



June 22, 2018

To: Interested Professional Engineering/Consulting Firms

The Village of Lake Bluff invites IDOT pre-qualified engineering firms to submit a Statement of Qualifications (SOQ) to assist the Village in completing Phase I and Phase II engineering for the improvement of Green Bay Road from West Scranton Avenue to the southern Village limit.

The project consists of the reconstruction of approximately 4,000 lineal feet of Green Bay Road from the intersection of Green Bay Road and West Scranton Avenue to the southern Village limit. The bridge over the Union Pacific Railroad tracks just north of Bath & Tennis Club Road is excluded from the project. The project will include a full reconstruction of Green Bay Road, storm sewer improvements, sanitary sewer improvements, and water system improvements. No right-of-way acquisition is anticipated to be needed for the project.

The Phase I and II services are to be done in accordance with all requirements to make the project eligible for federal Surface Transportation Program (STP) funding programmed through the Lake County Council of Mayors. The intent is to complete Phases I & II in preparation for submitting the project for funding during the next call for projects.

Interested firms are to submit a Statement of Qualifications that meets the following requirements:

- The 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.
- Resumes of the individual to be assigned to this project
- A list of any sub-consultants the firm intends to use to complete the project and qualifications of key staff from sub-consultants.
- 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.
- A proposed Scope of Work defining the consultant services needed to secure the necessary agency approval and permitting for funding eligibility and construction. The Village anticipates the Scope of Work to include a minimum of the following elements:
 - Coordination with LCDOT and IDOT
 - Preliminary project report
 - Preliminary design plans
 - Drainage studies
 - Inspection of existing Village utilities in project area
 - Construction cost estimates
 - IDOT permits

- SMC permits
 - Preparation of contract plans and specifications
- A preliminary estimate of work hours outlining the primary tasks the firm believes to be the most critical to the project and an estimate of hours to complete each task (This information is requested to assist in gauging each firm's opinion of the effort required to complete each task).
 - A progress schedule including primary tasks, estimated completion time for each task, and anticipated major project milestones completion dates based on a start date of July 25th, 2018.

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

June 22, 2018	RFQ Public Notification
July 6, 2018	Deadline for Requests for Information (RFI)
July 10, 2108	All RFI's Closed, All addenda Issued

July 12, 2018	All SOQ's due by 10:00 AM at Village Hall
July 13, 2018	Begin contract negotiations with top firm
July 23, 2018	Village Board consideration of professional services agreement with top firm

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 no later than **July 6, 2018**. 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 **July 10, 2018**.