



Request for Statement of Interest (SOI)
City of St. Charles Project #1073
2020 Construction Engineering Services

The City of St. Charles is in need of professional services from qualified engineering consultant firms to provide Phase III Construction Engineering Services for two upcoming projects. The attached **Project Descriptions** provide a brief summary of the projects. The City will potentially short-list different consultants for each project, depending on qualifications provided.

The Statement of Interest document shall be submitted electronically in PDF format to kjay@stcharlesil.gov no later than 2:00 pm on Friday, February 7, 2020. The short-listed firms will be posted on the City of St. Charles website at <https://www.stcharlesil.gov/bids-proposals>. Three firms will be short-listed for each project and provided a separate Request for Qualifications document.

A Statement of Interest (SOI) received after the above noted deadline will not be used as part of the consultant selection process.

SOIs shall be limited to four (4) pages in length and shall include the following information:

- Name of firm with address, email and phone number, including a project contact
- Statement indicating firm's interest in the project(s), as well as ability to complete the project
- Short Summary of proposed project
- Listing of recently completed projects of similar scope and magnitude
- Listing of proposed key staff to be assigned to the project

PROJECT DESCRIPTIONS

S. 7th Avenue Resurfacing Project

Limits – S. 7th Avenue from IL 64 (E. Main Street) to Division Street

Scope of Work: Concrete curb/gutter and sidewalk repairs, ADA improvements, utility repairs, asphalt pavement milling and resurfacing.

Letting and Construction Schedule: The project is on the March 6, 2020 IDOT Letting. Construction is anticipated to begin in May, with a completion date in early August. The project is estimated at 40 working days.

Specific Resident Engineer requirements: The resident engineer shall have, at a minimum, the following skills/abilities:

- Experience handling IDOT let construction contracts, including utilizing ICORS.
- Experience working within a residential neighborhood.
- Ability of the Resident Engineer(s) to act with professionalism and with a mindset of customer service while representing the City on the project site.
- Overall experience, education, capabilities and qualifications of Resident Engineer will also be taken into consideration during selection process.

2nd Avenue and Delnor Avenue Improvement Project

Limits – N. 2nd Avenue – 901 N. 2nd Avenue to 1060 N. 2nd Avenue, Delnor Avenue from N. 2nd Avenue to N. 3rd Avenue

Scope of Work: Pipe bursting method replacement of sanitary sewer main, directionally drilling new water main, storm sewer improvements, new concrete ribbon curb, asphalt pavement reconstruction.

Letting and Construction Schedule: The project will be locally let in April, 2020. Construction is anticipated to begin in May, with completion expected in September/October.

Specific Resident Engineer requirements: The resident engineer shall have, at a minimum, the following skills/abilities:

- Robust experience working within a residential neighborhood.
- Ability of the Resident Engineer(s) to act with the utmost professionalism and with a mindset of customer service, with proven experience of being able to go above and beyond.
- Experience with trenchless utility installation construction methods and testing procedures.
- Overall experience, education, capabilities and qualifications of Resident Engineer will also be taken into consideration during selection process.

ESTIMATED PROJECT SCOPE (FOR BOTH PROJECTS)

Resident Engineering services shall include, but not be limited to the following:

- a) Responsive communication, coordination and customer service to property owners.
- b) Complete all documentation required by IDOT Policy.
- c) Make the day-to-day decisions to the extent that his/her experience and construction knowledge permit.
- d) Assign and schedule all field and material inspection and must maintain daily contact with the Contractor's personnel to proficiently provide the engineering services necessary for the Contractor's continued progress.
- e) Direct client contact on project related issues.
- f) Observe and document traffic control.
- g) Daily construction observation for compliance with the plans and specifications.
- h) The Resident Engineer shall use standard survey methods and measuring techniques in the preparation of quantity verification, which will include, but not limited to, trench backfill calculations, taping lineal foot items, such as curbs, area measurement such as

pavement patching, sidewalk and pavements and weight measures such as hot-mix asphalt. These measurements are required as part of the IDOT documentation process for final payment.

- i) Daily coordination with the Contractor on work and schedule.
- j) Manage and quality control of construction engineering staff.
- k) Maintain daily record of Contractor's activities.
- l) Shop drawing review and processing.
- m) Prepare and submit all partial and final payment estimates, change orders, records, certifications, documentation, and reports.
- n) Field markup of record drawings (penciled redlines).
- o) Evaluate and provide engineering solution to solve construction conflicts.
- p) Punch-list and closure.
- q) Final documentation and project closeout with the City.
- r) Coordinate any sub-consultant activities.
- s) Provide project status to the City which may be included on the City's website on a weekly basis.
- t) Maintain a daily record of the Contractor's activities throughout construction including sufficient information to permit verification of the nature and costs of changes in plans and authorized extra work.
- u) Engineering services shall include all equipment, instruments, supplies, transportation, and personnel required to perform the duties of the resident engineer.
- v) Furnish the services herein within twenty-four hours of notification by the City or authorized representative.
- w) Attend meetings and visit the site at any reasonable time when requested to do so by representatives of the City.

Meetings and Coordination: Organize, lead and provide minutes for the following:

- o Pre-Construction Meeting
- o Weekly Construction Meeting
- o Local Agency Information Meetings –held on an as needed basis.
- o Utility Coordination Meeting –

Material Testing

- o The Contractor will be required to provide all Quality Control (QC) testing as required by the plans and specifications. The City of St. Charles will be separately contracting for Quality Assurance (QA) testing. The Resident Engineer will be required to communicate and schedule with the QA consultant.

ITEMS PROVIDED BY THE CITY

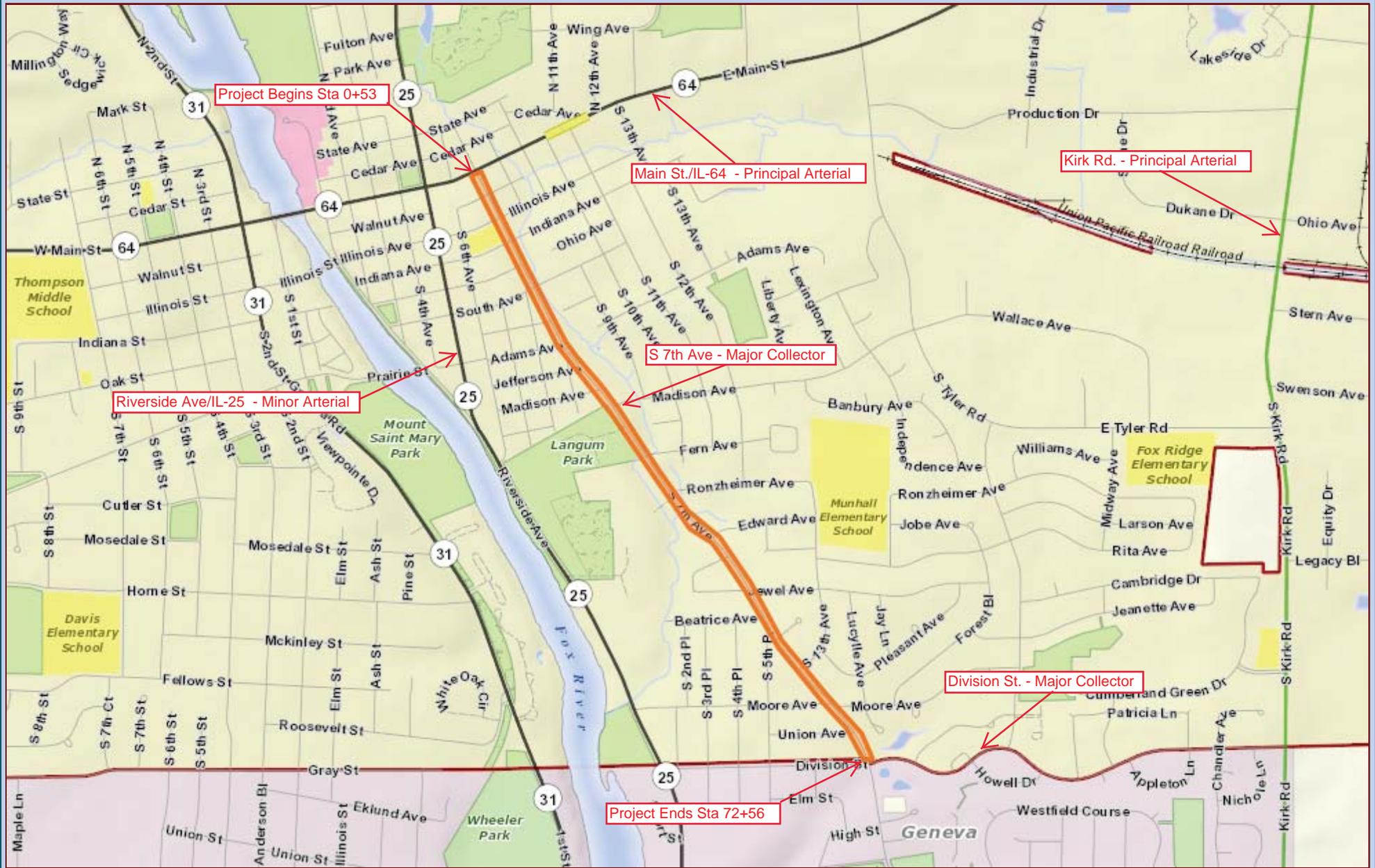
1. Construction Plans and Contract Specifications (To be provided to short-listed consulting firms)
2. Quality Assurance Services (Contracted Separately)

CONTACT INFORMATION

Any questions regarding the requested services or the Qualifications Based Selection Process should be directed to Ken Jay, Public Works Manager - Engineering, at 630-377-4418 or by email at kjay@stcharlesil.gov.



S. 7th Avenue Project Limits



Project extends from south of Main Street/IL-64 at the north to Division Street at the south.



Data Source:
City of St. Charles, Illinois
Kane County, Illinois
DuPage County, Illinois

Projection: Transverse Mercator
Coordinate System: Illinois State Plane East
North American Datum 1983

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Prepared by ProQuest GIS



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Publication Date: September 19, 2016
 Data Source: City of St. Charles, Illinois
 Base County: Illinois
 Coordinate System: Illinois State Plane East
 North American Datum 1983
 Ticker #: 1188



Improvement Area

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