



**PANA ILLINOIS**  
CITY OF ROSES

**CITY OF PANA**

**PANA, ILLINOIS**

**REQUEST FOR QUALIFICATIONS**

**CONSTRUCTION ENGINEERING SERVICES  
(PHASE 3)**

**FOR**

**EAST 9<sup>TH</sup> STREET IMPROVEMENTS**

**SUBMITTAL DEADLINE**

**APRIL 19, 2022**



# PANA ILLINOIS

## CITY OF ROSES

### **Public Notice**

## **Request for Qualifications (RFQ) for Construction Engineering Services East 9<sup>th</sup> Street Improvements**

The City of Pana invites IDOT prequalified firms to submit a Statement of Qualifications (SOQ) to provide Phase 3 Construction Engineering services for an East 9<sup>th</sup> Street Improvements project for the City of Pana, Illinois. These requests are in accordance with the Brooks Act, (40 USC 11) and the FWHA's requirements for procurement, management, and administration of engineering and design related services (23 CFR 172).

The Project Description and Preliminary Scope of Services (below) provide a summary of major items that will be encountered during Phase III Construction Engineering services.

Statement of Qualifications will be limited to a total of twelve (12) pages or less with resume, biographies, and cover letter counting in the twelve (12) page total. Submissions shall be submitted in a sealed and labeled envelope to the following address:

City of Pana  
East 9th Street Improvements Project – SOQ

120 East 3rd Street  
Pana, IL 62557  
Attn: Kim Toberman, City Clerk

Submittal deadline: 4:00 pm on April 19, 2022.

If you plan to enter into a joint venture with another firm for this project, please note this on your RFQ, including the name of the firm you are entering into a joint venture with for this project.

**All SOQs received after the above noted deadline or not meeting the requirements stipulated herein will not be used as part of our consultant selection process.**



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### Project Overview

This project is located on East 9th Street from South Chestnut Street (FAU 7944) to a point approximately 100 feet east of South Locust Street. The gross and net length of the improvement is 753 feet (0.143 mile). The work will consist of the reconstruction of East 9th Street. The existing bituminous roadway pavement will be removed and replaced with subbase granular material and Portland Cement Concrete (PCC) pavement. Additional work includes associated removals, construction of combination concrete curb and gutter, driveways, commercial entrances, sidewalk ramps, storm sewers, manholes, inlets, a single 10' x 5' precast box culvert, and all necessary incidental work as shown on the plans or as described herein. The project will be funded with federal STP and local funds. Therefore, all of the IDOT procedures for federally funded projects must be followed including contract documentation.

### Preliminary Scope of Services

The requested engineering services and responsibilities may include—but are not limited to—the following:

1. Phase III Construction Engineering, Material Testing, and Documentation services in accordance with IDOT policy and procedures

### Guidelines for Preparing the Statement of Qualifications

The purpose for these guidelines is to ensure consistency in format and content in the SOQ prepared by consultants and submitted to the City of Pana.

### Minimum Consultant Qualifications

Only consultants who meet the following qualifications will be considered for selection.

1. Registered and authorized to do business in the State of Illinois
2. IDOT Prequalified in the following categories: (The Prime Consultant shall be pre-qualified)
  - a. Highway – Roads and Streets
  - b. Special Services – Construction Inspection



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### Submission Requirements

Submissions will be limited to a total of twelve (12) pages or less including a cover letter and resume biographies, and include the following:

1. *Firm description and organization structure and location of offices in proximity to project site. (1 page)* If you plan to enter a joint venture with another firm for this project, please note the name of the firm on your RFQ.
2. *Relevant project experience. (2 pages)* Include information demonstrating past performance. This may include awards, client quotes, schedule and financial budget data, etc.
3. *Proposed project approach. (1 page)* Describe the detailed scope of work for the project, including number of personnel that will be involved in the project approach and resources required for successful completion of the project. At a minimum, the scope of work and project approach should include the following:
  - a. Review of the project location for existing conditions.
  - b. Discussion on proposed processes and approach to construction observation, materials testing, and contract documentation in accordance with IDOT Policy.
  - c. Communication, public outreach, and meeting plan
  - d. Outline of all professional services required to complete this project.
4. Provide a proposed schedule to accomplish this scope of work and proposed team member workload capacity.
5. Provide resumes for key project team staff, including experience and credentials.
6. List any subconsultants you intend to utilize and include their qualifications and resumes.
7. Provide at least three references for similar federally funded and other similarly funded, IDOT administered, projects.
8. Provide proof of Professional Liability Insurance

Each applicant should submit (5) copies of the SOQ. The envelope should be clearly marked with the following title as well as the date and time of submittal prior to the submission deadline.

***“City of Pana – East 9th Street Improvement Project- Phase III Construction Engineering Services” - Attention: Kim Toberman***



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### Selection Process

Selection will be in accordance with The Brooks Act, (40 USC 11) and the FHWA's requirements for Procurement, Management, and Administration of Engineering and Design related Services (23 CFR 172) to promote open competition by advertising, ranking, selecting, and negotiating contracts based on demonstrated competence and qualifications for the type of engineering and design related services being procured.

Firms are to submit a written Statement of Qualifications which presents the firm's qualifications and understanding of the work to be performed. The evaluation criteria and weighting for this project is as follows:

- Technical Approach (25%)
- Relevant Firm Project Experience on Federal Funded Projects and other similar funding (20%)
- Specialized Expertise (10%)
- Staff Capabilities (Prime/Sub) (20%)
- Workload Capacity (10%)
- Past Performance (10%)
- Local Presence and Proximity to Project Site (5%)

A selection committee comprised of staff from the City of Pana will evaluate all Statements of Qualifications (SOQs). SOQs will be reviewed, evaluated, and scored using the criteria defined above. The City may select the most qualified firm based on the SOQ's only and not provide for interviews. Consultants will be evaluated and scored using the criteria defined above and the highest scoring firm will be selected for contract negotiations. If a contract cannot be successfully negotiated, the next highest scoring firm will be contacted for contract negotiations. The contract award will be made by the Pana City Council and their decision will be final. Any time or services required to prepare and submit the SOQ's shall not be reimbursed by the City. The City intends to partially fund engineering services with Federal STU funds. SOQ's submitted will not be returned.

Prior to award to a consultant, that consultant shall submit their Disclosure Statement (BDE DISC 2) regarding Conflicts of Interest and Suspension and Debarment.

### Schedule

Currently, the City anticipates entering into a Phase III Engineering Services agreement in early Summer 2022 but will be dependent on IDOT Phase II approval and IDOT letting schedule.

### Contact Information



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Any questions regarding the project, QBS, or Consultant Selection Process should be directed to Greg Holthaus, City Engineer in writing or via email at [gholthaus@consolidated.net](mailto:gholthaus@consolidated.net). ALL QUESTIONS MUST BE RECEIVED BY April 19, 2022, at 4:00 pm Central. The Request for Qualifications relative to this project will be referenced for availability on the City of Pana public website at least 14 days prior to the acceptance of SOQ's.