptions of railway related project experience, in particular working with CN Railroad.
- Resumes of an applicable Project Manager and other key personnel to be assigned to the project with investigating, designing and construction experience, including sub-consultants, if applicable.
- Description of project approach/list of tasks and schedule to be completed to carry the Village through project completion within an anticipated 18-month timeframe from the Village’s notice of award.
- References for similar projects with similar funding structure to this project completed, including current contact names and info.
- Summaries of experience working with IDOT and Federal Aid funding programs.
- Current Certificate of Insurance.
- Summary of experience working with Sauk Village or other municipalities.
- No Conflict of Interest/Disclosure statement of any conflicts of interest.

The Village Staff will score all SOQ’s submitted to evaluate all the received Statement of Qualifications based on criteria consistent with Federal guidelines. The Village Staff will select the top three candidates and conduct interviews if desired. The Village Staff will then negotiate a contract with the most qualified firm for presentation to the Mayor and Village Board of Trustees.

**EVALUATION**

Village staff will evaluate the:

- **Responsiveness of Proposal:** Proposer is compliant with all the submission requirements of the RFQ.
- **Technical Proposal:** Proposals will be reviewed and selected based on the following criteria:
  1. Accurate and full understanding of the scope of services and general approach including scale, elements, methods and schedule to achieve the Village’s goals.
  2. Demonstrated successful delivery of past or current similar road and rail projects.
  3. Experience relevant to Phase I engineering for road and rail improvement projects including qualifications and availability of committed personnel, and organizational staffing plan to accomplish the goals and objectives of the project.
  4. Experience developing funding plans for future project phases that include both public and private sources.

**SCORING**

Respondents will be evaluated and scored on the basis of written materials submitted and according to the following factors:
1. Experience of the consultant/firm with this particular type of project as described herein – 25 points
2. Technical Approach- 25 points
3. Experience of the consultant/firm with the project process (Phase I Engineering Services and funding plan)- 25 points
4. Current capacity to accomplish the work in the required time- 15 points
5. Working knowledge of the LogistiCenter – 10 points

**Price Proposal:** Will be evaluated separately for overall reasonableness and is also an essential component of the evaluation/screening process.

**CONTRACT DEVELOPMENT**
Contract discussions 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.

A contract shall not be considered executed unless reviewed by Cook County in accordance with the Village’s Intergovernmental Agreement with Cook County, and then signed by the authorizing representative of the Village of Sauk Village. The contract may be extended beyond the original term if agreed to by all parties but may not go beyond the term of the Intergovernmental Agreement between the Village of Sauk Village and Cook County.

**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.

**QUESTIONS**
Questions concerning this request for qualifications should be addressed to Joseph Wiszowaty, Director of Economic Development at 708-758-3330. Qualifications should be delivered to the Village of Sauk Village at the Sauk Village Municipal Center at 21801 Torrence Avenue, Sauk Village, IL 60411