



Request for Qualifications

Professional Engineering Services

2018 - 2020

REQUEST FOR QUALIFICATIONS (RFQ)

Engineering Services

RECEIPT OF RESPONSES

The City of DeKalb (hereinafter referred to as “the City”) requests sealed responses for qualification based engineering services. Sealed responses are due Friday, February 16, 2018 at 2:00 P.M. Each consultant shall submit sealed response documents as detailed below RFQ Submittal Requirements. Staff will not publically open responses.

STATEMENT OF NEEDS

The City seeks qualifications for design, construction, and consulting engineering services for years 2018 through 2020. Potential projects include road programs, utility analysis, design, construction engineering, and other engineering services. The City intends to pre-qualify approximately 3-5 firms to contract with on a per-project basis.

General project descriptions are available under the Scope of Services starting on page 2. The project descriptions demonstrate the City’s need for a variety of engineering services. Project descriptions will allow candidates to correlate their skills and expertise with upcoming project types.

Upon City Council approval of projects, staff will choose the most qualified candidates for the project. Based on the scope of work the City negotiates a proposal with the most qualified candidate. If staff cannot reach consensus, the City will work with the second most qualified candidate and continue to the third most qualified candidate if necessary.

RFQ SUBMITTAL REQUIREMENTS

1. Please submit one sealed envelope containing your RFQ responses to the section titled **RFQ Response Template**. Format the RFQ responses according to RFQ Response Template beginning on page 4. Each consultant shall be required to submit three (3) original hard copies, and a PDF copy on a CD or USB device.
2. Please submit sealed RFQ response by **Friday February 16, 2018 2:00 PM** to:
City of DeKalb Public Works
Patrick DiDiana Management Analyst
1216 Market Street
DeKalb, IL 60115
Office: 815 748-8135
Email: patrick.didiana@cityofdekalb.com
3. **Responses shall be limited to 20 pages not including tabs, table of contents and cover letter. Pages may be double sided.**

SCOPE OF SERVICES

The City seeks a qualified applicant pool to assist Public Works with a variety of engineering services. Firms deemed qualified by the City pursuant to this RFQ are not authorized to perform work until a professional services agreement is executed for each project. The City may publicly advertise an RFP for a specific project, if the project does not fit any of the prequalification categories.

The requested services range in scope and include but are not limited to the tasks listed below. All services must comply with federal, state, and local ordinances and regulations. Projects identified below may or may not be completed.

Project types below provide a brief description of the potential scope of work and/or overall project objective. The listed projects provide context only.

City Engineering Services

In the absence of a City Engineer and limited staff, the City seeks a professional engineering firm to fulfill the duties of a City Engineer. The requested services range in scope and include but are not limited to the tasks listed below. City Hall office hours are required. A final agreement will define office hours and scope of services.

1. Implementation of Capital design and construction projects as identified in the FY 2018 budget.
2. The continuation of daily services provided by the Engineering Department.
3. Evaluation of existing processes relative to existing organizational structure and recommendations to optimize the function of the Engineering Department.
4. Assist and oversee permit review coordination and construction inspection/ compliance services.
 - a. Development Projects – Coordinate engineering plan reviews from consultants and Public Works staff. Prepare final / combined response to Community Development.
 - b. Residential Permit Projects – Assist Building Inspector (HR Green) as requested on engineering items. Requests will be “bundled” to coincide with the office hours of the chosen engineering firm.
 - c. Utility Permits – Expected to be limited. Facilitate review and approval of utility

Data Collection/Asset Management

Photometric Street Lighting Survey – Public Works seeks a consultant to assist with an evaluation of its current street lighting practices. The survey and analysis will identify gaps in efficiencies and make several recommendations.

Traffic Engineering – Public Works seeks a qualified firm to assist with several aspects of traffic engineering. The scope may include traffic counts, traffic ordinance evaluations, and make recommendations.

Bridge Inspections – Public Works seeks a firm to perform in depth inspections to determine the structural and functional conditions of City-maintained bridges. The inspection must satisfy and be in accordance with the National Bridge Inventory Standards (NBIS) standards.

Development Review

Plan, Plat, and Calculation Review – Public Works seeks a firm to assist with the review of permit applications generally consisting of plats, plans, and calculations. The plan review and permit services would produce as many review letters as necessary to reach compliance or until the permit application is withdrawn. Staff will request services on a project-by-project basis.

Grant/Loan Applications

On a project-by-project basis, Public Works seeks consultants to assist with future grant and loan applications. In 2011, the City was the recipient of an Illinois Transportation Enhancement Program (ITEP) grant for the Kishwaukee Bike Path Project. The \$695,020 grant required the City to execute a local agency agreement to commit local funds as a local match. The City seeks assistance to ensure staff maximizes all opportunities for grants and loans.

PROJECTS SLATED FOR 2018 - 2020

2018

Peace Road Widening I-88 to Fairview - The project includes widening and resurfacing of Peace Road from I-88 to Fairview Drive. Services include phases 1, 2, and 3. Estimations project costs at \$1,900,000 with a construction year of 2020.

CDBG Street Maintenance Program for 2018, 2019 and 2020 - The project includes repair and replacement of sidewalk, curb ramps and street and alley pavement. Compliance with all HUD requirements is mandatory. The City encourages all qualified DBE firms to submit for this work.

North First Street Bridge Replacement Phase 1 Engineering – The North First Street Bridge that crosses the Kishwaukee River requires major structural improvements. Services include Phases 1, 2-design, and 3-construction observation.

Pavement Condition Index (PCI) Survey – The City plans to perform a comprehensive PCI analysis for all City-owned streets. The PCI survey will assist the City prioritize street maintenance expenditures.

Geographic Systems Information (GIS) Analysis - Public Works seeks a consultant to assist in assessing current GIS procedures and identify opportunities to increase efficiencies.

Storm Water Analysis – Public Works seeks a consultant to complete an analysis of its storm water infrastructure. The analysis will define condition, assess the cost to maintain or improve the current condition, and identify funding options.

Lincoln Highway Complete Streets and Fifth Street Streetscape Phase 1 Engineering – In 2016, City Council approved a Complete Streets Policy for future improvements to streetscapes. This project will target specific areas to address existing deficiencies in parking, lighting, streetscape, signage, building facades and other urban design elements within our TIF District.

North Water Tower Painting - The City maintains four elevated water towers. The towers ensure adequate water supply and fire protection. Contractors inspect and paint each of the City's four water towers on a 15 - 25 year cycle. The last inspection and painting occurred in 1999. Staff has budgeted \$760,000 for the project. Services include developing specifications and observation.

Oak Drive Water Main Replacement – In 2015, the City created a Water System Master Plan. In addition to a rate study, the plan also suggested an ongoing water main replacement program to address an aging water distribution system. Staff has budgeted \$385,000 for the project. Services include design and construction observation.

2019

Lucinda Avenue Bridge Replacement Phase 1 Engineering – The Lucinda Avenue Bridge that crosses the Kishwaukee River requires major structural improvements. Services include Phases 1, 2-design, and 3-construction observation.

Street Maintenance Program Engineering – In 2018, the City plans to spend \$1,750,000 to crack-fill, resurface, and patch local streets in poor condition. With an updated Pavement Condition Index (PCI), the City plans to aggressively crack-fill slightly declining streets while resurfacing streets with the poorest ratings. The 2019 budget for street maintenance will be similar to the 2018-budgeted amount.

Peace Road Widening Fairview Drive to IL 38 - The project includes widening and resurfacing of Peace Road from Fairview Drive to IL 38. Services include phases 1, 2, and 3. Estimations projects costs at \$5,660,000 with a construction year of 2022.

Joanne Lane Water Main Replacement - In 2015, the City created a Water System Master Plan. In addition to a rate study, the plan also suggested an ongoing water main replacement program to combat an aging water distribution system. Staff has budgeted \$1,130,150 for the project. Services include design and construction observation.

Harvestore Drive Culvert Repair – The culverts on Harvestore Drive and Lucinda Avenue both require repairs and restorations.

2020

South Water Tower Painting - The City maintains four elevated water towers. The towers ensure adequate water supply and fire protection. Contractors inspect and paint each of the City's four water towers on a 15 - 25 year cycle. The last inspection and painting occurred in 2005. Staff has budgeted \$811,500 for the project. Services include developing specifications and observation.

Coordinated Traffic Signal Upgrade Engineering - The City plans to improve its traffic signal system with new fiber optic cable, new controllers, cabinets, and Ethernet switches along the Annie Glidden, Peace Road, Route 23, Route 38, and 1st Street corridors. The Surface Transportation Block Grant will fund the \$1,140,000 project with a local match from the City. Services include Phases 1, 2-design, and 3-construction observation.

RFQ RESPONSE TEMPLATE

Use the template below to submit the following information in this format and order.

Section I – Introduction to Firm

1. Please introduce your firm. Provide a brief overview of company history, company size, company officers, and annual volume of similar work. Highlight specialized fields or features that differentiate your services from competitors. Discuss how the specialized services can assist the City with future projects.

Section II – Projects/Services

1. List and briefly describe any ongoing or past projects completed with the City. Use project examples to demonstrate your approach to these projects and future projects in the scope of services section. Include substantive or innovative ideas used in past projects or any upcoming projects.
2. For project examples, include a description, associated project challenges, project services offered, and critical information to demonstrate approach and application.
3. Briefly describe services not listed in the scope of services the consultant can provide on future projects.
4. Limit project examples to last five (5) years.

Section III – Approach to Service Delivery

1. Describe how the philosophy or methodology used by your firm applies to our upcoming projects.

Section IV – Resumes and Organization

1. Introduce key members of the team the City will work with. Identify the primary client contact. Please include resumes for the identified individuals.
2. Provide an organizational chart identifying disciplines, specific personnel and role of individuals assigned to each project type.

Section V – References

1. Please provide at least five (5) recent and relevant references for the City to potentially contact about your service profile.

Section VI – Forms and Enclosed Documents

RESPONSE REVIEW AND SELECTION

The City's project evaluation team will review and evaluate the RFQ responses in accordance with the weighted evaluation criteria identified below. Staff will also check references.

- Approach to Services – 20%
- Qualifications and Experience– 20%
- References and Resumes – 15%
- Affiliations and Accreditations – 10%
- Knowledge of City Area and Services – 10%

- Past Performances with Village and similar municipalities – 15%
- Ability to Perform Multiple Functions (which could lead to cost savings and uniformity for Village) – 10%

RFQ SCHEDULE

Task	Timeline
Issue RFQ	January 10, 2018
Questions due	February 5, 2018
Responses due	February 16, 2018 2:00 P.M.
Evaluation committee meets *	February 21, 2018 2:00
Selection of consultant pool *	February 26, 2018 2:00
Award, agreement, and notice to proceed	Project specific

* Staff may require scheduling modifications to accommodate unforeseen scheduling conflicts.

QUESTIONS

Please direct all questions to:

City of DeKalb Public Works
 Patrick DiDiana Management Analyst
 1216 Market Street
 DeKalb, IL 60115
 Office: 815 748-8135
 Email: patrick.didiana@cityofdekalb.com