

REQUEST FOR PROPOSAL

PHASE I & PHASE II ENGINEERING SERVICES

ROCK ISLAND COUNTY

Section Number 20-00381-00-DR

Proposals are due to the Rock Island County Highway Department office, 851 W. 10th Ave, (P.O. Box 797), Milan, IL 61264 or Highway@co.rock-island.il.us by **3:00 PM, January 31, 2020**. Proposals received after this time will not be accepted.

I. PROJECT DESCRIPTION

The Rock Island County Highway Department is in need of Phase I & Phase II engineering services to evaluate and design a method to correct an embankment slide. The site is located along the east side of County Highway 11 (322nd Street West), approximately 0.8 miles south of IL 92. Existing at this location is approximately 330 feet of PZ 27 sheet piling, which was placed in 1982. The project will be engineered and constructed utilizing Federal and MFT funds and the estimated Construction cost is \$550,000. Phase I & Phase II engineering are expected to be completed for a spring 2021 state letting. All Specific tasks include, but are not limited to:

1. Data collection, including subsurface evaluation and survey
2. Environmental studies coordination
3. Prepare IDOT forms and reports.
4. Prepare contract plans and project special provisions/specifications
5. Prepare estimate of cost and time
6. Right of Way acquisition and/or Construction Easements including Highway Plats and Legals, if necessary

II. PROPOSAL REQUIREMENTS

Proposals shall be submitted as a Portable Document Format (pdf) no later than 3:00 PM on Friday, January 31, 2020 to Highway@co.rock-island.il.us or Rock Island County Highway Department, 851 W. 10th Ave (P.O. Box 797) Milan, IL. 61264. The required proposal format is listed below. Please do your best to comply with as much of this information as possible. The completed Proposal shall be limited to 10 pages and include the following items, presented in the following order:

- Cover letter on the firm's letterhead transmitting the Proposal to the County. The cover letter shall describe the composition and proposal contents. In addition, the cover letter shall include the firm contact individual, including contact information, should questions arise from the submitted Proposal.

- Section 1: Listing of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart that are proposed to provide the majority of services.
- Section 2: Key staff resumes. **Resumes shall be limited to two pages total.**
- Section 3: List of other company support staff that are not anticipated to perform major items of work but that may be available should their assistance be required.
- Section 4: Proposed sub-consultants.
- Section 5: Ongoing or completed projects of similar scope and magnitude that demonstrate the firm has experience in performing work requested by the County for the specific project.
- Section 6: This section also known as the Project Approach or Project Understanding shall be devoted to discussion of the County's project for which services are needed. The following elements shall be included in this section:
 - ✓ Project Name
 - ✓ Project Location
 - ✓ Type of work required (e.g., Phase I & II Engineering)
 - ✓ The firms proposed preliminary project approach to obtaining necessary data, evaluating the existing conditions, identifying problems/deficiencies, and proposed methods to correct and resolve identified problems and deficiencies.
 - ✓ A list of anticipated challenges or what is anticipated to be the biggest challenge in completing the requested work.

III. SELECTION CRITERIA AND WEIGHTING

- Technical Approach 30%
- Firm Experience 20%
- Staff Capabilities 20%
- Specialized Expertise 25%
- Local Presence 5%

IV. SELECTION PROCESS

The selection of the Consultant will be made in compliance with the County's most current "Rock Island County Highway Department Qualification Based Selection Procedure -- Federal Participation (QBS Procedure -- Federal Participation). The current QBS Procedure -- Federal Participation is posted on the County's website, rockislandcounty.org

The County may conduct interviews with short-listed firms in compliance with its current QBS Procedure – Federal Participation for professional services anticipated for this project. **If necessary, interviews with the short-listed firms will be scheduled for the week of February 10 or 17, 2020.**

The interview will be a maximum of 20 minutes. The Consultant should be prepared to make a presentation (a maximum of 15 minutes in length) outlining their qualifications and experience with projects of similar scope and magnitude. The Consultant should also demonstrate their understanding of the project and engineering services required. The remainder of the scheduled time will be a question and answer session. Attendance at the presentation will be limited to two representatives from the Consultant and **attendance of the Project Manager is mandatory.**

Short-listed firms will be notified by early February, 2020. Short-listed firms will be required to submit a disclosure statement with their procedures and are required to use the IDOT BDE DISC 2 TEMPLATE as their conflict of interest form.

The consultant chosen by the Selection Committee will be the presumptive Consultant for the final negotiations. The County will then conduct negotiations with the first choice firm. If the County is unable to execute a timely contract with the first choice, the County will then pursue negotiations with the second choice firm who has met the basic qualifications, then the third, etc., until an acceptable contract is executed.

The negotiated contract will be presented to the Rock Island County Public Works & Facilities Committee and the Rock Island County Board at their February or March 2020 meetings for their approval.

IV. CONTACT INFORMATION

Any questions regarding the project may be directed to John Massa at jmassa@co.rock-island.il.us or Lisa Geiger at lgeiger@co.rock-island.il.us
The Highway Department office number is 309 787-4668.