

RE: Notice to Consultants  
Request for Qualifications (RFQ)  
Consulting Engineering Services – Wastena Street – Contract 99671  
Various/Various  
City of Benton, IL  
GATA Registration Number 686014

The City of Benton is requesting the services of a highly qualified consulting engineering firm to perform professional services for various work orders for various projects “On Call” or “Indefinite Delivery/Indefinite Quantity” (IDIQ). Qualifications-Based Selection (QBS), in accordance with Section 5.5 of the BLRS Manual and the adopted QBS procedures will be used to select the provider.

The City of Benton at times receives Federal funds, which are used to fund some engineering, design and construction related consulting services. The City of Benton now has Surface Transportation Program (STU) funds for the construction of Wastena Street. The City of Benton anticipates that they will continue to apply for and receive STU and ITEP funding, as well as other State and Federal funding sources including, but not limited to, Motor Fuel Tax (MFT), Safe Routes to Schools (SRTS), Highway Safety Improvement Program (HSIP), Surface Transportation Block Grant; Bridge (STPG: Bridge) and other funds that may become available.

The City of Benton will need professional Phase I and Phase II (preliminary design and design engineering) and Phase III (construction engineering) services for one or more funded projects from the funding sources listed above. The typical types of projects funded by those sources include, but are not limited to, roadway resurfacing projects, roadway widening or reconstruction projects, intersection improvements, round-a-bouts, pedestrian/bicycle facilities, bridge replacement or rehabilitation, and engineering studies.

The City of Benton reserves the right to perform a separate Qualifications Based Selection (QBS) process on any given project, depending on the complexity of the assignment and if the City determines it is in their best interest.

The established contract period for this IDIQ shall be five (5) years, which is the time from execution of the IDIQ contract to when all work orders are issued. The maximum total dollar amount which may be awarded under this IDIQ is \$1,000,000.00. The City may execute multiple IDIQ contracts should it be deemed in the best interest of the City.

Request for Qualifications  
Consulting Engineering Services  
City of Benton Various/Variou

The typical services to be provided are described in the General Description of Services Required section of this proposal.

Funding:

It is anticipated that some phases of engineering services assigned under this IDIQ will be partially funded by Federal funding sources. Therefore the selection of the consultant will follow the QBS process.

General Description of Services Required:

The initial project includes the following major elements:

Basic Services Required

- PE III Engineering

Specific Consultant Scope Items Include:

1. Phase III: Construction Engineering

- Assist IDOT with Contract Proposal and Advertising for Bids
- Participate in pre-construction
- Assist in the implementation of traffic control measures
- Complete Utility Relocations
- Review and approve shop drawings and submittals
- Provide construction staking and layout
- Provide Benchmarks and coordinate points for contractor use
- Complete or provide material testing
- Complete construction observation and log books in accordance with IDOT requirements
- Keep records of completed work and furnish

2. Services to be provided by City of Benton

- Compile and Submit Concurrence in Award
- Contract Processing and Execution

Project Schedule

Bid date for the project is scheduled for the IDOT November 17, 2022 letting, and construction should start in May. Working days for the project is 115.

Submittal Requirements

Please limit your Statement of Qualifications (SOQ) to no more than seven (7) pages. The submittal should include the following:

Request for Qualifications  
Consulting Engineering Services  
City of Benton Various/Various

- A statement expressing your firm's interest in the project.

A title page that includes the following information: name of firm, local address, telephone number, fax number, name of contact person, location of branch offices, if any, and states in which your firm is licensed to practice. Additional general firm information can be provided but is limited to four pages (single sided).

#### IDOT Pre-Qualification

All firms must be pre-qualified by IDOT and must submit documentation of their current prequalification status for the following:

- Road and Streets
- Construction Inspection

#### Key project staff and their qualifications.

Provide biographical data and experience on key professional members for the firm(s) who could be directly involved with federally-funded projects. Each resume should be limited to two pages (single sided). A maximum of seven (7) people should be listed. The key personnel should include the following:

- Project Manager who will be responsible for coordinating all activities. Must be a Licensed Professional Engineer in the State of Illinois with Phase I, II and III experience.
- Resident Engineer/Construction Observer who will be responsible for overseeing all construction engineering activities (must have a current (or pending) certificate for IDOT's "Documentation of Contract Quantities").
- Any additional staff that will be involved in Federally-funded projects.

#### Sub-Consultants

- Materials Testing in Phase III. Provide a copy of the firm's current prequalification status with IDOT.

#### Similar Project Experience

- Provide recent examples of projects within the last five years that were Federally-funded or similar in nature to this project. Include a description of each project, including location, client, and scope of professional services delivered by your firm, time frame of the project, and project cost. Project Experience is limited to eight pages (single sided).

Experience in coordinating with the Illinois Department of Transportation (IDOT) on roadway projects.

#### Criteria for Review

Request for Qualifications  
 Consulting Engineering Services  
 City of Benton Various/Various

The selection criteria and weightings for project selection are indicated below.

- **Technical Approach (20%).** The firm's approach to analyze the project, determine its pitfalls and complete the project in the allotted time.
- **Firm Experience (20%).** The firm's general experience, stability and qualifications related to similar Federally-funded Phase I, II and III projects and locally funded projects of similar nature.
- **Staff Capabilities (25%).** The education, experience, and expertise of the firm's principals and key employees. Qualifications and experience of personnel to perform the necessary engineering services in accordance with general industry engineering standards established by IDOT and the City of Benton.
- **Past Performance (25%).** The firm's history of performance on projects similar to the one under consideration.
- **Local Presence (10%).** Knowledge of local community and proximity of the engineering entity to the agency's office.

Statement of Qualifications will be scored as follows:

Criteria	Weighting	Points	Firm 1	Firm 2	Firm 3
Technical Approach	20%	20			
Firm Experience	20%	20			
Staff Capabilities	25%	25			
Past Performance	25%	25			
Local Presence	10%	10			
Total	100%	100			

Selection will be made based upon the scoring of the Qualification Statements received and interviews.

Firms may submit a copy of the company's general qualifications (Company Brochure) separately as a single additional document. There is no length limit to this document. This supplemental information is not required and is not guaranteed to be considered in the scoring process. All project specific information should be included in the seven-page Statement of Qualifications.

All prime consultants shall be prequalified with IDOT.

If your firm would like to be considered for the consulting services, please e-mail your Statement of Qualifications (SOQ) and General Qualifications (Company Brochure) in PDF format to ([clerk@bentonil.gov](mailto:clerk@bentonil.gov)). All SOQ to be considered for this project must be received by 4:00 pm, local time, on scheduled date to accept. Questions regarding this solicitation shall be submitted in writing to the project contact above. Phone inquiries

Request for Qualifications  
Consulting Engineering Services  
City of Benton Various/Various

will not be accepted. Failure to comply with the requirements of the RFQ may negatively impact the evaluation of the consultant's SOQ.

QBS Schedule

- |                                    |                   |
|------------------------------------|-------------------|
| • Publish RFQ                      | November 30, 2022 |
| • Accept SOQ                       | December 21, 2022 |
| • Score RFQ and Prepare Short List | December 22, 2022 |
| • Interview Short List             | December 29, 2022 |
| • Select Consultant                | January 19, 2023  |