



REQUEST FOR QUALIFICATIONS

**PROFESSIONAL ENGINEERING SERVICES –
VILLAGE ENGINEER**

2018

REQUEST FOR QUALIFICATIONS (RFQ)

Engineering Services – Village Engineer

RECEIPT OF RESPONSES

The Village of Campton Hills (hereinafter referred to as “the Village”) requests sealed responses for the provision of engineering services to the Village. Sealed responses are due Friday, April 27, 2018 at 2:00 P.M. Each consultant shall submit sealed response documents as detailed below. Staff will not publicly open responses.

STATEMENT OF NEEDS

The Village seeks qualifications from professional engineering firms to serve as the Village Engineer and to provide design, construction, and consulting engineering services to the Village on a variety of projects including road programs, design, construction engineering, storm water, and other engineering services, including plan review. The selected engineering firm must be capable of performing the duties and responsibilities required of a Village Engineer, including those established by section 1-7E-3 of the Campton Hills Municipal Code and by state statute and those identified in this RFQ.

RFQ SUBMITTAL REQUIREMENTS

1. Please submit one sealed envelope containing your RFQ responses to the section titled RFQ Response Template. Format the RFQ responses according to RFQ Response Template beginning on page 3. Each consultant shall be required to submit one (1) original hard copy, and a PDF copy on a CD or USB device (flash drive).
2. Please submit sealed RFQ response by **Friday, April 27, 2018 at 2:00 PM** to:

Attn: Engineering RFQ
Village of Campton Hills
40W270 LaFox Road,
Suite B
Campton Hills, IL 60175
Office: 630-584-5700

Email: rsearl@villageofcamptonhills.org

3. Responses shall be limited to 20 pages not including tabs, table of contents and cover letter. Pages may be double sided.

SCOPE OF SERVICES

The Village seeks a qualified engineering firm to serve as the Village Engineer and to assist the Village with a variety of engineering services. It is expected that the selected candidate will perform work and provide engineering services pursuant to work orders or other process approved by the Village. Please be advised that the Village may publicly advertise an RFP for a specific engineering project, in its sole discretion.

The requested services range in scope and include but are not limited to the tasks listed below. All services must comply with federal, state, and local ordinances and regulations. Projects identified below may or may not be completed.

Project types below provide a brief description of the potential scope of work and/or overall project objective. The listed projects provide context only.

Village Engineering Services

In the absence of a Village Engineer and with limited staff, the Village seeks a professional engineering firm to fulfill the duties of a Village Engineer. The requested services range in scope and include but are not limited to the tasks listed below. Village Hall office hours **may** be required. A final agreement will define office hours and scope of services.

1. Implementation of Capital design and construction projects as identified in each Fiscal Year budget
2. The continuation of daily services provided by the Engineering Department
3. Assist and oversee permit review coordination and construction inspection/compliance services
 - a. Development Projects – Coordinate engineering plan reviews from consultants and Campton Township Highway Department Public Works staff
 - b. Residential Permit Projects – Assist Building and Zoning Official and Building Inspection Services Consultant as requested on engineering items. Requests will be “bundled” to coincide with the office hours of the chosen engineering firm
4. Utility Permits – Expected to be limited. Facilitate review and approval of utility
5. Assist, design and monitor Motor Fuel Tax (MFT) road work projects including associated and required IDOT forms and paperwork
6. Serve as the Village’s Certified Storm water/Wetland & Water Resources Management Engineer
7. Work with the Campton Township Highway Department (CTHD)¹ as needed

¹ The Village outsources its Public Works function to the CTHD through an Intergovernmental Agreement (IGA).

Development Review

Plan, Plat, and Calculation Review – Village seeks a firm to assist with the review of permit applications generally consisting of plats, plans, and calculations. The plan review and permit services would produce as many review letters as necessary to reach compliance or until the permit application is withdrawn. Staff will request services on a project-by-project basis.

Grant/Loan Applications

On a project-by-project basis, Village seeks consultants to assist with future grant and loan applications. The Village may seek assistance to ensure staff maximizes all opportunities for grants and loans.

RFQ RESPONSE TEMPLATE

Use the template below to submit the following information in this format and order.

Section I – Introduction to Firm

1. Please introduce your firm. Provide a brief overview of company history, company size, company officers, and annual volume of similar work. Highlight specialized fields or features that differentiate your services from competitors. Discuss how the specialized services can assist the Village with future projects. Please identify if the firm has served in similar positions in other municipalities (as a Village or City Engineer).

Section II – Projects/Services

1. List and briefly describe any ongoing or past projects or services that are similar to those described in this RFQ. Use project examples to demonstrate your approach to these projects and services in the scope of services section. Include substantive or innovative ideas used in past projects or any upcoming projects or services.
2. For project examples, include a description, associated project challenges, project services offered, and critical information to demonstrate approach and application
3. Briefly describe services not listed in the scope of services the consultant can provide on future projects
4. Limit project examples to last five (5) years

Section III – Resumes and Organization

1. Introduce key members of the team the Village will work with. Identify the primary client contact. Please include resumes for the identified individuals.
2. Provide an organizational chart identifying disciplines, specific personnel and role of individuals assigned to each project type

Section IV – References

1. Please provide at least three (3) recent and relevant references for the Village to contact about their experience with you and/or your firm

RESPONSE REVIEW AND SELECTION

The Village’s project evaluation team will review and evaluate the RFQ responses in accordance with the weighted evaluation criteria identified below. Staff will also check references.

- Qualifications and Experience– 40%
- References and Resumes – 20%
- Past or Current Experience in Similar Positions – 10%
- Affiliations and Accreditations – 10%
- Knowledge of Village Area and Services – 10%
- Ability to Perform Multiple Functions (which could lead to cost savings and uniformity for Village) – 10%

RFQ SCHEDULE

Task	Timeline
Issue RFQ	April 3, 2018
Questions due	April 11, 2018
Responses due	April 27, 2018 2:00 P.M.
Evaluation committee meets *	TBD
Selection of consultant pool *	TBD
Award, agreement, and notice to proceed	TBD

* Staff may require scheduling modifications to accommodate unforeseen scheduling conflicts.

QUESTIONS

Please direct all questions to:

Village of Campton Hills
 Ron Searl, Village Administrator
 40W270 LaFox Road, Suite B
 Campton Hills, Il 60175-7624

Office: 630-584-5700
Email: rsearl@villageofcamptonhills.org