Village of Barrington
Notice for Request for Qualifications
Central Business District Streetscape
and Pedestrian Improvements

Notice is hereby given that the Village of Barrington (the "Village") will receive Statements of Qualifications at the Barrington Public Works Department, 300 N. Raymond, Barrington, IL 60010 until July 21, 2023 at 10:00 am for Phase I and II Engineering Services for the Village of Barrington Central Business District Streetscape and Pedestrian Improvement Project.

Project funding may include multiple funding sources and large portions of the work will be on Illinois Department of Transportation (IDOT) rights of way, therefore, all work will be done in accordance with IDOT guidelines. The Village of Barrington is soliciting Statements of Qualifications in accordance with the Village's policy for Qualifications Based Selection from all firms desiring to be considered for this project.

Description of Services

The proposed work is officially known as the Village of Barrington Central Business District Streetscape and Pedestrian Improvement Phase I and II Engineering Services, as further described in the Project Description and Scope of Services sections of this RFQ.

Availability and Clarification of Documents

This RFQ and any addendums will be posted on the Village's website at: https://www.barrington-il.gov/government/departments/development_services/requests_for_qualifications_and_proposals.php

Any questions related to this RFQ should be submitted in writing to Fred Braun, Director of Public Works at fbraun@barrington-il.gov.

Questions received and the Village's responses will be posted to the Village website. The deadline for submitting questions is 2:00 pm on July 14, 2023.

Written acknowledgment of each addendum shall be included with all statement of qualifications submissions. Oral explanations will not be binding.

No clarifications, interpretations or addenda shall be issued after 2:00 pm on July 17, 2023. It is the sole responsibility of the Engineer to check the Village's website to determine if an addendum has been posted.

PROJECT DESCRIPTION

Project Need

Decorative brick pavers were installed throughout the Village's Village Center (the "Central Business District" or "CBD") several years ago. (See Attachment 1) The brick pavers are installed in areas including sidewalk ribbon, intersection plazas, and around light poles. The pavers are in various stages of disrepair and a plan is needed to remove the existing pavers and evaluate options for low-maintenance improvements to the existing conditions. Each block will need to be analyzed and existing conditions documented as a basis for proposing optimal, cost-effective improvements. One primary goal is to reduce the amount of brick pavers and cost of maintenance in the new plan.

Project Purpose

The purpose of the project is to:

- Improve pedestrian safety throughout the CBD
- Improve aesthetics throughout the CBD while taking into consideration future maintenance costs, time, and responsibilities
- Provide options for improvement, including but not limited to, removal and replacement with existing brick, new brick, concrete, stamped concrete, thermoplastic inlay, grass, landscaping, or any other concept or combination of concepts to provide safe travel for pedestrians while also providing improved aesthetics in the district
- Incorporate the most cost-effective plan for upgrading aesthetics in the CBD while keeping future maintenance costs reasonable

Project Objectives

The objectives of this project are to:

- Successfully complete the Phase I and II Engineering Work in accordance with local and IDOT requirements
- Develop, design and implement a plan for improved streetscape elements in the CBD
- Thoroughly explore all options for streetscape improvements in lieu of brick pavers
- Provide options for public displays of art
- Coordinate with future capital projects and explore possibilities for complete streets elements
- Identify options for different improvement zones within the CBD by consideration of existing zoning, Village events, proximity to METRA, ADA requirements and consultation with Staff. Consider recommendation of different improvement options or combination of options within each zone with the goal of maximizing the aesthetic impact in the CBD while minimizing cost and maintenance.
- Identify and pursue all potential funding sources
- Develop multiple phases for construction to limit annual budget impacts and provide maximum impact
- Prepare for first construction phase in 2025

General Scope of Work

- Attend a kickoff meeting with the Village staff to discuss objectives and approach
- Review any and all Village provided existing documentation and site conditions
- Identify all stakeholders
- Identify all necessary permit requirements
- Confirm project information, including paver inventory and project locations
- Hold an Open House to share potential improvement options and gather public opinions from residents, businesses and other stakeholders
- Develop options with projected costs to be considered by the Village President and Board of Trustees, including construction engineering costs
- Hold interim meetings (at least three) with Village staff to inform and involve Village in decision making process
- Develop a Capital Improvement Plan (CIP) for implementing the recommended options, including a phased approach with priority given to public safety and high visibility
- Provide future maintenance requirements and projected maintenance costs for all options
- Develop financial information, including a summary of any potential funding sources such as low-interest loans and grants along with identifying grant opportunities, schedule for grant applications in addition to completing grant applications
- Present preliminary results of the project plan to the Village Board at a Village Committee of the Whole Meeting, incorporate any comments into the final design
- Prepare all documents to be used for future Phase II Engineering Services
- Provide Phase II Engineering Services on a schedule coinciding with the proposed construction phases
- Prepare plans and specifications
- Prepare all bid documents for construction and implementation of the project including anticipated quantities by pay item
- Create an Engineer's Opinion of Probable Cost
- Create an estimated duration of construction for each phase
- Provide land acquisition services, as needed; including all temporary construction easements.
- Identify a site location to design and implement a sample improvement in 2024

Selections

A selection committee comprised of staff from the Village of Barrington will evaluate all Statements of Qualifications (SOQ) received by the Village for selecting a consultant based upon the Village's Qualification Based Selection Policy. After the committee has evaluated and ranked the submittals, the top three firms will be notified and interviews will be scheduled.

Evaluation Criteria

Responding firms will be ranked in order of performance from this evaluation of firm's qualifications relative to the evaluation criteria. The evaluation criteria are as follows:

Technical Approach	20%
Firm Experience	20%
Specialized Expertise	10%
Staff Capabilities	30%
Past Performance	15%
In-State or Local Presence	5%
Total	100%

RFQ Timetable

The Village expects to award the Phase I Engineering Contract within approximately 60 days from the July 21, 2023 deadline for submission. Phase II contract and schedule to be determined based upon the Village's satisfaction with Phase I and the associated Phase I approvals.

The expected timetable for obtaining the Village Board's approval for Phase I is:

- July 21, 2023 at 10:00am: Statement of qualifications due at Village Hall, 200 S. Hough Street, Barrington, IL 60010
- July 24-28, 2023: The Village's QBS selection committee will evaluate the statement of qualifications
- August 21, 2023: Present to Board at COW Meeting
- September 25, 2023: Phase I Engineering - Expected Village Board approval

Site Inspections

Village Staff highly recommends that all interested parties visit the Village's Central Business District ahead of crafting their respective Statement of Qualifications to examine the current condition of the existing brick pavers and familiarize themselves with the Village's character.

Submittal Requirements

All statement submittals must be submitted in the order shown below. Information can be provided in multiple sections but must appear in the requested section. The Village of Barrington will not be responsible for not considering information provided in the incorrect section. Six hard copies and a CD or USB with a PDF of the submittal shall be included in the submittal package.

Section 1 – COVER LETTER (one page maximum)

Provide a cover letter introducing your firm and qualifications.

Section 2 – COMPANY OVERVIEW AND EXPERIENCE (five pages maximum)

a. Provide an overview of the company detailing the total number of professional staff, the history of the company, and the location where work will be performed.

b. Firm Experience: Provide a minimum of five examples of Phase 1 services provided, similar in scope, to municipalities in the last five years. Include project size and description, location, design phase involvement and all other pertinent project facts. Include contact information for the client and sub-consultant engineering firms associated with each of these projects.

Section 3 – PROJECT UNDERSTANDING AND APPROACH (five pages maximum)

Explain your team's understanding and approach to what you believe are the critical elements of the Phase I engineering stage of the project.

Section 4 - ORGANIZATIONAL CHART

Indicate relationship of key personnel, sub consultants, and tasks to be performed.

Section 5 – KEY PROJECT PERSONNEL (two page maximum per individual)

Provide resumes and references for project staff and sub consultants to be assigned to this project. As a minimum include those persons listed in Section 3 above.

Section 6 – PROJECT SCHEDULE

Provide estimated timeline for completion of tasks.

Section 7 – IDOT Prequalification and I IDOT BDE DISC 2 Conflict of Interest Form

The Village of Barrington requires all consultants to submit a disclosure statement (utilizing the IDOT BDE DISC 2 template)

Section 8 – OTHER PERTINENT INFORMATION (two pages maximum) Include all other pertinent information that the proposer would like the Village to consider.

Terms and Conditions.

The following terms and conditions also apply:

- The Village reserves the right to accept or reject any submittals and to waive any minor irregularity, informality, or non-conformity with the provision of procedures of this RFQ/RFP.

- The Village reserves the right to request clarification of information contained in qualification statements and to request additional information from any proposing firm.

- A firm may withdraw its qualifications and proposal any time prior to the submission deadline.

- The professional services Agreement shall be subject to approval by the Village corporate authorities.

- The contracted firm shall not assign any interest in the contract and shall not transfer any interest without the prior express written consent of the Village.

- The Village understands that certain engineering services may not be performed by in house engineers, but may be contracted out, for example, geotechnical services. Any such anticipated subcontract services shall be identified by the proposer and the subcontracted services shall be subject to the Village's approval.

- The Village considers engineering services to be a professional service and exempt from standard bidding requirements. The Village reserves the right to select or reject engineering firms based on evaluation of the criteria described above in full compliance with applicable law, regulations and the requirements imposed by IEPA.

- The Village reserves the right to investigate the references and past performance of any Proposer with respect to its successful performance of similar services, compliance with contractual obligations, and other factors as may be relevant to the ranking of the Proposer.

Disclaimer

- The Village makes no representation regarding the information herein provided. The proposer is solely responsible to establish, verify, and ensure that any and all information is correct, complete and necessary to provide a complete and informed submittal.

- Neither this Request for Qualifications nor selection of a proposing firm by the Village will commit the Village to award the project, to pay any costs incurred in the preparation of a response to this request, and/or to procure or contract for services or supplies.