



Village of Lake Villa

**Request for Qualifications for Engineering Services for Pavement  
Management Program**

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**Issue Date: Wednesday, December 20, 2023**

**Submittal Deadline: January 19, 2024 at 2:00 PM CDT**

**Contact: Michael Strong, Village Administrator**

**[MStrong@lake-villa.org](mailto:MStrong@lake-villa.org)**

## 1. INTRODUCTION

The Village of Lake Villa (“Village”) is seeking qualifications and proposals from qualified State of Illinois licensed engineering firms to submit a Request for Qualifications (“RFQ”) for municipal engineering services in response to this RFQ. The purpose of this process is to evaluate, select and approve an engineering firm to complete specific future projects under a contract with the Village, on an as-needed task order basis. Specifically, the Village will be seeking responses from engineering firms to assist in coordinating its annual pavement management program, including federal and MFT funded roadway construction, construction management, and other street-related infrastructure projects. It is the intention of the Village to review and select one respondent, based on submitted qualifications.

## 2. COMMUNITY INFORMATION

The Village of Lake Villa (pop. 8,741), known as the “gateway to the lakes region”, is situated in northwest Lake County approximately 40 miles north of O’Hare International Airport nestled amidst the serene landscapes and pristine waters of Cedar Lake and Deep Lake. Lake Villa is a hidden gem that blends the tranquility of suburban living with the vibrancy of a thriving community. Incorporated in 1901, the Village operates under a Board-Administrator form of government and is a non-home rule municipal corporation. The municipality is approximately 7 square miles and is surrounded by various agricultural and recreational open spaces. The community offers a mix of residential, commercial and industrial structures. The Village is responsible for providing police, public works, community development and economic development services, and is also supported by the Lake Villa Fire Protection District.

The Village owns and maintains a road network of approximately 29 centerline-miles (over 3.8 million square feet) of roads, divided into 168 pavement management sections. The network is surfaced with asphalt concrete and divided into three functional classes: Collector Roads making up two percent (2%) of the area, Industrial Roads making up three percent (3%) of the area, and Local Roads making up 95 percent of the road surface area. Streets mainly consist of asphalt pavement with sidewalks, parkways, curbs and gutters, and streetlights.

In 2023, the Village worked collaboratively with the Chicago Metropolitan Agency for Planning (CMAP) and Applied Pavement Technology (APTech) to define the Village’s local road network, collect pavement condition data, and configure the PAVER Pavement Management System (PMS) with treatment strategies and performance models, and perform budget scenario and work planning analyses to investigate the feasibility of an annual pavement management program.

Based on the results of the pavement study, the Village Board has set a goal of investing approximately \$500,000 annually on various roadway maintenance and preservation projects over the next 10-year period. This includes a combination of asphalt patching, curb and sidewalk repairs, resurfacing, and other preservation treatment techniques.

## 3. SCOPE OF SERVICES

The municipal engineering firm will primarily assist the Superintendent of Public Works with projects within the Village’s capital improvement program relative to its annual pavement management program. The Village expects the selected firm to work closely with Village staff in a team environment to gain familiarity with the Village’s roadway infrastructure and understand the Village’s expectations and standards of high performance.

Under this Agreement, the selected Firm will provide the services as outlined in the scope of work. The successful Firm's responsibilities shall include, but not be limited to, the following (collectively, "Scope of Services"):

- a. Conducting necessary pre-design investigations. This may include reviewing data in the PMS, conducting internal meetings with Village Staff, and conducting field inspections to verify roadway replacement needs for annual pavement management and preservation treatments.
- b. Designing project components and preparation of all drawings and specifications necessary to construct the project completely and in accordance with all local, state and/or federal requirements.
- c. Estimating construction costs.
- d. Assisting Village staff with preparing the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, bid tabulation and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
- e. Assisting with conducting the preconstruction conference.
- f. Field staking, on-site supervision of construction work, and preparing inspection reports.
- g. General services during construction, including review of submittals, shop drawings, inspection reports, requests for information and change orders.
- h. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
- i. Conducting final inspection and testing.
- j. Providing reproducible as-built plan drawings to the Village upon project completion.

#### 4. SUBMITTAL CONTENT

Each item in this Section 4 should be specifically addressed in the respondent's proposal. If not included in the proposal, indicate why no response has been provided. Respondents are requested to identify the item to be addressed in the introduction to each response. Proposals should also identify which person or persons in the Firm will be providing the services, and the information requested below should be provided for that individual. Proposals should include responses to the following:

- a. **Letter of Interest** (Transmittal Letter): Maximum of two (2) pages

Describe the general background and experience of your firm as it relates to municipal engineering services and the design/engineering services required for annual municipal pavement management programs.

- b. **Contents of Statement of Qualifications ("SOQ")** (Response): Maximum of ten (10) pages

1. Summary of the consultant's general qualifications, special disciplines, background, number of employees, office locations, etc.
2. List of personnel who would be assigned to the Village and their qualifications. An Illinois licensed engineer will be expected to perform all assigned work unless approved by the Village.

3. Outline the consultant's capacity to carry out the scope and the extent of the work required. State any sub-consultants who will be utilized along with their scope of work and qualifications (survey, GIS, PMS, etc.).
  4. Describe the consultant's quality assurance and control program and discuss how the work will be monitored with respect to both budget and time
  5. Number of personnel (by specialty).
  6. Perspective on why firm is distinctive.
  7. Analysis of your firm's current workload. Describe the firm's and assigned personnel's workload and current capacity to perform any assigned work within the scope of engineering services sought by this RFQ.
  8. If your firm is an IDOT pre-qualified consulting firm, please include the IDOT certification indicating IDOT pre-qualification.
  9. Describe your firm's familiarity with local conditions and the Village.
- c. References** – Provide details of five recent major successfully completed municipal capital projects or similar work sought in the Scope of Services. Include projects that included Federal / State involvement (MFT, STP, etc.), as well as reference contact information. The examples must be projects in which your firm was the primary consultant.
- d. Firm's Key Project Personnel** – Maximum of two (2) pages. Identify the key management and staff that will be assigned to projects such as roadway design, construction management, storm water management design and development review. Include resumes of key personnel. Resumes are not included in the maximum page count.
- e. Firm's Understanding and Approach** – Maximum of one (1) page. Describe your firm's understanding and approach to delivering municipal engineering services for Lake Villa, specifically focusing on organization structure and project efficiency.

## 5. SUBMISSION GUIDELINES & DEADLINE

On or before the submittal deadline, each interested Respondent shall transmit to the Village of Lake Villa three (3) copies of the responding firm's Letter of Interest (Transmittal Letter) and its "Statement of Qualifications" and other submittals outlined in Section 4 above.

Each submittal shall be in a sealed envelope addressed as follows: "RFQ on Municipal Engineering Services" ATTN: Superintendent of Public Works, c/o Village of Lake Villa, P.O. Box 519, Lake Villa, Illinois 60046. Alternatively, submittals may be dropped off at Village Hall, located at 65 Cedar Avenue, Lake Villa, Illinois 60046 on or before the submittal deadline stated in this section.

**Proposals are due no later than 2:00 p.m. CST on Friday, January 19, 2023.** Only one Proposal may be submitted by each respondent. Proposers are required to submit one (1) original copy and three (3) copies of their proposal. Elaborate binders, graphics, brochures and illustrations are neither necessary nor desired. Please note that contents of a successful proposal will be subject to the Freedom of Information Act. The Village will not be liable in any way for any costs incurred by respondents in replying to this RFQ. All Proposals received after the deadline shown will be rejected, returned to sender and will not receive further consideration.

## 6. QUALIFICATIONS AND SELECTION PROCESS.

All Statements of Qualifications (Responses) will first be evaluated to determine if they are complete and meet the requirements specified in this RFQ/P, and those that do will be further evaluated to establish a ranking of all firms that meet the criteria. The Village of Lake Villa reserves the right to consider any proposal and to reject any and all proposals if doing so best serves the public interest.

The selected firm must possess the ability, experience, and reputation for quality service necessary to produce a high-quality and functional product. To ensure that key personnel are capable of providing an acceptable level of service to the Village, the following minimum qualifications must be met:

- a. The selected firm must have previous experience in dealing with municipal governments.
- b. The selected firm must have recent experience with similar local and/or Federally Funded projects.
- c. The Project Manager must be a registered professional engineer of the discipline required and currently licensed in the State of Illinois.
- d. Pre-qualification Engineering Consultant certification with the Illinois Department of Transportation is preferred, but not required.

At a minimum, the Village commits to interviewing the top two responsive proposers. The following criteria will be used for initial scoring purposes and to determine a proposer interview list:

<b>CRITERIA</b>	<b>VALUE</b>
1. Experience and Qualifications of Firm	30%
2. Experience and Qualifications of Staff	30%
3. Past Performance	20%
4. Project Understanding and Technical Approach	10%
5. Work Load Capacity	10%
<b>Total Points</b>	<b>100%</b>

After the interviews, the Village will re-score the interviewee's proposals using the aforementioned scoring criteria. The subsequent re-scoring of proposals shall be the basis for the selection of the Firm.

The Village will invite selected consultants to participate in an interview process based on their qualifications submitted. Interviewees will be notified of the time and location of the interview. Each interview will consist of a 15-minute presentation by the consultant with another 45 minutes to hour for questions by Village officials.

Selection will be based on criteria including, but not limited to, qualifications of the firm, submitted materials, and quality of interview. Lake Villa intends to negotiate terms with one or more of the highest ranked firms for reasonable and fair compensation for services. If negotiations with the highest ranked firms are not successful, negotiations with the next highest ranked firm will then proceed. Anticipated award of the contract is February 2023. The evaluation committee will make a recommendation to the Village Board of Trustees who will make the final selection.

## 7. AWARD OF AGREEMENT

The selected firm will be required to execute a task order contract with the Village using the Village's standard professional services agreement. Depending on project requirements, the firm may be required to also execute IDOT and federal agreements with the Village for design and/or construction engineering services. Generally, task orders will be cost plus fixed fee with a not to exceed value.

## 8. CONFIDENTIALITY

Village officials shall direct the examination of the proposals and other documents submitted to determine the validity of any written requests for nondisclosure of proprietary or confidential information. After award of the contract, all responses, documents, and materials submitted by the Respondents pertaining to this RFQ will be considered public information unless otherwise determined by the Village. All data, documents, and other information developed because of these contractual services shall become the property of the Village. Based on the public nature of RFQ's a Respondent must inform the Village, in writing, of the exact materials in the submittal, which it believes, are proprietary or confidential and should not be made part of the public record in accordance with the Illinois Freedom of Information Act. The Respondent will be financially responsible for all expenses of the Village, its public officials, consultants, employees, agents and representatives in defending the denial of access to such material pursuant to a Freedom of Information Act request.

## 9. RFQ INQUIRIES AND QUESTIONS

All requests for clarifications, general questions, potential site tours, changes, exceptions, deviations to the terms and conditions set forth in this RFQ should be submitted to Mike Strong, Village Administrator, at [mstrong@lake-villa.org](mailto:mstrong@lake-villa.org).

To ensure fairness and avoid misunderstandings, all communications must be in written format and addressed only to the individual set forth above. Any verbal communications will not be considered or responded to. Written communication should be submitted via e-mail to the address provided above. All questions received by the due date will be logged and reviewed and if required, a response will be provided via an addendum to the RFQ. **Any communications, whether written or verbal, with any Village Board member or staff other than the individual indicated above (specific to this Request for Qualifications), prior to the award of a contract, is strictly prohibited and the proposer shall be disqualified from consideration.**

## 10. SCHEDULE OF ACTIVITIES

Event	Tentative Date
Advertisement/Release of RFQ	Wednesday, December 20, 2023
RFQ Responses Due	Friday, January 19, 2024 at 2:00pm CST
Consultant Interviews	Week of January 29, 2024
Consultant Selection	Week of February 5, 2024
Village Board Approval (Contract Award)	Tuesday, February 20, 2024

## 11. GENERAL TERMS AND CONDITIONS

- a. The Village of Lake Villa reserves the right to accept or reject any proposals or addendums submitted to the Village pursuant to this RFQ and may also reject any or all consulting firms if they are deemed to be unacceptable.

- b. The Village reserves the right to consider the type and number of engineering firms it deems will be necessary to provide the appropriate level of services to the Village at any particular time.
- c. The Village reserves the right to request clarification of information contained in qualification statements and to request additional information from any proposing firm.
- d. A firm may withdraw its qualifications any time prior to the submission deadline. Any proposals not withdrawn by this time shall constitute, for a period of 90 days, an irrevocable offer to provide the services described in the firm's proposal and the "Scope of Services" section above.
- e. 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.
- f. No report, information, or data given to, or prepared by, the contracted firm shall be made available to any individual or organization without the prior express written approval of the Village.
- g. The Village of Lake Villa 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 a subjective evaluation of the criteria described above in full compliance with applicable law.