



Village of Creve Coeur

103 NORTH THORNCREST

CREVE COEUR, IL 61610

phone 309-699-6714 fax 309-699-1356

Request for Qualifications

March 4, 2024

TO: *Engineering Firm*

FROM: Village of Creve Coeur

PROJECT: RIPI 22-921006- Wesley Road Reconstruction Design

NAME: *Name*

Your firm is invited to submit your Statement of Qualifications to become eligible for a possible interview for professional services related to the final engineering design of reconstruction of approximately 2070 feet of Wesley Road for the Village of Creve Coeur.

Attached to this memo are the following:

- 1) Requirements for Statement of Qualifications
- 2) Preliminary Scope of Work
- 3) Schedule of Activities
- 4) Evaluation Criteria

All responses will be reviewed for selection of firms to be interviewed.

Your Statement of Qualifications with four (4) copies should be forwarded to the following address Village Clerk, 103 N. Thorncrest Ave., Creve Coeur, 61610 to be received no later than 2:00 p.m. on March 15, 2024.

Sincerely,

Fred Lang, President

Enclosure

Requirements for Statement of Qualifications

PROJECT OWNER: Village of Creve Coeur

PROJECT: RIPI 22-921006- Wesley Road Reconstruction

Your Statement of Qualifications should include the following information:

- 1) Name, address, telephone and fax numbers and brief description of firm;
- 2) Firm's federal employer identification number (FEIN);
- 3) Firm's data universal numbering system (DUNS) number;
- 4) Evidence of firm's current registration with SAM;
- 5) Resumes of key personnel to be assigned to this project;
- 6) A one-page narrative as to firm's interest, particular abilities and qualifications related to this project;
- 7) Describe other projects designed by this firm and key personnel pertinent to this project. Include reference contact information;
- 8) Provide examples of knowledge, expertise and/or experience with other related work;
- 9) Firm's proximity to the work area;
- 10) Proposed timeframe for completing the work;
- 11) Any other information the firm considers relevant to its qualifications.

Preliminary Scope of Services

Below is the brief summary of the project from the grant application:

The project involves the reconstruction of the 200 and 300 blocks of Wesley Road from railroad crossing towards route 29 which is approximately 2,070 feet. There could be a reduction in scope to coincide with the Rebuild Illinois Public Infrastructure Grant funds that was awarded. Project includes, but is not limited to pavement removal, clearing of brush and overgrowth, gutter removal, earth excavation, aggregate base course, hot mix asphalt, concrete gutter, storm sewer drains, painting and restoration. The design scope includes the preparation of plans and specifications that will enable securing all permits necessary to construct the improvements.

Schedule of Activities

Submit Statement of Qualifications:	March 15, 2024
Review Statement of Qualifications:	March 18, 2024
Evaluation of Qualifications and Short Listing of Firms:	March 18, 2024
Interview Short Listed Firms: (if needed); discuss proposals w/short list	March 22, 2024
Select Firm:	March 27, 2024
Issue Notice of Award/Sign Contracts:	March 29, 2024

Evaluation Criteria

Proposal Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project. – 20 points.
2. Record of performance on contracts, including quality of work, timeliness and cost control. - 20 points.
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm. - 20 points
4. Familiarity of the organization with this type of project or problems applicable to the project. - 15 points
5. Familiarity by the organization with the Owner's infrastructure and related matters – 25 points.

Selection and Contract Development

The Village will evaluate and rank each submittal using the Evaluation Criteria. To the extent possible, the Village will select no less than 3 firms which it determines to be the most qualified for the project. The highest ranked firm shall be contacted for the purpose of entering into contract negotiations. Should the Village and the highest-ranking firm be unable to reach an agreement regarding the terms of a contract, the Village may initiate negotiations with the second ranked firm, and so on until an agreement is reached with a qualified firm. The selected firm agrees to be bound by all applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the contract.

Questions concerning this Request for Qualifications should be address to Kim Peak, Village Clerk at clerk@villageofcc.com.