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# CITY OF OTTAWA

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## **Green Street Elevation** **REQUEST FOR QUALIFICATIONS** **Phase 1, Phase 2 and Construction Engineering Consulting Services**

The City of Ottawa requests qualifications to provide phase 1, phase 2 and construction engineering services from qualified engineering firms.

The project is to elevate and reconstruct Green Street from Chapel Street to Canal Road. The project budget is \$4,570,000 including all engineering services. The project will include embankments, box culverts or a bridge, storm sewer, curbs, pavement widening, , a bicycle/pedestrian path, streetlights, and miscellaneous related items. Please see the included sketch for the approximate project location.

Green Street floods from the Fox River and/or Illinois River. When the Illinois River floods, water can cross Green Street from east to west. When the Fox River floods, water can cross Green Street from west to east. Water can get several feet deep, and the street is closed about once or twice a year.

Initial HEC-RAS studies have calculated the amount of flow crossing the street is in the range of 2,000 cfs. That flow will likely to be confirmed as part of the project design. The project is expected to elevate the road surface well above the 100-year flood height and include a bridge or box culverts to accommodate the flow in both directions. In order to construct the needed embankment, the project will include some land acquisition.

This \$4.57M project will be funded through the Illinois Emergency Management Agency (IEMA) utilizing Hazard Mitigation Assistance (HMA) funds from the Federal Emergency Management Agency (FEMA), along with City of Ottawa match funds.

Proposals will be accepted until noon local time, Tuesday October 5, 2021. Submittals received after that date and time will not be opened or considered. Submittals will be reviewed by the City of Ottawa evaluation team.

### MINIMUM QUALIFICATIONS

As a threshold criterion, the firm must be experienced in:

Highways Roads and Streets, Street rehabilitation, Surveying, Simple highway bridges/culverts and Hydraulic Reports for complex waterways

## SCOPE OF WORK

The work will include Phase 1 Preliminary Engineering, Phase 2 Final Engineering and Phase 3 Construction Engineering services and any needed services for surveying and also right-of-way and easement acquisition in general accordance with IDOT MFT standards.

## SUBMITTALS

The following information should be included:

1. Cover letter:
  - a. Name, address, telephone number and FEIN number of the firm
  - b. Name, title address, telephone number, and email address of contact person authorized to contractually obligate the firm on behalf of the firm
  - c. A brief statement of the understanding of the scope of the work to be performed
  - d. A confirmation that the firm meets the appropriate state licensing requirements to practice in the State of Illinois and experience necessary for the project
  - e. A confirmation that the firm has not had a record of substandard work within the last five years
  - f. A confirmation that the firm has not engaged in any unethical practices within the last five years
  - g. A confirmation that, if awarded the contract, the firm acknowledges its complete responsibility for the entire scope of work
  - h. The signature of an individual who is authorized to make offers of this nature in the name of the firm submitting the proposal
2. Qualifications:
  - a. Brief history and description of the firm and past performance on similar projects and other grant funded projects
  - b. Resumes of key personnel to be assigned to this project
  - c. Location of firm's office primarily responsible for the work
  - d. Qualifications and approach to planning and designing the project including anticipated complexities, methodologies and knowledge of the work
  - e. Related projects and experience in IDOT District 3 including description of similar projects designed by this firm
  - f. Reference contacts for past similar projects
3. Brief discussion of any other information not covered above that may be relevant

## SELECTION CRITERIA

The City of Ottawa reserves the right to accept or reject any or all submissions. All submissions become the property of the City of Ottawa. The City of Ottawa shall evaluate each potential consultant in terms of:

DESCRIPTION	WEIGHTED %
1. Past Performance in similar projects	20
2. Professional qualifications and proposed staffing	20
3. Proximity of firm to project location	10
4. Approach, methodologies, and knowledge on the work described.	25
5. The firm's experience in the specific district with required project work	15
6. References from past projects	10

## QUESTIONS

Questions concerning this proposal should be addressed in writing to:

David A. Noble, P.E.  
Director of Economic Development  
City of Ottawa  
301 W. Madison St.  
Ottawa, Illinois 61350  
815-433-0161 ext. 220  
Email: [dnoble@cityofottawa.org](mailto:dnoble@cityofottawa.org)

Interested parties are to email their intent to respond to David Noble. Responses to questions that would be of relevance to all potential respondents will be emailed to all responders no later than five days prior to the scheduled opening of the request for qualifications.

## SUBMITTALS

Submittals shall be hand-delivered or mailed to David Noble at address above. Provide one original and an electronic version of the required qualifications and information, in a sealed envelope identified on the outside with: **Green Street Improvements - Engineering Services RFQ – October 2021**

\*\* See maps on next page\*\*

