



**CITY OF ELMHURST**  
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November 28, 2022

## **Request for Qualifications/Proposal (RFQ/RFP) North York Street Roadway Resurfacing 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 Roadway Resurfacing improvements. 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.

**The RFQ/RFP shall be submitted by delivery method to the following address no later than 10:00 am on Monday, December 12<sup>th</sup>, 2022:**

**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 on or before **4:00 pm on Thursday, December 8, 2022**. 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 through the LAFO program for resurfacing of North York Street from Crestview Avenue north to Grand Avenue (approx. 0.92 miles). The City is currently work thru IDOT for design approval and to be on the Jan 2023 IDOT Letting.

The project will primarily be a mill and overlay of North York Street; also included in the scope of the project are ADA sidewalk upgrades, a designated mid-block pedestrian crossing installation with flashing beacons, spot curb and gutter repairs, new raised medians, widening on Belden Avenue to accommodate a new designated right turn lane, bi-directional turn lane improvements, and sidewalk repairs.

The construction estimate for this improvement is \$3.4 million dollars and the plans and specifications for the improvements are attached. **The anticipated construction schedule is for summer of 2023. The contract completion date is November 23, 2023.**

**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.

**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 three (3) 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.\*\****

## **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