

REQUEST FOR QUALIFICATIONS

PHASE III CONSTRUCTION ENGINEERING SERVICES

**for the Village of Spring Grove's
Winn Road Resurfacing Improvements**

Submission Deadline: 3:00 PM on October 27, 2023

GENERAL

The Village of Spring Grove (Village) is requesting Statement of Qualifications from IDOT pre-qualified firms in Phase III Engineering services for the Winn Road Resurfacing Improvements. The scope of work includes but is not limited to the construction oversight and administration in accordance with IDOT and FHWA policies of approximately 2.5 centerline miles of hot-mix asphalt resurfacing and all other incidental and collateral work necessary to complete the improvement.

SCOPE OF WORK

The selected firm shall perform the Phase III engineering services required in a professional and satisfactory manner. The Village will provide a liaison as a point of contact throughout the Phase III process.

All work must be completed in accordance with IDOT policies, procedures and standards for a Federally funded project.

Phase III construction engineering services shall be in accordance with IDOT Bureau of Construction policies and procedures for Federally funded projects. The anticipated scope of services shall include but is not limited to the following:

- Provide full-time resident engineer and necessary construction inspection staff to ensure that improvements are completed in accordance with the approved contract plans and documents.
- Attend IDOT Pre-construction meetings with the Village.
- Communicate with residents on Village's behalf regarding construction-related items.
- Provide material inspection and testing.
- Complete and maintain required reports, activities, plan changes, anticipated cost changes, extra work, etc. Submittal of weekly reports to the Village, IDOT and the Contractor.
- Facilitate progress meetings with the contractor and subs, utility companies, IDOT, Village, etc., and provide minutes. Ensure that contractor provides updated project schedule for progress meetings.
- Maintain records during construction to document field changes.
- Complete measuring and documentation of quantities meeting IDOT requirements. Prepare and submit various reports such as partial and final pay estimates, change orders, material reports, records, etc.
- Provide and complete QA/QC material testing as required by IDOT.
- Complete all final IDOT quantity and material documentation for Contract completion and close out.
- Any additional requirements and tasks stipulated by IDOT, but not specifically listed herein, will be considered to be included as part of the project scope for Phase III services.
- Provide necessary transportation, computer and communication devices needed to complete the scope of work.

PROPOSAL CONTENTS

The SOQ should be prepared on IDOT form BLR 05530 for Phase III engineering services including, but not limited to, the scope of work for both the prime consultant and subconsultants, form BC 775 and form BC 776. Exhibit C and D of the BLR 05530 is not required at this time, and no fees shall be provided by the consultant. The BLR 05530 is being used so that the consultant can clearly expand upon the scope of services being proposed.

Firms should include their IDOT prequalification.

SELECTION

One firm will be selected based on qualifications relative to the evaluation criteria included herein. The responding firms will be ranked in order of preference from that evaluation.

DEADLINE

Statement of Qualifications are required to be submitted electronically via email to the Village Clerk. Statement of Qualifications shall be submitted before 3:00 PM on October 27, 2023. Only submittals meeting the requirements of this request shall be considered.

VILLAGE CONTACT INFORMATION

Village of Spring Grove
Sandi Rusher
Village Clerk
7401 Meyer Road
Spring Grove, Illinois 60081
Telephone: (815) 675-2121
srusher@springgrovevillage.com

EVALUATION CRITERIA

Responding firms will be ranked in order of performance from this evaluation on firm's qualifications relative to the evaluation criteria. The evaluation criteria are as follows:

1. Scope of Work	20 points max
2. Prime & Subconsultant Experience	20 points max
3. Local Presence	20 points max
4. Resident Engineer Capabilities	20 points max
5. Work Load Capacity	20 points max
Total Points	100 points

-- END OF RFQ --