

**REQUEST FOR QUALIFICATIONS (RFQ)
CIVIL AND ENVIRONMENTAL ENGINEERING SERVICES
Village of Antioch
Antioch, Illinois
October 22, 2021**

Introduction

Circa 1974, a nominal 900 foot reach of the “natural” channel of the Sequoit Creek immediately upstream (east) of Illinois State Route 83 (Main Street) in downtown Antioch was buried and placed in an approximate 102” metal culvert (CMP) to make way for commercial auto dealership development. Over time, the property surrounding the CMP has been vacated of commercial uses, and the buildings that once occupied the parcel and surrounding parcels have been removed, aside from remanent buried foundations. Beginning in 2016, the buried CMP began failing, due to corrosion along the spring line of the pipe, creating sink holes and a collapse of the CMP and material covering it. In 2019 it was discovered that the CMP had failed completely and was impairing the flow of the creek, presenting both a general hazard in the downtown district and a threat of flooding developed upstream properties. The Village has mitigated the potential for flooding by removing sections of the CMP and by removing material loading vertically over the CMP.

The Village of Antioch has identified the properties in this area as important to the vitality of the downtown district and has acquired the relevant parcels that are the subject of a redevelopment project. In 2021, after acquiring the remainder of the property in the project area, the Village engaged the Lakota Group, a planning and landscape architecture firm, to invoke a public input process to seek the community’s feedback as to the final use and redevelopment of the property. With the community input, the Lakota Group has produced detailed conceptual plans for the redevelopment of the subject property as an open space with an exposed or daylighted Sequoit Creek, with appropriate flood mitigation attributes and other programming and park features. The Deigan Group has also been retained to test and address any environmental concerns to allow the project to proceed through design and construction.

The Village of Antioch now wishes to engage a civil and environmental engineering design firm, experienced in projects of this nature, to join the design team to complete the final land use plan and provide engineering documents suitable for permitting, bidding and construction of the project.

Project Overview

The project will primarily consist of design engineering for streambank and channel restoration and stabilization for the daylighted creek reach. It is expected that the work will include streambank armoring and installation of seawall, while the naturalization of the channel may be practical in some instances. Treatment of existing underground and overhead utilities, installation of new utilities, hydraulic modeling, hardscape design, building placement and parking facilities will also be necessary components of the project.

Consultant Scope of Services

- Model existing and proposed site conditions using necessary hydraulic and hydrologic modeling techniques approved by applicable permitting agencies;
- Assist the design team with engineering support to complete the final land use plan;
- Prepare permit applications, engineering plans, and specifications as needed to procure all local, state, and federal permits and approvals;
- Perform site reconnaissance including topographic surveys, wetland delineations, utility surveys and review of existing watershed plans and floodplain studies;
- Prepare site restoration and riparian mitigation plans;
- Prepare civil engineering plans, specifications and studies;
- Prepare construction documents and assist the Village with the construction bidding process (addendums, plan and specification modifications);
- Supply to the Village a life cycle cost analysis and O&M, including anticipated component replacement schedules and associated estimated costs;
- Coordinate design and progress meetings with the project team and manage permit submittals;
- Prepare for and attend public information meetings;

Consultant Key Staffing

- At least one (1) Civil Engineer (must be Illinois Licensed Professional Engineer).
- At least one (1) Environmental Scientist or Biologist with experience in wetland and riverine system design including wetland delineation, wetland/riparian mitigation design of similar scope. This work may be completed by prime or sub-consultant.
- At least one (1) Professional Land Surveyor (must be an Illinois Licensed Professional Land Surveyor). This work may be completed by prime or sub-consultant.
- Staff must have experience with permitting processes for various local and state agencies including: Lake County Stormwater Management, Army Corps of Engineers, Soil & Water Conservation District, Illinois Department of Natural Resources, Illinois Department of Transportation and any additional permits required for the project;
- Must demonstrate experience in design of similar projects.

Project Parameters

- Phase 1 of the project must be out to bid for commencement of construction in Summer 2022.
- As this time, the project is anticipated to be funded by State and Federal sources.
- Village staff will review all documents prior to bid.

Other items Consultants shall include in their statement of qualifications:

Provide an hourly rate sheet.

1. Identify all staff billing rates on the hourly rate sheet but highlight the staff members who would be doing the work for the Village.
2. Identify all anticipated direct and sub-consultant costs.

Term of Agreement

The selected consultant will be the Village's preferred vendor for the duration of the project with expected completion in 2023. The hourly rates submitted shall remain in effect for the entire duration of project unless agreed upon in writing by both parties. Upon request for additional services the Firm shall prepare a written proposal containing a time and materials not-to-exceed cost. The Village's expectation is all work shall be completed in an expedient manner.

Renewal of Agreement

The Owner reserves the right, but shall be under no obligation, to offer to renew the term of the agreement by one year periods for a maximum of three (3) additional years, if approved and accepted in writing by both the Consultant and the Village. The Village shall notify the Consultant of its desire to renew the agreement for an additional project year on or about sixty days prior to the expiration of this agreement or its renewals. The Consultant shall notify the Village of its desire to renew not later than 90 days prior to the expiration of the agreement or its renewals.

Payment Escalation

In the event this agreement is renewed/extended, the Consultant may raise the price for services to be performed under the extended agreement by giving written notice to the Village. The increase shall not exceed the annual average increase in the Chicago Consumer Price Index for all urban consumers (available through the Bureau of Labor Statistics 312-353-1880 or www.bls.gov) for the previous twelve-month period. Only one increase shall be allowed in any agreement extension period. Any request to increase fees or hourly rates must be made prior to execution of the renewal/extension contract. The Village may elect to rebid the service in the event of such notice but shall be obligated to rebid if a notice of price increase exceeds the Consumer Price Index for the Chicago Metropolitan Area.

Termination of Agreement

Notwithstanding any other rights of cancellation contained herein accruing either to the Consultant or to the Village, either party to this agreement shall have the right of cancellation, with or without cause, by serving notice on the other party, by certified mail, return receipt requested, of such intent to cancel this entire agreement at least sixty (60) days prior to any such proposed cancellation date, such cancellation to be without recourse except for any sums owing to either party at the time of cancellation.

The Consultant shall continue to faithfully perform all required work until the date of cancellation of the agreement.

Preparation of Proposals

All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected.

Clarifications & Requests for Information

Village reserves the right to make clarifications, corrections, or changes in this RFQ at any time prior to the time proposals are due.

Questions and requests for information must be submitted via email before 3 p.m. local time on November 12, 2021, to Jim Keim, Village Administrator, at jkeim@antioch.il.gov and ralcozer@antioch.il.gov. The Village will issue addendums and/or responses to RFI's to known respondents to the RFQ. It is the respondent's responsibility to notify the Village that it is planning to submit by contacting Rachel Alcozer at 847-395-1000 x 1303 or ralcozer@antioch.il.gov, and asking to be placed on the respondents list.

All proposals submitted must acknowledge receipt of any addenda issued by the Village.

Proposal Due-Date & Submittal Procedure

Please submit the following items in a single sealed envelope:

- Three (3) bound paper copies of the proposal
- One (1) CD or USB Flash Drive containing the proposal as a single PDF file

Please label the sealed envelope as follows:

Statement of Qualifications for Professional Engineering Services
CIVIL AND ENVIRONMENTAL ENGINEERING SERVICES
Consultant's full legal name

Sealed proposals will be received until 3:00 p.m. local time on November 12, 2021. Proposals shall be mailed or delivered to the Village Hall which is located at:

Village of Antioch
874 Main Street
Antioch Illinois 60002.
Attention: Jim Keim, Village Administrator

Proposals received after the time specified above will be returned unopened.

Evaluation of Proposals:

The submitted proposals will be reviewed/selected based upon factors in this RFQ and including the following:

- (1) Experience on similar projects with references (name, title, address, phone, e-mail & fax numbers) within the last three years only;
- (2) Firm Information 3 pages maximum (size, location, history, resources, etc.);
- (3) Qualifications (resumes) of personnel assigned to work on the project (project team), organizational chart, etc.; Resume projects shall clearly state what role the person had on the project
- (4) Ability to meet project deadlines (availability of staff to perform services);
- (5) Completeness of project approach (detailed scope of services/tasks, etc.);
- (6) Consultant ideas to improve the project scope. Any additional services/tasks not identified in this RFQ that the consultant believes will improve the project, reduce costs and time, etc.
- (7) The Village's prior experience working with the Proposer; and
- (8) The Firm's hourly rates and fee schedule

Follow-up discussions may be conducted with several firm(s) to resolve any questions, finalize the scope of work and agreement on final not-to-exceed costs as a means to recommend final selection to the Board of Trustees, if necessary.

Insurance

The successful Bidder will be required to furnish certificates and policies of insurance upon award of the Contract.

Freedom of Information Act

All information submitted to the Village in response to this Request for Proposals shall be deemed a public record and will be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140 et seq.) subsequent to the award of the contract. Proposers are advised that Section 7(1)(g) of that Act exempts the following from disclosure:

Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested.

Proposers desiring to have portions of their proposals considered exempt are advised to mark these portions accordingly. The Village of Antioch FOIA officer will identify any appropriate redactions prior to the release of records, which may or may not include marked portions of the submittal.

Withdrawal of Proposals

No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.

Rejection of Proposals

Proposals that are not prepared in accordance with these Instructions to Proposers may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Proposers.

Acceptance of Proposals

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Proposers. The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of Village and to the public based on the evaluation factors in this RFQ; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely upon, or anticipate, such waivers in submitting their proposal.

Consultant Services Contract:

Village will require a mutually agreed upon consultant services contract to be executed. You may submit a standard form of your service contract for review with the submittal.



LEGEND

- A** Pavilion / Stage
- B** Lawn Amphitheater
- C** Pergola with Seating
- D** Stepped Seating
- E** Water Feature / Splash Element
- F** Playground
- G** Shade Tree Bosque with Seating and Natural Play
- H** Bridge Overlook
- I** Overlook with Sculptural Seating
- J** Layered Plantings
- K** Concessions/Bathroom Building
- L** Gateway Plaza with Water Feature
- M** Diagonal Street Parking (25 Spaces)
- N** Seating Pocket with Movable Furniture
- O** Shade Trees, typ.
- P** Ornamental Trees, typ.
- Q** Open Lawn Space
- R** Benches
- S** Seat Walls
- T** Specialty Paving