

Request for Proposals for Professional Engineering Services  
Design and Construction Engineering  
for Roosevelt Road between Austin Boulevard and Harlem Avenue

A. GENERAL REQUIREMENTS

The Village of Oak Park will receive proposals at the Office of the Village Planner Monday through Friday, 8:30 A.M. to 5:00 P.M. at 123 Madison Street, Oak Park, Illinois, 60302. Proposals will be accepted until the close of business on **Tuesday, September 9, 2008**. Proposals received after the submittal time will be rejected and returned unopened to the sender.

Note: Each Consultant interested in responding to this proposal is encouraged to make an appointment with the Village Engineer to discuss the scope of work in greater detail. This can be done either in person or by conference call.

Proposals will be opened and evaluated in private, and proposal information will be kept confidential until a decision is made.

Each consultant shall provide three (3) copies of their proposal in a sealed envelope titled "RFP FOR ENGINEERING SERVICES".

Proposals are to be delivered to:

Craig Failor, AICP, Village Planner - Village of Oak Park  
123 Madison St., Oak Park, Illinois 60302

The Village requests that inquiries regarding these proposals be directed to Jim Budrick, Village Engineer at (708) 358-5722.  
E-Mail budrick@oak-park.us

B. PRESENTATION OF PROPOSAL

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

C. CONSULTANT NOTIFICATION

Consultants will be notified in writing of further questions and/or decision

D. AWARD OF CONTRACT

Roosevelt Road  
Streetscape Design and Form-based Zoning Project

The contract will be awarded to that consultant whose proposal, conforming to the Request for Proposal Document, will be most advantageous to the Village of Oak Park, City of Berwyn, and Town of Cicero, taking relative experience and other factors into consideration.

E. TAXES NOT APPLICABLE

The Village of Oak Park, City of Berwyn, and Town of Cicero [Municipalities] as municipalities pays neither federal excise tax nor Illinois retailer's occupational tax.

F. INTERPRETATION OF THE REQUEST FOR PROPOSAL DOCUMENT

Any consultant in doubt as to the true meaning of any part of this document may request an interpretation thereof from the Village, City, or Town or its representative. The person requesting the interpretation shall be responsible for its prompt delivery. At the request of the consultant or in the event that Village, City, or Town management deems the interpretation to be substantive, the interpretation will be made by written addendum duly issued by the Municipalities.

In the event that a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested proposal specifications initiated by the Municipalities, a copy of such addendum will be mailed to all prospective consultants. The Village will not assume responsibility for receipt of such addendum. In all cases it will be the consultants' responsibility to obtain all addenda issued.

G. LISTING OF SUBCONTRACTORS AND/OR SUB-CONSULTANTS

In order that the Municipalities 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 proposal a list of subcontractors and/or sub-consultants who would be called upon to perform the work. The consultant shall have determined 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.

H. REJECTION OF PROPOSAL

The Municipalities shall have the right to reject any or all proposals, and in particular to reject a proposal that in any way is incomplete or irregular.

Roosevelt Road  
Streetscape Design and Form-based Zoning Project

I. WITHDRAWAL OF PROPOSALS

Any consultant may withdraw her/his proposal at any time prior to the time specified as the closing time for the receipt of proposals, by signing a request therefore.

However, no consultant shall withdraw or cancel her/his proposal for a period of ninety (90) calendar days after said closing time for the receipt of proposals; the successful consultant shall not withdraw nor cancel her/his proposal after having been notified, that said proposal has been accepted by the Municipality Boards/Councils.

J. PROPOSAL MODIFICATIONS

The Municipalities shall have the right to modify the scope of services and to request proposal modifications any time during the consultant evaluation process.

K. 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.

L. SUBLETTING OF CONTRACT

No contract awarded by the Municipalities shall be assigned or any part sub-contracted without written consent. In no case shall such consent relieve the consultant from her/his obligations or change the terms of the contract.

M. VILLAGE ORDINANCES

The consultant will strictly comply with all ordinances of the Municipalities and laws of the State of Illinois.

N. HOLD HARMLESS

Consultant agrees to indemnify, save harmless and defend the Municipalities its agents, servants and employees, and each of them against and hold it and them harmless from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expenses, compensation, court costs and attorneys' fees which the undersigned now has/have or which may hereafter

Roosevelt Road  
Streetscape Design and Form-based Zoning Project

accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting from such injury, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

0. TERMINATION OF CONTRACT

The Municipalities reserve 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 Municipalities.

The Municipalities further reserve 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 contracts 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 Municipalities will procure upon such terms and in such manner as may be 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.

P. 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 Federal, State or local statutes, rules or regulations affecting the work done under the contract.

Q. SURVIVAL

The provisions hereof shall survive and shall not merge with the resulting purchase order or 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.

Any proposal presented after the specified time for deliver will be returned to the consultant unopened.

R. MINORITY BUSINESS AND WOMEN BUSINESS ENTERPRISE REQUIREMENTS

The Municipalities 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

Roosevelt Road  
Streetscape Design and Form-based Zoning Project

perform the job or protected veteran's status. ( See also EEO Reporting)

Q. PROPOSAL OUTLINE

Proposals are requested to cover the basic services as described in the scope of services starting on Page 6. The Municipalities reserve the right during the term on the contract to request additional services in addition to those specified in the Proposal form with payment for those additional services to be mutually agreed upon between the Municipalities and the consultant.

**Please include the following information with the Proposal.**

- 1) A brief description of the consultant's capabilities, strengths and relevant experience.
- 2) A team organization chart indicating the team areas of involvement stemming from the project engineer to each team member.
- 3) An outline of 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.
- 4) List other contracts awarded to consultant most comparable to the work described in the scope of services. Please provide contact name, address and telephone number. Also, provide contract cost and cost of Engineering associated with each project.
- 5) 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.
- 6) A schedule of hourly salary rates for each job classification and any overhead factors.
- 7) The location of project personnel while working on this project.
- 8) A chart of fees for services on a percentage of contract basis (follow template provided herein)
- 9) Any objections to any terms of the request for proposal.

R. PAYMENT FOR CONTRACT SERVICE

## Roosevelt Road Streetscape Design and Form-based Zoning Project

The Municipalities shall pay the consultant on a monthly basis based on the services provided during the month. Payment to the consultant shall be made within 30 days of the receipt of an invoice for services as outlined in the proposal. A detailed summary of costs will be submitted to the Municipalities for review and approval. The summary of costs shall include the work performed and corresponding hours, fees and out-of-pocket expenses. Total payments for each Phase shall not exceed the amount submitted on the Proposal Form, unless prior approval is received from the Municipalities. Ten percent of all payments shall be held by the Municipalities until final completion and acceptance by the Municipalities of all Phases. Invoices shall be mailed to the Village Planner located at the Village of Oak Park, 123 Madison Street, Oak Park, Illinois 60302.

### S. EVALUATION CRITERIA

The award of the contract, if it is awarded, shall be to the consultant by the Municipalities whose proposal is determined by the Municipalities to be in the best interest of the Municipalities. The consultants will be evaluated based on similar work experience, ability to meet schedules, ability to manage construction contracts, communication skills, and references.

### T. MONTHLY PROGRESS MEETINGS

Monthly meetings will be conducted with the Municipalities Engineer(s), Roosevelt Road Advisory Committee and the project manager(s). These meetings will focus on the progress achieved during the previous 30 days and compared with the proposed work schedule as outlined by the consultant.

### U. REFERENCE MATERIALS

Included with this RFP, the consultants will be provided with the following information:

1. Time Table for RFP
2. List of Anticipated Projects to be handled by consultant

### V. SCOPE OF SERVICES

As indicated at the beginning of this document, the successful engineering consultant will be responsible for both the design and construction engineering phases of various civil engineering type projects. The Engineer will be supplied with the Roosevelt Road Planning Consultant streetscape recommendations, whereby the Planning Consultant will assess streetscape conditions along the corridor at a large scale by block. It will address:

- Land-uses
- Landscape/Streetscape
- Street Furniture
- Lighting
- Signage
- Infrastructure Conditions
- Turning Movements
- Visibility and Site Lines
- On-Street Parking
- Drainage/Flooding
- Curb-cuts

The Planning Consultant will investigate the type, layout and distribution of new decorative street lighting and make recommendations regarding lighting and how potential system designs work within IDOT regulations.

The Planning Consultant will refine and develop a preliminary streetscape plan for the corridor. The plan will be prepared at an appropriate scale and will lay out and depict the streetscape design and general location of elements. Drawings will be prepared for each block of the corridor. The drawings along with refined material palettes and sketches will be utilized for the next level of review and “costing.”

The Planning Consultant will assess road and curb alignment impacts, accessibility issues, turning/parking movements and maintenance requirements, as well as the key intersections and pedestrian crossings identified in the Planning Study. The Consultant will evaluate additional traffic calming and pedestrian enhancement opportunities.

The Engineering tasks included in this scope of service are outlined as follows:

#### PHASE I ENGINEERING:

##### I-A. PRELIMINARY DESIGN

1. Determine Type of Improvement and Work to be included in each contract (e.g. water main, sewer main, resurfacing, etc.)
2. Determine exact Scope of Improvement (e.g. replace existing water main, including service lines, fire hydrants, restore pavement, etc.)
3. Review existing conditions effected by the improvement and prepare a report of alternative methods of construction to accomplish the purpose of the improvement at the most cost effective means in consideration of different construction materials or construction practices.
4. Determine Location and Limits of Improvement (e.g. install water main on 600 block of N. Euclid between Iowa and Augusta, centerline to centerline.)



5. Review Existing Budget for Improvement

I-B. FIELD DATA COLLECTION

1. Topographic Surveys
  - a. Develop base line
  - b. Station at 50 foot intervals
  - c. Reference all physical characteristics
  - d. Check reference points with Village coordinates
2. Elevations
  - a. Set up bench marks by Bench Loop Circuiting
  - b. Record existing grades by Cross Sectioning using total station
3. Develop Condition Report on Existing Structures
  - a. Catch Basins
  - b. Inlets
  - c. Manholes
  - d. Valve Vaults
  - e. B-Boxes
  - f. Fire Hydrants
  - g. Light Poles
4. Existing Traffic Control Sign Log
5. Initial Correspondence
  - a. Private utilities (electric, gas, phone, cable TV)
  - b. Municipal utilities (sewer, water, lighting)
  - c. Outside Agencies (IDOT, MWRDGC, IEPA)

PHASE II ENGINEERING:

11-A. PLOT PRELIMINARY PLANS

1. Existing Conditions
2. Private Utilities



3. Municipal Utilities

II-B. DEVELOP PRELIMINARY DESIGN

1. Review Proposed Design with Village of Oak Park, Town of Cicero, and City of Berwyn

II-C. DEVELOP FINAL DESIGN

1. Draw Final Plans with Details and Schedules

Existing Condition Plans shall Show all Items and Structures within the Public ROW

Plans shall Show Existing and Proposed Conditions, Plan and Profiles, and Meet IDOT Format for Size, Symbols and Scale

2. Calculate Quantities with Pay Items Meeting IDOT and/or Water and Sewer Manual Standards
3. Develop Detailed Cost Estimate
4. Write Specifications and/or Special Provisions

II-D. APPLY FOR AND OBTAIN REQUIRED PERMITS

1. MWRDGC
2. IEPA
3. IDOT

II-E. ADVERTISE FOR BIDS

1. Legal Notices
2. Construction Periodicals (Dodge, Construction Market Data, etc.)
3. State Bulletin



#### 4. MBE / WBE Outreach

II-F. PRINT BID DOCUMENTS FOR ELIGIBLE CONTRACTORS

II-G. CONDUCT PRE-BID MEETING

II-H. CONDUCT BID OPENING AND RECOMMEND AWARD

1. Read Bids at Public Opening at Oak Park Village Hall
2. Tabulate Bids
3. Perform Reference Checks on Contractors
4. Recommend Contractor for Award
5. ATTEND Village Board Meetings for Oak Park, City Council Meetings for Berwyn, and Town Trustee Meetings for Cicero.

II-I. EXECUTE CONTRACT

1. Notify Successful Contractor of Award
2. Draft Contract Documents for Execution
3. Process Contract and Related Documents through Required Channels
  - a. Village President's Office, Town President, City Mayor
  - b. Village, Town, City Clerk's Office
  - c. IDOT (if required)
  - d. Engineering Division
4. Mail Executed Contracts to Responsible Parties
5. Obtain Copies of Insurance Policies with Endorsement



PHASE III ENGINEERING:

III-A. REVIEW PLANS AND SPECIFICATIONS WITH ASSIGNED FIELD STAFF

1. Provide Municipalities with List of Assigned Staff by Project

III-B. CONDUCT PRE-CONSTRUCTION MEETING

1. Notify Utilities of Time and Place of Meeting
2. Notify Affected Municipalities Departments/Divisions
4. Transcribe Minutes of Meeting

III-C. NOTIFY RESIDENTS AND BUSINESSES AFFECTED BY CONSTRUCTION

1. Send Letters to Individual Households, Businesses, Schools, and Parks with Proposed Schedule
2. Provide Contact Person for Information/Complaints - a Emergency 24 Hr. Phone Will Be Required for Each Project Engineer

III-D. SET HORIZONTAL AND VERTICAL CONTROL POINTS

1. Check, Refresh and Adjust if Necessary
  - a. Base Line
  - b. Station Marks
  - C. Bench Marks

III-E. LAYOUT PROPOSED WORK

1. Set Line and Grade for Proposed Improvement Elements (e.g. Water Main, Sewer Main, Drainage Structures, Curbs, Sidewalks, Driveways, etc.). Also, Reset Lines and Grades if Needed During Construction.



2. Mark Out Removal/Replacement Limits
3. Mark Cuts/Fills Where Needed
4. Log All Measurements

III-F. CONSTRUCTION OBSERVATION

1. Provide Full Time Resident Engineer
2. Provide Full Time Inspector/Technician
3. Provide Quality Assurance/Quality Control of Materials
4. Construction Warning Signs & Devices
5. Coordinate Work with the Utility Companies and Municipalities Water Sewer Division
6. Submit Monthly Progress Reports to Village

III-G. CONSTRUCTION DOCUMENTATION

1. Keep Track of Quantities Related to Each Pay Item
2. Perform Yield Checks on All Materials
3. Establish Schedule for Progress Payments
4. Develop and Verify Payment Requests
5. Obtain Waivers from Contractors, Subcontractors and Material Suppliers for all Progress Payments
6. Prepare and Process Change Orders as Needed (Note: \$10,000 or more need Municipality's Approval)

III-H. CONSTRUCTION PROJECT CLOSE OUT

1. Verify Final Measurements/Quantities with Contractor
2. Develop Final Punch List and Verify Satisfactory Completion

3. Provide Final Project Accounting/Documentation
4. Provide As-Built Drawings
5. Conduct Final Inspection with Village Representatives
6. Process Final Payment
7. Obtain final Waivers from Contractors and Check Validity

W. PROPOSAL SUBMITTAL

Each consultant submitting a proposal is asked to follow the format outlined in the Scope of Services. A spreadsheet had been developed for listing the hours expected to be devoted to each task broken down by position classification. Should additional classifications be necessary due to the consultant's organizational structure, these can be added as a supplement to the submittal.

The classifications shown are those which the Village assumes are standard for most Civil Engineering firms working on projects of this type. The abbreviations shown are:

SE - Senior Engineer  
CE - Civil Engineer  
T- Technician  
S- Secretary

A proposed schedule is also provided which outlines the key points at which the various phases should be completed. Should the consultant feel another schedule is more appropriate, they are encouraged to submit it with their proposal.

**Please complete all forms and submit the information requested on the following pages.**



X. Minority Business and Women Business Enterprises Requirements:

The Municipalities in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of contractors and subcontractors in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Reporting Requirements:

The following forms must be completed in their entirety, notarized and included as part of the bid proposal document. Failure to respond truthfully to any question on this list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your bid.

- A. Minority / Women Owned Business Participation Statement
- B. Municipalities E.E.O. Report (use form or EEO-1)

Disadvantaged Business Participation Reporting

In an effort to reaffirm its commitment to DBE participation the Municipalities asks each general contractor bidding on Public Works Projects to report on their utilization of Minority and Women Business Enterprises. Please list the MBE/WBE companies working as sub-contractors and/or suppliers on the Minority / Women Owned Business Participation Statement included herewith. Feel free to make additional copies of this form if necessary and include with your bid.



A. FAIR EMPLOYMENT PRACTICES  
AFFIDAVIT OF COMPLIANCE

NOTE: This affidavit must be executed and submitted with the signed bid form. No bids can be accepted by the Municipalities, unless said affidavit is submitted concurrently with the bid.

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is  
(Name of Person Making the Affidavit)

\_\_\_\_\_ of \_\_\_\_\_ and that he/she has the  
(Title or Office)

authority to make the following affidavit: that he/she has knowledge of the Village of Oak Park Ordinance

relating to Fair Employment Practices and knows and understands the contents thereof; that he/she

certifies hereby that \_\_\_\_\_ is an "Equal Opportunity Employer"  
(Name of Company)

as defined by Section 2000 (E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference.

\_\_\_\_\_  
Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Notary Public)



**Complete the following Chart or Submit an EEO-1 Report as described herein.**

Compensation Schedule for Performing Design and Construction Engineering Services for the Municipalities

Note: the fee schedule shown below includes all design and construction engineering services as outlined in the scope of services found in the Request for Proposal documents. Miscellaneous out of pocket expenses such as postage, printing of plans and specifications will be paid for separately on a reimbursement basis.

| Contract cost for Construction | 2008 fee for engineering as percent (%) of contract |
|--------------------------------|---|
| Under \$100,000                | _____   |
| \$100,000 to \$250,000         | _____   |
| \$250,000 to \$400,000         | _____   |
| \$400,000 to \$600,000         | _____   |
| \$600,000 to \$800,000         | _____   |
| \$800,000 to \$1,000,000       | _____   |
| \$1,000,000 to \$1,500,000     | _____   |
| \$1,500,000 to \$2,500,000     | _____   |
| \$2,500,000 to \$4,000,000     | _____   |
| \$4,000,000 to \$6,000,000     | _____   |



over \$6,000,000 \_\_\_\_\_

Note: Please attach hourly rate schedule for various classifications in your organization. These rates will be used for performing other engineering work requested outside the scope of services.