



**2010-1**  
**Request for Proposals**

The City of Loves Park is accepting Proposals on the following:

**Engineering Services for the Completion of a Corridor Study for Riverside Blvd**

All submittals must be made in accordance with the specifications supplied by

The City of Loves Park  
Public Works Department  
100 Heart Boulevard  
Loves Park, IL 61111

Submittals will be received until **11:00 a.m. April 22, 2010 [EXTENDED TO MAY 6, 2010 AT 11:00 AM]**

Dan Jacobson  
Director of Community Development and Public Works  
815-639-2510

**Request For Proposals  
2010-1  
Engineering Services for the Completion of a Corridor Study**

The City of Loves Park is seeking proposals from engineering firms for the completion of a Corridor Study of a portion of Riverside Blvd approximately 1.5 miles in length from the Rock River to Material Ave.

The scope of services and proposal submission documents are available from the:  
City of Loves Park Public Works Department  
100 Heart Boulevard  
Loves Park, IL 61111

Between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, or by downloading from the website noted below:

<http://www.loves-park.il.us/>

Proposal submissions will be accepted by the Loves Park City Clerk until Thursday, April 22, 2010 at 11:00 a.m.**[EXTENDED TO MAY 6, 2010 AT 11:00 AM]**; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and three copies, and shall be in a sealed envelope or package clearly identified as "RFP 2010-1: Engineering Services for the Completion of a Corridor Study of Riverside Blvd" delivered to the address noted above.

Robert Burden  
City Clerk  
100 Heart Blvd.  
Loves Park, IL 61111

815-654-5034  
815-654-8660 FAX  
[bobburden@loves-park.il.us](mailto:bobburden@loves-park.il.us)

## INDEX

- I. Project Specifications
  - 1. Introduction
  - 2. Site Consideration
  - 3. Scope of Services
  - 4. Resources Available
  - 5. Project Schedule
  
- II. Submission Requirements
  - 1. Submission Due Date
  - 2. Directions for Written Submission
  - 3. Vendor Information
  - 4. Addenda
  - 5. Evaluation Criteria
  
- III. Contract Considerations
  - 1. Equal Opportunity – Affirmative Action
  - 2. Indemnification
  - 3. Insurance
  - 4. Invoicing and Payment
  - 5. Award Considerations
  
- IV. Forms and Attachments
  - 1. Submission Form
  - 2. Acknowledgement Form
  - 3. Proposal Check List
  - 4. Non-Collusion Affidavit
  - 5. Employment Information Form



## REQUEST FOR PROPOSALS CITY OF LOVES PARK, ILLINOIS

2010-1

### Engineering Services for the Completion of a Corridor Study for a portion of Riverside Blvd

#### I. PROJECT SPECIFICATIONS

##### 1. INTRODUCTION

The city is seeking to complete a Corridor study of a portion of Riverside Blvd (from the Rock River to Material Ave), including alternative roadway alignments and lane geometry to produce four travel lanes, but may include roadway design elements that produce turning lanes where appropriate.

##### 2. SITE CONSIDERATIONS

This Request for Proposal (RFP) is being issued by the City of Loves Park and RMAP for the purpose of obtaining consultant services to prepare a comprehensive land use, transportation and economic development analysis and strategy to guide future improvements to the Riverside Boulevard corridor from the Rock River to Material Ave, including the intersections at North 2<sup>nd</sup> Street/IL 251, East Drive, Walker Avenue and Material Avenue. This section of roadway is approximately 1.5 miles in length. It functions as a main east/west principal arterial through the metropolitan area since it provides both a Rock River crossing and a direct connection to I-90/39. Currently this section of Riverside Boulevard operates as a hybrid two and four-lane road, but the roadway width and lane geometry is substandard in a majority of the corridor proposed to be studied. The land uses along the road vary greatly from single-family residential homes to commercial strips. Special use permits have allowed some of the residences to operate as businesses. Most of the land parcels have direct access to the adjacent arterial roadway. The average daily traffic (ADT) count for the corridor is 20,000 vehicles per day. The level of service (LOS), both for linear segments of the corridor as well as the signalized intersections, is below design standards during certain parts of the day. The bridge over the Loves Park drainage channel currently restricts the available pavement width in the vicinity of Wantz Park.

The adjacent river crossings are approximately two miles to the south and one and a half miles to the north. Riverside Boulevard connects with both the major north/south State routes that traverse the region (IL 251 and IL 2). The Rockford Mass Transit District (RMTD) operates a transit route which traverses this section of roadway. Riverside Boulevard is the northernmost component of the interior ring road system in the urban area, and has been proposed by RMAP as a core component of a future SRA system.

##### 3. SCOPE OF WORK

###### Study Approach and Scope

The consultant or consultant team shall be comprised of individuals with experience and expertise in transportation planning, land use planning, traffic engineering, bicycle and pedestrian facility planning, right-of-way acquisition methodology and economic benefit methodologies. The consultant team shall work with RMAP staff to develop traffic projections that will be used for the study. Additionally, the consultant team shall work side-by-side with City of Loves Park personnel on project deliverables to mitigate the redundancy of efforts. GIS base mapping and core data layers will be provided by City or RMAP staff through WinGIS.

The study shall be substantially similar to a corridor level traffic study, and may include components of the IDOT – District 1 SRA analytical methodology. In addition the signalized intersections shall be analyzed to produce intersection modification layout (IML) drawings using standard IDOT practices. The study team may consider 10 or 20 year traffic projections to use as a basis for study recommendations.

The study shall examine alternative roadway alignments and lane geometry to produce four travel lanes, but may include roadway design elements that produce turning lanes where appropriate. Barrier and flush median treatments may be considered. Access management techniques shall be used to produce minimum interference from the adjacent land parcels where possible while maximizing the economic benefits to the entire corridor. It is anticipated that the right-of-way for future improvements will require full parcel takes, although the consultant team may evaluate partial takes. A minimum of three right-of-way alternatives shall be prepared, and shall include complete takes from the south side of the corridor and the north side of the corridor. The study team must incorporate design drawings for the bridge structure over the drainage channel available from the City of Loves Park. No changes are anticipated to the Rock River bridge structure.

The project deliverables shall, at a minimum, include the following:

- Aerial mosaic of the corridor at an appropriate scale
- Parcel identification and ownership
- Existing land use
- Existing and proposed right-of-way
- Lane markings, lane assignments and turning movements (existing and future)
- Traffic counts (peak hour turning movements) at the signalized intersections
- Intersection Modification Layout (IML) drawings of the future signalized intersections
- Corridor alignment / operations alternatives (3 minimum) based on future traffic projections and right-of-way alternatives
- Access management alternatives that may include removal of direct access, access sharing or parking lot sharing
- Pedestrian/bicycle considerations and alternatives (sidewalks and/or shared paths)
- Recommended land use changes to facilitate traffic and economic benefits in the corridor
- Safety recommendations

#### 4. **RESOURCES AVAILABLE**

The City will make available to the awarded firm the following information as it relates to the project:

- Previous reports and documentation from competed projects.
- Aerial Photography of the section in question.

The city will provide other additional information in its possession as may be needed by the consultant, if such information is currently and readily available.

#### 5. **PROJECT SCHEDULE**

The following is the proposed schedule for the selection process and work program:

Submittals Due	April 22, 2010 at 11:00 a.m. <b>EXTENDED TO MAY 6, 2010</b>
Notification of Interview	April 26-30, 2010 <b>EXTENDED TO MAY 10-14, 2010</b>
Interviews Conducted	May 3-5, 2010 <b>EXTENDED TO MAY 17-19, 2010</b>
Recommendation of Contract Award	June 8, 2010
Presentation of Findings	6-8 months from the date of award (Will further negotiate upon consultant selection)

## II. SUBMISSION REQUIREMENTS

### 1. SUBMISSION DUE DATE

Proposals will be accepted at the City Clerk's Office, 100 Heart Boulevard, Loves Park, IL, 61111 until **April 22, 2010 at 11:00 a.m [EXTENDED TO MAY 6, 2010 AT 11:00]**. Proposals received after that time will not be considered. Proposals may be withdrawn 90 days after opening if no award has been made.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Consultants selected for interviews will be notified April 26-30, 2010 **[EXTENDED TO MAY 10-14, 2010]**. Your firm should have Monday, May 3, 2010 **[EXTENDED TO MAY 17, 2010]**; Tuesday, May 4, 2010 **[EXTENDED TO MAY 18, 2010]**; or Wednesday, May 5, 2010 **[EXTENDED TO MAY 19, 2010]** available if selected for an interview; your firm will be notified no later than Thursday, May 6, 2010 **[EXTENDED TO MAY 20, 2010]** if your firm is selected.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for ninety (90) days from the date that proposals are due.

### 2. DIRECTION FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and three (3) copies** of the proposal to Robert J. Burden, City Clerk, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 90 days after the due date.
- b. A concise and complete description of the work to be performed, including:
  1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for the feasibility study within the available time.
  2. A detailed work program and time schedule for each phase of the project, including milestones the periodic review of the work with the advisory committee(s).
  3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
  4. A description of similar projects, which your firm has been involved in, including references.
  5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the services, and/or method for fee schedule development for architectural/engineering (e.g. percent of proposed construction cost, or hourly rate structures with potential staffing requirements). Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is one of the criteria outlined in this document. If you firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City Clerk's Office, 100 Heart Boulevard, Loves Park, IL 61111, clearly marked as "2010-1Engineering Services for the Completion of Corridor Study for Riverside Blvd".

### 3. VENDOR INFORMATION

#### A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the city.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services.)
- The primary line of business of your firm.

**B. Client Base**

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

**4. ADDENDA**

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

[Http://www.loves-park.il.us/](http://www.loves-park.il.us/)

This document includes an acknowledgement page; this page must be faxed back to the Public Works Department, to ensure proper notification of changes to the published documents. The City of Loves Park does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Question regarding this document should be referred to Nathan Bruck at (815) 654-5033 or at [NathanBruck@loves-park.il.us](mailto:NathanBruck@loves-park.il.us)

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

**5. EVALUATION CRITERIA**

Selection of firms(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. The specialized experience of the individual(s) or firm(s) and this (their) assigned personnel on similar projects, with specific attention to roadway engineering.
- b. the firm's understanding of and technical approach to the project.
- c. The firm's knowledge of requirements involving right-of-way acquisition and roadway design.
- d. The content of the firm and its consultant, support staff, etc. and their ability to work effectively together and with the City staff.
- e. The firm's schedule, including milestones in the process.
- f. The firm's ability to perform the work in a timely manner.
- g. Clarity, organization, and effective presentation of submittal.
- h. Review of references listed.
- i. Proposed fee schedule of fee schedule methodology. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is a factor in the evaluation process. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Consultants selected for interviews will be notified April 26-30, 2010[**EXTENDED TO MAY 10-14, 2010**]. Your firm should have Monday, May 3, 2010 [**EXTENDED TO MAY 17, 2010**]; Tuesday, May 4, 2010 [**EXTENDED TO MAY 18, 2010**]; or Wednesday, May 5, 2010 [**EXTENDED TO MAY 19, 2010**] available if selected for an interview; your firm will be notified no later than Thursday, May 6, 2010 [**EXTENDED TO MAY 20, 2010**] if your firm is selected.

Final recommendations regarding award of contract(s) for services will be made after the City and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

### III. CONTRACT CONSIDERATIONS

#### 1. EQUAL OPPORTUNITY-AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

#### 2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Loves Park, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Loves or its officers, agents or employees.

The City of Loves Park, as a sovereign government, cannot indemnify businesses or individuals.

#### 3. INSURANCE

- Prior to the execution of any contract, the City of Loves Park requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Accord or other approved format) naming the City of Loves Park as additional insured, for the following:
- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00. Per occurrence and \$2,000,000.00 aggregate.
  - Worker's Compensation as defined in the Illinois Compiled Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is not statute of limitation specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

#### 4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If you firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing)

## **5. AWARD CONSIDERATIONS**

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in the Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Loves park is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Loves Park.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

**REQUEST FOR PROPOSALS  
CITY OF LOVES PARK, ILLINOIS 61111**



**Engineering Services for the Completion  
Of a Corridor Study for Riverside Blvd**

**2010-1**

Due Date: **April 22, 2010 [EXTENDED TO MAY 6, 2010]**

City of Loves Park  
City Clerk's Office  
100 Heart Boulevard  
Loves Park, Illinois 61111

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

_____ Witness	_____ Signature
_____ Company Name	_____ Printed Name
_____ Address	_____ Title
_____ Town                      State      Zip	_____ Date
_____ Federal ID#	_____ Telephone Number
_____ Email Address	_____ Fax Number

**RETURN THIS FORM IMMEDIATELY!**

**Acknowledgment: Receipt of RFP Documents**

**Request For Proposals 2010-1  
Engineering Services for the Completion  
of a Corridor for Riverside Blvd**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: March 29, 2010  
Date documents received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Do you plan to submit a response: Yes\_\_\_\_No\_\_\_\_

---

Print or type the following information:

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City or Town: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Received by: \_\_\_\_\_

**Note: Faxed acknowledgments are requested! FAX (815-654-5004)  
A cover sheet is NOT necessary.  
IMPORTANT: DO NOT FAX PROPOSALS  
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

**CITY OF LOVES PARK  
PUBLIC WORKS DEPARTMENT  
100 HEART BOULEVARD  
LOVES PARK, IL 61111**

**Proposal Check List**

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- \_\_\_\_1. The proposal has been signed by a duly authorized representative of the company.
- \_\_\_\_2. Any fee schedule you have offered has been reviewed and verified.
- \_\_\_\_3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment )
- \_\_\_\_4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the proposal.
- \_\_\_\_5. Any addenda to this document have been acknowledged and included.
- \_\_\_\_6. The envelope has been addressed to:           City of Loves Park City Clerk's Office  
  2010-1 Engineering Services for the Completion of  
  Corridor Study for Riverside Blvd  
  100 Heart Boulevard  
  Loves Park, IL 61111
- \_\_\_\_7. The envelope has been clearly marked with the proposal number and opening date.
- \_\_\_\_8. If additional copies are required as part of your response, make sure the original is clearly marked.
- \_\_\_\_9. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are NOT accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your proposal