



Legislation Text

File #: 2020-0487, Version: 0

Title/Name/Summary

Professional Engineering Consulting Services, Request for Qualifications, Pre Qualified Consultants Recommendation

History

In order to implement a more efficient consultant selection process for engineering programs and services, the Village has initiated a Request for Qualifications (RFQ) to pre-qualify engineering consultants. This RFQ allows the Village to develop a shortlist of qualified consultants in various engineering disciplines and services. In the future, the Village will invite these consultants to submit projects initiated by the Village. The primary purposes of this RFQ include:

- Obtain best in class, exemplary professional consulting service levels for the Village.
- Maximize operational efficiencies by pre qualifying professional consulting firms.
- Obtain the most competitive fees in the region for professional design and engineering services for the Village.

Please note, that the list of pre-qualified consultants resulting from this RFQ only applies to projects initiated by the Village using 100% local funding. Federally funded projects, projects initiated by the Illinois Department of Transportation (IDOT), and other agency projects will still go through the Qualifications Based Selection (QBS) process as defined by IDOT. The following are the details of the Village's RFQ process.

RFQ Details

An RFQ (RFQ #20-015) was issued by the Engineering Programs and Services (EPS) Department on April 17, 2020. The RFQ responses were received by the Village on May 7, 2020. The Village received 29 proposals. The following are key elements of this RFQ:

- The following disciplines were included in the RFQ:
 - Land Planning Services (or Village Engineering Services) including, engineering reviews of Development Applications (residential and commercial)
 - Civil Engineering Services
 - Storm Water Engineering Services
 - Site Design Services
 - Structural Engineering Services
 - Geotechnical/Soil Boring Services
 - Environmental Planning including Regulatory and Permitting Services
 - Environmental Reports and Studies
 - Phase I Reports and Studies
 - Phase II Reports and Studies
 - Traffic Engineering including Way-Finding and Signage
 - Roadway Engineering Services

- Roadway Phase I Engineering Services
- Roadway Phase II Engineering Services
- Roadway Phase III Engineering Services (Resident or Construction Engineering Services)
- Site Survey Services
- Phase III Services - Utilities
- Green Infrastructure Services

· The published RFQ documents stated that the term of this Contract will begin on or about July 1, 2020, and end on June 30, 2025. However, if a firm is awarded a project, the firm must complete its services within the accepted schedule which may be beyond the end of the contract term in 2025. Due to the delays caused by COVID-19 and additional time taken by the Village to complete the evaluation process, staff is recommending to change the contract start date to October 1, 2020, and end date to September 30, 2025.

Evaluation Criteria

The following evaluation criteria were established in the RFQ:

- Qualifications of Project Team Members - 20 points

This criterion focused on the reputation of individual team members and principals in the consulting industry, their qualifications, and assurance of availability for proposed roles. Team members were evaluated on proven team compatibility among the cited staff, use of creative solutions, success in acquiring design/construction funding from local, state, federal sources, and other related qualifications and experiences.

- Technical Expertise and Proven Creativity - 20 points

The consultants were evaluated on demonstrated creativity, from concept through final design/engineering of the listed service types. These include but not limited to user-friendly, highly functional, and cost-effective solutions. Recent proven experience in delivering projects of similar contractual agreement model, scope, and complexity including the ability to successfully develop and coordinate deliverables within the budget and schedule parameters, including addressing schedule/budget concerns, approach to value engineering and identification, and presentation of cost avoidance opportunities.

- Reputation of the Professional Firm - 10 points

Firm's overall demonstrated capability to successfully lead a comprehensive consulting process involving multiple disciplines and willingness to coordinate consulting efforts with Village staff, stakeholders, other consultants, developers, and support professionals. Possess an established track record to deliver exceptional quality and creative solutions, while balancing consulting and construction costs, quality of deliverables, and schedule parameters involved in a project/task. The ability to accurately estimate construction costs, provide life-cycle cost analysis, and innovative value engineering solutions when necessary. This evaluation includes firm's proven abilities through documentation of references, certifications, registrations, industry recognitions, and professional rankings.

- Enhancing Village of Orland Park - 10 points

This criterion was based on their understanding to the following questions: What is the firm's opinion about the greatest needs of the Village? What innovative projects can the Village build to enhance or address its current and future strengths and challenges? The Village has limited financial resources, how can the Village use its funds to get best value of its resources?

- Organizational Mission and Commitment - 10 points

In order to best serve Village's needs, the firms was evaluated in areas such as, strong conveyance as to how the firm understands, has the experience, and will be organized, through coordination of resources and maximizing staff availability. The commitment of an identified team, and ability to provide assurance

that the continuity of employees will remain cohesive in order to respond to the various projects/tasks in an expedited manner, build a knowledge base for Village projects, existing and future infrastructure, and ensure the highest level of communication with Village staff at all times. The firm displays a proven ability as a cohesive team to work with Village staff/stakeholders and prioritize conflicting elements/issues involved with project/tasks.

· Hourly Rates - 20 points

The Staff requested that the firms pre-qualified by the IDOT submit the IDOT's approved prequalification letter with prequalification categories. This letter is also known as Statement of Expenses and Financial Condition (SEFC). This letter provided consultants' payroll burden, fringe expense rate, and general/administrative expense rate on a percentage basis. Additionally, the letter provided the total annual transportation fee capacity of each consultant.

Based on the responses received, the lowest qualified expense rate was 109.77%, the highest was 195.14% and the average was 151.34%.

· Selection Team's Discretion - 10 points

Members of the selection committee used these points at their discretion.

RFP Responses and Evaluation

As previously mentioned, RFP responses were received on May 7, 2020, with 29 consulting firms submitting their qualifications. Based on staff's previous experience with other similar RFQs, this level of response is unusually high. Typically, approximately 12 responses are received for this type of RFQ. All 29 submittals were considered "responsive" responses by the Finance Department.

The following consultants submitted their responses:

1. Baxter & Woodman Consulting Engineers
2. BLA, Inc.
3. Christopher B. Burke Engineering, Ltd.
4. Ciorba Group Consulting Engineers
5. Civil & Environmental Consultants, Inc.
6. CivilTech Engineering, Inc.
7. CKL Engineers, LLC.
8. DLZ Illinois, Inc.
9. Environmental Design International, Inc.
10. Engineering Resource Associates
11. ESI Consultants, Inc.
12. GEI Consultants
13. Gewalt Hamilton Associates, Inc.
14. GRaEF
15. Greeley & Hansen
16. HDR, Inc.
17. Hey & Associates
18. HR Green, Inc.
19. Interra
20. Intertek PSI
21. Jacobs
22. JSD Professional Services, Inc.
23. Kimley Horn Associates
24. Robinson Engineering

25. Strand Associates
26. Terra Engineering, Ltd.
27. Thomas Engineering Group
28. TranSystems
29. V3

The Village's Engineering Selection Team, with reviews from Village Manager's Office, went through a rigorous evaluation process. Each consultant's submittal was rated and ranked for each of the 16 engineering services and disciplines. Based on the evaluation criteria established in the RFQ (mentioned above), the Selection Committee recommends the following 18 consultants in various categories. The attached spreadsheet shows the categories that the 18 consultants are recommended for.

1. Baxter & Woodman
2. BLA, Inc.
3. Christopher B. Burke Engineering, Ltd.
4. Ciorba Group Consulting Engineers
5. Civil & Environmental Consultants, Inc.
6. CivilTech Engineering, Inc.
7. Environmental Design International, Inc.
8. Engineering Resource Associates
9. HDR, Inc.
10. HR Green, Inc.
11. Intertek PSI
12. Jacobs
13. JSD Professional Services, Inc.
14. Robinson Engineering
15. Strand Associates
16. Thomas Engineering Group
17. TranSystems
18. V3

Refer to the attached spreadsheet that shows the engineering services and disciplines that each consultant is recommended for.

Financial Impact

There are no financial impacts to the Village with the acceptance of the recommended pre qualified consultants.

Recommended Action/Motion

I move to approve to entering into a master professional services agreement with the above listed of recommended consultants for a term not to exceed five (5) years, beginning October 1, 2020 and ends September 30, 2025.