



Request for Qualifications

Design and Construction Engineering Services for Annual Road Program

General Information

The Village of North Aurora is seeking a qualified consulting engineering firm to provide engineering design and construction engineering services for the Annual Road Program.

Qualifications are requested from consulting engineering firms for professional services pertinent to the scope of services outlined below. Please submit an electronic copy of the qualifications by email to the Public Works Director, John Laskowski at jlaskowski@northaurora.org. The statement of qualifications should demonstrate the ability of your firm to meet the criteria contained herein. Responses are due September 13, 2019. Interviews, with the most qualified firms will be conducted the week of September 23, 2019. The agreement is scheduled to be presented to the Village Board in October for consideration. If you have any questions please regarding this document please submit them in an email to jlaskowski@northaurora.org. All inquiries must be received by Thursday September 5, 2019. Responses to all written questions will be posted to the web site as soon as they are generated.

Description of the Project

The Village is seeking design and construction engineering services for its annual road maintenance project. The project is funded with local funds from the Village's Capital Fund. The contract term is one year with an option for additional years. Streets are selected for maintenance by Village staff with input from the selected engineering firm. The main components of the project include: data collection, surveying, preparation of plans and specifications, coordination of materials testing services, and construction inspection.

Project Timeline

The award of this agreement is anticipated to be finalized in October 2019. Village Board meeting. Data collection necessary to produce plans and specifications for bidding and construction should be completed in February 2020. The project should be bid in March 2020 for award by the Village Board at their April 6, 2020 meeting.

Scope of Services

Design

Data collection and surveying will be performed to collect the necessary information to produce plans and specifications that can be used for bidding, permitting, and construction. Project design shall include the development of general and detailed plans and specifications that can be used: to obtain the necessary permits, to develop detours and traffic control plans, to publicly bid the project, and to construct the proposed infrastructure improvements. The plans and specifications shall be developed in accordance with standard engineering practices, Illinois Department of Transportation Specifications for Road and Bridge Construction, Standard Specifications for Water and Sewer Construction in Illinois, the Illinois Urban Manual, Kane County Stormwater Ordinance and the Municipal Code. The Plans and Specifications will be prepared for review by the Village at 90% completion for review and comment. A cost estimate must be prepared based on the design. The consultant will be responsible for coordinating materials testing engineering services including: soil borings used determine the roadway structural design, and testing for verification that all materials comply with standards, and assisting in preparing paperwork when unsuitable materials are encountered during excavations.

Construction Inspection

Construction inspection will include the measurement of all pay items associated with construction activities and collection of the necessary data to produce accurate quantities for progress pay estimates. A daily record of construction activities must be maintained throughout construction including sufficient information to permit the verification of the nature and cost changes and authorized extra work and for the preparation of as-built drawings. The selected firm will be required to coordinate materials testing, to collect construction materials documentation, and review it for compliance with applicable materials standards. Soil erosion and sediment control inspections must be performed in accordance with the Stormwater Pollution Prevention Plans and soil erosion standards contained within construction documents. The construction inspector must be familiar with ADA requirements for sidewalk construction and be capable of making field adjustments to ensure compliance with applicable ADA requirements. Traffic control inspections will be required as construction activities warrant. The construction inspector assigned to the project must communicate effectively both with the citizens of North Aurora, the contractor and Village staff. As-built drawings will need to be prepared for this project. Before the job concludes, punch list items must be identified and resolved.

Qualifications

The qualified firm is expected to demonstrate their successful past performance with similar projects. The qualified firm must have the resources to perform all of items in the scope of work within the timeline for the project. The project team selected by the firm for the project should have the necessary qualifications and experience to provide the services requested. The team members should include individuals that have been sufficiently organized, properly trained,

technically qualified, and entirely conversant with the design standards and policies applicable to the project.

Statement of Qualifications Requirements

The following information must be included:

1. The consultant's name, address, contact information and the name of the primary contact
2. Project understanding/approach and critical components.
3. Identify anything unique to your consulting firm that would set you apart from others.
4. Brief background information about the firm, and examples of similar projects from within the past 5 years.
5. Consultant's qualifications highlighting how they align with the Scope of Services.
6. A list of the individuals on the team assigned to the project and their roles, titles and experience. (Brief resumes of all staff members who would participate on the team.) **If interviews are scheduled, Village staff would like to meet the team members the firm proposes for the project.**
7. References: names, addresses, and phone numbers of previous municipal clients that the Village may contact for reference regarding similar projects.
8. The submittal response length is limited to 20 pages including appendices and resumes.

Selection Criteria

The successful consulting firm will be selected on the basis of a Village review of their professional qualifications. The following criteria will be used to evaluate the submittals.

1. The experience the firm has had with similar projects in the past.
2. The approach to the project and strategy for successful completion.
3. The ability of the firm to meet the project schedule.
4. The ability of the firm to be responsive to project related inquiries in a timely manner.
5. The qualifications and experience of the staff assigned to the project.
6. Ability to effectively communicate with Village Staff, residents, and the contractor.
7. Past working relationships with the Village of North Aurora.
8. The ability of the firm to provide cost effective solution or innovations identified to reduce the cost of the project.
9. Information presented in the interviews (if scheduled).
10. References produced by the firm.