

Village of Green Oaks, Illinois

Request for Qualifications

Village Engineer

Purpose

The Village of Green Oaks is issuing a request for qualifications (“RFQ”) for providing municipal engineering services to assist the Village with daily operations, project-based engineering (design and construction), site plan reviews, and other tasks at the request of the Village.

Village Information

The Village of Green Oaks is a mature town with a focus on open space, access to excellent schools, and a focus on targeted commercial growth.

Incorporated in 1960, the Village initially focused on single family homes on large lots. Over time, the Village has permitted more varied types of development, and in the 1990’s started to focus on commercial and industrial development east of the tollway, expanding the Village to its current footprint of over 4.1 square miles. Limited opportunities for residential growth remain in the current corporate limits as the Village is substantially built out. The population of the Village was 4,128 at the time of the 2020 census.

While the Village has a strong residential component, it also has a thriving industrial and business park area of over 500 acres located mostly east of the Tollway along the Route 176 and Bradley Road Corridors. The Village is home to several large businesses, including Peter Baker and Sons, two senior living facilities, and Jessup Manufacturing. Nearly all of the Village’s commercial and industrial businesses are located east of the Illinois Tollway along Route 176 and Bradley Road. In 2014, the Village established a Tax Increment Finance District (“TIF”) to revitalize the Route 176 corridor. This TIF District consists of 341 acres. The purpose of the TIF is to provide revenues to eliminate blight, upgrade public utilities, improve stormwater control, attempt to create an appropriate level of improvements that will support the functionality and longevity of both public and private investments, and infrastructure to the benefit of the Village, overlapping taxing districts, property owners, and businesses, and improve traffic flow and safety in the TIF District. Since establishment of the TIF District, Spectrum Senior Living, Sheridan Senior Living, NorthShore Care Supply, and Green Oaks Business Park have all been constructed. TIF funds are being utilized to fund redevelopment activities and utility, roadway, and streetscape improvements.

The Village is located in the North Branch of the Chicago River and Des Plaines River watersheds. The Village operates a purchase-water system (purchased from the City of Waukegan) and a sewer system which is tributary to the Libertyville wastewater treatment plant (west of the tollway) and

North Shore Water Reclamation District sewers/treatment plant (east of the tollway). Lake County Public Works also owns and operates a water system within the Village, generally south of the Metra tracks on the west side of the tollway and east of the tollway.

RHMG Engineers (now HMG Engineers) most recently provided the general engineering services to the Village and will continue to process to conclusion the projects already assigned to it.

Schedule

Proposals Due by 2:00 p.m. June 15, 2022

Notification of Interest to Firms	May 31, 2022
Interviews (if needed)	June 29, 2022
Selection	On or about July 20, 2022

Interviews will be with Village staff and elected representative(s), and the selected firms will not be required to prepare a presentation. The schedule is subject to change by the Village.

Scope

General Engineering Services

Provide general municipal engineering services to support the Village, including:

1. Engineering services to support municipal operations. Infrastructure/facilities and responsibilities within the Village include but are not limited to sanitary sewer collection system, water distribution system, stormwater management, pavement maintenance and rehabilitation, resident inquiries, and drainage complaints.
2. Provide the full range of engineering services including preliminary studies, public outreach, drawings, specifications, cost opinions, construction administration and review, and other professional services.
3. Represent the Village at local committees and workgroups.
4. Assist the Village in identifying and applying for grants and other alternate funding sources.
5. Serve as Village's enforcement officer under Village Code engineering specifications for developments, perform commercial and residential plan reviews, provide support and comments during preliminary development/redevelopment projects.

6. Engineering advisor to, and regular participation in, Committee of the Whole, Plan Commission, and Village Board Meetings.
7. Provide to the Village monthly a cumulative written status report on pending projects to which the firm has been assigned.
8. Provide as needed and as assigned services for watershed development permits, and enforcement, under the Village's approved Lake County Watershed Development Ordinance.,
9. Provide staff and services on an on-call, as-needed basis.

Project Based Services

The Village may elect to retain the firm selected under this proposal to perform design and construction engineering for Capital Improvement Projects in addition to the General Engineering Services described above. This work will be at the Village's discretion, and the scope and fee for each project will be determined and agreed to at the time of the work.

The Village may also elect to award projects on a competitive basis to multiple firms. The firm retained for General Engineering Services may be asked to provide plan reviews or other quality control measures at times selected by the Village.

Proposal Format

The proposal should not exceed 25 (twenty-five) single sided pages on 8.5" x 11" format. The following items should be addressed by the submitting firms:

1. Description of Firm, Management and Team Members.

Provide general firm information, including address, telephone number, primary point of contact for the proposal. The project manager, Village Engineer, and individual team members shall be identified along with their proposed responsibilities, qualifications, and professional registrations. Resumes of key personnel shall be provided. The Village expects to work with the same Village Engineer for the duration of the contract but expects the team will be tailored to the size and scope of individual projects.

2. Firm Qualifications

Provide an outline of the firm's qualifications to provide the services described above. Outline relevant experience on similar projects, current staffing capabilities, and any proposed subconsultants. Provide in your written response a statement that the Proposing firm can, or cannot, provide Lake County, IL, Watershed Development Ordinance permit and enforcement officer services. Provide recent relevant project experience for general municipal engineering services as well as municipal infrastructure projects. If available, give examples of other general municipal contracts the firm is currently party to. Provide a description of the proposed services to the Village.

3. References, Related Experience and Examples of Work.

Provide client references with phone numbers for relevant work. Specify the client, location, consultant firm members and participating individuals and role on team (principal, project director, etc.), type of work, implementation results or status, examples of work, and other relevant information as needed.

4. Rates

Provide a fee schedule with rates for each team member that will be working under this contract or engagement. Rates will be effective until April 30, 2023 and should the contract be renewed, rate adjustments will be negotiated at a future date. Note that the rates submitted are subject to negotiation prior to award of the contract or engagement.

Selection Process

All proposals received by the due date will be evaluated by the Village. Only information which is received in response to the RFQ or any subsequent interview will be evaluated. The Village will judge the responses of each proposing firm in several critical areas. The Village, at its discretion may invite selected proposers to an oral interview to further assess qualifications and assist in the final selection process.

Selection Criteria

The Village's selection committee will be comprised of the Village Administrator, staff and board member(s). The committee will review the submitted proposals and will select the most qualified proposal(s) based on the following factors. Responses to the RFP should address the qualities and indicators that are listed below:

1. Firm and personnel qualifications. Specify members of the firm, and specialty if any, who hold a current Illinois engineering license issued by the Illinois Department of Financial

and Professional Regulation. Also specify if your firm provides surveying services through an Illinois licensed surveyor.

2. Quality of project and professional references for the firm and personnel, including references from communities currently or previously under contract for municipal engineering services.
3. Familiarity with and understanding of the Village of Green Oaks.
4. Proximity of the project manager and key members of the firm to the Village of Green Oaks
5. Experience, technical competence and diversity of the consultant team assigned to the project or engagement.
6. Billing Rates of firm's services providers, including staff rates if non-professionally licensed staff rates are charged from time to time.

Proposal Due Date and Delivery

The Proposal shall be submitted in electronic format (PDF) to the Village of Green Oaks no later than by 2 p.m. on June 15, 2022 at the address listed below. The submitting firm shall use the following subject line: "RFQ for MUNICIPAL ENGINEERING SERVICES" and submit the e-mail to Denise.Kafkis@greenoaks.org and Caitlin.Wagener@greenoaks.org. Please allow sufficient time to submit and acknowledge the submittal of your proposal. Proposals with a time stamp after the time listed above will not be accepted.

Conditions of Request

- A. General Conditions. The Village reserves the right to cancel, modify, or reject all or any portion or portions of the request for proposal without notice. Further, the Village makes no representations that any agreement will be awarded to any organization submitting a proposal. The Village reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto. The Village also reserves the right to reject any subconsultant or individual working on a consultant team and to replace the subconsultant or individual with a mutually acceptable replacement. Direct all written questions to Denise.Kafkis@greenoaks.org and Caitlin.Wagener@greenoaks.org. Any changes to the proposal requirements will be made by written addendum. Changes to submitted proposals after receipt by the Village will be made by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may

be amended after the opening date unless requested by the Village. Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

- B. **Liability of Costs and Responsibility.** The Village shall not be liable for any costs incurred in response to this request for proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the Village harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the Village. The selected lead consultant will be required to assume administrative responsibility for all services offered in the proposal whether or not he/she possess such responsibility generally within the firm. The selected lead consultant will be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.
- C. **Validity.** The proposer agrees to be bound by its proposal for a period of ninety (90) days commencing June 15, 2022, during which time the Village may request clarification or correction of the proposal for the purpose of evaluation. Amendments or clarifications shall not affect the remainder of the proposal, but only that portion so amended or clarified.
- D. **Consultant Services Contract:** Village will require a mutually agreed upon consultant services contract to be executed. You may submit a standard form of your service contract for review with your submittal.
- E. **Permits and Licenses.** Proposer, and all of proposer's sub-consultants, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses in connection with the performance of services hereunder. All Village projects for which the consultant provides services shall
- F. **Oral and Written Explanations.** The Village will not be bound by oral explanations or instructions given at any time during the review process or after the award. Oral explanations given during the review process and after award become binding when confirmed in writing by an authorized Village official. Written responses to question(s) asked by one proposer will be provided to all proposers who received Requests for Proposals.
- G. **Proposer's Representative.** The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

- H. Insurance General Liability, Automobile, Professional Liability, and Worker's compensation insurance are required in the amounts set forth by the Village. Proposer shall submit with its materials an itemized list of coverage types and limits of liability. Before an award of services is made, if any, Proposer shall provide current certificates of insurance verifying coverages required.
- I. Withdrawal of Proposals. No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.
- J. Rejection of Proposals. Proposals that are not prepared in accordance with these Instructions to Proposers may be rejected. If not rejected, Village may demand correction of any deficiency and accept the deficiently prepared proposal upon compliance with these Instructions to Proposers.
- K. Acceptance of Proposals. Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Proposers. The Village reserves the right to accept the proposal that is, in its sole and exclusive judgment, the best and most favorable to the interests of Village and to the public based on the evaluation factors in this RFQ; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely upon, or anticipate, such waivers in submitting their proposal.

Other items Consultants shall include in their statement of qualifications:

Provide an hourly rate sheet.

1. Identify all staff billing rates on the hourly rate sheet but highlight the staff members who would be doing the work for the Village.
2. Identify all anticipated direct and sub-consultant costs.