



## VILLAGE OF BENSENVILLE

Contract Document Number  
Capital Projects # 12.1.02 & 12.2.03

Green Street (LAPP) Roadway Improvements (*Center St to Eastern  
Village Limits*)  
&  
York Rd (*Green St to Roosevelt Rd*)-Green St (*Center St to May St*)  
Watermain Improvements  
Resident Engineering

**Proposals Due:**

**3:00 P.M., December 28, 2012**

Public Works Building

717 E. Jefferson Street, Bensenville

December 13, 2012

Obtain information from and submit proposals to:

Joseph M. Caracci, P.E.  
Director of Public Works  
Village of Bensenville  
717 E. Jefferson Street  
Bensenville, Illinois 60106  
(630) 350-3435

Note: This cover sheet is an integral part of the contract documents and is, as are all of the following documents, part of the contract executed between the Village of Bensenville and any successful firm.

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December 13, 2012

Dear Consultant:

The Village of Bensenville Public Works Department will accept sealed proposals until 3:00 P.M., December 28, 2012 for the GREEN STREET (LAPP) ROADWAY IMPROVEMENTS & YORK RD- GREEN ST WATERMAIN IMPROVEMENTS – RESIDENT ENGINEERING.

Included as part of this document are special provisions for professional services. Take note of the necessary signatures, various submission requirements and proposal criteria for this submittal. Please submit one original and four copies of your proposal. The Village would also appreciate one electronic version of your proposal on CD/DVD/FLASH DRIVE.

*In an attempt to expedite the selection process, we ask that a separate sealed envelope be submitted as part of this package that includes work effort and fee anticipated for the project based on your submitted understanding and scope for the project. This envelope will be returned (unopened) in the event your firm is not selected as the Most Qualified Firm (MQF).*

This request is being sent to selected firms short-listed for Resident Engineering. You have the option of submitting. Choosing to decline work will not be viewed nor interpreted negatively. Firms so declining shall remain eligible for future short-list project work.

The Village of Bensenville reserves the right to reject any or all proposals, to waive any and all technicalities or to accept the proposal deemed most advantageous to the Village of Bensenville.

We welcome your submittal.

Sincerely,

Village of Bensenville

*Joseph M. Caracci*

Joseph M. Caracci, P.E.  
Director of Public Works

**SPECIAL PROVISIONS  
AND  
REQUEST FOR PROPOSAL  
FOR  
GREEN STREET (LAPP) ROADWAY IMPROVEMENTS  
AND  
YORK RD – GREEN ST WATERMAIN IMPROVEMENTS  
RESIDENT ENGINEERING**

**INTRODUCTION**

The Village of Bensenville is seeking a professional firm to perform Resident Engineering Services, including but not limited to, construction lay-out, management, observation, inspection and construction schedule monitoring, to insure timely completion of, and quality in the constructed product, to measure in place quantities, to keep accurate quantity books and to prepare progress payouts, change orders and record drawings. The desired services are inclusive of providing all services necessary to document construction of the project. This project will require careful monitoring of construction progress. The Resident Engineer must be familiar with Illinois Department of Transportation (IDOT) requirements for Documentation of Contract Quantities, pay estimates, change orders, material inspections, and ICORS. Previous Resident Engineering contracts on IDOT administered projects of similar size and scope will be highly valued as part of the evaluation process.

Green Street (LAPP) Roadway Improvements consist of including but not limited to grind and overlay of existing HMA pavement, limited C&G repairs, limited sidewalk repairs, structure adjustment, class D pavement patching, driveway R&R, and landscape restoration.

York Rd – Green St Watermain Improvements will consist of installing approximately 2,000 linear feet 12-inch ductile iron watermain under the existing roadway. A portion of the proposed watermain will be directionally drilled under the existing railroad tracks on York Road. Other key components include water service line replacement (1 ½” copper), pavement patching, fire hydrant installation, abandonment of existing watermain, and landscape restoration.

Entire project is designed by Baxter & Woodman of Crystal Lake. The project is scheduled to appear on the IDOT letting on March 8, 2013. The engineers estimate for construction cost is approximately \$2,500,000.

Funding for this project will come from a combination of sources including the Federal Surface Transportation Program, IDOT compensation, and local Capital and Utility funds. Experience in managing projects with multiple funding sources will also be highly valued as part of the evaluation process. The project will be administered through IDOT (LAPP Project) with considerable local participation (Water Main Project). Follow-up interviews or proof of experience with similar documentation may be requested as part of the evaluation process, if necessary.

This project will have a significant impact on the motoring public through the Village of Bensenville. Green Street and York Road are two of our busiest and highly travelled corridors in town. Coupled with anticipated IDOT construction at the York and Irving Park Road grade

separation (embankment and bridge work to begin in early 2013), traffic flow and management will be vital. Please include in your submittal your plans for addressing traffic flow and communication with the public. We expect our consulting engineer to play a significant role in assisting the contractor with assuring traffic flow through the construction corridor. Due to the significance of this project to the Village of Bensenville and the impact on the public, we are expecting each firm's "A" team on this project.

## **BACKGROUND**

Green Street Roadway Improvement Project will be entirely resurfaced from Center Street to eastern limits of the Village. This stretch is predominantly a 4-lane undivided roadway that stretches approximately 7,600 linear feet in length. The project is entirely surrounded by commercial and industrial properties. This portion of the project is funded by 70 percent federal and 30 percent local monies.

The York Rd- Green St watermain improvements are located along York Rd between Green St and Roosevelt Road as well as between Center St and May St along Green St. East of May St the watermain scope is limited to switching fire hydrants and services from the existing 8-inch watermain to existing 12-inch watermain. The intended purpose is to abandon the 8-inch watermain along Green St and switch all the connections over to the 12-inch. The Village is making an investment to upgrade and improve service and reliability of its entire water distribution system. This portion of the project will be financed through local funds established as part of our Capital Utility Fund.

## **CONSTRUCTION CONTRACT DOCUMENTS**

Plans and Specifications will be made available for download at the Village's official website ([www.bensenville.il.us](http://www.bensenville.il.us)) by following the links to "Departments" – "Public Works" – "Professional Services". The plans and specifications will be posted on the Village's website no later than December 18, 2012. ENGINEERS may also request an electronic copy from the Village or arrange for an upload to their FTP site (if available).

## **GENERAL SCOPE OF SERVICES**

The ENGINEER will perform or be responsible for the performance of the services listed in the "General Scope of Services" section in the Request for Qualifications for Resident Engineering Short-List in connection with this project. The ENGINEER shall furnish or cause to be furnished an appropriate number of qualified engineers, construction observers and technical personnel to perform the required services.

The ENGINEER should amplify, clarify or expand on the scope of services as appropriate and necessary for the proper performance and completion of the project.

## **PROVISIONS BY BENSENVILLE**

The VILLAGE will provide the following information and services to the ENGINEER:

1. Design reports, plans, specifications, and geotechnical investigations (if any).

2. Utility maps for water, sewer and street lighting.
3. Standard VILLAGE forms in paper and electronic formats.
4. Autocad drawing file(s) for producing record drawings.

### **PERIOD OF PERFORMANCE**

The duration of the work shall coincide with the Contractor's schedule. The majority of observation work should be completed prior to Winter 2013. Project close-out and completion of all required documentation in accordance with IDOT and Village is included and the work effort should reflect the appropriate time considerations to complete the documentation in a timely manner.

The ENGINEER shall provide sufficient staff to properly perform all of the required services in a timely manner, so as to not delay completion of the project.

### **SELECTION AND PROJECT SCHEDULE**

The selection process will entail multiple steps:

1. Issuance of the RFP by the VILLAGE.
2. Submittal of written proposals from the ENGINEER's. The submittal shall include the Engineer's Project Understanding, Scope of Work, Project Team and other pertinent information to enable the VILLAGE to determine the Most Qualified Firm (MQF) for this project. The ENGINEER shall provide a detailed and thorough analysis of the project and the scope of work to clearly demonstrate his understanding and insight into the project.
3. The VILLAGE's selection committee will review the proposals received and rank the firms in order to determine the MQF for this project.
4. The Village reserves the right to request additional information or conduct interviews of key personnel proposed on this project.
5. The selection committee will then open the sealed work effort and fee envelope (for the MFQ only) and review the work effort and fee proposal in conjunction with the Engineer's Project Understanding and Scope of Work, and will meet with the MQF to negotiate the scope of work, the work effort and the fee. If the VILLAGE and the ENGINEER come to agreement over the scope of work, the work effort and the fee, then the VILLAGE will prepare an engineering agreement between the VILLAGE and the ENGINEER for execution by the ENGINEER and VILLAGE. If the VILLAGE and the ENGINEER cannot come to agreement over the scope of work, the work effort and the fee, then the VILLAGE will proceed to negotiate with the second ranked firm.

#### ***Selection Schedule***

|   |                       |
|---|-----------------------|
| Request for Proposal Issued                 | 12/12/2012            |
| Proposals Due                               | 12/28/2012            |
| Selection Committee Evaluation              | 1/2/2013-<br>1/4/2013 |
| Recommendation to I&E Committee - Tentative | 1/15/2013             |

#### ***Project (Construction) Schedule***

|                         |          |
|-------------------------|----------|
| Project on IDOT letting | 3/8/2013 |
| Preconstruction Meeting | 04/2013  |
| Notice to Proceed       | 05/2013  |
| Substantial Completion  | 09/2013  |

|  |           |
|--|-----------|
| Recommendation to Board -<br>Tentative | 1/22/2013 |
|--|-----------|

|                                       |                                 |
|---------------------------------------|---------------------------------|
| Project Closeout &<br>Record Drawings | Not later<br>than<br>12/31/2013 |
|---------------------------------------|---------------------------------|

### **EVALUATION OF PROPOSALS**

The ENGINEER shall submit a written proposal which meets the requirements outlined herein. All proposals that meet these requirements shall be evaluated based upon a scale of 1 to 10 in the following categories.

Determination of the Most Qualified Firm (MQF):

#### **A) Project Understanding**

Criteria: Is a clear understanding of the project stated and demonstrated throughout? Is the scope detailed and comprehensive? Is the scope consistent with the teaming and staffing levels? Are innovative techniques presented? Is the proposed schedule included? Has the ENGINEER included a detailed analysis of the project, its requirements and areas of concern?

#### **B) Scope of Work**

Criteria: Is the scope detailed and comprehensive? Is the scope consistent with the teaming and staffing levels? Are innovative techniques presented?

#### **C) Project Team**

Criteria: Is the project team appropriate for the type and size of the project? Is the resident engineer qualified to perform and manage all phases of the project? Has the resident engineer demonstrated ability in managing similar projects (scope and size)? Has the resident engineer performed similar projects for IDOT in the recent past? Does the support staff have extensive experience with related work? Is there an appropriate mix of professional and technical staff? Are all required disciplines identified for this scope of work? If sub-consultants are proposed, have they worked with the consultant before? Have all team members had similar experience regarding project scope and magnitude? Has the resident engineer / project team had experience managing projects funded through multiple funding sources from multiple jurisdictions? Will the proposed project team provide the best benefit to the citizens of the Village of Bensenville and our guests? Provide a chart indicating the lines of responsibility and communication.

| <b>Criteria</b>             | <b>Weight</b> |
|-----------------------------|---------------|
| Project Understanding       | 25            |
| Scope of Work               | 25            |
| Project Team                | 50            |
| <b>Total Maximum Points</b> | <b>1,000</b>  |

### **PROPOSAL FORMAT**

The name of the firm and the location of the office which will have responsibility for this project must be indicated along with the name, address and phone number of a contact person responsible for and knowledgeable of this proposal. Please also include identification of your

proposed project team that will be assigned to this project. **Inclusion of the latest resumes of the project team identifying experience of team members on similar projects (scope and size) is requested.**

Please provide a list of IDOT let construction projects that your firm has served as Resident Engineers in the past five (5) years. Included as part of this list provide brief description of scope, construction contract cost, resident engineering cost, and project team (including project manager and resident engineer) for each project. Please highlight the projects your proposed resident engineer played a significant role in.

Proposals shall be organized in the following manner.

- Introduction
- Project Understanding
- Scope of Work
- Proposed Schedule
- Project Team and Organization Chart
- Resumes of Proposed Project Team
- IDOT Project Experience
- Project Proposal Form

Submit one original and four copies of your proposal. The Village would also appreciate one electronic version of you proposal on CD/DVD/ZIP DRIVE.

*In an attempt to expedite the selection process, we ask that a separate sealed envelope be submitted as part of this package that includes work effort and fee anticipated for the project based on your submitted understanding and scope for the project. This envelope will be returned (unopened) in the event your firm is not selected as the Most Qualified Firm (MQF).*

Provide an hourly break-down for the project elements identified in your Project Understanding and Scope of Work. Your multiplier for this project must be indicated. Include a detailed listing of items which are not included in the multiplier which would be billed as reimbursable expenses. **The actual fee shall be negotiated based upon concurrence of the project scope and work effort.**

*Note: Forms included as part of appendix 1 and 2 need not be filled out and returned with your proposal. Only the MQF will need to fill out the forms at a later date.*

## VILLAGE OF BENSENVILLE SHORT-LIST PROJECT PROPOSAL FORM

We hereby agree to furnish to the VILLAGE, services as outlined in the accompanying proposal in accordance with provisions, instructions, and specifications of the VILLAGE. This form must be signed by an authorized agent of the ENGINEER. If the ENGINEER is a corporation, the corporate seal must be affixed.

The successful ENGINEER will be required to agree to sign the VILLAGE contract and appendices (sexual harassment policy, tax liability, and CDL testing). They are provided for the ENGINEER’S information in Appendices 1 and 2.

The proposal shall be binding for ninety (90) days following the proposal due date. My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth inn the Notice of Request for Proposals for GREEN STREET (LAPP) ROADWAY IMPROVEMENTS & YORK RD- GREEN ST WATERMAIN IMPROVEMENTS – RESIDENT ENGINEERING.

I/We certify that I/We am/are authorized to sign as an agent(s) of the firm:

*PLACE CORPORATE SEAL HERE*

By.....: \_\_\_\_\_

Print Name.....: \_\_\_\_\_

Position / Title.....: \_\_\_\_\_

Company Name.....: \_\_\_\_\_

Address Line 1.....: \_\_\_\_\_

Address Line 2.....: \_\_\_\_\_

Telephone.....: \_\_\_\_\_

## APPENDIX 1

### VILLAGE OF BENSENVILLE CONTRACT (Sample Form)

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, between and shall be binding upon the VILLAGE of Bensenville, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and \_\_\_\_\_ hereinafter referred to as the "ENGINEER" and its successors.

Witnessed, that in consideration of the mutual promises of the parties delineated in the contract documents, the ENGINEER agrees to perform the services and the VILLAGE agrees to pay for the following services as set forth in the contract documents:

(The description of services is stated here)

1. This contract shall embrace and include all of the applicable contract documents listed below as if attached hereto or repeated herein:
  - a. GREEN STREET (LAPP) ROADWAY IMPROVEMENTS & YORK RD- GREEN ST WATERMAIN IMPROVEMENTS – RESIDENT ENGINEERING Request for Proposal consisting of the following:
    - i) Cover Sheet
    - ii) Table of Contents
    - iii) General Provisions
    - iv) Special Provisions
  - b. VILLAGE’S Request for Qualifications for Short-List for Engineering Services Dated December 14, 2012
  - c. ENGINEER’S Statement of Qualifications Dated (insert date)
  - d. ENGINEER’S Proposal Dated \_\_\_\_\_
  - e. ENGINEER’S Work Effort and Fee submittal Dated \_\_\_\_\_
  - f. Minutes of Scope & Fee Negotiation Meeting and associated revised Scope of Work, Work Effort and Fee Dated \_\_\_\_\_
  - g. Required Certificates and Signatures and Certificate of Insurance

- 2. The VILLAGE agrees to pay, and the ENGINEER agrees to accept as full payment for the services which are the subject matter of this contract in accordance with the General Provisions.
- 3. This Contract represents the entire agreement between the parties and may not be modified without the written approval of both parties.

IN WITNESS WHEREOF, the Village of Bensenville, Illinois by Frank Soto, Village President, and the ENGINEER have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

If an individual or partnership, all individual names of each partner shall be signed or if a corporation, an officer duly authorized shall sign here:

\_\_\_\_\_  
Print Company Name

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Individual or Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

\_\_\_\_\_  
By \_\_\_\_\_ Position/Title

\_\_\_\_\_  
By \_\_\_\_\_ Position/Title

THE VILLAGE OF BENSENVILLE, ILLINOIS

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Frank Soto, Village President

Attest: \_\_\_\_\_  
Corey Williamsen, Acting Village Clerk

**APPENDIX 2**

**VILLAGE OF BENSENVILLE  
ENGINEER'S CERTIFICATION  
(Sample Form)**

\_\_\_\_\_, having been first duly sworn depose and states as follows:  
(Officer or Owner of Company)

\_\_\_\_\_, having submitted a proposal for:  
(Name of Company)

GREEN STREET (LAPP) ROADWAY IMPROVEMENTS & YORK RD- GREEN ST WATERMAIN IMPROVEMENTS – RESIDENT ENGINEERING to the Village of Bensenville, hereby certifies that said ENGINEER:

- 1. has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A) (4).
- 2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:
  - a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the approve Revenue Act; or
  - b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.
- 3. is in full compliance with the Federal Highway Administration Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382 and that

\_\_\_\_\_  
(Name of employee/driver or "all employee drivers")

is/are currently participating in a drug and alcohol testing program pursuant to the aforementioned rules.

By: \_\_\_\_\_  
Officer or Owner of Company named above

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public