

City of Highland Park, IL  
Qualifications Based Selection (QBS)  
Request for Letter of Interest (LOI)  
Phase I Engineering

**Dean Ave Bridge Replacement Project over Ravine 3**

The City of Highland Park is in need of professional services from a qualified engineering firm to provide Phase I Engineering Services for the bridge replacement project for Dean Avenue over Ravine 3. At the City's discretion and upon approval from IDOT the selected firm for Phase I Engineering may perform Phase II Engineering, and Phase III Construction Engineering.

The project received federal STP-BR funds through IDOT. Phase I Engineering is anticipated to begin in mid-2023 with a target DA in late 2024.

The Letter of Interest shall be submitted electronically in PDF format via email to [egomez@cityhpil.com](mailto:egomez@cityhpil.com) with a copy to [bramirez@cityhpil.com](mailto:bramirez@cityhpil.com). **The Letter of Interest shall be submitted no later than 2:00 PM on September 2, 2022** and should be addressed to Emmanuel Gomez, P.E., City Engineer.

**A Letter of Interest (LOI) received after the above noted deadline will not be used as part of our consultant selection process.**

The short listed firms will be requested to submit a separate document entitled "Statement of Qualifications and Project Understanding" and to present their qualifications and project understanding at an interview.

# *Qualifications Based Selection (QBS) Process for this Project*

## **QBS & Phase I TIMELINE – Qualifications Based Selection (QBS) Process**

- 09/02/2022 2PM Letter of Interest Due
- 09/09/2022 EOD<sup>1</sup> Letters of Interest reviewed and short list of firms developed
- 09/12/2022 EOD<sup>1</sup> Firms notified and Statement of Qualifications and Project Understanding (SQPU) requested
- 09/26/2022 EOD<sup>1</sup> SQPU Due
- 10/03 to 10/07 Tentative Time Frame for Interviews
- 10/12/2022 Firm selected for Phase I Engineering; contract negotiation begins
- Oct. & Nov. 2022 IDOT Review, Engineering and Funding Agreements
- March 14, 2023 Tentative time frame to present IDOT Approved Agreements to City Council
- July 2023 IDOT Approval to Start Phase I Engineering

1: EOD = End of Business Day (4:30 P.M., CST)

## **Letter of Interest – Format Requirement**

In general the Letter of Interest document shall provide the following information, in the order presented:

1. Name of Firm.
2. Contact Individual at Firm. Contact information should include telephone number, fax number, email address and the individual's title.
3. Statement that the firm is responding to the requested Letter of Interest, including the project which is associated with the request.
4. Brief paragraph explaining why the firm is interested in providing the professional services to the City.
5. Short listing of projects, similar in scope and magnitude recently completed by the firm.
6. List of proposed key personnel that would be assigned to the project should the firm be selected.
7. List of proposed sub-consultants or support staff.
8. Attachment of the firm's IDOT prequalifications.

At the firm's discretion photographs, tables, charts or other graphics may be inserted in the Letter of Interest to help promote your understanding and interest in providing the requested services.

The Letter of Interest shall be limited to one 8 ½” X 11” sheet of the company’s paper. If necessary, 2-sided printing is allowed so all required information is submitted. The IDOT prequalification will be attached to the Letter of Interest.

The Letter of Interest shall be submitted electronically in PDF format via email to [egomez@cityhpil.com](mailto:egomez@cityhpil.com) with a copy to [bramirez@cityhpil.com](mailto:bramirez@cityhpil.com). **The Letter of Interest shall be submitted no later than 2:00 pm on September 2, 2022** and should be addressed to Emmanuel Gomez, P.E., City Engineer.

### **Statement of Qualifications and Project Understanding (SQPU)**

The Statement of Qualifications and Project Understanding (SQPU) document shall not seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required percentage of construction cost, or any other measure of compensation.

#### Statement of Qualifications and Project Understanding – Format Requirement

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

- Cover letter on the firm’s letterhead transmitting the document to the City. 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 document.
- 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 City for the specific project.
- Section 6: This section also known as the Project Approach or Project Understanding shall be devoted to discussion of the City’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 I Engineering)

- A statement informing staff that the project site was field checked or was not field checked by some key staff within the firm.
- An aerial view photograph of the project with some key elements noted, such as name of major roadway, river or creek name, north direction arrow, and other elements deemed necessary or helpful in visually presenting the project location.
- Brief description of existing site conditions. This could be existing geometrics, existing bridge/structure type, known deficiencies, and other items relevant to the project.
- 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 list of anticipated challenges or what is anticipated to be the biggest challenge in completing the requested work.

The SQPU document shall be bound with spiral plastic binding, printed on 2-sided 8 ½” X 11” paper and have a maximum thickness of 1/2”. Each section shall be tabbed to facilitate fast and easy retrieval to the section. Three ring binders will not be allowed. Three hard copies of the SQPU document shall be submitted. Also in addition to the hard copies an electronic copy of the proposal in PDF format shall be submitted to the City.

The Statement of Qualifications and Project Understanding (SQPU) document **shall be submitted no later than September 26, 2022** and should be addressed to:

Emmanuel Gomez, P.E.  
City Engineer  
City of Highland Park  
1150 Half Day Road  
Highland Park, IL 60035

The electronic copy in PDF format shall be sent via email to [egomez@cityhpil.com](mailto:egomez@cityhpil.com) with a copy to [bramirez@cityhpil.com](mailto:bramirez@cityhpil.com).

## **Conduct Interviews**

The Selection Panel will conduct an interview with each short-listed firm. The interview will be held at the City's Public Works Office. No more than three key staff members from the Consultant firm shall be present at the interview. The consultant's Project Manager must be present and make a presentation at the interview. The interview will be a maximum of forty-five minutes. The Consultant should be prepared to make a brief presentation (a maximum of twenty-five 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.

## **Ranking and Negotiations**

The Selection based on criteria: 1) key staff identified and available; 2) relevancy of experience which includes job scope and magnitude of experience; 3) demonstration of understanding of work needed; 4) responsiveness to the City and the public; 5) the consultant's performance during the interview; 6) website for project (if applicable); 7) quality of office staff; 8) quality of proposed sub-consultants; and 9) quality of SQPU document.

## **IDOT Approval**

After the engineering contract, also referred to as the engineering agreement, is successfully negotiated, the Consultant shall prepare the engineering agreement and funding agreement using the most current IDOT forms and submit these agreements to the City. Upon review and approval of the agreements by the City, the City will submit the agreements to the Lake County Council of Mayors Liaison. The Lake County Liaison will submit the agreements to IDOT for review and approval. At the City's discretion the City may request that the Consultant make the submittals to the Lake County Liaison.

## **City Council Approval**

Staff will present the IDOT approved agreements along with supporting documentation to the City Council for approval.

## Selection Summary Sheet

### CITY OF HIGHLAND PARK ENGINEERING CONSULTANT SELECTION CONSIDERATIONS

Project:	Dean Avenue Bridge Replacement
Services Needed:	Phase I Engineering
Notes:	
Interviews Conducted?	Yes
Web Site Requested	No

Ranking Criteria (x weight) - Short Listed Firms												
Firm	Key Staff Identified & Available (Rx2)	Relevancy of Experience		Demonstration of Understanding Work needed (R*2)	Commitment to Public and City Responsiveness (R*1)	Interview (R*3)	Web Site (R*1)	Quality of			Sum Criteria Points	Rank
		Scope (Rx2)	Magnitude (R*2)					Office Support Staff (R*2)	Subconsultants (R*2)	SQPU Document (R*2)		
Sum points from 3 member review team												
Consultant 1	0	0	0	0	0	0	0	0	0	0	0	1
Consultant 2	0	0	0	0	0	0	0	0	0	0	0	1
Consultant 3	0	0	0	0	0	0	0	0	0	0	0	1

<p><b>Key Staff Identified &amp; Available</b> - List the P.M. declared as available for the subject project and any assistants and support staff named. Utilize personal knowledge or professional references to quantify this criterion's value. Does staff appear to be a good fit for job? Qualifications, number of people and work assignments</p>
<p><b>Relevancy of Experience (Scope)</b> - Previous jobs managed by firm and staff similar in nature. Suggest calling project sponsors for feedback. Rate by # of jobs and how closely they mirror project.</p>
<p><b>Relevancy of Experience (Magnitude)</b> - Previous jobs managed by firm and staff similar in magnitude and not necessarily nature. Suggest calling project sponsors for feedback. Rate by # of jobs and how closely they mirror project.</p>
<p><b>Demonstration of Understanding Work needed</b> - How well does proposal interpret the nature of services needed with respect to completing a successful project? Do they address major as well as minor points?</p>
<p><b>Commitment to Public and City Responsiveness</b> - How well the proposal convey that the public should be the highest priority customer? How much focus is placed on the consultants ability and commitment to be responsive to Highland Park requests, meetings, and guidance? This should always be discussed when contacting references. Have they addressed these issues consistently with past projects or are they indicating that they will follow our lead?</p>
<p><b>Interview</b> - How well did consultants represent themselves? Were there intangibles that were illuminated in the interview that would allow their company stand out? Was the slated PM in attendance? How were their communication skills? Appearance, good listener?, Strong communicator?, Likeable personality or distant?, Ability to convey concepts/thoughts easily?, Eye contact, body language, Attitude.</p>
<p><b>Web Site Rating</b>- Prior experience, number of projects, years of experience. Does key staff possess experience or any special training/education?, Are there other proven methods of communication standard to firm? What is their standard policy on communicating with public and businesses?</p>
<p><b>Quality of Office Support Staff</b>-Experience, Knowledge, Availability /access to team.</p>
<p><b>Quality of Subcontractors</b>-Prior experience with Highland Park, Years in business, Size of firm-availability to provide high level of service and strong support.</p>
<p><b>Quality of SQPU Document</b>-Presentation of document, formatting, spelling, how well was project understanding section completed.</p>