

Item #2E:
Report On Infrastructure Funding
Village Engineer Request For Qualifications (RFQ)

**PUBLIC NOTICE
VILLAGE OF LONG GROVE, ILLINOIS**

**NOTICE OF REQUEST FOR QUALIFICATIONS
FOR DESIGN AND CONSTRUCTION ENGINEERING SERVICES
FOR THE VILLAGE OF LONG GROVE**

PUBLIC NOTICE IS HEREBY GIVEN that the Village of Long Grove, Lake County, Illinois is seeking the services of an engineering consulting firm to provide design and construction engineering services on an ongoing, contract basis. Request for Qualifications are available at the Village Hall Office, 3110 Old McHenry Road, during regular business hours, 8:00 a.m. until 5:00 p.m., Weekdays and at the Village of Long Grove Web Site www.longgrove.net.

The deadline for the submission of proposals is no later than 4:00 p.m. on May 2, 2014. Please submit four (4) hard copies and one (1) electronic version of your proposal to Village Manager David Lothspeich at 3110 RFD, Long Grove, Illinois 60047. Please refer to the detailed Request for Qualifications (RFQ) and respond as outlined under "Proposal Format". It is expected that several firms will be selected for interviews by the Village Board before a final selection is made. The appointment will be made by the Village President and Village Board.

If you have any questions regarding this request, please contact Village Manager David Lothspeich during regular business hours, 8:30 a.m. – 5:00 p.m. Your attention to this matter is greatly appreciated.

David A. Lothspeich
Village Manager
Village of Long Grove
847-634-9440
dlothspeich@longgrove.net



**REQUEST FOR QUALIFICATIONS FOR
DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR
THE VILLAGE OF LONG GROVE**

The Village of Long Grove, Illinois is seeking the services of an engineering consulting firm to provide design and construction engineering services on an ongoing, contract basis. Interested firms should provide a description of their qualifications in the format described below.

A. INTRODUCTION

Proposals may be submitted to the Village of Long Grove no later than 4:00 PM on Monday, June 2, 2014. All proposals should conform to the format described in this Request for Qualifications and should be submitted to the attention of:

David Lothspeich
Village Manager
Village of Long Grove
3110 Old McHenry Road
Long Grove, IL 60047
Dlothspeich@longgrove.net

All submittals should include four (4) complete hard copies and one (1) electronic copy of the proposal in a sealed envelope marked "RFQ FOR ENGINEERING SERVICES."

Proposals will be opened and evaluated in private, and proposal information will be kept confidential until a decision is made. From the statement of qualifications and proposals submitted, the Village will select some firm(s) for further consideration. Additional information may be requested from these firm(s), and the Village does intend on scheduling interviews prior to making a final selection. No interviews or meetings to discuss a firm's qualifications will be scheduled prior to the submittal of proposals. After the completion of this evaluation process, the Village will make a final selection for the firm(s) to be utilized and then, will negotiate a final contract and agreement. Engineering firms submitting a proposal will be notified in writing of further questions and/or decisions. It is the Village's intent to retain the services of the selected firm(s) for a minimum of three (3) years during 2014 thru 2017 (subject to annual review) as long as the services provided to the Village are acceptable and the firm(s) is responsive to the Village's needs.

B. PRESENTATION OF QUALIFICATIONS AND AWARD CONTRACT

The Village reserves the right to select a short list of consultants at its own discretion to present their qualifications, respond to questions, and supply supplemental information.

The contract will be awarded to that consultant or consultants whose proposal(s) conforms most closely to the Request for Qualifications, and which will be most advantageous to the Village, taking relative experience working on similar projects and other factors into consideration. The Village reserves the right to select more than one consultant if our needs are best met in that manner.

No consulting engineer or contract with the Village may do engineering work for a private development within the Village, unless such work is authorized by the Village. We expect a contract starting date of July 1, 2014, with a minimum contract term of three (3) years.

C. TAXES NOT APPLICABLE

The Village of Long Grove as a municipality pays neither federal excise tax nor Illinois retailer's occupational tax.

D. ADDENDA AND EXPLANATIONS

Any consultant in doubt as to the meaning of any part of this Request for Qualifications may request an interpretation from the Village. All such requests, or other inquiries regarding this RFQ, should be made to Village Manager David Lothspeich at 847-634-9440 or dlothspeich@longgrove.net.

At the request of the consultant or in the event that the Village deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the Village. In the event a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested proposal specification initiated by the Village, a copy of such addendum will be mailed to all prospective consultants. In all cases, it will be the consultants' responsibility to obtain all addenda issued.

E. USE OF SUBCONTRACTORS AND/OR SUBCONSULTANTS

In order that the Village may be assured that only qualified and competent subcontractors and/or sub consultants will be employed on the proposed project, each consultant shall submit with their qualifications a list of subcontractors and/or sub consultants who would be called upon to perform the work. The consultant must determine to their own satisfaction that a listed subcontractor and/or sub consultant has been successfully engaged in this particular type of work for a reasonable length of time and is qualified both technically and financially to perform that pertinent phase of the work for which they are listed.

No contract awarded by the Village of Long Grove may be assigned or any part subcontracted without written consent. In no case shall such consent relieve the consultant from his/her obligations or change the terms of the contract.

F. COMPETENCY OF CONSULTANT

No proposal will be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default upon any debt or contract. The consultant, if requested, must present evidence of ability and possession of necessary facilities, and financial resources to comply with the terms of the Scope of Services.

G. VILLAGE ORDINANCES

The consultant will strictly comply with all applicable ordinances of the Village of Long Grove, laws of the State of Illinois, and laws of the federal government.

H. HOLD HARMLESS

The consultant is responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of his/her work. Further, the consultant will indemnify and save harmless the Village, its officers, agents and employees from all suits, claims, actions, or damages of any nature whatsoever resulting there from. These indemnities are not limited by the listing of any insurance coverage.

I. TERMINATION OF CONTRACT

The Village reserves the right to terminate the whole or any part of this contract, upon written notice to the consultant, in the event that sufficient funds to complete the contract are not appropriated by the Village of Long Grove.

The Village further reserves the right to terminate the whole or any part of this contract, upon written notice to the consultant, in the event of default by the consultant. Default is defined as failure of the consultant to perform any of the contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the Village will procure upon such terms and in such manner as maybe deemed appropriate services similar to those so terminated. The consultant shall be liable for excess costs for such similar services unless acceptable evidence is submitted that failure to perform the contract was due to causes beyond the control and without the fault of negligence of the consultant.

J. HEALTH AND SAFETY ACT

All work under this contract shall comply with the Occupational Safety and Health Act (OSHA) of 1975 and revisions thereof, and all other applicable Federal, State, or local statutes, rules, or regulations affecting the work done under the contract.

K. SURVIVAL

The provisions of this Request for Qualifications shall survive and shall not merge with the contract awarded to the consultant selected, but shall be additional terms thereof and the submission of a proposal shall be deemed as acceptance of these terms.

L. MINORITY BUSINESS AND WOMEN BUSINESS ENTERPRISE REQUIREMENTS

The Village of Long Grove in an effort to reaffirm its policy of nondiscrimination, encourages the efforts of consultants and subcontractors to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job, or protected veterans' status.

M. SCOPE OF SERVICES

The successful consultant(s) will be responsible for all or part of the tasks listed below. Based on the qualifications of the proposing consultants, the Village may select one consultant to perform all of the tasks listed below, or more than one consultant, each of whom will perform those services for which they are most qualified. Further, the Village reserves the right to contract with other engineering firms to conduct the work of the Village based on the specific needs of the Village or the current workload being handled by the contract engineer.

The Village reserves the right to modify this Scope of Services and to request proposal modifications any time during the consultant evaluation process.

1. Provide general information, recommendations and reports, and preliminary cost estimates for proposed public improvements to streets, intersections, pathways and stormwater systems with the information to be used for preparation of the Village's Five Year Capital Improvement Plan and also the annual budget.
2. Coordinate all aspects of Capital Improvement Projects, from design to closeout. These projects include those funded solely by the Village and those that are jointly funded by the State or other entities. Work will include, but not be limited to the following:
 - a. Prepare preliminary plans and design criteria for project.
 - b. Make detailed engineering surveys as necessary to prepare detailed plans.
 - c. Identify all necessary construction easements and/or right-of-way dedications.
 - d. Prepare and submit necessary applications and plans to various governmental agencies (e.g. LCSWMC, IEPA, IDOT, FEMA, Army Corps, etc.) for permits to install the proposed improvement.
 - e. Develop/manage long-term 10-15 year plan for road paving, patching, prioritization and planning;
 - f. Prepare detailed plans, specifications, proposals, and cost estimates of project.
 - g. Prepare bid documents and assist Village in the review and selection of contractors' proposals.
 - h. Consult on interpretation of plans and specifications and changes under consideration as construction proceeds, including attendance at such meetings as may be required.
 - i. Conduct regular, ongoing inspections of contractor's work to ensure that construction is consistent with plans and specifications.
3. Research and apply for grants to conduct capital improvement projects, at the Village's discretion.

4. Prepare annual Motor Fuel Tax programs and documents to include material purchases, street resurfacing, crack sealing, pavement markings, and other projects selected by the Village. Provide all documentation, cost estimates, prepare all contract documents and bid specifications, construction supervision, and all coordination with IDOT for annual programs.
5. Collect field information, prepare drawings, provide cost estimates, and provide general engineering services for storm sewer maintenance and improvements, when requested by the Village.
6. Provide professional services as inspection/enforcement officer under the Lake County Stormwater Management Ordinance (Long Grove is a Certified Community) and for the study and review of storm water management issues and for the preparation of preliminary and final design information related to storm water management.
7. Review construction plans for storm sewer construction, storm water management, soil erosion and sediment control, street construction, general site grading, and general civil engineering items for proposed development projects. Provide Village with review comments, compliance with standard specifications and Village regulations, and recommendations regarding the suitability of the proposed improvements.
8. Assist the Village with the review of existing Village Code requirements and preparation of standardized specifications and requirements for storm sewers, storm water management, and street construction for improvements to be constructed by private developments.
9. Assist the Village in the creation of construction standards and specifications, to include the preparation of standard detail drawings.
10. Perform specific intersection studies for placement of stop and yield signs and other changes to traffic control regulations and signage at specific locations.
11. Perform speed studies, collect field observations, and prepare a final report and recommendation for the evaluation of speed limits within the Village, for specific locations when requested by the Village.
12. Review traffic impact studies submitted by developers for proposed development projects, and provide the Village with written comments and evaluation of the contents and conclusions of the developer's report.
13. Prepare traffic impact studies for proposed development projects, when requested by the Village.
14. Collect and compile traffic counts, field data, and general traffic information for special projects and specific locations when requested by the Village.
15. Provide assistance to the Village and information to the Village with traffic related improvements requiring IDOT approval and coordination of planning efforts with IDOT.
16. Assist the Village with the implementation of the traffic improvements identified with IDOT's Route 22 roadway widening plans and review of proposed development projects to verify compliance with the intent of this plan.

17. Assist the Village with the implementation of the traffic improvements identified with the Village's downtown streetscape plan.
18. Perform required IDOT bridge inspections at specified intervals.
19. Provide back-up and specialized services to assist with review and inspection of development-related infrastructure construction. Specialized services will include, but not be limited to, reviewing changes to as-builts construction drawings. Submit site inspection field reports when applicable.
20. Conduct traffic studies on a special project basis.
21. Prepare and update base maps, including streets, lots, zoning and utilities, on an as-needed basis. Knowledge of geographic information systems is a plus because the base maps prepared for the Village should be capable of being used in capital improvement planning, to include assistance with the identification and selection of appropriate projects, developing cost estimates for selected projects, and conducting general engineering for planning purposes.
22. Creating and/or maintaining our GIS mapping system to include layers and updating of layers for (a.) streets by category, (b.) paving, (c.) water plant and distribution system, (d.) Sewer system, (e.) Storm Sewer System, (f.) drainage system with infiltration points and sampling points.

N. PROPOSAL FORMAT

Please provide the following information regarding your qualifications to perform the Scope of Services. This information should be provided in a format that specifically answers each of the following questions or requests for information. Brochures and other promotional information may be provided in addition, but should not substitute for specific, clear answers to the following:

1. Provide a brief description of the consultant's capabilities and the strengths and relevant experience of the project engineers and key team members working on similar projects. This should include any proposed subcontractors and/or sub consultants.
2. List other contracts awarded to the consultant that are most comparable to the work described in the scope of services. Provide contract name, address, and telephone number. Include all contracts for which the consultant has provided engineering services to a municipality within the past two (2) years.
3. How will you meet the wide-ranging needs and expertise required by the Village?
4. What is your total staff size? Please provide this information by the individual job classifications employed by your company.

5. Provide the name, title, and background of all staff members that will be assigned to Long Grove's contract, and the specific services for which they will be responsible. This should include the primary contacts, as well as back-up personnel who will assist when the primary staff is unavailable. Provide information about each individual's personal experience on projects of a similar nature, including size of the project, role of the individual, areas of responsibility, level of involvement, and time assigned to the project.
6. Provide a statement of commitment that personnel named in the proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.
7. Provide a schedule of hourly salary rates that can be guaranteed for minimum of two (2) years, for each assigned staff person and any overhead factors, out-of-pocket cost, or other costs that would be included in your fees for this contract.
8. Indicate the location of project personnel while working on this project (i.e., are they assigned to the consultant's main office, a branch office, or some other location).
9. How will you ensure timely response to the Village's need for services? Please answer this question in general and also respond to the specific examples below.
10. Development-related inspection services will be contracted on as-needed basis. We may have a period when the workload is especially heavy and we need back-up assistance from the contract inspector, or a field change may necessitate immediate response from the contract inspector. How will you ensure that an inspector is available when we need one?
11. How will you ensure that the Village's needs are always met, even when the primary staff members assigned to our contracts is on vacation or otherwise occupied?
12. Which of the services required by the Village will you provide with on-staff personnel and which will be subcontracted or referred to other consultants' offices? How will billing be established for work conducted by a subcontractor and/or sub consultant? Are there services required by the Village that you do not propose to provide?
13. Provide information about the number and type of grants for municipalities for which you have applied.
14. How will you ensure that the installation of capital improvement projects proceed in accordance with plans and specifications, including timely response to field changes?

Thank you for your interest in the Village of Long Grove. We will look forward to receiving and reviewing your qualifications for this contract.

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VILLAGE OF LONG GROVE

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Deer Park, Des Plaines, South Elgin, East Dundee, Elburn, Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Geneva, Gilberts, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Villa, Lake in the Hills, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Mt. Prospect, Mundelein, Palatine, Prospect Heights, Rolling Meadows, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake park, Schaumburg, Sleepy Hollow, St. Charles, Streamwood, Tower Lakes, Vernon Hills, Volo, Wauconda, Wheeling, West Dundee, Wildwood, Sugar Grove, North Aurora

County(ies) of Cook, Kane, Lake, McHenry and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is general circulation throughout said Village(s), County(ies) and State.

I further certify that the **DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 7150, Act 5, Section 1 and 5. The notice of which the annexed printed slip is a true copy, was published May 2, 2014 in said **DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, the authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY *Daule Baltz*
Authorized Agent

Control # 4372418