



CITY OF ELMHURST
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August 28, 2023

Request for Qualifications/Proposal (RFQ/RFP) North York Street Sidewalk Construction Project Phase III Construction Engineering

The City of Elmhurst is seeking professional services from a qualified engineering firm to provide Phase III Engineering Services for the North York Street Sidewalk Construction Project. The qualified firm should be IDOT prequalified and should have the ability and experience in Phase III Construction Inspection; along with the ability to provide staff that has experience in the federal aid documentation process, bridge abutment modifications and streetscape improvements.

The RFQ/RFP shall be submitted by delivery method to the following address no later than 10:00 am on Monday, September 18, 2023:

City of Elmhurst
Attn: Mike Litwin
209 N. York Street
Elmhurst, IL 60126

The proposal portion (RFP) of the submittal MUST BE in separated SEALED package.

All questions shall be submitted electronically to Mike Litwin (mike.litwin@elmhurst.org) on or before **4:00 pm on Thursday, September 14, 2023**. A response to all questions received will be posted on the City's website.

Project Information:

The City of Elmhurst has submitted for and received Federal Surface Transportation Program ("STP") funding for sidewalk improvements on the west side of N. York Street, from Lake Street (US Route 20) to the I-290 Ramp/Crestview Ave. The City is currently working thru IDOT for design approval and is anticipated to be on the February or March 2024 IDOT Letting. Construction is anticipated in the summer of 2024.

The project improvement includes the installation of a new 8' wide sidewalk along the west side of York Street, between Lake Street (US Route 20) and I-290 Ramp/Crestview Avenue, to create a connection between existing portions of City sidewalk along the North York Street corridor. The sidewalk installation will involve substantial work related to modifications to the existing I-290 bridge abutment in order for the sidewalk to be installed. The design also includes lighting, fencing, and tree enhancements.

The construction estimate for this improvement is \$2.07 million dollars and the plans and specifications for the improvements are attached. The anticipated construction schedule is for summer of 2024. The contract completion date is November 1, 2024.

Minimum Scope of Services:

The anticipated scope of work for this project will include, at a minimum, the following items.

- Full-time construction observation, inspection, and documentation
- Coordination and weekly meetings
- Shop drawing review
- Material inspection
- Verify construction layout
- QA of materials (concrete, asphalt, etc.)
- Record drawings
- Review and approval of payment requests; along with forwarding the payment requests to IDOT for further review and approval.
- Finalizing administration of the project (i.e., “closeout”).

RFQ/RFP Submittal Requirements:

The following information shall be included to help the City of Elmhurst select an engineering firm for the Phase III Engineering Services.

1. Name, contact person, address, and brief history of firm.
2. Name and key information of the Engineers and/or Key Personnel to be assigned to this project.
3. Related experience during the last five years by the proposed Engineers and/or Key Personnel.
4. Project Understanding and Critical Project Components
5. Information that would differentiate your firm from others
6. Completed BDE DISC 2 – Conflict of Interest Form

****The RFQ shall be no more than five (5) pages for the write up. Resumes, example project sheets, and the BDE DISC 2 Form do not fall into this five page maximum requirement.****

*****The RFP must be sealed and should be packaged with the RFQ submittal.*****

*****If your firm is not the highest ranked firm, the sealed RFP will be returned.*****

Ranking and Selection Information

The City is expecting to select an engineering firm based on the written submittal; however, the City reserves the right to hold in-person interviews in order to select the top firm if desired. Once a firm is selected based upon the RFQ submittal, the City will enter into contract negotiations with the top ranked firm. If an agreement cannot be reached with the top ranked firm, the City will start negotiations with the next highest ranked firm. For more information on Elmhurst's Qualification Based Selection (QBS) process, please see our "Qualification Based Selection Policy and Procedure" document located at...

<https://www.elmhurst.org/DocumentCenter/View/15055>

Consulting firm ranking will be based on the following criteria:

- (30%) - Technical Approach
- (20%) - Firm Experience
- (20%) - Staff Capabilities
- (20%) - Work Load Capacity
- (10%) - Local Presence

An engineering firm that ranks high during the review process will demonstrate their past experience and abilities related to the following:

- Phase III Construction Inspection for a project with the IDOT federal aid documentation process.
- Bridge abutment modifications.
- Streetscape improvements that include street lighting, fencing and tree installation.
- How the firm communicates updates to City Staff and local businesses.