



REQUEST FOR QUALIFICATIONS

Construction Inspection Services for the
Minkler Road Bridge Replacement Project

PROPOSAL DEADLINE:

10:00 AM September 3, 2024

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LEGAL NOTICE

Request for Qualifications for Construction Inspection Services for the Minkler Road Bridge Replacement Oswego, Illinois.

The Village of Oswego will accept sealed qualification packets until 10:00 A.M., September 3, 2024

Project Title: Construction Inspection Services for the Minkler Bridge Replacement

Proposal No.: 24-6030-10

Three (3) hardcopies and one (1) thumb drive containing the qualification packet proposals must be delivered to:

Village of Oswego

Attn: Purchasing

100 Parkers Mill

Oswego, IL 60543

Proposals not received by the Village by 10:00 A.M., September 3, 2024, will not be considered for selection.

Bidders are advised of the following requirements of this contract:

1. IDOT Prequalification is Required
2. Certificate of Insurance is required after the award is made.
3. BLR and BDE manuals must be followed

Questions regarding this legal notice or the Request for Qualifications must be in writing and emailed directly to mupham@oswegoil.org until August 23, 2024, 12:00 pm local time. Responses will be delivered in addendum format by August 28, 2024, 9:00 am local time.

The bidder shall at all times observe and conform to all laws, ordinances, and regulations of the Federal, State, and Village which may in any manner affect the preparation of bids or the performance of the contract.

The Village reserves the right to reject any or all proposals, or to withhold selections of short-listed teams for any reason it may determine, or to waive or decline irregularities in any submittal.

GENERAL CONDITIONS

The general rules and conditions that follow apply to all proposals requested and accepted by the Village of Oswego unless otherwise specified. Firms or their authorized representatives are expected to fully familiarize themselves with the conditions, requirements, and specifications as reflected in the proposal documents before submitting proposals. The submitting of a proposal implies that the Firm is familiar with, and intends to comply with, all conditions unless otherwise noted.

1. PROPOSAL FORMAT

All proposal submittals must be submitted in the order shown below. Information can be provided in multiple sections but must appear in the requested section. The Village of Oswego will not be responsible for not considering information provided under the incorrect section.

Section 1- COVER LETTER/STATEMENT OF QUALIFICATIONS - One page

- a) Provide a cover letter introducing your firm, proposal and qualifications.

Section 2 – EXPERIENCE - Four page maximum

- a) Firm Experience: Provide a minimum of three examples of similar Construction Inspection projects using IDOT criteria provided to municipalities in the last five years. Include project size and description, location, design phase involvement and all other pertinent project facts. Include any subconsultants that would be considered for this project as well. Experience working with IDOT District 3 is preferred, but not required.

Section 3 – PROJECT UNDERSTANDING AND APPROACH - Four page maximum

- a) Provide a brief description of the project approach and documentation techniques you intend to use for this project.
- b) Provide a summary of your approach to communicating and interacting with the public during construction.
- c) Identify tasks to be performed by subconsultants, if any.

Section 4 – COMPANY OVERVIEW AND ORGANIZATIONAL CHART- One page

- a) Provide an overview of the company detailing the total number of professional staff, the history of the company, the location where work will be performed,
- b) Indicate relationship of key personnel, subconsultants, and tasks to be performed.

Section 5 -KEY PROJECT PERSONNEL – Four page maximum

- a) Provide resumes and references for project staff to be assigned to this project. As a minimum include information on the project manager and resident engineer, and materials inspector

Section 6 – IDOT PREQUALIFICATION LETTER- one page

- a) Provide the letter from IDOT stating that your firm is qualified to perform construction engineering services for them
- b) Provide the annual transportation fee capacity, payroll burden and fringe expense rates as authorized by IDOT. This information is typically contained on the IDOT Statement of Experience and Financial Condition letter.

Section 7 - REFERENCES

- a) Include contact information for the client and subconsultant engineering firms associated with each of the projects identified in the Project Information Section.

2. **EXAMINATION OF FORMS, SPECIFICATIONS, AND SITE**

The Firm shall carefully examine the proposal forms, which may include the request for qualifications, instruction to bidders, general conditions, special conditions, plans, specifications, proposal form, bond, contract, and any addenda to them, and sites of the proposed work (when known) before submitting the proposal. The Firm shall verify all measurements relative to the work, shall be responsible for the correctness of the same. The Firm will examine the site and the premises and satisfy themselves as to the existing conditions under which the Firm will be obligated to operate. Failure of the Firm to notify the Village in writing of any condition(s) or measurement(s) making it impossible to carry out the work as shown and specified will be construed as meaning no such conditions exist and the Firm is fully able to perform the work necessary to complete the tasks outlined in this document.

The submission of the proposal shall be considered conclusive evidence that the Firm has investigated and is satisfied as to all conditions to be encountered in performing the work, and is fully informed as to character, quality, quantities, and costs of work to be performed and materials to be furnished, and as to the requirements of the proposal forms. If the proposal is accepted, the Firm will be responsible for all errors in his proposal resulting from his failure or neglect to comply with these instructions, and the Village shall not be responsible for any charge for extra work or change in anticipated profits resulting from such failure or neglect.

3. **REQUEST FOR QUALIFICATIONS PROJECT SCHEDULE**

- (1) RFQ Issuance: 8/2/2024
- (2) Questions Due: 8/23/2024
- (3) Addendum Posted: 8/28/2024
- (4) Submissions Due: 9/3/2024
- (5) Short list notifications: End of week 9/3/2024
- (6) Interviews if needed: 9/12 & 9/13
- (7) Consultant selection: End of Week of 9/9/2024
- (8) Contract award: October 1, 2024
- (9) Anticipated construction letting: November 2024
- (10) Anticipated start of construction: March 2025
- (11) Anticipated construction completion: September 2025

4. **DECISIONS AND EXPLANATIONS BY VILLAGE**

The Village shall decide any and all questions which may arise as to the quality and acceptability of materials furnished and work performed and as to the manner of

performance and rate of progress of the work and shall decide all questions which may arise as to the interpretations of any or all plans relating to the work and of the specifications, and all questions, as to the acceptable fulfillment of the Contract on the part of the Firm; and the Village shall determine the amount and quantity of the several kinds of work performed and materials which are to be paid for under the Contract, and such decision and estimate shall be final and conclusive, and such estimate, in case any questions shall arise, shall be a condition precedent to the right of the Firm to receive any money due under the Contract. Any doubt as to the meaning of any of the provisions of the specifications, Contracts, or plans will be interpreted by the Village. The decision of the Village will be final.

5. ADDITIONAL INFORMATION REQUEST

- Questions regarding this Proposal and specific questions regarding the specifications in this Proposal can be emailed to Madeleine Upham, Management Analyst, at mupham@oswegoil.org. Answers will be provided in writing to all potential Firms; No oral comments will be made to any Firm as to the meaning of the Proposal and Specifications or other contract documents. Firms will not be relieved of obligations due to failure to examine or receive documents, visit the site or become familiar with conditions or facts of which the Firm should have been aware of, and the Village will reject all claims related thereto.
- Information (other than in the form of a written Addendum issued by the Village) from any officer, agent, or employee of the Village or any other person shall not affect the risks or obligations assumed by the Firm or relieve him from fulfilling any of the conditions and obligations set forth in the Proposal and other contract documents. Before the proposals are opened, all modifications or additions to the Proposal documents will be made in the form of a written Addendum issued by the Village. Any Addendum issued will be posted on the Village's website. In the event of a conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
- The Firm shall be required to acknowledge receipt of the formal Addendum by signing the Addendum and including it with the Proposal quotation. Failure of a Firm to include a signed formal Addendum in its Proposal quotation shall deem its quotation non-responsive, provided, however, that the Village may waive this requirement if it is in its best interest.

6. CONDITIONS

The Firm is responsible for being familiar with all conditions, instructions, and documents governing this project and Proposal. Failure to make such investigation and preparations shall not excuse the Firm from the performance of the duties and obligations imposed under the terms of this contract. The Firm acknowledges that local ordinance permits the Village to give preference to local businesses.

- A. The Village is exempt from Federal excise tax and the Illinois Retailer's Occupation Tax. This Proposal cannot include any amounts of money for these taxes.
- B. To be valid, the Proposals shall be itemized in accordance with IDOT accounting requirements.

- C. All Proposals shall be good for ninety (90) days from the date of the Proposal opening.

Firms shall be required to comply with all applicable federal, state and local laws, including those relating to the employment of labor without discrimination on the basis of age, race, color handicap, sex, national origin or religious creed and prevailing wages

7. AWARD OF QUALIFICATIONS

The Village reserves the right to reject any or all qualification proposals or packages and to waive any informality or technical error and to accept any proposal deemed most favorable to the interests of the organization.

- A. The items of work not specifically mentioned in the Schedule that are necessary and required to complete the work intended shall be done incidentally to and as part of the items of work for which a unit price is given. No additional payment will be made for such incidental work. The Firm shall be responsible for identifying all costs to complete the project on time and in order to create a functional and operational system in accordance with the Plans and Specifications.
- B. All awards made in accordance with the Procurement Code are final determinations.

8. REJECTION OF QUALIFICATIONS

- a) The Village reserves the right to cancel requests for qualifications without penalty when it is in the best interest of the Village. Notice of cancellation shall be sent to all individuals or entities solicited.
- b) The Village reserves the right to reject any or all submittals, to waive any minor informality or irregularity in any submittal, to negotiate changes and/or modifications with the lowest responsible Firm and to make an award to the response deemed to be the most advantageous to the Village.
- c) Any Proposal not conforming to the specifications or requirements set forth by the Village in the Proposal request may be rejected.
- d) Proposals may also be rejected if they are made by a Firm that is deemed unresponsive due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

9. EQUAL OPPORTUNITY

The Firm will not discriminate against any employee or applicant for employment because of race, color, religion, sex, ancestry, national origin, place of birth, age or handicap unrelated to bona fide occupational qualifications.

10. NON-DISCRIMINATION

The Firm, its employees, and subcontractors agree not to commit unlawful discrimination and agrees to comply with applicable provisions of the Illinois Human Rights Act, the

U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

11. EXECUTION OF DOCUMENTS

The Firm, in signing the Proposal on the whole or any portion of the work, shall conform to the following requirements:

- A. Proposals signed by an individual other than the individual represented in the proposal documents shall have attached thereto a power of attorney evidencing authority to sign the proposal in the name of the person for whom it is signed.
- B. Proposals that are signed for a partnership shall be signed by all of the partners or by an attorney-in-fact. If signed by an attorney-in-fact, there shall be attached to the Proposal a power of attorney evidencing authority to sign the Proposal, executed by the partners.
- C. Proposals that are signed for a corporation shall have the correct corporate name thereof and the signature of the President or other authorized officer of the corporation manually written below the corporate name.
- D. If such Proposal is manually signed by an official other than the President of the Corporation, a certified copy of a resolution of the board of directors evidencing the authority of such official to sign the Proposal should be attached to it. Such Proposal shall also bear the attesting signature of the Secretary of the corporation and the impression of the corporate seal. If the Proposal is signed for a limited liability company, it should have the correct legal name and be signed by the managing member or another person with authority.

Proposals received from any listed Firm in response to an invitation for proposals shall be entered on the abstract of Proposals and rejected. Proposals, quotations, or offers received from any listed Firm shall not be evaluated for an award or included in the competitive range, nor shall discussions be conducted with a listed offer or during a period of ineligibility. If the period of ineligibility expires or is terminated prior to award, the Village may, but is not required to, consider such proposals, quotations, or offers.

12. SELECTION

1. Qualifications will be reviewed by a team of Village officials consisting of:
 - a. Public Works Director
 - b. Assistant Director of Public Works
 - c. Management Analyst
 - d. Project Engineer
2. The Village reserves the right to add or remove personnel from the selection team.
3. Evaluations will be based upon the following:
 - a. Statement of Qualifications – 12.5%
 - b. Experience – 35%
 - c. Project Understanding – 15%
 - d. Project Approach – 25%
 - e. Intangibles – 12.5%

4. The Village may select up to three firms to interview based upon the initial evaluations of proposals. Interviews may be conducted virtually.
5. Once the interviews are completed, the Village's review team will select the preferred firm and will begin contract negotiations. Should the Village and the preferred firm fail to reach an agreement in a reasonable time, the Village reserves the right to enter negotiations with the firm that is ranked second after all rounds.

PROJECT INFORMATION

INTRODUCTION

Located 50 miles southwest of Chicago, Oswego is in the Fox River Valley at the northeastern corner of Kendall County and northwestern corner of Will County, Illinois.

The Village of Oswego is requesting qualifications and proposals to provide Construction Inspection services for the project referenced below. Refer to the attached project location map for additional details.

The purpose of the Minkler Road Bridge Replacement and Realignment project is to improve roadway safety at the bridge carrying Minkler Road over Morgan Creek, approximately 1.5 miles south of IL 71. The bridge carrying Minkler Road over Morgan Creek (SN 047-3056) is functionally obsolete and the adjacent roadway has substandard geometry. The project will replace the bridge and reconstruct the approach roadways, thereby improving safety.

The goals of this project include:

- Improving transportation safety;
- Ensure a compatible interface of the transportation system with environmental, social, energy, and land use considerations; and,
- Prioritize improvements for a fiscally constrained program.
- 10% DBE goals for the contractor
- 2 trainees for 1,000 hours total

PROJECT BACKGROUND

- **Location:** The project limits along Minkler Road are from approximately 2.5 miles north of IL 126 to approximately 1.5 miles south of IL 71. The roadway encompasses a bridge (S.N. 047-3056) crossing Morgan Creek. A more defined project limits include the bridge over Morgan Creek and Minkler Road 700' south and 1,200' north of Morgan Creek between Country Lane and Hunt Club Drive
- **Description:** The Minkler Road bridge crossing Morgan Creek (Structure No. 047-3056) lies in the southwest corner of the Village. The bridge was originally constructed in 1914. The precast, pre-stressed concrete deck beams were placed on cast in place concrete abutments and spread footings in 1980. The abutments were modified and reused to support the deck beams. The current traffic volume and speed limit, combined with a narrow bridge deck and curvature of the road, create unsafe conditions that warrant replacement. This bridge has been the location of several accidents over the years. As the structure is functionally obsolete and the adjacent roadway has substandard geometry it needs to be replaced. Preliminary engineering is nearly complete. The Bridge Condition Report recommended complete replacement and was approved by the Illinois Department of Transportation (IDOT) Bureau of Bridges and Structures (BBS) on January 19, 2021.
- **Total Length:** 0.24 miles
- **Total Width of Road:** 58 Ft
- **Utilities:** Various aerial and underground utilities.

THIS PROJECT

The project consists of the complete replacement of the bridge on new alignment from with roadway adjacent improvements from Country Lane to Hunt Club Drive. The project includes a

new bridge structure over Morgan Creek. The project includes associated improvements to existing Minkler Road. Minkler Road will be reconstructed and realigned to accommodate the new bridge location. Drainage will be accommodated via new ditches, storm sewer and culverts. The project also includes landscaping and advanced grading for a future sidewalk.

This project is to be paid for in part using federal funds. Applicable restrictions will apply.

CONSTRUCTION INSPECTION SERVICES

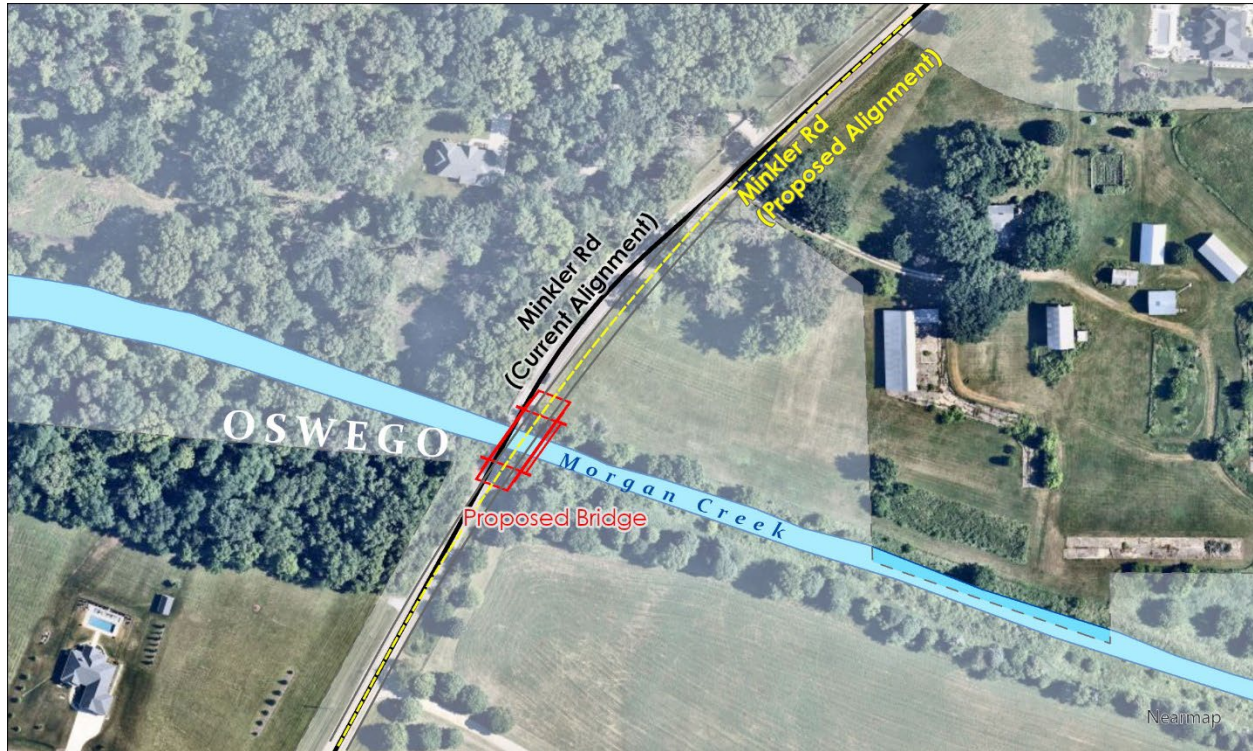
The consultant will provide Construction Inspection Services for the Minkler Bridge Replacement Project. Construction and inspection services will be funded using a combination of local, state, and federal funds. This project will be completed under applicable IDOT guidelines including BLR and BDE manuals and Village of Oswego standards. The selected Firm may provide the requested services for the remaining segments at the discretion of the Village.

Construction Inspection services include but are not limited to:

1. Staking
2. Material testing and inspection
3. Documentation of materials and quantities
4. Record keeping
5. Enforcement of specifications applicable to a contractor's work on construction projects
6. Serve as the Village's representative during construction;
7. Facilitating resolution of conflicts that may arise during construction including unforeseen circumstances in the field and plan discrepancies
8. Review and approve recommendations for payments to the contractor
9. Interact with outside organizations and the public including:
 - a. School District 308
 - b. Police and Emergency Services
 - c. Kendall County Soil and Water Conservation District
 - d. Morgan Creek Drainage District
 - e. Homeowners that are in proximity to the project or have provided temporary easements.
 - f. Others where needed
10. Conduct project meetings as needed.
11. Provide written bi-weekly or weekly updates throughout the life of the project.

SITE LOCATION MAP

Minkler Road Bridge



Current alignment is in black
Proposed alignment is in yellow
Proposed bridge is in red.

PRELIMINARY PLANS

Preliminary plans will be available upon request by emailing Madeleine Upham at mupham@oswegoil.org