

VILLAGE OF MAYWOOD

REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

The Village of Maywood is seeking assistance for engineering services for IKE Disaster Recovery CDBG funds and subsequent implementation of 2012 Combined Sewer Relief Project.

The type of project involved is:

A capital improvement project that involves the disconnection of the existing roadway drainage from the Village's local combined sewer system and installation of new storm sewer connected to existing Village relief sewer system. The project will include the following sections of roadway: 21st, 20th, 18th, 17th, 15th Avenues from Madison Street to Washington Boulevard.

PART ONE: SCOPE OF SERVICES

The Village of Maywood is soliciting qualification statements for engineering services to assist the Village of Maywood with design and construction engineering services in compliance with IKE Disaster Recovery Community Development Block Grant (CDBG) requirements. The agreement will be on a cost reimbursement "not to exceed" basis, with payment terms to be negotiated with the selected Respondent. Reimbursement for services will be contingent on the Village of Maywood receiving funding from the Illinois Department of Commerce and Economic Opportunity (DCEO). The maximum amount of engineering fees that can be paid with IKE Disaster Recovery CDBG funds will be determined by DCEO and may require adjustments in the proposed contract amount.

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

1. Conducting necessary pre-design investigations.
2. Designing project components and preparation of all drawings and specifications necessary to construct the project completely and in accordance with all local, state and/or federal requirements by January 31, 2012.
3. Estimating construction costs.
4. Assisting the administrative consultant with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, bid tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
5. Assisting with conducting the preconstruction conference.
6. Field staking, on-site supervision of construction work, and preparing inspection reports.
7. General services during construction including review of submittals, shop drawings, inspection reports, requests for information and change orders.
8. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
9. Conducting final inspection and testing.
10. Providing reproducible as-built plan drawings to the Village of Maywood upon project completion.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Engineering Services for the IKE Disaster Recovery CDBG Program":

1. Name of Respondent.
2. Respondent address.
3. Respondent telephone number.
4. Respondent federal tax identification number.
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent.

Contents of Qualifications Submittal

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit qualifications that contain the following information:

1. Introduction (transmittal letter).
2. Background and Experience.
3. Specialized Knowledge.
4. Personnel/Professional Qualifications.

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A certification that the Respondent meets the appropriate state licensing requirements to practice in the State of Illinois;
- c. A certification that the Respondent has not had a record of substandard work within the last five years;
- d. A certification that the Respondent has not engaged in any unethical practices within the last five years;
- e. A certification that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent feels is appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the qualifications.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.

- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with Disaster Recovery projects and any other projects relating to CDBG or the Community Development Assistance Program (CDAP). Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed Disaster Recovery or projects, and/or similar CDBG or CDAP projects. Preference is for the types of projects similar to those described in Part One. (For example; if the RFQ is for drainage projects it is only of secondary importance to provide information on how many sewer or water CDBG or CDAP projects Respondent has performed.) Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Time is of the essence. Provide an estimated schedule for completion of the construction bid package. Describe the firm's workload and current capacity to accomplish the work by January 31, 2012.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Describe Respondent's firm's presence in commitment to Illinois.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- g. Identify all subcontractor's proposed for the project, their role and provide pertinent information on each subcontractor related to items a-f of this section.
- h. The Village of Maywood reserves the right to request any additional information to assure itself of a Respondent's financial status.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. Describe their knowledge of HUD's requirements for CDBG or CDAP. Describe their knowledge of the IKE Disaster Recovery program.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members who would be assigned to act for Respondent's firm (including subcontractors) in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience and relevant project experience. Describe, for each such person, the projects relevant to CDBG or CDAP and/or Disaster Recovery on which they have worked.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Illinois and the number working elsewhere.

PART THREE: SELECTION CRITERIA

The Village of Maywood shall evaluate each Respondent in terms of its:

- 1. Professional qualifications necessary for satisfactory performance of required services;
- 2. Specialized experience and technical competence in the type of work required;

3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with Government agencies and private industry in terms of quality of work and compliance with performance schedules;

Rating points

Respondents will be evaluated on the basis of the written material submitted and according to the following factors:

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| 1. Experience of the firm with this particular type of construction project(s) as described in Part One. | 40 pts. |
| 2. Experience of the firm with other type of CDBG or CDAP construction projects. | 10 pts. |
| 3. Current capacity to accomplish the work in the proposed time. | 20 pts. |
| 4. Timeliness of Proposed Project Schedule. | 10 pts. |
| 5. References from other clients attesting to firms: | |
| a. Quality of work. | 20 pts. |
| b. Compliance with performance schedules. | 20 pts. |

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the Village of Maywood will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Shawn Shiffer at 217.241.6650. Responses to this RFQ should be hand-delivered to Village Clerk's Office, at the Village of Maywood Village Hall at 40 Madison Street or mailed to Village Clerk's Office, at the Village of Maywood Village Hall at 40 Madison Street.

Responses to this RFQ (an original and one copy) must be received no later than 11:00 am, November 16, 2011. Please state "IKE Disaster Recovery CDBG Qualifications Statement-Engineering Services" on the cover.
