

**VILLAGE OF HANOVER PARK  
REQUEST FOR QUALIFICATIONS  
ARLINGTON DRIVE BRIDGE REPLACEMENT  
PHASE I ENGINEERING SERVICES**

*Services To Be Provided*

The Village of Hanover Park (hereafter Village) is seeking preliminary engineering services for the Arlington Drive Bridge Replacement (SN022-7451). A minimum ten years of experience in Phase I engineering is desired for the proposed Project Manager. Construction of the project is anticipated to be funded with a federal grant. Therefore, all work must be done in accordance with Illinois Department of Transportation (IDOT) guidelines.

The Consulting Engineer shall perform and carry out, in a professional and satisfactory manner, the necessary services required to complete the requirements included in this project. The Village will provide a qualified Liaison Engineer to assist the Consultant in Village interpretations. The services to be provided related to this proposal are described in the Minimum Scope of Services section of this proposal. All work must adhere to Village and IDOT standards as required.

*Project Description*

The Bridge, SN022-7451, is an existing 3-span bridge, 102 feet in length by 60 feet wide, 17 inch PPC deck beam with a bituminous overlay. There are two 19 foot lanes separated by an 11 foot concrete median, with 5 feet 6 inch sidewalks on each edge. The abutments and pier caps are supported by timber piles. The Bridge has a high skew angle of 46 degrees.

Due to its condition, the Village is anticipating a complete reconstruction of the Bridge.

*Minimum Scope of Services*

- The selected Consultant must be familiar with the submittal requirements as set forth by IDOT and the DuPage Mayors and Managers Conference (DMMC). The Consultant will coordinate the project on the behalf of the Village, with IDOT and DMMC. The selected Consultant will attend with Village staff all appropriate meetings with the other agencies involved to ensure appropriate project coordination.
  
- Prepare all necessary design reports and studies as required by IDOT in the processing of the project. These include, but are not limited to, project reports, IDS studies, drainage reports, and environmental reports. Refer to the IDOT Bureau of Design and Environment Manual and Bureau of Local Roads Manual for additional information on Phase I Engineering requirements.

- Perform a detailed topographic survey of the project area for use in the Phase I Engineering. The survey information shall meet all necessary requirements of IDOT and the Village for project implementation. The survey shall also be suitable for use during Phase II Engineering.
- Meet with the various property owners to discuss access requirements, right-of-way requirements, construction staging, schedule, and project related issues (if necessary).
- Contact private utilities for utility information (if necessary).
- Conduct meetings with the Village throughout project duration to present design studies, obtain environmental and design concerns, and review project schedule.
- Conduct informational meetings with other impacted agencies, including businesses and interested groups, and prepare all exhibits necessary to convey project information at meetings.
- Preliminary estimates of cost based on the improvement plan will be prepared when requested by the Village. The Village cannot emphasize enough the need to have accurate cost estimates available.
- Determination of any needed right-of-way, temporary and/or permanent easements required for the proposed improvement.

Deliverables

- Statement of Qualifications shall contain the names and resumes of the proposed key personnel assigned to the project.
- Include a minimum of three references from other agencies for which your suggested project manager has successfully managed similar projects.
- A list of sub-consultants, if any, who will be used on this project.
- Provide a description of your firm's Quality Control/Quality Assurance plan that illustrates the steps taken during the design process to assure a quality, cost effective project.

- Provide a schedule demonstrating how the Consultant plans to implement this project. The schedule shall include the following activities/milestones (as a minimum) and any other activities/milestones deemed relevant to the successful completion of the project:
  - Assume June 1, 2014 project start date (milestone).
  - Phase I “Kick-Off” meeting with IDOT (milestone).
  - IDOT/FHWA/Municipality coordination meeting (milestone).
  - Submittal of preliminary plans to Village for review (milestone).
  - Village review of preliminary plans (activity – one month duration).
  - Submittal of draft Phase I PDR to IDOT (milestone).
  - IDOT review and comment (activity – proposer to estimate duration).
  - Response to IDOT’s review and comments (activity – proposer to estimate duration).
  - Submittal of final Phase I PDR to IDOT (milestone).
  - IDOT approval of Phase I PDR (milestone).

Statement of Qualifications Due Date

One original and two copies of each Statement of Qualifications are to be received at the following location no later than 1:00 pm on Friday, March 7, 2014.

Village of Hanover Park  
Howard A. Killian, P.E.  
Director of Engineering and Public Works  
2041 Lake Street  
Hanover Park, IL 60133

Statement of Qualifications Evaluation

Statement of Qualifications will be evaluated on the following criteria:

- Experience and capability of the proposed project team.
- Proposed project approach and scope of services to be provided.
- Ability to meet the Village’s schedule expectations.

Based upon review of the Statement of Qualifications, a proposal will be requested from the selected consultant.

If you have any questions regarding this project please contact Howard A. Killian at [hkillian@hpil.org](mailto:hkillian@hpil.org) or at 630-823-5700.