



VILLAGE OF WESTCHESTER

Request for Qualifications

Gladstone Bridge (SN 016-8166)

June 2020

RE: Request for Qualifications
Gladstone Street Bridge over Addison Creek (S.N. 016-8166)
Bridge Replacement
Phase II Engineering Services

The Village of Westchester hereby invites Statements of Qualifications from IDOT pre-qualified engineering firms to assist the Village of Westchester in completing Phase II Engineering for the Bridge Replacement of Gladstone Street over Addison Creek. The Phase II Design Services of the project is to be funded through the federal Surface Transportation Program-Bridge (STP-BR) fund; therefore, all work must be done in accordance with Federal Highway Administration (FHWA) and Illinois Department of Transportation (IDOT) STP-BR guidelines.

The Gladstone Street Bridge replacement project consists of removing the existing single span concrete T-Beam on concrete spread footings and constructing a single span PPC I-Beam bridge on concrete stub abutments on steel piles. The proposed deck will be 8" inches concrete with sidewalks and Type L railings. Approach slabs will be constructed on both sides of the proposed bridge. No changes will occur to the roadway/lane width, no additional ROW will be required. The Gladstone Street Bridge is located in a residential area with a posted speed of 25 mph and an ADT of 210 vpd. Gladstone Street has one travel lane in both directions and parking is allowed on both sides of the street.

The Consulting Engineer shall perform and carry out, in a professional and satisfactory manner, the necessary services required to complete the requirements of the project. The services to be provided related to this Request for Statements of Interest/Qualifications are described in the Minimum Scope of Services section of this document. All work must adhere to Village, FHWA, and IDOT standards as required.

The Consulting Engineer shall have successfully completed a minimum of three projects of the same type and size as the Gladstone Street Bridge Replacement Project. The proposed Consultant Project Manager shall have a minimum of ten years of experience in Phase II Engineering on IDOT Bureau of Local Roads and Streets (BLRS) projects. A list of these projects and the IDOT BLRS contact and local agency contact for the project should be provided.

The pdf version of the Project Development Report (PDR) can be provided to assist the Consulting Engineer in preparing the Proposal, and should be requested through the Village's Public Works Department. It is expected that the Phase II Consultant shall use the PDR as a guide only. The Phase II Consultant shall be responsible for completing all facets of the project design to provide a complete set of plans and bidding documents.

The schedule of the project is critical and a team with the experience and relationship with IDOT staff to complete the design in a timely manner is key.

Interviews will not be required for this project.

Minimum Scope of Services:

- The selected Consultant must be familiar with the submittal requirements of IDOT Local Roads and the Bridge Unit. The Consultant shall coordinate the project on behalf of the Village, with IDOT, the Northwest Council of Mayors, and other project stakeholders. The selected Consultant shall attend with Village staff all appropriate meetings with other agencies involved to ensure appropriate project coordination.
- Attend and document agency coordination meetings based on the number of meetings recommended by the Consultant.
- Permits and obtain all required approvals.
- Utility Coordination
- Review of Phase I Project Development Report. The Consultant shall include any necessary resubmittals or coordination necessary to extend the design approval timeframe or environmental clearances if required by IDOT or any other jurisdictional agency.
- Verify existing survey information obtained in Phase I and provide any supplemental survey deemed necessary by the Consultant.
- Preparation of Preliminary and Final contract plans and documents meeting the requirements of IDOT and FHWA in accordance with the approved PDR.
- Quality Control/Quality Assurance and Constructability Reviews

Statements of Qualifications to include:

1. A brief statement of the firm's interest in performing the work and project understanding describing the scope of the project and items that may require special attention or detail.
2. A list of a minimum of three IDOT Bureau of Local Roads and Streets projects on which the proposed Project Manager has successfully managed similar Phase II Federally Funded Engineering projects. The IDOT BLRS contact and the local agency contact should be listed.
3. A list of a minimum of three IDOT federally funded bridge projects on which the proposed Structure Project Engineer has successfully managed that were approved by the IDOT Bridge Office.
4. Qualifications that demonstrate the firm has previously performed work of a similar nature within the Village.
5. List and description of similar projects.
6. Organizational chart including the names, titles and responsibilities of key individuals. Include potential sub-consultants and their responsibilities. Resumes of the individuals as shown on the organizational chart shall be included.
7. IDOT Pre-Qualification

8. Description of project approach and Phase II scope of services including anticipated Phase II schedule.

The following will be used for scoring the submittals:

- o Technical Approach (30%)
- o Similar Project Experience (20%)
- o Project Team / Staff Capabilities (20%)
- o Overall Completeness of Submittal (15%)
- o Work Load (15%)

Interested firms shall submit two (2) copies of its Statement of Qualifications to Scott Russell, Director of Public Works, 10300 W. Roosevelt Road, Westchester, Illinois 60154. Deadline for submission is June 30, 2020 at 10:00 a.m. Interviews with consultants will not be held. Based upon review of the Statements of Interests/Qualifications, a fee proposal will be requested from selected consultant.

Contact for Questions:

Scott Russell – Director of Public Works
(708) 345-0041
Village of Westchester
10300 W. Roosevelt Road
Westchester, Illinois 60154

RETURN WITH STATEMENT OF INTEREST

Village of Westchester

Financial Information & Potential Conflicts of Interest Disclosure

Contractor Name
Legal Address
City, State, Zip
Telephone Number Email Address Fax Number (if available)

Disclosure of the information contained in this form is required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500). Vendors desiring to enter into a contract with the Village of Westchester must disclose the financial information and potential conflict of interest information as specified in this Disclosure Form.

DISCLOSURE OF FINANCIAL INFORMATION

- 1. Disclosure of Financial Information. The individual named below has an interest in the FIRM (or its parent) in terms of ownership or distributive income share in excess of 5%. (Make copies of this form as necessary and attach a separate Disclosure Form A for each individual meeting these requirements.)

FOR INDIVIDUAL (type or print information)
NAME:
ADDRESS:
Type of ownership/distributable income share:
Stock Sole Proprietorship Partnership Other (explain on separate sheet):
% or \$ value of ownership/distributable income share:

- 2. Disclosure of Potential Conflicts of Interest. Check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If the answer to any question is "Yes", please attach additional pages and describe.

(a) Village of Westchester employment, currently or in the previous three years, including contractual employment of services. Yes No

If your answer is yes, please answer each of the following questions.

1) Are you currently an officer or employee of the Village of Westchester? Yes No

(b) Village of Westchester employment of spouse, father, mother, son, or daughter, including contractual employment services in the previous two years? Yes No

If your answer is yes, please answer each of the following questions.

1) Is your spouse or any minor children currently an officer or employee or appointee of the Village of Westchester? Yes No

2) If yes, please explain.

(c) Elective status; the holding of elective office of the Village of Westchester, currently or in the previous three years?

Yes No

(d) Relationship to anyone holding elective office currently or in the previous two years; spouse, father, mother, son or daughter?

Yes No

(e) Appointive office; the holding of any appointive government office of the Village of Westchester, currently or in the previous three years?

Yes No

(f) Relationship to anyone holding appointive office currently or in the previous two years; spouse, father, mother, son or daughter?

Yes No

(g) Employment, currently or in the previous three years, as or by any registered lobbyist of the state/municipal government?

Yes No

(h) Relationship to anyone who is or was a registered lobbyist in the previous two years; spouse, father, mother, son, or daughter?

Yes No

(i) Compensated employment, currently or in the previous three years, by any registered election or re-election committee registered with the Secretary of State or any county clerk of the state of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?

Yes No

(j) Relationship to anyone; spouse, father, mother, son, or daughter; who was a compensated employee in the last two years by any registered election or re-election committee registered with the Secretary of State or any county clerk of the state of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?

Yes No

3. **Communication Disclosure.** Disclose the name and address of each lobbyist and other agent of the firm or offeror who is not identified in Section 2 of this form, who has communicated, is communicating, or may communicate, with any state officer or employee concerning the statement of interest, bid or offer. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the process and throughout the term of the contract. If no person is identified, enter "None" on the line below:

Name and address of person(s): _____

4. **Suspension or Debarment Disclosure.** For each of the persons identified under Sections 2 and 3 of this form, disclose whether any of the following has occurred within the previous 10 years: suspension or debarment from contracting with any governmental entity; professional licensure discipline; bankruptcies; adverse civil judgments and administrative findings; and criminal felony convictions. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the procurement process and term of the contract, if the bid or offer is successful. If no person is identified, enter "None" on the line below:

Name of person(s): _____

Nature of disclosure: _____

APPLICABLE STATEMENT

This Disclosure Form A is submitted on behalf of the INDIVIDUAL named on previous page. Under penalty of perjury, I certify the contents of this disclosure to be true and accurate to the best of my knowledge.

Completed by: _____
Signature of Individual or Authorized Officer Date

NOT APPLICABLE STATEMENT

Under penalty of perjury, I have determined that no individuals associated with this organization meet the criteria that would require the completion of this Form A.

This Disclosure Form A is submitted on behalf of the FIRM listed on the previous page.

Signature of Authorized Officer Date

The firm has a continuing obligation to supplement these disclosures under Sec. 50-35 of the Procurement Code.