

REQUEST FOR PROPOSAL

PHASE I & PHASE II ENGINEERING SERVICES

ROCK ISLAND COUNTY Township Bridge Program Section Number 19-03114-00-BR

Proposals are due to the Rock Island County Highway Department office, 851 W. 10th Ave, (P.O. Box 797), Milan, IL 61264 or Highway@co.rock-island.il.us by **3:00 PM, February 15, 2019**. **Proposals received after this time will not be accepted.**

I. PROJECT DESCRIPTION

The Rock Island County Highway Department is in need of Phase I & Phase II engineering services for the repair/replacement of structure 081-3080 over Mill Creek, located on 56th Street West, approximately 0.8 miles south of IL 94/192 in Bowling Township. The existing structure is a precast prestressed concrete bridge with a span length of 45' – 6-1/4". The project will be engineered and constructed utilizing Township Bridge Program funds. Phase I & Phase II engineering are expected to be completed for a spring 2020 letting. All Specific tasks include, but are not limited to:

1. Data collection and survey
2. Environmental studies coordination
3. Prepare IDOT forms and reports, including the Bridge Condition Report and the Preliminary Bridge Design Hydraulic Report.
4. Prepare contract plans and project special provisions/specifications
5. Prepare estimate of cost and time
6. Right of Way acquisition including Highway Plats and Legals, if necessary

II. PROPOSAL REQUIREMENTS

Proposals shall be submitted as a Portable Document Format (pdf) no later than 3:00 PM on Friday, February 15, 2019 to Highway@co.rock-island.il.us or Rock Island County Highway Department, 851 W. 10th Ave (P.O. Box 797) Milan, IL. 61264. The required proposal format is listed below. Please do your best to comply with as much of this information as possible. The completed Proposal shall be limited to 15 pages and include the following items, presented in the following order:

- Cover letter on the firm's letterhead transmitting the Proposal to the County. The cover letter shall describe the composition and proposal contents. In addition, the cover letter shall include the firm contact individual, including contact information, should questions arise from the submitted Proposal.

- Section 1: Listing of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart that are proposed to provide the majority of services.
- Section 2: Key staff resumes. **Resumes shall be limited to two pages.**
- Section 3: List of other company support staff that are not anticipated to perform major items of work but that may be available should their assistance be required.
- Section 4: Proposed sub-consultants.
- Section 5: Ongoing or completed projects of similar scope and magnitude that demonstrate the firm has experience in performing work requested by the County for the specific project.
- Section 6: This section also known as the Project Approach or Project Understanding shall be devoted to discussion of the County's project for which services are needed. The following elements shall be included in this section:
 - ✓ Project Name
 - ✓ Project Location
 - ✓ Type of work required (e.g., Phase I & II Engineering)
 - ✓ The firms proposed preliminary project approach to obtaining necessary data, evaluating the existing conditions, identifying problems/deficiencies, and proposed methods to correct or tackle and resolve identified problems and deficiencies.
 - ✓ A list of anticipated challenges or what is anticipated to be the biggest challenge in completing the requested work.

III. SELECTION CRITERIA AND WEIGHTING

- Technical Approach 30%
- Firm Experience 30%
- Staff Capabilities 30%
- Work Load Capacity 5%
- Local Presence 5%

IV. SELECTION PROCESS

The selection of the Consultant will be made in compliance with the County's most current Qualification Based Selection Procedure (QBS Procedure). The current QBS Procedure is posted on the County's website, rockislandcounty.org.

The County will conduct interviews with short-listed firms in compliance with its current

QBS Procedure for professional services anticipated for this project. **The interviews with the short-listed firms will be scheduled for the week of February 25, 2019.**

The interview will be a maximum of 30 minutes. The Consultant should be prepared to make a presentation (a maximum of 20 minutes in length) outlining their qualifications and experience with projects of similar scope and magnitude. The Consultant should also demonstrate their understanding of the project and engineering services required. The remainder of the scheduled time will be a question and answer session. Attendance of any anticipated support staff is encouraged, but will be limited to three representatives from the Consultant. **Attendance of the Project Manager is mandatory.**

Short-listed firms will be notified by February 22, 2019. Short-listed firms will be required to submit a disclosure statement with their procedures and are required to use the IDOT BDE DISC 2 TEMPLATE as their conflict of interest form.

The consultant chosen by the Selection Committee will be the presumptive Consultant for the final negotiations. The County will then conduct negotiations with the first choice firm. If the County is unable to execute a timely contract with the first choice, the County will then pursue negotiations with the second choice firm who has met the basic qualifications, then the third, etc., until an acceptable contract is executed.

The negotiated contract will be presented to the Rock Island County Public Works & Facilities Committee on March 11, 2019 and the Rock Island County Board on March 19, 2019 for their approval.

IV. CONTACT INFORMATION

Any questions regarding the project may be directed to John Massa at jmassa@co.rock-island.il.us or Lisa Geiger at lgeiger@co.rock-island.il.us

The Highway Department office number is 309 787-4668.