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# **PUBLIC WORKS AND ENGINEERING DEPARTMENT**

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December 2, 2011

**Subject:** 2012 Street Improvement Program  
Request for Proposals—Design and Construction Engineering Services

The Village of Mundelein is accepting proposals from interested design firms for the Village's 2012 Street Improvement Program. The project will consist of design and construction engineering services for approximately 2 miles of concrete road rehabilitation, located in two neighborhoods within the Village. Attached to this letter is a street map depicting the location of the proposed improvements. The planned improvements are expected to consist mainly of PCC surface removal and Hot Mix Asphalt resurfacing, limited underground utility repairs as determined by the Village, full-depth pavement patching, structure adjustments and curb and gutter repair/replacement.

The project will be partially funded through Motor Fuel Tax revenue, therefore Illinois Department of Transportation Bureau of Local Roads (IDOT BLR) coordination/documentation must be completed in conjunction with this project. All submittals must include a design completion date no later than February 22, 2012. Construction is anticipated for the spring/summer of 2012.

## **Expected Scope of Services**

### Design and Construction Engineering:

1. Investigation of the condition of the designated streets to determine (in consultation with the Village) the appropriate repair/resurfacing program.
2. Preparation of necessary IDOT resolutions.
3. Attendance at meetings with Village staff and Board of Trustees as may be reasonably required, preparation of the estimate of cost, and proposal (bid documents) including, but not limited to, all necessary specifications including supplemental and recurring, local special provisions and cross sections all in accordance with IDOT BLR requirements.
4. Apply for and obtain all necessary permits (IDOT, IEPA, Lake County SMC, etc.)
5. Provide bid assistance services, prepare and include project information in IDOT NOTICE TO CONTRACTORS BULLETIN, attendance at public letting, preparation of bid tabulation, submittal of recommendation of award upon review of construction bids, and

preparation of contract forms and all final documents.

6. Attend pre-construction conference; furnish engineering field inspection including preparation of partial and final pay estimates, change orders, material quality and quantity documentation, material testing and final financial reporting.

### **Proposal Submittal Requirements**

One original and two (2) copies of your firm's proposal must be mailed or hand delivered to the Village Engineer's office at 440 East Crystal Street, Mundelein, Illinois by 4:00 p.m. on Friday, December 19, 2011, in a sealed envelope marked "2012 Street Improvement Program Design". No faxed or e-mailed submittals will be accepted. All costs associated with the scope of services described above must be detailed within the proposal. An overall cost can be provided, however lump sum proposals that do not include itemized costs for each task will not be considered.

Typical criteria for both evaluating and ranking firms may include but not be limited to the following:

1. Education, experience and expertise of the firm's employees who will be assigned key project responsibilities, with attention to their qualifications and past performance.
2. The firm's general experience and history of performance on projects similar to the one under consideration. References of each firm's previous clients must be provided.
3. The firm's technical approach to plan development of this type of project.
4. Project schedule and timeline.
5. Hourly rates and other applicable fees and breakdowns of requested project costs including a separate estimated cost allowance for the quality assurance material testing firm as well as itemized cost for design and construction engineering services.

Several firms may be called for interviews from which a single firm will be selected. The selected firm may be invited to participate with Mundelein staff to more fully develop and refine the scope of work. Please call (847) 949-3220 if you have any questions regarding this project or this request for proposal.

Attachments: 2012 CIP Map Overview

