REQUEST FOR QUALIFICATIONS ("RFQ")

PROFESSIONAL CONSTRUCTION ENGINEERING FOR BRIDGE AND ROAD PROJECT

RIDGE ROAD WIDENING, RECONSTRUCTION, AND BRIDGE WIDENING

CONTRACT NUMBER: 87695

REQUIRED FOR USE BY:

Grundy County

ISSUED BY:

Grundy County Highway Department

RESPONDENT MUST SUBMIT ONE (1) HARDCOPY ORIGINAL, FIVE (5) DUPLICATE HARDCOPIES, ONE (1) ELECTRONIC COPY IN, PDF FORMAT ON A FLASH DRIVE, AND ONE (1) REDACTED COPY OF YOUR SUBMITTAL ON THE FLASH DRIVE OF THE PROPOSAL

ALL OF THE REPSONSES MUST BE ADDRESSED AND RETURNED TO:

ERIC GIBSON, COUNTY ENGINEER
GRUNDY COUNTY HIGHWAY DEPARTMENT
245 N. ILLINOIS ROUTE 47
MORRIS, ILLINOIS 60450

ALL OF THE RESPONSES MUST BE RECEIVED BY 10:00 AM CENTRAL TIME ON DECEMBER 12, 2018

RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPE(S) OR PACKAGE(S). THE OUTSIDE OF THE PACKAGE OR ENVELOPE MUST CLEARLY INDICATE THE PROJECT DESCRIPTION, REQUEST FOR QUALIFICATIONS ("RFQ") FOR PROFESSIONAL CONSTRUCTION ENGINEERING FOR BRIDGE AND ROAD PROJECT: RIDGE ROAD WIDENING, RECONSTRUCTION, AND BRIDGE WIDENING, THE CONTRACT NUMBER AND THE TIME AND DATE SPECIFIED FOR RECEIPT. THE NAME AND ADDRESS OF THE RESPONDENT MUST ALSO BE CLEARLY PRINTED ON THE OUTSIDE OF THE ENVELOPE(S) OR PACKAGE(S)

CHRIS BALKEMA ERIC GIBSON
COUNTY CHAIRMAN COUNTY ENGINEER

ERIC GIBSON, COUNTY ENGINEER (815) 942-0363

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I. GENERAL INFORMATION

A. INTRODUCTION

Grundy County ("County"), acting through its Grundy County Highway Department ("Department"), invites the submission of Qualifications for Construction Engineering Services for the construction project as described herein.

The intent of the Request for Qualifications ("**RFQ**") is to identify qualified Respondents having demonstrated experience, expertise and resources to provide the Services as further described in the Scope of Services.

This RFQ is open to all qualified respondents that have been pre-qualified by IDOT for "Construction Inspection".

Respondents must include their company's current prequalification letter from IDOT for "Construction Inspection".

Respondents who are not currently prequalified may respond to this RFQ by concurrently submitting a prequalification to IDOT and include evidence of their prequalification submittal to IDOT in the relevant categories in their Submission package.

Information regarding the IDOT prequalification program can be found here:

http://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index

http://idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/Description%20and%20Minimum%20Requirements.pdf

"Respondent(s)" means the entities that make Submissions 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.

Department Designated Project Managers will be the point of contact for the Consultants. Department project managers will monitor progress of the services, oversee schedule and budget allowances and provide guidance and support to CE to ensure successful implementation of the construction projects.

The services contemplated are professional in nature. It is understood that the selected Respondent(s) acting as an individual, partnership, corporation or other legal entity, will be of professional status, licensed to perform in the State of Illinois and licensed for all applicable professional discipline(s) requiring licensing and will be governed by the professional ethics in its relationship to the County. It is also understood that all reports, information, or data prepared or assembled by the

Respondent(s) will be confidential in nature and will not be made available to any individual or organization, except the County, without the prior written approval of the County.

The Respondent(s) must be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the Services required under this RFQ document.

B. INVITATION

Grundy County invites the submission of responses for REQUEST FOR QUALIFICAITONS ("RFQ") FOR PROFESSIONAL CONSTRUCTION ENGINEERING FOR BRIDGE AND ROAD PROJECT: RIDGE ROAD WIDENING, RECONSTRUCTION, AND BRIDGE WIDENING

If your firm has demonstrated experience in Construction Engineering/Inspection and related construction schedule coordination as further described in the Scope of Services, and you are interested in making your services available to Grundy County, you are invited to respond to this "Request for Qualifications."

One (1) Hardcopy Original, Five (5) Duplicate Hardcopies, One (1) Electronic Copy in PDF format on a flash drive, and One (1) Redacted Copy of your submittal on the flash drive of the proposal must be signed by an authorized representative, enclosed in sealed envelope(s) or package(s), addressed and submitted to:

ERIC GIBSON, COUNTY ENGINEER
GRUNDY COUNTY HIGHWAY DEPARTMENT
245 N. ILLINOIS ROUTE 47
MORRIS, ILLINOIS 60450

If hand carried, place with Office Manager Denise Brown at the Highway Department by **10:00 a.m., Central Time on December 12, 2018**. Copy **1** of **6** must be marked **ORIGINAL**. The outside of each envelope or package must be labeled:

REQUEST FOR QUALIFICATIONS ("RFQ")

PROFESSIONAL CONSTRUCTION ENGINEERING FOR BRIDGE AND ROAD PROJECT RIDGE ROAD WIDENING, RECONSTRUCTION, AND BRIDGE WIDENING

CONTRACT NUMBER: 87695

CAUTION: LATE SUBMITTALS - When responses are delivered by mail or messenger to the County Engineer, the Respondent is responsible for their delivery **BEFORE** the due date and time. If delivery is delayed beyond the date and hour set for the receipt, responses so delayed will not be considered and will be returned unopened at the expense of the Respondent.

Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

For procurement information or for Request for Qualifications ("RFQ") document, contact Eric Gibson, County Engineer, at (815) 942-0363.

C. Downloadable Document

Respondents that download this RFQ document from the Grundy County website: www.grundyco.org/bids-and-rfp, instead of picking it up in person from the Grundy County Highway Department, are responsible for checking the Grundy County website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the County's website will not relieve the Respondent from being bound by any additional terms and/or conditions in the clarification and/or addenda. The County will not be responsible for the bidder's failure to consider additional information contained therein in preparing the submission.

Any harm to the Respondent resulting from such failure to obtain all necessary documents will not be valid grounds for a protest against award(s) made under this RFQ.

D. Submission of Questions or Requests for Clarifications

Respondents must communicate only with the Highway Department. All questions or requests for clarification must be in writing, sent by mail or email, or fax 815-942-4290, and directed to the attention of Eric Gibson, Grundy County Engineer, at egibson@grundyco.org, Grundy Highway Department. The subject line of the email must clearly indicate that the contents are "Questions and Request for Clarification" about the RFQ, and are "Not a Submission" and must refer to REQUEST FOR QUALIFICAITONS ("RFQ") FOR PROFESSIONAL CONSTRUCTION ENGINEERING FOR BRIDGE AND ROAD PROJECT: RIDGE ROAD WIDENING, RECONSTRUCTION, AND BRIDGE WIDENING

No telephone calls will be accepted unless the questions are general in nature. A Respondent that deviates from any of these restrictions may be subject to immediate disqualification from this RFQ process.

<u>IMPORTANT NOTE:</u> If a firm is at least 50 miles from Grundy County, a representative of the firm may request from the Department that a copy is mailed to the firm. Respondents may request the Department mail the firm a copy of the RFQ by faxing the Department a completed Federal Express Airbill or make arrangements with the department to have a package ready for pickup by another courier service.

The Department accepts no responsibility for the timely delivery of materials, and Respondents are solely responsible for acquiring necessary information, addenda and/or materials.

The County Engineer along with the County Board Chairman 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.

II. SCOPE OF SERVICES

PROFESSIONAL CONSTRUCTION ENGINEERING FOR BRIDGE AND ROAD PROJECT

RIDGE ROAD WIDENING, RECONSTRUCTION, AND BRIDGE WIDENING

CONTRACT NUMBER: 87695

Ridge Road generally consists of a single 12-foot HMA through lane in each direction with nominal 3-foot width aggregate shoulders with some sections of B-6.18 curb and axillary turn lanes at the intersections.

The Wisconsin Central Limited (formerly EJ&E) Viaduct is a single span steel thru-girder structure. It carries one track, and is 19'-0" in width center to center of girders and has an abutment to abutment span of 89'-83/4". The structure is supported by reinforced concrete abutments on steel shell piles.

The CSX Grade Crossing is an at-grade railroad crossing owned by CSX and is located 400 feet south of the intersection at Minooka Rd. /Mondamin St. and has an 83° 15′ 46″ skew to Ridge Road. The crossing consists of a rubberized material. The crossing is currently protected by gates, cross bucks, and flashing lights. The safety signal devices at this grade crossing are interconnected with the traffic signals at Minooka Rd. / Mondamin St. traffic signals.

Grundy County seeks the Phase III Consultant Construction Engineering Services for the project as described below. The Ridge Road Project is expected to commence in spring of 2019 and will last approximately two seasons; ending in 2020. The Phase III engineering services will be administered by the Grundy County Highway Department.

Proposed Road Widening and Reconstruction:

- Staged removal of Ridge Road pavement and replacement with PCC Pavement, and stabilized aggregate subgrade.
- Roadway reconstruction and widening.
- Installation of new and adjustment of existing drainage structures
- Installation of 10' HMA multi-use path
- Installation of Combination Concrete Curb and Gutter Type B-6.18
- Installation of 5'-6' PCC Sidewalk
- Construction of raised median
- HMA resurfacing
- Temporary lighting, traffic signal, and electrical work
- Restoration of existing landscaping and protection of existing trees
- Coordination with Village of Minooka, property owners, and community groups

Proposed Bridge Work:

- Extension of existing structure consisting of steel thru-girders, on closed concrete
 abutments, and steel H-piles by modifying the existing abutment and adding a span to
 the east of the existing span.
- Installation of temporary jump span to allow construction of the proposed bridge widening.
- Coordination with WCL railroad

Proposed Grade Crossing Work:

- Reconstruction of CSX at grade crossing.
- Installation of new railroad gates for the roadway, sidewalk, and multi-use path
- Installation of cantilevered overhead signals
- Coordination with CSX railroad

NOTE: CE should include engineering hours to assist in field changes.

CE will work in the roles of CE Resident Engineer(s) and Inspector(s) responsible for the supervision, coordination, inspection and documentation (in accordance with IDOT standards) of the Ridge Road widening, reconstruction, and bridge widening.

Scope of Consultant Construction Engineering Services for Bridge Projects

Phase III services shall include, without limitation, the following tasks and responsibilities:

Pre-construction Phase:

- Perform pre-advertisement Drawings/Specifications constructability review for the Project, with a particular focus on the coordination of disciplines, phasing of the construction, and the extent to which the Drawings and Specifications provide sufficient and appropriate direction to the general contractor for the construction of the project
- Develop Submittal Register to track all of the contractor submittals required by the Drawings, Specifications, Contractor's Contract and the IDOT Standard Specifications for construction (collectively, the "Project Documents").
- Incorporate each Addendum into the Project Documents
- Set up IDOT filing system for the Project
- Review Site Conditions to ascertain that such conditions are stated accurately
 in the Project Documents and establish/record the existing conditions of the
 Project site prior to the performance of work by the Contractor
- Set up such Computer Logs as may be necessary to exercise the level of Project controls required by this Agreement and the IDOT Standard Specifications for construction

- Attend various Project meetings, prepare minutes of those meetings, distribute such minutes as appropriate among participants in the Project, and maintain the records of such meetings and minutes for the Project
- Develop and implement a Project Safety Review Plan to ascertain that the Contractor is meeting its contractual obligations with respect to safety at the job site.
- Develop and implement material testing guidelines consistent with the requirements of the Project Documents
- Review IDOT Construction Check Lists in order to achieve conformance between such checklists and the Project Documents
- Review IDOT Construction Manuals in order to achieve conformance with the Project Documents; upon satisfactory completion of such review of the checklists and manuals, such checklists and manuals shall be Project Documents; monitor and verify the Contractor's compliance with the requirements of such Project Documents

Construction Phase

- Review Shop Drawings/Submittals for completeness, accuracy and compliance with the requirements of the Project Documents
- Verify completeness and accuracy of the Architect/Engineer's Approval of Contractor's Structural submittals prior to the return of such submittals to the Contractor
- Log the submittal of Shop Drawings/Transmittals by the Contractor
- Update and Issue Submittal Log to IDOT on a weekly basis
- Reproduce Drawings or Other Media as required
- Make such entries in the Daily Log and Diary as required by the terms of the Agreement, the Project Documents and standard industry practice
- Monitor/Update Material Certifications
- Inspect Incorporated Materials for compliance with the requirements of the Project Documents
- Update and Issue Material Test Reports Log to IDOT
- Coordinate and Monitor Material Testing Firms to achieve timely and accurate reporting of such tests

- Inspect the Work performed by the Contractor for compliance with the Project Documents
- Verify Contractor's Layout for compliance with the Drawings and Specifications
- Perform General Safety Reviews of Site to ascertain Contractor's compliance with Contractor's Safety Plan and the Project Documents
- Inspection of Contractor's Pedestrian/Vehicular Traffic Control to ascertain
 Contractor's compliance with Contractor's Safety Plan and the Project Documents
- Maintain Master Project Files consistently with industry standards and the requirements of the Agreement
- Update and Issue Project Logs
- Chair Construction Review Meetings to establish Contractor's compliance with the Project schedule and the Project Documents
- Prepare and Issue Construction Review Meeting Minutes
- Prepare Project Schedule Status Report/Analysis and furnish such reports and analysis to IDOT as required
- Negotiate Contractor Change Orders
- Review and Respond to Project Correspondence in a timely and professional manner consistent with the requirements of the Project Documents
- Update and Issue Correspondence Log
- Update and Issue File Letter Log
- Draft Project Memoranda consistent with the terms of this Agreement, industry standards and the Project Documents
- Prepare RE Memo's
- Update and Issue RE Memo Logs
- Review Issue "Requests for Information" ("RFIs") to the Architect/Engineer promptly upon receipt from the Contractor
- Review replies from the Architect/Engineer to such RFIs and issue such replies to Contractor promptly upon receipt from the Architect/Engineer
- Update and Issue RFI Log
- Review and Log Certified Payrolls
- Review Monthly Pay Estimates for accuracy and completeness, and process such Estimates upon completion of such review
- Prepare and Issue Preliminary and Final Punch Lists
- Prepare Meeting Agendas
- Attend Various Project Meetings and Prepare Meeting Minutes
- Prepare Biweekly Project Report
- Incorporate all revisions, including, without limitation, contract modifications, approved shop drawings, and RFI responses into the Project Documents
- Coordinate Utility Work between Contractor and the utility companies to achieve compliance with the Project Schedule and Project Documents
- Perform such Public Relations Duties as may be required by the agreement and industry practice
- Promptly resolve Design/Coordination Issues with Contractor and the Architect/Engineer, all in a manner consistent with the Project Documents

- Compare Quality Control and Quality Assurance Tests for Concrete, Asphalt and Aggregates for compliance with the Project Documents
- Perform QC Check and Fill Out QC Sheet for All ADA Ramps
- Notify IDOT ADA Coordinator to Perform QA Check for All Ramp passing QC Check
- Review and approve, in coordination with the IDOT, including Contractor shop drawing submittals, equipment, staging, testing, and scheduling

Post Construction Phase

- Review All As-Built Plans for compliance with the Project Documents
- Review for compliance with the Project Documents and deliver As-Built Electrical Plans to Division of Electric Operations
- Prepare Final Project Report verifying the work has been completed and is in conformance with the Project Documents
- Compile and Transmit All Warranties/Guaranties
- Oversee All Punch List Work
- Compile and submit such Final Documentation as may be required by the Project Documents
- Pursue and Complete Final Close-Out in a timely and comprehensive manner.

III. SUBMITTAL REQUIREMENTS

- 1. Format. Submissions must be prepared on standard 8 ½ x 11 letter size paper.
- **2. Cover Letter.** A statement must be signed by an authorized representative of the firm committing to provide the services within the proposed schedule. Also, provide the contact person for this RFQ, their phone number and email address.
- **3. Executive summary.** A brief narrative must delineate the general understanding of the scope and expected duties and the approach/methodology Respondent is proposing to complete the required Services. Respondent must submit information that addresses the Evaluation Criteria set forth in Section IV. Please include information detailing relevant past projects of comparable size, scope and magnitude where the proposed approach/methodology were successfully implemented by the Respondent.

- 4. Key Personnel & Organizational Chart. Identify the project manager and key personnel committed to provide the Services within the proposed schedule, state their role and areas of responsibility/activities on Attachment 1. 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.
- 5. Provide a Flash Drive with a Redacted Copy of the Entire Submission In Pdf Format for Posting on the County's Website. Respondent is responsible for properly and adequately redacting any Data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a Flash Drive with a redacted copy may result in the posting of a un-redacted copy.

IV. EVALUATION CRITERIA

Grundy County Highway Department will use a minimum of three (3) of the following criterion to set the evaluation factors for each project.

The selection of professional consultants is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to additional criteria established in this Advertisement.

Rating Description	Weighted %	
Past Performance in Project Categories	0-30	
Proposed Staffing from Prime and any sub consultants	0-30	
Proximity of firm to project location	0.40	
Proposed DBE use	0-10	
Available work capacity of firm	0-30	
The firms experience in with required project work	0-30	
Firms understanding/method of accomplishing project requirements	0-30	
Project Specific Criteria: Specific requirements in an advertisement	0-30	
Tota	l= 100	

V. SELECTION PROCESS

The Request for Qualifications will be reviewed by representative(s) (Evaluation Committee) from the Grundy County Highway Department and/or other designated representatives. The County may choose to conduct interviews, oral presentations and/or seek clarification from selected Respondents.

Once the Evaluation Committee has determined which firm(s) is the most highly qualified for the project, the committee will seek the County Engineer's concurrence. The County will then commence with negotiations with the most highly qualified Respondent for the project. If the County is unable to negotiate a satisfactory contract with such Respondent, the County shall terminate such negotiations and undertake negotiations with the next most qualified Respondent, continuing the process until an agreement is reached.

The County reserves the right to terminate this procurement at any stage if the County Engineer or the County Board Chairman determines it to be in the best interest of the County. In no event will the County 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 the RFQ and participation in any conferences, oral presentation or negotiations.

VI. TRANSPARENCEY WEBSITE, TRADE SECRETS

Consistent with the County's practice of making available all information submitted in response to a public procurement, all responses to RFQs, any information and documentation contained therein, any additional information or documentation submitted to the County as part of this solicitation, and any information or documentation presented to County as part of negotiation of a contract or other agreement may be made publicly available through the County's website.

However, Respondents may designate those portions of its response which contain trade secrets or other proprietary data ("Data") which Respondent desires remain confidential.

To designate portions of a response as confidential, Respondent must:

- A. Mark the cover page as follows: "This response includes trade secrets or other proprietary data."
- B. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid."
- C. Provide a Flash Drive with a redacted copy of the entire submission in pdf format for posting on the City's website. Respondent is responsible for properly and adequately redacting any Data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide Flash Drive with a redacted copy may result in the posting of an un-redacted copy.

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

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All responses submitted to the County are subject to the Freedom of Information Act. The County will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against the County with regard to disclosure of information.

VII. SUBMISSION DUE DATE AND TIME

Submissions must be received by the County Engineer at the address shown in the RFQ up to the date and time shown here. It is the Respondent's sole responsibility to see that the Submission is received as stipulated. The County Engineer may leave unopened any Submission received after the date and time set up for receipt of Submission. The time for the deadline of the Submission will be determined solely by the clock located at the Grundy County Highway Department. Any such unopened Submissions will be returned to the Respondent at the Respondent's expense. Respondents are responsible for the timely delivery of the submittal documents. Failure by a messenger delivery service or printing service to meet the deadline does not relieve the Respondent of the deadline for submittal of the Submission. Submission packages must be complete and contain the number of copies shown in the RFQ document. The County Engineer reserves the right to reject any Submission that deviates from the Submittal Requirements. No additional or missing documents will be accepted after the due date and time.

RESPONDENT MUST SUBMIT ONE (1) HARDCOPY ORIGINAL, FIVE (5) DUPLICATE HARDCOPIES, ONE (1) ELECTRONIC COPY IN .PDF FORMAT ON A FLASH DRIVE, AND ONE (1) REDACTED COPY OF YOUR SUBMITTAL ON THE FLASH DRIVE OF THE PROPOSAL

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(NOTE: 1 of 6 must contain original authorized signatures and be marked ORIGINAL)

ATTACHMENT 1:

Outline of Full-Time Personnel, Experience, and Availability

Key Team Personnel Proposed

PROPOSED ROLE	NAME OF INDIVIDUAL/ FIRM	REFERENCED PAST PROJECTS AND ROLE	LOCAL (L) OR NON- LOCAL (NL) AT PRESENT	DATE (MO/YR) AVAILABLE FULL TIME
OTHER				
OTHER				
OTHER				

ATTACHEMENT 2:

FIRM PROPOSING AS PRIME CONSULTANT

	REFERENCED PREVIOUS	REFERENCED PREVIOUS
	PROJECTS OF SIZE	PROJECTS WITH GRUNDY
	SIMILAR TO PROPOSED	COUNTY OR IDOT AS
	PROJECT	CLIENT
RIDGE ROAD WIDENING		
FIRM'S NUMBER OF LOCAI located within Grundy C		
FIRM'S NUMBER OF N		