

Memo

To: Trustees Cecola
From: Robert Kosin
cc: Board of Trustees, Village President
Date: June 26, 2017
Re: Engineering Services Update

Pursuant to the circulated Request for Qualifications among municipal engineering firms, there concluded a presentation of qualifications of three firm during the June meeting of the Roads and Bridges Committee,

To recap presentations were made in the order of appearance by Gewalt Hamilton, Trotter and Baxter Woodman.

With the information from the presentation and the statement of qualification, the Roads and Bridges Committee may provide their opinion to the Board of Trustees regard engineering professional services in the Office of Village Engineer.

REQUEST FOR QUALIFICATIONS FOR DESIGN, CONSTRUCTION AND ENGINEERING SERVICES
FOR THE
VILLAGE OF BARRINGTON HILLS

The Village of Barrington Hills, Illinois is seeking the services of an engineering consulting firm to provide design and construction engineering services on an ongoing, contractual basis through the office of the Village Engineer. Interested firms are invited to submit a description of their qualifications in the format described as follows.

A. INTRODUCTION

The Village of Barrington Hills is organized in 1957 and includes portions of four counties, Cook, Kane, Lake and McHenry. It is predominately a single family residential municipality which the 2010 census reported consists of 4,209 persons. Utilities are private septic and well and an incremental storm sewer networks consisting of roadside ditches. There is two distinct watersheds in the Village, all of which is within the Fox River watershed. The roadway network consists of some 17 miles of state route, 20 miles county highways and 24 miles of privately maintained roads. The Village Roads include 37 miles of roads without curb and sidewalk. A major of the Village roads are prescriptive easements and maintained through an surface overlay program. Culverts have been replaced with CP. All road work is contracted as the Village does not have a public works department or personnel.

Proposals signed by an authorized official of the firm may be submitted to the Village of Barrington Hills ("Village") no later than 4:00 PM on Friday October 21, 2016. All proposals should conform to the format described in this Request for Qualifications ("RFQ") and should be submitted to the attention of: Robert Kosin, Director of Administration, Village of Barrington Hills, 112 Algonquin Road, Barrington Hills, IL 60010 RKosin@VBHIL.gov

All proposals should include three (3) complete hard copies and one (1) electronic copy (by CD or USB) of the proposal in a sealed envelope marked "RFQ FOR ENGINEERING SERVICES." Proposals will be opened and evaluated in private, and proposal information will be kept confidential until a decision is made by the Village.

From the statement of qualifications and proposals submitted, the Village will select some firm(s) for further consideration. The Village reserves the right to modify the Scope of Services and to request proposal modifications any time during the evaluation process. Additional information may be requested from these firm(s), and the Village does intend on scheduling interviews prior to making a final selection. No interviews or meetings to discuss a firm's qualifications will be scheduled prior to the receipt of proposals.

After the completion of this evaluation process, the Village will make a final selection for the firm(s) to be utilized and then, will negotiate a final contract and agreement. Engineering firms submitting a proposal will be notified in writing of further questions or decisions.

B. PRESENTATION OF QUALIFICATIONS AND CONTRACT

The Village reserves the right to select a short list of firms at its own discretion to present their qualifications, respond to questions, and supply supplemental information. A contract will be awarded to that firm or firms whose proposal(s) conforms most closely to the Request for Qualifications ("RFQ"), and taking into consideration relative experience with the Scope of Services and other relevant factors. The Village reserves the right to select more than one firm if the Village's needs are best met in that manner. No consulting engineer or contract with the Village may do engineering work for a private party within the Village, unless such work is authorized prior by the Village. An expected starting date of a contract is January 1, 2016 and reviewed thereafter on an annual basis.

C. SCOPE OF SERVICES

Based on the qualifications in the proposals, the Village may select one firm to perform all of the tasks listed as follows, or more than one firm, each of whom will perform those services for which they are most qualified. Further, the Village reserves the right to contract with other engineering firms to conduct the work of the Village based on the specific needs of the Village or the current workload being handled by the contracted firm. The successful engineering firm will be responsible for all or part of the tasks listed as follows

1. Provide general information, recommendations and reports, and preliminary cost estimates for proposed public improvements to streets, intersections, pathways and storm water systems with the information to be used for preparation of the Village's the annual budget.
2. Coordinate all aspects of road and bridges construction projects, from design to closeout. These projects include those funded solely by the Village and those that are jointly funded by the State or other regulatory entities. Work will include, but not be limited to the following:
 - a. Prepare preliminary plans and design criteria for project.
 - b. Make detailed engineering surveys as necessary to prepare construction plans.
 - c. Identify all necessary construction easements or rights-of-way dedications.
 - d. Prepare and submit necessary applications and plans to various governmental agencies (e.g. LCSWMC, IEPA, IDOT, FEMA, ACOE) for permits to install the proposed improvement.
 - e. Develop and manage long-term 10-15 year plan for road paving, and patching.
 - f. Prepare bid documents including detailed plans, specifications, and cost estimates of project.
 - g. Assist the Village in the review and selection of contractors' proposals.
 - h. Consult on interpretation of plans and specifications and changes under consideration as construction proceeds, including attendance as may be required at such meetings as may be required.

i. Conduct regular, ongoing inspections of contractor's work to ensure that construction is consistent with plans and specifications.

5. Prepare annual Motor Fuel Tax program and documents to include material purchases, road resurfacing, pavement markings, and other projects selected by the Village including but not limited to all documentation, cost estimates, contract documents and bid specifications, construction supervision, and all coordination with IDOT for the MFT program including the Village Treasurer.

4. Research and apply for grants for construction projects, at the direction of the Village.

5. Collect field information, prepare drawings, provide cost estimates, and provide general engineering services for storm sewer maintenance and improvements, when requested by the Village including but not limited to flooding complaints.

6. Prepare and submit to the appropriate regulatory agency reports required by the NPDES program including the WS4.

7. Provide professional services as inspection and enforcement officer under the Lake County Storm Water Management Ordinance (Barrington Hills is a Certified Community) and for the study and review of storm water management issues including preparation of preliminary and final design information related to storm water management.

8. Review construction plans for storm sewer construction, storm water management, soil erosion and sediment control, road construction, general site grading, and general civil engineering items for proposed development projects. Provide the Village with review comments, compliance with standard specifications and Village regulations, and recommendations regarding the suitability of the proposed improvements.

9. Assist the Village with the review of existing Village Code requirements and preparation of standardized specifications and requirements for storm sewers, storm water management, and road construction for improvements to be constructed by private parties.

10. Assist the Village with the review of existing Septic Code requirements and preparation of standardized specifications and requirements for septic systems, inspections, and program liaison to the Village Building Department and Board of Health.

11. Perform specific traffic studies as required by State Statute or the UMTCD for placement of or changes to traffic control regulations and signage at specific locations.

12. Review traffic impact studies submitted for proposed development projects, and provide the Village with written comments and evaluation of the contents and conclusions of the report.

13. Prepare roadway geometrics studies for proposed projects, when requested by the Village including driveway locations and line of sight analysis.

14. Collect and compile traffic counts, field data, and general traffic information for special projects and specific locations when requested by the Village.
15. Provide assistance to the Village and information to the Village with traffic related improvements requiring approval and coordination of planning efforts with IDOT.
16. Provide assistance to the Village and information to the Village with traffic related improvements requiring approval and coordination of planning efforts with Cook County DOT.
17. Assist the Village with the analysis of the traffic improvements identified with IDOT's State Route 62 (Algonquin) roadway improvement plans and the proposed Kane County Longmeadow Parkway.
18. Perform required IDOT bridge inspections at specified intervals.
19. Perform utility permit reviews for local service and distribution facilities.
20. Prepare and update base maps, including streets, lots, drainage and utilities, on an as-needed basis. Knowledge of geographic information systems is a desirable skill because the base maps prepared for the Village should be capable of being used, to assist with the identification and selection of projects, developing cost estimates for selected projects, and conducting general engineering for planning purposes by creating and maintaining ARC GIS mapping system that includes layers and updating such layers for
 - (a.) streets by category,
 - (b.) paving,
 - (c.) storm water drainage system,
 - (d.) WS4 NPDES report with infiltration points and sampling points,
 - (e.) soil type,
 - (f) USGS vertical and horizontal datum monuments.
21. Assist in the operation and maintenance of off-site digital data applications utilizing Weather Underground and SoundCloud.
22. Assist in the archival storage of public records related to the services of roads and bridges activities of the Village.

D. PROPOSAL FORMAT

Information regarding the qualifications to perform the Scope of Services should be provided in a format that specifically answers each of the following requests for information. Brochures and other promotional information may be provided in addition, but should not substitute for specific, concise answers to the following:

1. Provide a description of the firm's total staff size, capabilities, licenses and relevant experience providing similar services including any proposed subcontractors or sub-consultants.
2. Provide a list of other contracts awarded within the last (3) three years to the firm that is most comparable to the work described in the Scope of Service including contract name, address, telephone number and if available email.
3. Provide the name, title, and background of all staff members that will be assigned to Barrington Hills's contract, and the specific services for which they will be responsible including the primary contacts, as well as back-up personnel who will assist when the primary staff is unavailable.
5. Provide a statement of commitment that personnel named in the proposal will be available for the duration of the contract at the indicated level of involvement, except where prevented by circumstances beyond the control of the firm.
6. Provide a schedule of hourly salary rates that can be guaranteed for minimum of two (2) years, for each assigned staff person and any overhead factors, out-of-pocket cost, or other costs that would be included in the fees for the contract.
7. Indicate the location of project personnel while working on this project (i.e., are they assigned to the consultant's main office, a branch office, or some other location).
8. Indicate the system used by the firm to schedule inspection related services.

E. TAXES NOT APPLICABLE

The Village of Barrington Hills is a Home Rule municipality that pays neither federal excise tax nor Illinois retailer's occupational tax.

F. ADDENDA AND EXPLANATIONS

Any firm in doubt as to the meaning of any part of this Request For Qualifications may request an interpretation from the Village. All such requests, or other inquiries regarding this RFQ, should be made to Director of Administration at rkosin@vbhil.gov. In the event a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested proposal specification initiated by the Village, a copy of such addendum will be provided to all prospective consultants.

G. COMPETENCY OF FIRM

No proposal will be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default upon any debt or contract. The firm, if requested, must present evidence of ability and possession of necessary facilities, licenses and financial resources to comply with the terms of the Scope of Services.

H. USE OF SUBCONTRACTORS AND SUBCONSULTANTS

In order that the Village may be assured that only qualified and competent subcontractors and sub consultants will be employed on a proposed project, each firm shall submit with their qualifications a list of subcontractors and sub-consultants who would be called upon to perform the work. The firm must establish to the satisfaction of the Village that a listed subcontractor and sub consultant has been successfully engaged in this particular type of work for a reasonable length of time and is qualified both technically and financially to perform that pertinent phase of the work for which they are listed. No contract awarded by the Village of Barrington Hills may be assigned or any part subcontracted without written consent. In no case shall such consent relieve the firm from its obligations or change to the terms of the contract.

I. VILLAGE ORDINANCES

The firm in the discharge of its duties and services will strictly comply with all applicable ordinances of the Village of Barrington Hills, laws of the State of Illinois, and laws of the federal government.

J. HOLD HARMLESS

The firm is responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of his/her work. Further, the firm will indemnify and hold harmless the Village, its officers, agents and employees from all suits, claims, actions, or damages of any nature whatsoever resulting there from service by the firm. These indemnities are not limited by the listing of any insurance coverage.

K. TERMINATION OF CONTRACT

The Village reserves the right to terminate the whole or any part of a contract, upon written notice to the firm, in the event that sufficient funds to complete the contract are not appropriated by the Village of Barrington Hills. The Village further reserves the right to terminate the whole or any part of a contract, upon written notice to the firm, in the event of default by the defined as a failure of the engineering firm to perform any of the contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the Village will procure upon such terms and in such manner as maybe deemed appropriate services similar to those so terminated. The firm shall be liable for excess costs for such similar services unless acceptable evidence is submitted that failure to perform the contract was due to causes beyond the control and without the fault of professional negligence.

J. HEALTH AND SAFETY ACT

All work under a contract shall comply with the Occupational Safety and Health Act (OSHA) of 1975 and revisions thereof, and all other applicable Federal, State, or local statutes, rules, or regulations affecting the work done under the contract.

K. RESERVATION AND SURVIVAL

The Village reserves the right to reject any and all responses to the RFQ. The RFQ process is for the Village's benefit only and is to provide the Village with information to assist in the selection process of engineering services. Submission of a proposal confers no right to a contract. All decisions on compliance, evaluation, terms and conditions is reserved to the discretion of the Village.

The provisions of this Request for Qualifications shall survive and shall not merge with the contract awarded to the engineering firm selected, but shall be additional terms thereof and the submission of a proposal shall be deemed as acceptance of these terms in the RFQ.

Thank you for your interest in the Village of Barrington Hills. We will look forward to receiving and reviewing your qualifications for a contract for design, supervision and provision of engineering services.