

SYCAMORE PARK DISTRICT

REQUEST FOR QUALIFICATIONS

Professional Services
for
Trail Project PHASE II & III (CE)



SUBMITTAL DEADLINE
July 20, 2018 at NOON (CST)

SYCAMORE PARK DISTRICT

I. BACKGROUND AND SCOPE OF SERVICES

The Sycamore Park District is soliciting a Request for Qualifications (RFQ) for Professional Services to complete Phase II Engineering and Phase III/Construction Engineering on a successful IDOT Grant for Construction of a roughly two-mile trail segment, as a connector to the Great Western Trail.

Appendix A includes some background details from the Phase I Engineering to familiarize firms with the project scope.

- In developing your presentation of qualifications, assume the following:
 - the successful firm must convey a VERY CLEAR representation of:
 - *Experience and History w/Similar Projects*
 - *Team's Training & Experience Related to this Type of Project*
 - *Capacity To Do Work/Current Workload*
 - *Listing of Team Members Doing Work & Their Experience*
 - *Communication, Data Gathering, and Evaluation Methods*
 - *In-House Equipment, Technology Used for Project*
 - *Financial Position and Stability*
 - *References of Prior Clients of Similar Work*
 - *Awards Received and Authored Papers of Employees Doing Actual Work on this Project*
 - *Familiarity With Conditions of this Project*
 - *Compatibility with our Agency*
 - *Ability to assure a smooth startup*
 - plans must meet all ADA requirements, and Sycamore Park District's Transition Plan and Policies;
 - the schedule, on a later page, can be met by your office

II. SCOPE OF WORK

Phase II Engineering Services

The scope of work shall include preparation of bid specifications, engineering and testing services, meetings with park district/ IDOT/other officials as called for, preparation of all drawings and documents required by IDOT and the park district to complete Phase II Engineering to the requirements of IDOT, FHWA, park district, City of Sycamore or other required organizations.

Construction Inspection Services (CE)

The scope of work shall include construction engineering services of staking, inspection, material testing, measurement, documentation and compilation of quantities which shall be

utilized by the Sycamore Park District and IDOT for its Grant Supported Trail Project. Once the project is awarded to a consultant, the consultant scope of services shall include field inspections, attend the preconstruction meeting, documentation of work and quantities with the Illinois Construction Records System (ICORS), quality assurance / quality control, and reporting on all work performed by the contractor as required by IDOT for an ITEP Grant Project. Review, verify, and prepare pay estimates for the Sycamore Park District and IDOT. This would include closing out the project with all agencies. The consultant must complete and submit final measurements, calculations, as-builts and final contract records documents as required by IDOT and Sycamore Park District.

The consultant will furnish an approved engineer/technician(s) to act as Resident Engineer on behalf of Sycamore Park District and IDOT. The consultant will perform on-site field inspection, layout including design changes, provide construction staking/layout when not provided in the contract plans, provide geotechnical and material inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer/technician to complete this project on a timely basis and in accordance with State specifications and procedures. The consultant's work includes, but is not limited to, providing staff, vehicles, communication devices (cell phone), laptop computer for the Illinois Construction Records System (ICORS) software and appropriate testing and surveying equipment necessary to complete this project. The consultant will furnish a Resident Engineer and an adequate staff to perform the duties required to fulfill the engineering task requirements in accordance with IDOT policies, including:

- Resident Engineer (minimum 10 years experience as a Resident Engineer is desired, an Illinois Licensed Professional Engineer is preferred). A current IDOT Construction Documentation certification, experience and a working knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.
- Inspectors (as needed - 1 to 2 individuals to perform on-site inspection, survey and QA inspection). A current IDOT Construction Documentation certification and experience and a working knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.
- Document Technician (the person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. Include the Documentation certificate number)
- Materials Coordinator (RE Materials training class preferred)
- Materials QA Technician (this person shall have a Level II HMA and PCC training and IDOT class S-33, Soils Testing)
- Materials Laboratory (QA Complete prequalified)

It should be acknowledged that one or more of the required tasks mentioned above can be fulfilled by the same person.

III. SCHEDULE

- RFQ Published: July 2, 2018
- Written Statement of Qualifications Due: July 20, 2018 at NOON local time
- Possible Interview/Presentation of Finalists: Week of July 23, 2018
- Ranking of Top Three Finalists: July 27, 2018
- Contractual Negotiations: First full Week of August 2018
- Work Begins: August 13 or sooner if time permits.
- Work Complete: Late 2019 or Early 2020.

IV. SUBMISSIONS

All RFQ's shall include the content described below with a focus on experience managing prior projects in Phasell & Ill Engineering for IDOT projects:

1. Name of Project Managers and proof of license, as required by the State of Illinois.
2. List of personnel who may be assigned to these projects and a resume of qualifications for each, including sub-consultants commonly used by the firm.
3. List of recently performed, relevant projects that indicate the past performances and abilities of the proposed team. Include a key client contact person with their current phone number.
4. A copy of current certificate of general liability and professional insurance.
5. Hourly rates for personnel assigned to these projects.
6. Any information deemed appropriate by your firm to detail/communicate your qualifications to accomplish what is outlined in **BACKGROUND AND SCOPE OF WORK**.

V. GENERAL INFORMATION

A. Evaluation Criteria

The basis for selection of prospective firms shall be those matters detailed in **BACKGROUND AND SCOPE OF SERVICES. A QBS Rating system supplied by IDOT.**

B. Selection Process

The Park District will conduct a comprehensive, fair and impartial QBS evaluation of all submittals received in response to the RFQ. The Park District has a selection committee comprised of the Executive Director, Superintendent of Parks and Facility Services, and a Park District Commissioner who works in the Construction Industry to perform the evaluation. The selection committee may

select all, some or none of the respondents for interviews. If the Park District elects to conduct interviews, respondents may be interviewed and re-scored based upon the same criteria, or other criteria to be determined by the selection committee that fits within the QBS process. The Park District will, if available, choose its top three in rank order, publish those, and select a firm with whom to negotiate.

C. Minimum IDOT Consultant Prequalification

At a minimum, it is expected the engineering consultant and / or its subcontractors shall meet and have obtained IDOT prequalification for the following categories of service to be considered for this proposal: Phase II Engineering, and Special Services (Construction Inspection)

VI. SUBMISSION INSTRUCTIONS

- A. Consultants are invited to submit their RFQ's at their own cost. The Park District assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal shall be limited to thirty (30) sheets, 8 ½" x 11" pages, including text, graphics, cover letter, resumes, etc.
- B. Respondent shall provide three (3) hard copies of their submittal, with one (1) clearly marked "Original" and signed with two (2) duplicates. All copies must be submitted in a sealed package, clearly marked on the front of the package "**Professional Services for Trail Project Phase II & III (CE)**". All submittals must be received no later than July 20, 2018 at NOON (CST) at the address below. Any submittals received after this time shall not be considered. Submittals sent electronically, by facsimile or e-mail will not be accepted.

Dan Gible
Executive Director
Sycamore Park District
940 E. State Street
Sycamore, IL 60178

- C. All provisions in Respondent's submittal, shall remain valid for ninety (90) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.
- D. Questions concerning this RFQ shall be directed to Dan Gible, Executive Director, by email, only, at: danielg@sycamoreparkdistrict.com prior to July 13, at NOON (CST).

VII. ADDITIONAL INFORMATION

- A. The Sycamore Park District reserves the right to accept or reject any or all submissions received as a result of this request or to cancel in whole or in part this RFQ process, if determined by the Sycamore Park District Board of Commissioners, in their sole discretion, to be in their best interest.

- B. It is the policy of the Sycamore Park District not to engage in any unlawful discrimination based upon race, creed, color, national origin, sex age, disability, marital status or sexual orientation.

- C. The selected firm must meet all of the necessary insurance requirements of the Sycamore Park District.

- D. The respondent certifies by submission of a response to this RFQ, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State, or local department or agency.

APPENDIX A

APPLICATION

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ILLINOIS DEPARTMENT OF
TRANSPORTATION:
ILLINOIS TRANSPORTATION
ENHANCEMENT PROGRAM

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ITEP#342015

SYCAMORE PARK DISTRICT

**Great Western Trail Extension:
Sycamore Forest Preserve
to
Old Mill Park—Segment 1**



Abandoned Railbed in Sycamore Forest Preserve

General Project Information

Submittal Date:	11/29/2017	ITEP#	342015
		GATA Registration Number:	686242
Project Sponsor:	Sycamore Park District	Project Title:	Great Western Trail Extension: Sycamore Forest Preserve to Old Mill Park--Segment 1
IDOT District Number(s)	3	Metropolitan Planning Organization (MPO)	DeKalb Area Transportation Study
Mayoral Council(s):	N/A	Located In:	Sycamore
County(ies):	DeKalb	Transportation Management Area:	None
Congressional District(s):	14-Randy Hultgren		
Representative:	70-Robert W. Pritchard		
Senate:	35-Dave Syverson		

Sponsor Information

Agency Type: Local Government

Sponsor: Park District

Project Sponsor: Sycamore Park District

Contact Person Details

Position Title: Executive Director

Salutation: Mr.

First Name: Daniel

M.I.: C

Last Name: Gible

Address: 940 East State
Street

City: Sycamore

Zip: 60178

Phone Number: (815)
895-3365 **Ext:**

Fax: (815) 895-3503

Email Address:
danielg@sycamoreparkdistrict.com

Co-Sponsor(s):

Mayor/Village President Details

Position Title: Executive Director

Salutation: Mr.

First Name: Daniel

M.I.: C

Last Name: Gible

Address: 940 East State
Street

City: Sycamore

Zip: 60178

Phone Number: (815)
895-3365 **Ext:**

Fax: (815) 895-3503

Email Address:
danielg@sycamoreparkdistrict.com

Project Category

Pedestrian/Bicycle Facilities

- Facilitates transportation from one destination to another
- Included in a local, regional or statewide plan

Project Costs

Cost Estimates Prepared By: John Mayer

Phone No: (630) 393-3060

Agency/Firm: Engineering Resources Associates, Inc. (ERA)

Type of Work	Federal Share	Sponsor Share (Local Match)	Ineligible Items	Totals
Preliminary Engineering I	\$0	\$0	\$0	\$0
Preliminary Engineering II	\$110,800	\$27,700	\$0	\$138,500
Right-of-Way Acquisition (50/50)	\$0	\$0	\$0	\$0
Street Lighting (50/50)	\$0	\$0	\$0	\$0
Utility Relocations	\$0	\$0	\$0	\$0
Construction	\$1,477,380	\$369,350	\$0	\$1,846,730
Construction Engineering	\$110,800	\$27,700		\$138,500
Total Project Costs	\$1,698,980	\$424,750	\$0	\$2,123,730

Do you qualify for credits under the Local Agency Federal Flexible Match Program?(Refer to Section C and Appendix 6 of the Guidelines Manual.)

- Yes
 No

Anticipated Eligible Amount:

If you have or will be applying for funding through other programs or state agencies for the proposed enhancement project or for the sponsor match, please provide the following information: the agency, type of program and amount of funds.

Project Description

Provide a brief description of the project:

This project is the 3rd of 4 segments (one complete & 1 in IDOT letting process for 2018) cooperatively with DCFPD & SPD to follow the DeKalb County Greenways & Trail Plan to extend the GWT into & across Sycamore. This project includes Phase 2 Engineering, Construction Engineering & Construction of a .795 mile (4,200 lf) asphalt trail. It will be 10' wide with a 2' wide clear zone on each side & meet ADA standards. Bridges, appropriate pavement marking, traffic controls, directional signs & landscaping are included.

Project Relationship to Surface Transportation:

Connecting DeKalb/Kane/DuPage counties & numerous communities, the Great Western Trail enhances non-motorized transportation alternatives. DeKalb County Greenways & Trails Plan has called for extending the GWT into & thru Sycamore, connecting to Peace Road, and its associated trail to DeKalb and connects parks, schools, businesses, downtown Sycamore and in-town residents to surrounding towns & counties. DSATS (DeKalb Sycamore Area Transportation Study) has received details regarding this project

Project Location:

1 mile east of downtown Sycamore, this segment runs from the east end of the newly opened Sycamore Forest Preserve westward along former RR ROW in the preserve for the majority of the project, but it will also traverse small segments of land owned by two private parties and terminate at Pleasant Street on IDOT land on the west. The property needed for this trail will be secured prior to or during Phase 2 Engineering. ITEP funds WILL NOT be used for purchase of land.

Project Limits:

Sycamore Park District (SPD) and the DeKalb County Forest Preserve District (DCFPD) have an Intergovernmental Agreement that defines the limit of this project. DCFPD has extended the GWT into their new preserve where a parking lot termini exists. Meanwhile, SPD is building a segment to the west using ITEP funds. This ITEP application is for "Segment 1"—one of two segments that would fill the gap between these two. (See Project Location Maps Attachment.)

Project Length:

0.795 miles (4,200')

Project Scope Of Work:

Funded by Sycamore Park District, Phase 1 Engineering is nearly complete and our PDR submitted to IDOT's Ottawa Office (Sequence #21062, Section No. 17-P4006-00-BT). The scope of work for this application includes Phase 2 Engineering, Construction Engineering, and Construction of an off-road, 10-foot wide asphalt trail with 2' wide clear zones on either side. It is a 4,200 linear foot/0.795 mile-long trail with three (3) bridges, pavement marking, traffic controls, signs & landscaping (corridor clearing and restoration). Segment 1 begins at the Sycamore Forest Preserve on the east where a parking lot exists at a point where DCFPD has recently paved & extended the GWT eastward from its former termini. From there, it travels westward roughly 0.50 miles on abandoned rail bed now owned by DCFPD where it then spans the Kishwaukee River with a large bridge. From there, small pieces of land acquired from two private parties (see land acquisition info provided elsewhere in the application which is guided by two meetings with IDOT Personnel) and a land swap with IDOT (see communication with IDOT provided in application) complete the total 0.795 mile extent of this project. The small stretch west of the major bridge will have two smaller bridges over creeks that feed the Kishwaukee River. The west termini is at the IDOT location on Pleasant Street. Segment 2—subject of a future ITEP application—would then close the gap between a previously approved ITEP Trail Grant project that is set to be bid in Spring/Summer 2018 and the segment we are applying for in this grant cycle.

Anticipated Benefits:

DeKalb County Forest Preserve District & Sycamore Park District have long sought ways to safely connect people from the old termini of the GWT in rural Sycamore into town & eventually connect to DeKalb. Safety is enhanced by keeping people off of State Routes 23 and 64, connecting two neighborhoods to schools, parks and businesses while allowing DeKalb County residents to go to St. Charles, Virgil, and other points east. Runners, walkers, bikers seek longer stretches to use for exercise, to visit other places, and to travel. This extension will enhance connectivity and non-motorized transportation for area residents who now have to drive to the old trailhead with limited parking. Many people, in town, will be able to more

easily get to workplaces along or near the trail. This project is supported by the DeKalb Greenways and Trails Plan, and a quality Intergovernmental Agreement, assuring this great transportation resource will be cared for & used for many years to come.

Describe how the project will improve safety for transportation facility users:

The trail segment provides an alternate route for traveling from Sycamore Forest Preserve to Old Mill Park. The trail is off-road minimizing conflict with motorized vehicles. Tip-down bollards are used to restrict vehicles on the trail yet allow emergency access. The trail is designed to ADA standards. This segment allows GWT users to travel into Sycamore & downtown without having to ride on Rts. 23 & 64 & connects 2 neighborhoods to Sycamore Middle School via off-road trails.

Project Status

Project Relationship

What relationship does your project have with other planned improvements?

- Project is a stand-alone project
- Project is proposed to be developed and implemented with another project
- Project is a part of a larger project (not being implemented at the same time)
- Project is an extension of a completed project
- Project completes a previously ITEP-funded project

Have funds from the ITEP been previously committed to the proposed enhancement project?

- Yes
- No

Amount Received:

(if yes, list amount of funds and provide explanation for resubmittal.)

Description:

Have funds from the ITEP been previously committed to any projects related to the proposed enhancement project?

- Yes
- No

Amount Received: \$632,600

Description: ITEP Project #341003 is a 1 mile long segment of the Great Western Trail (GWT) Extension: Brickville Road to Main Street. This project is 1 of 4 segments intended to complete the extension of the GWT.

What is the predicted usage of the facility?

The anticipated peak-hour user volume on the proposed bike trail is 100 users.

For projects that involve buildings such as a historic train depot, please identify who will own and operate the facility.

Land Acquisition and Easements

(All applications must have a Right-of-Way/Easement Status box marked)

- No additional right-of-way or easements are required for project construction
- Right-of-way or easements will be required. (Please answer the following if this box is checked.)

Who currently owns the property to be acquired or leased?

IDOT, DeKalb Forest Preserve District, Joseph Manczko and June Ehrler. Sycamore Park District, with IDOT guidance, has begun verbal and written communication with the landowners.

How much property will be purchased or leased? *(List by acreage / number of parcels / Square footage as appropriate)*

The following property totaling 2.53 ac will be purchased: IDOT: 1 parcel totaling .626 ac (possible land swap); June Ehrler: 1 parcel totaling .096 ac; Joseph Manczko: 3 parcels totaling 1.808 ac

Project Readiness

- PE I has been completed

- PE II has been completed
- Plans have been approved by appropriate agency
- All ROW secured (if there are parcels not yet secured, do not check box)
- Local match has been secured

If PE1 has been completed, please enter Project Development Report (PDR) approval date/information

PE1 is nearly completed but the Project Development Report (PDR) will not be approved by the time this application is due. The PDR for this project will be submitted to IDOT by December 1st, 2017.

When do you anticipate construction to begin? (Refer to Sunset Clause - Section H)

Month: March **Year:** 2019

Public Involvement

Do you have a governmental resolution in support of the project?

- Yes
- No

Have public meetings been held about this project?

- Yes
- No

Are there any adverse impacts?

- Yes
- No

Does this project have a statement(s) of support or letters of recommendation?

- Yes
- No

Project Maintenance Plantenance Plan

IDOT requires a maintenance agreement to be included in all enhancement project agreements. To demonstrate project readiness, the following questions must be answered.

Do you currently have a maintenance plan for this project?

- Yes
 No

Do you currently have the proper equipment to provide needed maintenance?

- Yes
 No

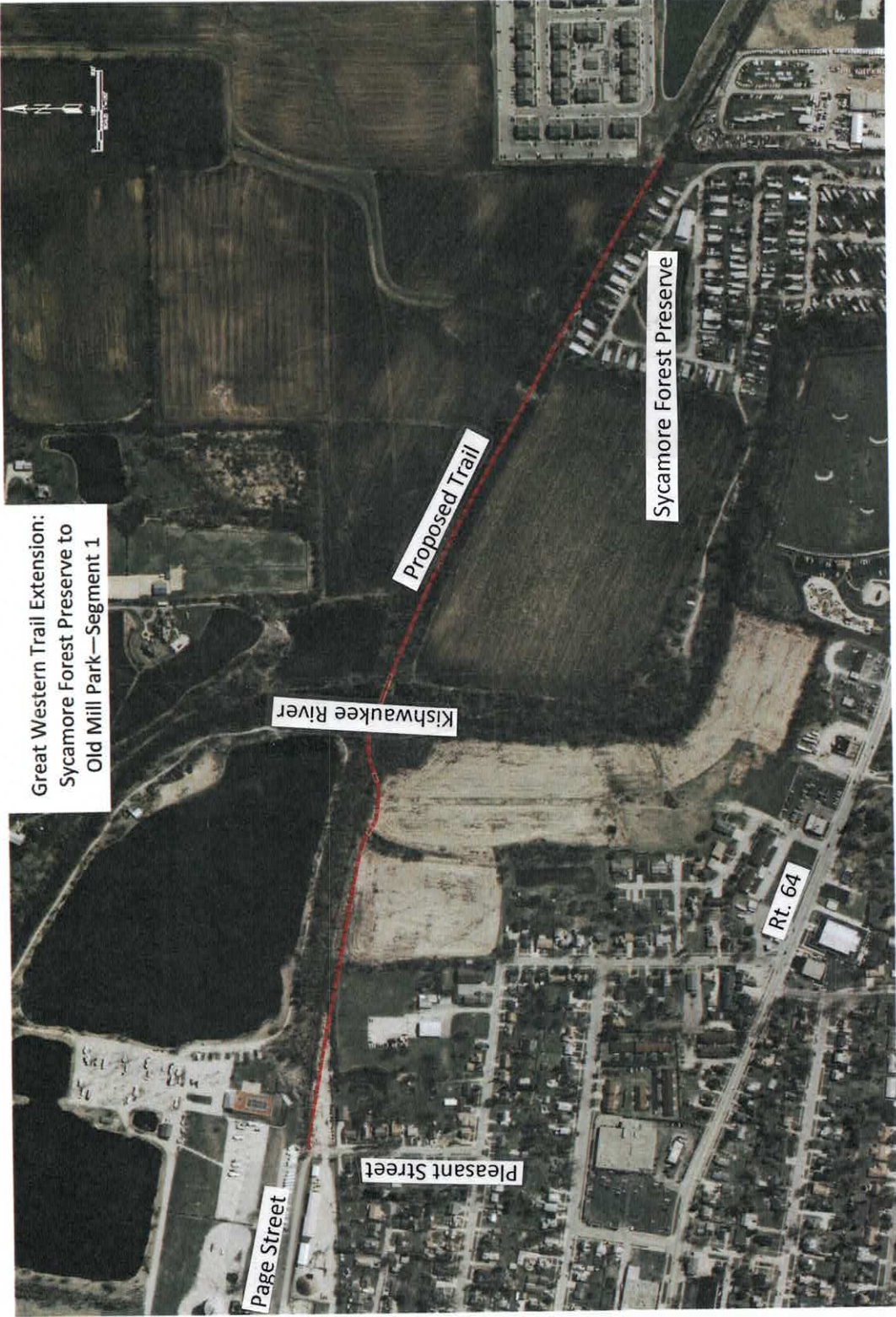
Will maintenance be provided by municipal employees or volunteers?

- Municipal Employees
 Volunteers
 Others (please explain)

Maintenance will be provided by municipal employees, volunteers, and contractors retained by Sycamore Park District and DeKalb County Forest Preserve District. See Attachment for Maintenance Plan

How is the maintenance plan funded? Funds appropriated on an annual basis

How many years does the maintenance plan cover? Perpetuity



Great Western Trail Extension:
Sycamore Forest Preserve to
Old Mill Park—Segment 1

Proposed Trail

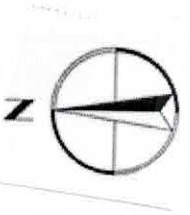
Kishwaukee River

Sycamore Forest Preserve

Page Street

Pleasant Street

Rt. 64



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Agency: IDOT

Grantee: Sycamore Park District

State FY: 1 8

Notice of Funding Opportunity (NOFO) Number: 18-1000-13

Data Universal Number System (DUNS) Number (enter numbers only) : 8 9 0 6 3 4 1 6

Opportunity (NOFO) Number:

Catalog of State Financial Assistance (CSFA) Number: 494-00-1000

CSFA Short Description: ITEP

Section A: State of Illinois Funds

	Year 1	Year 2	Year 3	Total
REVENUES				
State of Illinois Grant Requested	\$ 1,698,985.28	\$	\$	\$ 1,698,985.28
Budget Expenditure Categories				
1. Personnel (200.430)	\$	\$	\$	\$
2. Fringe Benefits (200.431)	\$	\$	\$	\$
3. Travel (200.474)	\$	\$	\$	\$
4. Equipment (200.439)	\$	\$	\$	\$
5. Supplies (200.94)	\$	\$	\$	\$
6. Contractual/Subawards (200.318 and .92)	\$	\$	\$	\$
7. Consultant (200.459)	\$ 221,606.78	\$	\$	\$ 221,606.78
8. Construction	\$ 1,477,378.50	\$	\$	\$ 1,477,378.50
9. Occupancy (200.465)	\$	\$	\$	\$
10. Research and Development (200.87)	\$	\$	\$	\$
11. Telecommunications	\$	\$	\$	\$
12. Training and Education (200.472)	\$	\$	\$	\$
13. Direct Administrative Costs (200.413)	\$	\$	\$	\$
14. Miscellaneous Costs	\$	\$	\$	\$
15. Grant Exclusive Line Item(s)	\$	\$	\$	\$
16. Total Direct Costs (add lines 1-15)	\$ 1,698,985.28	\$	\$	\$ 1,698,985.28
17. Total indirect Costs (200.414)	\$	\$	\$	\$
Rate %:				
Base:				
18. Total Costs State Grant Funds (Lines 16 and 17) MUST EQUAL REVENUE TOTALS ABOVE	\$ 1,698,985.28	\$	\$	\$ 1,698,985.28