

REQUEST FOR PROPOSAL
PHASE I & II ENGINEERING SERVICES FOR
RANDALL ROAD AT WELD ROAD

INSTRUCTIONS TO ENGINEERING FIRMS

Proposals are due at the Division via KDOTQBS by **4:00 PM September 26, 2014**.

Proposals 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 will take place between October 1st and 3rd. The interview will be a maximum of 1 hour. The Consultant should be prepared to make a presentation (approximately 30 minutes in length) 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. Attendance of any anticipated support staff is encouraged, up to three representatives from the Consultant. Attendance of the Project Manager is mandatory.

I. PROJECT DESCRIPTION

- A. The project consists of completing Phase I & II engineering services for the Randall Road at Weld Road Intersection Improvement
- B. For more information please reference the Preliminary Scope of Services that was provided when the request for a Statement of Interest was initiated.

II. PROPOSAL REQUIREMENTS

One electronic copy (pdf) of the proposal is due by 4:00 PM September 26th, 2014 via KDOTQBS. The required proposal format is listed below.

The completed Proposal shall include the following items:

- Cover letter on the firm's letterhead transmitting the proposal, indicating the contact person;
- Section 1 – Organizational chart showing key staff;
- Section 2 – Key staff resumes, with a maximum of two pages per resume;
- Section 3 – Listing of support staff, likely to work on the project;
- Section 4 – Proposed sub-consultants.
- Section 5 – Ongoing or completed projects similar in scope and magnitude worked on by the firm with references; and
- Section 6 – Project Approach/Project Understanding.

III. 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.

IV. CONTACT INFORMATION

Any questions regarding the project should be directed to Paul LaFleur at (630) 406-7355 or via email at lafleurpaul@co.kane.il.us.

Any questions regarding the QBS Process should be directed to Carl Schoedel at 630-584-1170 or via email at schoedelcarl@co.kane.il.us.