



**REQUEST FOR QUALIFICATIONS (RFQ)  
PRELIMINARY ENGINEERING AND DESIGN ENGINEERING  
SERVICES FOR PROPOSED VEHICULAR AND PEDESTRIAN  
GRADE SEPARATION OF THE UNION PACIFIC RAILROAD  
CROSSING AT ARDMORE AVENUE  
VILLA PARK, ILLINOIS**

**ADVERTISEMENT DATE: 12/20/2024**  
**Addendum #1 Date: 01/23/2025**

**RFQ DUE DATE: 01/31/2025**

**INTRODUCTION:**

The Village of Villa Park (Village) Department of Public Works is seeking qualification statements from experienced and qualified professional engineering firms to provide engineering services for Phase I and Phase II for grade separation of the Union Pacific Railroad crossing at Ardmore Avenue, including, but not limited to, environmental, transportation, bridge, and regional stormwater improvements. This RFQ allows for interested firms to submit for engineering services including phase one (planning) engineering and phase two (design). The Village intends to select a firm to work with on this phase I and phase II engineering. Interested firms are required to provide a submittal in accordance with the RFQ instructions.

**QUALIFICATION BASED SELECTION (QBS) PROJECT:**

Periodically the Village receives Federal, State, Motor Fuel Tax (MFT), or other grant funds for use in design engineering and construction engineering consultant services. The Village has received notice that it will receive phase I engineering funds from the Illinois Commerce Commission (ICC) for this project. This request is a project-specific QBS process for consultant selection which follows all QBS requirements set forth by the IDOT BLRS Section 5-5, thereby satisfying the requirements of 23 CFR 172, 225 ILCS 325/23 and the Brooks Act.

**DELIVERY INSTRUCTIONS:**

RFQ submittals shall only be in PDF format, and sent to the Village Contact via email at [engineering@invillapark.com](mailto:engineering@invillapark.com) by **5:00 PM CST** on Friday, January 31, 2025. Other formats, other methods of delivery, and late responses are subject to rejection.

**QUESTIONS:**

All questions concerning the RFQ shall be submitted via email to the Village Contact. A written response in the form of an addendum may be issued as appropriate. To maintain the integrity of the process and ensure equal opportunity to all applicants, no contact with any other Village employee related to the RFQ shall be made during the RFQ process.

**VILLAGE CONTACT:**

Michael Guerra, P.E.  
Director of Public Works  
(630) 592-6186  
[mguerra@invillapark.com](mailto:mguerra@invillapark.com)

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**PRELIMINARY ENGINEERING AND DESIGN ENGINEERING OF A RAILROAD  
GRADE SEPARATION WITH THE UNION PACIFIC RAILROAD AT ARDMORE AVE IN  
VILLA PARK PROJECT**

**INTRODUCTION:**

The Village of Villa Park (Village) Department of Public Works is seeking qualification statements from experienced and qualified professional engineering firms to provide engineering services for phase I and phase II for a railroad grade separation at the UP railroad crossing at Ardmore Ave including but not limited to environmental, transportation, bridge and regional stormwater improvements. The Village has received funding from the Illinois Commerce Commission to complete a phase I engineering study for the grade separation. The intent of this request is to select a consultant for both phase I and II as the Village would seek future federal or state funding for phase II engineering.

**SCOPE OF SERVICES:**

The consultant may be asked and will be expected to perform the following engineering services for the design of a grade separation to include, but not be limited to:

Preliminary Engineering

1. Data Collection
2. Topographic Survey
3. Geotechnical Analysis and Report
4. Environmental Analysis and Report
5. Drainage Analysis and Report
6. Structural Analysis and Report
7. Bridge Condition Analysis and Report
8. Project Development Report (PDR) Preparation
9. Preliminary Plans, Specifications & Estimates (PS&E)
10. Budget Assistance
11. Project Scoping
12. Communication and Coordination with Project Stakeholders and External Agencies with Jurisdiction which includes but is not limited to the Union Pacific Railroad, METRA, Illinois Department of Transportation and the Illinois Commerce Commission.
13. Grant and Loan Application Assistance
14. Other services as required

Design Engineering

1. Additional Data Collection
2. Alternatives Analysis
3. Detailed PS&E Preparation for Roadways, Utilities, Bridges and Regional Stormwater Detention
4. Bidding Assistance
5. Permitting Assistance
6. Right-of-Way Acquisition
7. Communication and Coordination with Project Stakeholders and External Agencies

Additional duties as needed

1. Public Input and Presentation
2. Attend meetings with Village Staff, Board or Commission meetings as needed.
3. Conduct public meetings as required by the funding requirements.

4. Preparation of visuals, social media information or other project related material to distribute to the public via print or electronically.

### Project Deliverables

Please be aware that engineering service agreements with shortlist consultants will ensure that all project-related work products shall become the property of the Village. All deliverables will be provided as "Final" in PDF, AutoCAD, and GIS formats. Shortlist consultants are expected to be able to provide deliverables in all of these requested formats and that all deliverables will be accessible, editable and subject to final approval.

### **MINIMUM REQUIREMENTS:**

#### RFQ Submittal

The RFQ Submittal for Preliminary Engineering & Engineering Design (Phase I & II) shall conform to the following requirements:

1. Will have a **Transmittal Sheet** (Letter of Interest) from the Project Liaison (described below) to the Village Contact.
2. Will have a **Cover Page** which clearly indicates which RFQ is being submitted for, and the signature of an authorized firm official for the submission of the RFQ.
3. Will be limited in length to between five (5) and fifteen (15) pages excluding Transmittal Sheet, Cover Page, IDOT Prequalification's and Appendices. IDOT Prequalification's are encouraged to be condensed to one or two sheets.
4. Will include a brief **Firm Overview** of the submitting firm.
5. Will include **Project Team** and their respective location/office, and shall conform to the Project Team Requirements as specified below.
6. Will include a **Project Overview** of at least five (5) relevant projects similar in nature to typical or specific Village projects that have been completed within the last three (3) years of RFQ submittal deadline.
  - a. Projects provided by submitting firms shall include reference/contact information for confirmation of successful completion.
  - b. Include external funding sources used for either the engineering or the construction of the project and external agency coordination as applicable.
7. Will include **IDOT Prequalification's** as specified below.
8. **Appendix A** will be executed and included with the submittal as specified below.

#### Project Team Requirements

The consultant shall provide their proposed Project Team with their RFQ Submittal. The Project Team component of the submittal shall conform to the following requirements:

1. Be limited to a maximum of two pages (one-sided) or one page (two-sided)
2. The Project Team shall consist of firm members with relevant experience for the services that are being proposed as they relate to municipal Preliminary Engineering, Design Engineering experience or railroad grade separation engineering

3. Brief synopsis of relevant experience will be included next to Project Team member name.
4. The consultant must explicitly define a “Core” of Project Team members which shall include a dedicated Project Manager, Project Engineer and Village Liaison. The Project Manager and/or the Project Engineer must be a Professional Engineer with an active license in the State of Illinois. The Village Liaison may be either the Project Manager or Project Engineer, and will be the primary point of contact for the Village to solicit engineering services.
  - a. It is the Village's explicit expectation that the “Core” team will be utilized and be dedicated to the Village during the execution of engineering services. In the event there is an unapproved deviation in the “Core” team members, the Village may elect to terminate active or anticipated engineering services agreements and/or remove the consultant from the shortlist.

### IDOT Prequalification's

The consultant is expected to provide proof for all of the following IDOT prequalification's with their RFQ Submittal:

1. Highways - Roads and Streets
2. Structures - Highway Bridges (Simple, Typical & Advanced Typical), ~~Railroad Bridges\*~~
3. Special Studies - Location Drainage, Traffic Studies, Safety, Feasibility
4. Location / Design Studies - Rehabilitation, Reconstruction / Major Rehabilitation, New Construction / Major Reconstruction
5. Environmental Reports - Environmental Assessment (EA), Environmental Impact Statements (EIS)

The consultant is expected to affirm on Appendix A and return with their RFQ submittal that they have the following IDOT prequalification's, or have the ability to procure a sub-consultant which has the prequalification's:

1. Special Plans - Traffic Signals, Pumping Stations
2. Geotechnical Services -, General Geotechnical Services, Structure Geotechnical Reports (SGR)
3. Hydraulic Reports – Pump Stations, Waterways (Typical & Complex)
4. Special Services – Surveying, Public Involvement
5. ~~Structures – Railroad Bridges\*~~

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### **SELECTION:**

Village Selection Committee

The Selection Committee will be comprised of Village Engineering Staff. In addition to the Selection Committee members, non-scoring subject matter experts (SME) may also participate in the review to provide an SME perspective to the Selection Committee members regarding the procurement.

The Village Contact may conduct discussions with any consultant who submits an acceptable or potentially acceptable proposal. Consultants shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submissions. During such discussions, the Village Contact shall not disclose any information derived from one vendor to another.

### Selection Criteria

Technical Approach (20%) – Firm has invested the level of effort necessary to develop an understanding of typical and specific Village projects, and has satisfactorily conveyed that understanding to the Selection Committee.

Firm Experience (20%) – Firm has demonstrated relevant experience by providing examples of successfully completed projects similar to railroad grade separation within the State of Illinois.

Staff Capabilities (20%) – Firm has provided a dedicated Project Team with relevant experience and qualifications in accordance with Project Team requirements.

Workload Capacity (10%) – Firm has demonstrated the ability to remain committed to Village’s proposed timelines.

Past Performance (20%) – Firm has successfully completed projects for the Village before and/or has provided a list of references to confirm successful completion of relevant projects elsewhere.

Local Presence (10%) – Firm is local and/or has demonstrated satisfactory responsiveness to Village requests.

### **SELECTION PROCESS:**

Selection will be based upon the following three-phase evaluation process.

#### Phase 1 – Submittal Evaluation

This phase will serve to shortlist the responding proposers to enter into the interview phase. The Selection Committee will review, evaluate and score all of the submittals based upon the information provided in the proposal using the criteria and weights defined above. The firms with the highest qualification scores may be invited to interview with the selection committee.

#### Phase 2 – Interviews

If interviews are requested the “Core” of the Project Team as previously defined shall be in attendance at the interview along with any other Project Team members the applicant deems necessary. Please keep in mind that the interviews will be a discussion where the firm demonstrates understanding of the Village, typical Village projects, and the firm’s relative experience – it should not be a presentation of unrelated or large-scale work the firm has completed elsewhere. The Village may elect to have pre-prepared questions for use at the interview.

Following the interviews, the Selection Committee may re-score firms based on interview performance following the methodology set forth in the Selection Criteria.

### Phase 3 – Phase I Agreement and Award

The Village's Selection Committee will choose a firm to enter into a Phase I Engineering Agreement. The Phase I Engineering Agreement will be negotiated collectively. Failure to reach consensus will result in prospective firms not being considered further. Following the completion of this phase, the Selection Committee will recommend Village Board approval of the Phase I Engineering Agreement

### **POTENTIAL FUTURE PROJECTS:**

Firms are highly encouraged to familiarize themselves with the Village's 2023 Grade Separation Feasibility Study, which has been included as Appendix B to this RFQ. The Village will utilize this selection for Phase II Engineering if funding is available.

### **PRICE OR COST ELEMENTS:**

No cost information should be provided in any part of a response to this RFQ. The selection of firms will be based upon qualifications only. If pricing information is included in any part of the response, it may result in the rejection of the submittal.

### **RFQ SUBMITTAL REJECTION:**

The firm(s) selected are those determined to have the highest qualification score, or any other firm determined to be in the best interest of the Village who meets or exceeds the criteria and provisions provided by the Department of Public Works. The Village reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the proposal of any firm who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation shows is not in a position to perform the contract.

## APPENDIX A

Affirmation of IDOT Prequalification's for  
Preliminary Engineering and Design Engineering (Phase I & II)

### INSTRUCTIONS:

Please check the box, execute and return this Appendix A with the RFQ submittal.

I affirm that \_\_\_\_\_ (firm  
name) has the following IDOT prequalification's, or has the ability  
to procure a sub-consultant which has the prequalification's:

1. Structures - Highway Bridges (Simple, Typical & Advanced Typical),  
Railroad Bridges
2. Special Plans - Traffic Signals, Pumping Stations
3. Geotechnical Services - , General Geotechnical Services, Structure  
Geotechnical Reports (SGR)
4. Special Services – Surveying, Public Involvement

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Authorized Official (Print)

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Authorized Official (Sign)

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Date of Affirmation

## **APPENDIX B**

Please review the Village's 2023 Grade Separation Feasibility Study.