



## VILLAGE OF LA GRANGE PARK - REQUEST FOR QUALIFICATIONS

Professional Services for Phase I Preliminary Engineering

La Grange Road Traffic Safety Improvements

### Request for Qualifications

**RFQ Name:** Professional Services for Phase I Preliminary Engineering for La Grange Road Traffic Safety Improvements

**Date Issued:** Friday, November 1st, 2024

**Contact Person:** Derek Rockwell, Senior Planner / Project Coordinator

**Email Address:** [drockwell@lagrangepark.org](mailto:drockwell@lagrangepark.org)

**Phone Number:** (708) 354-0225, x206

### Submission Deadline

Submittals shall be placed in a sealed envelope, marked:

“REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR PHASE 1 PRELIMINARY ENGINEERING FOR LA GRANGE ROAD TRAFFIC SAFETY IMPROVEMENTS”

and delivered prior to the acceptance deadline, **3:30PM ON THURSDAY, NOVEMBER 21, 2024**

**Please inform the Village of intent to submit by Wednesday, November 13<sup>th</sup>, 2024**

### DELIVERY/MAILING ADDRESS

Village of La Grange Park  
447 N. Catherine Avenue  
La Grange Park, IL 60526

Attention: Derek Rockwell, Senior Planner / Project Coordinator

Please submit **three (3) hard copies** and one **(1) electronic version** of the RFQ response documents.

## **I. INTRODUCTION**

The Phase I Engineering Services for the project will include all services required to prepare, submit and secure approval by IDOT of the Project Development Report (PDR). Preliminary Engineering Services will be required from the date of approval of the Preliminary Engineering Agreement through the final IDOT approval of the PDR.

The Village will evaluate qualifications in accordance with the evaluation criteria set forth in the submittal requirements of each element. At the conclusion of this evaluation process and following negotiations, the Village anticipates that it will select one Proposer to provide the services for the Village. The Successful Proposer selected by the Village must commit to provide the services, or specified elements thereof, for a term of 90 calendar days from the due date of the proposal. All Proposals submitted shall remain in full force and effect during the Village's evaluation and selection process.

## **II. PROJECT DESCRIPTION AND DEFINITION**

The Village Market Streetscape Improvement Plan, approved by the Village Board in March 2023, identifies specific actions to enhance safety, connectivity, and mobility along the La Grange Road corridor within the Village of La Grange Park. This project focuses on traffic and geometric improvements along La Grange Road, spanning from Richmond Avenue on the south to Woodlawn Avenue on the north. A preliminary project location map has been attached hereto for reference.

The project will be partially funded through a \$175,000 grant the Village received through Cook County's Invest in Cook Program, administered by the Cook County Department of Transportation and Highways. This grant amount represents 50% of the estimated preliminary engineering cost of \$350,000, and additional funds are budgeted in the Village Market TIF District to fund the project.

The scope of the proposed improvements includes:

1. Richmond Avenue to Homestead Road:
  - a. Median Conversion: The striped median on the south side of the Homestead/La Grange Road intersection will be replaced with a raised planted median. This change includes the creation of a pedestrian refuge for the south crossing of La Grange Road, aligned with the existing PACE bus stop.
  - b. Signal Timing Modification: Traffic signal timing at the Homestead/La Grange Road intersection will be adjusted to incorporate Leading Pedestrian Interval (LPI) timing for enhanced pedestrian safety.
  
2. Homestead Road to Woodlawn Avenue:
  - a. Intersection Design Study (IDS): A preliminary IDS will be conducted to assess the installation of either a full traffic signal or an Emergency Vehicle Preemption (EVP)-activated signal at the Woodlawn intersection, facilitating swift access for Village emergency service vehicles to La Grange Road. This study will involve aligning the east side of the Woodlawn/La Grange Road intersection with the west side, maintaining full access to the Village Market shopping center.
  - b. Roadway Widening and Pedestrian Refuge: The roadway will be widened between Homestead and Woodlawn to allow the addition of a raised median and pedestrian refuge at the north side of the Woodlawn/La Grange Road intersection.

### III. STATEMENT OF QUALIFICATIONS

Interested firms shall submit a Statement of Qualifications that includes the following:

- A brief statement of the firm's interest in performing the work.
- An understanding of the project scope and a project development approach.
- A list and description of similar projects (4 maximum) successfully completed within the last 10 years.
- Organizational chart including the names, titles and responsibilities of key individuals. Include sub-consultants and their responsibilities. Resumes of the individuals depicted on the organizational chart shall be included.
- IDOT Pre-Qualification Documentation

All submittals should be a maximum of 20 pages total, and should include a table of content. Submittals shall be thorough, complete, and accurate.

### IV. SCOPE OF WORK

The Village of La Grange Park is requesting proposals from qualified firms for Phase I engineering design and related services for the La Grange Road Traffic Safety Improvements project as described in this document.

The Consultant's role will be to carry out the scope of work described in this document. The Consultant may propose modifications to the desired scope if, based on their professional expertise and knowledge, they can provide an approach that will more effectively address the goals of this project; however, the Consultant shall, at a minimum, satisfy parameters required by IDOT. These proposed modifications would require Village approval.

The scope of services for this project shall include Phase I engineering for the project. The following scope of services is provided as a guide for the proposers. It is intended to identify the minimum service level expected from the successful firm and as such may be modified and augmented based upon the experience of the firm as necessary to complete the project. The Consultant shall prepare, during the concept and preliminary phases of the plan development, quantities and construction cost estimates for each of the project components.

Consultant shall coordinate with Village staff to establish design criteria. Consultant shall conduct a field walk to determine potential design and construction conflicts and verify field topography data. Consultant shall review design criteria, key issues and recommend a layout for the project and obtain Village approval of the proposed design.

In particular, the consulting firm selected to perform the services outlined in this RFQ will be responsible for the following:

#### A. Project Administration and Meetings

- Management of IDOT kickoff and coordination meetings and preparation of minutes
- Utility Coordination, including IDOT summary forms and utility response letters
- Village coordination meetings and allowance for attendance at two (2) Village

- Board meetings
  - Public Engagement Meetings (2)
  - Any other site or coordination meetings necessary to ensure project completion
- B. Survey
- Topographic survey meeting minimum standards of practice as set forth by Illinois Administrative Code
  - Contours at 1-foot intervals
  - Elevations at necessary cross sections, extending beyond the existing ROW
  - Detailed survey at non-compliant pedestrian intersections
  - Utility survey of accessible features and incorporation of underground utility data from Village utility atlases
  - Incorporation of utility agency information via JULIE markings and utility atlas information
  - Establish existing Right-of-Way and property lines along the project corridor
- C. Environmental Studies
- Environmental Survey Request Preparation
  - Environmental Clearances
  - Special Waste Assessment, including a Preliminary Environmental Site Assessment (PESA)
- D. Preliminary Drainage Analysis
- Evaluation of existing drainage conditions
  - Evaluate drainage in accordance with WMO standards and applicable permits
  - IDOT drainage approvals, as necessary
- E. Preliminary Plans
- Existing and proposed typical sections
  - Preliminary easement and ROW needs
  - Preliminary ADA design to determine if compliant improvements can be made within existing right-of-way
  - Establish alignment and stationing
  - Prepare cross sections as necessary
  - Preliminary plan and profile
- F. Intersection Improvements
- Analysis of inclusion of traffic signal at intersection of Woodlawn Avenue and La Grange Road, including a signal warrant study at this intersection
  - Potential signal improvements at the existing intersection of Homestead Road and La Grange Road
- G. Public Input Meetings
- Preparation of notices, handouts, comment forms and materials and staffing necessary for all required public information meetings

H. Phase I – Project Development Report

- Preparation of pre-final and final versions of the report document and attachments, following IDOT requirements

**Meetings and Reports**

A. Coordination and Progress Meetings

- Conduct quarterly progress and coordination meetings at Village Hall with Village staff. Prepare and distribute meeting minutes and project status reports. Schedule and attend meetings with the Village as necessary, to review and discuss specific issues not covered during progress meetings

B. Monthly Reports

- Prepare monthly summary design reports indicating job status, schedule update and current project costs

C. Meeting Minutes

- Prepare meeting minutes and distribute for comment before finalizing

D. Attendance at Meetings

- The Consultant will budget (at a minimum) attendance at the following meetings over the duration of the project:
  - 1 Phase I kick-off meeting with Village staff
  - 1 Phase I kick-off meeting with the IDOT
  - 4 progress meetings with Village staff
  - 2 Village Board meetings
  - 2 Public Engagement meetings

E. Coordination with Related Planning Efforts

- The consultant shall manage the IDOT plan submission/approval process and prepare and coordinate all required submissions, approvals, permits, etc.

F. Submission to Outside Agencies (IDOT)

- Consultant shall submit additional construction plans to agencies for their review and comment. One round of normal revisions should be anticipated for each submittal.

**V. SUBMISSION REQUIREMENTS**

Firms wishing to be considered for this project shall submit (1) digital copy and three (3) paper copies of the Qualifications. The Qualifications shall be signed by an official authorized to bind the firm and must contain a statement to the effect that the Qualifications are valid for ninety (90) days. Qualifications information shall be submitted as follows:

The submittal envelope, clearly identified as "Technical Qualifications" shall be limited to 20 pages total, and contain the following information:

- Introductory letter, firm name, address, and telephone number; contact person, and table of contents.
- A clear and concise response as to why the Village of La Grange Park should select your firm or team of firms for this work.
- Statement of qualifications of firm.
- A detailed description of similar projects successfully completed by the firm in the past ten years. Relevant experience illustrating the firm's capabilities which must include description of work performed at other public agencies specifically managed by the designated Project Manager. Cite specific projects of a similar nature to the project described herein, specifically projects with required and received IDOT approval. Include the name, telephone number, and email address of a contact person for each client who can verify the information provided. Listing of current projects and percent complete.
- Provide a brief narrative indicating the management structure of your firm, the tenure of management, and ownership of the firm.
- Resume of the Engineer that will be assigned to work as the "lead person" on this project and be the Village's liaison. This individual must be a licensed civil engineer. Include a detailed description of the assigned Engineer's experience in federally funded roadway improvements, specifically identifying the projects.
- Firm personnel experience - A listing of team personnel who will actually be assigned to perform substantial amounts of the work on this project. Provide a resume and experience record for each major contributor, including years of experience, education and anticipated amount of time each will actually work on this project, and location of each person.
- Sub-consultant personnel experience - Names and addresses of any outside consultants, associates and contractors proposed to be involved with this project. Include each proposed sub-consultant's experience and qualifications as described above for firm's personnel.
- A detailed proposed scope-of-work and methodology consisting of individual tasks for the project.
- Documentation of no personal or organizational conflicts of interest with Village of La Grange Park interests.

#### PROFESSIONAL LIABILITY COVERAGE FOR SERVICES

The delineated services provided by Contractor under this Agreement will be performed as reasonably required in accordance with the generally accepted standards for civil engineering as reflected in the contract for this project at the time when and the place where the services are performed.

The Village requests Contractor's professional liability coverage for the Village and to all construction contractors or subcontractors on the project and affected third parties arising from Contractor's alleged negligent acts, errors, or omissions, such that the total aggregate liability of Contractor to all those named shall be \$3,000,000.00.

#### **VI. CONSULTANT SELECTION PROCESS**

A panel of Village staff members, including Administration and Public works staff, will review the submitted Qualifications based on the evaluation factors noted herein. The Village shall evaluate the consultant submitting letters of interest, considering qualifications, ability of professional personnel, past

record and experience, performance data on file, willingness to meet time requirements, location, workload of the consultant, and such other qualifications-based factors.

The Village will select the consultant which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. After reviewing Qualification submittals, the Village will require an interview done in-person with up to three consultants deemed to be the most qualified prior to determining the final rankings. No formal presentation will be required and the interview will be a question-answer format. The Village may also decide to interview and enter discussions with less than three firms. The Village shall then contact the consultant ranked most preferred and attempt to negotiate a contract at fair and reasonable compensation, considering the estimated value, scope, complexity, and professional nature of the services to be rendered.

### **Selection Criteria and Weighting**

- Technical Approach (20%) e.g., project understanding, innovative concepts, quality control procedures, or other items
- Firm Experience, Including IDOT Experience (10%)
- Intersection Design Expertise (5%)
- Staff Capabilities (Prime/Sub) (30%)
- Workload Capacity (10%)
- Past performance, Including Successful Completion of IDOT Projects (20%)
- In-State or Local Presence - (5%)

The Village of La Grange Park reserves the right to reject any and all responses.

For additional information, visit the Village website <https://www.lagrangepark.org> or contact the RFQ coordinator at the email address provided herein.