

**Notice is given that a Request for Qualifications (RFQ) is requested for furnishing professional engineering services for the following project for the City of North Chicago:**

City of North Chicago  
Section No. 19-00168-00-RS  
**Access to Transit Improvements**  
IL Route 137 (Buckley Road) at Lewis Avenue

**Phase II Design Engineering, and an option to perform Phase III construction engineering, in accordance with the Illinois Department of Transportation's Bureau of Local Roads & Streets Policies & Procedures, for Access to Transit Improvements at IL Route 137 and Lewis Avenue, City of North Chicago, Lake County.**

**The Phase II design and construction will include CMAQ federal funding through the RTA's Access to Transit program.**

Three (3) bound paper copies of the SOQ and one (1) electronic .pdf file on a flash drive shall be submitted to:

Mr. Bob Miller  
Interim Public Works Director  
North Chicago Public Works Department  
1850 Lewis Avenue  
North Chicago, IL 60064

Submitted SOQ documents shall be limited to 15 pages (single-sided print, and not including covers, dividers, or prequals). Minimum font size shall be 11 pt. The .pdf file shall not exceed 20 MB.

Questions concerning this posting should be submitted no later than April 18, 2024 and directed to:

Mr. Bob Miller – Interim Public Works Director  
Via E-mail: [BMiller@NorthChicago.org](mailto:BMiller@NorthChicago.org)

All questions received will be posted in an addendum on the City's website.

Do not contact any North Chicago staff expressing your firm's interest in the project. Failure to comply with this instruction may disqualify your firm for consideration.

**RFQ SUBMITTALS MUST BE RECEIVED PRIOR TO 3:00 P.M. LOCAL TIME, April 26, 2024. SUBMISSIONS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.**

## Project Description

The proposed improvement will provide safe access between the Captain James A. Lovell Federal Health Care Center Veterans Hospital and the PACE bus stops. The proposed pedestrian safety improvements include constructing a 7-foot sidewalk at the back of curb between the westbound PACE bus stop and shelter along the north side of IL Route 137 (Buckley Road), west of Lewis Avenue and the northwest corner of IL Route 137 (Buckley Road) and Lewis Avenue. Pedestrian signals and pushbuttons, ADA ramps, and crosswalks will be installed at all legs of the intersection. The northwest island will be reconstructed and extended to the edge of the southbound through lane to provide additional pedestrian refuge space in the island. The north leg pedestrian crosswalks will be 10-foot to match the LCDOT proposed Patriot Path width, to avoid future rework at the intersection.

Acquisition of temporary easements is anticipated to be required for the project, and the Phase II work shall include Right-of-Way Documents, Appraisals, Review Appraisal and Negotiation services.

### The RFQ submission shall consist of:

- A cover letter expressing the firm's interest in providing services for the project
- The applicable IDOT prequalifications held by the firm
- Summary of **key** personnel proposed to work on the project with resumes
- Description of similar projects completed with an emphasis on federally funded improvements
- Firm's understanding and approach to the project implementation, design elements, and unique challenges identified by the proposing firm.
- Availability of adequate personnel and resources to do the required work expeditiously
- Statement of overall qualifications for the firm
- Identify any proposed sub-consultants to be used as part of the work

**In accordance with the Local Government Professional Services Selection Act, the RFQ shall not include any information regarding compensation for services.** Upon completion of the review of the submittals, the City will enter into negotiations with the highest ranked firm. Fee negotiations will be based on an independent in-house estimate for the cost of engineering. If negotiations reach an impasse, the City shall terminate negotiations with that firm, and start negotiations with the next highest ranked firm.

Conflict of Interest – The City requires that consultants to submit a disclosure statement with their procedures. The City uses the *IDOT BDE DISC 2 Template* as their conflict of interest form.

Suspension and Debarment – The City shall require verification of suspension and debarment actions to ensure the eligibility of firms selected for projects. The City uses IDOT's CPO's website to verify suspensions and debarments.

The evaluation and selection process will be in accordance with the City's Qualifications Based Selection Procedure for Engineering and Professional Services – federal QBS. These policies and procedures meet the requirements of Chapter 5 of the IDOT Bureau of Local Roads and Streets Manual, 23 CFR 172 and the Brooks Act.

The City's Public Works Department will be responsible for the QBS policies and procedures and will handle management and administration of the contract and will coordinate with the Interim Director of Public Works for the final procurement for consultant services. Qualifications will be opened and evaluated in private, and all information will be kept confidential until a contract award is made.

The City shall require a minimum three (3) person selection committee. This committee will typically include the City Engineer, Interim Public Works Director and Superintendent of Public Works, but may be adjusted as necessary to include others such as Economic & Community Development staff, and other Public Works supervisors.

**No interviews will be conducted.**

A minimum of three firms will be selected as the most qualified from their RFQ submittal and will be ranked. The basis of quantitative evaluation for this project will be:

- Technical Approach (25%)
- Firm Experience (15%)
- Specialized Expertise (15%)
- Staff Capabilities (Prime/Sub) (25%)
- Work Load Capacity (10%)
- Past Performance (10%)