



Request for Proposals and Qualifications for District Review Engineer Services

January 2025

I. General Information

A. Project Identification

District Review Engineer for 2025 & 2026
Forest Preserve District of Will County

B. Project Purpose

The Forest Preserve District of Will County (District) is seeking two to four (2-4) firms to become pre-approved to provide reviews of projects on and adjacent to District land, inspections of construction and engineering projects. The term "Review Engineer" will be used to indicate the firms selected. One person from the firm shall be designated primary contact however other staff may be utilized. The Review Engineer will be paid on a task order basis at an approved hourly rate within a given budget. The selection of the review firms will allow firms to continue to submit proposals for other District site specific development and construction observation projects. The Review Engineer firms will maintain their status and rates until the end of 2026.

Schedule

- Proposals shall be returned to the above address by **3:00 p.m. on January 17, 2025**.
- The following schedule is proposed, some fluctuation may occur. The short-listed consultants will be notified by 3:00 p.m. on January 31, 2025 and must be available for a one-hour interview or conference call on either February 10 or February 11, 2025.
- Review Engineer selection is anticipated by February 15, 2025 and would become active starting March 13, 2025.
- Contract expiration or renewal: 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.

The Review Engineer will be requested to:

1. Understand and support District concerns and requirements, reporting potential short term and long-term impacts, anticipated project duration and possible alternatives that should be considered.
2. Be available for site visits within five (5) working days for non-emergency projects.

3. Be available for site visits within 24 (twenty-four) hours for emergency situations.
4. Provide task orders with associated scope and fee within ten (10) working days after being requested.
5. Provide a review and response in writing within ten (10) working days if requested.
6. Write letters and/or memos articulating concerns and comments.
7. Correspond with local Village, City, District, County, and any other regulatory agencies to discuss issues; and provide a written summary of the discussion to the District.
8. Review projects and report any nonconformance with standards, guidelines and regulations i.e. AASHTO, ADA, ADAAG, EPA, IDNR-DWR, USACOE and County requirements. (Note that adjacent land may fall under local jurisdiction and ordinances however Will County codes govern District projects.)

A. Plan Review - Civil and Structural Engineering

The Review Engineer may be requested to:

1. Review plans for adjacent property development, provide comments on impacts to District properties i.e. erosion and drainage.
2. Review proposals from others to install utilities or conduct construction activities on District property; note impacts, proper design, and protection during construction.
3. Review of construction plans prepared by other firms for quality assurance. Some plans have structural elements such as bridges, retaining walls and or boardwalks.

B. Site Inspection – Civil and Structural

The Review Engineer may be requested to:

1. Inspect a site during and/or after construction and may be asked to prepare a list of items not in compliance with the approved plans.
2. Contract directly with geotechnical consultant to prepare reports related to subsurface investigation and laboratory testing of pavements, base courses and sub-grades.
3. Recommend and supervise special testing activities of materials (other than geotechnical services) as needed. Tests that are considered specialty items, conducted by other companies, will be billed directly to the District.
4. Inspect structures and bridges for wear or damage and submit report with recommendations.
5. Inspect dams per IDNR requirements.

C. Engineering Projects - Civil and Structural

The Review Engineer may be requested to conduct miscellaneous small projects such as:

1. Evaluate an area of pavement failure and provide an analysis and recommendation.
2. Provide reconstruction plans for an area of pavement to meet ADA.
3. Evaluate problem culverts and recommend repairs or replacements.
4. Evaluate existing bridges and recommend repairs or replacements.
5. Provide preliminary engineering assistance on a future project for purpose of identification of project scope, permits needed, issues, concerns, opportunities, and preliminary cost estimating for budgeting and grants.
6. Review a proposal for engineering services and advise on scope and funding.

D. Meetings

A Review Engineer should be available, if needed, to attend periodic District staff meetings which are held monthly. Dates, times, and locations will be arranged. It is anticipated that plans will be delivered prior to these meetings so that the engineer can present their opinion and seek additional input. It is not anticipated that the Review Engineer will be required to attend public meetings nor board meetings.

E. Additional Services

In addition to engineering services, preference will be given to firms with architectural services, environmental review services, mechanical, electrical, and GIS services.

1. Architectural Services may include analysis of structures to determine if they need to be

- razed or stabilized. Assistance with small projects including recommendations and details for ADA upgrades or renovations for maintenance buildings etc. (1-2 per year).
2. Environmental Services may include analysis of erosion control measures, impacts to the District from lack of preventative measures, review of plans for remediation, preparation of remediation plans, biological inventory services, environmental contamination review, wetland delineation services and correspondence with agencies i.e. US Army Corp of Engineers, USDA, ILEPA, USFWS. In addition, possible participation in storm water management strategies and compliance, landscaping, green technology; etc.
 3. Licensed Surveyor for review and consultation on existing surveys and legal descriptions and in coordination with GIS.
 4. Geotechnical services by an independent IDOT prequalified material testing laboratory may include investigation and laboratory testing of pavements, base courses and sub-grades to prepare reports related to existing constructed features or plan and specification preparation for potential construction projects.
 5. Electrical expertise for providing or repairing electricity to shelters, wells and buildings, and EV charging stations.
 6. Mechanical expertise for evaluating, designing, and troubleshooting heating and cooling systems.
 7. GIS capability for analysis of data relevant to a review and/or providing expertise on District systems and needs.

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 Review Engineer".

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; 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

V. Attachments

- A. Signature Page



ReconnectWithNature.org

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

BOARD OFFICERS
Destinee Ortiz, *President*
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Julie Berkowicz, *Treasurer*
Mica Freeman, *Secretary*

**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, 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.

District Review Engineer for 2025 - 2026

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.