



**Oak Lawn Park District QBS
Wolfe Wildlife Bike Trail
Phase I/II/III Engineering Services
Section No. 23-P4062-00-BT**

QUALIFICATION BASED SELECTION (QBS)

The Oak Lawn Park District, Oak Lawn, Illinois, is requesting Statements of Qualifications (SOQ) from IDOT-prequalified engineering firms for Phase I, II Design Engineering Services and Phase III Construction Engineering Services for the Wolfe Wildlife Bike Trail project. The Park District has received a ITEP grant for the 2023 grant cycle. This project is being partially federally funded, and therefore, consultants' selection will be in accordance with the Qualification Based Selection (QBS) guidelines in the Brooks Act (40 USC11) and the Federal Highway Administration (FHWA) requirement for Procurement, Management, and Administration of Engineering and Design Related Services (23 CFR 172).

Attached are:

1. SOQ Requirements and Selection Criteria (page 3-6)
2. Scope of Services (page 7-9)
3. Location Map (page 9)

All questions must be received by 4:00 PM (CST) on Thursday, July 27, 2023. A response to all questions received will be posted on the Park District's website by 4:00 PM (CST) on Tuesday, August 1, 2023. It is the responsibility of the consultant to ensure they have any pertinent documents from the Park District's website including addendums.

The SOQ shall be submitted in pdf format VIA E-MAIL no later than 4:00 PM (CST) August 3, 2023.

The SOQ and any questions shall be addressed to the Oak Lawn Park District Superintendent of Park & Planning: Ryan Gory. Questions shall be submitted via email to rgory@olparks.com. Any SOQ received after the above noted deadline may not be reviewed as part of the consultant selection process.

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All SOQ submittals must be thorough, complete, and accurate. The .pdf submittal shall be a single .pdf document, no more than 15 pages in length (including cover letter, tabs, section breaks, cover pages, back pages, IDOT prequalification, etc.). Tabs, section breaks, cover pages, back pages, etc. are not required. The submittal should include the following information:

1. Cover letter on the consultant's letterhead transmitting the qualifications, including the name of the consulting firm, local address, telephone number and name of contact person (with email address).
2. Current Illinois Department of Transportation (IDOT) prequalification status. The prime consultant must be prequalified in Highways – Roads and Streets and submit documentation of their current prequalification status.
3. List of relevant projects recently completed similar in nature to this project. Include a description of each project, including location, project team, and construction cost for each project. If the project was on an IDOT state letting, provide the letting date and item number and/or contract number.
4. Brief technical approach regarding the consultants' abilities to perform the required Phase I & II & III Engineering services.
5. List of key staff with brief resumes that would be assigned to the project including the Project Manager (must be a Licensed Professional Engineer in the State of Illinois), Engineers and any other relevant staff. Also, include any sub-consultants that will be utilized to complete the project, including the relevant prequalification categories for each sub-consultant (documentation of their prequalification status is NOT required). An organization chart is optional.
6. Detailed schedule of anticipated start dates and completion dates for major tasks listed in the scope of services and in general for the Phase I & II Engineering Services. At a minimum, the schedule shall include: Phase I & II agreement processing, Phase I PDR approval, Phase II plan submittal dates, and anticipated letting date. For purposes of the schedule, consultants should assume that the agreement will be approved by Park District and notice to proceed will be given by the end of August 2023.

7. List of four (4) references including name, job title, telephone number, and email address. The references should not be current Oak Lawn Park District employees. The references should preferably have worked for a local agency on similar projects.
8. Selection Criteria and Weighting:

The selection criteria and weightings for project selection are as indicated below:

- Consultant Experience (30%). *The consultant's general experience, stability, and experience on projects similar to the one under consideration.*
- Staff Capabilities (20%). *The education, experience, and expertise of the consultant's key employees.*
- Technical Approach (30%). *Project understanding and the consultant's approach to the planning, organizing, execution and management of the project effort.*
- Workload Capacity (10%). *Quality of the consultant's schedule, including how expeditiously the work can be completed realistically.*
- In-State or Local Presence (10%)

Experience with IDOT procedures is essential. Listing projects where the client was a local agency on a federally funded project is preferred (as opposed to the client being IDOT or another consultant).

A selection committee comprised of Park District staff will evaluate the SOQs. No interviews will be held. The SOQs will be reviewed, evaluated, and scored using the criteria and weights defined above. The SOQ will be used by staff to select the three most qualified consultants. All consultants who submitted qualifications will be notified when the results are completed, along with the top 3 consultants and their overall scores. Additional results and scoring breakdowns will not be provided.

The top ranked consultant will be notified, and the final scope and hours will be negotiated. If an agreement cannot be reached with the top ranked consultant, the Park District will start negotiations with the next highest ranked consultant. The engineering agreement format will be Cost Plus Fixed Fee using the latest version of the BLR 05530 form (Local Public Agency Engineering Services Agreement). Approval of the engineering agreement is subject to approval by the Park District Board.

The Oak Lawn Park District reserves the right at any time and for any reason to cancel this consultant procurement process, to reject any or all SOQ's, or to accept an alternative SOQ. The Oak Lawn Park District reserves the right to discard any immaterial SOQ. The Park District/staff may seek clarification from a submittal at

any time and respond promptly if there is cause for rejection. The Oak Lawn Park District will not be liable in any way for any costs incurred by consultants in replying to this request.

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Phase I, II, III Engineering Scope of Services

The Phase I Preliminary Engineering Scope of Services is expected to be as follows:

The Consulting Engineer shall perform and carry out, in a professional and satisfactory manner, the necessary services required to complete the requirements for this project. The services to be provided are described in the Minimum Scope of Services section of this proposal. All work must adhere to Park District and IDOT standards.

- Providing necessary personnel, materials, equipment and transportation to make necessary investigations, measurements, computations and analysis to perform field and office civil engineering services for design of the project.
- Data Collection and review – to prepare aerial mosaics to be used for exhibits and presentations as necessary.
- Detailed topographic surveys, as necessary, for the planning and design of the project shall be included. A preliminary topographic survey was completed as part of the grant process and will be provided.
- Perform environmental assessments and preparation of environmental documentation as required per IDOT standards including special waste (if needed) Request. Include wetlands delineation if needed. ESR has been submitted. ESR has been submitted by the Park District. RE will be responsible for assisting with further documentation.
- Obtain clearances and/or permits from all regulatory agencies as required by the project scope.
- Prepare a traffic management analysis to determine staging possibilities.
- Soil/pavement investigations, as necessary, to determine structural design, as well as CCDD screening, if needed.
- Preparation of a Project Development Report (if needed), with all required attachments as required by IDOT.
- Preparation of Location Map, Typical Sections, Plan and Profile, Cross

Sections, Engineer's Estimate of Cost and other pertinent work as required to successfully complete all the project requirements (not all may be needed).

- Coordination with the Park District, IDOT, FHWA, Utilities and other agencies or businesses as required. Including attending meetings and preparation of the required agenda/exhibits and minutes.
- Coordination with Southwest Suburban Mayors and aiding the Park District (if needed) with various forms and updates as required. It is anticipated that the selected consultant will fill out all the "Initial Estimated Date" information for the initial Quarterly Status Update on behalf of the Park District.
- Attendance and presentations at public meetings and/or hearings.
- Other related services to produce the required surveys, reports and plans as necessary.
- Address comments and revisions from IDOT and Park District on the PDR.
- Obtain Design Approval from IDOT and FHWA.
- The chosen engineer is requested to attend a Kickoff meeting with IDOT and FHWA on August 8, 2023
- Any and all other activities as requested by the Park District to successfully complete the Phase I engineering services for each project per the IDOT and Park District Standards.

The Phase II Design Engineering Scope of Services is expected to be as follows:

- Providing necessary personnel, materials, equipment, and transportation to make necessary investigations, measurements, computations, and analysis to perform field and office civil engineering services for design of the project.
- Attend the IDOT Phase II Kick-Off Meeting, including preparation of the required agenda/exhibits and minutes.
- Perform environmental updates as needed or submit required documents including a Preliminary site investigation (PSI) (if required).
- Obtain clearances and/or permits for all regulatory agencies as required by the project scope.
- Coordinate with all utilities impacted by the project.
- Prepare detailed Phase II plans per IDOT standards for Park District review and submittal to IDOT. Prepare specifications, cost estimates, and other documents as necessary to complete all of the required Plans, Specifications and Estimates (PS&E) submittals to IDOT.
- Submit the Pre-Final (95%), Initial Final (99%) and Final (100%) PS&E submittals to IDOT per the IDOT Region One Letting Schedule.

- Complete additional PS&E submittals if required by IDOT review comments.
- Provide a disposition of comments to all IDOT reviews.
- Adhere to any other requirements as needed according to the current IDOT District 1 BLR Phase II Plans and Specifications Guidelines.
- Answer any contractor questions and process any required addendums as required by IDOT Central Office during bidding.
- Provide project administration and management.
- Any and all other activities as requested by the Park District to successfully complete the Phase II engineering services per IDOT and Park District Standards.

The Phase III Construction Engineering Scope of Services is expected to be as follows:

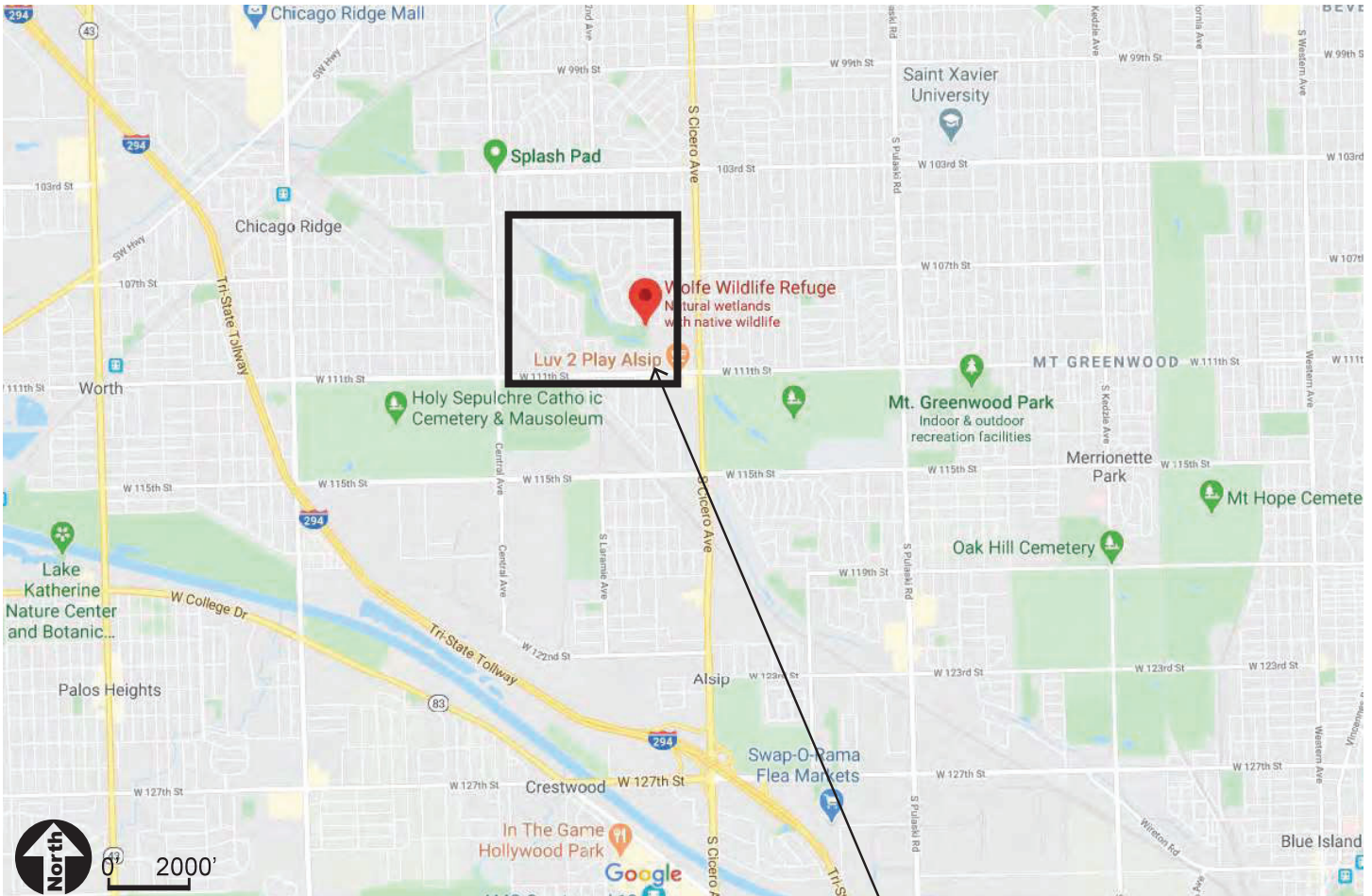
- The RE will be expected to:
 - Provide construction observation in accordance with IDOT standards
 - Observe bike path removal
 - Keep records and quantity tabulations
 - Attend a minimum weekly construction and progress meetings related to the project as needed
 - Coordinate and communicate with park district staff and other agencies for impacts of construction
- The consultant shall provide quality assurance (QA) of PCC and HMA material including review of contractors QC plans. The consultant can use a sub-consultant for QA testing. The sub-consultant does not need to be disclosed in the SOQ.

LOCATION MAP

The project is located in Wolfe Wildlife Park in the Oak Lawn Park District, Cook County, Illinois.

The project scope includes removal and installation of new asphalt pavement multi-use trail throughout park including ADA ramp improvements, and associated work. Bike trail striping, signage, new lighting and lawn restoration will also be included. The project will utilize ITEP federal funds administered through the Southwestern Suburbs Council of Mayors. The estimated construction cost is \$1,592,000 and the project length is 1.44 miles.

Oak Lawn Park District
Wolfe Wildlife Refuge Bike Path



Project Location

Oak Lawn Park District
W 109th St & Laramie Ave,
Oak Lawn, IL 60453

Directions to Project Site:

Take Exit 12 From I-294 S. Turn left onto IL-83/W 127th St, Turn left onto S Cicero Ave/IL-50 N, turn left onto W 109th St continue to Laramie Ave. The project starting point is the corner of Laramie Ave and W 109th St. The ending point is the intersection of 107th St and Long Ave.

