



VILLAGE OF FRANKLIN PARK  
ENGINEERING

9500 W Belmont Avenue  
Franklin Park, Illinois 60131

T 847.671.8304  
F 847.671.6015  
[www.vofp.com](http://www.vofp.com)

September 25, 2014

Dear Prospective Engineering Consultant:

The Village of Franklin Park, Engineering Department, is seeking the services of an engineering firm to provide Design Engineering Services for the Reuter's Subdivision. The project is a feasibility study to repair and/or replace the aging public infrastructure within an existing residential subdivision.

If you are interested in working with the Village as a Professional Engineering firm, please provide your statement of qualifications and letter of interest by October 10, 2014. Submittals shall be addressed as follows:

Village of Franklin Park  
Engineering Department  
Attn: Shauna Urlacher, P.E., CFM  
9500 Belmont Avenue  
Franklin Park, IL 60131

Any questions, interpretations, or clarifications, shall be directed to Shauna Urlacher, Assistant Village Engineer, at [surlacher@vofp.com](mailto:surlacher@vofp.com). All questions shall be made in writing and received by the Village at least six (6) business days prior to the date set for receipt of qualifications. Answers to questions and any changes or clarifications to the RFQ will be available in writing and on the Village's website, five (5) business days prior to the date qualifications submittals will be received.

Sincerely,

Shauna Urlacher, P.E., CFM  
Assistant Village Engineer



VILLAGE OF FRANKLIN PARK  
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS

REUTER'S SUBDIVISION  
FEASIBILITY STUDY

DUE DATE:  
October 10, 2014 by 2:00 PM

Assistant Village Engineer  
Shauna Urlacher, P.E., CFM  
847.671.8304  
[surlacher@vofp.com](mailto:surlacher@vofp.com)

VILLAGE OF FRANKLIN PARK  
ENGINEERING DEPARTMENT  
REQUEST FOR QUALIFICATIONS (RFQ)  
AND LETTER OF INTEREST  
REUTERS SUBDIVISION FEASIBILITY STUDY

## **INTRODUCTION**

The Village of Franklin Park (Village) is requesting qualifications from professional engineering firms for a feasibility study of the Reuter's Subdivision. The Reuter Subdivision is single-family residential area located between Grand Avenue and Fullerton Avenue, immediately west of 25<sup>th</sup> Street (see the attached project location map). There are existing issues related to poor pavement quality, inadequate stormwater management, aging sewer lines, and undersized watermains.

## **SCOPE OF SERVICES**

- **Prepare a Model of the Existing Conditions** – there are no known hydrologic or hydraulic models of the existing storm sewer system in the area. The engineering firm shall use EPA-SWMM to analyze the area hydrology and hydraulics for the 2, 5, 10, 25, 50, and 100-year frequency storms.
- **Formulate Stormwater Management Alternatives and Prepare a Model of the Selected Alternatives** – Prepare conceptual plans for a range of alternatives, utilizing both green and gray infrastructure, to improve the stormwater management within the subdivision. Work with the Village staff to select two (2) preferred alternatives and prepare EPA-SWMM models of the chosen alternatives.
- **Pavement Evaluation** – Develop recommendations for pavement replacement, general road drainage, and assess the potential use of alternative pavement materials (such as roller compacted concrete). Soil borings, including cores through the pavement section, will be required.
- **Watermain Evaluation** – Review the watermain atlas, water pressure information, and break history within the project limits. Provide recommendations as to the construction method, watermain location, size of watermain, and locations of valves and hydrants.
- **Sewer System Evaluation** – Clean and televise the existing sewers. Review the sewer televising tapes and provide recommendations to either line the existing sewers, or replace them. Also, provide recommendations to handle any issues with private sewer services shown in the televising tapes (damaged, plugged, shared services, etc.).
- **Report Preparation** – Prepare a final report that documents the alternatives analyzed, summarizes the results of the study, provides recommendations, and includes a conceptual cost analysis of the proposed alternatives.

- **Coordination and Project Management** – At a minimum, the Village anticipates a project kick-off meeting, at least one on-site meeting, a meeting to discuss potential alternatives, and a meeting for the consultant to present their final recommendations.

### **INFORMATION PROVIDED BY THE VILLAGE**

The Village will provide the following information to the selected engineering firm:

- GIS files of the existing sewer (diameter and invert elevations);
- GIS files of the existing watermain (sizes and locations of mains, hydrants, and valves)
- Existing Property boundary / ROW information;
- Utility Asset Management Study (completed in April 2013)
- Hydrant flow data; and
- Available infrastructure maintenance records.

### **SUBMITTAL REQUIREMENTS**

Qualifications submittal shall not exceed 10 pages. Please do not include brochures, boilerplate filler, or general information that is not relevant to this project. Firms submitting Qualifications are advised to provide a clear and responsive approach to addressing all issues noted in this RFQ. The Qualifications shall include the following and be organized in the order in which they appear below:

- 1) Letter of Interest: Include the name of the firm and the location of the office, which will have responsibility for this project along with the name, address and phone number of a contact person responsible for and knowledgeable of the submittal.
- 2) Project Approach and Proposed Schedule: The consultant shall provide a detailed and thorough analysis of the project and clearly demonstrate their understanding and insight in the project. A project schedule shall be provided that considers the notice to proceed is provided on November 7, 2014.
- 3) Project Team: Names and qualifications of specific project staff who will be working on the project. Also, provide a brief description of relevant projects in which the staff has played a central role and an organizational chart clearly delineating individual responsibilities.
- 4) Similar Project Experience: A description of experience and expertise in providing engineering services on similar projects. This experience shall include green infrastructure, alternative pavement materials, and work within similar established residential neighborhoods.
- 5) Completed Work References: Provide three (3) municipal references, including current contact name and phone number where the Firm provides similar services.

Statement of Qualifications and Letter of Interest should be received in a sealed envelope no later than **2:00 PM** on October 10, 2014. Submittals shall include one original and three copies of the submittal. The Village would also appreciate one electronic PDF version of the submittal on CD/DVD/Flash Drive.

Please label the sealed envelope **"Statement of Qualifications and Letter of Interest for the Reuter's Subdivision Feasibility Study."**

## SELECTION PROCESS

The selection process will entail the following steps:

1. Issuance of the RFQ by the Village.
2. Submittal of written qualifications from the Consultant
3. The Village's selection committee will review the submittals received and rank the firms in order to determine the Most Qualified Firm (MQF).
4. The Village will then meet with the MQF and negotiate the scope of work, the work effort, project schedule, and fee. If the Village and the MQF cannot come to an agreement over the scope of work, the work effort, project schedule, and fee, then the Village will proceed to negotiate with the second ranked firm.

## EVALUATION OF SUBMITTALS

The consultant 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 Approach: Is a clear understanding of the project stated and demonstrated throughout? Has the consultant addressed all of the requested information? Has the consultant offered additional insight into the project based upon their experience? Have potential problems or concerns been identified? Does the consultant offer any unique expertise? Is the project schedule acceptable?
- B. Scope of Work: Is the scope detailed and comprehensive? Is the scope consistent with the teaming and staffing levels? Are innovative techniques presented?
- C. Green Infrastructure Experience: Does the project team shall have adequate experience with green infrastructure design? Is that experience within the last 5 years?
- D. Similar Projects: Has the consultant successfully completed similar projects for other clients in the past 5 years? Have the project team members worked on those projects? Was the client satisfied with the results of the work?
- E. Project Team: Is the project team appropriate for the type and size of the project? Is the project manager qualified to perform and manage all aspects of the project? Has the project manager demonstrated ability in managing similar projects (scope and size)? Is there an appropriate mix of professional and technical staff? Have all team members had similar experience within Cook County regarding project scope and magnitude? Do all members of the project team primarily work in an office located in close proximity to the project site? Is the team familiar with the applicable regulations?

The above criteria will be evaluated using the below matrix

Criteria	Weight		Score	Points
A. Project Understanding	20	x	10	200
B. Scope of Work	20	x	10	200
C. Green Infrastructure Experience	10	x	10	100
D. Similar Projects	20	x	10	200
E. Project Team	40	x	10	400
<b>Total Points</b>				<b>1100</b>