

REQUEST FOR QUALIFICATIONS

PHASE III CONSTRUCTION ENGINEERING SERVICES

for the City of Plano

**Low Street Resurfacing with Sidewalk and Curb and
Gutter Replacement**

Submission Deadline: 3:00 PM on March 17, 2020

GENERAL

The City of Plano is requesting Statement of Qualifications for Phase III construction engineering services for the Lew Street resurfacing with sidewalk and curb and gutter replacement project. The scope of work includes, but not limited to, asphalt pavement removal, hot-mix asphalt binder and surface courses, sidewalk replacement, curb and gutter replacement, and driveway replacement. The improvements occur within the jurisdiction of the City of Plano in Kendall County, Illinois.

SCOPE OF WORK

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

Phase III construction engineering services shall meet current Federal aid and IDOT procedures and requirements. The anticipated scope of services shall include, but are 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 meeting with the City.
- Communicate with local residents on the City's behalf regarding construction-related items.
- Utilize the web based Construction and Materials Management System (CMMS) to provide the City with weekly project reports and project information.
- Complete and maintain required reports, activities, plan changes, anticipated cost changes, extra work, etc. Submittal of weekly reports to the City liaison, IDOT and the Contractor.
- Facilitate weekly progress meetings with the contractor and subs, utility companies, IDOT, City, etc., and provide minutes. Ensure that contractor provides updated project schedule for progress meetings.
- Maintain as-built drawings throughout construction to document field changes.
- Complete all measurements, computations, 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 organized by the three areas listed below. Elements listed under each part must be included in the submittal.

- **Firm's Background – Maximum of one page**

Describe the general background and experience of your firm as it relates to Federally funded projects and roadway projects. Describe your Phase III engineering approach as it relates specifically to the Lew Street resurfacing project. Firms must be prequalified with the Illinois Department of Transportation in Special Services (Construction Inspection) and be familiar with Policies and Procedures for Motor Fuel Tax, State and Federal Funded Projects in the IDOT Bureau of Local Roads and Streets Manual and the Illinois Environmental Protection Agency's Rules and Regulations.

- **Firm's Experience – Maximum of two pages**

The firm shall identify experience completing projects of similar size and scope for Federally funded projects with an emphasis on completing projects on time and within budget, including any unique qualifications relevant to these types of projects.

- Provide descriptions of three similar projects in which your firm completed Phase III services.
 - The projects should have been completed within the last five years. Provide a client reference for each project.
 - Projects need to have utilized Federal aid funds and required IDOT documentation.

- **Firm's Key Project Personnel – Maximum of one page**

Identify the management, design, construction, and office staff the selected firm would utilize for these projects, including resumes of Project Construction Manager, Resident Engineer, and inspector personnel. The resident engineer and the inspectors must have current IDOT Construction Documentation and must be CMMS trained.

SELECTION

One firm will be selected based on qualifications relative to the evaluation criteria included herein. The responding firms will be ranked in order of preference from that evaluation. After the selection, the City will meet with the selected firm to detail the scope of services.

DEADLINE

Two copies of the responding firm's "Statement of Qualifications" are required. The submittal shall be submitted in a sealed envelope bearing the name and address of the firm. Statement of Qualifications shall be submitted before 3:00 PM on March 17, 2020. Only submittals meeting the requirements of this request shall be considered.

MAILING ADDRESS AND QUESTIONS

City of Plano
Mr. Nate Bullard
Director of Public Works / City Engineer
17 E. Main Street
Plano, Illinois 60545
Telephone: (630) 669-0623
nbullard@cityofplanoil.org

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. | Technical Approach | 25 points max |
| 2. | Firm Experience | 20 points max |
| 3. | Local Presence | 20 points max |
| 4. | Staff Capabilities | 20 points max |
| 5. | Work Load Capacity | 15 points max |

Total Points		100 points
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