



REQUEST FOR PROPOSALS (RFP)

Professional Engineering Services for Design Engineering

(Phases I & II) for the

Oak Park Avenue Resurfacing, Utility, and Streetscape Projects

Issued June 12, 2019

Due July 1, 2019

The Village of Oak Park ("the Village") is requesting qualifications to identify consultants to assure that it is receiving the optimum level of services at a competitive price.

Responses shall be returned on or before July 1, 2019 at 4:00 PM to:

Village of Oak Park
Engineering Division of the Public Works Department
Attn: RFP for Professional Engineering Services
for Design Engineering (Phase I & II) for the
Oak Park Avenue Resurfacing, Utility, and Streetscape Projects
201 South Blvd
Oak Park, IL 60302

This page is intentionally blank

Section I. General Requirements

A. Introduction and Mandatory Terms

The Village requests the services of a qualified Consultant for the purpose of providing professional engineering services for phase 1 and 2 engineering design services as well as landscape architecture and planning services for three projects on Oak Park Avenue.

The projects consist of a federally funded (using STP funds) resurfacing project generally following LAFO guidelines on Oak Park Ave. from Roosevelt Road to Pleasant Street and from Ontario Street to North Avenue (Resurfacing Project); a locally funded water and sewer main improvement project at various locations along Oak Park Avenue (Water & Sewer Project); and a locally funded streetscape/water & sewer improvement/roadway reconstruction project on Oak Park from Pleasant Street to Ontario Street (Streetscape Project).

All engineering design phases and potentially future construction engineering work will utilize locally funding.

Please fill out the appropriate form(s) for all sections being submitted for consideration.

Sub-consultants do not need to fill out respondent certification forms (attachments I-IV). If sub-consultants are M/W/DBEs they should fill out appropriate status and EEO forms.

The Village will receive responses Monday through Friday, 8:30 A.M. to 4:00 P.M. at the Office of the Village Engineer, Village of Oak Park, 201 South Blvd, Oak Park, Illinois, 60302. Each Consultant shall provide three (3) hard copies of their response in a sealed envelope titled "Professional Engineering Services for Design Engineering (Phase I & II) for the Oak Park Avenue Resurfacing, Utility, and Streetscape Projects" and three (3) hard copies of their compensation schedule in a sealed envelope titled " Professional Engineering Services Compensation Schedule Professional Engineering Services for Design Engineering (Phase I & II) for the Oak Park Avenue Resurfacing, Utility, and Streetscape Projects."

A Pre-proposal meeting will be held to describe the existing corridor, the project's history and scope, and for the Consultant to ask any questions they may have. The pre-proposal meeting will be held at the Village Hall Council Chambers at 123 Madison Street in Oak Park at 1:00 pm to 3:00 pm on Thursday, June 20th. Consultants and urban planners/landscape architects are strongly encouraged to attend. Minutes for the pre-proposal meeting will not be generated, only clarifications to questions which were not able to be answered at the meeting will be provided. All additional questions following the pre-proposal meeting must be submitted via email to mckenna@oak-park.us no later than June 25, 2019. Responses will be provided to the known list of RFP recipients. It is the responsibility of the consultant to notify the Village via email their intent of

submitting a proposal so that they are on the plan-holder list in case of addenda being issued.

Responses will be reviewed and evaluated, and all information regarding status will be kept confidential until a decision is made and a recommendation provided to the Village Board for approval.

Other inquiries regarding this RFP shall be directed to: Bill McKenna, Village Engineer, at mckenna@oak-park.us.

B. Presentation of Request for Qualifications

The Village reserves the right to select a short list of Consultants at its own discretion to present their qualifications, respond to questions, and supply supplemental information.

C. Consultant Notification

Consultants will be notified in writing of further questions and/or decisions.

D. Award of Agreement

An agreement or equivalent agreement may be executed once one or more respondents are found to be qualified, a selection of the most qualified is determined by the evaluation committee, and the Village Board approves of the award.

Any agreement with a selected Consultant or Consultants must be reviewed and approved by the Village Attorney, may be approved and authorized by the Village of Oak Park Board of Trustees, and executed by the Village Manager. The Consultants are advised that Village staff, other than the Village Manager, have no authority to sign agreements or modify existing agreements on behalf of the Village and that any such agreements are null and void.

E. Taxes Not Applicable

The Village as a municipality pays neither federal excise tax nor Illinois retailer's occupational tax.

F. Interpretation of the Request for Proposal Document

Any Consultant in doubt as to the true meaning of any part of this document may request an interpretation thereof from the Village or its representative. The person requesting the interpretation shall be responsible for its prompt delivery. At the request of the Consultant or in the event that Village management deems the interpretation to be substantive, the interpretation will be made by written addendum duly issued by the Village.

In the event that a written addendum is issued, either as a result of a request for interpretation or the result of a change in the requested RFP specifications initiated by the Village, a copy of such addendum will be provided to the known list of RFP recipients. The Village will not assume responsibility for receipt of such addendum. In all cases it will be the Consultants' responsibility to obtain all addenda issued.

G. Competency of Consultant

No submission will be accepted from, or agreement awarded to, any person, firm or corporation that is in arrears or is in default upon any debt or agreement. The Consultant, if requested, must present evidence of ability and possession of necessary facilities, and financial resources to comply with the terms of the scope of services.

H. Subletting of Contract

In order that the Village may be assured that only qualified and competent subcontractors and/or sub-consultants will be employed on the proposed project, each consultant shall submit with their proposal a list of subcontractors and/or sub-consultants who would be called upon to perform the work. The consultant shall have determined to their own satisfaction that a listed subcontractor and/or sub-consultant has been successfully engaged in this particular type of work for a reasonable length of time and is qualified both technically and financially to perform that pertinent phase of the work for which they are listed.

No contract awarded by the Village of Oak Park shall be assigned or any part subcontracted without the written consent of the Village of Oak Park. In no case shall such consent relieve the bidder selected from their obligations or change the terms of the contract.

I. Compliance with Applicable Laws

The Consultant will strictly comply with all Ordinances and codes of the Village of Oak Park and applicable federal and state law.

J. Term of Agreement

The initial agreement shall be on the earlier of July 22, 2019, or the last date signed by both parties, whichever is later, and shall continue until the completion of all work associated with the design and bidding of the Resurfacing Project, Water & Sewer Project, and approval of Phase 1 Engineering for the Streetscape Project.

The Village retains the right to renew this initial agreement under the same terms and conditions upon mutual agreement with the Respondent. Renewals are to be done on a

yearly basis for no more than two additional terms of approximately one year each. Price escalation will be allowed and subject to one (1) adjustment per period. The requested increase must be that of the general industry. In this event, written notification stating the requested increase and supporting document justification must be forwarded to the Village. The annual adjustment shall be based upon 100% of the percentage of change of the latest published Index (as defined below) as compared to the Index for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois - Gary, Indiana - Kenosha, Wisconsin (all items, 1982-84 = 100). Notwithstanding anything contained herein to the contrary, the annual adjustment shall not be greater than five percent (5%) of the previous year's cost for services provided under this agreement in any year. If the Respondent fails to justify the requested increase, the Village reserves the right to reject the request and cancel the balance of the agreement.

If any price reductions are announced during the agreement period, the Village shall receive benefit of such reductions. This request shall also be in the form of a written notification and shall become effective thirty (30) days from the date the notice was received by the Village.

K. Payments

The Village shall pay the consultant on a monthly basis based on the services provided during the month. Payment to the consultant shall be made within 30 days of the receipt of an invoice for services as outlined in the proposal. A detailed summary of costs will be submitted to the Village for review and approval. The summary of costs shall be outlined on BCE 434 forms used by IDOT and include the work performed and corresponding hours, fees and out-of-pocket expenses. Total payments for each Phase shall not exceed the amount submitted on the Proposal Form, unless prior approval is received from the Village. Invoices shall be mailed to the Village Engineer located at the Village of Oak Park, 201 South Boulevard, Oak Park, Illinois 60302. All invoices will be paid within 30 days of approval. Charges for late payments must be in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1, requiring a maximum interest penalty of 1% per month or portion thereof.

L. Termination of Contract

The Village reserves the right to terminate any multi-year agreement if the Village's Board of Trustees fails to appropriate funds for this purpose in any subsequent fiscal year. All funds for payments after December 31st of the current fiscal year are subject to appropriation by the Village for this purpose.

The Village further reserves the right to terminate the whole or any part of this agreement, upon written notice to the consultant, in the event of default by the consultant. Default is defined as failure of the consultant to perform any of the

agreement or failure to make sufficient progress so as to endanger performance of this agreement in accordance with its terms. In the event of default and termination, the Village will procure upon such terms and in such manner as may be deemed appropriate services similar to those so terminated. The consultant shall be liable for excess costs for such similar services unless acceptable evidence is submitted that failure to perform the agreement was due to causes beyond the control and without the fault of negligence of the consultant.

M. Consultant Personnel Assigned to the Village of Oak Park Account(s)

The Village reserves the right to accept or reject any staff designated by the Consultant to manage the alley improvements. If no suitable replacement staff is provided, the Village reserves the right to terminate the agreement.

N. Confidentiality

The Consultant shall keep the Village's employee and all related data confidential.

O. Insurance Requirements

The selected Consultant must purchase and maintain for the length of the agreement, the lines of insurance described in this section. All insurance coverage shall be on an occurrence basis. The Consultant shall provide evidence of such insurance to the Village together with its proposal, and will provide evidence that the Village has been added as a named insured, where applicable, before commencement of the services and on an annual basis thereafter. Certificates of Insurance shall contain a clause stating that the coverage afforded by the policies listed will not be canceled or materially altered, except after forty-five (45) days advance written notice to the Village. The Consultant shall secure the following endorsements to each of the required policies: "It is understood and agreed that the insurance company will give not less than forty-five (45) days advance written notice of any cancellation or material change under any of these policies to the Village of Oak Park. *"In the event that such notice is not given to the Village of Oak Park at least forty-five (45) days prior to cancellation or material change, the policy will continue in full force and effect for the benefit of the Village as if such change or cancellation had not occurred."* The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(a) Commercial General Liability:

i. Coverage to include, Broad Form Property Damage, contractual and Personal Injury.

ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00

iii. Coverage for all claims arising out of the Proposer's operations or premises, anyone directly or indirectly employed by the Proposer.

(b) **Professional Liability:**

- i. Per Claim/Aggregate \$2,000,000.00
- ii. Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant, and the Consultant's obligations under the indemnification provisions of this Agreement to the extent same are covered.

(c) **Workers' Compensation:**

i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform work pursuant to the agreement, and in case work is subcontracted, the Consultant shall require each subconsultant similarly to provide Workers' Compensation Insurance. In case employees engaged in hazardous work under this Agreement are not protected under said worker's compensation insurance, the Proposer shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(d) **Comprehensive Automobile Liability:**

- i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.
- ii. Limits:
Combined Single Limit \$1,000,000.00

(e) **Umbrella:**

- i. Limits:
Each Occurrence/Aggregate \$2,000,000.00

(f) The Village, its officers, officials, employees and agents shall be named as additional insureds on all insurance policies set forth herein except Workers' Compensation and Professional Liability. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees and agents.

The Consultant understands and agrees that any insurance protection required by the agreement or otherwise provided by the Consultant shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees and agents as herein provided.

P. Hold Harmless and Indemnity

Notwithstanding any limitations or restrictions applicable to any insurance or bonds required hereunder, the Consultant shall defend, indemnify and hold the Village of Oak Park and its officers, officials, employees, and agents harmless from and against any and all liability, loss, damage, claim, payment or expense, including attorney fees, which the Village or its officers, officials, employees, and agents may incur resulting from or arising out of any error or omission in the performance of the agreement by the Consultant, including, without limitation, errors or omissions in the handling, accounting for, or transferring of funds, or to work, services or systems or products provided in the performance of the agreement by the Consultant or its employees, agents, servants, associates, Consultants, subconsultants, or assignees.

Q. Tentative Schedule

Below is a tentative schedule for the request for proposal, evaluation of responses, selection and approval of a preferred Consultant(s), for design and construction engineering services for the 19-14 Bridge Deck Repair Project at Home, East, and Lombard Avenues:

Pre-proposal meeting 1:00 pm (Village Hall 123 Madison St)	June 20, 2019
Questions due by	June 25, 2019
Proposals due to Engineering Division by 4pm	July 1, 2019
Proposals reviewed	July 1-3, 2019
Interview with preferred Consultant(s)	July 10, 2019
Negotiation with preferred Consultant(s)	July 11, 2019
Recommend Agreement Approval	July 12, 2019
Agreement Presented to VOP Board for Approval	July 26, 2019
Service start date	August 5, 2019
Completion of Preliminary Design Streetscape Project	June 5, 2020
Targeted local letting for Water & Sewer Project	August 2020
Targeted State letting for Resurfacing Project	Nov 2020 or Jan 2021
<i>Future Phases not under this contract:</i>	
<i>Start Construction Water & Sewer Project (depending on duration)</i>	<i>Fall 2020/Spring 2021</i>
<i>Start Construction Resurfacing Project</i>	<i>April 2021</i>
<i>Complete Ph2 design Streetscape Project</i>	<i>July 2021</i>
<i>Local Letting Streetscape Project</i>	<i>Sept 2021</i>
<i>Construction Streetscape Project</i>	<i>Spring 2021-Nov 2021</i>

R. Proposal Outline

Proposals are requested to cover the basic services related to Phase I & II Design Engineering and Landscape Design & Urban Planning Services in accordance with the standards set forth by the Illinois Department of Transportation and as described in the scope of services starting in Section II. The Village reserves the right during the term of the agreement to request additional services in addition to those specified in the

Proposal form with payment for those additional services to be mutually agreed upon between the Village and the consultant.

Proposals shall include the following information:

- 1) A brief description of the engineering prime consultant's capabilities, strengths and relevant experience for: designing streetscapes in congested commercial districts including working with landscape architects, designing pavements using decorative materials, lighting improvements, traffic signal modifications, and detailed site grading; designing utility projects (water and combined sewers) in municipalities with infrastructure similar in character to Oak Park in old commercial areas; designing federally funded street resurfacing projects; and performing phase I & II design concurrently with accelerated schedules.
- 2) A brief description of the landscape architect/urban planner sub-consultant's capabilities, strength and relevant experience for: gathering public input for commercial district improvements, working with stakeholder groups for presenting and refining design concepts, designing streetscape projects in commercial districts similar in character to this project, refining design concepts to meet budget constraints, and long-term maintenance and lessons learned from previous streetscape designs and materials.
- 3) A brief description of the public affairs/marketing/website development sub-consultant's experience gathering public input for improvements in commercial areas, coordinating construction projects with commercial business districts during project design stages, organizing and leading public meetings, and developing and managing project websites.
- 4) A team organization chart indicating the staff and their areas of involvement stemming from the project manager to each team member, if applicable. The Consultant shall describe the anticipated responsibilities of the primary staff on the project.
- 5) An outline of each individual's personal experience on projects of a similar nature, including size of the project, role of the individual, areas of responsibility, level of involvement and time assigned to the project.
- 6) List other contracts awarded to consultant and sub-consultants most comparable to the work described in the scope of services. Please provide contact name, address and telephone number. Also, provide contract cost and cost of Engineering associated with each project.
- 7) A statement of commitment that personnel named in the proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.

- 8) A schedule of hourly salary rates for each job classification and any overhead factors.
- 9) Any objections to any terms of the request for proposal.
- 10) A detailed summary of the Consultant's project understanding and approach for the scope of work which shall include the number of meetings anticipated, tasks performed by the Consultant, tasks performed by the Village, etc.
- 9) A detailed cost proposal for the scope of work, including all direct and indirect costs. The Consultant shall submit a summary of the tasks along with estimates of how many hours and cost they propose will be required to complete each activity using standard IDOT forms. Cost proposals shall clearly indicate which staff person hours are being assigned to either by name or indicate staff positions in resumes to correlate between resumes and cost proposals.

T. Reference Materials

Reference materials for the Consultant are provided at the following link to a dropbox account below. Additional information such as sewer inspection reports, aerial photos, manhole photos, etc. will be provided to the selected Consultant. The link to the reference files is: [Oak Park Avenue Engineering RFP Reference Files](https://www.dropbox.com/sh/ns3xebx7te4ulir/AACpSewA60Z8HVZaIZjkhFqa?dl=0) or use the webpage address below.

<https://www.dropbox.com/sh/ns3xebx7te4ulir/AACpSewA60Z8HVZaIZjkhFqa?dl=0>

Reference files include survey information, environmental files, previous streetscaping and civil preliminary concept files, GIS base files, utility atlases, Lake Street streetscape and utility plans, etc. All reference files will be uploaded to the dropbox link above by close of business on Monday, June 17, 2019.

Section II. Scope of Services

Project Background and Construction Scope

The Village of Oak Park plans on resurfacing Oak Park Avenue (OP Ave) for the length of the Village from Roosevelt Road to North Avenue. OP Ave is under local jurisdiction. The federally funded resurfacing project (Section 19-00265-00-RS) will omit a section from roughly Pleasant Street to Ontario Street in the Hemingway Business District for a separate locally funded streetscaping/roadway reconstruction/and utility improvement project. The Village also needs to replace water mains and sewer mains at various locations on OP Ave which will be bid locally.

The Village received \$3M in federal STP funds for the Resurfacing Project. The Village will use local funds for all design work and for the Streetscape Project and the Water and Sewer Project.

The Village previously worked with The Lakota Group and Terra Engineering to develop conceptual streetscape designs for the Streetscape Project in 2011. The streetscape designs were developed with a stakeholder group representing local businesses and owners in the greater downtown area as well as staff. The streetscape project was not approved for construction in 2011. The design will need to be revisited and revised due to their age, potential changing sentiments regarding decorative materials being considered, change in use of the South Blvd area, and cost considerations.

Resurfacing Project (Roosevelt Road to Pleasant and Ontario to North Ave):

In general the scope of the federally funded roadway resurfacing project on Oak Park Avenue follows LAFO guidelines and includes resurfacing the existing street, curb and pavement patching, sidewalk corner ramp improvements to meet ADA requirements, partial sidewalk replacement for liability and accessibility, pavement markings, minor landscaping/streetscaping improvements in the Southtown Business District, potential geometric modifications at Randolph Street intersection, potential geometric changes to Washington (IDOT Route) intersection to potentially add left turn lanes, signal modernization at Washington, potential pedestrian crossing enhancements at various intersections, and any private utility coordination.

Water and Sewer Main Project

In general the scope of the locally funded Water and Sewer Project includes replacing Village owned water mains, combined sewers, replacing water services to the bbox and to the meter for lead services, replacing sewer services to the curb line (to the building in Streetscape area), replacing storm sewer structures as needed, and temporarily patching the roadway until final resurfacing. Locations for planned work are listed below.

Water main replacement - Harrison to Jackson, Madison to Randolph, Chicago to Augusta (there is additional water and sewer replacement in Streetscape Project limits)

Sewer main replacement – Harrison to Van Buren, Randolph to Pleasant, alley south of Madison to Madison, and sewer rehab/lining Roosevelt to Garfield (there is additional water and sewer replacement in Streetscape Project limits)

Streetscape Project

In general the scope of the locally funded Streetscape Project includes sewer main replacement from Pleasant to Ontario and water main replacement from South Blvd to Lake Street, lowering roadway under viaduct to the maximum extent practical, signal modernization at South/North Blvd, private sidewalk vault repairs, potential modifications to LED signage on viaduct, and roadway reconstruction. Streetscaping work is focused in the section from Pleasant to north of Lake Street (and wrapping around the corners on North and South Blvd as appropriate) along the commercial frontage and potentially includes tree removals, street & pedestrian lighting replacement, full sidewalk replacement with decorative materials, landscaping with curbed planters, tree pits, plaza areas, irrigation, specialty items, decorative lighting elements, furniture, signage replacement, decorative roadway pavements, enhancements to Hunter Court alley north of North Blvd east and west of Lake Street, and installation of wayfinding signage.

Scope of Services

In general the scope of services for this work includes the Consultant providing phase I & II design engineering services meeting IDOT requirements for a federally funded resurfacing project; providing ph I&II design engineering services for a separate locally funded water and sewer project, and providing phase 1 conceptual designs and costs for a locally funded Streetscape Project on Oak Park Avenue as described in the project background portion of the RFP.

The Village is requesting the Consultant complete the preliminary design including renderings and cost estimates for the Streetscape Project which will be presented to the Village Board for approval. Pending Board approval of the scope and costs of the Streetscape Project, the Village may request a proposal for the Phase 2 design of Streetscape Project. It is the intention of the Village to award all design phases to one consultant, however, the Village reserves the right to issue a RFQ or RFP for an upcoming phase if desired.

The following additional items shall also be included in the scope of work.

Southtown Business District (Lexington to Van Buren)

Consultant shall work with the Village to determine if any minor streetscaping improvements should be considered in the Southtown district for repairs/modifications to tree grates, brick repair/replacement, restoration following utility work, etc. The scope includes bump outs at the Van Buren intersection and any coordination with the 801 S. Oak Park Ave development which should be under construction starting in late 2019 or early 2020. The scope does not include street lighting replacement or complete streetscaping/sidewalk reconstruction.

Washington Blvd Intersection

Washington Blvd is an unmarked State Highway. The Consultant shall evaluate revising geometry to allow for east-west left turn lanes on Washington and changing geometry and parking restrictions on Oak Park Ave to allow for a fire truck turn easily make a westbound left turn onto Oak Park Ave. If geometric changes require obtaining ROW the Village will defer work for geometric changes to avoid risking delays to the project's schedule. Should geometric changes not require ROW acquisition, the Consultant shall prepare an IDS for the changes and include signal modernization in the scope. The Consultant shall identify approximate hours and costs for IDS and signal modernization work in the proposal should the work not be included in the design.

Randolph Street Intersection

The consultant shall collect traffic data, observe conditions, and review accident history at the Randolph intersection to determine if any geometric changes should be considered in the design to address any safety issues, reduce through traffic on Randolph across the intersection, and/or improve clarity of allowed maneuvers to drivers.

Geotechnical and Pavement Investigation

The consultant shall obtain geotechnical soil borings for areas of proposed water and sewer improvements and in the Streetscape limits to provide information in the contract plans for existing soil conditions and to determine foundation requirements for lighting, any signal work, and for pavement reconstruction information. The Consultant shall obtain 3 geotechnical soil borings per north-south block of proposed water and sewer work and 3 per north-south block in the streetscape area to a depth of 13 feet. Soil boring shall also obtain pH results and all borings in pavement areas shall include pavement thicknesses of various layers and identify pavement cross-section. Geotechnical soil boring locations shall be surveyed by the Consultant so they can be shown on plans and mapped on GIS by the Village.

The Consultant shall obtain pavement core samples to determine the thickness and composition of the existing pavement on Oak Park Ave. The consultant shall obtain 6

pavement cores per block plus 4 under the viaduct of the Streetscape project (22 total), 3 per block of water and sewer improvements (24 total), and 3 per two block segment in resurfacing areas (21 total) for a total of 67 total.

Pavement cores shall be full depth pavement cores extending down into existing subgrade soils. Pavement cores shall be backfilled and pavements patched with concrete. The consultant shall provide visual information of the subgrade for all pavement cores in regards to soil type (clay, sand, silty sand) and any other information regarding how well consolidated or compacted they may be which can be determined purely from visual inspection.

The consultant shall provide traffic control according MUTCD and applicable IDOT standards as well as closing any needed parking spaces and posting "No Parking" signs supplied by the Village with dates and times for the restrictions clearly indicated.

Pavement core locations shall be reviewed and approved by the Village prior to performing work. Pavement cores shall be located either by surveying or using GPS based survey equipment using State Plan coordinate system or a total station using the project's survey control points to establish basis of survey.

Environmental Studies (PESA and PSI)

Prepare PESA for entire project length meeting IDOT requirements. The consultant, or sub-consultant, preparing the PESA shall: include a city directory search and Sanborn maps as part of its Historical Use Review; supply a pdf file of the PESA and 1 bound hard copy to the Village; provide a separate pdf and hardcopies of an executive summary of the PESA which contains a summary of risk findings; shall submit a GIS shapefile and pdf printout showing impacted properties within one block of the project location with known Recognized Environmental Concerns (REC) color coded based on level of risk associated with the REC (use tax parcel shapefile for highlighting properties); and shall supply DVD or flash drive with pdf files of environmental documents obtained through FOIAs, IEPA, and EPA searches, etc., organized in folders by street address.

The Consultant shall review the results of the PESA and develop the scope of a PSI for the projects. The PSI work will be contracted separately by the Village of Oak Park. The Consultant shall be responsible for coordinating the PSI work and incorporating the results of the PSI into the final contract plans and special provisions.

Topographic Survey

The Village has a topographic survey prepared for the Oak Park Avenue corridor by V3 Companies (included in reference materials). The Consultant shall complete any missing segments of the survey for project limits on the Hunter Court alley to its intersection with the north-south alleys east and west of Oak Park Ave, portions of South Blvd west of Oak Park Ave to approximately 811 South Blvd at west end of commercial district,

portions of South Blvd east of Oak Park Ave to approximately 150 feet east of Oak Park Ave, the Madison intersection for any changes as a result of the current Madison Street Resurfacing project and proposed streetscape project (planned for construction in 2020), sidewalk vaults from GPR survey, pavement coring, and soil boring locations. The Consultant shall also create CAD files showing ROW lines, approximate location of individual property lines in the Water and Sewer Project and Streetscape Project plans, and addresses with business names. A flash drive will be provided by the Village to the selected Consultant containing photos of all of the manholes inspected with the topographic survey.

Vaulted Sidewalks and GPR survey

The Village has known sidewalk vaults at the following locations based on previous inspection efforts (104 N Oak Park Ave on Hunter Court, 115 N Oak Park Ave on Hunter Court, 136 N Oak Park Ave for entire Oak Park frontage, and 141 N Oak Park Ave for two vaulted spaces). The Consultant shall utilize ground penetrating radar (GPR) to scan the entire sidewalk areas in the commercial frontages in the Streetscape Project. The GPR survey shall substantially conform to the GPR vault survey done for Lake Street and according to specifications included in the Ground Penetrating Radar Systems' proposal which are included in the reference materials. The consultant shall Limits of sidewalk vaults shall be surveyed and shown on plans. Requests for information regarding vaulted spaces shall also be requested via mailings from property owners in the Streetscape Project limits.

The Consultant shall obtain access to any vaults known or identified in the GPR survey or mailings. The Consultant shall make detailed inspections, identify dimensions and construction types of vaults and identify any utilities, potential asbestos (not a full ACM survey), or other issues in vaults which may complicate work for filling or replacing roofs. The Consultant shall develop conceptual plans to fill, repair, or replace roofs of vaults in order to replace sidewalk areas. The Consultant shall identify preliminary cost estimates for associated vault work.

Forestry Coordination

The Consultant shall work with the Village Forester to evaluate the trees along the project in the Streetscape area and trees impacted by water and sewer work to determine which trees may be removed, need to be saved, and locations for proposed trees.

Private Water and Sewer Services in Streetscape Area

The Consultant shall obtain access to each commercial property in Streetscape area with planned water or sewer work to determine location and sizes of water and sewer services serving properties. The Consultant shall prepare photo records of inspections and show locations of services entering buildings on the plans.

Union Pacific and CTA Coordination

The proposed scope includes lowering the roadway under the UP viaduct to the maximum extent practical without impacting properties on the south side of South Blvd or the north side of North Blvd (i.e. changing doorway elevations). Ideally the roadway can be lowered to accommodate typical rental truck heights which often hit the bridge and damage the decorative lighting. The Consultant shall coordinate any work with CTA for impacts to the CTA Green Line station and with Union Pacific for any impacts to their structure. If the roadway cannot be lowered to achieve the desired goal, then the Consultant shall evaluate modifications to the decorative LED lighting (possibly down lighting) the decorative lettering to minimize damages when vehicles do impact the decorative lighting and signage.

Public Input, Meetings, and Website

The Consultant shall assume that a high number of meetings will be required during the design of this project and the development of a project website.

For the Resurfacing Project at the minimum the Consultant shall assume typical public input process for the federally funded Resurfacing Project per IDOT requirements (open house and Board presentation). The Consultant shall organize and attend any IDOT meetings required for phase 1 and 2 kickoff meetings, FHWA meetings, etc. The Consultant shall include hours and costs for organizing and leading 2-3 meetings with the Southtown district (does not have an organized business district structure) and representatives of the Roosevelt Road, Madison Street, and North Avenue Districts to inform the districts regarding the work (including water & sewer work), gather input, and present anticipated final project scope and schedule.

For the Streetscape Project the Consultant shall assume hours and costs for organizing and leading meetings with a potential stakeholder group comprised of local businesses, property owners, and staff. Estimated hours and costs for working with a stakeholder group shall be shown separately in the proposal in case the Village does not create a stakeholder group for this project. The Consultant shall assume roughly 6-8 stakeholder meetings, typically in the mornings, to gather input on the various streetscaping design components to determine a final recommended design concept. The Consultant shall assume at least 2-3 Village Board meetings to present the recommended scope of the projects. The Consultant shall gather public input regarding the potential streetscape project via two public open houses and the project website. The Consultant shall also organize two meetings (probably open house style) with business owners in the Hemingway District to present the conceptual project and gather their input, and present final recommended project concepts and schedule.

The Consultant shall brand the project and develop a project website. The website would be used initially to advertise about the future project, gather public input, and

provide project updates. The website should be capable of evolving into a construction website providing information regarding parking locations during construction, linking to business districts' pages, providing updates, etc. in order to minimize impacts to businesses during construction.

Proposal Submittal

Each consultant submitting a proposal is asked to consider the items as outlined in the Scope of Services listed above.

The following classifications shown are those which the Village assumes are standard for most Civil Engineering firms working on projects of this type. An Hourly Rate Schedule should be submitted for each year of the proposed contract starting with 2019.

Section III. Compensation Schedule

Please complete all forms and submit the information requested on the following pages and submit three (3) hard copies of the compensation schedule in a sealed envelope titled "Professional Engineering Services Compensation Schedule Professional Engineering Services for Design Engineering (Phase I & II) for the Oak Park Avenue Resurfacing, Utility, and Streetscape Projects."

Note: the fee schedule should follow the cost plus fixed fee format in accordance with IDOT standards for consultant services.

The Consultant shall identify the approximate cost of for each project (Resurfacing, Water & Sewer, and Streetscape).

Additional Note: Also please attach hourly rate schedule for various classifications in your organization. These rates will be used for performing other engineering work which may be requested outside the scope of services.

Section IV. Proposal Evaluation

Proposals will be evaluated by Village staff. Evaluation will be based on criteria outlined herein which may be weighted by the Village in a manner it deems appropriate. All proposals will be evaluated using the same criteria and weighting. The criteria used will be:

- A. Responsiveness to RFP
The Village will consider all the material submitted to determine whether the Consultant's offering is in compliance with this RFP.
- B. Ability to Perform Current and Projected Required Services
The Village will consider all the material submitted by each Consultant, and other relevant material it may otherwise obtain, to determine whether the proposer is capable of and has a history of successfully completing agreements of this type.
- C. Experience and Relevant Knowledge
The Village will assess the experience and relevant knowledge of the proposed dedicated team of personnel.
- D. References
The Village may contact references directly to inquire about the quality and type of services currently being provided to other customers.
- E. Cost Proposal
The Village will select consultants to be interviewed based on their qualifications. Cost proposals for firms selected for interviews will be reviewed prior to interviews to evaluate aggregate services based on the overall cost effective approach and to ensure adequate hours are included to perform the scope of services included in the Consultant's proposal.
- F. Interviews
The Village may, at its sole option, conduct interviews and/or site visits as part of the final selection process.



RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: _____

State of _____)

County of _____)

TYPE NAME OF SIGNEE

being first duly sworn on oath deposes and says that the Respondent on the above proposal is organized as indicated below and that all statements herein made on behalf of such Respondent and that this deponent is authorized to make them, and also deposes and says that he has examined and carefully prepared their bid proposal from the Contract Exhibits and Specifications and has checked the same in detail before submitting this proposal or bid; that the statements contained herein are true and correct.

Signature of Respondent authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Respondent shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated _____

Organization Name

(Seal - If Corporation)

By _____

Authorized Signature

Address

Telephone

Subscribed and sworn to before me this _____ day of _____, 2019.

In the state of _____. _____
Notary Public

My Commission Expires: _____

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Respondent is a corporation, which operates under the legal name of

and is organized and existing under the laws of the State of

_____.

The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

The corporation does have a corporate seal. (In the event that this bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Name, signature, and addresses of all Partner

The partnership does business under the legal name of

_____ which name is registered with the office of
_____ in the county of _____
in the state of _____.

(c) Sole Proprietor

The Respondent is a Sole Proprietor whose full name is _____.

If the Respondent is operating under a trade name said trade name is
_____ which name is registered with the office of
_____ in the county of _____ in the state of
_____.

Signed _____

Sole Proprietor



Attachment I.

RESPONDENT CERTIFICATION

_____, as part of its bid on a contract for
(name of Respondent)

Professional Engineering Services for Design Engineering (Phase I & II) for the Oak Park Avenue Resurfacing, Utility, and Streetscape Projects to the Village of Oak Park, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Bidding Requirements".

By: _____
(Authorized Agent of Respondent)

Subscribed and sworn to
before me this ____ day
of _____, 2019

(Notary Public)



Attachment II.

TAX COMPLIANCE AFFIDAVIT

_____, being first duly sworn, deposes and says:

that he/she is _____ of
(partner, officer, owner, etc.)

_____.
(bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:

Its:

(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this _____ day of _____, 2019.

Notary Public's Signature

- Notary Public Seal -

Minority Business and Women Business Enterprises Requirements

The Village of Oak Park in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of bidders and subConsultants in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your proposal.



Attachment III.

ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

The Consultant is a corporation, legally named _____ and is organized and existing in good standing under the laws of the State of _____. The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

Registered Agent Name and Address: _____

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The Consultant is a Sole Proprietor. If the Consultant does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Consultant is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Consultant is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

Signature

Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a

description of the affiliation: _____

Signature of Owner



Attachment IV. **Compliance Affidavit**

I, _____ being first duly sworn on oath depose and state as follows:

(Print Name)

1. I am the (title) _____ of the Proposing Firm ("Firm") and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Proposals and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option.
5. Neither the Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Firm nor its affiliates is barred from agreement with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Firm under the agreement in a civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the Consultant is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702.

¹ Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

Signature:_____ Printed Name_____

Name of Business:_____ Your Title: _____

Business Address:_____

(Number, Street, Suite #)

(City, State & Zip)

Telephone:_____ Fax: _____ Web Address: _____

Subscribed to and sworn before me this _____ day of _____, 2019.

Notary Public

M/W/DBE STATUS AND EEO REPORT

1. Consultant Name: _____

2. Check here if your firm is:

- ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- ☐ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- ☐ None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

_____ Number of full-time employees

_____ Number of part-time employees

4. Similar information will be requested of all subConsultants working on this agreement. Forms will be furnished to the lowest responsible Consultant with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: _____

Date: _____

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Purchasing Department at 708-358-5473.

An EEO-1 Report may be submitted in lieu of this report

Consultant Name _____

Total Employees _____

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal will be disqualify you from consideration.

_____, being first duly sworn, deposes and says that he/she is the _____

(Name of Person Making Affidavit)

(Title or Officer)

of _____ and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this _____ day of _____, 2019.

(Signature)

(Date)



Attachment V. No Proposal Explanation

If your firm does not wish to submit a proposal, please provide us with Attachment V and include in the space below any comments you may have concerning this proposal or any related factors that prevented you from submitting a response.

Project Name: Professional Engineering Services for Design Engineering (Phase I & II) for
the Oak Park Avenue Resurfacing, Utility, and Streetscape Projects

Date Issued: June 12, 2019

Comments:

ADDENDUM NO.1

June 25, 2019

RFP for Professional Engineering Services for
for Design Engineering (Phases I & II) for the
Oak Park Avenue Resurfacing, Utility, and Streetscape Projects

This addendum forms a part of the Request for Proposal (RFP) Documents and amends the original documents dated June 12, 2019. The addendum is being issued to provide clarifications and responses to questions asked by various Consultants via email and at the pre-proposal meeting. Where any part of the proposal documents are amended the unaltered provisions are to remain in effect.

Tentative Schedule

Revise Section Q of the RFP for Tentative Schedule to correct the construction schedule for the Streetscape Project to 2022.

Construction Streetscape Project

Spring 2022-Nov 2022

Reference Materials

1. GPR Survey which was done for Lake Street can be found in dropbox folder in the following link:
<https://www.dropbox.com/sh/2k0ihswxmd93aj/AACzw7G6uP8rbUmNY7tGZkJ5a?dl=0>
2. Existing Plans for the Oak Park Avenue Viaduct can be found in the dropbox folder here:
https://www.dropbox.com/sh/7ejdk89vnbxderh/AACfMUTokfX355WEN_-Lt2WMa?dl=0

Scope of Services

Washington Blvd Intersection

The scope of services for this intersection shall be revised as follows:

The Consultant shall evaluate revising parking restrictions, pavement markings, and minor geometric changes which would not require an IDS to accommodate a fire truck turning from westbound Washington Blvd to southbound Oak Park Ave. The Consultant shall not include costs or hours to evaluate left turn bays on Washington, or to prepare an IDS for this intersection, or for signal modernization in their proposal.

Proposal Submittal

On Page 18 of the RFP in the Proposal Submittal section it states “The following classifications shown are those which...” but does not list classifications. Please use the classifications and abbreviations below and include a description of any other classifications listed for hourly rates which you include in the proposal. The following abbreviations shown are examples of position classifications:

RE - Resident Engineer
CE - Civil Engineer
T - Technician
S - Secretary