

**Fox Valley Park District**

**Request for Qualifications for Phase 3  
Construction Engineering Services for the Widening and Paving  
of the 2.1-mile segment of the Illinois Prairie Path in Aurora, Illinois**

The Fox Valley Park District is in need of professional Phase 3 construction engineering services as detailed in the attached Project Description/Scope of Services. Firms seeking consideration for consulting services shall submit a Statement of Qualifications to Jeff Palmquist, Director of Planning, at the following address:

[JPalmquist@FVPD.net](mailto:JPalmquist@FVPD.net)

The Statement of Qualifications shall be submitted in a PDF format viewable with the latest version of Adobe reader no later than **5:00 P.M. on April 5, 2021**.

For more information regarding the Statement of Qualifications and the QBS process, please reference <http://www.foxvalleyparkdistrict.org/our-mission/bids-rfps-results/>

Statements of Qualifications will be used by the Fox Valley Park District to determine a preferred consultant for the work. The preferred consultant will be contacted by the District.

*Prospective submitters must demonstrate proven technical competence, including specialized experience in the Phase 3 construction engineering process according to IDOT requirements for transportation/recreational trail facilities of comparable size and scope.*

## **Administration**

The Director of Planning for the Fox Valley Park District shall be responsible for leading the procurement, management, and administration for consultant services.

## **Written Policies and Procedures**

The QBS policies and procedures of The Fox Valley Park District substantially follow Section 5-5 of the BLRS Manual, specifically Section 5-5.06(e).

## **Project Description/Scope of Services**

**Project Objective:** The project limits, a 2.1-mile segment of the Aurora Branch of the Illinois Prairie Path, from just east of High Street to the DuPage County line in Aurora, is under the jurisdiction of the Fox Valley Park District. This is the only segment of the District's regional trail system that is not paved. This trail segment is currently eight feet in width and consists of crushed limestone. The District's regional trail standard is ten feet, paved with bituminous asphalt. The Fox Valley Park District seeks Phase 3 construction engineering services for the widening of the Prairie Path from eight feet to ten feet and paving with asphalt.

**Project Components:** The Prairie path widening, and paving project generally consists of the following components:

- Excavating and removing areas along both sides of the existing trail to an overall width of ten feet. These areas are to be filled at the proper depth with aggregate base.
- Locating and removing areas of the existing trail with "soft" conditions.
- Management and disposal of soil areas classified as non-special waste per IDOT specifications.
- Establishing the proper aggregate base over the existing trail.
- Paving the widened ten-foot trail with 2-1/2" of hot mix asphalt surface course.
- Installing accessible concrete aprons with tactile warning strips.
- Removing and replacing existing railing.
- Installing new trail signage.
- Restoring all disturbed areas with turf.

Please refer to the attached Pre-Final plans for further detail regarding the anticipated project components. The project is scheduled for a July 30, 2021 IDOT letting.

**Project Schedule:** Project construction is expected to begin in the fall of 2021 and be substantially completed in 2021, with project close-out to be completed in spring/early summer of 2022, subject to administrative review by the Illinois Department of Transportation.

**Identification of Expected/Potential Problems:**

- Coordinating trail widening with existing drainage to ensure that improvements do not adversely impact drainage.
- Identifying and mitigating existing areas of poor base material.

**Project Budget:** The Prairie Path widening and paving project has been awarded a grant through the Illinois Transportation Enhancement Grant Program (ITEP). The total funding of the project was established at \$763,088. Of this total, the approved Federal amount is \$610,470. As an outcome of the Phase 2 engineering process, the Fox Valley Park District has submitted a request to IDOT per IDOT procedure for additional federal project funding in the amount of \$320,292 to cover anticipated increases in construction costs. Fox Valley Park District is awaiting IDOT's determination of this request.

**Conflict of Interest**

The Fox Valley Park District requires consultants to submit a disclosure statement with their Statement of Qualifications. Consultants shall use the IDOT BDE DISC 2 Template as their conflict of interest form.

**Suspension and Debarment**

The Fox Valley Park District will make 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.

**Consultant Selection**

**Selection Criteria and Weighting:** Specific qualifications considered in the consultant evaluation process and the relative weight of each criterion are as follows:

- Technical Approach 20%
- Firm Experience 10%
- Specialized/Similar Project Experience 20%
- Local Presence and Experience 10%
- Staff Capabilities and Experience 20%

- Past Performance 10%
- Work Load Capacity 10%

**Selection Committee:** The selection committee shall consist of at least three Fox Valley Park District staff members, including the Director of Planning, the Director of Operations, and the Assistant Director of Park Operations. Committee members must certify that they do not have any conflict of interest.

**Selection Process:** 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 discussions to develop a final ranking. If there are other firms within 10% of the minimum score, the Committee may choose to expand the short list to include more than three firms.

**Consultant Interviews:** The selection committee does not anticipate that interviews shall be necessary to select a preferred consultant following a review of the Statement of Qualifications submittals.

### **Estimate of Cost for Engineering**

The Fox Valley Park District shall prepare an independent in-house estimate for the cost of engineering prior to the start of negotiations. This will be used during the contract negotiation process.

### **Contract Negotiation**

The Director of Planning and the Director of Operations will negotiate with the selected consultant.

### **Acceptable Costs**

The Director of Planning or the Director of Operations will review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

### **Invoice Processing**

The Director of Planning or the Director of Operations will review and approve all invoices prior to payment and submission to IDOT for reimbursement.

