

Sangamon County Highway Department



Solicitation of Letter of Interest Sangamon Valley Trail Extension, Phase 4 Section 18-00173-04-BT

Sangamon County Highway Department, Illinois, respectfully requests Letters of Interest (LOI) from interested and qualified firms to perform Phase 1 Engineering Service for a southern extension of the Sangamon Valley Trail (SVT). Funding for services is provided by Sangamon County and the Illinois Transportation Enhancement Program (ITEP).

Introduction and Purpose

The SVT is a 38 mile stretch of abandoned railroad corridor, oriented south-north, running the entire length of Sangamon County near multiple villages. Additional sections of this corridor extend south into Macoupin County, near Girard, and north into Menard County, near Athens. Sangamon County has been the lead agency on the development of the trail, having completed a total of 12 miles. The County is now soliciting engineering services for a Phase 4 extension of the trail to the south for another 6 miles. The project begins at Loami Road (CH 40) and continues north along the abandoned Chicago & Northwestern Railroad Corridor through rural Sangamon County where it will connect to the previously constructed section of the Sangamon Valley Trail at Bunker Hill Road, Centennial Park. The trail crosses several township roads, two county highways, and an interstate. The project consists of providing PE I Engineering Services required for the design of a 10-foot wide hot-mix asphalt pavement multi-use trail with 2-foot wide turf shoulders. Railings will be used at bridge approaches and other locations where steep slopes are determined to be a hazard. Eight existing structures will be converted for use on the trail, see attached maps.

Letters of Interest Instructions

Sangamon County Highway Department, Illinois, is soliciting electronic and printed copies of LOI from qualified firms to provide professional services to perform Phase I design services for a bike path extension the SVT. To be eligible for consideration, the proposing firm must be capable of supplying the services as noted herein, and must also meet the criteria outlined in this Solicitation of Letters of Interest. It is not the intent of this Solicitation of Letters of Interest to



seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation (source: Chapter 50 ILCS 510/5).

I. **INQUIRIES AND CORRECTIONS**

All inquiries relating to this request shall be addressed to Arlin.Williams@co.sangamon.il.us. If a firm submitting a LOI finds discrepancies in, or omissions from, the Request for Letters of Interest, or should require additional clarification of any part thereof, a written request for interpretation shall be submitted to the SCHD. Any interpretation of, or change made to the LOI will be made by written addendum, and shall become part of the request for any contract awarded. Only written clarifications from Sangamon County will be binding; oral and other interpretations or clarifications will be without legal effect. Responses, interpretations, or clarifications to questions or comments received from prospective consultants will be posted on the Sangamon County website. To be given consideration, inquiries must be received at least five (5) working days prior to the submittal deadline. No pre-Letters of Interest meeting will be held for this project

II. **SUBMITTAL DATE AND LOCATION**

All Letters of Interest must be received by the Sangamon County Highway Department prior to 4:00 p.m., local time, September 27, 2019. Proposals shall be no greater than 20 pages in PDF format with a maximum size of 15Mb and must be submitted via email to Arlin.Williams@co.sangamon.il.us with the subject heading "18-00173-04-BT SVT Letter of Interest". Additionally, three (3) printed copies shall be submitted to the SCHD at no expense to the SCHD prior to the aforementioned deadline. The printed copy shall be the same as the emailed submittal. The Sangamon County Highway Department is at: 3003 Terminal Avenue, Springfield, IL 62707. Late submittals will not be accepted under any circumstance, and any submittal so received shall not be considered. Copies of this solicitation are available via email to Arlin.Williams@co.sangamon.il.us or on the Sangamon County website at <https://co.sangamon.il.us/departments/d-l/highway-department/quality-based-selection>.

III. **PROPRIETARY INFORMATION**

All information included in any submittal that is of a proprietary nature must be clearly marked as such. The SCHD shall be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm. In general, it is not acceptable to the SCHD to mark information other than Financial Data Proprietary without the SCHD's written authorization. Failure to adhere to this restriction could result in rejection of the entire submittal.

IV. **DEFINITION, CONTEXT AND GENDER**

Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular. Proposal and Letter of Interest (LOI) are the same. Additionally, words of the masculine gender include the feminine and the neuter, and when the sense so indicates, words of the neuter gender may refer to any gender.



V. CONDITIONS OF LETTER OF INTEREST SUBMITTAL

- A. Proposing firms shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the LOI.
- B. The LOI must be signed by a duly authorized official of the proposing firm submitting the proposal.
- C. No LOI will be accepted from any person, firm or corporation that is in arrears for any obligation to the SCHD, or that otherwise may be deemed irresponsible or unresponsive by SCHD staff or the Sangamon County Board.
- D. Only one LOI will be accepted from any person, firm, or corporation.
- E. A LOI shall be made with the understanding that the SCHD may delay action and/or award up to ninety (90) days following the receipt of the LOI.
- F. The SCHD reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing firm as deemed in the best interest of the SCHD.
- G. All costs, including travel and expenses, incurred in the preparation of this LOI shall be borne solely by the proposing firm.

VI. LETTER OF INTEREST ELEMENTS AND FORMAT

- A. LOI submitted shall contain all information as requested herein, and any additional information deemed necessary by the proposer to summarize the overall benefit of the proposal to the County.
- B. LOI shall include the following:
 - 1. A cover letter shall be provided stating the name, address and telephone number of the proposing firm and the person, including title and email address, having the authority to make the proposal for the firm. The cover letter should include a statement that the Letter of Interest is in response to this solicitation.
 - 2. A list of personnel to be assigned to the project team, their respective roles, including resumes, certifications, and work experience.
 - 3. An Acceptance of Conditions Statement which affirms the acceptance of all conditions or requirements contained in the Letter of Interest, and lists the names of any of the proposing firm's employees who are spouses or children of SCHD employees or the spouse of a SCHD employee's child.
 - 4. A description of the methods and means by which the proposing firm will perform the services outlined in the LOI.
 - 5. A list or description of anticipated deliverables and that which is expected to be provided by SCHD.
 - 6. Anticipated issues or problems to be encountered and approach to resolving them.
 - 7. A proposed project timeline outlining the dates and specific tasks necessary to complete the project. Please note project closeout will need to be completed with IDOT in September 2021.
 - 8. A description of what portion of the work, if any, will be subcontracted.
 - 9. A minimum of two (2) reference for similar type projects completed by the firm. Include project summary, contact names, addresses, email addresses, and telephone numbers.
 - 10. Any other information deemed necessary by the proposing firm.
- C. Submittal of the proposal shall be taken as prima facie evidence that the proposer has knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed for this project.



VII. EVALUATION OF LETTER OF INTEREST

All Letters of Interest will be evaluated by a review committee designated by the Sangamon County Engineer. LOI shall be evaluated on the basis of the criteria noted here-in. The review committee may recommend a selection on the basis of the proposals received, or may choose to "short list" prospective firms for further interviews and/or discussions. The firm recommended for the award will be chosen on the basis of the apparent greatest benefit to the County. The Sangamon County Board will make the final award of a contract.

VIII. EVALUATION CRITERIA

The selection process is qualifications based. Proposals will be evaluated and rated on the basis of the following criteria:

- A. Proposing firm's experience, responsibility, and role with projects of similar size and scope. (30%)
- B. The degree that the proposal meets or exceeds the terms of the Solicitation of Letter of Interest and presentation of the understanding of scope of services and technical approach to complete the project. (25%)
- C. The proposing firm's engagement team, including the applicable experience and resumes of key personnel to be assigned to the project. (20%)
- D. Results of reference checks and past performance for other clients. (15%)
- E. Proximity of firm to project location. (10%)

IX. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING FIRM

- A. The successful proposing firm shall enter into a contract with the SCHD.
- B. The successful proposing firm will be required to maintain insurance coverages for the duration of the contract period as follows:
 - 1. Workers' Compensation:
 - a. Coverage A: Statutory Limits
 - b. Coverage B: One hundred thousand dollars (\$100,000) employer's liability limits for each accident or per disease, per employee. Said policies shall be endorsed to cover any disability benefits or Federal compensation acts if applicable.
 - 2. General Liability: Combined single limits of one million dollars (\$1,000,000) per occurrence. General Liability Insurance shall include: Personal Injury Liability coverage.
 - 3. Automobile Liability: Combined single limits of one million dollars (\$1,000,000) per occurrence. Auto liability shall include hired and non- owned autos.
 - 4. Professional Liability: A professional liability errors and omissions policy with limits of one million dollars (\$1,000,000) per claim. If said policy is written on a claims made basis, the retroactive date of the policy must predate the date of this agreement. In addition, the policy term must extend one year beyond completion date of this agreement.
 - 5. Self-insured: If a self-insured retention or deductible is maintained on any of the policies, the Consulting Engineer shall provide the amount of the self-insured retention or deductible to the County. Such deductibles shall be subject to approval by the County. Such approval shall not be unreasonably



withheld. The Engineer will be held solely responsible for the amount of such deductible and for any co-insurance.

- C. The successful proposing firm shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the SCHD.
- D. The successful proposing firm shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color, or age.
- E. The successful proposing firm and its employees will operate as an independent contractor and will not be considered employees of the County or SCHD.

X. **SUBMITTAL MISTAKES OR WITHDRAWAL**

A consultant who seeks to rescind their submittal or correct an error in the submittal may do so no later than two business days after submission deadline: C.O.B. (4pm) October 1, 2019.

After the submittal deadline, the submittals may not be withdrawn for ninety (90) calendar days. However, prior to the submittal deadline, submittals may be withdrawn by their by the consultant's authorized representative if such request is made in writing (not including facsimile, telegram, email or other form of electronic communication). The written notification is to be an original document, on the consultant's firm letterhead, and signed by the authorized representative.

XI. **AWARD OF AN AGREEMENT**

The SCHD will, subject to the approval of the County Board, enter into a project agreement with the successful proposing firm.

XII. **LIMITATIONS ON AGREEMENT AND OTHER REQUIREMENTS**

The consultant will be required to comply with all applicable local, state and federal laws and regulations. This includes, but is not limited to, compliance with regulations relative to nondiscrimination in federally assisted programs, Equal Employment Opportunity laws and regulations, and the Drug Free Workplace Act (24 CFR Part 21). This includes: Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d – Nondiscrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR Part 1; prohibitions against handicapped individuals under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the requirements of 24 CFR 5.105(a) regarding equal opportunity as well as the requirements of Executive Order 11246 (Equal Employment Opportunity) and the implementing regulations issued at 41 CFR Chapter 60; Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise). The selected consultant will be required to provide all necessary local and federal certificates of compliance prior to final award.



XIII. **TENTATIVE PROJECT SCHEDULE**

(The following schedule represents the anticipated time frame for the project. The final project schedule for the work will be subject to delays during the selection process and negotiations with the selected firm and based on the final scope of work.)

A. Solicitation of Letters of Interest (LOI)	August 29, 2019
B. Receive Letters of Interest	September 27, 2019
C. SCHED Selection Process (possible interviews)	October 15-17, 2019
D. SCHED Selection, Scope, Negotiations	October 21-25, 2019
E. Road & Bridge Committee Approval	October 30, 2019
E. County Board Awards Contract	November 12, 2019
F. Project Begins, Phase I Design	December, 2019
G. Project Closeout Completed	September, 2021

XIV. **PROJECT OVERVIEW AND OBJECTIVES**

(The following information is intended to represent the preliminary overview of the project, anticipated scope of work and the objective(s) wanted to be achieved with this project. Proposing firms should consider this information in developing their Letter of Interest. A final Scope of Work which may increase or decrease in content and nature from the following will be negotiated with the firm selected as most qualified for this project from which the compensation will be established. For information only, funding sources to date include \$556,800 (ITEP) plus a \$139,200 SCHED match.)

It is expected that the project will include, but not limited to:

- A. Detailed topographic surveys, as necessary, for the planning and design of the project.
- B. Geometrics, Alignment, Typicals
- C. Study of right of way with intent to discover need for land acquisition.
- D. Environmental planning documents
- E. Flood Plain Research
- F. Utility concerns
- G. Public Involvement
- H. Public Access to SVT
- I. Wetland Delineation
- J. Location Drainage Study
- K. Hydraulic Report
- L. Bridge Condition Report
- M. TSL Plans
- N. Project Development Report (PDR)



- O. Phase I level Estimate of construction cost. This will be used for seeking funding for future construction.
- P. Assistance obtaining clearances (and permits) from all regulatory agencies as required by the scope of the proposed improvements.
- Q. Submit and coordinate all necessary permit requests for any work required outside Sangamon County right of way
- R. Coordinate with Sangamon County, IDOT, Springfield Park District, and other involved parties/agencies as necessary



