



CITY OF NORTHLAKE

Request for Qualifications

Wolf Road Sidewalk ADA Improvements

March 1, 2019

RE: Request for Qualifications
Wolf Road Sidewalk ADA Improvements
Phase II Engineering Services

The City of Northlake hereby invites Statements of Qualifications from IDOT pre-qualified engineering firms to assist the City of Northlake in completing Phase II Engineering for the ADA Improvements along Wolf Road at the intersection of Wolf Road and Brickhouse Drive. The Phase II Design Services of the project is to be funded through the RTA – Access to Transit Improvement Grant; therefore, all work must be done in accordance with Federal Highway Administration (FHWA) and Illinois Department of Transportation (IDOT).

The Wolf Road Sidewalk ADA Improvements project consists of the removal and replacement of existing Portland Cement Concrete sidewalk and regrading of the adjacent property in order to make the intersection of Brickhouse Drive and Wolf Road ADA Compliant. No changes will occur to the roadway/lane width, no additional ROW will be required, and no instream work is included in the proposed improvements. The project is located near both residential and commercial areas with a posted speed of 30 mph and an ADT of approximately 8,850 vpd. Wolf Road has two travels lane in both directions, a left turn lane and parking on both sides.

The Consulting Engineer shall perform and carry out, in a professional and satisfactory manner, the necessary services required to complete the requirements of the project. The services to be provided related to this Request for Qualifications (RFQ) are described in the Minimum Scope of Services section of this document. All work must adhere to City, FHWA, and IDOT standards as required.

The Consulting Engineer shall have successfully completed a minimum of three projects of the same type and size as the Wolf Road Sidewalk ADA Improvements project. The proposed Consultant Project Manager shall have a minimum of 10 years of experience in Phase II Engineering on IDOT Bureau of Local Roads and Streets (BLRS) projects. A list of these projects and the IDOT BLRS contact and local agency contact for the project should be provided.

The pdf version of the Project Development Report (PDR) can be provided to assist the Consulting Engineer in preparing the Proposal, and should be requested through City Hall. It is expected that the Phase II Consultant shall use the PDR as a guide only. The Phase II Consultant shall be responsible for completing all facets of the project design to provide a complete set of plans and bidding documents.

The schedule of the project is critical and a team with the experience and relationship with IDOT staff to complete the design in a timely manner is key. A spring 2020 letting date is anticipated.

Minimum Scope of Services:

- The selected Consultant shall coordinate the project on behalf of the City, with IDOT, the Northwest Council of Mayors, and other project stakeholders. The selected Consultant shall attend with City staff all appropriate meetings with other agencies involved to ensure appropriate project coordination.
- Attend and document agency coordination meetings based on the number of meetings recommended by the Consultant.
- Permits and obtain all required approvals.
- Utility Coordination.
- Review of Phase I Project Development Report. The Consultant shall include any necessary resubmittals or coordination necessary to extend the design approval timeframe or environmental clearances if required by IDOT or any other jurisdictional agency.
- Verify existing project information obtained in Phase I and provide any supplemental information deemed necessary by the Consultant.
- Preparation of Preliminary and Final contract plans and documents meeting the requirements of IDOT and FHWA in accordance with the approved PDR.
- Quality Control/Quality Assurance and Constructability Reviews.

Proposal Deliverables:

- Submittals shall include: The names and resumes of the proposed key personnel assigned to the project.
- A list of a minimum of three IDOT Bureau of Local Roads and Streets projects on which the proposed Project Manager has successfully managed similar Phase II Federally Funded Engineering projects. The IDOT BLRS contact and the local agency contact should be listed.
- Include a minimum of three references from other agencies for which the proposed project manager has successfully managed similar projects.
- A list of sub-consultants, if any, who will be used on this project.
- A detailed statement of project understanding describing the scope of the project and items that may require special attention to detail.
- **No fees shall be submitted at this time.**

Review and scoring of the submittals will be based on the following:

- Technical Approach (30%)
- Similar Project Experience (20%)
- Project Team / Staff Capabilities (20%)
- Overall Completeness of Submittal (15%)
- Work Load (15%)

Proposal Due Date

The City is requesting three paper copies and one electronic copy in PDF format on a flash drive of the Proposal be submitted no later than Friday, March 22, 2019 at 10:00 AM. Based upon review of the Proposals, a fee proposal will be requested from the selected consultant. The proposal should be directed to the attention of Jeffrey T. Sherwin, Mayor.

If you have any questions regarding this project, please contact Jeffrey T. Sherwin, Mayor at 708-343-8700 or northlakemayor@comcast.net.