



VILLAGE OF RIVERWOODS

**Phase III Construction Engineering Services
Saunders Road Improvements: Riverwoods Road to Duffy Lane
Section No. 21-00020-00-RS**

QUALIFICATION BASED SELECTION (QBS)

The Village of Riverwoods (Village) is seeking Statements of Qualification (SOQ) from qualified engineering firms for the following project:

*Phase III Construction Engineering Services
Saunders Road Improvements: Riverwoods Road to Duffy Lane
Section No. 21-00020-00-RS*

The Request for Qualifications (RFQ) document, which includes a Project Description, Scope of Services, Submittal Requirements, and Selection Criteria is available at <https://www.riverwoods.gov/building>.

Statements of Qualification (SOQ) shall be submitted in PDF format to Danice Moore, Village Clerk, via email at dmoore@riverwoods.gov no later than 4:00 PM on Tuesday, August 20, 2024. Submissions received after this time will not be considered.

Questions should be directed to Danice Moore, Village Clerk, via email at dmoore@riverwoods.gov no later than 4:00 PM on Tuesday, August 13, 2024. Responses will be issued in an addendum available at <https://www.riverwoods.gov/building> by 4:00 PM on Thursday, August 15, 2024.

The Village reserves the right, at any time and for any reason, to cancel this consultant selection process, to reject any or all SOQ, or to modify or waive all formalities and technicalities in any SOQ.



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Phase III Construction Engineering Services Saunders Road Improvements: Riverwoods Road to Duffy Lane Section No. 21-00020-00-RS

QUALIFICATION BASED SELECTION (QBS)

Notice is hereby given that the Village of Riverwoods (the “Village”) will receive Statements of Qualifications at the Village Hall, 300 Portwine Road, Riverwoods, IL 60015 until August 20, 2024 at 4:00pm for Phase III Engineering Services for the Saunders Road Improvements Project.

Project Description

The project consists of resurfacing approximately 1.4 miles of Saunders Road from Riverwoods Road to Duffy Lane, including shoulder widening and storm sewer replacement.

Pre-Final Plans, Specifications, and Estimates (PS&E) have been submitted to IDOT for review. The Plans, Special Provisions, Estimate of Cost, and Estimate of Time are available for download in the RFQ posting at <https://www.riverwoods.gov/building>.

The estimated construction cost is approximately \$2.9 million. Construction and Construction Engineering will be funded with a combination of federal (STP) and MFT funds.

The project is scheduled for IDOT’s January 2025 letting, subject to land acquisition (the Village is currently negotiating easements). Construction is anticipated to take place during the 2025 construction season with an estimated 120 working-day contract.

Scope of Services

The firm selected shall provide construction engineering services (detailed below) in compliance with Illinois Department of Transportation (IDOT) and Federal Highway Administration (FHWA) policies, procedures, requirements, and standards.

The services to be provided include, but are not limited to:

- Conducting meetings (preconstruction, progress, etc.)
- General coordination and communication (Village, IDOT, contractor, stakeholders, agencies, property owners, etc.)
- Utility coordination and conflict resolution
- Reviewing submittals/shop drawings
- Preparing necessary construction documentation (daily diary, quantity book, etc.)
- Managing the contract and project in CMMS
- Resident engineering services, material testing, and inspection
- QA/QC in accordance with IDOT Standard Specifications

- Verifying construction layout
- Monitoring maintenance of traffic operations
- Measuring and tracking quantities
- Preparation of pay estimates and applications
- Generating change orders
- Generating punch lists
- Project close-out
- Other activities associated with construction engineering for roadway and utility construction

Submittal Requirements

The PDF submittal shall be no more than 20 pages in length and include the following information:

1. Cover letter expressing the firm's interest in providing the requested services
2. IDOT prequalifications (*Special Services – Construction Inspection* required)
3. Brief technical approach to the planning, organization, and management of a Phase III project, including communication procedures, approach to problem solving, and evaluation techniques
4. List of proposed key personnel that would be assigned to the project; include brief resumes
5. List of proposed sub-consultants (if applicable)
6. Description of the firm's workload and capacity to provide the requested services
7. Description of Phase III projects recently completed with an emphasis on federally funded projects

The SOQ should not include any information regarding estimates of cost or proposals in terms of dollars, hours, percentage of construction cost, or any other measure of compensation.

Selection Criteria

The Village will review, evaluate, and score the SOQ using the criteria and weights defined below to select the three (3) most qualified consultants. Consultants must be prepared to attend an interview prior to the awarding of the contract. Interviews of the three (3) most qualified consultants are expected to be conducted at a mutually agreeable time during the period of August 28-30, 2024.

- **40%** **Technical Approach:** project understanding; approach to performing requested services
- **30%** **Firm Experience:** general experience; relevant project experience (similar size and scope); federally funded project experience
- **30%** **Personnel:** education, expertise, and experience of proposed key personnel; availability

The Village will negotiate a final scope of work, hours, and fee with the top-ranked firm. If an agreement cannot be reached with the top-ranked firm, the Village will begin negotiations with the next highest ranked firm. The engineering agreement format will be Cost Plus Fixed Fee (BLR 05611).

The Village intends to complete negotiations with the top-ranked firm by September 10, 2024. The selected firm will be expected to submit all draft forms (BLR 05611, BC 775, BC 776) to IDOT by Monday, September 30, 2024 – the deadline for draft construction engineering agreements for the January 2025 letting.

The firm selected will be required to submit a conflict-of-interest disclosure statement with their procedures (IDOT BDE DISC 2).