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## **Statement of Interest (SOI) Poplar Avenue (Park Avenue to Vallette Street) LAFO – Phase III Services**

The City of Elmhurst is in need of professional services from a qualified engineering firm to provide Phase III Services for Poplar Avenue (Park Avenue to Vallette Street) LAFO. The qualified firm should be IDOT prequalified in Special Services - Construction Inspection, should have ability and experience in construction observation, and provide staff that has experience in the federal aid documentation process.

The SOI shall be submitted electronically to Kent Johnson ([kent.johnson@elmhurst.org](mailto:kent.johnson@elmhurst.org)) no later than 4:00 pm on February 2<sup>nd</sup>, 2018. The electronic submittal should have the following subject line:

### **Statement of Interest – Poplar Avenue (Park Avenue to Vallette Street) LAFO**

All questions shall be submitted electronically to Kent Johnson on or before **4:00 pm on January 26, 2018**. A response to all questions received will be posted on the City's website.

### **Project Information:**

The project consists of the milling and resurfacing of approximately 1.0 miles of Poplar Avenue, from Park Avenue to Vallette Street, pavement patching where needed, removal and replacement of sidewalk ramps, detectable warnings, and curb and gutter at all intersections to bring them into compliance with current accessibility standards, removal and replacement of sidewalks and curb and gutter that have deteriorated, topsoil, seeding, erosion control blanket, thermoplastic pavement markings, and other appurtenant construction. Construction Engineering scope of services includes:

- Providing contract management including but not limited to all contractor communications, utility coordination, and the preparation and processing of all pay requests and change orders.
- Providing construction inspection services to ensure that the project is being built to specifications.
- Detailing the limits of curb and sidewalk replacement
- Verification of construction layout performed by contractor.
- Preparation of daily and weekly work reports per IDOT requirements.
- Construction documentation per IDOT requirements.
- Reviewing all necessary shop drawing reviews.
- Providing construction materials testing to verify compliance with specification

Work is expected to begin in the summer of 2018 and take 11 weeks to substantial completion. The construction estimate is \$870,000.00.

**SOI Submittal Requirements:**

The following information shall be included to help the City of Elmhurst select consultant(s) for the above referenced project(s).

1. Name, contact person, address, and brief history of firm.
2. Project(s) that the firm is submitting the SOI for.
3. Name and key information of the Resident Engineer and/or Key Personnel to be assigned to this project.
4. Related experience during the last five years by the proposed Resident Engineer and/or Key Personnel.
5. Project Understanding and Critical Project Components
6. Information that would differentiate your firm from others
7. Completed BDE DISC 2 – Conflict of Interest Form (located at <https://www.elmhurst.org/DocumentCenter/View/15056>)

**The SOI shall be no more than two pages total, not including the BDE DISC 2 Form.**

**The City of Elmhurst does not intend to conduct interviews as part of the SOI for this project.**

**Ranking and Selection Information**

It is the intent of the City of Elmhurst to select either one consulting engineering firm this project. Depending on the SOI's received, the City may select based on the written submittal or require interviews. Once a firm is selected, the City will enter into contract negotiations with the top ranked firm. If an agreement cannot be reached with the top ranked firm, the City will start negotiations with the next highest ranked firm. For more information on Elmhurst's Qualification Based Selection (QBS) process, please see our "Qualification Based Selection Policy and Procedure" document located at <https://www.elmhurst.org/DocumentCenter/View/15055>.

Consulting firm ranking will be based on the following criteria:

- (30%) - Technical Approach
- (20%) - Firm Experience
- (20%) - Staff Capabilities
- (20%) - Work Load Capacity
- (10%) - Local Presence