

Request for Qualifications (RFQ)

Phase III Construction Engineering Services for School Street Resurfacing Project: 144th Street to 138th Street Surface Transportation Program (STP)

RFQ Issued: Thursday, July 10, 2025

Response Due: 4:00 P.M. Friday, July 25, 2025

The Village of Riverdale, Illinois ("Requestor") is issuing a Request for Qualifications ("RFQ") from qualified Engineering firms to provide Construction Engineering services related to the School Street Resurfacing Project ("Project").

Documents related to the Project Overview, Description of Project Scope, Scope of Services, Submittal Requirements and Selection Process can be obtained by sending an email request to the Village Clerk, Karen Holcomb, at Kholcomb@villageofriverdale.net.

In order to have your Qualifications considered, they must be emailed to: Village Clerk, Karen Holcomb, at Kholcomb@villageofriverdale.net.

The subject line of the email must read: **Phase III Construction Engineering Services for the School Street Resurfacing Project ("Project")**.

Qualifications must be received by the Office of the Village Clerk, no later than 4:00 P.M. Friday, July 25th, 2025. Qualifications received after the closing time and date will not be considered.

The Village of Riverdale is receiving federal funds, which will be used in funding the construction engineering services for this Project. Written policies and procedures for QBS as describe herein meet the requirements of 23 CFR 172 and the Brooks Act.

1. **Initial Administration** – The Village of Riverdale QBS policy and procedures assign the responsibility to the Public Works Director for the procurement, management, and administration for consultant services.
2. **Written Policies and Procedures** – The Village of Riverdale considers its adopted QBS written policies and procedures to be in accordance with Section 5-5 of the BLRS Manual, and specifically Article 5-5.06(e); therefore, approval from IDOT is not required.
3. **Project Description** – The Project includes reconstructing the existing pavement with hot-mix asphalt, full curb and gutter replacement, intermittent combined sewer repairs, replacement of drainage structures and storm sewer laterals, ADA sidewalk ramp improvements, water main and water service replacement, pavement markings, landscape restoration, and other ancillary items.

The Project is located on School Street within the Village of Riverdale, between 144th Street and 138th Street. The project length is approximately 4,105 feet (0.777 miles) and the pavement width edge to edge is 33.0 feet typical.

The total estimated construction cost for this Project is \$1,400,000.00.

4. **Scope of Work** – Engineering for this Project will be funded in part with Federal Surface Transportation Program (STP) dollars allocated to the Village of Riverdale, through application to and approval of the local planning council. The construction contract will be let and administered by the Illinois Department of Transportation. Construction Engineering Services must follow the requirements of the Illinois Department of Transportation as they relate to federally funded projects.

The scope of services for Phase III Construction Engineering shall include pre-construction activities; construction layout; as-built surveys; verification of quantities; utility coordination and conflict resolution; resident engineering services; meetings and coordination; material testing, inspection, and certification; record preparation and maintenance of documentation; pay estimate submittals; change orders; and other activities associated with construction engineering for roadway reconstruction that would enable the project to be completed in a timely manner.

Quality Assurance (QA) oversight and Contractor's Quality Control must be performed by the respondent firm or one of its subconsultants. The firm must also provide all necessary vehicles and equipment to perform the required services.

The respondent firm must be prequalified by IDOT for Special Services – Construction Inspection.

Construction Engineering Services will be required from the Bid Letting Date through final acceptance of the construction contract. The anticipated timetable for this project will be a Bid Letting in November of 2025 with construction anticipated to begin in April of 2026 and to be completed within the specified time frame (40 Working Days).

5. **Public Notice** – The Village of Riverdale will post an announcement on the Village website www.villageofriverdale.net and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 15 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on the website.

The Project was placed on the Village of Riverdale website on Thursday, July 10, 2025 and remains available for public viewing through the submittal date of Friday, July 25, 2025.

6. **Conflict of Interest** – The Village of Riverdale follows Section 5-5.04 of the BUREAU OF LOCAL ROADS AND STREETS MANUAL concerning determining conflicts of interest.

7. **Suspension and Debarment** – The Village of Riverdale will use SAM Exclusions and IDOT's CPO's website to verify suspensions and debarments actions to ensure the eligibility of firms short-listed and selected for projects.

8. **Evaluation Factors** – The Village of Riverdale allows the Director of Public Works to set the evaluation factors for each project, but must include a minimum of five criterion and stay within the established weighting range. The maximum of DBE and Local Presence combined cannot factor more than 10% on projects where federal funds are used. Project specific evaluation factors are as follows:

Project Specific Selection Criteria and Weighting:

- Qualifications of Firm/Firm Experience (20%)
- Project Approach (20%)
- Staff Capabilities (30%)
- Work Load Capacity (10%)
- References/Previous Work Experience (20%)

9. **Selection** – The Village of Riverdale requires a three (3) person selection committee. The selection committee members for this Project will include the Village Manager, the Director of Public Works, and the Director of Community Development. The selection committee members must certify that they do not have a conflict of interest. The Village of Riverdale requires each member of the selection committee to provide an independent score for each proposal prior to the selection committee meeting.

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews (if conducted) to develop a final ranking. If there are other firms within 5% of the minimum score, the Director of Public Works may choose to expand the short list to include more than three firms.

10. **Independent Estimate** – The Village of Riverdale will prepare an independent in-house estimate for the Project prior to contract negotiation. The estimate is used in the negotiation.

11. **Contract Negotiation** – The Village of Riverdale requires a three (3) person team to negotiate with firms. The team consists of the Village Chief of Staff, the Village Attorney, and the Director of Finance. Members of the negotiation team may delegate this responsibility to staff members.

12. **Acceptable Costs** – The Village of Riverdale requires the Project Manager to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

13. **Invoice Processing** – The Village of Riverdale requires the Project Manager assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
14. **Project Administration** – The Village of Riverdale requires the assigned Project Manager to monitor work on the Project in accordance with the contract and to file reports as required. The Village of Riverdale's procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Village of Riverdale consultant information database. Village of Riverdale follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT District office at contract close-out along with the final invoice.
15. **Submittal Requirements** – Any firms interested in providing the above scope of services to the Village shall express that through the submission of a Letter of Interest and a Statement of Qualifications. Submissions should be compiled into a single PDF document not exceeding 10 pages in length (excluding the IDOT BDE Disc 2 Conflict of Interest form), encompassing all components such as cover letters, table of contents, section breaks, cover pages, back pages, etc. including table of contents, section breaks, cover pages, back pages, etc. is optional. The submission should encompass the following information:
1. Cover letter on the consultant's letterhead transmitting the qualifications, including the name of the consulting firm, local address, telephone number and name and email of contact person.
 2. Current Illinois Department of Transportation (IDOT) prequalification status. The prime consultant must be prequalified in "Special Services – Construction Inspection". The submittal does not need to include documentation of the prime consultant's current prequalification status, but the cover letter should confirm the consultant is prequalified.
 3. List of relevant projects recently completed which were similar in nature to this project. Provide a brief description of each project, including location, project team, and construction cost. If the project was on an IDOT state letting, provide the letting date and item number and/or contract number.
 4. List of key staff with brief resumes that would be assigned to the project including the Resident Engineer (RE) and any other relevant staff. Also, include any sub-consultants that will be utilized to complete the project, including the relevant prequalification categories for each sub-consultant. An organization chart is optional. The consultant should indicate if key staff is proposed in any other professional services selection processes that are outstanding between now and when a selection will be made on this project.

5. Brief technical approach describing the consultant's abilities to perform the required Phase III Construction Engineering services. This should be a maximum of one (1) page.
 6. Provide a list of two (2) references, each comprising the name, job title, telephone number, and email address for the proposed Resident Engineer, and one (1) additional reference for the firm. These references should not be current employees of the Village of Riverdale and ideally should possess experience as municipal staff on projects of a similar nature.
 7. Submit, as a separate pdf which does not count against the maximum 10 page count, the IDOT BDE DISC 2 Conflict of Interest Form. The Village of Riverdale requires all consultants to submit a disclosure statement (utilizing the IDOT BDE DISC 2 template).
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16. **Inquiries** – Any inquiries or requests for clarification should be directed to Todd Hennings, Director of Public Works, via email to Thennings@villageofriverdale.net, no later than 4:00 PM on July 23, 2025. Clarification will be provided in writing by reply email to all who have received an RFQ packet at that time. No clarification will be provided verbally, either in person or over the telephone, and no one other than the Director of Public Works is authorized to provide clarification on behalf of the Village.
 17. **Terms and Conditions** – The Village reserves the right to seek clarification of information submitted in response to this RFQ and/or request additional information during the evaluation process. The Village reserves the right at any time and for any reason to cancel this consultant procurement process, to reject any or all proposals, or to accept an alternative proposal.
 18. **Incurred Costs** – The Village shall not be held liable in any way for any costs incurred by consultants in replying to this Request for Qualifications or any part of the procurement process.
 19. **Communications** – During the selection process any communication regarding this RFQ must be in writing and directed only to Todd Hennings, Director of Public Works, via email to Thennings@villageofriverdale.net.