

**Village of Rantoul
333 S. Tanner
Rantoul, IL 61866**

12/1/2011

**REQUEST FOR PROPOSAL (RFP)
VRNTL-12-R-03
Murray Road Construction Engineering Services**

ATTENTION RESPONDENTS:

Your firm is hereby invited to submit to the Village of Rantoul (hereinafter "Village") a proposal for **Murray Road Construction Engineering Services**. A successful respondent (or respondent team) will be selected by the Village based on a multi-step process, as described below.

THE VILLAGE OF RANTOUL, ILLINOIS, will accept sealed Statements of Qualifications from qualified Firms to provide engineering services to provide construction engineering services related to the construction of the Murray Road construction project. The project is located along S. Murray Road (approx. ½ mile east of I-57) within the Village of Rantoul beginning at US Route 136 and proceeding south for approximately ¾ mile.

Submittals will be received until closing time of **3:00 P.M.** prevailing time on **December 21, 2011** at the Rantoul Municipal Building, 333 South Tanner Street, Rantoul, Illinois. Submittals received after the closing time will not be accepted and will be returned unopened.

The Village of Rantoul will make the final selection of the firm or team of firms to perform the proposed services after January 1, 2011, and intends to award a contract by mid January, 2012. The Village reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is in the best interest of the Village.

Additional information concerning this RFP can be found at:

<http://www.myrantoul.com/government/purchasing/index.html>

All questions about the process and procedure may be directed to Scot Brandon by e-mail at sbrandon@myrantoul.com by phone at (217) 892-6828. All questions related to the substance of the RFP shall be submitted to Peter Passarelli (ppassar@myrantoul.com) in writing (either by e-mail or U.S. Mail). All such substantive questions shall be answered by email to all recipients of the RFP.

REQUEST FOR PROPOSAL (RFP)

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PART I

EXECUTIVE SUMMARY

Construction engineering services are required for the improvement of Murray Road FAU Route 7087, Section 09-00102-00-PV, is located along Murray Road (approx. ½ mile east of I-57) within the Village of Rantoul beginning at US Route 136 and proceeding south for approximately ¾ mile. The contract consists of the addition of a right turn lane on US Route 136 and improvements to S. Murray Road which will replace the existing oil and chip surface. The proposed work will include pavement, culvert and storm sewer removal, construction of the new pavement, earthwork, curb and gutter, storm sewer, sidewalk, entrances, traffic signal relocations and street lighting.

Engineering services are required for the inspection, supervision, materials testing and all documentation for this project. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete the project on a timely basis and in accordance with the State Specifications and Guidelines.

PART II

THE CONSULTING TASK

The purpose of this Request for Proposals (RFP) is to identify, select and engage a qualified and capable firm or firms to provide engineering services to the Village.

The selected respondent will demonstrate the ability to complete the attached Scope of Work in a manner acceptable to the Village.

The Village will attempt to negotiate a binding contract for the Scope of Work

with the selected respondent promptly after the proposal submittal date.

PART III

INFORMATION AND INSTRUCTIONS TO RESPONDENTS

Construction Plans and Specifications: Plans and specifications for the improvement are available electronically at the Village of Rantoul website.

<http://www.myrantoul.com/government/purchasing/index.html>

PROPOSAL DEADLINE: Responses to this Request for Proposals must be received by the Village at its offices located at 333 S Tanner Street Rantoul Illinois no later than **3:00 PM on December 21, 2011**. Any proposals received after the time stipulated will not be considered and will be rejected and returned to the respondent. Proposals must be responsive to all requirements outlined herein. The delivery of the proposal to the Village prior to the proposal deadline is solely and strictly the responsibility of the respondent. The Village will in no way be responsible for delays caused by the United States Postal Service, Federal Express or other couriers or delays caused by any other occurrence. Fax proposals are not acceptable. The Village may, for good and sufficient reason, extend the response deadline, in which case all respondents that have attended the mandatory pre-proposal conference shall be sent notification of the new date and time.

COST OF SERVICES: Respondents should provide detailed information regarding total cost for the services proposed under this Request for Proposals, total costs for each service described in the attached scope of work, and a separate breakdown of rates for individuals or firms performing services and reimbursement of expenses.

SELECTION PROCESS AND NEGOTIATION: Selection will take place as follows. (1) Proposals: The Village will select one proposal from among those proposals submitted by the qualified respondents. Point scoring system and selection criteria for proposals are listed in the section marked "Proposal Selection Criteria." (2) Negotiations: The Village and the successful Respondent will negotiate a contract promptly after selection and intends to award a contract by January 15, 2012. If a mutually satisfactory contract cannot be reached with the selected respondent, the Village will enter into negotiations with the second-place respondent as determined under the selection criteria.

SCHEDULE: It is anticipated that the solicitation and proposal process shall be conducted in accordance with the following schedule; provided, however, that the Village reserves the right to modify this schedule in its discretion or subject to grant award.

Advertisement of RFP	December 7, 2011
RFP Available	December 7, 2011
Proposals Due	3:00 PM December 21, 2011

Contractor selected: January 3rd, 2012
Contract for services awarded: Mid January, 2012

FORMAT OF RESPONSE: If you intend to respond to this request for proposal, please submit your name, e-mail address, phone number, and the project you are interested in to the following e-mail address: BidPackets@myrantoul.com

To be considered, respondents must submit a complete response to this Request for Proposals. The format provided in this section is not negotiable. Each proposal must be submitted in four (4) copies; the original copy must be submitted unbound and suitable for copying. The envelope containing the proposals must be sealed and labeled with the project name and delivered to:

Scot Brandon
Comptroller
Village of Rantoul
333 S Tanner
Rantoul, Il 61866

Failure of any respondent to receive an addendum or email interpretation of this RFP shall not relieve the respondent from any obligation under the RFP. All addenda will become an integral part of this RFP. The proposal should include all required submittals. Failure to include each and every submittal may result in the rejection of your proposal. Proposals should be clear and concise. Where appropriate, statistical information should be shown in tabular form. It will be assumed that you have fully complied with the specifications unless deviations are clearly noted on a separate page labeled "Deviations from Specifications."

CHANGES IN SCOPE OF SERVICES. The Village may, from time to time, request changes in the Scope of Work to be performed by the selected respondent. No such change shall increase or decrease the amount of compensation to be paid to the selected respondent unless and until the parties enter into a written amendment to the contract for the Scope of Work.

CONFLICT OF INTEREST. The selected respondent shall be a firm or team of firms that has no conflict of interest concerning its entry into a formal contract with Village requiring execution of the Scope of Work described in this RFP. Any potential conflicts of interest must be explained in your proposal.

REQUIRED SUBMITTALS: Each section of your proposal should include tabs that clearly and distinctly label and separate the following required sections.

COVER LETTER: Include a cover letter indicating the full name and address of your organization and the branch office or other subordinate element that will perform or assist in performing the services described. Please indicate the name of the senior contract person for your firm or team on this engagement, the office location from which the

Village will be served, appropriate telephone and facsimile numbers, email addresses and acknowledgment of the ability to commit your firm or your team to the contents of this proposal and any other information you feel to be relevant. Please limit your letter to two pages. Indicate whether you operate as an individual, partnership or corporation or team of any of the foregoing. Include the state in which you are incorporated or licensed to operate. If the respondent is a corporation, then a completed corporate disclosure statement must be submitted with this proposal.

BACKGROUND AND EXPERIENCE OF RESPONDENT: Through a response to the specific requests below, the respondent should clearly state its skills and experience in a manner that demonstrates its capability to complete the Consulting Task as contained in Attachment A. If applicable, please highlight projects in which members of your proposed development team have worked together.

- a. A description of experience within the past five (5) years related to providing construction engineering services.
- b. Resumes of personnel (or, if a team, team members) to be involved in the proposed project, including: education and professional licensing, specific relevant experience and specific role in proposed project.
- c. A description of the team structure, inclusive of professional background, experience and percentage of time proposed to be devoted to this project.
- d. A list of 3-5 similar projects worked within the last five years, including reference names and telephone numbers and
- e. Short description of the consultant's approach to the needs of the project
- f. The cost of the respondent's services for the Construction Engineering Services.

ABILITY TO COMPLETE DESCRIBED SCOPE OF WORK: Your response to this section should demonstrate your ability to fulfill the Scope of Work listed in Attachment A.

REFERENCES AND ADDITIONAL INFORMATION & COMMENTS: Include any other information that you feel is pertinent but not specifically asked for herein. Please also provide personal and professional references that would allow the Village to further qualify the respondent's ability to accomplish the project.

PROPOSAL SELECTION CRITERIA: The Village will use a numbered point system (0-5) to grade each selection criteria. The Village shall select a proposal from among those submitted pursuant to the following criteria:

1. Amount of experience of the team with similar projects.

2. Breadth of expertise on the team.
3. The written presentation skills of the project team as demonstrated in the response to the RFP.
4. The cost of the respondent's services for the Construction Engineering Services.

CONTACT PERSONS: All questions about the process and procedure may be directed to Scot Brandon by e-mail at sbrandon@myrantoul.com by phone at (217) 892-6828. All questions related to the substance of the RFP shall be submitted to Peter Passarelli (ppassar@myrantoul.com) in writing (either by e-mail or U.S. Mail). All such substantive questions shall be answered by email to all recipients of the RFP.

RIGHT TO SUBMITTED MATERIALS. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP and all reports, charts, displays, schedules, exhibits, graph, maps and other documents provided by the respondents will become the property of the Village when received. The Village shall have the right to use any ideas presented in the proposals, whether the proposals are selected or rejected.

DISCLAIMER. The information contained herein is provided solely for the convenience of respondents. It is the responsibility of all respondents to assure themselves that information contained herein is accurate and complete. The Village does not provide any assurance as to the accuracy of any information in this proposal. Any reliance on the contents of this RFP or any communications with the Village shall be at the respondent's own risk. The Village shall have no liability or obligation with respect to this RFP, or the selection and award process contemplated hereunder. All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. All respondents to this RFP fully acknowledge all provisions of this Disclaimer and agree to be bound by its terms.

Attachment A
Murray Road Construction Engineering Services
Scope of Work

Murray Road Construction Engineering Services Scope of Work

SCOPE OF WORK

For purposes of this project The Consultant should assume that 200 days of on-site services will be required. This is based on the estimated time 174 working days.

Provide the construction phase services as described below:

Task 1 – Pre-Construction Activities: Coordinate and attend a pre-construction meeting with the Village of Rantoul (Village) and the Contractor. Requirements of the contract documents, lines of communication, submittal procedures, other administrative issues, project schedule and the Village’s expectations will be discussed. As part of this task obtain the consultant will also:

- Obtain a list proposed subcontractors and vendors from the contractor.
- Review of the construction schedule provided by the contractor for compliance with the contract documents.
- Complete Job Box preparation and other preconstruction activities as required for the Project.

Task 2 – Shop Drawing Review: Review shop drawings and data submitted by construction contractors for conformity with the contract plans and specifications. As part of this task, develop and maintain a shop drawing review log including receipt dates, review status, and conformity information for the submittals required to be made by the contractors. The log will be maintained throughout the construction phase of the project.

Task 3 – Construction Inspection and Documentation: Provide a full-time resident inspector on the Project. As part of this task we will provide full time on-site observations of the work in progress and field checks of materials and equipment through the Resident Engineer, who will provide the following construction inspection and documentation services:

- Serve as the Village’s liaison with the contractor working principally through

the contractor's field superintendent.

- Cooperate with the contractor in dealing with the various governmental agencies and local utilities having jurisdiction over the Project.

- Coordinate and attend regular construction meetings with the Contractor and Village staff regarding the progress of the project. Prepare and distribute written status reports to all involved parties and the meeting. Maintain and circulate copies of records of the meetings.

- Provide any required material testing required under the contract

- Coordinate with property owners, local businesses and other affected parties.

- Perform daily checks of traffic control devices when traffic control is required for work area.

- Maintain orderly files of correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original contract documents including all addenda, change orders and additional drawings issued subsequent to the award of the contract.

- Record names, addresses and telephone numbers of all contractors, subcontractors, and major material suppliers.

- Visual review construction staking.

- Review contractor's progress on a regularly scheduled basis (weekly or other appropriate interval) and update the progress schedule. Compare actual progress to the contractor's approved schedule. If the project falls behind schedule, work with the contractor to determine the appropriate course of action to get back on schedule.

- Observe and document conformance and quality of the work with the contract documents. Determine if the work is proceeding in accordance with the Contract Documents. Keep Village staff informed of the progress of the work and record and report any observed deficiencies. Advise Village staff of all observed deficiencies of the work and disapprove or reject all work not conforming to the Contract Documents.

- Observe, obtain, document, measure and record materials information included load tickets, certifications and material quantities in accordance with IDOT requirements.

- Maintain project job boxes as required for the project.

- Except upon written instructions of the Village, the Resident Engineer shall not authorize any deviation from the Contract Documents.

Task.4 - Review Monthly Pay Requests: Review Contractor's monthly pay requests and compare them to the work completed. Verify that the pay request is consistent with the work completed will be performed. Pay request reviews will include updates on work progress, current issues of concern and anticipated progress.

Task 5 – Change Order Assistance: Assist the Village with the preparation of Contract change orders. This will include the preparation of documents as necessary to clarify, interpret, and modify the contract documents.

Task 6 – Closeout : Provide closeout assistance as required for the Project. This will include arranging a walk-through of the project site with representatives of the Contractor and Village to develop punch list items and closeout the project.

- Prior to final inspection, submit to the contractor a list of observed items

requiring correction and verify that each correction has been made.

- Conduct final inspection with Village staff and prepare a final list of items to be corrected. Verify that all items on the final list have been corrected and make recommendations to Village staff concerning project acceptance.

- Determine if the Project has been completed in accordance with the contract document and if the contractor has fulfilled all obligations.

- Assist the Village in preparation of paperwork required for closeout of the Project.

- Preparation of job boxes for submittal to the Village/IDOT as required

- Provide the Village with a copy of as-built plans.