



Request for Qualifications (RFQ)

for

Transportation Engineering Services

for the

Village of Oak Park

RFQ Issued: April 12, 2024

Response Due: 11:00 AM on May 2, 2024

The Village of Oak Park is seeking a qualified Transportation Engineering Consultant to provide part-time staffing support to oversee various transportation-related projects and initiatives within our community as well as perform various traffic/transportation related studies and tasks as needed. The selected consultant will play a pivotal role in managing and coordinating a range of transportation planning and engineering activities, including but not limited to, Vision Zero, bike planning, safety initiatives, traffic studies, signal network management, signage system oversight, and project review.

To have your qualifications considered, the documents must be submitted in a sealed envelope containing one (1) unbound original, one (1) bound copy, and one (1) electronic PDF on a USB drive, plainly marked:

Transportation Engineering Services
for the
Village of Oak Park

Qualifications must be received at the Office of the Village Engineer, 201 South Boulevard, Oak Park, Illinois 60302, no later than 11:00 AM on May 2, 2024. Qualifications received after the closing time and date will not be considered.

Project Information

Notice to Firms

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) seeking a qualified Transportation Engineering Consultant to provide part-time staffing support as well as various transportation-related projects and initiatives within our community as well as perform various traffic/transportation related studies and tasks as needed. These services will be procured in accordance with the Village's policy on Qualifications Based Selection (QBS).

Project Objective

The Village seeks to secure a qualified Transportation Engineering/Planning Consultant who will oversee and manage various transportation-related initiatives within the Village as well as perform various tasks and studies, as needed. There are two aspects of this contract; 1. Staffing support, 2. Preparation of studies, plans and various tasks, as needed.

This contract includes the provision for embedded staff and general transportation engineering expertise. The selected consultant will serve as the primary transportation engineer for the Village, overseeing various transportation-related projects and initiatives. The consultant will play a crucial role in coordinating and directing efforts related to transportation planning and engineering and providing staffing support.

From time to time, the Village may require the selected consultant to perform various studies and develop plans. The successful consultant will need to provide an Ethics plan that eliminates any real or perceived conflicts of interest.

By engaging a skilled consultant, the Village aims to enhance transportation planning processes, improve traffic safety, and ensure the effective implementation of transportation policies and plans, including complete streets, vision zero, and bike plans. Ultimately, the project seeks to maintain and improve upon the safe, accessible, and sustainable transportation environment for residents and visitors of the Village.

Budget

The Village currently does not have a budget identified for these services since they are primarily in response to staffing changes. Budgets will be developed during negotiations with the selected firm for the work planned for 2024. The selected consultant will develop proposed budget levels for 2025 and beyond with Village staff for Transportation Engineering Services.

Scope of Services

Firms responding to this RFQ must be prequalified by IDOT for the following categories:

- Special Studies – Signal Coordination & Timing, SCAT, Traffic Studies, and Safety
- Special Plans – Traffic Signals

Prime firms may utilize the service of a subconsultant for any of the prequalifications as long as the prime has at least one of the prequalifications listed above. Prime firms must self-perform at least 65% of the work.

The selected consultant shall be responsible for, but not limited to, the following services:

1. Provision for Embedded Staff:
 - a. Provide embedded part-time staff to serve as the assistant transportation engineer for the Village for approximately two to three days per week in-person at the Public Works building, 201 South Blvd., Oak Park, IL. The number of hours for in-person services versus remote can be negotiated based on anticipated staff's availability especially for the 2024 calendar year and can be revised for future years based on lessons learned in 2024.
 - b. Serve as the primary point of contact for all transportation engineering needs for the Village Engineer

- c. Provide customer support as the primary point of contact for responding to resident and community emails and phone calls and requests in a timely fashion.
 - d. Conducting traffic engineering studies, analyses, and evaluations as necessary.
 - e. Provide expertise on transportation-related policies, regulations, and best practices.
 - f. Collaborate with internal stakeholders, external consultants, and community members on transportation planning efforts.
- 2. Coordinate the work of other Consultants:
 - a. Supervise consultants engaged in transportation-related planning or implementation projects such as Vision Zero, Traffic Calming, School Safety Plans, and Bike planning.
 - b. Review plans and their impact to traffic and ongoing traffic studies
 - c. Provide guidance and support to consultants administering traffic calming petition processes and safety planning initiatives with schools.
- 3. Traffic Studies Review:
 - a. Develop scopes and review traffic studies conducted by developers/private permit applicants.
 - b. Review and develop recommendations based on the findings of traffic studies to improve traffic flow, enhance safety, and promote sustainable transportation practices
- 4. Project Planning and Budgeting:
 - a. Developing recommended projects and budgets for transportation-related initiatives.
- 5. Traffic Signal Network Oversight:
 - a. Managing the Village's traffic signal network.
 - b. Performing work or overseeing contracts with consultants related to managing the signal network, including optimization projects/studies and Centracs system management.
- 6. Signage System Management:
 - a. Overseeing the Village's signage system.
 - b. Issuing work orders for modifications to transportation-related signage (e.g., stop signs, no parking signage).
- 7. Capital Improvement Project Review:
 - a. Reviewing capital improvement project plans prepared by in-house staff and consultants for transportation-related elements.
 - b. Ensuring conformance with Village transportation policies and plans, including complete streets, vision zero, and bike plans.
- 8. Traffic Studies:
 - a. Performing various traffic studies as-needed to support transportation planning efforts.

Schedule

It is anticipated that the contract will be presented at the June 4, 2024 Village Board meeting. The contract term shall be for a period of three years, with the option to extend annually for up to two additional years. The selected consultant shall be responsible for providing all services outlined in this RFQ within the agreed-upon timeframe.

Submittal Organization and Format

Proposals will address the following general topics and also emphasize the Consultant's qualifications to perform the services. Proposals will be evaluated on the basis of the information presented by the Consultant and the evaluation criteria set forth in this RFQ. This selection is a QBS process and no firm shall submit estimates of cost with its proposal.

Consultants will follow the proposal format outlined in this section. Failure to adhere to the prescribed format may result in rejection of the Consultant's proposal. All proposal elements shall be included and shall include at a minimum the following:

Transmittal or cover letter

A transmittal letter or cover letter must be prepared on the Consultant's letterhead, must accompany the proposal, and must be signed by a duly authorized representative of the Consultant. The transmittal or cover letter must include an affirmative statement that binds the firm to the terms, conditions; specifications contained in the RFQ. The transmittal or cover letter is not included in the overall page count for the proposal and therefore should not exceed one page. At minimum, the letter must include all of the following information:

1. Consultant's full legal name
2. Type of entity and state of organization or incorporation
3. Consultant's principal address
4. Consultant's mailing address (if different)
5. Name and title of contact for the purposes of this RFQ
6. Telephone number and email address of principal contact

Background

This section will include a brief history of the firm and its organization, including name and contact information of the principal or officer who will serve as the primary point of contact for the Consultant and who will have authority to negotiate on behalf of the Consultant. This section will also include a general description of the Consultant's experience in providing the services described in this RFQ, including any special qualifications, experience, awards, etc. At the election of the Consultant, the Background may be included in the Consultant's transmittal or cover letter.

Project Approach

The purpose of this section is to present the Consultant's understanding of the project requirements. This section shall include a preliminary proposed management plan based on the scope of services outlined in this RFQ, including coordination of multiple concurrent tasks and how they will be accomplished to meet schedule and budget constraints. Include in this section a discussion of any joint ventures and subcontractors to be used. Any specific challenges or critical project elements shall also be identified in this section. A discussion of the Consultant's approach to quality control/quality assurance will be included in this section. The responsibilities of each joint venture contractor or subcontractor will also be discussed. The Consultant should address how Village staff will be integrated into the services to be provided under this RFQ.

Project Personnel

This section will contain the names, background, and experience on similar types of projects of the key personnel proposed for these services. An organizational chart showing duties, responsibilities, and the lines of communication will be included in this section. Resumes that demonstrate experience on similar projects and specify the individual's duties on those projects will be included as an appendix to the proposal. Include in this section guarantees that, for so long as its members continue to be employed by the Consultant, the project team will remain as proposed and will be assigned to this project for its duration. Following award of a contract hereunder (if any), any substitution or other change in project team personnel must be approved in advance by the Village.

Experience and Qualifications

This section should discuss the experience and qualifications of the Consultant and the project team in the performance of projects of similar size and nature as that described herein. For joint ventures, the experience of all firms as it relates to this project must be discussed. In order for a Consultant to be deemed qualified to perform the services described in this RFQ, the experience listed in this section of the proposal must be in accordance with or contain the following:

1. Have been completed within the last five (5) years from the issuance date of the RFQ
2. Be of a scope similar to that outlined in this RFQ
3. Brief description of the project
4. Scope of services provided by the Consultant
5. Identify the project manager and other key team members
6. Provide contact information for references

Financial Responsibility

The Consultant will provide evidence of financial responsibility including a copy of current Illinois Department of Transportation Pre-Qualification Certification.

Format

The proposal in its entirety shall be on 8.5"x11" (landscape or portrait) sheets, tabbed by section and be a maximum of 30 single-sided pages using size 12 font. If used, tabs do not count in the overall sheet count providing they are only used for graphics and heading callouts. If a submitting firm is confident that their qualifications for the work can be exhibited in fewer pages than the maximum they are encouraged to do so.

Selection Criteria

All submittals will be evaluated based up on the following criteria and respective weights:

1. Technical Approach (10%)
2. Firm Experience (20%)
3. Specialized Expertise (15%)
4. Staff Capabilities (45%)
5. Past Performance (10%)

General Requirements

General

The following general information is provided and will be carefully followed by all Consultants to ensure the qualifications are properly prepared.

1. All submitting Consultants must furnish all information required by this RFQ.
2. The Village reserves the right to conduct discussions with qualified Consultants in any manner necessary to serve the best interest of the Village and consistent with the Illinois Procurement Code (30 ILCS 500/).

Proprietary Information

1. Except as provided herein or as otherwise set forth in the Illinois Procurement Code, all proceedings, records, contracts, and other public records relating to procurement transactions will be open to inspection in accordance with the Illinois Freedom of Information Act (5 ILCS 140/).
2. Each Consultant has the right to identify data or other materials submitted in connection with this procurement as trade secrets or proprietary information, which will not be subject to inspection pursuant to the Illinois Freedom of Information Act, by stating such in respect to the relevant portions at the time of submission of its proposal.

Questions and Communication

1. All contact between prospective Consultants and the Village with respect to this RFQ will be formally held at scheduled meetings or in writing through the issuing representative. **Questions and comments regarding meaning or interpretation of any aspect of this RFQ must be submitted in writing to: Abby Zielinski AZielinski@oak-park.us and must be received on or before April 23, 2024.** Only written questions will be accepted. Questions and/or comments which are submitted after the deadline set forth within this RFQ will not be answered.
2. The Village will respond to all questions and comments that are submitted hereunder and are deemed to address a matter that is relevant and substantive in nature within a reasonable period of time, in the form of a written Addendum that will be transmitted to all prospective Consultants at the address furnished to the Village for such purpose. Oral communications between the Village and Consultant regarding the interpretation or meaning of any aspect of this RFQ are not authorized and may not be relied upon for any purpose.

Addenda to the RFQ

1. The Village reserves the right to amend this RFQ at any time prior to the deadline for submitting qualifications. If it becomes necessary to revise any part of this RFQ, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Consultants who are on record with the Village as having received this RFQ. If, in the opinion of the Village, the deadline for the submission of proposals does not provide sufficient time for consideration of any Addendum, then such deadline may be extended at the discretion of the Village.
2. It will be the responsibility of each Consultant to contact the procurement contact identified in the RFQ prior to submission of a proposal hereunder in order to determine whether any addenda have been issued in connection with this proposal. Notwithstanding any provisions to the contrary, the failure of any Consultant to receive any Addenda will neither constitute grounds for withdrawal of its proposal nor relieve such Consultant from any responsibility for incorporating the provisions of any Addenda in its proposal. Upon issuance by the Village, Addenda will be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

Arrearage, Debarment, and Suspension

By submitting qualifications in response to this RFQ, the Consultant will be deemed to represent that it is not in arrears in the payment of any obligation due and owing the Village, the State of Illinois, or any public body in Illinois. This representation will be deemed to include the payment of taxes and employee benefits. The Consultant further agrees that, in the event it is awarded a contract hereunder, it will not become in arrears to any such public body during the

term of the contract. The Consultant agrees that that no officer or employee thereof has been debarred or suspended or otherwise excluded from or ineligible for participation in, any public procurement activity of a nature similar to this RFQ. The Consultant will not knowingly engage any subcontractor who has been debarred or suspended or who is otherwise excluded from or ineligible for participation in public procurement activity and will include in each of its subcontractors and subcontractor agreements certifications on the part of its subcontractors that satisfy the requirements of this provision. The consultant also represents that the firm does not appear on any active suspension or debarment lists with the State of Illinois: <https://cpo-dot.illinois.gov/suspensions.html>

Submitting Qualifications

1. The deadline for submitting qualifications has been provided herein. Submittals will be opened in accordance with the provisions of the Illinois Procurement Code. There will be no public opening. The list of prospective Consultants will be available for public inspection only after Contract award or upon cancellation of the RFQ.
2. Except as set forth below, the required transmittal or cover letter must accompany the proposal. The purpose of the transmittal or cover letter is to formally submit the qualifications to the Village and to bind the Consultant to the terms, conditions and specifications contained in the RFQ. The transmittal or cover letter must be signed by an individual who is authorized to bind the Consultant to all matters set forth in the qualifications.

Late Qualifications

Qualifications or unsolicited amendments to qualifications arriving after the deadline will not be considered. Qualifications received after the deadline will be returned to the Consultant unopened providing that sufficient proposal identification information is shown on the outside envelope.

Rejection of Qualifications

The Village reserves the right to: (a) reject any or all qualifications received; (b) cancel the RFQ at any time prior to award; and/or (c) waive informalities in the event the Village determines such action is in its best interest. Qualifications must meet or exceed the mandatory requirements of this RFQ. If a Consultant does not meet a mandatory requirement, it will be rejected.

Presentations

Notification of interviews will be made on or around May 10, 2024 and interviews will be held on May 16-17, 2024.

Negotiation

The Village requires a minimum three-person team to negotiate with firms. The team will consist of the Village Engineer and two Civil Engineers. The team may delegate this responsibility to staff members.

In the event that the Village determines in writing and in its sole discretion that only one Consultant is fully qualified, or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Consultant. The Village reserves the right to negotiate any aspect of the proposal or the Contract in any manner that best services the needs of the Village and is within the scope of this RFQ. The Village is under no obligation to award, but may do so based upon an analysis of submitted qualifications and subsequent negotiations.

Cost

The Village will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

Village of Oak Park Qualifications Based Selection Policy

The Village receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as described herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration. The Village QBS policy and procedures assign responsibilities to the Village Engineer with the Village for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures. The Village believes their written policies and procedures substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description. The Village will use the following five items when developing the project description and may include additional items when unique circumstances exist.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any expected problems;
 - Determine the total project budget.
4. Public Notice. The Village will post an announcement on our website www.oak-park.us and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on our website.
5. Conflict of Interest. The Village requires consultants to submit a disclosure statement with their procedures. The Village requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form. This form will only be requested from the selected consultant(s).
6. Suspension and Debarment. The Village will verify suspensions and/or debarment actions by use of the System for Award Management (SAM) Exclusions, IDOT's Chief Procurement Office (CPO) website, Capital Development Board CPO, General Services CPO, Higher Education CPO, Illinois Department of Labor, and the Illinois Department of Human Rights websites to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors. The Village allows the Village Engineer to set the evaluation factors for each project but must include a minimum of five criterion and stay within the established weighting range. The maximum of Disadvantaged Business Enterprise (DBE) and local presence combined will not be more that 10% on projects where federal funds are used. Project specific evaluation factors will be included at a minimum in the Request for Qualifications.
 - Technical Approach (10 - 30%)
 - Firm Experience (10 - 30%)
 - Specialized Expertise (10 - 30%)
 - Staff Capabilities (Prime/Sub) (10 - 30%)
 - Work Load Capacity (10 - 30%)
 - Past Performance (10 - 30%)
 - In-State or Local Presence (0 - 5%)
 - DBE (0 - 5%)
8. Selection. The Village requires a minimum three-person selection committee. Typically, the selection committee members include the Village Engineer and two Civil Engineers. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Village Engineer for each project. The Village requires each member of the selection committee to provide an independent score for each submittal using the form below prior to the selection committee meeting. The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from

presentations and interviews to develop a final ranking. If there are other firms within 10% of the minimum score, the Village Engineer may choose to expand the short list to include more than three firms.

Criteria	Weighting	Points	Firm 1	Firm 2	Firm X
Criterion 1					
Criterion 2					
Criterion X					
Total	100%	100			

9. Independent Estimate. The Village will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation. The Village requires a two-person team to negotiate with firms. The team consists of the Village Engineer and Civil Engineer. Members of the negotiation team may delegate this responsibility to staff members. A cost proposal will only be requested from the first ranked firm. If an agreement cannot be made on an agreed cost, a proposal will be requested from the second ranked firm, and so on until a negotiated cost can be agreed to. Any cost proposals from firms that were not selected will be disposed of.
11. Acceptable Costs. The Village requires the Village Engineer to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing. The Village requires the Project Manager assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

Project Administration. The Village requires the assigned Project Manager to monitor work on the project in accordance with the contract and to file reports with the Village Engineer. The Village procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Village's consultant information database. The Village follows IDOT's requirements and the required submission of Form BLR 05613 to the IDOT district at contract close-out along with the final invoice. Record retention, responsibility, remedies to violations or breaches to a contract and resolution of disputes are covered under the Village's standard agreement language that will be executed with the successful vendor.



Addendum

Addendum Number:	1
Addendum Date:	4/24/2024
Project Name:	Transportation Engineering Services
Project Number:	n/a
Prepared By:	Abby Zielinski
To:	All bidders of record

This addendum amends the original RFQ. Where any part of the RFQ is amended, the unaltered provisions are to remain in effect.

Proposers must acknowledge receipt of any and all addenda as required by the General Requirements of the RFQ and in Section 4 of this document. The acknowledgement page should be signed and included in the proposal document and does not count toward the 30-page limit. Failure to include the addendum acknowledgement will result in rejection of the proposal.

All requirements of the Contract Documents remain unchanged, except as cited herein.

Part 1 – Amendments to the RFQ

1. Change to the “Presentations” section: replace “interviews will be held on May 16-17, 2024” with “interviews will be held on May 20-21, 2024”.
2. Change to the “Scope of Services” section: The first bullet point on page 2 of the RFQ shall be revised to “Special Studies – Signal Coordination & Timing (SCAT), Traffic Studies, and Safety”. Note – this is only a clarification that “SCAT” is not separate from “Signal Coordination & Timing”.

Part 2 – Attachments

1. None

Part 3 – Questions & Answers

- 1) For the part-time embedded staff, is there a certain range of experience or licensure that is preferred?

ANSWER: Professional Traffic Operations Engineer (PTOE) certification is preferred, but not required. Equivalent experience in place of the certification is acceptable.

- 2) Does the embedded staff need to be limited to a single-person or could multiple people help fill the role? For example, Project Manager for 1 day/week and Project Engineer for 2 days/week.

ANSWER: The embedded staff can be more than one person, but it should be limited to as few people as possible. The intent is for the embedded staff to develop long-term familiarity with the Village’s transportation work.

3) Will the IDOT Prequalification Letter count against the 30-page limit?

ANSWER: The IDOT prequalification letter will count towards the 30-page limit.

4) Will resumes included in the appendix count toward the 30-page limit?

ANSWER: Resumes will count towards the 30-page limit.

5) We have prequalification in all areas except for one. Should we submit a proposal?

ANSWER: Consultants can use subconsultants as long as the prime firm self-performs at least 65% of the work.

6) How can we identify other firms that may apply for this RFQ?

ANSWER: Firms with prequalification are listed on IDOT's website here: <https://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/prequalification.html>

7) Was there a pre-bid meeting for this RFQ?

ANSWER: There is no pre-bid meeting for this RFQ.

Part 4 – Acknowledgement

I acknowledge the receipt of this addendum for the referenced project by signing the acknowledgement and returning it with the bid. This acknowledgement must be signed and included with bid. Failure to properly acknowledge this addendum as noted above may result in disqualification of the associated bid.

Addendum Number:	
Date:	
Name:	
Signature:	
Company:	

End of Addendum