



**NORTH SHORE LIFE  
LAKE BLUFF STYLE**

To: Interested Professional Engineering/Consulting Firms

Enclosed is a request for written Statements of Qualifications (SOQ's) from Professional Engineering firms to perform Phase I Preliminary Engineering Services for the Green Bay Road Bridge Superstructure Replacement project in the Village of Lake Bluff. The Village of Lake Bluff will have the option to retain the same firm to perform Phase II Final Engineering Services as well.

The Village of Lake Bluff is requesting that firms review the enclosed RFQ and included Scope of Services and submit their SOQ on or before 3:00 PM, March 6, 2019. Each submittal must include the SOQ, completed references form (attached), and IDOT prequalification. The Village will evaluate all submitted SOQs and select a group of three finalists which will be ranked according to the selection criteria identified in the RFP. The final results of the selection process will be provided to all firms which submitted an SOQ.

The Village of Lake Bluff trusts that your firms will be interested in submitting a Statement of Qualifications for the project. Should you have any questions or require any additional information, please feel free to contact the Village. Any questions concerning this RFQ should be addressed to Jeff Hansen, P.E., Village Engineer, Village of Lake Bluff, 40 E Center Avenue, Lake Bluff IL, 60043, (847) 283-6884.

Sincerely,

Jeff Hansen, P.E.  
Village Engineer  
Village of Lake Bluff  
40 E Center Avenue,  
Lake Bluff, IL 60044

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**Village of Lake Bluff | 40 East Center Avenue | Lake Bluff, IL 60044**

**P: (847) 234-0774 | F: (847) 234-7254**

**[lakebluff.org](http://lakebluff.org)**

**Notice to Firms:**

The Village of Lake Bluff invites qualified and licensed professional engineering firms to submit a written Statement of Qualifications (SOQ's) to perform Phase I Preliminary Engineering for the Village's Green Bay Road Bridge Superstructure Replacement project. The Village will have the option to hire the same firm to perform Phase II Final Engineering Services for the project as well. The project is a Surface Transportation Bridge Program (STP-Br) funded project completed under the oversight of the Illinois Department of Transportation (IDOT) and the Lake County Council of Mayors. The Phase I and Phase II portions of the project are anticipated to be completed in 2019 and 2020.

**Project Description:**

The project will replace the superstructure and perform maintenance on the substructure of the Green Bay Road Bridge (Structure No. 049-6802) over the Union Pacific Railroad Tracks in the Village of Lake Bluff approximately 200 feet north of the intersection of Green Bay Road and Bath & Tennis Club Road. The existing bridge is a three-span PPC deck beam on concrete multi column piers and stub abutments. Its Sufficiency Rating is 65.8.

The project intends to replace the superstructure of the bridge and perform minor repairs to the substructure. The Village's preference is that the new superstructure be similar in appearance of the existing Moffett Rd Bridge (Bridge #049-6803) located just south of the intersection of Moffett Rd and Ravine Avenue in Lake Bluff. The anticipated construction cost of the project is \$800,000.

The selected firm will be responsible for performing all tasks required to prepare a Phase I Project Development Report in accordance with IDOT and FHWA guidelines. A Phase 1 study is currently being performed on the Green Bay Road roadway on each side of the bridge. IDOT has agreed that the Environmental Survey Request Form developed for the roadway project can also be used for the bridge project, no ESR is to be included in the Phase I for the Bridge project.

**Anticipated work Items (may include, but not limited to the following):**

- Perform necessary survey work
- Prepare all necessary reports
- Summarize alternative and recommendations and complete a Project Development Report
- Perform necessary environmental coordination to secure Design Approval
- Prepare and submit all necessary permits
- Provide coordination for public involvement
- Provide coordination with public, utilities, Union Pacific Railroad, local agencies, and IDOT

**Final Submittal Requirements:**

- All SOQ's shall be signed by an authorized official.
- Qualifications that contain omissions, erasures, alterations, or additions not called, or that contain irregularities of any kind may be rejected.

- This SOQ shall include a synopsis of the firm’s understanding and project approach, a complete description of the firm’s experience and qualifications, licensure information for the firm and for key personnel, qualifications of key personnel, and a listing of similar and relevant projects.
- The SOQ shall include any subcontractors the firm intends to use to complete the project.
- All SOQ’s shall include contact information for three references for which the firm has provided similar professional services. Contact information should include a contact name, phone number, and email address.
- All SOQ’s shall include with their statement of interest, a completed conflict of interest form using the IDOT BDE DISC 2 template.
- All SOQ’s submitted to the Village of Lake Bluff no later than **3:00 PM, March 6, 2019**.
- SOQ’s shall be submitted in the following formats: One Original SOQ Document, one hard paper copy, and one electronic copy (CD or USB Flash Drive).
- The SOQ shall be submitted in one sealed envelope and must be plainly marked with the title “Green Bay Road Bridge Superstructure Replacement, Phase I Engineering Services”.
- The SOQ shall be shipped to or dropped off in person at the following address.
  - Village of Lake Bluff
  - ATTN: Jeff Hansen, P.E., Village Engineer
  - 40 E Center Avenue
  - Lake Bluff, Illinois 60044

**Selection Criteria:**

Firms will be evaluated based upon the following criteria:

- Technical approach to the project and specific project understanding (20%)
- Firm and key personnel experience on projects of similar scope (20%)
- Specialized expertise as it relates to the project (10%)
- Staff capabilities (Prime/Sub) (10%)
- Work load capacity, availability of key staff relative to other existing commitments (10%)
- Past performance on projects of similar scope (30%)

**Reservation of Rights:**

The Village of Lake Bluff reserves the right to reject any or all Statement of Qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the Village.

The Village of Lake Bluff reserves the right to make such inquiries regarding the firm’s qualifications and reputation as it deems necessary to evaluate the firm.

The Village of Lake Bluff shall not be liable in any way for any costs incurred by respondents in replying to this RFQ.

**Confidentiality:**

The Village Engineer shall examine the SOQ to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After the award of any contract

subsequent to this selection process, all responses, documents, and materials submitted by a Firm pertaining to this RFQ will be public information and will be made available for inspection, unless otherwise determined by the Village Engineer. All data, documentation, and innovations developed as a result of contractual services shall become property of the Village. Based upon the public nature of the RFQ, a Firm must inform the Village in writing of the exact materials in the SOQ, which cannot be made part of the public record in accordance with the Illinois Freedom of Information Act (“FOIA”). In the event that any challenge to the assertion of confidentiality under FOIA is challenged by a third party, the Village will notify the Firm and the Firm will be responsible for providing information, at its expense, supporting such claim of confidentiality. If the matter is thereafter disputed by a third Party or the Village, the Firm shall be responsible for reimbursing the Village of any legal costs associated with addressing such FOIA request.

### **Compliance with Applicable Law:**

By responding to this RFQ, each firm affirms that they shall comply with all applicable statutes, ordinances, codes, regulations, consent decrees, orders, judgments, rules, and all other requirements of any and all governmental or judicial entities that have jurisdiction over the Village, the Firm and any projects to be undertaken or bid upon. This includes but is not limited to all applicable Fair Employment and Anti-Discrimination laws. The Village of Lake Bluff does not discriminate on the basis of disability or any other prohibited basis in the awarding of contracts.

### **Schedule**

February 20, 2019	RFQ Public Notification
February 27, 2019	Deadline for Requests for Information (RFI)
February 28, 2109	All RFI's Closed, All addenda Issued
March 6, 2019	Notification of firms of final selection and rankings
March 7, 2019	Begin contract negotiations with top firm
March 11. 2019	Village Board approval of final selection and rankings

### **Questions and Addenda**

All inquiries regarding this RFQ shall be submitted via e-mail to Jeff Hansen, P.E., Village Engineer, at [jhansen@lakebluff.org](mailto:jhansen@lakebluff.org) no later than **February 27, 2019**. The Village of Lake Bluff reserves the right to not respond to any or all inquiries. Responses will be provided in a written addendum with both inquiries and responses, without stating the source of the inquiry via e-mail not later than **February 28, 2019**.