

**Village of Barrington Hills
Request for Statements of Qualifications for
Village Engineering Services**

I. Introduction

The Village of Barrington Hills is soliciting the interest of qualified professional engineering firms or individuals to provide a full range of municipal engineering services as the Village engineering firm on a contractual basis.

II. Community Profile

The Village of Barrington Hills is a unique rural equestrian community located in Cook, Kane, Lake and McHenry Counties. The Village was incorporated on July 5, 1957 and has over 7,000 acres of Cook County Forest Preserve within its borders. The Village is rural and maintains 39 miles of roadways. The Village does not have a publicly owned potable water or sanitary sewer system.

III. Scope of Services

Serving as the Village Engineer, the selected firm or individual will be responsible for conducting research, developing recommendations and providing engineering opinions to the Village President, the Village Board and Director of Administration. The Village Engineer may review the condition of the Village street system and storm water system; review plans and specifications for site plan and/or subdivision and/or construction in the Village; review Village ordinances and technical specifications. The scope of services requires attendance at Village Board meetings, committee meetings, staff meetings when requested, and any other meetings as needed.

The above engineering services shall be performed by the engineer or firm on an as-needed basis as an independent contractor. The Village Engineer will report to and coordinate activities with the Director of Administration, and will report periodically directly to the Village President and/or Village Trustees, as needed. The Village Engineer will also periodically consult with staff or other officials of the Village, as requested by the Village President/Board and Director of Administration.

Additional Services include, but are not limited to:

- Coordinate all aspects of capital improvement projects from design to closeout.
- Prepare detailed plans, specifications, proposals, and cost estimates for projects.
- Prepare bid documents and assist Village in the review and selection of contractor proposals.
- Conduct regular, ongoing inspections of contractors' work to ensure that construction is consistent with plans and specifications.
- Develop and manage long-term plan for road paving, patching, prioritization and planning including collecting data and updating Village roadway condition ratings.
- Review construction plans for proposed development projects and provide QA/QC comments and recommendations regarding the proposed improvements.
- Prepare and submit all necessary applications and plans for permits from regulatory agencies (IDOT, IEPA, Kane, Lake McHenry, and Cook Counties, Tollway, MWRD, etc.).
- Prepare and submit documents with IDOT, CCDOT, for annual programs.
- Update and administer the Village's Engineering Standards and Specifications.
- Perform studies, collect field observations, data collection, and develop recommendations to assist with various traffic, speed, and pedestrian engineering inquiries.
- Respond to public right-of-way drainage and grading complaints.
- Provide technical guidance relating to private property stormwater matters and assist with administration of LCSWM Flooding Program
- Coordinate response to FEMA Flood Insurance Rate Map updating process.
- Attend occasional (not all) Village Board meetings along with other Committee and staff meetings.

- Liaison to IDOT, Kane, Cook, Lake, McHenry
- Knowledge of GIS systems to incorporate use of GIS mapping system in capital improvement planning.
- Create and/or maintain GIS layer development/updating.
- Grant writing and submittal as requested.
- Assist Village staff as needed.
- Design engineering, preparation of contract documents, and construction observation as required for projects in 2016 into 2017 street maintenance program including street paving, and patching.

IV. Required Information

The respondent's statement of qualifications shall not exceed **twenty-five (25) pages** (a single page/side of paper being considered one page) total, with a minimum font of 10, excluding cover letter and attached certification. Respondent should pay careful attention to detail and provide only the requested information.

The following information shall be submitted for review in numbered tab sections.

1. Background statement including the name of the individual/practice, areas of expertise, company history, size of company, names and backgrounds of the company partners/principals, and other general introductory information about the individual/company or practice.
2. Statement of qualifications for the individual(s) who will work with/be assigned as the Village's principal engineer on a regular basis. Include educational background, professional experience, significant accomplishments, and other information describing the engineer's expertise in municipal engineering.
3. Description of how engineering services will be delivered/supplied to the Village and general approach to serving as the Village Engineer. Please include availability of the assigned staff, any standing policies regarding serving municipal clients, mission statements, call-back/response time policies, etc.
4. Provide firm's annual rates for engineers, surveyors, engineering technicians, assistants, and any other personnel that may work for the Village. Include information regarding the increments in which time will be tracked and or billed; whether and how non-engineering services are billed, and how travel time, meals and incidentals (mileage, computers, phones, etc.) are billed.
5. List all governmental entities in Illinois that have been represented by the engineering firm or individual in the last five (5) years. Provide contact information (name, title, address, phone, email) for each government entity represented.
6. List and provide a brief description of any legal actions in which the individual and/or the firm is/was involved in the past ten (10) years.
7. List and provide a description of any grievances, with outcome, against the engineering firm or individual engineer within the past ten (10) years.
8. Provide evidence the proposed individual to serve as the Village Engineer is a licensed professional engineer in the State of Illinois and is fully qualified to practice engineering in Illinois.

9. Description of how the firm or individual engineer will ensure that the firm or individual will not present a conflict of interest or appearance of a conflict of interest with neighboring communities, other governmental or regulatory entities, developers, etc.
10. Any additional information that would illustrate the individual and engineering firm's ability to provide superior engineering services to the Village of Barrington Hills.

V. Selection Process

The Village Engineer will be appointed by the Village President with the consent of the Village Trustees. The Village President and Director of Administration will review the proposals and may invite individuals/firms to an interview prior to forwarding a selection to the Village Board for approval.

In reviewing and evaluating the submitted proposals and interviews, the Village will emphasize the following criteria:

1. Demonstrate understanding of municipal engineering issues, practices, and past experience based upon information and references provided.
2. Qualifications of the principal staff that will be assigned to the Village; including amount of time available; past relevant experience, resume and rate structure.
3. Competitive rate/fee structure, inclusive of all service costs.

VI. Terms and Conditions

Not all proposers may be interviewed. The proposers shall be responsible for the accuracy of the information supplied. The Village of Barrington Hills reserves the right to reject any and all proposals, waive minor irregularities, to issue additional RFQs, to retain existing counsel, and to either substantially modify or abandon the selection process prior to selection of any individual or firm. The Village reserves the right to negotiate and reject any proposed terms, agreements, or contract that do not conform to the specifications contained in the RFQ, and which are not approved by the Village President and/or Trustees. The Village shall not be responsible for any costs incurred by the firm preparing, submitting or representing its response to the RFQ.

VII. Insurance Coverage

Any engineering firm or individual engineer selected shall be required to provide evidence of proper insurance including Professional Liability Insurance and Worker's Compensation Insurance. When applicable, the Village of Barrington Hills may request certificates of Insurance naming the Village as an additional insured for insurance coverage.

VIII. Schedule for Proposal Process

The Village anticipates completing the RFQ process and selecting an individual/firm by **September 1, 2016**. The Village will make every effort to conclude the process by this date; however, the Village reserves the right to modify the proposal process and dates as necessary.

IX. Submission Deadline and Contact Information

Ten (10) hard copies and one digital (PDF format) copy on a USB hard drive of the response materials shall be submitted on or before 3:00 pm **July 24, 2016 to:**

Martin J. McLaughlin
Village President
112 Algonquin Road
Barrington Hills, IL 60010-5199

Questions concerning this request should be submitted to the Director of Administration in writing or by email (???) at the above address by 3:00 pm, July 17, 2016.

Late submissions, faxes, emailed or telephone proposals will not be accepted.

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CERTIFICATION

I certify that I am the _____ (enter title) of the firm _____ (enter firm name) and that I have reviewed the Barrington Hills RFQ and accurately presented the firm information provided in our RFQ. I have reviewed our existing and pending obligations for potential conflicts of interest, availability of the engineer and or staff **(including work for which selection has been made but negotiations and/or agreements execution have not been finalized)** during the ensuing year(s) to all of our clients.

The identified key and support personnel as submitted will be utilized to provide municipal engineering services to the Village of Barrington Hills.

I certify that the information contained in this Request for Qualifications is true, accurate and complete. As a principal of the firm, I have the legal authority to sign this form.

Date _____

Signature _____

Print Name _____