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# CITY OF OTTAWA

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## **East Stevenson Road 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 reconstruct East Stevenson Road from IL Rt 23 to PetSmart, MBL Drive from Stevenson to Dayton Road, and Baker Lane from Stevenson to I-80. The project budget is \$4,500,000 including all engineering services. The project will include pavement widening, curbs, storm sewer, drainage, detention pond, pedestrian signal upgrades with sidewalks, and miscellaneous related items. Please see the included sketch for the approximate project location.

This \$4.5M project will be funded by the Economic Development Program through the Illinois Department of Transportation (IDOT-EDP) and the federal Economic Development Administration (EDA).

Proposals will be accepted until noon local time, Monday, March 15, 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,	Location Design Studies - Rehabilitation,
Special Services – Surveying,	Special Services - Construction Inspection
Special Studies - Traffic Signals,	

### SCOPE OF WORK

The work will include Phase 1 Preliminary Engineering, Phase 2 Final Engineering and Phase 3 Construction Engineering services as well as any needed services for surveying and easement acquisition in accordance with IDOT MFT standards.

### SUBMITTALS

The following information should be included:

1. Cover letter:
  - a. Name, address, telephone number and FEIN number of 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 IDOT 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

