

## **SECTION I REQUEST FOR QUALIFICATIONS**

**NOTICE TO PROPOSERS:** A Request for Qualifications (RFQ) packet is available at the City Clerk's Office, City Hall, 6700 W. 26<sup>th</sup> Street, Berwyn, IL 60402, or at [https://www.berwyn-il.gov/sites/all/files/pdfs/Engineering/SOQ\\_Construction\\_Engineering\\_Services\\_2021.pdf](https://www.berwyn-il.gov/sites/all/files/pdfs/Engineering/SOQ_Construction_Engineering_Services_2021.pdf)

Sealed Statement of Qualifications [SOQ] will be received at the City Clerk's Office, until the time and date specified below, for:

### **PROFESSIONAL CONSTRUCTION ENGINEERING SERVICES – PHASE III ENGINEERING FOR THE DEPOT DISTRICT UTILITIES AND STREETScape IMPROVEMENTS**

**ADDRESS THE STATEMENT OF QUALIFICATIONS TO:** Attention of the City Clerk's Office, City Hall, 6700 W. 26<sup>th</sup> Street, Berwyn IL 60402, on or before the submittal date specified below. The SOQ shall be sealed and clearly marked on the front "**Engineering Statement of Qualifications for Construction Engineering Services**". **FAXED SOQs WILL NOT BE ACCEPTED.**

**THE STATEMENT OF QUALIFICATIONS IS DUE NO LATER THAN:** 10:00 a.m., on January 19, 2021. Proposers shall submit four (4) copies of their SOQ.

# The City of Berwyn



## A Century of Progress with Pride

6700 West 26<sup>th</sup> Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675  
[www.berwyn-il.gov](http://www.berwyn-il.gov)

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**THE STATEMENT OF QUALIFICATIONS IS DUE NO LATER THAN:** 10:00 a.m., on January 19, 2021. Proposers shall submit four (4) copies of their SOQ.

The City Project Team will review the Statement of Qualification Submittals per the City's Qualifications Based Selection (QBS) policy. The City will conduct interviews per its policy, anticipated to take place during the month of January 2021. A copy of the policy can be found on the City's website at <https://www.berwyn-il.gov/sites/all/files/pdfs/Engineering/QBSPolicy.pdf>

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the proposer. Similarly, the City is not responsible for, and will not open, any SOQ which are received later than the date and time stated above.

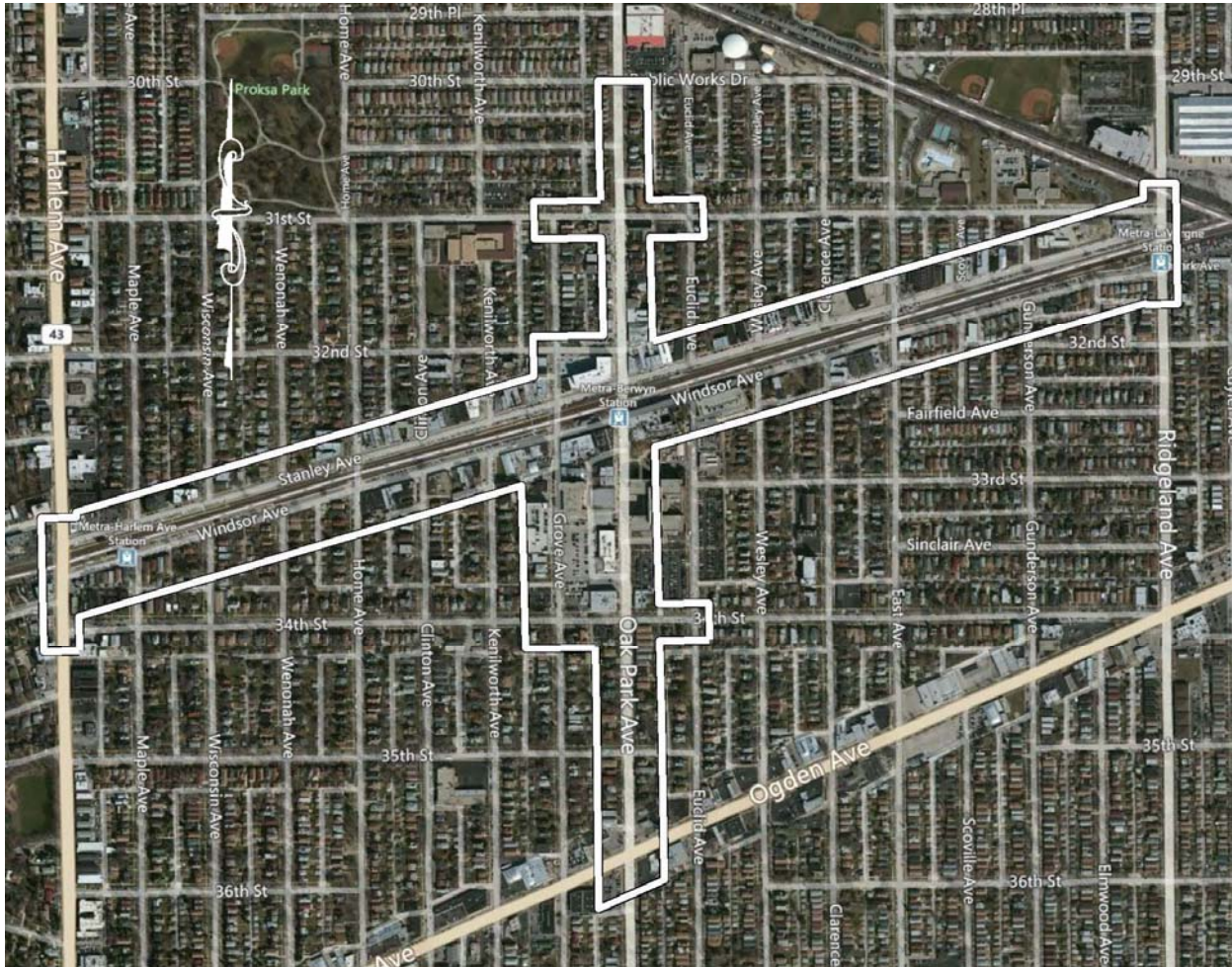
**QUESTIONS:** All questions and clarifications regarding this Request for Qualifications must be submitted no later than January 14, 2021 by e-mail only to the following City Representative:

Nicole Campbell  
Senior Engineer  
ncampbell@ci.berwyn.il.us

#### **INDEX:**

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## Project Location Map



The Depot District Improvements limits are as follows:

1. Stanley and Windsor Avenues from Harlem Avenue to Ridgeland Avenue
2. Oak Park Avenue from 30<sup>th</sup> Street to Ogden Avenue
3. Grove Avenue from 32<sup>nd</sup> Street to 34<sup>th</sup> Street

**SECTION II:**  
**SPECIFIC CONDITIONS AND INSTRUCTIONS TO THIS STATEMENT OF QUALIFICATION**

**A. SCOPE:**

The City of Berwyn (City) is soliciting Statements of Qualifications from Civil Engineering Consulting Firms for Construction Engineering Services – Phase III Engineering for the Depot District Utility Improvements and Streetscape Improvements. The City seeks a Consulting Firm that will work cooperatively with the City, to meet the City’s objective to oversee the construction of the utility project, including *but not limited to review of the utility plans, keeping the project on the City’s and the IEPA’s construction timeline and coordination between the utilities and streetscape portions*. A more detailed Scope of Work is included in **SECTION VII** of this RFQ.

The Project is comprised of two distinct phases. The first phase is the Depot District Utility Improvements. The second phase is the Depot District Streetscape Improvements. These phases will consist of two separate construction contracts. The City is looking for the successful firm to be qualified to cover both phases.

The Depot District Project has been a long term plan of the City for many years. The City has scheduled to complete the project within the next several construction seasons. The City has retained a design engineer to design the underground utility improvements and the streetscape portion of the project. The Utility Improvement design work is completed. For the Streetscape Improvement, Phase I Development Design is in final review at IDOT. Phase II design should be completed in the second half of 2020.

**Construction Contract 1: Depot District Utility Improvements**

The Utility Improvements phase involves sewer and water system improvements in advance of the streetscape improvements. Sewer improvements include approximately 9,900 feet of sewer ranging in size from 4” to 48”, including 1,350 feet of local interceptor sewer to be connected to the existing Metropolitan Water Reclamation District’s (MWRD) interceptor sewer with a drop structure. Approximately 1,950 feet of existing brick sewer will be lined. The water system improvements include approximately 14,800 feet of water main ranging from 6”-16” in size, including 4 crossings of the Burlington Northern Santa Fe (BNSF) Railway. The water improvement also includes the replacement of all hydrants and water services within the project limits.

It is intended that this project will be fully or partially funded for through the Illinois Environmental Protection Agency’s (IEPA) Water and Wastewater Revolving State Loan Program.

**Construction Contract 2: Depot District Streetscape Improvements**

The Streetscape Improvements phase includes the construction of design elements designed to calm traffic and enhance the District. Improvements will include improvements to drainage, roadway lighting, signals, roadway pavements, curb & gutter, ADA compliant sidewalks and landscape additions that incorporate green infrastructure designs.

Drainage improvements include new catch basins and sewers. New streetlights and signals will be constructed, including an In Roadway Lighted Crosswalk system. Pavement improvements will include new curb & gutter, roadway resurfacing, new ADA compliant sidewalk, and pavements constructed of brick pavers. Landscape improvements include

new trees, plantings and streetscape accessories. Green Infrastructure elements include permeable pavers and Silva cells.

It is intended that this project will be partially funded for with Surface Transportation Program (STP), Illinois Transportation Enhancement Program (ITEP), State and Chicago Metropolitan Agency for Planning (CMAP) funding.

**Project Schedule:** Tentative construction schedule calls for construction of the water and sewer improvements to begin in the spring of 2021, pending IEPA loan funds availability. It is anticipated utility construction will take 15 months to complete.

The project schedule is tentative, pending the completion of sequencing, staging, plan review and refinement. It does not take into account construction delays based on unforeseen circumstances such as weather, equipment and materials issues, etc. Completion of the streetscape project is estimated to be the fall of 2022.

The design plans will be developed and shall be used to establish the scope of the project. Plan sets are available for review at:

<https://www.dropbox.com/sh/nejgz8dq8m8r7jv/AADPQTAMfyk4xz5FYjX9z7bBa?dl=0>

Bidders will be responsible for monitoring this link for any updates to the plans posted at this location.

## **B. STATEMENT OF QUALIFICATION REQUIREMENTS:**

1. All questions, clarifications, doubts as to the intent or meaning of this Request for Qualifications shall be submitted, via e-mail only to the City Representative no later than January 14, 2021.
2. Proposers are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a SOQ. The submission of a SOQ implies the Proposer's acceptance of the terms and conditions herein, unless otherwise stated.
3. The Proposer is responsible for all costs related to the preparation of this SOQ.
4. Any costs associated with the delivery and installation of this SOQ, not specifically set forth in this Request for Qualifications, will be the responsibility of the Proposer, and will be deemed included in the fees and charges bid herein.
5. The Statement of Qualifications must be consistent with the specifications listed herein and submitted in the following format, including the following information:
  - a. The Statement of Qualifications shall be summarized in letter format on the Consulting Firm's letterhead. The SOQ must be signed by an officer of the Firm or a designated agent empowered to bind the firm in the contract offer. Acceptance or exception to the terms must be noted on the proposal.
  - b. The Statement of Qualifications shall be completed and submitted in conformance with **SECTION C. SUBMITTAL REQUIREMENTS:** of this RFQ.

**NOTE: The City reserves the right to reject SOQ's that the City considers incomplete due to the omission of the required information.**

## **C. SUBMITTAL REQUIREMENTS:**

The Statement of Qualifications shall present the following information:

1. Description. This Section shall include a brief description of the Consultant's capabilities, strengths, and relevant experience. Additional information that should be provided includes; the size of the Firm, the location of the Corporate Headquarters, the location of the Project Office, and the size of the Project Office.
2. Insurance. This submittal is to include a generic Certificate of Insurance that will assimilate the actual Certificate of Insurance to be utilized if the Consultant is to Contract with the City of Berwyn. The Consultant's minimum required Insurance to satisfy the City of Berwyn Requirements is presented in **SECTION III, SUB-SECTION B. INSURANCE** of this RFQ.
3. Project Experience. List other contracts awarded to the Consultant most comparable to the work described in the scope of services. This Project Experience shall not be older than 7 years.
4. References. The Consultant shall complete this requirement by utilizing the form presented in **SECTION IV REFERENCES**, page 13 of this RFQ.
5. Project Team and Project Manager. Present a Team Organization Chart indicating the team members stemming from the project manager to each team member. Provide an outline of each individual's personal experience on projects of similar nature, including: size of project, role of the individual, areas of responsibility, level of involvement, and time assigned to the project. Provide a statement of commitment that personnel named in the SOQ will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond control of the Consultant.
6. Fee Schedule: The Proposer shall complete and submit the attached Company Fee Schedule Sheet. This Sheet is **SECTION VI**, page 15 of this RFQ. Additionally, please include a schedule of hourly salary rates for each job classification and overhead billing for each member.
7. Information & Signature Sheet: The Proposer must complete and submit the attached Company Information and Signature Sheet. This Sheet is **SECTION V**, page 14 of this RFQ.
8. Conflict of Interest: The City of Berwyn will require consultants to submit a disclosure statement with their procedures. The City of Berwyn requires the use of the **IDOT BDE DISC 2 Template** as their conflict of interest form.
9. Suspension and Debarment: The City of Berwyn will use the System for Award Management (SAM) Exclusions, IDOT's Chief Procurement Office's (CPO) website and three other state CPO's websites to verify suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects.
10. SAM Registration. The City of Berwyn requires that the professional engineering firm be registered with the SAM.gov system.
11. Comment: Any objections to any terms or questions posed in this Request for Qualifications.



## **SECTION III GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS**

The general terms which follow apply to all proposals issued by the City, unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the Proposer's own risk.

**REQUEST FOR QUALIFICATIONS (RFQ):** is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a REQUEST FOR QUALIFICATIONS, and is thus a solicitation for responses. Conversely, this REQUEST FOR QUALIFICATIONS is NOT a bid and is not governed by state or federal bidding requirements.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the City and the Proposer, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the Proposer and the City.

"SOQ date" as referenced herein shall mean the local date and time specified in this RFQ document.

### **A. CONDITIONS FOR PROPOSING**

1. **COMPLETENESS/AUTHORIZATION OF SOQ.** Proposer shall supply all information and submittals required by the SOQ documents to constitute a SOQ. The SOQ shall clearly state the legal name, address, telephone number, and fax number of the Proposer. The SOQ shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the Proposer to proposal.
2. **ADDRESSING OF SOQ.** Unless otherwise specified, faxed SOQs will not be accepted. SOQ shall be submitted in a sealed envelope clearly marked on the front with SOQ name and due date, and unless otherwise specified, addressed to:  
City Clerk's Office  
City of Berwyn  
6700 W 26<sup>th</sup> Street  
Berwyn IL 60402
3. **SOQ DEADLINE.** Proposer shall be responsible for taking whatever measures are necessary to ensure that the SOQ reaches the office of the City Clerk on or before the local time and date specified. The City shall not be responsible for, and may not consider any late SOQ, amendment thereto, and request for withdrawal of SOQ received after the date specified. SOQs received after the time and date specified on the Request for Qualifications will not be opened and will not be considered for award.

A written request for withdrawal of a SOQ or any part thereof may be granted, provided the request is received in writing by the City prior to the specified SOQ date.

4. **SOQs BINDING 120 DAYS.** Unless otherwise specified, all formal SOQs submitted shall be binding for one hundred and twenty (120) days following SOQ



date, unless the Proposer(s), at the City's request, agrees in writing to an extension.

5. **COMPETENCY OF PROPOSER.** No SOQ may be accepted from or a contract awarded to any person, firm or corporation who is in arrears or in default to the City of Berwyn upon any debt or contract. Prior failure of a Proposer to perform faithfully on any previous contract or work for the City may be grounds for rejection. The Proposer, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents; such evidence shall be presented within a specified time and to the satisfaction of the City.
6. **COLLUSIVE PROPOSING.** The Proposer certifies that the SOQ is made without any previous understanding, agreement or connection with any person, firm, or corporation making a SOQ for the same project, without prior knowledge of competitive prices, and that the SOQ is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

**B. INSURANCE**

1. **INSURANCE REQUIREMENTS.** The Insurance required by the City of Berwyn of its Civil Engineering Consulting Firms is as follows:

- a. Certificate of Insurance: Cancellation of Modification

- (1) Before commencing work, the Consulting Firm shall submit to the City for approval a Certificate of Insurance meeting the requirements specified herein, to be in effect for the full contract period.

- (2) The Consulting Firm shall notify the City in writing at least thirty (30) calendar days prior to any change or cancellation of said policy of policies.

- (3) Cancellation or modification of said policy or policies shall be considered just cause for the City of Berwyn to immediately cancel the contract and/or halt work on the contract, and to withhold payment for any work performance on the contract.

- b. Minimum Coverage

- (1) Any policy or policies of insurance purchased by the Consulting Firm to satisfy their responsibilities shall include contractual liability coverage, and shall be in the following type and minimum amounts:

Informal Project specs: Class I (under \$1M)			
Type of Coverage		<u>Each Occurrence</u>	<u>Aggregate</u>
a. Comprehensive General Liability			
(1) Bodily Injury & Property Damage		\$500,000	\$1,000,000
		Combined	
		<u>Single Limit</u>	
b. Automobile Liability			
(1) Bodily Injury & Property Damage		\$500,000	

c. Worker's Compensation Insurance as required by Illinois state law.

**The City requires that the Consultant's Insurance carrier be A rated or better by A.M. Best.**

**FURTHER REQUIRED:**

Professional Liability: Errors & Omissions

\$1,000,000 minimum

c. Hold Harmless: Endorsement Required

(1) The Consulting Firm, including their sub consultant, employees, representatives or agents, shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees, and agents from any and all liability, loss, cost, damage and expense (including reasonable attorney's fees and court cost) resulting from, arising out of, or incurred by reason of any claims, actions or suits based upon or alleging bodily injury including death, or property damage arising out of or resulting from the Proposer's operations under this document.

(2) The Consulting Firm is not, and shall not be deemed to be, an agent or employee of the City of Berwyn.

(3) Responsibility for Damage Claims – Notwithstanding the above, it is specifically agreed upon between the parties executing this contract that is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract. It is understood that no subcontractor is a third party beneficiary to any contract between the Contracting Authority and prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

**C. SECTION OF FIRM**

1. **REJECTION OF SUBMITTALS**. The City reserves the right to accept or reject any or all submittals, to waive irregularities and technicalities, and to request resubmission. The City also reserves the right to reject a similar nature, or proposal from a Proposer who, investigation shows, is not in a position to satisfactorily and timely perform the contract.
2. **SELECTION**. The City desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City that is fair and reasonable. The City may conduct discussions with any Proposer who has submitted a SOQ to determine qualifications, for further consideration. Since the initial review by the City will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful Proposer is selected. Criteria for selection will include but not limited to:
  - Ability to provide the type and quality of service that best meets the needs of the City.
  - Organization, size, management and structure of the firm to provide service.
  - Experience and qualifications of the persons with supervisory and management assignments, especially relating to similar work assignments.

- Satisfactory reference checks of clients on similar projects.
- Previous and existing compliance with laws and ordinances relating to contracts with the City and to the Proposer's employment practices.
- Whether the Proposer is in arrears to the City, in debt on a contract or is a defaulter on a surety or other agreement with the City.
- If a reasonable doubt arises as to Proposer's solvency, the City reserves the right to require financial information sufficient to show solvency.
- Cost estimate; the City is not required to accept the SOQ with the lowest cost structure.

3. **EVALUATION PROCESS:**

Each Statement of Qualification submitted stands alone and will be evaluated on its own merits in terms of meeting the City's requirements and terms and conditions, and overall responsiveness to the Request for Qualifications.

The City of Berwyn allows the Director of Public Works to set the evaluation factors for each project, but must include a minimum of five criteria and stay within the established weighting range.

Criteria and weighting per the City's QBS procedures:

- Technical Project Approach (20%)
- Firm Experience (20%)
- Specialized Expertise (35%)
- Work Load Capacity (15%)
- Past Performance (10%)

The City reserves the right to request each Consultant to provide additional information during this process.

See the City's adopted QBS policy at:

<https://www.berwyn-il.gov/sites/all/files/pdfs/Engineering/QBSPolicy.pdf>

**Once the City has reached an agreement with the Proposer, an Authorization Letter will be issued to the awardee. The Authorization Letter will define the conditions of the contract between the City and the Consulting Firm selected to receive the award.**

4. **CORRECTIONS TO SUBMITTED SOQs.** Any changes that are made to this SOQ using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change is made.
5. **PRICING REQUIREMENTS.** All pricing submitted by the bidder shall be indicated in both words and figures. (Ex. \$200.00, Two hundred dollars).
6. **PRESENTATIONS.** When required and based on evaluation of SOQs submitted, the City may select finalists who will be required to participate in interviews, including key personnel designated in the SOQ, and to make presentations regarding their qualifications and their ability to furnish the required service to best serve the needs of the City. Formal presentations will be scored and evaluated by the City Project Team who will make a recommendation to the City Council for final approval. Nothing in the SOQ can obligate the City to enter into a contract.

7. **LOCAL PURCHASES.** Unless otherwise specified, cost and other considerations being equal, local firms shall be given first consideration for the project.
8. **ERRORS IN SOQ.** Any ambiguity in any SOQ as a result of omission, error, lack of clarity or non-compliance by the Proposer with specifications, instructions and conditions shall be construed in the light most favorable to the City. Changes in SOQs shall be initialed and dated.

#### **D. GENERAL CONTRACT PROVISIONS**

1. **CONTRACT AWARD.** The City of Berwyn will require a minimum of three-person selection committee. The selection committee members include the Director of Public Works, Engineering Division staff and other applicable department heads as determined by the Public Works Director. The selection committee members must certify that they do not have a conflict of interest. The Director of Public Works will choose the selection committee members for this project. The City of Berwyn requires each member of the selection committee to provide an independent score for each proposal using a provided form prior to the selection committee meeting.

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 may be adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking, if presentations are requested. If there are other firms within 10% of the minimum score, the Director of Public Works may choose to expand the short list to include more than three firms.

The City of Berwyn will require a two-person team to negotiate with firms. The team consists of any combination of the Director of Public Works, Engineering Division designee, or other applicable department head as determined by the Public Works Director. Members of the negotiation team may not delegate this responsibility to staff members.

This Selection will be made during the month of February 2021.

2. **INSURANCE.** Current Certificate of Insurance in the amounts specified shall be on file with the City before work can commence.
3. **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent for appropriations available to each project. The City's extended obligation on these contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriation for the following fiscal year.
4. **CONTRACT ALTERATIONS.** No alterations or variables in the terms of a contract shall be valid or binding upon the City unless authorized in writing by both parties.
5. **SUBLETTING OF CONTRACT.** Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the City, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.

6. **CONTRACT PERIOD.** Contract shall remain in force for the full specified period and until all services have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
  - a. Extended upon written authorization of the City and accepted by the Consulting Firm, for a period negotiated and agreed upon by both parties, when in the best interest of the City.
  - b. Terminated due to the default, as described below.
7. **DEFAULT.** The Contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant the Consulting Firm a specified cure period of during which to cure or remedy the default, which cure period shall be included in the written notice to default. If default is not cured within the specified time, City reserves the right, but is not obligated to, extend the cure period or City may deem the contract terminated without further notice. Lack of knowledge by the Consulting Firm will in no way be cause for relief from responsibility.
8. **INDEMNITY.** The Proposer shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fee and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from Proposer's operations under this Contract, whether such operations be by the Consulting Firm or by any of their Sub-Consultants or by anyone directly or indirectly employed by either.

Proposer is not, and shall not be deemed to be, an agent or employee of the City of Berwyn.

Proposer further agrees to:

- a. Save the City, its agents and employees harmless from liability of any nature or kind for the use of any copyright or noncopyright composition, secret process, patented or unpatented invention, article or appliance of which the Proposer is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.
  - b. Obtain all permits and licenses required by City, State and Federal Governments and pay all related fees. The Proposer shall also comply with all laws, ordinances, rules and regulations of the City, State of Illinois and the Federal Government including the Prevailing Wage Act.
9. **NON DISCRIMINATION.** Proposer shall not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national origin, sex, sexual statement, or otherwise commit an unfair employment practice. Proposer further agrees that this non-discriminatory agreement shall be incorporated by the Proposer in all contracts entered into with suppliers of commodities and/or services, the Consulting Firm and their Sub-Consultants, contractors and subcontractors, and all labor organizations furnishing

skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.

**E. PAYMENT PROVISIONS**

1. **PAYMENT FOR CONTRACT SERVICE.** The City of Berwyn shall pay the Consultant on a monthly basis based on the services provided during the month. Payment to the Consultant shall be made within 45 days of the receipt of an invoice for services as outlined in the proposal. A detailed summary of costs will be submitted to the City of Berwyn for review and approval. The summary of costs shall include the work performed and corresponding hours, fees, and out-of-pocket expenses. Total payments for each phase shall not exceed the amount submitted on the Proposal Form, unless prior approval is received from the City of Berwyn. Ten percent of all payments shall be held by the City of Berwyn until final completion and acceptance by the City of Berwyn of all phases. Invoices shall be mailed to:

Nicole L. Campbell  
Senior Engineer  
City of Berwyn  
6700 West 26<sup>th</sup> Street  
Berwyn, IL 60402-0701

## SECTION IV COMPANY REFERENCES

The Consulting Firm must complete the required reference information listed below. The Consulting Firm must provide at least three (3) references from municipalities or agencies that have acquired services from your company relevant to this RFQ. The municipality or agency name and address, a contact name, title, and phone number, must be included with the reference information.

1. Municipality or Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Municipality or Agency Contact: \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
2. Municipality or Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Municipality or Agency Contact: \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
3. Municipality or Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
Municipality or Agency Contact: \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Note: Additional reference may be included with the Consulting Firm's SOQ.**

**SECTION V COMPANY INFORMATION & SIGNATURE SHEET**

**The Consulting Firm must include with their submitted Statement of Qualifications this completed and signed Company Information & Signature Sheet.**

I, the undersigned, having examined and determined that the described Scope of Work for this Request for Qualifications hereby submits a "Statement of Qualifications", knowing that the submitting Consulting Firm is well qualified and well experienced to successfully complete this project for the City of Berwyn.

Name of Firm: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date Signed: \_\_\_\_\_



**SECTION VI COMPANY FEE SCHEDULE**

**Complete the following chart or submit an EEO-1 Report as described herein.**

Compensation Schedule for performing Construction Engineering for the Municipality.

Note: The fee schedule shown below includes all construction engineering services as outlined in the Scope of Services found in this Request for Qualifications.

Miscellaneous out of pocket expenses such as postage, printing of plans, and specifications will be paid separately on a reimbursement basis.

Contract Cost for Construction	2021 Fee for Engineering as Percent [%] of Construction Contract
Under \$100,000	_____
\$100,000 to \$250,000	_____
\$250,000 to \$400,000	_____
\$400,000 to \$600,000	_____
\$600,000 to \$800,000	_____
\$800,000 to \$1,000,000	_____
\$1,000,000 to \$1,500,000	_____
\$1,500,000 to \$2,500,000	_____
\$2,500,000 to \$4,000,000	_____
\$4,000,000 to \$6,000,000	_____
Over \$6,000,000	_____

Note: Please attach hourly rate schedule for various classifications in your Firm. These rates will be used for performing other engineering work requested outside the Scope of Services.

## **SECTION VII CONSTRUCTION ENGINEERING – PHASE III ENGINEERING SCOPE OF SERVICES**

1. Ensure proper completion of all activities, from the City's standpoint, required to properly execute the scope of work contained herein and in the contract documents.
2. Oversee project activities to ensure that the responsibility by the appropriate parties is executed in a manner that serves and protects the City's overall and best interest.
3. Prioritize, plan, organize, staff, direct, coordinate, review and budget activities associated with the Depot District Utilities Improvement projects and related activities.
4. Act as an extension of the City's staff, monitor and coordinate efforts of the Contractor on behalf of the City, to achieve maximum value for the funds expended.
5. Provide the technical skills necessary for the successful implementation of these projects.
6. Maintain the budget and schedule; this includes establishment of project management protocol on appropriate software and detail for management and coordination of the projects.
7. Conduct independent reviews of design documents to verify design integrity, cost-effectiveness and conformity.
8. Assist the City in coordination, negotiation and resolution of issues with permitting agencies.
9. Provide utility coordination for projects, identifying and managing utility conflicts with the design team, early in the project, to avoid or minimize cost to the City or to avoid schedule delays.
10. Establish information reports on program development to the City public relations team to be included on City's website and other communication platforms.
11. Assist City staff in responding to all public inquiries during construction.
12. Ensure compliance to applicable federal, state, and local procurement laws.
13. Assist with grant administration, compliance and reporting.

1. REVIEW PLANS AND SPECIFICATONS WITH ASSIGNED FIELD STAFF
  - a. Provide Municipality with the list of assigned staff by project
2. CONDUCT PRE-CONSTRUCTION MEETING AND BI-WEEKLY CONSTRUCTION MEETINGS
  - a. Notify utilities of time and place of meeting
  - b. Notify affected Municipality departments/divisions
  - c. Transcribe minutes of meetings
3. NOTIFY RESIDENTS AND BUSINESSES AFFECTED BY CONSTRUCTION
  - a. Send letter to individual households, businesses, schools, and park with proposed schedule
  - b. Provide contact person for information/complaints- an emergency 24 hour phone will be required for each project engineer
4. SET HORIZONTAL AND VERTICAL CONTROL POINTS
  - a. (To be completed by the contractor)
5. LAYOUT PROPOSED WORK
  - a. (To be completed by the contractor)
6. CONSTRUCTION OBSERVATION
  - a. Provide an estimate of staff needed to properly staff and document construction activities.
  - b. Provide quality assurance/quality control of materials
  - c. Log all measurements
  - d. Ensure MOT is in place per plan at the beginning and end of each work day
  - e. Coordinate work with the utility companies and Municipality water sewer division
  - f. Submit monthly progress reports to City
7. CONSTRUCTION DOCUMENTATION
  - a. Keep track of quantities related to each pay item

- b. Perform yield checks on all materials
- c. Establish schedule for progress payments
- d. Develop and verify payment requests
- e. Obtain waivers from contractors, subcontractors, and material suppliers for all progress payments
- f. Prepare and process change orders as needed (Note: \$10,000 or more needs Municipality's approval)

#### 8. CONSTRUCTION PROJECT CLOSE OUT

- a. Verify final measurements/quantities with contractor
- b. Develop final punch list and verify satisfactory completion
- c. Provide final project accounting/documentation
- d. Provide as-built drawings in Auto-CAD or Micro-station
- e. Conduct final inspection with City representatives
- f. Process final payment
- g. Obtain final waivers from contractors and check validity
- h. Conduct end of warranty inspection of the project with municipal representatives and prepare a punch list of items for correction