



Legislation Text

File #: 2020-0010, **Version:** 1

Title/Name/Summary

151st Street, Phase III Engineering Services, Consultant Recommendation

History

The Village and its consultants, Christopher B. Burke Engineering, Ltd. (CBBEL) and Santacruz Land Acquisition have completed the design, construction, and land acquisition documents for the widening and reconstruction of 151st Street from Ravinia Avenue to West Avenue. This project includes a new roundabout at the intersection of West Avenue and 151st Street as well as new watermain, storm sewers, intersection and roadway improvements at West Avenue, 151st Street, and Ravinia Avenue.

The project design and specifications have been accepted by the Illinois Department of Transportation (IDOT). IDOT is in the process of bidding this project with the expected bid opening date of January 17, 2020. The next step in this process for the Village is to retain a qualified engineering consultant for Phase III, Construction Engineering Services which is also known as construction observation services.

Request for Proposals and Scope of Services

A Request for Proposals (RFP) for "151st Street from West Avenue to Ravinia Avenue, Phase III - Construction Engineering Services" was issued on November 8, 2019. The following Scope of Services was included in the RFP:

- Provide full time resident engineering and inspection services during the construction of the improvements to ensure that the project is constructed in accordance with the approved plans, specifications and federal funding requirements.
- Communicate with residents and businesses on the Village's behalf regarding the construction operations and schedules. Attend public information meetings, if required.
- Maintain a daily record (log) and Inspector Daily Reports (IDRs) of the contractor's activities throughout construction, including documenting sufficient information to permit verification of the nature and cost of changes in plans and authorized additional work. All documents must be in accordance with federal, state, and local requirements. IDRs shall be submitted to the Village on a weekly basis.
- Provide digital construction photographs documenting progress of the work. The photographs shall be taken at appropriate intervals (at least twice a week) to show and document meaningful construction progress.
- The resident engineer or other personnel shall be prepared to answer the needs of the residents and businesses via telephone, email and/or in-person. These activities shall consist of, but are not limited to, answering phone calls, receiving and sending e-mails, and contacting/meeting the residents or business owners to ensure resolution. This work shall be performed in a timely manner as determined by the Village and situational needs.
- Conduct weekly meetings with the contractor and Village representative on the project and all

interested parties to discuss the progress of the project and other matters requiring discussion and resolution. Prepare and distribute meeting minutes.

- In response to RFIs and if needed, prepare details or sketches to assist the contractor with construction-related questions.
- Revise contract drawings to reflect as-built conditions for the project. At the completion of the project, provide the Village with electronic CAD files of the as-built drawings.
- Measure quantities and maintain project documentation of the quantities to meet all federal, state, and local standards, specifications and requirements. Prepare and submit to the Village all required partial and final pay estimates, change orders, records and reports.
- Provide material QA/QC as required per IDOT Standard Specifications.
- Review and approve material cut sheets and shop drawings.
- Monitor contractor's work and construction layout and traffic control.
- Coordinate with utilities (Village and outside companies) as necessary.
- Coordinate all construction-related details with the Village and all other related parties.

Evaluation Criteria

The following evaluation criteria were established in the RFP:

- Total professional fees including reimbursable expenses - **40%**
- Combination of the following items - **30%**
 - Resident Engineer's (RE) and Firm's past working experience for Phase III - Construction Engineering Services related with federal funding, IDOT's policies and procedures, and IDOT's Local Agency representatives.
 - RE's past working experience related with infrastructure elements, utility coordination or relocation, traffic signal construction and/or water main projects.
 - RE's and Firm's experience with roundabout design and/or construction.
- Overall proposal completeness and overall project understanding including potential project challenges - **20%**
- Selection team's discretion - **10%**

RFP Responses and Evaluation

RFP responses were received on December 6, 2019 with eight consulting firms submitting their responses. All eight submittals were considered "responsive" responses by the Finance Department. The Village formed a three member Selection Committee to evaluate, rate and conduct interviews. The following are the members of the Selection Committee:

- Greg Summers - Assistant Village Manager
- Rich Rittenbacher - Interim Director, Public Works
- Khurshid Hoda - Director, Programs and Engineering Services

The following is summary of hourly rates, number of hours, and total professional fees submitted by each firm:

<u>Firm Name</u>	<u>Number of Hours</u>	<u>Average Hourly Rate</u>	<u>Professional Fees</u>
Baxter & Woodman, Inc.	3,318	\$119.63	\$396,928
Engineering Resource Assoc.	2,216	\$126.03	\$279,285
Civiltech Engineering, Inc.	3,366	\$142.53	\$479,744
Christopher B. Burke Engineering	2,200	\$142.38	\$313,242

Strand Associates	3,156	\$144.67	\$456,571
Robinson Engineering, Ltd.	2,104	\$144.38	\$303,786
V3 Companies, Ltd.	2,180	\$159.17	\$347,000
Thomas Engineering Group	3,078	\$161.26	\$496,571

Using the Village team's experience with other similar projects including the recently completed roadway, landscaping and roundabout work at Ravinia Avenue and 147th Street, it was estimated that a 151st Street project would require approximately 3,200 to hours. In the hours estimate, the Village team considered the possible impact of bad weather (i.e., the extension of construction schedule) and the possibility of the project extending into the 2021 construction season.

Based on the evaluation criteria established in the RFP (mentioned above), the Selection Committee created a shortlist of four firms and invited them for interviews on December 20, 2019. The following four firms were invited for the interviews:

- Baxter & Woodman, Inc.
- Civiltech Engineering, Inc.
- Christopher B. Burke Engineering
- Strand Associates

During the Committee of Whole meeting, additional information was requested by the Committee members. The RFP Evaluation Table as prepared by the Selection Committee is attached with this report for reference.

Based on the evaluation criteria established in the RFP, review of submittals, qualifications, professional references, interview results, working experience of project manager, resident engineer, and field technicians with IDOT, and with the lowest average hourly rate with the hours required to complete the project, the Selection Committee unanimously recommends accepting Baxter and Woodman's proposal. The Selection Committee also recommends adding approximately 7.5% (\$30,000) in contingency funds to address unforeseen elements in underground utilities, delays due to weather, changes in project requirements, addressing property owners and stakeholders' requests, and other related items. The Baxter and Woodman contract will be on a hourly-to-max type contract. Therefore, contract and contingency funds will only be spent if the hours are required by the project.

The Committee of the Whole forwarded this item to the Village Board of Trustees without a recommendation pending the review of evaluation criteria developed by the Selection Committee.

This item is now before the Board of Trustees for Approval.

Financial Impact

Sufficient funds are available in the Capital Improvement Fund for Phase III Construction Engineering services.

Recommended Action/Motion

I move to approve the proposal from Baxter and Woodman, Ltd. for the 151st Street Improvements, Phase III Construction Engineering Services in an amount not to exceed \$396,928;

And

I move to approve \$30,000 as a line item in Baxter and Woodman's contract as contingency funds which shall only be used by prior authorization from the Village Manager;

And

I move to authorize the Village Manager to execute an agreement with Baxter and Woodman, Ltd., pending Village Attorney review, in the total not to exceed the amount of \$426,928.