



A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2675
www.berwyn-il.gov

SECTION I REQUEST FOR QUALIFICATIONS

NOTICE TO PROPOSERS: Request for Qualifications (RFQ) packets is available at the City Clerk’s Office, City Hall, 6700 W. 26th Street, Berwyn, IL 60402, or at [http://berwyn-il.gov/pdf/SOQ_Roadway, Sewer and Watermain Replacement.pdf](http://berwyn-il.gov/pdf/SOQ_Roadway,_Sewer_and_Watermain_Replacement.pdf). Sealed Statement of Qualifications [SOQ] will be received at the City Clerk’s Office, until the time and date specified below, for:

**PROFESSIONAL ENGINEERING SERVICES
DESIGN AND CONSTRUCTION ENGINEERING
ROADWAY, SEWER AND WATERMAIN REPLACEMENT**

ADDRESS THE STATEMENT OF QUALIFICATIONS TO: Attention of the City Clerk’s Office, City Hall, 6700 W. 26th Street, Berwyn IL 60402, on or before the submittal date specified below. The SOQ shall be sealed and clearly marked on the front “**Engineering Statement of Qualifications for Roadway, Sewer and Watermain Replacement**”. **FAXED SOQ WILL NOT BE ACCEPTED.**

STATEMENT OF QUALIFICATIONS IS DUE NO LATER THAN: 2:00 p.m., on March 9, 2016. Proposers shall submit four (4) copies of their SOQ.

City Leaders will review the Statement of Qualification Submittals and then shortlist to the top 2 or 3 best Submittals that meet the City of Berwyn Requirements. The City will contact these Consultants and request that the Consultant’s Project Team will attend an interview with the City Project Team. It is anticipated that these interviews will be conducted during the month of March 2016.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the proposer. Similarly, the City is not responsible for, and will not open, any SOQ which are received later than the date and time stated above.

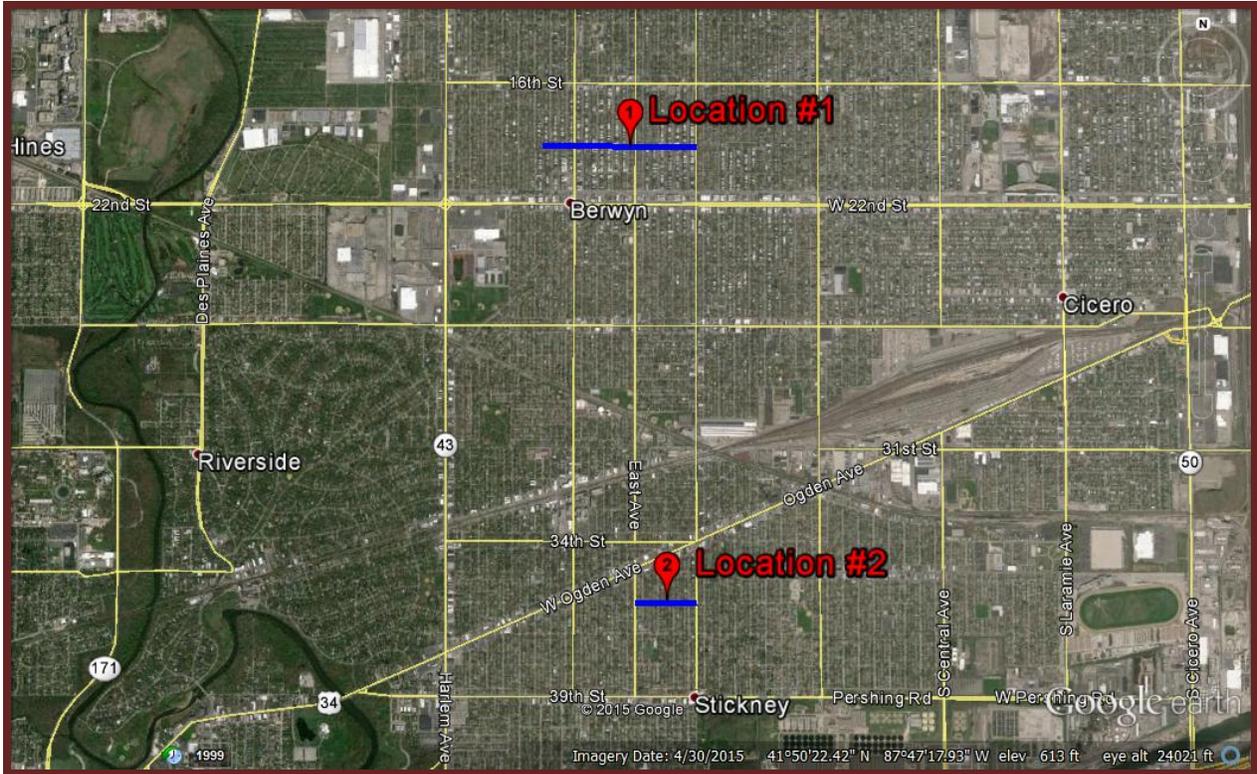
QUESTIONS: All questions and clarifications regarding this Request for Qualifications must be submitted no later than March 7, 2016 by e-mail only to the following City Representative:

Nicole L. Campbell
Senior Engineer
NCampbell@ci.berwyn.il.us

INDEX:

Section I	Request for Qualifications
Section II	Specific Conditions and Instructions to this Statement of Qualification
Section III	General Conditions and Instructions to Proposers
Section IV	Company References
Section V	Company Information & Signature Sheet
Section VI	Company Fee Schedule
Section VII	Design & Construction Engineering; Scope of Services

Project Location Map



This Project will be conducted at 2 Locations:

1. Location #1: 19th Street from Kenilworth Avenue to Ridgeland Avenue.
2. Location #2: 36th Street from East Avenue to Ridgeland Avenue

SECTION II: SPECIFIC CONDITIONS AND INSTRUCTIONS TO THIS STATEMENT OF QUALIFICATION

A. SCOPE:

The City of Berwyn (City) is soliciting Statements of Qualifications from Civil Engineering Consulting Firms for the design engineering [Phase 2] and construction engineering [Phase 3] required to replace roadway, sewer and watermain at the specified locations. The City seeks a Consulting Firm that will work cooperatively with the City, to meet the City's objective to properly replace the roadway, sewer and watermain at the specified locations. A more detailed Scope of Work is included in **SECTION VII** of this RFQ.

Be advised this project is being funded by a Community Development Block Grant [CDBG]. It is required by the City of Berwyn that the Proposer demonstrates in this Statement of Qualifications successful experience with **Cook County CDBG Funded Projects**. As part of the scope of this project, the Consulting Firm must maintain and prepare all the necessary documentation, prior to, during and upon commencement of the construction project, as required by CDBG funded projects.

Further; Location #2: 36th Street from East Avenue to Ridgeland Avenue, maybe built in 2017 depending on the bid prices and the CDBG budget.

Project Schedule: It is intended that this Project will be let in May of 2016. The Construction of this project is to be completed during the summer of 2016.

B. STATEMENT OF QUALIFICATION REQUIREMENTS:

1. All questions, clarifications, doubts as to the intent or meaning of this Request for Qualifications shall be submitted, via e-mail only to the City Representative no later than March 7, 2016.
2. Proposers are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a SOQ. The submission of a SOQ implies the Proposer's acceptance of the terms and conditions herein, unless otherwise stated.
3. The Proposer is responsible for all costs related to the preparation of this SOQ.
4. Any costs associated with the delivery and installation of this SOQ, not specifically set forth in this Request for Qualifications, will be the responsibility of the Proposer, and will be deemed included in the fees and charges bid herein.
5. The Statement of Qualifications must be consistent with the specifications listed herein and submitted in the following format, including the following information:
 - a. The Statement of Qualifications shall be summarized in letter format on the Consulting Firm's letterhead. The SOQ must be signed by an officer of the Firm or a designated agent empowered to bind the firm in the contract offer. Acceptance or exception to the terms must be noted on the proposal.
 - b. The Statement of Qualifications shall be completed and submitted in conformance with **SECTION C. SUBMITTAL REQUIREMENTS:** of this RFQ.

NOTE: The City reserves the right to reject SOQ's that the City considers incomplete due to the omission of the required information.

C. SUBMITTAL REQUIREMENTS:

The Statement of Qualifications shall present the following information:

1. The Company Description. This Section shall include a brief description of the Consultant's capabilities, strengths, and relevant experience. Additional information that should be provided includes; the size of the Firm, the location of the Corporate Headquarters, the location of the Project Office, and the size of the Project Office.
2. The Company Insurance. This submittal is to include a generic Certificate of Insurance that will assimilate the actual Certificate of Insurance to be utilized if the Consultant is to Contract with the City of Berwyn. The Consultant's minimum required Insurance to satisfy the City of Berwyn Requirements is presented in **SECTION III, SUB-SECTION B. INSURANCE** of this RFQ.
3. Project Experience. List other contracts awarded to the Consultant most comparable to the work described in the scope of services. The City of Berwyn is most interested in the Consultant's Cook County Community Development Block Grant [CDBG] Project Experience. This Project Experience shall not be older than 7 years.
4. References. The City of Berwyn will be most interested in reviewing the references of the Consultant's specifically presented Cook County CDBG Project

Experience. The Consultant shall complete this requirement by utilizing the form presented in **SECTION IV REFERENCES**, page 11 of this RFQ.

5. *The Project Team and Project Manager.* Present a Team Organization Chart indicating the team members stemming from the project manager to each team member. Then, an outline of each individual's personal experience on projects of similar nature, including: size of project, role of the individual, areas of responsibility, level of involvement, and time assigned to the project. Then, a statement of commitment that personnel named in the SOQ will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond control of the Consultant.
6. *Company Fee Schedule.* The Proposer shall complete and submit the attached Company Fee Schedule Sheet. This Sheet is **SECTION VI**, page 13 of this RFQ. Additionally, please include a schedule of hourly salary rates for each job classification and overhead billing for each member.
7. *Company Information & Signature Sheet.* The Proposer must complete and submit the attached Company Information and Signature Sheet. This Sheet is **SECTION V**, page 12 of this RFQ.
8. *Comment.* Any objections to any terms or questions posed in this Request for Qualifications.

D. EVALUATION PROCESS:

Each Statement of Qualification submitted stands alone and will be evaluated on its own merits in terms of meeting the City's requirements and terms and conditions, and overall responsiveness to the Request for Qualifications.

It is intended that the City Team will conduct discussions with the Consultants that rank in the top two or three of submitted Statements of Qualifications. Each Consultant shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of its Submittal. During the course of the discussions, the evaluation committee shall not disclose any information derived from one Statement to any other Consultant.

The City Public Works Director and City Senior Engineer reserve the right to request each Consultant to provide additional information during this process.

E. CONTRACT AWARD:

1. The City Team will select the Consultant that best presents itself through its Statement and the discussions to best meet the needs of the City of Berwyn.
2. This Selection will be made during the month of March 2016.
3. The Selected Consultant will then be responsible to develop a Contract that will then be awarded at the subsequent City Council Meeting.

SECTION III GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS

The general terms which follow apply to all proposals issued by the City, unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the Proposer's own risk.

REQUEST FOR QUALIFICATIONS (RFQ): is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a REQUEST FOR QUALIFICATIONS, and is thus a solicitation for responses. Conversely, this REQUEST FOR QUALIFICATIONS is NOT a bid and is not governed by state or federal bidding requirements.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the City and the Proposer, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the Proposer and the City.

"SOQ date" as referenced herein shall mean the local date and time specified in this RFQ document.

A. CONDITIONS FOR PROPOSING

1. **COMPLETENESS/AUTHORIZATION OF SOQ.** Proposer shall supply all information and submittals required by the SOQ documents to constitute a SOQ. The SOQ shall clearly state the legal name, address, telephone number, and fax number of the Proposer. The SOQ shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the Proposer to proposal.
2. **ADDRESSING OF SOQ.** Unless otherwise specified, faxed SOQs will not be accepted. SOQ shall be submitted in a sealed envelope clearly marked on the front with SOQ name and due date, and unless otherwise specified, addressed to:

City Clerk's Office
City of Berwyn
6700 W 26th Street
Berwyn IL 60402
3. **SOQ DEADLINE.** Proposer shall be responsible for taking whatever measures are necessary to ensure that the SOQ reaches the office of the City Clerk on or before the local time and date specified. The City shall not be responsible for, and may not consider any late SOQ, amendment thereto, and request for withdrawal of SOQ received after the date specified. SOQs received after the time and date specified on the Request for Qualifications will not be opened and will not be considered for award.

A written request for withdrawal of a SOQ or any part thereof may be granted, provided the request is received in writing by the City prior to the specified SOQ date.

4. **SOQs BINDING 120 DAYS.** Unless otherwise specified, all formal SOQs submitted shall be binding for one hundred and twenty (120) days following SOQ

date, unless the Proposer(s), at the City's request, agrees in writing to an extension.

5. **COMPETENCY OF PROPOSER.** No SOQ may be accepted from or a contract awarded to any person, firm or corporation who is in arrears or in default to the City of Berwyn upon any debt or contract. Prior failure of a Proposer to perform faithfully on any previous contract or work for the City may be grounds for rejection. The Proposer, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents; such evidence shall be presented within a specified time and to the satisfaction of the City.
6. **COLLUSIVE PROPOSING.** The Proposer certifies that the SOQ is made without any previous understanding, agreement or connection with any person, firm, or corporation making a SOQ for the same project, without prior knowledge of competitive prices, and that the SOQ is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

B. INSURANCE

1. **INSURANCE REQUIREMENTS.** The Insurance required by the City of Berwyn of its Civil Engineering Consulting Firms is as follows:

- a. Certificate of Insurance: Cancellation of Modification

- (1) Before commencing work, the Consulting Firm shall submit to the City for approval a Certificate of Insurance meeting the requirements specified herein, to be in effect for the full contract period.

- (2) The Consulting Firm shall notify the City in writing at least thirty (30) calendar days prior to any change or cancellation of said policy of policies.

- (3) Cancellation or modification of said policy or policies shall be considered just cause for the City of Berwyn to immediately cancel the contract and/or halt work on the contract, and to withhold payment for any work performance on the contract.

- b. Minimum Coverage

- (1) Any policy or policies of insurance purchased by the Consulting Firm to satisfy their responsibilities shall include contractual liability coverage, and shall be in the following type and minimum amounts:

Informal Project specs: Class I (under \$1M)		
Type of Coverage	<u>Each Occurrence</u>	<u>Aggregate</u>
a. Comprehensive General Liability		
(1) Bodily Injury & Property Damage	\$500,000	\$1,000,000
	<u>Combined Single Limit</u>	

- b. Automobile Liability
 - (1) Bodily Injury & Property Damage \$500,000

c. Worker's Compensation Insurance as required by Illinois state law.

The City requires that the Consultant's Insurance carrier be A rated or better by A.M. Best.

FURTHER REQUIRED:

Professional Liability: Errors & Omissions \$1,000,000 minimum

c. Hold Harmless: Endorsement Required

(1) The Consulting Firm, including their sub consultant, employees, representatives or agents, shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees, and agents from any and all liability, loss, cost, damage and expense (including reasonable attorney's fees and court cost) resulting from, arising out of, or incurred by reason of any claims, actions or suits based upon or alleging bodily injury including death, or property damage arising out of or resulting from the Proposer's operations under this document.

(2) The Consulting Firm is not, and shall not be deemed to be, an agent or employee of the City of Berwyn.

(3) Responsibility for Damage Claims – Notwithstanding the above, it is specifically agreed upon between the parties executing this contract that is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract. It is understood that no subcontractor is a third party beneficiary to any contract between the Contracting Authority and prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

C. SECTION OF FIRM

1. **REJECTION OF SUBMITTALS.** The City reserves the right to accept or reject any or all submittals, to waive irregularities and technicalities, and to request resubmission. The City also reserves the right to reject a similar nature, or proposal from a Proposer who, investigation shows, is not in a position to satisfactorily and timely perform the contract.

2. **SELECTION.** The City desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City that is fair and reasonable. The City may conduct discussions with any Proposer who has submitted a SOQ to determine qualifications, for further consideration. Since the initial review by the City will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful Proposer is selected. Criteria for selection will include but not limited to:

- Ability to provide the type and quality of service that best meets the needs of the City.

- Organization, size, management and structure of the firm to provide service.
- Experience and qualifications of the persons with supervisory and management assignments, especially relating to similar work assignments.
- Satisfactory reference checks of clients on similar projects.
- Previous and existing compliance with laws and ordinances relating to contracts with the City and to the Proposer's employment practices.
- Whether the Proposer is in arrears to the City, in debt on a contract or is a defaulter on a surety or other agreement with the City.
- If a reasonable doubt arises as to Proposer's solvency, the City reserves the right to require financial information sufficient to show solvency.
- Cost estimate; the City is not required to accept the SOQ with the lowest cost structure.

Once the City has reached an agreement with the Proposer, an Authorization Letter will be issued to the awardee. The Authorization Letter will define the conditions of the contract between the City and the Consulting Firm selected to receive the award.

3. **CORRECTIONS TO SUBMITTED SOQs.** Any changes that are made to this SOQ using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change is made.
4. **PRICING REQUIREMENTS.** All pricing submitted by the bidder shall be indicated in both words and figures. (Ex. \$200.00, Two hundred dollars).
5. **PRESENTATIONS.** When required and based on evaluation of SOQs submitted, the City may select finalists who will be required to participate in interviews, including key personnel designated in the SOQ, and to make presentations regarding their qualifications and their ability to furnish the required service to best serve the needs of the City. Formal presentations will be scored and evaluated by the Public Works Director who will make a recommendation to the City Council for final approval. Nothing in the SOQ can obligate the City to enter into a contract.
6. **LOCAL PURCHASES.** Unless otherwise specified, cost and other considerations being equal, local firms shall be given first consideration for the project.
7. **ERRORS IN SOQ.** Any ambiguity in any SOQ as a result of omission, error, lack of clarity or non-compliance by the Proposer with specifications, instructions and conditions shall be construed in the light most favorable to the City. Changes in SOQs shall be initialed and dated.

D. GENERAL CONTRACT PROVISIONS

1. **CONTRACT AWARD.** Upon City's selection and satisfactory Agreement between City and Proposer on the work to be performed, a written award in the form of an Authorization Letter, contract or other instrument shall result in binding contract with out further action by either party. The contract shall be on forms provided by the City; or if the Proposer's contract document is used, the City reserves the right to modify the document to conform to the request for qualifications and to do so in the light most favorable to the City.

2. **INSURANCE.** Current Certificate of Insurance in the amounts specified shall be on file with the City before work can commence.
3. **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent for appropriations available to each project. The City's extended obligation on these contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriation for the following fiscal year.
4. **CONTRACT ALTERATIONS.** No alterations or variables in the terms of a contract shall be valid or binding upon the City unless authorized in writing by both parties.
5. **SUBLETTING OF CONTRACT.** Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the City, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.
6. **CONTRACT PERIOD.** Contract shall remain in force for the full specified period and until all services have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
 - a. Extended upon written authorization of the City and accepted by the Consulting Firm, for a period negotiated and agreed upon by both parties, when in the best interest of the City.
 - b. Terminated due to the default, as described below.
7. **DEFAULT.** The Contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant the Consulting Firm a specified cure period of during which to cure or remedy the default, which cure period shall be included in the written notice to default. If default is not cured within the specified time, City reserves the right, but is not obligated to, extend the cure period or City may deem the contract terminated without further notice. Lack of knowledge by the Consulting Firm will in no way be cause for relief from responsibility.
8. **INDEMNITY.** The Proposer shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fee and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from Proposer's operations under this Contract, whether such operations be by the Consulting Firm or by any of their Sub-Consultants or by anyone directly or indirectly employed by either.

Proposer is not, and shall not be deemed to be, an agent or employee of the City of Berwyn

Proposer further agrees to:

- a. Save the City, its agents and employees harmless from liability of any nature or kind for the use of any copyright or uncopyright composition, secret process, patented or unpatented invention, article or appliance of which the Proposer is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.
 - b. Obtain all permits and licenses required by City, State and Federal Governments and pay all related fees. The Proposer shall also comply with all laws, ordinances, rules and regulations of the City, State of Illinois and the Federal Government including the Prevailing Wage Act.
9. **NON DISCRIMINATION.** Proposer shall not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national origin, sex, sexual statement, or otherwise commit an unfair employment practice. Proposer further agrees that this non-discriminatory agreement shall be incorporated by the Proposer in all contracts entered into with suppliers of commodities and/or services, the Consulting Firm and their Sub-Consultants, contractors and subcontractors, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.

E. PAYMENT PROVISIONS

1. **PAYMENT FOR CONTRACT SERVICE.** The City of Berwyn shall pay the Consultant on a monthly basis based on the services provided during the month. Payment to the Consultant shall be made within 30 days of the receipt of an invoice for services as outlined in the proposal. A detailed summary of costs will be submitted to the City of Berwyn for review and approval. The summary of costs shall include the work performed and corresponding hours, fees, and out-of-pocket expenses. Total payments for each phase shall not exceed the amount submitted on the Proposal Form, unless prior approval is received from the City of Berwyn. Ten percent of all payments shall be held by the City of Berwyn until final completion and acceptance by the City of Berwyn of all phases. Invoices shall be mailed to:

Nicole L. Campbell
Senior Engineer
City of Berwyn
6700 West 26th Street
Berwyn, IL 60402-0701

SECTION IV COMPANY REFERENCES

The Consulting Firm must complete the required reference information listed below. The Consulting Firm must provide at least three (3) references from municipalities or agencies that have acquired services from your company relevant to this RFQ. The municipality or agency name and address, a contact name, title, and phone number, must be included with the reference information.

1. Municipality or Agency: _____
 Address: _____
 Municipality or Agency Contact: _____
 Title of Contact: _____
 Phone Number: _____

2. Municipality or Agency: _____
 Address: _____
 Municipality or Agency Contact: _____
 Title of Contact: _____
 Phone Number: _____

3. Municipality or Agency: _____
 Address: _____
 Municipality or Agency Contact: _____
 Title of Contact: _____
 Phone Number: _____

Note: Additional reference may be included with the Consulting Firm’s SOQ.

SECTION V COMPANY INFORMATION & SIGNATURE SHEET

The Consulting Firm must include with their submitted Statement of Qualifications this completed and signed Company Information & Signature Sheet.

I, the undersigned, having examined and determined that the described Scope of Work for this Request for Qualifications hereby submits a "Statement of Qualifications", knowing that the submitting Consulting Firm is well qualified and well experienced to successfully complete this project for the City of Berwyn.

Name of Firm: _____

Authorized Representative: _____

Signature of Representative: _____

Title of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Fax Number: _____

Website Address: _____

E-Mail Address: _____

Date Signed: _____

SECTION VI COMPANY FEE SCHEDULE

Complete the following chart or submit an EEO-1 Report as described herein.

Compensation Schedule for performing Design and Construction Engineering for the Municipality.

Note: The fee schedule shown below includes all design and construction engineering services as outlined in the Scope of Services found in this Request for Qualifications.

Miscellaneous out of pocket expenses such as postage, printing of plans, and specifications will be paid separately on a reimbursement basis.

Contract Cost for Construction	2016 Fee for Engineering as Percent [%] of Construction Contract
Under \$100,000	_____
\$100,000 to \$250,000	_____
\$250,000 to \$400,000	_____
\$400,000 to \$600,000	_____
\$600,000 to \$800,000	_____
\$800,000 to \$1,000,000	_____
\$1,000,000 to \$1,500,000	_____
\$1,500,000 to \$2,500,000	_____
\$2,500,000 to \$4,000,000	_____
\$4,000,000 to \$6,000,000	_____
Over \$6,000,000	_____

Note: Please attach hourly rate schedule for various classifications in your Firm. These rates will be used for performing other engineering work requested outside the Scope of Services.

SECTION VII DESIGN AND CONSTRUCTION ENGINEERING SCOPE OF SERVICES

Please note, the Consulting Firm must maintain and prepare all the necessary documentation, prior to, during and upon commencement of the construction project, as required by CDBG funded projects.

PHASE II ENGINEERING:

I. Utility Coordination

- a. Work with private and municipal utility companies present within the project limits to review and mitigate any identified utility conflicts.
- b. Plot all detailed utilities on the plans as necessary for relocation of the services prior to construction.

II. Municipality Involvement

- a. Meet with the municipality to incorporate comments on the plans as needed.
- b. Resolve comments and issues to meet the requirements of the Municipality.

III. Surveys

- a. Review project survey limits to ensure proper transition into existing.
- b. Review project survey for areas where additional detail is needed for project design.
- c. Layout certain improvements in the field to help decision makers visualize what changes will be made.

IV. Phase II Plan Preparation

- a. Finalize pavement design for review.
- b. Prepare final plan and detail sheets for all improvements.
- c. Prepare typical sections, details, quantity and drainage schedules, general notes, intersection layouts, etc.
- d. Prepare plans for drainage improvements.
- e. Finalize Maintenance of Traffic Analysis.
- f. Revise preliminary cost estimate.
- g. Complete preparation of all necessary construction documents for bidding.

V. Construction Documents

- a. Assemble, print and submit plan sets for review by municipality.
- b. Prepare final plans, specifications and bid documents for distribution to prospective contractors.
- c. Prepare solicitation for local bid and publication of letting notices.
- d. Participate in bid opening, review of bids and recommendation for award of the construction contract.

VI. Storm Water Pollution Prevention Plan (SWPPP) and other permits.

- a. Prepare SWPPP for submittal to EPA in order to obtain permit.
- b. MWRDGC, IEPA, IDOT

VII. Meetings

- a. Meet with the municipality to discuss progress, design concerns and to solicit input.

VIII. QA/QC

- a. Conduct internal review of all project documents to ensure a complete and thorough design.

IX. Administration

PHASE III CONSTRUCTION ENGINEERING:

I. Field Staff

- a. Provide Municipality with the list of assigned staff by project.
- b. Provide survey crew to periodically verify contractor staking and conformance with the design plans.
- c. Notify individual households, businesses, schools, and parks affected by construction. Provide a schedule to each.
- d. Provide contact person for information/complaints- an emergency 24 hour phone will be required for each project engineer.

II. Field Inspections/Documentation/Testing

- a. Provide a full time on-site Resident Engineer to monitor construction.
- b. Ensure MOT is in place per plan at the beginning and end of each work day.
- c. Provide an inspector certified by IDOT for the preparation for Construction Documentation.
- d. Keep track of quantities related to each pay item.
- e. Log all measurements.
- f. Establish schedule for progress payments.
- g. Develop and verify payment requests.
- h. Prepare and process change orders as needed.
- i. Submit monthly progress reports to City.
- j. Prepare material samples for testing and ensure that the specifications in the contract documents for all materials are met or exceeded.
- k. Perform yield checks on all materials.
- l. Conduct nuclear density testing for any earthen fill applications and during the placement of bituminous pavement.

III. QA/QC

- a. Provide periodic checks of the ongoing inspection work including documentation.
- b. Verify all applicable procedures are being followed.

IV. Construction Project Close-out

- a. Verify final measurements/quantities with contractor.
- b. Develop final punch list and verify satisfactory completion.
- c. Provide final project accounting/documentation.
- d. Provide as-built drawings in Auto-CAD or Micro-station.
- e. Conduct final inspection with City representatives.
- f. Process final payment.
- g. Obtain final waivers from contractors and check validity.
- h. Conduct end of warranty inspection of the project with municipal representatives and prepare a punch list of items for correction.