



# Request for Qualifications (RFQ)

for

Professional Services

for the

Vision Zero Oak Park Plan

RFQ Issued: April 4, 2023

Response Due: 4:00 PM on April 21, 2023

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested professional services firms to prepare the Vision Zero Oak Park Plan.

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:

Professional Services  
for the  
Vision Zero Oak Park Plan

Qualifications must be received at the Office of the Village Engineer, 201 South Boulevard, Oak Park, Illinois 60302, no later than 4:00 PM on April 21, 2023. 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) to solicit qualifications from interested professional services firms to prepare the Vision Zero Oak Park Plan. These services will be procured in accordance with the Village's policy on Qualifications Based Selection (QBS).

### Project Objective

The objective of this project is to prepare the Vision Zero Oak Park Plan. Vision Zero Oak Park is the Village of Oak Park's strategy to eliminate all traffic fatalities and severe injuries, with a focus on cyclists and pedestrians, while increasing safe, healthy, equitable mobility for all, by the year 2035. The need for the project stems from the frequency of crashes – from 2016 thru 2021, there was an average of one cyclist or pedestrian crash every 4.5-6.8 days – and the desire for the Village to be safe for all motorists, cyclists, and pedestrians. The ultimate product of the project will be the final Vision Zero Oak Park plan document.

### Budget

The Village has budgeted \$150,000 for professional services.

### Scope of Services

This project is being managed by the Village utilizing IDOT Statewide Planning & Research Program funds for a portion of the costs. A separate Engineering Services Agreement will be executed with the Village, and reviewed and approved by IDOT.

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

- Highways - Roads and Streets
- Special Studies - Safety
- Special Studies - Traffic Studies

The scope of services for the project shall include all services as required to prepare the Vision Zero Oak Park Plan. The Village anticipates that the project will be accomplished by progressing thru the following high-level components:

- Educate Village Transportation Commission, staff, residents, and stakeholders on Vision Zero fundamentals.
- Review the Village's organizational structure with respect to Vision Zero fundamentals and the Vision Zero Oak Park planning process, and make recommendations for changes to better align with the fundamentals and planning process.
- Review existing Village processes for resident petition-based traffic calming (block by block basis generally) and make recommendations for any modifications and how Vision Zero can augment this existing process for evaluating more neighborhood traffic issues
- Evaluate how enforcement, in collaboration with the Police Department and DEI Office, can be best used to achieve a successful Vision Zero plan, including examining existing and making recommendations on any changes to police enforcement methods, policies, etc. to achieve this goal.
- Integrate the Vision Zero Plan with existing transportation policies and plans (bike plans, complete streets policy, safe routes to school, etc.)
- Establish and foster a culture of safety throughout the process and collaborate with diverse safety stakeholders, including engagement with the public at open houses to incorporate their experiences and needs. To ensure an equitable public engagement process, there will be a focus on low- to moderate-income and multi-family areas, per the census.

- Use a data-driven process to assess the Village’s traffic safety situation. Data collection and analysis will focus on cyclist and pedestrian volumes and crashes at key locations.
- Build common understanding of challenges and opportunities.
- Develop a strong action (implementation) plan, including performance measures, targets, strategies, and countermeasures.
- Develop priorities and budget level estimates for the implementation plan.
- Work with steering committee during development of the plan.
- Present draft plan to citizen advisory commissions.
- Present draft and final plan to Transportation Commission for review and input and ultimately present to the Village Board for approval

The current anticipated schedule for the services is:

- Start date of the project: 06/01/23
- End date of the project: 09/30/24

The detailed scope of services and schedule will be negotiated at the time of contract development.

## 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 the [lgriffin@oak-park.us](mailto:lgriffin@oak-park.us), and must be received on or before April 14, 2023. 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.

### 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

The Village may elect to conduct interviews with prospective consultants. Consultants selected for an interview will be notified by April 25, 2023. The Village anticipates that any interviews will be conducted during April 27-28, 2023.

### 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 professional 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](http://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.
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.
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.
13. 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.

## 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. 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. Construction cost (if completed)
6. Identify the project manager and other key team members
7. Provide contact information for references

## Financial Responsibility

The Consultant will provide evidence of financial responsibility including a copy of recent Illinois Department of Transportation Pre-Qualification Certification. Unless such information is otherwise included in the Background section, the Consultant will additionally provide a statement indicating the length of time the firm has been in business, the number and location(s) of its office(s), the current number of full-time employees.

## Format

The proposal in its entirety shall be on 8.5"x11" sheets, tabbed by section and be a maximum of 30 single-sided pages, inclusive of all required information. 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 (25%)
2. Firm Experience (25%)
3. Specialized Expertise (20%)
4. Staff Capabilities (15%)
5. Past Performance (10%)
6. In-State or Local Presence (5%)



## Addendum

|                  |   |
|------------------|---|
| Addendum Number: | 1   |
| Addendum Date:   | 4/17/23   |
| Site Name:       | n/a   |
| Project Name:    | RFQ for Professional Services for the Vision Zero Oak Park Plan |
| Project Number:  | n/a   |
| Prepared By:     | Lanyea Griffin  |
| To:              | All bidders of record   |

This addendum forms a part of the Contract Documents and amends the original documents and the Plans and Special Provisions. Where any part of the contract documents is amended, the unaltered provisions are to remain in effect.

Bidders must acknowledge receipt of any and all addenda in the space provided in Part 4. Failure to do so will result in rejection of the bid.

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

### Part 1 – Amendments to the Bid Documents

1. None

### Part 2 – Attachments

1. None

### Part 3 – Questions & Answers

1. (Summarized question from multiple responders) Will prequalification certificates, transmittal sheets, and cover pages count toward the 30-page limit?

ANSWER: Prequalification certificates, transmittal sheets, and cover sheets do not count toward the 30-page limit.

2. Will resumés count toward the 30-page limit?

ANSWER: Resumés will count toward the 30-page limit.

3. Will the Village of Oak Park provide additional information to the selected consultant to support the preparation of the Vision Zero Oak Park Plan?

ANSWER: The Village of Oak Park will provide any additional information it has to the selected consultant to support the preparation of the Vision Zero Oak Park Plan.

4. Can you confirm the DBE participation percentage requirement/goal for this RFQ?

ANSWER: There is no DBE participation percentage requirement/goal, however, firms could consider providing opportunities to DBE firms.

5. Will the respondent's IDOT SEFC Prequalification letter/certification count toward the 30-page limit for responses? Should respondents also include the IDOT letters of their proposed subconsultants

ANSWER: As stated above, the respondent's IDOT SEFC Prequalification letter/certification does not count toward the 30-page limit for responses. Respondents should also include the IDOT letters of their proposed subconsultants.

## 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