



Wayne Township Road District

Martin McManamon – Highway Commissioner

4N230 Klein Rd
West Chicago, IL 60185

Voice: 630-231-4923
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Wayne Township Road District

REQUEST FOR QUALIFICATIONS

for:

**Federal Grant Assistance &
Phase I/II/III Engineering for
Timber Lane Bridge Over a Tributary to the West
Branch of the DuPage River (QBS)**

Advertised: August 16, 2018

Due: August 31, 2018

I. GENERAL INFORMATION

1.0 STATEMENT OF NEEDS

Wayne Township Road District (Township) is seeking qualifications for Grant Applications & Phase I/II/III Engineering Services for the Timber Lane Bridge. These services will be procured in accordance with the Township's policy on Qualifications Based Selection (QBS).

The Timber Lane Bridge has a current posting level of Legal Load Only. According to the last Inspection Report in April 2017, the culvert is in serious condition. It is recommended that the concrete box culvert and guardrails be replaced within the next five to ten years. Anticipated work is culvert replacement and any other safety and roadway appurtenances. Budget is unknown based on funding.

1.1 SCOPE OF SERVICES

The selected consultant will be required to provide grant assistance and obtain Phase I design approval from IDOT, including any/all additional permits as may be required, and provide plans, specifications and engineer's opinion of probable construction cost. Please note that this project will require a wetland delineation and permitting. Phase III will need to meet IDOT document requirements.

1.2 QUALIFICATIONS REQUIRED

To be considered for this service request, interested Firms **must** submit, at a minimum, the following information in this format and order. Failure to follow this format could result in your firm's disqualification from consideration.

(1) Cover Letter on the firm's letterhead

(a) One contact person for the firm

(2) Company Background

(a) Number of years in business

(b) Officers of company

(c) Annual volume of similar work

(d) Current capacity

(e) Listing of existing suits, claims, or pending judgments (if firm has offices in multiple states/countries, a list of all existing suits, claims or pending judgments in the State of Illinois is acceptable)

(3) Comprehensive description of significant projects of similar type and size performed within the past eight years, including client, contact information, scope of work, and project schedule

(4) Services Provided In-House

(a) Description of types of services provided

(b) Description of types of equipment/programs used

(5) Proposed Project Team - identify team members with qualifications. The individuals proposed must be utilized on all requests unless alternates are approved in writing by the Township.

(6) Proposed Project Approach - general description of firm's typical project approach for this type of work.

(7) Current IDOT prequalification status

(8) Conflict of Interest disclosure statement (IDOT BDE DISC 2 Template)

(9) If the Firm proposes to use sub-consultants, this information shall be a part of the Firm's response.

II. RFQ SUBMITTAL REQUIREMENTS 2.0 QUANTITY AND FORMAT

1. Two (2) copies of proposer's statement of qualifications in an 8' x 11 format shall be submitted. All submitted information shall be organized as outlined in Section 1.2. Two-sided printing is acceptable and encouraged. Do not submit more than 10 pages (5 sheets).

2.2 DEADLINE AND PROPOSAL DISPOSITION

RFQ shall be due **NOT LATER than 11:00 A.M. CST on August 31, 2018 and shall be delivered to Attn: Mr. Martin McManamon, Road Commissioner, Wayne Township Road District, 4N230 Klein Rd., West Chicago, IL 60185.** All submittals shall become the property of Wayne Township Road District. Submittals received after the deadline will not be considered. Once submitted, all documents will be subject to Illinois FOIA laws. Nothing proprietary or confidential should be included.

Proposals shall be clearly labeled with the Consultant's legal name, address, telephone number, and due date.

Consultants are responsible for making certain that their proposal is received at the location specified by the due date and time. Wayne Township Road District is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence or condition. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered unless specified. Proposals received after the due date and time will be returned to the Consultant unopened.

The Proposer understands and agrees that Wayne Township Road District shall have no financial responsibility for any costs incurred by the Firm and its subcontractors in responding to this Request for Qualifications and shall not be liable for any Firm or its subcontractor's costs attributed to their own study and investigation or design of a specific project until Proposer has executed a contract with Wayne Township Road District and has been authorized in writing to proceed. Wayne Township Road District reserves the right to terminate this Request for Qualifications after three (3) days' notice to all prospective Proposers.

2.3 CONTACTS

All questions concerning the project should be directed to:

Mr. Martin McManamon, Highway Commissioner
Wayne Township Road District
4N230 Klein Road
West Chicago, IL 60185 Phone: 630-231-4923
Fax: 630-231-4929
wtrd@sbcglobal.net

SELECTION PROCESS

3.0 EVALUATION CRITERIA

Wayne Township Road District will evaluate the submittals in accordance with our policy on Qualifications Based Selection (QBS). **DO NOT SUBMIT INFORMATION ON PRICING OR FEES.** Firms will be ranked based upon, at a minimum, the following criteria, which are listed in no particular order.

1. Project Team
2. Firm's experience on similar projects
3. Proposed Project Approach
4. Familiarity with local and state requirements
5. Familiarity with the project

Upon the selection of a short list, the Township will initiate negotiations with the highest ranked firm to develop a scope and fee for the project. If a scope and fee cannot be agreed upon, the second ranked consultant will be engaged in a similar negotiation, and so on until an agreement is reached