



REQUEST FOR PROPOSALS
SEEKING PROFESSIONAL ENGINEERING SERVICES FOR
THE VILLAGE OF HOMER GLEN
AS-NEEDED CIVIL ENGINEERING SERVICES

Proposals are due by 3:00 pm on Tuesday, July 25th, 2023.

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Contents

Section I:	Project Background
Section II:	Community Profile
Section III:	Scope of Required Services
Section IV:	Proposal Requirements
Section V:	Deliverables
Section VI:	Evaluation and Selection Process
Section VII:	Additional Terms of Qualifications
Section VIII:	Contract
Section IX:	Notice
Appendix A:	Certifications and Assurances
Appendix B:	Non-Collusion Certificate

Village of Homer Glen, Illinois

Request For Proposals As-Needed Civil Engineering Services

Section I: Project Background

The Village of Homer Glen (Village) is soliciting proposals for as-need civil engineering services to support the Village's Staff. Proposals received from interested consultants and firms will be evaluated for the professional qualifications, experience, and competence deemed necessary for the satisfactory completion of proposed services or work. The Village may contract with multiple firms, if qualified, to provide the Village with the civil engineering services described in the Request for Proposals (RFP). The Village's objective with this RFP is to enter into one or more three (3) year on-call, as-needed contract(s) with consultants(s) or firm(s). Please review the RFP prior to submitting a proposal.

All qualified consultants and firms interested in providing the services and work described in the RFP are invited to submit a proposal. To be considered, proposals must be submitted by **July 25th, 2023** prior to **3:00 PM (Submission Deadline)** to the Village Development Services Department. Refer to the RFP for submission requirements and submittal location.

Section II: Community Profile

Homer Glen, Illinois, is a home-rule community of 24,220 residents located in northeastern Will County, approximately 25 miles from downtown Chicago. The Village was incorporated on April 17, 2001 and is home to a unique blend of open space, residential developments and vibrant commercial corridors. Homer Glen is one of the largest municipalities by land-area in Will County, encompassing over 22 square miles, with the opportunity to grow to 25 square miles. The Village is governed by a Mayor and six (6) Trustees with a staff of local government professionals.

Homer Glen is home to many local and national businesses, many of which are located on the east-west commercial corridors of 143rd Street and 159th Street and the north-south corridor of Bell Road. Will County plans to invest over \$100 million in roadway improvements to widen the 143rd Street and Bell Road commercial corridors to four lanes over the next decade and has started the widening of the Bell Road corridor this year.

The Village is unique in that it has taken the approach of contracting with public and private entities to provide many municipal services. Police services are provided through a contract with the Will County Sheriff's Department. Fire and Emergency Services are provided by four existing Fire Protection Districts. And finally, the majority of water and sanitary sewer services are provided by a private company.

Section III: Scope of Required Services

The consultant will be expected to provide a full range of engineering services and accept project management responsibility at all levels.

The selected civil engineering firm(s) will be required to prepare engineering studies, plans, specifications, design analyses, and construction cost estimates for a variety of projects. Construction management and oversight experience is also required. The tasks listed below are intended to describe the services to be provided by as-needed consultants. The services listed below are not all-inclusive, but rather represent those normally expected during the performance of the contract. Specifically, the selected consultants shall demonstrate capabilities in performing:

1. Review of engineering plans, specifications, calculations and other supporting documentation to verify compliance with current Village and Will County Code, Illinois Department of Transportation Standard Specifications for Road and Bridge Construction in Illinois and Standard Specifications for Water & Sewer Main Construction in Illinois.
2. Mapping, computer-aided drafting, and geographic information systems.
3. Preparation of exhibits, maps, diagrams and cost estimates.
4. Special studies for water/wastewater projects. Conduct feasibility studies, risk analysis, value engineering studies.
5. Construction engineering support services, including the review of contractor submittals, shop drawings, inspection reports, requests for information, change order requests and inspections & material testing.
6. Assistance with conducting preconstruction meetings/conference.
7. Survey, field staking, layout, on-site supervision of construction work, and preparing inspection reports.
8. Reviewing and approving all contractor requests for payment and submitting approved requests to the Village.
9. Review of engineering and/or architectural plans completed by other agencies and representation of the Village's interest with these other agencies.
10. Development of engineering plans, specifications, calculations and other supporting documentation for Village initiated projects.
11. Village Board, staff and resident advisory services, as needed.

Section IV: Proposal Requirements

Written proposals are to include a discussion of the consultant's approach to the as-needed service contract, a breakdown and explanation of project tasks, typical work type, a rate schedule, and documentation of firm and consultant qualifications. The proposal should be concise, well organized, and demonstrate the responders' qualifications and applicable experience. Responders will be evaluated based on the information submitted in accordance with Section VI. Proposals submitted in response to this RFP shall include:

1. Executive Summary – Include a brief overview describing the highlights of the proposal.
2. Company Information
 - a) Legal name and address of the company
 - b) Legal form of company (partnership, corporation, joint venture, etc.)
 - c) Name, title, address, telephone number, and email address of person to contact concerning the proposal.
3. Project Approach – Discuss overall approach to a typical as-needed project.
4. Project Organization and Key Personnel
 - a) Describe project organization, including identification and responsibilities of key personnel.
 - b) Indicate roles of prime and any/all sub-consultants.
 - c) Provide detailed discussion of the experiences of the Project Manager, and other key staff members that would be involved with performing as-needed services for the Village.
 - d) Provide resumes of the Project Manager and other key staff members who will work on this contract. The resume shall include relevant experience, proposed role, education, and any/all licenses. The resume for each individual shall not exceed two pages in length.
 - e) All work shall be performed under the supervision of a registered engineer licensed to practice in Illinois.
5. Experience
 - a) Provide a brief description of consultant's experience in completing similar consulting efforts.
6. Rate Schedule
 - a) Minimum Time Rate – List minimum time charged for service rendered.
 - b) Overtime Pay – List procedures used for applying overtime rate. Indicate your normal hours of work and overtime rate.
 - c) Holiday – List those holidays that your personnel do not conduct normal work hours.

- d) Travel Time – Provide a schedule of travel rate if different from the man-hour rates provided elsewhere in the proposal. Provide data regarding mileage rate in regards to travel time. Give the estimated travel time from your office to the Village of Homer Glen.
- e) Rate Schedule – Include rate schedule of professional staff and services. Service costs are to be provided on a per hourly basis. Base rates included shall be used throughout the base period of the contract (three years).

7. References

- a) Consultants shall include a list of names and phone numbers of five (5) clients for whom similar work has been performed.

Section V: Deliverables

The Village will only accept proposals in bound hard copy format and does not accept proposals submitted via fax, email, or other electronic means. Proposals are to be submitted in a sealed Package to:

Brett Westcott, Village Engineer
Village of Homer Glen
14240 W. 151st Street
Homer Glen, IL 60491
(708) 301-0632
bwestcott@homerglenil.org

With the following information on the outside of the envelope:

- Company Name
- RFP Title
- Due Date and Time

Package must include:

- One (1) Original Proposal, identified as “Original”
- Two (2) Copies of Proposal
- One Copy of Proposal on USB Drive – Include both original and public viewing versions, if applicable.

Section VI: Evaluation and Selection Process

All proposals submitted in response to this RFP will be evaluated by a committee of the Village, in accordance with the criteria described below. Consultant's proposals will be evaluated on the criteria listed below. These criteria will be the basis for review of the written proposals and determine the short-list of consultants for interviews (if required). Total scores will be tabulated, and the consultant with the proposal that is deemed to be the most advantageous to the Village will be selected. If the Village requests presentations by short-listed firms, committee members may revise their initial scores based upon additional information and clarification received in this phase. In preparing responses, firms should describe in great detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to proposal information to assist the Village in selecting the most qualified firm for this contract. Evaluation criteria that will be used are as follows, listed in order of relative importance:

1. Company and Personnel Qualifications
 - Qualifications and abilities of professional personnel
 - Experience on similar projects as a team
 - Commitment of key members to project
 - Firm's size, organizational structure and flexibility
 - Firms technical disciplines and capabilities of sub-consultants on team
 - References of company and personnel
2. Recent Experience with Similar Projects/Work
 - Firm's recent, relevant project history (Village, Other Communities, County, IDOT, etc.)
 - Demonstrated ability to control costs
 - Demonstrated ability to meet schedule
 - Demonstrated ability to do quality work
3. Approach to Scope of Work
 - Firm's demonstrated clear understanding of the project goals.
 - Aggressiveness of project schedule.
 - Has the firm formulated a successful approach to the project?
 - Where appropriate, are possible design alternatives suggested?
 - Where appropriate, has the firm exhibited sensitivity to public concerns?
4. Project Control
 - Cost Control.
 - Scheduling Method.
 - Quality Control.
5. Proximity to Project Location
 - Ability to respond to field conditions.
 - Team's work location relative to the project location.
6. Proposed Scope and Fee
 - Does the Scope of Work align with the identified scope and the Village's Goals?
 - Has the consultant identified innovative alternatives or well thought out additions to the scope?
 - Is the fee commensurate with the scale and type of work?

A presentation and/or demonstration may be requested by short-listed offerors prior to award. A presentation/demonstration may not be required, and therefore, complete information should be submitted with your proposal.

Section VII: Additional Terms of Qualifications

The following additional terms must be met in the firm's preparation of and the Village's consideration of each submittal.

1. Compliance with Laws:

- a. All services of any qualifying firm shall comply with all Federal and State of Illinois laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
- b. A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.
- c. A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code {720 ILCS 5/33E-3, 33E-4}. Furthermore, qualifying firms must submit a completed and signed Non-Collusion Certificate (Appendix B).
- d. A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act {30 ILCS 580/1, et. seq.}, and that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).
- e. A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.
- f. A qualifying firm shall submit a completed and signed Certifications and Assurances form (Appendix A).

2. Insurance and Indemnification:

- a. A qualifying firm shall provide evidence of insurance coverage.
- b. To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the Village, agree to indemnify and hold harmless the Village, its officers, employees, agents and volunteers from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the services to be provided; provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness,

disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly employed by the firm or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. A qualifying firm shall similarly agree to protect, indemnify and hold and save harmless the Village, its officers, employees, agents and volunteers against and from any and all claims, costs, causes, actions, and expenses, including but not limited to legal fees incurred by reason of such firm's breach of any of its obligations under, or default of, any provision of any contract entered with the Village for such services.

- c. Insurance Requirements
 - 1) Commercial General and Umbrella Liability Insurance (CGL):
 - A. \$1 million per occurrence
 - B. \$2 million aggregate
 - 2) Professional Liability Insurance
 - A. \$1 million per occurrence
 - B. \$1 million annual aggregate
 - 3) Auto Liability
 - A. \$1 million per occurrence Combined Single Limit or
 - B. \$1 million bodily injury per occurrence
 - C. \$500,000 property damage

All Certificates of Insurance shall include the Village of Homer Glen as additional named insured, as well as the Village's officers, agents, employees and volunteers.

- d. Worker's Compensation Insurance: Worker's compensation and employers' liability insurance shall be provided as statutorily required items.

Section VIII: Contract

The Village reserves the right to make an award without further discussion of the proposal submitted or to not make any award. The proposal must be submitted initially on the most favorable terms which the firm can propose. The firm shall enter into a written contract, which shall be submitted to the Corporate Authorities of the Village for approval. Final acceptance of the proposal shall only be complete under Corporate Authorities acceptance of a contract executed by the firm.

The Firm should be prepared to accept a contract resulting from this RFP. It is understood that the proposal will become a part of the official file on this matter, without obligation to the Village.

This RFP does not obligate the Village to contract for services specified herein.

Section IX: Notice

1. This RFP is not a contract or offer of employment.
2. The cost of preparation of proposals shall be the sole obligation of the respondent firm.
3. All submitted proposals, whether accepted or rejected, are the property of the Village of Homer Glen.
4. The firm(s) selected to perform the work must enter into a standard Village of Homer Glen contract, as written by the Village in consultation with the successful firm.

APPENDIX A CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the Village without further negotiation at any time within the 60-day period.
2. In preparing this proposal, I/we have not been assisted by any current or former employee of the Village whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
3. I understand that the Village will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the Village, and I/we claim no proprietary right to the ideas, writings, items, or samples.
4. I/we warrant that, in connection with this procurement:
 - a. The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
 - b. Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor
 - c. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Consultant _____
Signature _____
Title _____

Date _____

**APPENDIX B
NON-COLLUSION CERTIFICATE**

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

(Printed Name of Contractor)

Address

City State Zip Code

Signature of Authorized Representative

Title Date