

**2018 QBS
REQUEST FOR PROPOSAL (RFP)
COUNTY WIDE
TRAFFIC SYSTEM OPERATIONS & MANAGEMENT (TSOM)
SECTION NUMBER 18-00365-05-EG**

INSTRUCTIONS TO ENGINEERING FIRMS

Proposals are due at the Division office by **4:00 PM August 17th, 2018.**

Proposal received after the deadline shall not be considered.

The County **will conduct interviews** with short-listed firms in compliance with its current Qualifications - Based Selection Process (QBS) for professional services anticipated for this project. The interviews with the short-listed firms are tentatively set for the week of August 20th, 2018. You will be contacted by the County in the near future to schedule a specific date and time for the interview (if not already coordinated and scheduled), which will be a maximum of 45 minutes (total). The Consultant should be prepared to make a presentation outlining their qualifications and experience with projects of similar scope and magnitude. The Consultant should also demonstrate their understanding of the project and engineering services required. The remainder of the scheduled time will be a question and answer session (15 minutes or longer, not to exceed 1 hour cumulative interview time). Attendance of any anticipated support staff is encouraged, but will be limited to three representatives from the Consultant. Attendance of the Project Manager is mandatory.

I. PROJECT DESCRIPTION / PRELIMINARY SCOPE OF SERVICES

See Request for Statement of Interest (SOI) for details.

II. QUALIFICATIONS

See Request for Statement of Interest (SOI) for details.

III. PROJECT DURATION

See Request for Statement of Interest (SOI) for details.

IV. PROPOSAL REQUIREMENTS

One electronic pdf copy of the proposal shall be uploaded through KDOT QBS by **4:00 PM August 17th, 2018. Any proposals submitted after the due date and time will not be considered.**

The completed Proposal shall include the following items, presented in the following order:

- **Cover letter** on the firm's letterhead transmitting the Proposal to the County. The cover letter shall describe the composition and proposal contents. Also the cover letter shall include the firm contact individual, including contact information, should questions arise from the submitted Proposal.
- **Section 1:** Listing of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart that are proposed to provide the majority of services.
- **Section 2:** Key staff resumes. Resumes shall be limited to two pages.
- **Section 3:** List of other company support staff that are not anticipated to perform major items of work but that may be available should their assistance be required.
- **Section 4:** Proposed sub-consultants.
- **Section 5:** Ongoing or completed projects of similar scope and magnitude that demonstrate the firm has experience in performing work requested by the County for the specific project.
- **Section 6:** This section also known as the Project Approach or Project Understanding shall be devoted to discussion of the County's project for which services are needed. The following elements shall be included in this section:
 - Project Name
 - Project Location
 - Type of work required (e.g., Phase II Engineering)
 - A statement informing staff that the project site was field checked or was not field checked by some key staff within the firm.
 - Brief description of existing site conditions. This could be existing geometrics, existing bridge/structure type, known deficiencies, and other items relevant to the project such.
 - The firms proposed preliminary project approach to obtaining necessary data, evaluating the existing conditions, identifying problems/deficiencies, and proposed methods to correct or tackle and resolve identified problems and deficiencies. A subsection demonstrating for the firm can leverage existing contract scope and existing ITS infrastructure to be both proactive in addressing motorist concerns or be better assisted to react upon receipt of assignment to investigate a motorist concern involving ITS improved roadways.
 - A list of anticipated challenges or what is anticipated to be the biggest challenge in completing the requested work.

V. SELECTION PROCESS

The selection of the Consultant will be made in compliance with the County's most current Qualifications - Based Selection or QBS Process. The current QBS Process is posted on the County's website. The consultant chosen by the Selection Committee will be the presumptive Consultant for the final negotiations. The County will then conduct negotiations with the first choice firm. If the County is unable to execute a timely contract with the firm with the first choice, the County will then pursue negotiations with second choice firm who have met the basic qualifications, then the third, etc., until an acceptable contract is executed. QBS instructions can be found at <http://kdot.countyofkane.org/Shared%20Documents/QBS.pdf>.

VI. CONTACT INFORMATION

Any questions regarding the project should be directed to Stephen Zulkowski at (630) 208-3139 or via email at zulkowskistephen@co.kane.il.us.