

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
MAY 11, 2010 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Pre-qualified Firms for Surveying Services	Resolution Ordinance ✓ Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

SYNOPSIS

A motion is requested to pre-qualify ten firms for surveying services associated with FY10 and FY11 Community Investment Program (CIP) projects. The prequalification is proposed for a 2-year period.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals identified *Top Quality Village Infrastructure and Facilities*.

FISCAL IMPACT

N/A.

UPDATE & RECOMMENDATION

This item was discussed at the May 4, 2010 meeting. Staff recommends approval on the May 11, 2010 consent agenda.

BACKGROUND

Professional land survey services including the preparation of easements and legal descriptions are required for work related to the streets, sidewalk and watermain replacement programs. Village staff can perform some of this work. The amount of survey services required exceeds staff capacity. Therefore, the Village hires qualified private firms to provide survey services. Pursuant to the purchasing policy, the Village uses a competitive, qualification based process for selecting firms. Prior to entering into a contract for services, the Village publishes a Request for Proposals, evaluates the proposals, selects a firm that is best suited to perform the requested work and then enters into a contract with the selected firm. As a first step in the competitive, qualification based selection process, staff recommends pre-qualifying ten firms. The Village would request proposals for survey services on a project by project basis from the ten pre-qualified firms

The Village published a request for qualifications. Twenty (20) firms responded to the request. A list of the responding firms has been attached to this report as well as the list of the recommended firms and a summary of each firm's qualifications. The qualifications were evaluated by staff using the following criteria: quality and completeness; relevance and conciseness; qualifications relating to the required scope of services; and qualifications and experience of proposed staff.

Staff recommends the establishment of a short-list of firms to be pre-approved with the Village for a two-year period. The list of recommended firms based on the Village's criteria is provided below:

- Robinson Engineering
- Engineering Resources Associates
- Gewalt-Hamilton & Associates
- Hampton Lenzini & Renwick
- V3 Companies
- Midwest Technical Consultants
- M. Gingerich Gereaux & Associates
- C.M. Lavoie Associates
- Trotter & Associates
- Thomson Surveying Ltd.

ATTACHMENTS

RFQ Respondents List
RFQ

FIRM
Fehr-Graham & Associates
Landmark Eng Group
Engineering Resource Associates
Ciorba Group
Robinson Engineering
M. Gingerich Gereaux & Assoc
Gewalt-Hamilton & Associates
Dynasty Group Engineers & Surveyors
CM Lavoie & Assoc
Robert E. Hamilton Consulting Eng
Hampton Lenzini and Renwick
Webster Mcgrath & Ahlberg, Ltd
Haeger Engineering
Trotter & Associates
Thomson Surveying Ltd.
American Surveying & Engineering, P.C.
Ruettinger, Tonelli & Associates
Midwest Technical Consultants, Inc.
V3 Companies
Ridgeline Consultants

VILLAGE OF DOWNERS GROVE
REQUEST FOR QUALIFICATIONS

For 2010 Surveying Services



Advertised Date: March 10, 2010

Submittal Due: March 19, 2010 @ 10:00 a.m.

I. SCOPE OF WORK

1.0 REQUEST

The Village of Downers Grove (Village) is seeking qualifications for professional services from qualified firms to conduct Topographic Surveying Services required to facilitate various Village projects. These projects may include the annual sidewalk improvement contract, storm, sanitary, pavement, as-built developments, and water main projects.

1.1 GENERAL QUALIFICATION

The Consulting firm shall be licensed in the State of Illinois, and is to perform all professional surveying services for the project. The work will be comprised of all field surveys and drafting services, as more fully described below, necessary to accurately depict the existing right-of-way lines, adjoining private property, ground surface features, underground utilities (i.e. water, storm and sanitary pipe sizes, rim and invert elevations, pipe material, etc.) and type of utility structures.

1.2 SCOPE OF SERVICES

The firm(s) deemed qualified by the Village pursuant to this RFQ are not authorized to perform work for the Village until a fully executed and authorized Professional Services Agreement is in place for each design project.

Topographic Surveying shall include:

1. Reference lines parallel to right-of-way lines. Base lines stationed south to north and west to east.
2. Setting sufficient permanent control points ("PK" nails are acceptable) on the base line at 100 foot intervals which can be used to lay out construction stakes.
3. Field survey work encompassing the entire right-of-way width of those streets noted. Where the primary right-of-way surveys are shown crossing other rights-of-way which are not to be fully surveyed, the right-of-way crossed by the primary survey shall be surveyed for a length of 100 feet outside the primary right-of-way line extended, in both directions, to show the complete intersection. The survey shall also include a 15-foot width of the private property adjoining each side of the right-of-way which shall include all building faces. Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required.

Firms are to use an assumed coordinate system for all survey work. It is not necessary to tie each location to ILSPCS.

4. All survey work shall use NGVD 29 for Vertical Datum and USGS NAD 92 for Horizontal Datum.
5. Copies of all field notes and electronic base maps of the identified segments in AutoCAD 2007 supplied to the Village.
6. Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical and telephone, and sewers. No digging for elevation verification of utilities will be required.
7. Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation.
8. Locations and identification of all above ground structures; i.e., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
9. Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
10. Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
11. Plan view and road centerline profile view shall be depicted. Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet. Each unique block or right-of-way survey segment shall begin on a new and separate sheet or series of sheets unless otherwise directed by, or agreed upon by the Village. The plan sheet shall have additional one and one-half inches (1-1/2") of blank space at the bottom for the Village to affix its title block. No other title blocks shall be shown. North arrows for all segments of right-of-way on any particular sheet shall be consistent and shall point either to the top or to right hand position on the sheet.
12. Contour lines plotted throughout the project with high points or low points indicated between similar contours.
13. Plan views shown at a scale of 1" = 20'. Profile views shown at a scale of 1" = 20' horizontally and 1" = 5' vertically.

14. Providing compatible drawing files (AutoCAD 2007) on compact disk or other media approved by the Village. The Village will provide title block for drawing files upon Firm's request.
15. Obtain and include on final plans rim and invert elevations, pipe and conduit sizes of all culverts, manholes, inlets, valve vaults, etc., and elevations of roadway and driveway pavement over culverts.

1.3 DELIVERABLES

The selected Firm agrees to complete the field survey and drafting services by the date requested. No additional working days will be granted by the Village for any reason, in that sufficient time is provided to offset any working days lost due to adverse weather preventing work, or site conditions due to recent weather preventing work.

The selected Firm shall begin work on the project within five (5) days after receipt of the Notice to Proceed from the Village, to assure the completion and delivery of all field survey and drafting services.

The selected Firm shall furnish to the Village all project drawings, files, notes, and documents in an electronic format on Compact Disc's suitable for making prints and copies of reports as required in above, all of which shall become the property of the Village.

II. SUBMITTAL REQUIREMENTS

2.0 QUANTITY AND FORMAT

Two (2) copies of Firm's statement of qualifications shall be submitted in an 8 ½ x 11 hard copy format and one (1) compact disk with duplicate information. All submitted information shall be organized generally as listed below. There is maximum 15-page page limit for this RFQ.

- Cover letter (optional)
 - Understanding of responsibilities and scope of services
 - Firm's multiplier rate
 - Relevant project qualifications and experience as a firm (3 to 5, Northeastern Illinois projects within the last 3 to 5 years)
 - Key staff qualifications and relevant experience
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2.1 DEADLINE AND PROPOSAL DISPOSITION

This RFQ shall be due **NOT LATER than 10:00 .AM. on Friday, March 19, 2010 and shall be delivered to Village Staff at the Downers Grove Department of Public Works 5101 Walnut Avenue, Downers Grove, Illinois 60515.** All submittals shall become the property of the Village of Downers Grove. Submittals received after the deadline will not be considered.

2.1.1 The submittal items must be placed into a sealed envelope bearing Firm's name and the words "**Statement of Qualifications for 2010 Surveying Services**".

2.1.2. The Village assumes no responsibility for non-receipt of submittal packages due to any delay, including, but not limited to, carrier delay. It is the Firms' responsibility to meet the deadline stated above. Submittals which do not contain the required number of copies and all the information requested in this RFQ may be considered non-responsive and rejected without evaluation. Submittals received after the deadline or at the wrong location will be considered non-responsive and rejected without evaluation. Fax copies will not be accepted.

SOLICITATION CAVEAT

The Firms understand and agree that the Village of Downers Grove shall have no financial responsibility for any costs incurred by each Firm and its subcontractors in responding to this Request for Qualifications. The Village of Downers Grove reserves the right to terminate this Request for Qualifications after three (3) days notice to all prospective Firms.

2.2 CONTACTS

All questions concerning the project, the submittal of a Statement of Qualifications, the Village's review and evaluation submittals should be directed to:

Dorin Fera
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515
Phone 630-434-5460
Fax 630-434-5495

III. SELECTION PROCESS

3.0 SELECTION PROCESS

All responses to this RFQ that meet the submittal requirements and the submittal deadline will be evaluated as described below.

Step One:

The Village will review and evaluate each firm's response based on the requirements for submittal described above. Weighting of the evaluation will include but not be limited to the following:

- Quality and completeness – 25%.
- Relevance and conciseness – 10%.
- Qualifications relating to the required scope of services – 15%.
- Experience and Qualifications of proposed staff – 50%.

(Please do not include information or materials that are not relevant to or requested by this solicitation)

Step Two:

The Village will develop a list of ten (10) pre-qualified firms based on the responses received.

The Village reserves the right to determine the criteria for and select the best overall qualified firms to perform surveying services, in the Village's opinion, to execute the scope of services on behalf of the Village of Downers Grove.

Step Three:

The Village will utilize this list to request specific proposals for projects that are being considered for surveying work. **The list of pre-qualified firms shall be effective for a 2-year period, from 2010 through 2011.** A new round of qualifications will be sought from firms beyond this time period.