VILLAGE OF TINLEY PARK
16250 S Oak Park Avenue
Tinley Park, IL 60523
(708) 444-5000

REQUEST FOR QUALIFICATIONS
2016-RFQ-006

ENGINEERING SERVICES

July, 2016
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Section 1. Request for Qualifications

A. Notice

The Village of Tinley Park

Request for Qualification Statements

Engineering Services

July, 2016

The Village of Tinley Park is soliciting qualification statements from firms with demonstrated experience in providing needed civil, structural, and field engineering services.

Qualification statements should be addressed to:

Steve Tilton
Assistant Village Manager
16250 S Oak Park Avenue
Tinley Park, IL 60477

The closing date and time for receipt of qualification statements is Wednesday, August 13, 2016 at 4:00 P.M., after which time, additional submittals will not be accepted.

B. General Information

The Village of Tinley Park is soliciting qualification statements from firms with demonstrated experience in providing needed civil, structural, and field engineering services.

Final selection of the engineering company or companies will likely be done by at least the Village Manager, the Assistant Village Manager, the Public Works Director and the Public Works Committee. A professional services agreement will then be negotiated and presented to the Village Board for approval.

Questions and inquiries concerning this RFQ may be directed to:

Steve Tilton
Assistant Village Manager
Village of Tinley Park
16250 S Oak Park Ave
Tinley Park, IL
(708) 444-5000
stilton@tinleypark.org
Section 2. Scope of Services

The exact scope of services will be determined following selection of consultant. The following is a preliminary scope of services that we anticipate will be conducted by the selected consultant. It includes but is not limited to:

**Various Engineering Needs**
- Water Services
- Reviewing development plans
- General Permits
- Land Surveying
- Striping
- Field Tile Study
- Parking Lot Resurfacing
- Drainage Recommendations
- Sewage Repairs
- Bridge Inspections
- Grant Writing/Public Works Projects
- Signage Program
- Road Projects
Section 3. Qualifications Statement

Ten (10) copies of your Qualifications Statement, in your usual booklet format, shall be submitted to the Clerk’s Office and clearly marked “Engineering Services Qualification Statement” on or before 4:00 p.m. on Wednesday, August 13, 2016. Any submittal received after this date and time will be refused.

Items to be addressed by the Qualifications Statement shall at least include:

1. Profiles of your firm, its principals, key personnel, equipment, and facilities.

2. Evidence of your firm’s ability to perform the work, including lists of complete and current projects of a similar nature, outside consultants and associates usually retained, and current financial profile.

3. Demonstration of an understanding of the scope of services, including staff available and proposed for assignment to the project, data gathering methods, and evaluation techniques.

4. At least three (3) references for the company and references for the provided key personnel.
Section 4. Review Process

Selection Process and Basis of Award

The Village will utilize the Qualifications Based Selection (QBS) process. A short list of firms will be generated and interviews with those firms will take place. The Village will then attempt to negotiate a satisfactory contract with the firm or firms deemed most qualified.

The Village of Tinley Park reserves the right to waive any informality or technical error and to accept the firm deemed by the Village to be in its best interests. In reviewing engineering qualifications, the Village will consider the following factors:

1. The ability, capacity and skill of the firm to perform the contract to provide the services required.

2. Whether the firm can perform the contract or provide the service promptly, or within the time specified without delay or interference.

3. The character, integrity, reputation, judgment, experience and efficiency of the firm.

4. The quality of the performance on previous contracts for services.

5. The previous and existing compliance by the firm with laws and ordinances relating to the firm’s services.

6. The sufficiency of the financial resources and ability of the firm to perform the contract or provide the services.

7. Physical proximity of offices to the work site.

8. The ability of the firm to provide future maintenance and service for the use of the subject of the contract.

9. The number and scope of conditions attached to the proposal.

Additional criteria to be considered in reviewing qualifications:

1. Understanding of the Village’s current and future needs.

2. Oral interview.

3. Demonstrated experience in assisting governmental entities with this type of project.

4. Quality and experience of staff proposed for this project by the firm.

5. Provided reference.