

**BOARD OFFICERS**

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**Request for Proposals and Qualifications for  
Veterans Memorial Trail – Phase I Update & Phase II  
159<sup>th</sup> Street to 135<sup>th</sup> / 127<sup>th</sup> Street**

February 2025

**I. General Information****A. Project Identification**

Veterans Memorial Trail – 159<sup>th</sup> Street to 135<sup>th</sup> / 127<sup>th</sup> Street  
 Forest Preserve District of Will County

**B. Project Purpose**

The Veterans Memorial Trail has been an ongoing Forest Preserve regional trail project for the past two decades. It is a trail system that is planned to utilize right-of-way within and/or near the Veterans Memorial Tollway (I-355). When complete, the trail will extend from Internationale Parkway in the Village of Woodridge, to 127th Street in Lemont, and to Route 6 in the Village of New Lenox while also connecting the communities of Romeoville, Lockport, and unincorporated areas of Will County. Two segments of the trail have already been completed and are open for public use. The northern segment from Internationale Parkway to 135th Street in Romeoville and a middle segment from the Spring Creek Greenway Trail in Hadley Valley Preserve to the 159th Street Trail in Lockport/Homer Glen.

The Forest Preserve District of Will County (District) is seeking proposals for engineering services to update previous Phase I studies, conduct additional Phase I studies as needed, and perform Phase II design and permitting services for the proposed trail from 159th Street to 135th / 127th Street.

Project Components include:

1. Phase I Engineering/update and Phase II Engineering of a multi-use trail, roughly 3 to 3.5 miles in length, through IDOT.
2. Pedestrian bridge and tunnel design, permitting, and coordination.
3. Grant Submittal Assistance for Phase III Funding.

Project Parameters:

1. Phase I/Updates and Phase II Engineering will be funded with local funds.
2. Project schedule should align with federal funding opportunities. Assistance with the applications is incidental to the design and permitting services.
3. The Consultant must be prequalified with IDOT.

**Schedule**

1. Proposals shall be returned to the above address by 2:00 p.m. on February 21, 2025.
2. Short-listed consultants will be notified by 3:00 p.m. on Friday, March 7th. The short-listed consultants must be available for a one-hour interview or conference call on March 20, or March 21, 2025.
3. Selection is anticipated by March 28, 2025.
4. Contract award is anticipated by May 8, 2025.
5. All engineering work shall be completed by December 31, 2026.

#### **D. District Contact Person**

Address all inquiries concerning this Request for Proposals and Qualifications to:

Matthew Novander, Chief Landscape Architect  
Forest Preserve District of Will County  
17540 W. Laraway Road, Joliet, Illinois, 60433  
(815) 722-9412  
mnovander@fpdwc.org

## **II. Scope of Services**

This scope of services is provided as a guide and will be used as a basis to evaluate proposals that are submitted.

### **A. Phase I – Engineering (As required)**

- a. Phase I engineering services have previously been performed for the proposed trail from 159<sup>th</sup> Street to 127<sup>th</sup> Street within the Tollway Right-of-Way. All studies, reports, and clearances need to be updated and/or redone.
- b. An alternative route of the proposed trail identified during a previous Phase II Engineering contract requires all Phase I work to be completed for its incorporation. The alternative route is outside of the Tollway Right-of-Way from 135<sup>th</sup> Street to 127<sup>th</sup> Street and was not originally included in previous studies

### **B. Phase II – Engineering**

#### **Task 1.**

Geotechnical Investigation

- a. The Consultant shall perform soils investigations for the proposed improvements.
- b. The Consultant shall provide direction to the boring company.
- c. The Consultant shall provide the District with two (2) copies of the geotechnical report

#### **Task 2.**

Hydraulic and Drainage Studies

- a. The Consultant shall review existing drainage patterns.
- b. The Consultant shall locate and design major and minor drainage crossings.
- c. The Consultant shall size culvert crossings for crossings < 1 square mile.
- d. The Consultant shall perform hydraulic analysis for culvert and bridge crossings > 1 square mile.
- e. The Consultant shall evaluate floodplain encroachments and compensation requirements (if required).
- f. The Consultant shall locate floodplain compensatory storage sites (if required).
- g. The Consultant shall evaluate floodway encroachments and perform hydraulic and hydrologic modeling.
- h. The Consultant shall analyze detention requirements (if required).
- i. The Consultant shall locate detention/retention sites (if required).
- j. The Consultant shall prepare text and exhibits for project report.

**Task 3.**

## Permitting and Coordination

- a. The Consultant shall coordinate with Will County, local municipalities, in addition to, FHWA, ISTHA, ComEd, IDOT, Will County Highway Department, IDNR, Will/South Cook SWCD, ILEPA, Army Corps of Engineers, and any other local agencies necessary, to comply with any codes and permit requirements. The Consultant shall prepare and submit any necessary permit applications and plan documents. The Forest Preserve District follows the Will County Ordinance and is not required to meet local, village or township requirements (see Ordinance #260) as they pertain to land development. The District will follow the Will County Ordinance for this project.
- b. The Consultant shall meet with local City, District, County, and any other regulatory agencies to initiate this project, review progress, and discuss issues through the duration of the contract. The Consultant shall provide meeting minutes for each meeting.
- c. The Consultant shall ensure that all design work conforms to current AASHTO, ILEPA, IDOT, District, City, County, and State standards as well as current ADA/ADAAG guidelines. The District is committed to following the principles of Universal Design and Best Management Practices.
- d. The Consultant shall meet with agencies directly associated if any endangered species are identified within the planning area. A minimum of three (3) meetings will be required. The Consultant shall provide meeting minutes for each meeting.

**Task 4.**

## Land Acquisition Services

(Easements and/or a few permanent acquisitions may be required)

- a. The Consultant shall obtain title commitments for all properties that have partial permanent and/or temporary acquisitions.
- b. The Consultant shall prepare ROW plats and legal descriptions in accordance with Federal criteria and IDOT Land Acquisition Manual.
- c. The Consultant shall prepare and review parcel appraisals for each parcel descriptions in accordance with Federal criteria and IDOT Land Acquisition Manual.
- d. The Consultant shall provide parcel negotiation services in accordance with Federal criteria and IDOT Land Acquisition Manual.
- e. The Consultant shall prepare, coordinate, and secure right-of-entry permits for field work.
- f. The Consultant shall provide coordination with Will County Highway Department.

**Task 5.**

## Construction Documents

(Federal Funds are anticipated for construction. Document approval/bidding conducted by IDOT)

- a. The Consultant shall prepare coordinated construction documents and technical specifications for all aspects of the project. It is anticipated that at least two bridges, one tunnel, and multiple signal modifications will be required.
- b. The Consultant shall prepare and present construction documents, specifications, and cost estimates for review with the District at 50%, 75%, and 95% completion. The Consultant shall participate in necessary meetings with the District, FHWA, and/or IDOT as required and provide meeting minutes for each.

## **Task 6.**

### **Bid Documents**

(Federal Funds are anticipated for construction. Document approval/bidding conducted by IDOT)

- a. The Consultant shall provide the District with Bid Documents in both hard copy and digital form (MS Word, Adobe pdf, and/or AutoCAD )
- b. Prior to final billing, the Consultant shall supply all files in their native format to the District for project archives. All MicroStation files shall be converted to ACAD dwgs, latest version.

### **C. Additional Services**

- a. Pedestrian Tunnel lighting and camera systems shall be designed for solar/cellular and/or hardwire connections for all proposed tunnels as well as the two existing tunnels south of 159<sup>th</sup> Street. A separate locally let bid packet with specifications, drawings, bid proposal form, and cost estimates are required.
- b. Pedestrian seating nodes with monument signage foundations shall be incorporated into the project including footing design and borings if required.

## **III. Proposal Requirements**

### **A. Format**

Responses shall be:

1. 8-1/2" x 11", stapled, no bindings or covers
2. Maximum of five (5) sheets including the covers and cover letter. Two-sided printing is encouraged which would permit up to ten (10) pages. The Signature Page Cover will not be counted.
3. Minimum type for text 10 pt. (captions may be 8pt.)
4. Include a minimum of one photo.
5. Four (4) copies total.
6. Proposals shall be in an envelope clearly marked "Proposal for Veterans Memorial Trail Engineering".

### **B. Contents**

Each submittal will be evaluated to determine the ability of each firm to provide the required services. The recommendation of the Evaluation Team may be subject to approval by the Forest Preserve District Board of Commissioners. Proposals will be evaluated on the basis and percentage of importance shown below:

#### **1. Completeness**

Does the proposal contain all the requested information in the required format? If no, the proposal will be disqualified from consideration.

#### **2. Project Team/Qualifications and Experience**

Provide a brief history and description of your firm. Describe the experience and skills of your firm that qualifies it to provide these services for the District. Identify the project manager and professional staff person(s) who would be available. The proposal should indicate the abilities, qualifications, and experience of all persons who would be assigned to provide the required services. Indicate professional registration and/or license numbers.

#### **3. Firm Resources and Capabilities**

Provide information on your firm's current and planned workload and your ability to complete projects/reviews within a desired timeline. Include a statement regarding the key personnel listed in this submission and their availability for the year. Provide your firm's approach to quality assurance standards to protect the District. Discuss your firm's method for estimating the construction costs of a project. Provide documentation of your firm's effectiveness in cost estimating and final project total costs.

#### **4. References**

Provide references of similar services provided, including name, organization, address, and telephone number of a contact person for each project/client described. Describe three (3) projects or similar work undertaken within the last eight (8) years; noting the component of the project your firm handled and the lead staff on the project. Please do not use current or past Will County Forest Preserve Projects or references.

#### **5. Contact Person**

Proposals shall provide information on contact person(s) who have been involved in the development of the proposal and whom the District may notify if there are any questions or clarifications needed on this proposal.

#### **6. Small Business Enterprise Initiative**

The District has set a goal to secure up to 16% of the contracted amount for contracted services and improvement projects to disadvantaged businesses. The District's Small Business Enterprise Initiative will apply to businesses defined by the State of Illinois as "Small Business", "Minority Business Enterprise", "Female Business Enterprise", and "Persons with Disabilities Enterprise". Businesses qualifying under the District's Small Business Enterprise Initiative will indicate such below the signature line on this form.

### **IV. Selection Process**

- A. The Evaluation Committee will review the submitted proposals and rank them based upon the criteria described above (Section III. B. Contents).
- B. The Committee will determine a short list of firms to meet with in an interview format to discuss the project and the Consultant's qualifications in greater detail.
- C. The selected Consultant will meet with the District to negotiate fee structure and hourly rates.
- D. The District reserves the right to use its discretion to eliminate proposals that are deemed unacceptable. Only the proposals that meet the requirements will be eligible for short-list consideration.
- E. The District will select a Consultant on the basis of the responsiveness of the proposal to the Request for Proposals and Qualifications requirements, and the Consultant's willingness to negotiate and execute an acceptable written agreement.
- F. The District reserves the right to reject any, some, or all proposals, and to request written clarification of proposals and supporting materials.
- G. The District shall not be liable for any costs incurred by the Consultant in response to the Request for Proposals and Qualifications, or any cost incurred in connection with any discussions, correspondence, or attendance at negotiation sessions.
- H. The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Director of Marketing and Communications, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; [comments@fpdwc.org](mailto:comments@fpdwc.org); 815.722.9383 (voice); 711 (TTY). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, [www.doi.gov](http://www.doi.gov)

### **V. Attachments**

- A. Signature Page
- B. Veterans Memorial Trail Route Map



17540 W. Laraway Road  
Joliet, IL 60433  
815.727.8700 · Fax 815.722.3608

**BOARD OFFICERS**  
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ReconnectWithNature.org

**Attachment A  
Request for Proposals and Qualifications for Professional Services  
SIGNATURE PAGE**

**Professional Engineering Services Proposal**

This request for Proposals and Qualifications for Professional Services includes one (1) project for engineering services. Refer to Section III in the RFQP for Proposal Requirements.

Participants must register in full on the District's website, [www.ReconnectWithNature.org](http://www.ReconnectWithNature.org), in order to be eligible to receive addenda and submit a proposal.

**This page must be included and filled out completely by the Prime Consultant for the proposal to be considered. Subconsultants are welcome but not required.**

***Veterans Memorial Trail – Phase I Update & Phase II  
159th Street to 135th / 127th Street***

I have read and understand the requirements for professional services to the District and will abide by them.

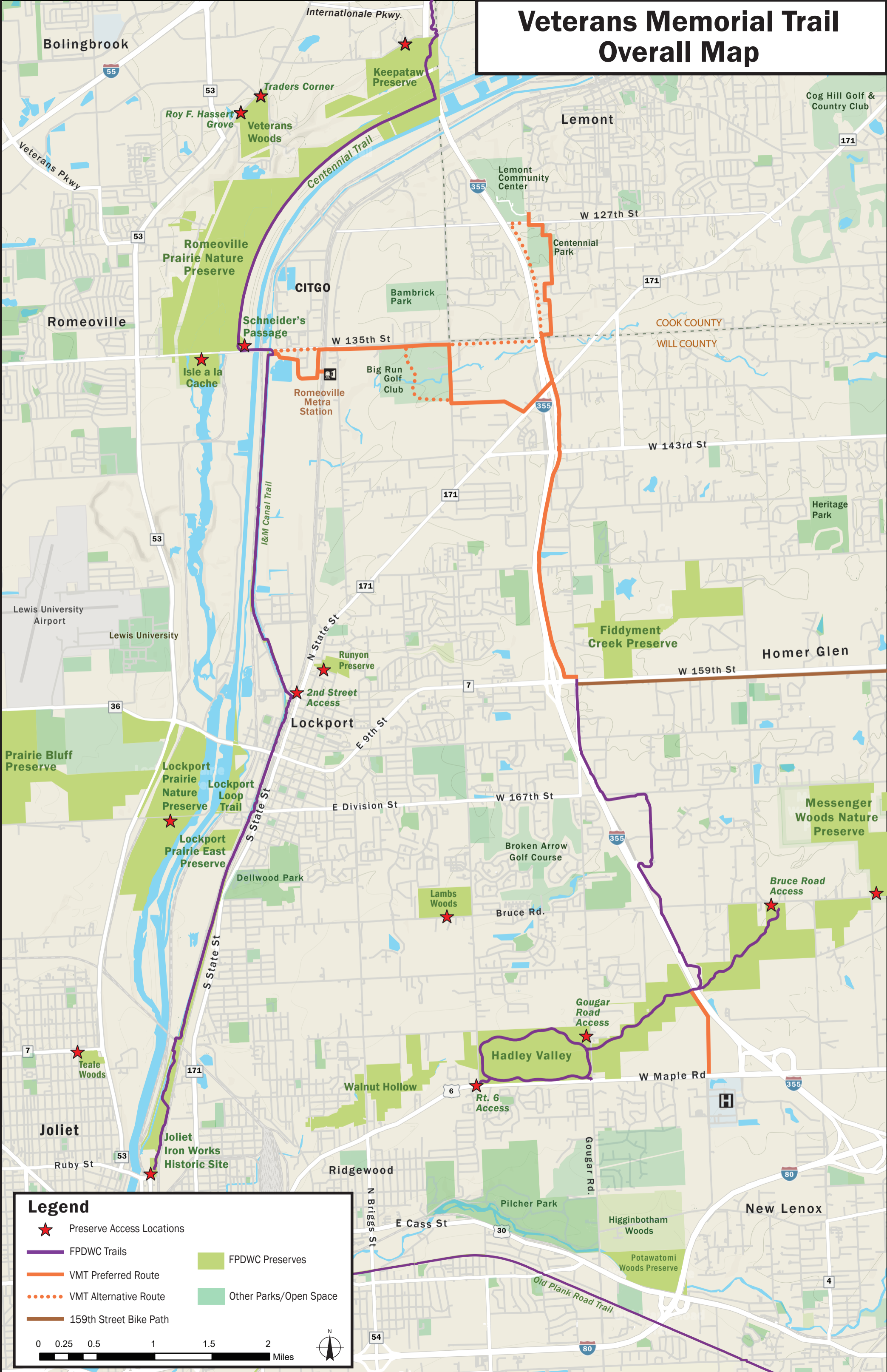
COMPANY: \_\_\_\_\_ POSITION: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Small Business Enterprise Initiative: The above business qualifies as the following:

- Small Business Enterprise  Yes  No
- Minority Business Enterprise  Yes  No
- Female Business Enterprise  Yes  No
- Persons with Disabilities Enterprise  Yes  No

If your business does not qualify under any of these categories check here.  Does not apply.

# Veterans Memorial Trail Overall Map



**Legend**

- ★ Preserve Access Locations
- FPDWC Trails
- VMT Preferred Route
- ..... VMT Alternative Route
- 159th Street Bike Path
- FPDWC Preserves
- Other Parks/Open Space

0 0.25 0.5 1 1.5 2 Miles