Request for Qualifications
South Schuyler Avenue Bike and Pedestrian Roadway Improvements
IDOT Section Number 20-00285-00-ST
Construction Engineering
City of Kankakee, Illinois

The City of Kankakee is requesting qualifications from qualified Consulting Engineering Firms to perform Construction Engineering services for the South Schuyler Avenue Bike and Pedestrian Roadway Improvements Project. The project is located within the City of Kankakee and begins on the north end at Station Street and will run south through River Street intersection, then along South Schuyler Avenue over the Kankakee River on the IDOT Bridge, and then continue south along south Schuyler Avenue and terminate just north of Charles Street. The services to be provided under this project are described in the Scope of Services section of this proposal. All work must be in accordance with FHWA, IDOT and City standards as required for approval.

The Project Scope/Description:

The proposed improvements include, milling and resurfacing of South Schuyler Avenue, curb bump outs, ADA ramp improvements, landscaping improvements, signal head modifications at River Street intersection as well as reflectors and lane configurations along the route to accommodate on road bike lanes and elimination of a northbound through lane across the bridge to allow for dedicated left only turn lanes on the north and south sides of the River Street intersection.

The City has already completed Preliminary Engineering for this project and no rights of way are required for construction. The City of Kankakee anticipates this project being on the January 2022 IDOT letting with construction beginning in Spring of 2022 and completion by the end of 2022.

Project History:

The City of Kankakee undertook Preliminary Engineering for South Schuyler Avenue and applied for an ITEP Grant Application in late 2020 and were awarded an ITEP grant for Construction and Construction Engineering Services in June 2021.

Timetable for completion of Construction Engineering services is roughly 365 days from the date of the notice to proceed from the City of Kankakee.

FUNDING:
The funding of the Construction Engineering portion of the project will be funded by ITEP and State of Illinois funds.

EVALUATION
The selection of the consultant will follow the Qualification Based Selection for Consultant Engineering Services (QBS) process outlined in chapter five of IDOT's Bureau of Local Roads and Streets manual.

MINIMUM SCOPE OF SERVICES – CONSTRUCTION ENGINEERING

- Attend IDOT Preconstruction meeting with all parties to discuss project schedule and issues.
- Conduct a local preconstruction meeting on site to discuss and concerns, commitments, or issues.
- Set up field books, quantity books, diary, and other forms of documentation including CMMS.
- Provide a resident engineer for required daily activities such as: observing the progress and quality of the work and determining if the work is proceeding in accordance with the contract documents. Maintain site presence when the contractor is working. Disapprove any work failing to conform to the contract documents and immediately inform City and IDOT representatives. Verify that there are no deviations from the contract documents unless authorized by City and IDOT representatives.
- Keep inspector's daily reports and quantity book records up to date. Also maintain project diary noting all necessary observations. Advise if contactor is falling behind schedule. Submit weekly reports from ICORS to IDOT and the City.
- Provide geometric control including all construction staking and construction layouts.
- Coordinate all Quality Assurance services in accordance with IDOT practices and procedures. Provide qualified personnel to perform testing for all materials.
- Inspect, document and inform the City of the maintenance of traffic control in accordance with IDOT standards.
- Prepare all partial and final payment estimates, change orders, records, documentation and reports required by the City and IDOT for approval.
- Provide revised contract drawings to reflect as built conditions.
- Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the engineer.
- Obtain material acceptance certifications as materials are incorporated into the project to expedite project closeout.
- Monitor and document erosion control and ensure conformity with the plans and standards.
- Perform final inspection with the lDOT, the City representative, contractor, and all applicable utilities to finalize punch list. Document the items in the final punch list and submit them to the contractor for close out. Verify completion of all work and provide a recommendation to City.
- Prepare record drawings. Submit the drawings in a hard copy and digital form.
- Verify that all documentation is accomplished and that all material inspections and certifications have been accounted for and are complete.
- Provide all documentation associated with the final balancing change order and final pay estimate.
- Complete job box and conduct all audit(s) with IDOT. The job box will remain property of the City.
- Close out project with IDOT within a reasonable time frame after all construction is completed.

SUBMITTAL REQUIREMENTS

Please submit six (6) hard copies and one (1) digital copy of your firm's qualifications for services by 4:00 PM CST, Friday, August 20th, 2021. Questions related to this QBS should be submitted by email to Barbi Brewer-Watson (bjbrewer-watson@citykankakee-il.gov). All questions must be received by 10:00 am CST on Wednesday, August 18th, 2021.

SOQ's should be mailed or dropped off in a sealed envelope marked **"The Office of the City Clerk" "South Schuyler Avenue Bike and Pedestrian Roadway Improvement Project" and delivered to the Kankakee City Clerk's Office, 304 S. Indiana Avenue, Kankakee, Illinois 60901."** A digital version should be emailed to bjbrewer-watson@citykankakee-il.gov.

Submittals should include:

1. Introduction

   That includes the following information: name of firm, local address, telephone number, fax number, name of contact person, location of branch offices, if any, and states in which your firm is licensed to practice.

2. Key Staff

This section should include the following:

Key staff resumes

Listing of support staff, likely to work on the project

3. Project Approach

This section should include the following:

A description of the firm's thorough understanding of the scope of the project.

A description of the firm's proposed project team.

4. Similar Project Experience

Provide four recent examples of projects within the last five years that are similar in nature to this project.

Include a description of each project, including location, client, and scope of professional services delivered by your firm and the project team that staffed the project (project manager, resident engineer, inspector(s), etc.), duration of the project, and project cost.

5. Please include six (6) hard copies and one (1) digital copy of IDOT BDE DISC 2 Template as your conflict of interest form.

CRITERIA FOR REVIEW:

The following items will be considered when evaluating the consultants:

1. Technical Project Approach (10-30%)
2. Firm Experience (10-30%)
3. Specialized Expertise (10-30%)
4. Staff Capabilities (Prime/Sub) (10-30%)
5. Work Load Capacity (10-30%)
6. Past Performance (10-30%)
7. Local Presence*
8. Participation of Qualified and Certified DBE Sub-consultants*
   (* The combined total of these two items cannot exceed 10%)

A selection committee comprised of designated staff from the City will evaluate the SOQ's. The SOQ's will be reviewed, evaluated, and scored, using the criteria and weights defined above. The selected consultant will be notified, and a final scope and hours will be negotiated. The City of Kankakee will use SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspension and debarments actions to ensure the eligibility of the selected firm. The engineering agreement will be cost plus fixed fee format using the BLR 05610 form.

Project Location Map & Limits