

The Elgin Township is seeking Letters of Interest and Statement of Qualifications from firms prequalified in "Special Services – Construction Inspection" for the State of Illinois to provide construction engineering services

Project Need – Elgin Township has secured funding for improvements to Coombs Road bridge over the Dakota, Minnesota & Eastern Railroad (DM&E). The project is to replace the existing deteriorated bridge superstructure and abutments. The Elgin Township is seeking Phase III construction engineering services for support during construction.

Project Components – The existing Coombs Road bridge superstructure will be removed and replaced with a new three-span superstructure consisting of steel wide flange beams with a reinforced concrete slab and concrete parapets. The existing substructure will be reused in place. The bridge will be 160.73' long back-back of the abutments with a 24-degree left-forward skew. The deck will be 36' wide out-out and have a clear roadway width of 32'-10" face-face of the parapets.

Improvements to the approach roadway will consist of a two-way 34' wide roadway consisting of 11' wide lanes and 6' wide shoulders. The shoulders will be paved with hot-mix asphalt. New traffic barrier terminals will extend from the parapets at each corner of the bridge. Guardrail will also be placed from station 111+44 to station 114+50 right to shield the steep slopes.

The proposed horizontal alignment will follow the existing horizontal alignment. The vertical alignment will be reconstructed to improve the sag curves to a 40-mph design speed and increase the clearance under the bridge to at least 23'-0" per IDOT policy and railroad requirements. This will raise the profile of the bridge deck about 2' above the existing condition. No modifications to the intersection with Highland Avenue are proposed.

The typical cross-section will have 1V:3H front slopes and back slopes transitioning to 1V:2H behind the guardrail. The proposed conditions drainage pattern will match the existing drainage pattern with overland flow to roadside ditches. See Attachment 2 for typical cross sections and Attachment 5 for the plan and profile sheet. The existing commercial entrances at 101+18, 102+08 and 102+75 right and the private entrance at 110+79 right will be reconstructed at the same locations.

The existing substructure elements within the railroad right-of-way, including the piers caps, abutment caps and concrete sloped walls will be improved as required to accommodate superstructure replacement.

The project will also include approach slabs, new bridge abutments, HMA pavement and shoulders, guardrail safety improvements, pavement marking, landscaping, and signage.

Plans and bid documents are available upon request.

Timeline – The project is anticipated to be let in spring of 2022 with a start of construction in summer of 2022. A delay due to material procurement is possible.

Expected Problems – Resident satisfaction and coordination with the railroad is an important factor for the Township. There are residents that have drives that are connected to Coombs Road. Ensuring that the residents are minimally inconvenienced throughout the project is important.

Project Budget - The estimated budget of the project between \$2 million and \$3 million.

Submittal - Submittals will be accepted until 4:00 pm on December 6, 2021. Proposals (Letters of Interest and Statement of Qualifications) shall be limited to four (4) pages total. All firms shall also submit one IDOT BDE DISC 2 TEMPLATE form per submittal. Submittals received after the deadline will not be considered.

Interested firm shall submit electronic copies of their proposal to:

Jason Krabbe
Township Highway Commissioner
Elgin Township
725 South McLean Boulevard
Elgin, IL 60123
Email - roaddistrict@elgintownship.com

No compensation will be allowed to firms for expense incurred for this proposal / selection process.

Selection Criteria – Proposals will be evaluated in accordance with the Elgin Township QBS Policy and Procedures. Criteria for selection for this project is as follows:

- Technical Approach (20%)
- Firm Experience (20%)
- Specialized Expertise (10%)
- Staff Capabilities (Prime/Sub) (20%)
- Past Performance (30%)

Selection - Depending on the proposals received, Elgin Township may select based on the written submittal or require interviews. Once a firm is selected, Elgin Township will enter into contract negotiations with the top ranked firm. If an agreement cannot be reached with the top ranked firm, Elgin Township will start negotiations with the next highest ranked firm.

Elgin Township receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as describe herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – Elgin Township QBS policy and procedures assigns responsibilities to the following Township Highway Commissioner within Elgin Township organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures - Elgin Township believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description - Elgin Township will use the following five items when developing the project description and may include additional items when unique circumstances exist.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any expected problems
 - Determine the total project budget.
4. Public Notice - Elgin Township will post an announcement on our website <https://elgintownship.com/elgin-township-highway-commissioner/> and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on our website.
5. Conflict of Interest - Elgin Township require consultants to submit a disclosure statement with their procedures. Elgin Township require the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment - Elgin Township will use of SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors - Elgin Township allows the following Township Highway Commissioner to set the evaluation factors for each project but must include a minimum of five criterion and stay within the established weighting range. The maximum of DBE and local presence combined will not be more that 10% on projects where federal funds are used.

Project specific evaluation factors will be included at a minimum in the Request for Proposals:

- Technical Approach (10 - 30%)
 - Firm Experience (10 - 30%)
 - Specialized Expertise (10 - 30%)
 - Staff Capabilities (Prime/Sub) (10 - 30%)
 - Past Performance (10 - 30%)
-

8. Selection - Elgin Township require a two-person selection committee. Typically, the selection committee members include Township Highway Commissioner and a Senior Road Maintenance Staff Member. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Township Highway Commissioner for each project. *Elgin Township* require each member of the selection committee to provide an independent score for each proposal using the form below prior to the selection committee meeting.

<i>Criteria</i>	<i>Weighting</i>	<i>Points</i>	<i>Firm 1</i>	<i>Firm 2 ...</i>	<i>Firm x</i>
<i>Criterion 1</i>					
<i>Criterion 2 ...</i>					
<i>Criterion x</i>					
<i>Total</i>	<i>100%</i>				

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within 10% of the minimum score, the Township Highway Commissioner may choose to expand the short list to include more than three firms.

9. Independent Estimate - Elgin Township will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation - Elgin Township require a two-person team to negotiate with firms. The team consists of Township Highway Commissioner and Senior Road Maintenance Staff Member. Members of the negotiation team may delegate this responsibility to staff members.
11. Acceptable Costs - Elgin Township requires the Township Highway Commissioner to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing - Elgin Township require the Township Highway Commissioner assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. Project Administration - Elgin Township require the assigned staff to monitor work on the project in accordance with the contract and to file reports with the Township Highway Commissioner. The Elgin Township procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in Elgin Township consultant information database. Elgin Township follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.
-