

# Request for Statement of Qualifications

## County of Tazewell, Illinois

March 1, 2023

### Preliminary Engineering for the Tri-County Multi-Jurisdictional Guardrail Improvement Project

#### FY 2023 Local Highway Safety Improvement Program Systematic Guardrail Improvements HSIP #202112023

Tazewell County seeks Statements of Qualifications (SOQs) from qualified consulting firms to provide preliminary engineering for systematic guardrail improvements in the tri-county region of Peoria, Tazewell, and Woodford counties in central Illinois. Qualifications-Based Selection (QBS), in accordance with the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535/), will be used to determine the successful respondent.

SOQs are due to the Tri-County Regional Planning Commission office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than 3:30 PM on Wednesday, March 15, 2023**. Submissions should be no more than twenty (20) pages in length and include two (2) hard copies and one (1) digital copy. DO NOT email digital copies of your SOQ. All SOQs should be sealed and identified on the outside as *Tri-County Multi-Jurisdictional Guardrail Improvement Project*. SOQs received after this date and time will not be accepted.

#### **Project Background**

Starting in the Fall of 2018, Tri-County Regional Planning Commission (TCRPC) staff developed a guardrail inventory pilot project for Limestone Township, Peoria County, Illinois, to locate and inventory all guardrails under township jurisdiction and maintenance. During field data collection, staff documented guardrail attributes to determine locations that warrant replacement to bring these areas up to current safety standards. Upon completion of the pilot project, TCRPC staff expanded the project to include the 13 participating jurisdictions.

TCRPC staff submitted a grant application to the Illinois Department of Transportation (IDOT) for their Highway Safety Improvement Program (HSIP) in June 2020 to replace damaged guardrails or guardrails deemed non-crashworthy in the guardrail inventory. The initial application was unsuccessful, but TCRPC resubmitted in May 2021 and was awarded a not-to-exceed \$3,000,000 HSIP grant from IDOT.

As a non-taxing entity, TCRPC is not eligible to serve as the lead agency for this project; therefore, Tazewell County is the lead agency and is working with the other twelve participating jurisdictions. The other participating jurisdictions are the Village of Bartonville; Deer Creek Township Road District, Tazewell County; Greene Township Road District, Woodford County; Groveland Township Road District, Tazewell County; Hallock Township Road District, Peoria County; Limestone Township Road District, Peoria County; Village of Morton; Morton Township Road District, Tazewell County; City of Pekin; City of Peoria; Tremont Township Road District, Tazewell County; and, Washington Township Road District, Tazewell County.

### **Project Description**

IDOT has awarded the tri-county region of Peoria, Tazewell, and Woodford counties in central Illinois HSIP funding for systematic guardrail improvements. The objective of this Request for Statement of Qualifications (RFQ) is for a highly qualified consulting engineering firm to provide Preliminary Engineering for this systematic guardrail improvement project. The project consists of approximately 250 guardrail locations with around 43,829 linear feet.

The preliminary engineering will inform Tazewell County's consulting engineer, selected through a separate RFQ process, for construction engineering and a contractor installing the systematic guardrail improvements. The general methodology for Preliminary Engineering should follow the IDOT Bureau of Local Roads and Streets (BLRS) Manual; the IDOT Bureau of Design and Environmental Manual; the American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide; Manual for Assessing Safety Hardware (MASH 2016); and all pertinent local, state and federal laws and regulations.

The Scope of Work required includes the preparation of all Preliminary Engineering work that conforms to Federal, State, and local standards, guidelines, and practice. All work products shall become the property of Tazewell County and made available to IDOT BLRS, Tazewell County, and each Participating Jurisdiction for review. The preliminary engineering services for this project include:

1. Detailed topographic surveys,
2. Environmental review to prepare and complete all appropriate documentation,
3. Engineering designs and specifications for guardrail replacement/rehabilitation,
4. Investigation of right-of-way needs,
  - a. Land acquisition plats and documents, as applicable
5. Application and acquisition of all permitting requirements from regulatory agencies as required by the scope of improvements,

6. Maintenance of traffic plan, and
7. Engineer's estimate of cost.

Please note the selected consulting engineering firm will be required to attend the April 27, 2023, Coordination Meeting with IDOT and FHWA. Federal authorization for this project is required by October 6, 2023. A separate RFQ will be used to procure the consulting engineer for construction engineering.

### **Statement of Qualifications Statement (SOQs) Content Requirements**

SOQs are due to the Tri-County Regional Planning Commission office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, no later than 4:00 PM on Wednesday, March 15, 2023. Submissions should include two (2) hard copies and one (1) digital copy. DO NOT email digital copies of your SOQ. All SOQs should be sealed and identified on the outside as *Tri-County Multi-Jurisdictional Guardrail Improvement Project*. SOQs received after this date and time will not be accepted. Please limit your SOQs to no more than twenty (20) pages. The submittal should include the following content:

#### **1. Transmittal Letter**

The transmittal letter should be placed on the firm's letterhead and signed by a signatory that is authorized to contractually obligated the respondent. The letter shall describe the SOQs contents, provide a point of contact for questions, and any other information deemed appropriate. Lastly, please supply the location and address of the respondent's office(s) providing the Professional Services and their federal tax identification number.

#### **2. Background and Experience**

This section should describe the respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership. Additionally, this section should describe a minimum of three work experiences that are a similar project as described in the Project Description and provide the names of team members who worked on the identified projects that will be assigned and committed to this proposed project. Lastly, document any proposed sub-consultant and outline their background and experiences.

#### **3. Personnel/Professional Qualifications**

This section should identify staff members, including those of any proposed sub-consultant, who would be assigned to act for the respondent's firm in key management, engineering, and field positions. Provide project roles and functions to be performed by each individual. This section should also include the resumes of each staff member assigned to the project team.

#### 4. Technical Approach

This section should be devoted to discussing the respondent's project understanding of the Tri-County Multi-Jurisdictional Guardrail Improvement Project. Explain how your firm approaches preliminary engineering for systematic improvements across several jurisdictions. The respondent should provide a list of anticipated obstacles, a statement of their understanding of the required work, and confirmation that they are licensed to practice in Illinois.

#### 5. Workload Capacity

Please provide evidence that the proposed team is committed to and has the capacity to complete the scope of work in an industry-acceptable timeline, coordinate with all participating jurisdictions, and work with IDOT BLRS to get the HSIP funds federally authorized by October 6, 2023.

#### 6. Past Performance

SOQs should include a minimum of three references from projects outlined in the Background and Experience section. Respondent should provide contact information, including names, phone numbers, and emails, for previous projects referenced in this SOQ.

### Selection Criteria

Tazewell County reserves the right to accept or reject any or all SOQs. All SOQs become the property of Tazewell County upon receipt. Tazewell County will evaluate each SOQ according to the following factors and a 100-point scale:

<b>Criteria</b>	<b>Weights</b>	<b>Max Points</b>
Firm Experience and Expertise	30%	30
Staff Experience and Expertise	30%	30
Technical Approach	5%	5
Workload Capacity	10%	10
Past Performance	15%	15
Local Presence	10%	10
<b>Total</b>	<b>100%</b>	<b>100</b>

### Selection Process

Tazewell County will follow its current Qualification Based Selection Procedures (QBS) to select the Consulting Engineering Firm. The County will form a selection committee with a minimum of three (3) members and review, score, and rank all SOQs received by the deadline.

Before holding the Selection Committee meeting, each member will provide their scores for each SOQ using the above criteria. The Committee averages their scores, and the top three scoring consulting firms are placed on a shortlist and invited to participate in an interview. Based on the Committee discussion, the average score is adjusted to reflect the group's consensus and information gained from the presentations.

Tazewell County IS NOT bound to select the highest-scoring SOQ. Tazewell County reserves the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit.

The Selection Committee will conduct interviews on Wednesday March 29, 2023, with shortlisted consulting engineering firms in compliance with its current QBS Procedures for professional services anticipated for this project. The interviews will be a maximum of 45 minutes, with no more than a 30-minute presentation outlining their qualifications and experience with projects of similar scope and magnitude, allowing 15 minutes for questions and answer following the presentation. Consultants may bring up to three (3) representatives.

Tazewell County will invite the selected consultant to enter into contract negotiations. If a mutually agreeable contract is not reached, Tazewell County will request the second-choice firm to enter into contract negotiations. The County will continue this until a firm that meets the basic qualifications has entered into an acceptable contract.

### **Contract Negotiations**

Contract negotiations will follow award selection. As part of the selection process, Tazewell County will invite the selected respondent to submit a written fee proposal and, if accepted, ask them to enter into contract negotiations. Respondents must be amenable to inclusion, in a contract, of any information provided, whether herein or in response to this RFQ or developed subsequently during the selection process. Tazewell County expects to use a fixed-price contract with negotiated payment terms. The contract shall not be considered executed unless signed by the authorizing representative of Tazewell County.

### **Conflict of Interest**

Tazewell County requires consultants to submit a disclosure statement with their procedures. Tazewell County requires the use of IDOT BDE DISC 2 Template as their conflict-of-interest form.

### **Compliance with Laws**

The selected firm agrees to be bound by all applicable Federal, State and Local laws, regulations, and directives as they pertain to the performance of the contract.

**Schedule**

RFQ opens:	Wednesday, March 1, 2023
Deadline for RFQ questions:	Friday, March 10, 2023, at 3:30 PM
RFQ closes and is due:	Wednesday, March 15, 2023, at 3:30 PM
Subcommittee reviews SOQs:	March 16 – 22, 2023
Interviews:	March 29, 2023
Contract Negotiations:	April 3 – 7, 2023
Coordination Meeting:	April 27, 2023
Deadline for federal authorization:	October 6, 2023

**Questions**

Inquiries may be submitted via email to [rfp-rfq@tricountyrpc.org](mailto:rfp-rfq@tricountyrpc.org) no later than 3:30 pm on Friday March 10, 2023. Questions should be addressed in writing to the above email address; telephone calls will not be accepted. All questions and answers are posted publicly at <https://tricountyrpc.org/rfp-rfq/>.