CITY OF ST. CHARLES

TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984

ST. CHARLES
SINCE 1834

REQUEST FOR BIDS
For the
City of St. Charles Municipal Electric Utility Kirk Road Duct Crossing Plans

Date: June 5, 2015

Bid Opening Date, Time, & Location: July 10, 2015 – 10AM – St. Charles City Council Chambers

PLEASE MARK THE ENVELOPES
1. Proposal Due Date and Time
2. Title of Project: "Municipal Electric Utility Kirk Road Duct Crossing Plans"

SUBMIT BIDS TO:
City of St. Charles
Purchasing Manager
2 E. Main Street
St Charles, IL 60174

The City of St. Charles, Illinois will accept BIDS **Until 10:00 A.M. Local Time on July 10, 2015, where they will be opened and read aloud in the Council Chambers.**

Any submittal received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter. Any BIDS being hand delivered should be taken to the City Receptionist at 2 E. Main. The City Receptionist can time stamp the submittal and deliver the BID to the Purchasing Manager.

The City of St. Charles reserves the right to reject any and all submittals or parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interest of the City.

Submittals will be opened in a public forum, and will be subject to public disclosure consistent with the Freedom of Information Act.

Statement of Work:

This request is for a not to exceed proposal for civil engineering services. The City of St. Charles Municipal Electric Utility needs to design, permit, and contract for construction of a concrete encased duct crossing of Kirk Road just south of Tyler Road.

The scope of the eventual field construction work includes exposing the wall of an existing manhole near the southwest corner of Kirk and Tyler, extending (18) – 6" PVC (concrete encased) ducts to the south and east across Kirk Road to connect with another existing manhole. A map is attached showing the two existing manholes as red circles, namely 3225MH02 and 3214MH01. Note that manhole 3224MH01 is part of a different duct line and does not contain the electric circuit that needs to eventually be cut into.

The engineer/bidder on this project will require engineering skills that include: electric duct bank design, electric manhole placement, potential relocation of other utilities, pavement design, traffic control and protection, construction practicality experience, and ability to coordinate with KDOT.

There are two conceptual design ideas at this time.

#1 – Cut into the eastern wall of 3225MH02, extend directly east across Kirk Road, install another manhole on the east side of Kirk Road, and then extend duct south to 3214MH01.

#2 – Install a second manhole directly east of 3225MH01 and tie the manholes together. Extend duct south along the western Kirk Road ROW, and then cross Kirk Road directly west of 3214MH01.
In either case, one additional manhole needs to be added to keep 90 degree bends to an acceptable number for cable pulling. One "blind 90" is acceptable.

Variations that include a crossing somewhere south of #1, but north of #2, that might need an additional manhole are certainly possible should such be most feasible and/or lowest cost.

Option #1 – likely includes significantly greater challenges with respect to traffic control and protection, and conflicts with the traffic signal wiring and a large gas main that runs on the east side of Kirk Road. Once across those, there is an easement area for use east of the sidewalk to travel south.

Option #2 – likely includes significant sidewalk or shoulder removal, but possibly less conflicts with existing utilities.

The engineer will need to communicate and coordinate with both the City and KDOT during the due diligence phase to gauge the practicality of different design options.

The project will include performing due diligence with respect to the conflicts, construction practicality, and coordination with KDOT. Should one design be obviously optimal or singularly approved by KDOT, the permit set and plan set will include just the one design. Should both designs appear comparable, and both are conceptually approved by KDOT, the permit and plan sets will include the design that is estimated to be low cost, with the other design as an option. The City is asking for pricing from the engineering firm for a single design permit and plan set, and pricing if the plan sets need to include an alternate design. Note that the alternate design could involve an almost completely second set of plans. The need for bidding to construction with an alternate design would be based on engineer guidance suggesting that an alternative may be lower cost and lower impact to the roadway.

A map showing the existing City utilities is included. Such is for reference only to identify some of the challenges and potential conflicts. Note that the dark green line running down the center of Kirk Road on the PDF is the centerline of the road and not sanitary sewer. Nicor, AT&T, Comcast, KDOT facilities (including

traffic signal control), and any other non-City utilities will need to be located and incorporated into the plans as part of due diligence.

The City, if deemed necessary, can coordinate with a separate contractor for vacuum excavation to find existing depth of utilities that are not in pavement, although such should be kept to a minimum. KDOT will not allow potholing in the pavement for the purpose of verifying depth of existing utilities.

The net deliverable for this bid work is a set of construction plans suitable for going out to bid for contractors to build, and receipt of a KDOT permit. This includes a complete permit submittal package ready to be delivered to KDOT after City signature. Engineer will be responsible for any and all communication and coordination with KDOT to achieve an approved permit.

Pricing shall be not to exceed; however bidders are able to provide their hourly rates for different classifications should additional or unforeseen work need to be completed. Construction oversight is not currently included in this scope of work, but bidder should provide hourly rate pricing should the City decide to seek outside resident engineer (RE) services.

The work needs to be performed, and completed bid drawings and KDOT permit submittal drawings delivered to the City by January 1, 2016. The construction work is planned to be bid out by the City in early 2016 for construction in summer 2016.

Note that the successful firm will need to provide a certificate of insurance to current City standards prior to starting work.

Design needs to meet all local, City, State, and Federal requirements.

Expected Plan Sheets

Plan set would include at least:

1. Cover sheet
2. General standards sheet
3. Demolition/removal sheet
4. Detail sheets showing electric and other utility details as required
5. Electric manhole spec, including details on the required ground grid installation around the manhole
6. Electric duct profiles
7. Electric manhole frame and cover spec
8. Details on other utilities that might be disturbed or relocated
9. Plan view sheet showing the extents of the project
10. Utility plan, including details on every crossing
11. Profile sheets, as required due to crossings
12. Staging/Phasing plan
13. Traffic control and protection plan
14. Erosion control plan
15. Landscape restoration details
16. Pavement and sidewalk restoration details
17. Estimated units and sheet for contractors to provide unit costs
18. Relevant and required KDOT standards
19. Any other sheets deemed necessary by the Engineer, City, or KDOT

Bidder shall providing (2) hard copies of the final plan set, PDF versions, and AutoCAD drawing files. Optional pricing for additional printing could also be provided by bidder.

Summary notes for consideration:

It is possible that providing an alternate design could create almost an entirely duplicate plan set for the alternate design. The City foresees this only being necessary if there were to be so many unknown costs or potential conflicts that it would be in the City's best interest to get alternative pricing from contractors and that the potential savings from the alternate is highly likely to exceed the cost in designing the alternate.

Bidder should become familiar with the site and should provide documentation on similar projects.

Not to exceed pricing is critical as St. Charles City Council does not look favorably on change orders. Bidder is advised that the selected engineer will be responsible for providing the net deliverable within their not to exceed price. Change orders will be considered only for the most extreme of situations that the City or any of the other bidders could not have foreseen.

Support documents provided:
PDF map of Kirk Road showing electric manhole locations
PDF map of Kirk Road showing other City utilities
Standard Manhole drawings

A. GENERAL PROCESSING AND SELECTION PROCEDURES

Unless otherwise directed by the City, the following general procedures are used in the selection of consultants to provide professional services:

1. The City receives BID responses. The BID response should include a resume of the firm, references from past and present clients, similar experience, the names and background of project personnel, a brief narrative or work plan describing their approach to the specific project, lump sum cost, hourly charges by job classification for work outside of scope, and any of the submittals requested within the proposal document, or as deemed helpful by consultant.

2. The City reviews and evaluates the BIDS based on the established selection criteria and a comparison of all BIDS. If necessary, the City may request a meeting with one or more offerors to clarify and/or expand on the BID in accordance with the requirements of the BID. The City then selects the BID firm, which, based on the ability to meet the criteria, appears to be the most advantageous selection for the City.

B. TERMS AND CONDITIONS

Evaluation Considerations:

In addition to cost, the selection criterion refers to the qualifications that the City would require from a consultant to provide the best overall understanding of the project scope, ability to successfully complete the work, and offer the most creative and innovative design approach.

Evaluation Criteria is shown below.

a. Compliance with Request for BID:
This refers to the adherence to all conditions and requirements of the Request for BID.

b. Quality of Response:
Experience, documentation of understanding of scope of work, capabilities to coordinate with KDOT.

c. Completeness.

d. Capability:
Level of capability demonstrated by the offeror's proposed resources for meeting the requirements of this proposal. A demonstrated ability to complete projects on schedule.

Qualifications of the Consulting Engineer:
This refers to the offeror's capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, and reliability, which will assure good faith performance, as well as satisfactory reference verification. This criteria includes:

1. The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other units of government or organizations.

2. Personnel to be assigned to the project, and their education, capabilities, qualifications and experience with similar projects; and

3. Other areas addressed in the *Statement of Work* herein.

Acceptability of BID
The Offer shall be evaluated solely in accordance with the criteria set forth herein. The BIDS shall be categorized as follows:

A. Acceptable;
B. Potentially Acceptable; that is reasonably susceptible of being made acceptable; or
C. Unacceptable

Addenda:
Addenda are written instruments issued by the City prior to the date of receipt of BID, which modify or interpret the BID by addition, deletions, clarifications or corrections.

Prior to the receipt of BIDS, addenda shall be distributed to all who are known to have received a complete BID.

After receipt of BID, addenda shall be distributed only to applicants who submitted a BID, and those offered shall be permitted to submit a new or amended BID as detailed within the addenda.

Each offeror shall ascertain, prior to submitting a BID that all addenda issued have been received and, by submission of a BID, such act shall be taken to mean that such offeror has received all addenda and that the offeror is familiar with the terms thereof and understands fully the contents of the addenda.

Offerors shall acknowledge receipt and understanding of the addenda in their BID.

Firms interested in making a proposal shall "register" their intent by e-mail to tbruhl@stcharlesil.gov. Any questions or clarifications must be submitted via e-mail to tbruhl@stcharlesil.gov no later than 4PM on July 1, 2015. Any questions received after 4PM on 7/1/15 will not be answered. Should any questions require general addenda communication to all potential respondents, such will be communicated by City as soon as practical to all registered firms via e-mail.

Items to be Submitted:

a. Cover letter on the firm's letterhead transmitting the BID.

b. Firm contact individual, including contact information, should questions arise from the submitted BID.

c. Complete the enclosed "References" form. Provide references of organizations to which similar services have been provided. A minimum of three references is required; however, an offeror may list more than three.

d. Optional: Provide a brief narrative plan describing your management approach to services of this nature including an organizational chart clearly defining roles and responsibilities of each member of that organizational chart.

e. Provide background information on your firm, including, but not limited to, the age of the business, the number of employees and other data that will permit the City to determine the capability of the offeror to meet all contractual requirements.

f. Provide a brief narrative detailing the quality assurance procedures that the firm uses to maintain the highest level of quality.

g. Identify the names of any entities associated with the Offerors who may pose a potential conflict of interest with any activity of this specific service. Please provide details and reasons for any such conflict. (Offerors are subject to disqualification on the basis of any potential for conflict of interest as determined by the City.)

h. Listing of similar significant projects successfully completed for other agencies within the last five years, including client, scope of work, and if the project was completed in the time allotted.

i. Listing of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart that will be directly involved with this phase of the project.

j. Optional: Key staff resumes. Include abilities, qualifications, licenses and experience of the persons that will be directly involved with this phase of the project. Resumes shall be limited to two pages.

The evaluation will take into account qualifications, ability of professional personnel, past record and experience, performance data, willingness to meet time requirements, location, workload of firm, and other prequalification-based factors deemed to be applicable.

The time required for the valuation and processing of the BIDS will vary depending on the number of BIDS received. It is the City's desire to evaluate all proposals submitted within one week.

Once the review of all BIDS has been completed the City will be selecting one firm. This chosen firm may be asked to attend a more formal interview process with City staff.

Thank you in advance for your time and interest.

Sincerely,

Thomas Bruhl, P.E.
Electric Services Manager
City of St. Charles

REFERENCES

General Information, list below current business references for whom you have performed work similar to that required by this proposal. *Please provide this information for each partner in a Joint Venture, and for all Sub-Consultants:*

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Facility: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Additional copies of this form may be utilized if additional space is required to provide reference information.

PRICING PAGE

Not to exceed price for due diligence work to investigate multiple alternative crossing concepts, but development of permit set and plan set for a single design.

$_____

Not to exceed price for due diligence work and development of a permit set and plan set for the design expected to be low cost, and one alternate design.

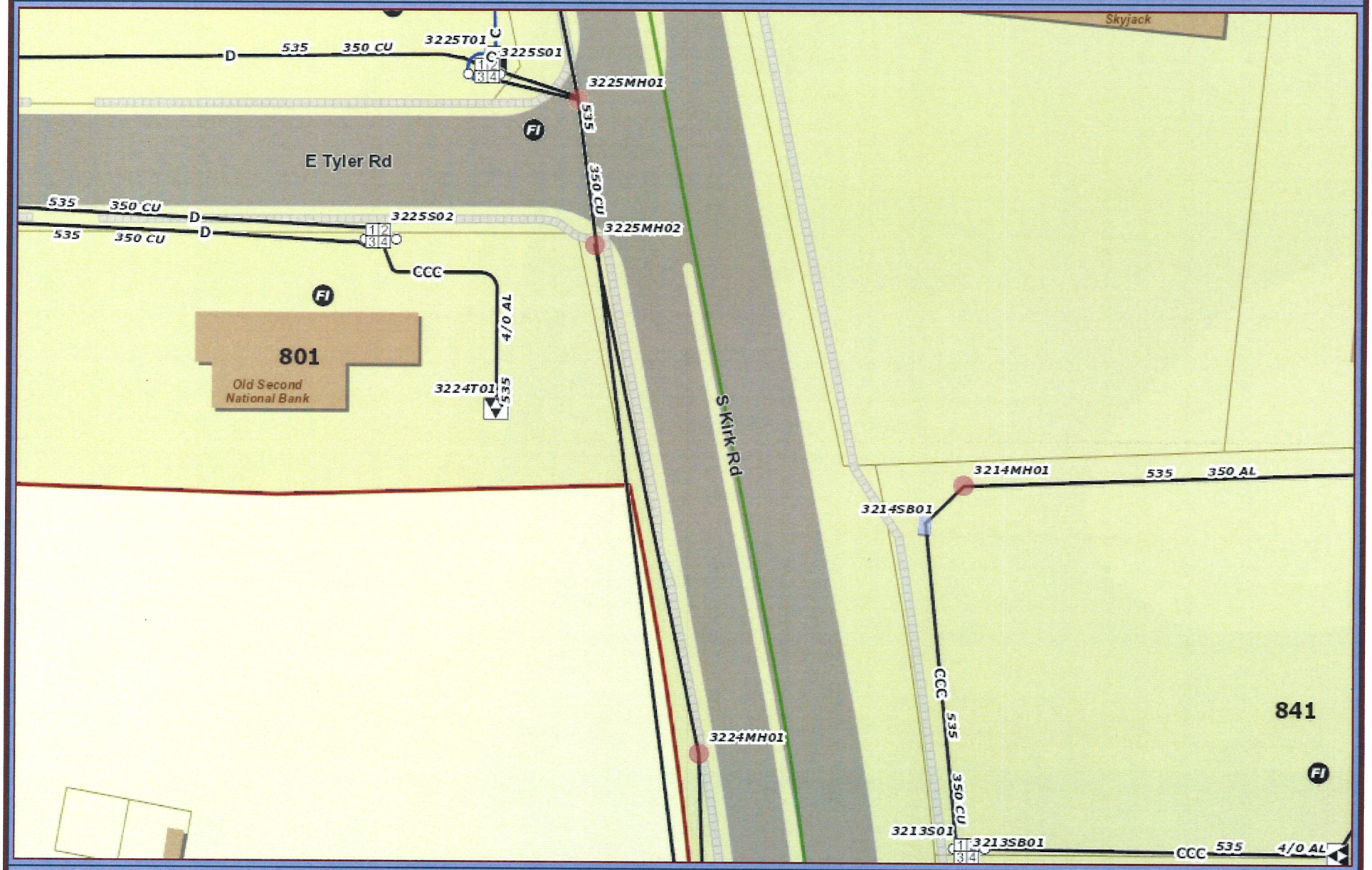
$ _____

List any options offered or exceptions to the scope of work:

City of St. Charles, Illinois
Two East Main Street St. Charles, IL 60174-1984
Phone: 630-377-4400 Fax: 630-377-4440 - www.stcharlesil.gov

Precision GIS

RAYMOND ROGINA Mayor
MARK KOENEN City Administrator



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
Printed on: May 29, 2015 08:42 AM

0 41 82 Feet

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Powered by Precision GIS

City of St. Charles, Illinois
Two East Main Street St. Charles, IL 60174-1984
Phone: 630-377-4400 Fax: 630-377-4440 - www.stcharlesil.gov

Precision GIS

RAYMOND ROGINA Mayor
MARK KOENEN City Administrator

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
Printed on: May 29, 2015 09:10 AM

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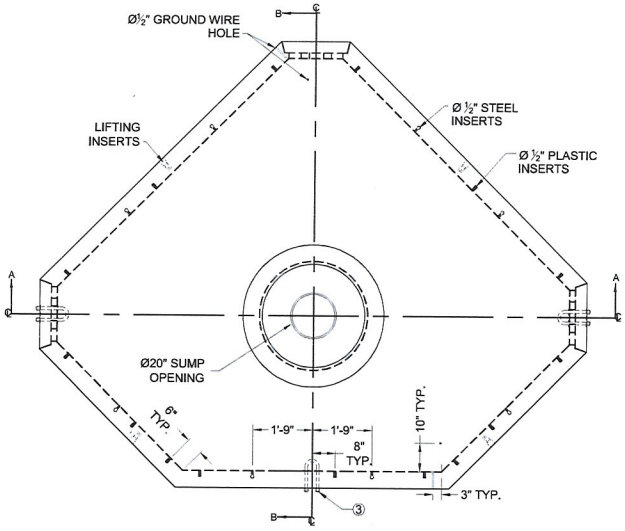
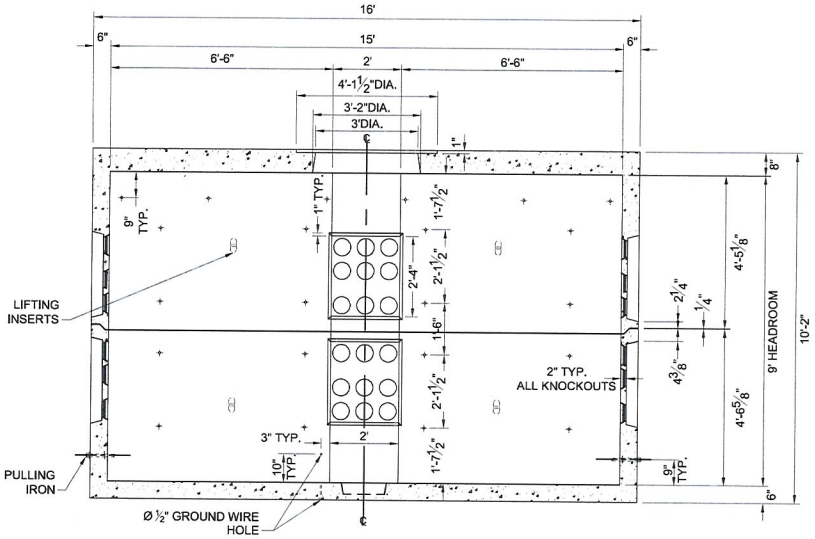
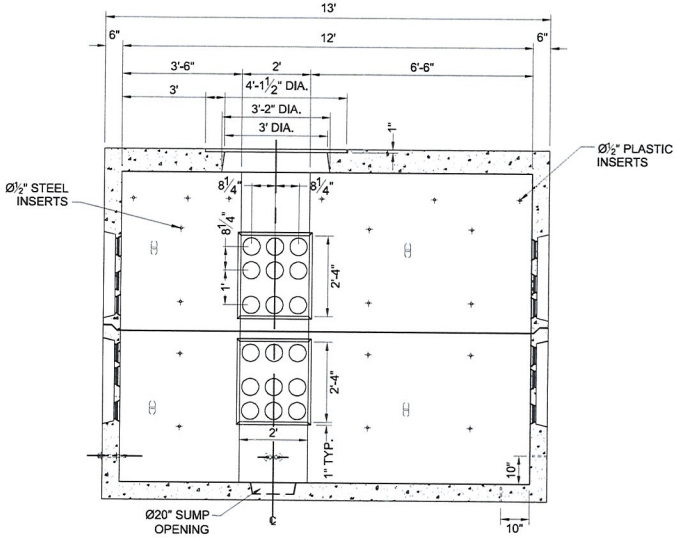
Powered by Precision GIS



PLAN VIEW



SECTION A-A



SECTION B-B

UTILITY CONCRETE PRODUCTS, LLC

☐ ACCEPTED
☐ APPROVED AS NOTED
☐ REJECTED & RESUBMIT

I hereby authorize Utility Concrete Products, LLC to produce the structure(s) as shown on these drawings. I have reviewed and found the drawing meets the intended design criteria (i.e. the structures inside dimensions, opening(s), size(s), locations(s), rim(s),and invert(s) as well as all critical dimensions).

By: _____ Date: _____

NOTES:

1. CONCRETE: 5,000 P.S.I. @ 28 DAYS 5%-8% ENTRAINED AIR, 4" MAX. SLUMP.
2. REBAR: ASTM-A-615, GRADE 60, BLACK BAR
3. (36) 6"Ø DUCT TERMINATOR, FOR SCH 40 PVC CONDUIT.
4. (3) S/S 1¼" PULLING IRON
5. SUMP: 20"Ø SUMP OPENING.
6. (6 ROLLS) 1'x14'-6" BUTYL RUBBER JOINT SEALANT.
7. (8) 4T LIFTING INSERTS.
8. (15) Ø ¼" PLASTIC INSERTS.
9. (32) Ø ¼" THREADED INSERTS WITH S/S BOLTS.
10. (4) GROUND WIRE HOLE, Ø½" KNOCKOUT.
11. IDENTIFICATION: IMPRESSED INTO THE CEILING OF VAULT.

UTILITYCONCRETE.COM

12. DESIGN CRITERIA:
    A) DESIGNED AND BUILT IN ACCORDANCE WITH ASTM C858 "STANDARD SPECIFICATION FOR UNDERGROUND PRECAST CONCRETE UTILITY STRUCTURES".
    B) ALL LOADING AS PER ASTM C857 "MINIMUM STRUCTURAL DESIGN LOADING FOR UNDERGROUND PRECAST CONCRETE UTILITY STRUCTURES" INCLUDING:
    - EARTH COVER: MIN. 1.0', MAX. 5.0'.
    - AASHTO HS-20 WHEEL LOAD AND APPLICABLE IMPACT.
    - VERTICAL AND LATERAL SOIL PRESSURES DETERMINED USING A SOIL DENSITY OF 120 PCF.
    - GROUNDWATER AT 3'-0" BELOW GRADE.
    C) STRUCTURAL DESIGN PERFORMED USING AASHTO STRENGTH DESIGN METHOD.
    D) REINFORCING COVER REQUIREMENTS AS PER ACI 318.
13. WEIGHT:
    TOP: 28,500#
    BASE: 26,000#
    TOTAL: 54,500#

UTILITY CONCRETE PRODUCTS, LLC
2495 W. Bungalow Rd. · Morris, IL 60450
Phone: 815/416-1000 · Fax: 815/416-1100
www.utilityconcrete.com

ACCOUNT MANAGER: J. BELT

UCP #: SPLSCT

PROJECT INFORMATION: TRENCH-IT, INC. UNION, IL.

CURRENT ISSUE DATE: 03/12/2007

APPROVED BY:

ISSUED FOR: SUBMITTAL

REV.:	DATE:	DESC.	BY:
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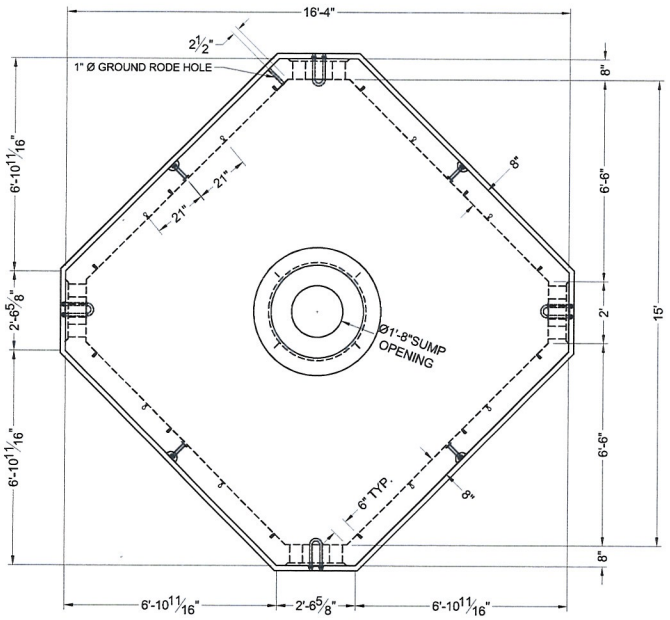
DRAWN BY: R. RODRIGUEZ

SCALE: NONE

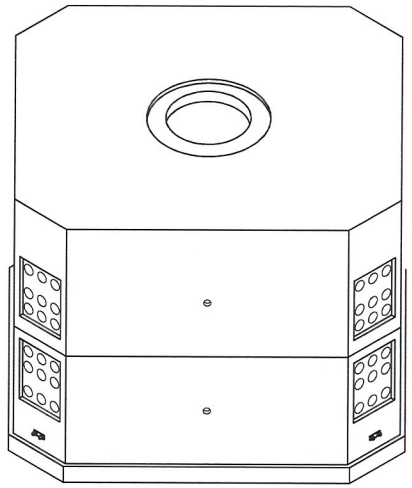
SHEET TITLE: SPL 15'-0"x12'-0"x9'-0" TYPE "T" MANHOLE ST. CHARLES

SHEET NUMBER: 1 OF 1

REVISION: 1



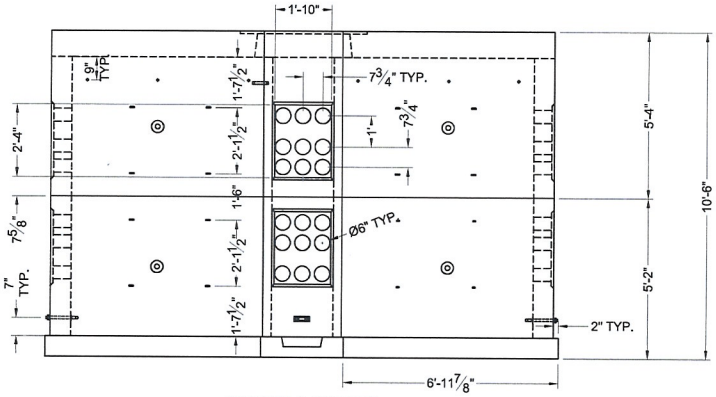
PLAN VIEW



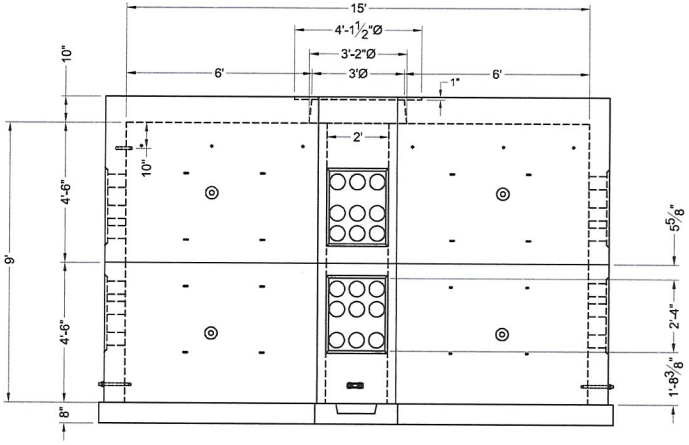
NOTES:

1) CONCRETE: 5,000 p.s.i. @ 28 DAYS
   5%-8% ENTRAINED AIR, 4" MAX. SLUMP.
2) REBAR: ASTM A-615, GRADE 60, BLACK BAR.
3) DUCT ENTRANCE: SINGLE DUCT TERMINATORS TO ACCEPTØ 6" SCH. 40 PVC CONDUIT."
4) PULLING IRON: PULLING IRON DESIGNED AS PER A.C.I. 318 FOR WORKING LOAD CAPACITY OF 40,000 POUNDS APPLIED COINCIDENT TO THE MAJOR AXIS OF THE PULLING IRON. PER COMED STD 4381.
5) SUMP:Ø 20" SUMP OPENING PER COMED STD 4381.
6) (3 ROLLS) BUTYL RUBBER JOINT SEALANT.
7) DESIGN CRITERIA:
   A) DESIGNED AND BUILT IN ACCORDANCE WITH ASTM C858 "STANDARD SPECIFICATION FOR UNDERGROUND PRECAST CONCRETE UTILITY STRUCTURES."
   B) ALL LOADING AS PER ASTM C857 "MINIMUM STRUCTURAL DESIGN LOADING FOR UNDERGROUND PRECAST CONCRETE UTILITY STRUCTURES" INCLUDING:
      - EARTH COVER: MIN. 2'-0" MAX. 5'-0"
      - AASHTO HS-20 WHEEL LOAD AND APPLICABLE IMPACT.
      - VERTICAL AND LATERAL SOIL PRESSURES DETERMINED USING A SOIL DENSITY OF 120 PCF.
      - GROUNDWATER AT 3'-0" BELOW GRADE.
   C) STRUCTURAL DESIGN PERFORMED USING AASHTO STRENGTH DESIGN METHOD.
   D) REINFORCING COVER REQUIREMENTS AS PER ACI 318.
8) WEIGHT: TOP: 38,920 #
   BOTTOM: 38,265 #
   TOTAL: 77,185 #

9) PARTS NEEDED FOR ASSEMBLY
   04 - PULLING IRON - S/S 1.25"DIA. UBOLT
   08 - (8T) LIFTING INSERTS
   72 - 6" TERMINATORS
   12 - 1/4" PLASTIC INSERTS
   32 - 1/2" STAINLESS STEEL INSERTS
   03 - 1" X 14.5'/ROLL JOINT TAPE



NORTH & SOUTH ELEVATION VIEW



WEST & EAST ELEVATION VIEW

UTILITY CONCRETE PRODUCTS, LLC.
2495 W. Bungalow Rd. • Morris, IL 60450
Phone: 815/416-1000 • Fax: 815/416-1100

ACCOUNT MANAGER: J. BELT

UCP #: SPLSCX

PROJECT INFORMATION: TRENCH-IT, INC. UNION, IL

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ISSUED FOR: SUBMITTAL

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△		ISSUED FOR	
△1	03/12/2007	ISSUED FOR SUBMITTAL	R.R.

DRAWN BY: R. RODRIGUEZ

SCALE: NONE

SHEET TITLE: SPL 15X15X9 ID "X" MANHOLE ST. CHARLES

SHEET NUMBER: 1 OF 1

REVISION: 1