



**CITY OF PONTIAC
PONTIAC, ILLINOIS**

REQUEST FOR QUALIFICATIONS

**DESIGN AND CONSTRUCTION ENGINEERING SERVICES
(PHASE 1, PHASE 2, AND PHASE 3)**

FOR

RAIL TRAIL AND OLD ROUTE 66 TRAIL

SUBMITTAL DEADLINE

July 11, 2022



Public Notice

Request for Qualifications (RFQ) for Professional Engineering Services Rail Trail and Old Route 66 Trail

The City of Pontiac invites IDOT prequalified firms to submit a Statement of Qualifications (SOQ) to provide professional engineering Phase 1 and Phase 2 Design and Phase 3 Construction Engineering services for an Illinois Transportation Enhancement Program (ITEP) project for the City of Pontiac, Illinois. These requests are in accordance with the Brooks Act, (40 USC 11) and the FWHA's requirements for procurement, management, and administration of engineering and design related services (23 CFR 172).

The Illinois Department of Transportation announced that nearly \$106 million has been awarded through the Illinois Transportation Enhancement Program to expand travel options and enhance quality of life in communities throughout the state. Made possible by federal and state funds administered by IDOT, ITEP awards are focused on improving bike and pedestrian travel, as well as making other surface transportation improvements that promote alternative options for getting around your community.

The Project Description and Preliminary Scope of Services (below) provide a summary of major items that will be encountered during Phase I Planning services, Phase II Design Engineering & Right-of-Way Acquisition, and Phase III Construction Engineering services.

Statement of Qualifications will be limited to a total of twelve (12) pages. Submissions shall be submitted via email with the subject line of the email to read, "City of Pontiac ITEP Engineering Services" to:

Bob Karls, City Administrator
bob.karls@pontiac.org

Submittal deadline: 4:00 pm on July 11, 2022. Electronic submittals are required.

All SOQs received after the above noted deadline or not meeting the requirements stipulated herein will not be used as part of our consultant selection process.



Project Overview

The project promotes alternative modes of transportation by utilizing existing corridors that extend throughout Pontiac. This mix of infrastructure types includes both shared-use paths and on-road accommodations.

The **shared-use path**, which consists of approximately 1.25 miles of ADA accessible HMA surface, travels North-South along an abandoned railroad corridor from Park St to Aurora St and along Old Route 66 from Aurora St to Main St. The **on-road bicycle accommodations**, which consist of approximately 1.7 miles of roadway, will extend along Aurora St and along Old Route 66 from Main St to Custer Ave, as well as along roadways surrounding a farm implement business. These accommodations will include pavement markings and signage.

Preliminary Scope of Services

The requested engineering services and responsibilities may include—but are not limited to—the following:

1. Phase I Planning services, Phase II Design Engineering & Right-of-Way Acquisition
 - a) Detailed topographic survey as necessary for planning and design of the project
 - b) Locate and/or establish property, right of way, and easement boundaries
 - c) Right-of-way acquisition and construction easement surveys, preparation of plats and legal descriptions, appraisals, negotiation services, and right-of-way and easement staking (as required)
 - d) Drainage evaluation and design
 - e) Preparation of detailed plans and specifications
 - f) Preparation of contract proposal and all necessary bidding documents (State Letting)
 - g) Preparation of Construction Cost Estimate
 - h) Preparation of Estimate of Time
 - i) Design submission for City, IDOT, and Utility agency review at 30%, 60%, and 90% design
 - j) Preparation of any necessary post letting plan revisions
 - k) Coordination and meetings with City, IDOT, utility companies, and adjacent property owners
 - l) Coordination of one Public Open House Meeting
 - m) Preparation of record drawings
 - n) Preparation of necessary environmental and geotechnical reviews, investigations, and reports
 - o) Obtain Environmental, Biological, Cultural, and all other necessary permits or signoffs
 - p) Adherence to all applicable codes and regulations
2. Phase III Construction Engineering, Material Testing, and Documentation services in accordance with IDOT policy and procedures

Project design to be completed utilizing the IDOT BLR and BDE Manuals, the Manual on Uniform Traffic Control Devices (MUTCD), and other applicable local and regional guidelines and standards.



Guidelines for Preparing the Statement of Qualifications

The purpose for these guidelines is to ensure consistency in format and content in the SOQ prepared by consultants and submitted to the City of Pontiac.

Minimum Consultant Qualifications

Only consultants which meet the following qualifications will be considered for selection.

1. Licensed to practice as a Professional Engineer in the State of Illinois
2. Licensed to practice as a Land Surveyor in the State of Illinois
3. Registered and authorized to do business in the State of Illinois
4. Utilization of AutoCAD Civil 3D compatible system.
5. IDOT Prequalified in the following categories: (Prime may satisfy some IDOT prequalification requirements through subconsultants if necessary.)
 - a. Highway – Roads and Streets
 - b. Special Services – Construction Inspection
 - c. Special Services – Surveying
 - d. Special Studies – Location Drainage
 - e. Special Studies – Traffic Studies
 - f. Environmental Reports – Environmental Assessment
 - g. Note: IDOT certified appraisers and IDOT certified ROW negotiators shall be required as part of project services. They do not need to be identified as part of the SOQ submittal. Sub consultants may be utilized for ROW and any geotechnical services if required during project design and implementation.

Submission Requirements

Submissions will be limited to a total of twelve (12) pages or less including a cover letter and resume biographies, and include the following:

1. *Firm description and organization structure and location of offices in proximity to project site. (1 page)* If you plan to enter a joint venture with another firm for this project, please note the name of the firm on your RFQ.
2. *Relevant project experience. (2 pages)* Include information demonstrating past performance. This may include awards, client quotes, schedule and financial budge data, etc.



3. *Proposed project approach. (1 page)* Describe the detailed scope of work for the project, including number of personnel that will be involved in the project approach and resources required for successful completion of the project. At a minimum, the scope of work and project approach should include the following:
 - a. Review of the project location for existing conditions.
 - b. Discussion on proposed measures (sidewalks, bike paths, striping, etc.) on the specified streets in accordance with AASHTO, MUTCD Guidelines, and IDOT Policy.
 - c. Communication, public outreach, and meeting plan
 - d. Outline of all professional services required to complete these projects.
4. Provide a proposed schedule to accomplish this scope of work and proposed team member workload capacity.
5. Provide resumes for key project team staff, including experience and credentials.
6. List any subconsultants you intend to utilize and include their qualifications and resumes (excluding ROW services and geotechnical services).
7. Provide at least three references for similar federally funded, IDOT administered, projects.
8. Provide proof of Professional Liability Insurance

Each applicant should submit one (1) electronic PDF file of the SOQ to Bob Karls by email @ bob.karls@pontiac.org prior to the submission deadline. The subject line of the email should read “**City of Pontiac ITEP Engineering Services**”.

Selection Process

Selection will be in accordance with The Brooks Act, (40 USC 11) and the FHWA’s requirements for Procurement, Management, and Administration of Engineering and Design related Services (23 CFR 172) to promote open competition by advertising, ranking, selecting, and negotiating contracts based on demonstrated competence and qualifications for the type of engineering and design related services being procured.

Firms are to submit a written Statement of Qualifications which presents the firm’s qualifications and understanding of the work to be performed. The evaluation criteria and weighting for this project is as follows:

- Technical Approach (20%)
- Relevant Firm Project Experience on Federal Funded Projects (20%)
- Specialized Expertise (10%)
- Staff Capabilities (Prime/Sub) (20%)
- Workload Capacity (10%)



- Past Performance (10%)
- Local Presence and Proximity to Project Site (10%)

A selection committee comprised of staff from the City of Pontiac will evaluate all Statements of Qualifications (SOQs). SOQs will be reviewed, evaluated, and scored using the criteria defined above. The City may select the most qualified firm based on the SOQ's only and not provide for interviews. Consultants will be evaluated and scored using the criteria defined above and the highest scoring firm will be selected for contract negotiations. If a contract cannot be successfully negotiated, the next highest scoring firm will be contacted for contract negotiations. The contract award will be made by the Pontiac City Council and their decision will be final. Any time or services required to prepare and submit the SOQ's shall not be reimbursed by the City. The City intends to partially fund engineering services with Federal ITEP funds. SOQ's submitted will not be returned.

Prior to selection and award to a consultant, that consultant shall submit their Disclosure Statement (BDE DISC 2) regarding Conflicts of Interest and Suspension and Debarment.

Schedule

Currently, the City anticipates entering into a Phase I Engineering services Agreement in Summer of 2022 with approximately 12 months to complete Phase I engineering services. Phase 2 and Phase 3 engineering services will immediately follow on an expediated schedule.

Contact Information

Any questions regarding the project, QBS, or Consultant Selection Process should be directed to Bob Karls, City Administrator in writing or via email at bob.karls@pontiac.org. ALL QUESTIONS MUST BE RECEIVED BY July 5, 2022 at 4:00 pm Central. The Request for Qualifications relative to this project will be referenced for availability on the City of Pontiac public website at least 14 days prior to the acceptance of SOQ's.