

**Request for Qualifications (“RFQ”)
For
Professional Engineering Services Highway/Roadway Design,
Traffic Studies and Design Services**

**Category 1: Major Highways and Arterial Streets
PROJECT 1: North Milwaukee Avenue, Logan Boulevard to Belmont Avenue
PROJECT 2: West Grand Avenue, Damen Avenue to Racine Avenue**

**Specification Number: 124626
Requisition Number: 90419**

Required for use by:
CITY OF CHICAGO
(Department of Transportation)

Issued by:
CITY OF CHICAGO
(Department of Procurement Services)
**ONE (1) ORIGINAL, THREE (3) COPIES & ONE (1) CD-ROM
OF THE RESPONSE TO BE SUBMITTED**

All of the responses must be addressed and returned to:

Jamie L. Rhee, Chief Procurement Officer
Department of Procurement Services
City Hall-Bid & Bond-Room 301
121 N. LaSalle Street
Chicago, Illinois 60602

**Responses must be received no later than 4:00 p.m. Chicago Time, on
July 16, 2014**

Responses must be submitted in sealed envelope(s) or package(s). The outside of the package or envelope must clearly indicate the name, “RFQ For Category 1: Major Highways and Arterial Streets, PROJECT 1: North Milwaukee Avenue, Logan Boulevard to Belmont Avenue; PROJECT 2: West Grand Avenue, Damen Avenue to Racine Avenue”, the specification number and the time and the date specified for receipt. The name and address of the Respondent must also be clearly printed on the outside of the envelope(s) or package(s).

RAHM EMANUEL
MAYOR

JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER

Brenda Chagoya, Senior Procurement Officer (312) 744-5774

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I - INTRODUCTION

The City of Chicago ("City"), acting through its Chicago Department of Transportation ("CDOT" or "Department"), invites the submission of Qualifications ("Proposal" or "Response") from professional design and engineering services firms for:

Request for Qualifications ("RFQ")

Professional Engineering Services Highway/Roadway Design, Traffic Studies and Design

Category 1, Major Highways and Arterial Streets for these two projects:

PROJECT 1: North Milwaukee Avenue, Logan Boulevard to Belmont Avenue

PROJECT 2: West Grand Avenue, Damen Avenue to Racine Avenue

The intent of the Request for Qualifications ("RFQ") is to identify qualified Respondents having demonstrated experience, expertise and resources to provide the Services as further described in the Scope of Services.

This RFQ is open to all qualified respondents that have been pre-qualified by IDOT or CDOT and the Department of Procurement Services ("DPS") in Professional Engineering Services Highway/Roadway Design, Traffic Studies and Design; Category 1: Major Highways and Arterial Streets

http://www.cityofchicago.org/city/en/depts/cdot/provdrs/construction_information/svcs/contracts_and_requestsforproposals.html

and click on the link to "CDOT Pre-qualified Consultants"

Respondents must include their company's current prequalification letter from DPS for Category 1: Major Highways and Arterial Streets or their current IDOT prequalification.

Respondents who are not currently prequalified may respond to this RFQ by concurrently submitting a prequalification to IDOT and include evidence of their prequalification submittal to IDOT in the relevant categories in their Proposal package. Refer to the chart below to cross-reference CDOT and IDOT prequalification requirements.

Information regarding the IDOT prequalification program can be found here:

<http://www.dot.state.il.us/desenv/preqcons.html>

"Respondent(s)" means the entities that submit Proposals in response to this RFQ. The Respondent(s) awarded an Agreement pursuant to this RFQ, if any, are sometimes referred to herein as "**Consultant(s)**." "**Agreement**" refers to an agreement awarded to a Consultant.

CDOT and IDOT prequalification requirements Chart

IDOT - Area of of Specialization	CDOT - Highway						
	PROJECT CATEGORY 1: Major Highway and Arterial Studies	PROJECT CATEGORY 2: Arterial and Collector Streets	PROJECT CATEGORY 3: Residential and Industrial Streets	PROJECT CATEGORY 4: Roadway and Roadside Enhancements	PROJECT CATEGORY 5: Traffic Signals and Roadway Lighting	PROJECT CATEGORY 6 :Traffic Engineering Studies, Data Collection	PROJECT CATEGORY 7 : Intelligent transportation Systems (ITS)
A. Prparation of Plans							
1. Highways							
a. Freeways							
b. Roads and Streets	O	O	O	O	X		
2. Airports							
3. Structurs							
4. Special Plans							
a. Traffic Signals	O	X			O		X
b. Lighting	X	X	X	X	O		
c. Pumping Stations							
B. Special Studies							
1. Location Drainage	O	X	X	X			
2. Traffic	O	X	X	X	O	O	X
3. Signal Coordination and Timing					O	O	O
4. Safety	X	X	X	X	X	X	X
5. Feasibility	X	X	X			X	
C. Location/Design Studies							
1. Rehabilitation	O	O					
2. Reconstruction/Major Rehabilitation	O	O					
3. New Construction/Major Reconstruction	O						
D. Hydraulic Reports							
1. Waterway							
2. Pump Station							
E. Geotechnical Services							
1. Subsurface Explorations							
2. General Geo Services	X	X	X				
3. Sturcture Geo. Reports	X	X	X				
4. Complex Geo./Major Foundation							
F. Environmental Reports							
1. Enviro.Assesment	X	X					
2. Envrio. Impact Statements	X						
G. Special Trasportation Studies							
1. Mass Transit							
2. Railway Engineering							
H. Special Services							
1. Surveying	X	X	X	X	X	X	
2. Aerial Mapping and LiDAR							
3. Electrical Eng.	X	X			O		X
4. Mechanical Eng.							
5. Sanitary Eng.							
6. Architecture							
7. Landscape Architecture	X	X	X	O			
8. Hazardous Waste							
9. Asbestos Abatement Surveys							
10. Construction Inspection							
11. Quality Assurance Testing							
12. Subsurface Utility Engineering							

Legend:

- O Respondent must be prequalified in IDOT Area of Specialization.
- X Respondent must either be prequalified or provide a general understanding and approach to complete design elements within the Area of Specialization.

GENERAL INVITATION

The City of Chicago invites the submission of responses for “RFQ for Professional Engineering Services Highway/Roadway Design, Traffic Studies and Design Category 1, Major Highways and Arterial Streets for these two projects:

PROJECT 1: North Milwaukee Avenue, Logan Boulevard to Belmont Avenue

PROJECT 2: West Grand Avenue, Damen Avenue to Racine Avenue”.

One (1) Original, three (3) copies & One (1) CD-ROM of the response must be signed by an authorized representative, enclosed in sealed envelope(s) or package(s), addressed and submitted to the Office of the Chief Procurement Officer, Bid & Bond, Room 301, 121 North LaSalle Street, City Hall, Chicago, Illinois 60602; if hand carried, place in the depository located in the Bid & Bond Room at City Hall, Room 301 by **4:00 p.m., Central Time on July 16, 2014**. Copy 1 of 4 must be marked **ORIGINAL**. The outside of each envelope or package must be labeled:

Request for Qualifications (RFQ) For Professional Engineering Services Highway/Roadway Design, Traffic Studies and Design Category 1, Major Highways and Arterial Streets for these two projects: PROJECT 1: North Milwaukee Avenue, Logan Boulevard to Belmont Avenue
PROJECT 2: West Grand Avenue, Damen Avenue to Racine Avenue

Requisition Number: 90419 - Specification Number: 124626

CAUTION: LATE SUBMITTALS - When responses are delivered by mail or messenger to the Chief Procurement Officer, the Respondent is responsible for their delivery **BEFORE** the due date and time. If delivery is delayed beyond the date and hour set for the receipt, responses so delayed will not be considered and will be returned unopened at the expense of the Respondent. Only the City’s Chief Procurement Officer, at her sole discretion, will determine whether to accept a Proposal received after the due date and time.

Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

For procurement information, contact Brenda Chagoya, Senior Procurement Specialist, at (312) 744-5774. For Request for Qualifications ("RFQ") document, call the Bid & Bond Room at (312) 744-9773.

1. Downloadable Document.

Respondents that download a proposal from the City of Chicago’s website: www.cityofchicago.org/bids, instead of picking it up in person from the City of Chicago’s Bid and Bond Room, are responsible for checking the City of Chicago’s website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the City’s website will not relieve the Respondent from being bound by any additional terms and/or conditions in the clarification and/or addenda. The city will not be responsible for a bidder’s failure to consider additional information contained therein in preparing the proposal.

If the proposal is downloaded from the City of Chicago's website instead of picking it up in a hard copy paper form from the City of Chicago's Bid and Bond Room, the Respondent must contact the city of Chicago, Department of Procurement Services, Bid & Bond Room by email at bidandbond@cityofchicago.org, referencing Specification No. **124626** to register Respondent's company as an RFQ document holder, which will entitle Respondent to receive any future clarifications and/or addendum related to this RFQ.

Any harm to the Respondent resulting from such failure to obtain all necessary documents will not be valid grounds for a protest against award(s) made under this RFQ.

2. Submission of Questions or Requests for Clarifications

Respondents must communicate only with the Department of Procurement Services. All questions or requests for clarification must be in writing, sent by mail or email, and directed to the attention of Brenda Chagoya at brenda.chagoya@cityofchicago.org, Department of Procurement Services, Room 806, City Hall and must be received no later than 4:00 p.m. Central Time, on July 16, 2014. The face of each envelope or the Subject line of the email must clearly indicate that the contents are "Questions and Request for Clarification" about the RFQ, and are "Not a Proposal" and must refer to "**Request for Qualifications ("RFQ") For Professional Engineering Services Highway/Roadway Design, Traffic Studies and Design Category 1, Major Highways and Arterial Streets for these two projects:**

PROJECT 1: North Milwaukee Avenue, Logan Boulevard to Belmont Avenue

PROJECT 2: West Grand Avenue, Damen Avenue to Racine Avenue

Requisition Number: 90419 - Specification Number: 124626

No telephone calls will be accepted unless the questions are general in nature. A Respondent that deviates from any of these restrictions may be subject to immediate disqualification from this RFQ process.

Important Note: If a firm is at least 50 miles from Chicago, a representative of the firm may request from Bid & Bond Room personnel that a copy is mailed to the firm. Respondents may request the Bid & Bond Room personnel to mail them a copy of the RFP by faxing the Bid & Bond Room a completed Federal Express Air bill or make arrangements with Bid & Bond Room personnel to have a package ready for pickup by another courier service. The City of Chicago accepts no responsibility for the timely delivery of materials, and Respondents are solely responsible for acquiring necessary information, addenda and/or materials.

The City of Chicago, Directory of Certified Minority Business Enterprises and Women Business Enterprises and Disadvantaged Business Enterprises is available in the Bid & Bond Room, Room 301, City Hall, 121 North LaSalle Street, Chicago, Illinois 60602 or call (312) 744-9773.

The database is also available online at:

<https://chicago.mwdb.com/FrontEnd/VendorSearchPublic.asp?TN=chicago&XID=7804>

The Chief Procurement Officer reserves the right to reject any submittal that deviates from the submittal requirements. No additional or missing documents will be accepted after the due date and time except as may be requested by the Chief Procurement Officer.

COLLECT CALLS NOT ACCEPTED

II. SCOPE OF SERVICES

The requirements for Design Services shall vary according to the specific needs of each project. It is anticipated that projects will require IDOT project approvals.

Specific Project Scope of Services:

PROJECT 1: North Milwaukee Avenue, Logan Boulevard to Belmont Avenue

The Chicago Department of Transportation (CDOT) seeks Phase I and Phase II preliminary engineering services for this project. This project is located on the northwest side of the City and is the fifth of nine improvement projects anticipated along the Milwaukee Avenue corridor between Gale St. (Jefferson Park CTA Terminal) and Grand Ave.

The Phase I/Traffic Planning Study design scope of work shall include, but not be limited to, review of the previously approved (Phase I) Group II Categorical Exclusion Project Development Report (PDR), consideration of additional improvements that are warranted under CDOT current Complete Streets and Sustainable Design Guidelines, and analysis of the current and future traffic projections, operations, geometrics. Scope includes traffic/ alignment study to review of all intersections included in Logan Square, including but not limited to its intersection with N. Milwaukee Ave. north and south of Square, with N. Kedzie Ave. north and south of the square, with W. Logan Blvd, W. Wrightwood Av., with N. Troy Av.. Traffic counts (vehicular, pedacycle, and pedestrian), 12 hour or peak hour, will be required at key intersections and mid-block locations. Highway capacity analysis utilizing Synchro, and review and revision of Intersection Design Studies are anticipated. Coordination with the CTA is also anticipated as several bus routes and transit/ CTA train stations are located within the project limits and capital improvements are anticipated at both under separate projects by others. Logan Square and various amenities within the project area are designated as historical landmarks. Revised logical termini and proposed geometrics will be determined based on the study. Design consultant will be expected to prepare either a technical memorandum or an addendum to the original Project Development report in the format acceptable to the Federal Highway Administration (FHWA), the Illinois Department of Transportation (IDOT), the Cook County Highway Department (CCHD), and CDOT. Consultant will also be required to update previous environmental clearances per the State of Illinois requirements. Scope of work will also include public outreach and coordination.

Complete Streets and Sustainable Design Guidelines may be found here:

<http://www.cityofchicago.org/content/dam/city/depts/cdot/Complete%20Streets/CompleteStreetsGuidelines.pdf>

The scope of the Phase II design work will include but not be limited preparation of construction plans and specifications for public bid. To prepare these plans coordination with public and private utilities, the CTA, public officials and community activists will likely be required. The scope of the proposed improvement will include reconstruction and/or resurfacing of the roadway, installation of new street lighting, traffic signal modernizations, installation of landscape and streetscape features, and sewer and drainage work, water main adjustments, and installation of new sidewalk, curbs and gutters. See pages 9 through 14 of this RFP for additional scope. This project will be administered by CDOT Division of Engineering and will require DBE participation.

PROJECT 2: West Grand Avenue, Damen Avenue to Racine Avenue

The Chicago Department of Transportation (CDOT) seeks Phase I and Phase II preliminary engineering services for this project. This project is located in the near northwest side of the City and is the seventh of eight improvement projects anticipated along the Grand Avenue corridor between Fullerton Avenue and Des Plaines Street.

The Phase I/Traffic Planning Study design scope of work shall include, but not be limited to, review of the previously approved (Phase I) Group II Categorical Exclusion Project Development Report (PDR), consideration of additional improvements that are warranted under CDOT current Complete Streets and Sustainable Design Guidelines, and analysis of the current and future traffic projections, operations, geometrics. Scope will include traffic counts (vehicular, pedacycle, and pedestrian), 12 hour or peak hour, will be required at key intersections and mid-block locations. Highway capacity analyses utilizing Synchro, and review and revision of Intersection Design Studies are anticipated. Coordination with the CTA is also anticipated as several bus routes are located within the project limits. Design consultant will be expected to prepare either a technical memorandum or addendum to the original Project Development report in the format acceptable to the Federal Highway Administration (FHWA), the Illinois Department of Transportation (IDOT) and CDOT. Consultant will also be required to update previous environmental clearances per the State of Illinois requirements. Scope of work will also include public outreach and coordination.

The scope of the Phase II design work will include but not be limited preparation of construction plans and specifications for public bid. To prepare these plans coordination with public and private utilities, the CTA, and public officials will likely be required. The scope of the proposed improvement will include reconstruction and/or resurfacing of the roadway, installation of new street lighting, traffic signal modernizations, installation of landscape and streetscape features, and sewer and drainage work, water main adjustments, and installation of new sidewalk, curbs and gutters. See pages 9 through 14 of this RFP for additional scope. This project will be administered by CDOT Division of Engineering and will require DBE participation

ADDITIONAL SCOPE OF WORK

It is anticipated that the tasks and requirements set forth below will generally be required for all projects.

The projects will be administered by the CDOT Division of Engineering. CDOT Division of Engineering will have principal responsibility for the progress of the Design Consultant (DC) Services, adherence to budget and schedule, and will work with the DC so that the DC has a clear understanding of and receives the necessary support to successfully execute the project.

General Scope of Services

The tasks typically included in Phase I and Phase II of CDOT's design process are as follows:

PHASE I – PRELIMINARY DESIGN

The requirements and deliverables for Phase I must conform to IDOT and CDOT requirements.

CDOT has prepared general Scopes of Services for each project category. As part of the Phase I Services, the DC must verify that the Scope of Services to be performed at each location is fully developed, detailed and complete.

The Phase I Primary Design typically includes, but is not necessarily limited to:

- Preparation of the appropriate type of Phase I report, generally expected to be a Project Development Report (e.g. IDOT BLR 22210). The report preparation may include traffic studies, intersection and geometric requirements, as dictated by IDOT and CDOT;
- If Bridge structure is within the project limit, the DC must include the following in Phase I Primary Design:
 - A detailed inspection of the bridge or overpass structure to determine its current condition, need for any emergency or remedial repairs, and need for ongoing monitoring of the conditions identified by the DC. CDOT must be notified in writing of the need for emergency or remedial repairs;
 - Testing, which includes removal of concrete cover, coupon testing, concrete cores, delamination testing and other non-destructive tests as deemed appropriate by the DC in consultation with CDOT to determine the condition of any members or elements to remain;
 - Preparation of scoping documents which consists of approximately 30% level design drawings sufficiently detailed to provide principal member sizes and types;
- Attendance, as required, at all community meetings and preparation of all exhibits and other materials for these meetings or CDOT Community Newsletters;
- Soil borings, testing and preparation of soil profiles;
- Modification of any Phase I documents to incorporate either IDOT, CDOT or other agency comments;
- Preparation of support documentation for Phase I review by other agencies, including the Illinois State Historic Preservation Agency, the Chicago Plan Commission, the U.S. Coast Guard, the Army Corps of Engineers, the Illinois Environmental Protection Agency, the Illinois Department of Transportation-Division of Water Resources and other agencies as required;
- Preparation of mailings to affected property owners, to affected agencies, to other City agencies and to other parties as required;

- Inspection of City sewers within and adjacent to the project including television inspection of existing sewers, hydrologic and hydraulic studies and recommendations as required to obtain approvals needed from the Chicago Department of Sewers for the projects;
- A cost estimate prepared on construction trades category basis, in sufficient detail to permit a review of the design and to make value engineering reductions or substitutions in the Scope of Services as may be necessary to keep the project within the budget;
- Written descriptive material to illustrate the scope of renovation work and preliminary engineering calculations ; and
- Process and complete Office of Underground Coordination (OUC)

PHASE II - FINAL DESIGN

The designs must be prepared in accordance with the general requirements noted above.

If not previously submitted as part of Phase I, the DC must prepare a listing of all plans and specifications to be developed for this work. Additionally, when required, the other elements of Phase I design must be added to the scope of the Phase II work if required to provide a complete design, including Phase I Amendments, if scope has changed.

Four submittals must be made by the DC in Final Design: TS&L Plans (30% completion), Preliminary (60% completion), Pre-final (90% completion) and Final Submittal (100%), which shall incorporate comments from IDOT, CDOT and other agencies.

Final Design must include the preparation of any Addenda required, attendance at any pre-bid meetings, and review of shop drawings, plan revisions to facilitate contract modifications, and attendance and preparations of meeting minutes for various meetings during construction phase.

Meetings

The DC may be required to meet with the CDOT Division of Engineering Project Manager and staff for project kickoff, project plan reviews for 30%, 60%, 90% and 100% plan submittals. These meetings will be held in CDOT's offices and attended by CDOT, DC and other agency personnel. The meetings must serve as a forum to discuss and resolve issues in the design process.

Minutes of all meetings must be prepared in a format approved by CDOT and distributed by the DC within three working days of the meeting. The DC must also be responsible for maintaining a list of action items which must be updated at each meeting.

As deemed appropriate by CDOT staff, the DC may be asked to attend coordination meetings with various city agencies and local government officials, utilities and others. The DC may be asked to assist CDOT staff in preparation of agenda, review plans and specifications and other support documentation for coordination meetings.

Upon request, the DC will be required to attend meetings during construction phase. These meetings will be either held in the construction site or CDOT's offices. The meetings serve as a forum to discuss and resolve issues in the construction phase.

Design Standards

The design must incorporate IDOT Standards Specifications for Road & Bridge Construction (SSRBC) and CDOT standards especially as they relate to Computer Aided Drafting. It is expected that the DC has designers familiar with MicroStation (DGN); Drawing Web Format (DWF) and Adobe Acrobat (PDF) software prior to the start of Services.

Design and Construction Schedules

The DC must prepare a project schedule, including a Services breakdown, which depicts the project with key milestones and deliverables for design and construction. The design schedule must be updated bi-weekly and at a minimum must include:

- Key decision points in the design process including the securing of all temporary easements, utility coordination and other items which require coordination;
- Responsible parties for each decision;
- Early start for each activity;
- Expected finish for each activity;
- Critical path items.

The DC must also prepare a Construction Schedule. The schedule must show the major items of work to be performed by the construction Contractor and subcontractors. It is expected that this schedule will be refined as the design progresses and must be submitted to CDOT at the start of preliminary design, the end of preliminary design and with the 30% drawings. At a minimum, the Schedule must include:

- Mobilization
- Demolition as appropriate
- Utility Relocations
- Long lead time material procurement
- Structural construction
- Architectural construction
- Mechanical construction
- Roadway work
- Drainage facilities and other utilities
- Water main
- Lighting
- Traffic signal work
- Landscape and finish work

All schedules must be made available to CDOT in an electronic format as well as a graphic format. Color wall size versions of these schedules must be made available to CDOT personnel upon request.

Document Preparation

All plans, except those which incorporate existing CDOT plans for rehabilitation, must be prepared using MicroStation (DGN) software. Final Plans must be plotted on 24 inches X 36 inch size sheets. The cover sheet of final plans must be plotted on 24 inches X 36 inch size Mylar sheet. CDOT must receive an electronic copy of all final plans in MicroStation version 8 or later (DGN) and Adobe Acrobat (PDF). Projects must be dimensioned in English units in accordance with the latest IDOT standards on dimensioning practice.

Specification for all projects should be developed utilizing the most current version of the IDOT SSRBC and all associated Supplemental Specifications and/or Special Provisions and CDOT Special Provisions where applicable. The DC may be required to develop Special Provisions in accordance with CDOT format Specifications must utilize a line item Schedule of Prices.

All Part 1, 2 and 3 specifications must be prepared using Microsoft word (MSW) and CDOT must be provided with electronic copy of all specification in MSW and Adobe Acrobat (PDF).

Estimates

The DC is responsible for the preparation of cost estimates for construction. Cost estimates must be in a unit price format approved by CDOT. The DC must prepare an Engineer's Estimate of Cost which will be used as the basis for the evaluation of the bid tabulations. If the apparent low bid is more than ten (10) percent over the Engineer's Estimate of Cost, CDOT retains the right to request the DC to redesign the project at no additional cost to CDOT in order to provide a design that is within the proposed budget. All cost estimates must be prepared in Microsoft Excel format.

Administration

The DC is responsible for all utility coordination and securing of all permits for all design work to be performed, including agreements with the affected railroads. The DC, through CDOT, must coordinate the work with other City agencies.

The DC must prepare all plats for temporary and permanent easements and must assist CDOT in the identification of same. The DC must secure temporary use permits, easements and /or right -of-way agreements from affected property owners. The DC must contact all appropriate agencies for which force work estimates are required. The DC must prepare letters on CDOT's behalf, if asked to do so, requesting this information and must monitor the progress of all easement and force work requests necessary for construction.

The DC must prepare monthly progress reports and invoices. These progress reports and invoices must be in the format approved by CDOT and must be submitted no later than the tenth day of the month after which Services have been performed.

Survey

The DC is responsible to establish measurements, calculations, and field work necessary to establish line and grade for Roadway/Highway improvement. Surveys also include topographic surveys, determining boundaries, writing descriptions of specific parcels of land and the installation and restoration of monuments. DC must have a surveyor, licensed in the State of Illinois on staff or as a sub-consultant.

Building Permit

The DC must prepare and submit the building permit application (if required for project) and 4 sets of prints to the Department of Buildings. The DC is responsible for expediting the building permit plan review process and must provide all required surveys, information and corrections requested by the Department of Buildings. Building Department review will be completed prior to advertisement for bids. Upon contract award the Construction Contractor information can be added to the application, and the Construction Contractor will pay all building permit fees and pick up the Building Permit.

Computer Aided Drafting Design

The DC shall adhere to requirements for Computer-Aided Design (CAD). The DC shall have capability to perform CAD drafting. It is expected that the DC has designers familiar with MicroStation (DGN); Drawing Web Format (DWF) and Portable Document Format (PDF) prior to the start of work. All plans are to be CAD files, using MicroStation software as directed by CDOT. The DC is required to submit a CAD Layout Plan for CDOT review and approval. It is encouraged that CDOT's CAD Design Standards be utilized as a base and adaptations made as needed. The DC shall submit requested files for utility review in both DWF and DGN formats. The DC shall submit final drawings in both DGN and PDF format. Final DGN files shall be limited to plan sheets and appropriate reference files.

Monitoring of Site Conditions

The DC shall perform an initial detailed inspection of the project site to determine site conditions. If bridge work is involved, the DC shall perform bridge inspection and prepare bridge condition report.

TRAFFIC PLANNING STUDIES

Depending on the specific needs of each project, traffic planning studies may be conducted separately from or in combination with Phase I Preliminary Design and /or Phase II Final Design. Typically, traffic planning studies will include one or more of the following: preparation and/or review of traffic engineering analyses and associated reports and documentation, including signal and stop sign warrant studies, intersection capacity analyses, signal timing optimization studies, traffic accident analyses, land development impact studies, community traffic planning studies, development of street geometry and traffic signal improvement proposals to address capacity and accident problems, bicycle and pedestrian accommodation studies, and plan layout and quantity summarization of data collection studies and traffic improvement proposals, including surveys of and improvements to pavement markings, traffic control signing, street geometry, and traffic signal equipment.

As required by the project, the DC may also be responsible for traffic engineering data collection related to traffic analysis, including automatic metered traffic volume counts, manual turning movement counts, vehicle classification counts, bicycle and pedestrian counts, on-street parking surveys, pavement-marking inventory and layout surveys, traffic control signing inventories, and street geometry and traffic signal equipment inventory and layout surveys.

Responsibilities of the DC for bicycle-related projects may include, but not be limited to, research and recommendations for the location of bicycle parking facilities, including racks and lockers; research , writing, editing and production of bicycle safety booklets and preparation of training videos for children, adults, bicycle couriers, and others; the organization of promotional campaigns such as those to encourage road users to “Share the Road” and to promote bicycle helmet use to school-age children; data collection to determine popular bikeway locations and trends in bicycle use; planning and design of new bicycle lanes, routes, paths, and signing; and development of bikeway design standards, support services, and bicycle planning documents and as detailed in the Contract.

Project Category

The design consultant must be CDOT or IDOT Prequalified for Project Category 1: Major Highways and Arterial Studies.

III. PROPOSAL SUBMITTAL REQUIREMENTS

1. **Format.** Proposals must be prepared on standard 8 ½”x 11” letter size paper. Expensive paper and bindings are discouraged. The City encourages the use of materials containing recycled content.

When multiple projects are specified, each proposed project for which the firm is submitting must be separated by labeled tabs or a page divider. (e.g. Project 1, Project 2) Proposer need only provide a Tab or Divider for the applicable Project(s) for which it is proposing.

2. **Cover Letter.** A statement must be signed by an authorized representative of the firm committing to provide the services within the proposed schedule(s). Also, provide the contact person for this RFQ, their phone number and email address. Indicate for which Project(s) the proposal(s) is/are being submitted.
3. **Executive Summary.** A brief narrative must delineate the general understanding of the scope and expected duties and the approach/methodology Respondent is proposing to complete the required Services. Please include information detailing relevant past projects of comparable size, scope and magnitude where the proposed approach/methodology were successfully implemented by the Respondent.
4. **Key Personnel & Organizational Chart.** Identify the project manager and key personnel committed to provide the Services within the proposed schedule, state their role and areas of responsibility/activities on **Attachment 1**. Provide an organizational chart of team firms that will be performing on this Project. Include involvement by DBE firms. Include resumes and qualifications of key personnel that respondent proposes for performance of the services.
5. **Commitment to meet DBE goals:**
Provide a plan delineating the various anticipated categories and/or disciplines of work/services to be provided by DBE firms. Provide the names and qualifications for the prospective DBE firms that you plan to use to fulfill the participation goals of 25.8% for Project 1 and 22.5% for Project 2.

IV. EVALUATION CRITERIA

The Evaluation Committee will review the submittals in accordance with the following criteria:

1. Quality of the Technical Proposal:
 - A. Accurate and full understanding of the project scale, type, unique elements and general approach to achieve the project goals.
 - B. Demonstrated success of proposed approach/methodology in past or current similar projects.
 - C. Availability and strength of committed personnel and organizational staffing plan to accomplish the goals and objectives of the project.
 - D. Capacity to perform the Services within a reasonable time.
2. Commitment to meet the DBE goals.

V. SELECTION PROCESS

The Request for Qualifications will be reviewed by representative(s) from the Department of Transportation and/or other City representatives later identified. The City may choose to conduct interviews, oral presentations and/or seek clarification from selected Respondents. Once the evaluation has determined which firm(s) is qualified, the Commissioner will seek the Chief Procurement Officer's concurrence. **CDOT intends to award an agreement with a 60 month term, with the option to extend for up to 36 months.**

Nothing in this RFQ is intended to, nor will be deemed to operate, limit or otherwise constrain the authority, powers, and discretion of the Chief Procurement Officer as set forth in the Municipal Purchasing Act for Cities of 500,000 or More in Population, 65 ILCS 5/8-10-1 et.seq., as amended, and in the Municipal Code of the City of Chicago, as amended.

The City reserves the right to terminate this procurement at any stage if the Chief Procurement Officer determines it to be in the best interest of the City. In no event will the City be liable to Respondents for any cost or damages incurred by Respondents or other interested parties in connection with the procurement process, including but not limited to any and all costs of preparing the RFQ and participation in any conferences, oral presentation or negotiations.

VI. Transparency Website; Trade Secrets

Consistent with the City's practice of making available all information submitted in response to a public procurement, all responses to RFQs, any information and documentation contained therein, any additional information or documentation submitted to the City as part of this solicitation, and any information or documentation presented to City as part of negotiation of a contract or other agreement may be made publicly available through the City's website.

However, Respondents may designate those portions of its response which contain trade secrets or other proprietary data ("Data") which Respondent desires remain confidential.

To designate portions of a response as confidential, Respondent must:

A. Mark the cover page as follows: "This response includes trade secrets or other proprietary data."

B. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid."

C. Provide a CD-ROM with a redacted copy of the entire submission in .pdf format for posting on the City's website. Respondent is responsible for properly and adequately redacting any Data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a CD-ROM with a redacted copy may result in the posting of an un-redacted copy. Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

All responses submitted to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information act or valid subpoena. Respondent agrees not to pursue any cause of action against the City with regard to disclosure of information.

VII. SUBMITTAL DUE DATE AND TIME

Proposals must be received by the Chief Procurement Officer at the address shown in the RFQ up to the date and time shown here. It is the Respondent's sole responsibility to see that the Proposal is received as stipulated. The Chief Procurement Officer may leave unopened any Proposal received after the date and time set for receipt of the Proposal. The time for the deadline of the Proposals will be determined solely by the clock located in the Bid & Bond Room. Any such unopened Proposals will be returned to the Respondent at the Respondent's expense. Respondents are responsible for the timely delivery of the submittal documents. Failure by a messenger delivery service or printing service to meet the deadline does not relieve the Respondent of the deadline for submittal of the Proposal. Proposal packages must be complete and contain the number of copies shown in the RFQ document. The Chief Procurement Officer reserves the right to reject any Proposal which deviates from the Submittal Requirements. No additional or missing documents will be accepted after the due date and time except at the sole discretion of the Chief Procurement Officer.

One (1) original, three (3) copies & one (1) CD of the response are to be submitted in a sealed envelope no later than 4:00 p.m., Central Standard Time on July 16, 2014, to:

Jamie L. Rhee, Chief Procurement Officer
Department of Procurement Services
Bid & Bond Room 301
City Hall
121 N. LaSalle Street
Chicago, Illinois 60602

The outside of each envelope or package, as appropriate to the project(s) being submitted for, must be labeled:

Request for Qualifications ("RFQ") For Professional Engineering Services Highway/Roadway Design, Traffic Studies and Design

Category 1, Major Highways and Arterial Streets for these two projects:

PROJECT 1: North Milwaukee Avenue, Logan Boulevard to Belmont Avenue

PROJECT 2: West Grand Avenue, Damen Avenue to Racine Avenue

Requisition Number: 90419
Specification Number: 124626
Due 4:00 p.m., July 16, 2014
(Name of Respondent)
Package ___ of ___

(Note: 1 of 4 must contain original authorized signatures and be marked **ORIGINAL**)

Attachment 1:

Outline of Full-Time Personnel, Experience, and Availability

Key Team Personnel Proposed:

PROPOSED ROLE	NAME OF INDIVIDUAL/ FIRM	REFERENCED PAST PROJECTS (AND ROLE)	LOCAL (L) OR NON-LOCAL (NL) AT PRESENT	DATE (MO/YR) AVAILABLE FULL-TIME
Other				
Other				
Other				
Other				

Attachment 1, continued:

Firm Proposing as Prime Consultant:

	REFERENCED PREVIOUS PROJECTS OF SIZE SIMILAR TO PROPOSED PROJECT(S)	REFERENCED PREVIOUS PROJECTS WITH CDOT OR IDOT AS CLIENT
PROJECT 1		
PROJECT 2		
PROJECT 3		
FIRM'S NUMBER OF LOCAL ENGINEERS (i.e. presently located within Chicago commuting area)		
FIRM'S NUMBER OF NON-LOCAL ENGINEERS		

Subconsultants and DBE Commitment:

NAME OF PROPOSED SUBCONSULTANT FIRM	PROPOSED ROLE IN PROJECT(S)	DBE	EXPECTED PARTICIPATION ON THIS PROJECT

PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

Chicago Department of Transportation

Project 1: North Milwaukee Avenue Logan Boulevard to Belmont Avenue

Consultant must provide and maintain at Consultant's own expense, or caused to be maintained, during the term of the Agreement and any time period following expiration if Consultant is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

A. INSURANCE TO BE PROVIDED

1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident, illness or disease. Coverage must include United States Long shore and Harbor Workers, Jones Act, when applicable.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense and contractual liability (not to include Endorsement CG 21 39 or equivalent). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

Subcontractors performing Services for the Consultant must maintain limits of not less than \$1,000,000 with the same terms herein

3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, Consultant must provide Automobile Liability Insurance with limits of not less than \$2,000,000 per occurrence for bodily injury and property damage. The City of Chicago is to be named as an additional insured on a primary, non-contributory basis.

Subcontractors performing Services for the Consultant must maintain limits of not less than \$1,000,000 with the same terms herein.

4) Professional Liability

When any architects, engineers, or other professional consultants perform Services in connection with this Agreement, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than \$5,000,000. Coverage must include pollution liability if environmental site assessments will be done. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.

Subcontractors performing professional Services for the Consultant must maintain limits of not less than \$1,000,000 with the same terms herein.

5) Valuable Papers

When any plans, designs, drawings, media, data, specifications reports, files and other documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

6) Railroad Protective Liability

When any work is to be done adjacent to or on railroad or transit property, Consultant must provide or cause to be provided, with respect to the operations that Consultant or subcontractors perform, Railroad Protective Liability Insurance in the name of railroad or transit entity. The policy must have limits of not less than the requirement of the operating railroad for losses arising out of injuries to or death of all persons, and for damage to or destruction of property, including the loss of use thereof.

When applicable, a certified copy of the Railroad Protective policy is to be submitted to the Chicago Transit Authority, ATTN: Manager of Benefits Compliance, 567 West Lake Street, 3rd Floor, Chicago, IL. 60661

An insurance binder will be accepted until such time the policy is submitted.

7) Marine Protection & Indemnity (if applicable)

When Consultant undertakes any marine operation in connection with this Agreement, Consultant must provide or cause to be provided, Marine Protection & Indemnity coverage with limits of not less than \$1,000,000. Coverage must include property damage and bodily injury to third parties, injuries to crew members if not provided through other insurance; damage to wharves, piers and other structures, and collision. The City of Chicago is to be named as an additional insured.

8) Property

The Consultant is responsible for all loss or damage to City property at full replacement cost that results from this Agreement.

Consultant is responsible for all loss or damage to personal property (including materials, equipment, tools and supplies) owned, rented or used by Consultant.

B. ADDITIONAL REQUIREMENTS

Consultant must furnish the City of Chicago, Department of Procurement Services, City Hall, Room 806, 121 North LaSalle Street, Chicago IL. 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Consultant must submit evidence of insurance on the City of Chicago Insurance Certificate Form (copy attached as Exhibit-) or equivalent prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Agreement. The failure of the City to obtain certificates or other insurance evidence from Consultant is not a waiver by the City of any requirements for the Consultant to obtain and maintain the specified coverages. Consultant must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

The Consultant must provide for 60 days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed.

Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Consultant.

Consultant hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents or representatives.

The coverages and limits furnished by Consultant in no way limit the Consultant's liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self-insurance programs maintained by the City of Chicago do not contribute with insurance provided by Consultant under this Agreement.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

If Consultant is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

Consultant must require all Subcontractors to provide the insurance required herein, or Consultant may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements of Consultant unless otherwise specified in this Agreement.

If Consultant or Subcontractor desire additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Notwithstanding any provisions in the Agreement to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.

PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

Chicago Department of Transportation
Project 2: West Grand Avenue Damen Avenue to Racine Avenue

Consultant must provide and maintain at Consultant's own expense, or caused to be maintained, during the term of the Agreement and any time period following expiration if Consultant is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

A. INSURANCE TO BE PROVIDED

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Subcontractors performing Services for the Consultant must maintain limits of not less than \$1,000,000 with the same terms herein

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Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Consultant.

Consultant hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents or representatives.

The coverages and limits furnished by Consultant in no way limit the Consultant's liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self-insurance programs maintained by the City of Chicago do not contribute with insurance provided by Consultant under this Agreement.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

If Consultant is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

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