



**REQUEST FOR QUALIFICATIONS ("RFQ")
FOR PROFESSIONAL ENGINEERING SERVICES**

7TH AVENUE IMPROVEMENT PROJECT REBID

FIVE (5) HARD COPIES OF THE RESPONSE TO BE SUBMITTED

**RFQ#: 2026-05-02
May 27th, 2026**

All responses shall be delivered to:
**Village of Phoenix
Patricia Harris, Village Clerk
633 E 151st St
Phoenix, IL 60426**

RESPONSES MUST BE RECEIVED NO LATER THAN 10:00 A.M. CST, ON 06/10/26.

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REQUEST FOR QUALIFICATIONS

7TH AVENUE IMPROVEMENT PROJECT

The Village of Phoenix requests Statements of Qualification (SOQ) to provide professional engineering services from consultants for the completion of the 7th Avenue watermain design. SOQ submissions will be accepted until **10:00 A.M. CST, 06/10/2026**. SOQ's received after that date and time will not be considered. SOQ's will be reviewed by the Village of Phoenix evaluation team.

All SOQ hard copies shall be submitted in a sealed envelope and identified on the outside as:

VILLAGE OF PHOENIX, IL 7TH AVENUE IMPROVEMENT PROJECT

SOQ's shall be delivered to the Village of Phoenix at the Village Hall at 633 E 151st St, Phoenix, IL 60426. All SOQ's will be scored and ranked with the highest rated firm being awarded a contract.

Purpose

The purpose of this RFQ is to solicit SOQ's from qualified engineering consultants for watermain design. The Engineering Design involves the 0.2-mile segment of 7th Avenue, extending from 153rd Street to 155th Street, on behalf of the Village of Phoenix, Cook County, IL.

Project Overview

The 7th Avenue Improvement Project (Project) involves the Engineering Design of a watermain replacement in-kind and roadway reconstruction in the Village of Phoenix. This RFQ is for the **7th Ave Watermain Replacement**, which is funded by Cook County Community Development Block Grant (CDBG) funding and includes the watermain replacement in-kind from 153rd to 155th Street. The **7th Ave Road Reconstruction** has been awarded under a separate scope of work and includes the roadway reconstruction from 151st to 155th Street. The road reconstruction is funded by the Invest In Cook (IIC) program, some coordination between the projects will be required to share due diligence and ensure efficient contractor scheduling. The Project aims to improve the water pressure, flow, and quality for customers in the area, and improve the safety and mobility for roadway users. Key components include thorough due diligence, construction plan creation, watermain removal and replacement design, and roadway reconstruction.

Scope of Work

This RFQ covers the scope of work for the 7th Ave Watermain Replacement portion only. The selected consultant(s) will be responsible for producing the required design plans, drawings, and specifications to be used for the replacement in-kind of the watermain infrastructure along 7th Avenue. Project due diligence is expected to encompass utility locates, geotechnical investigation, and right-of-way coordination. Land survey information will be provided to the consultant(s), as that work will be completed as part of the 7th Ave Road Reconstruction scope. Selected consultant(s) will assist with grant management and administration for compliance with CDBG funding as a part of this project.

Proposed Tasks:

- **Project Preparation and Coordination:**
 - Project Due Diligence
 - Right-of-Way Coordination
 - Grant Management & Administration

- **Technical Studies and Compliance:**
 - Geotechnical Investigation
 - Utility Locates
- **Design and Engineering:**
 - Watermain Plan & Profiles
 - Watermain Removal & Replacement
 - High-Visibility Crosswalks
- **Project Oversight:**
 - Project Management

Insurance Requirements

The selected consultant shall provide at its own cost the following forms of insurance through the completion of the contract period:

- Commercial General Liability (CGL) coverage with limits of liability not less than \$1,000,000 per occurrence and not less than \$2,000,000 annual aggregate.
- Commercial Liability Umbrella coverage with limits of liability not less than \$2,000,000.
- Comprehensive Automobile Liability coverage with limits not less than \$1,000,000 per incident.
- Workers' Compensation and Employers' Liability.

The Village of Phoenix shall be named as an additional insured on the policies required above. The selected consultant shall furnish certificates of insurance to the Village and corresponding policy endorsement setting forth the required coverage herein prior to entering any project areas or commencing any work. Such policies shall contain an endorsement requiring the carrier to give at least ten days prior notice of cancellation to the Village. All insurance required by this contract shall be primary and non-contributing to any insurance maintained by the Village. This policy may not include any exclusion for IL Labor Laws, injury to employees or to subconsultants. Any subconsultants shall have an unmodified Commercial General Liability policy without limitation with respect to Employers Liability and injury to independent contractors. The consultant agrees to cause each subconsultant to furnish the Village with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage herein prior to any such consultant entering any project area or commencing any work.

Non-Collusion Certification

By submission of this response, each consultant and each person signing on behalf of any consultant certifies under penalty of perjury, that to the best of their knowledge and belief:

1. No attempt has been made or will be made by the consultant to induce any other person, partnership or corporation to submit or not to submit a qualification for the purpose of restricting competition.

Price Proposal

Provide a lump-sum contract estimate to complete the scope of work as outlined within this Request for Qualifications.

Statement of Qualifications Requirements

Qualifications should be submitted in hard copy format. Qualifications are to be limited to 15 single sided pages on standard 8 ½" x 11" letter size paper using 12-point font, excluding title sheet, resumes and project examples. Complete Qualifications shall include the following:

- **Cover Page:** A project cover page will outline the following elements:
 - **Project team**
 - **Project lead, with contact information**
 - **Brief overview of previous similar experience**
 - **Please note the cover page will not be considered toward the overall page limit.**
- **Consultant Team Overview:** Describe the project team members' firm, background, and project organization structure.
- **Relevant Work Experience:** Describe your team's experience relative to Engineering Design for similar watermain projects and experience related to grant management and administration. Include at least three examples.
- **Project Approach:** Outline the consultant(s)' project approach, including details about the following:
 - **Schedule**
 - **Design approach**
 - **Any other project elements that may make your team's approach unique**
- **References:** Please provide three professional references.
- **Price Proposal:** Please provide a lump-sum contract estimate.
- **Insurance:** Confirm your team meets necessary insurance requirements.
- **Appendices:** Append copies of signed appendices. These pages do not count towards the overall page limit of 15 single sided pages.
- **Certification Statement (Optional):** In the interest of supporting local goals, additional consideration will be given for bids, which include a certification statement of any M/WBE proposed project participants.

Evaluation Criteria

The Evaluation Committee will review the submittals in accordance with the following criteria:

- Accurate and full understanding of the project scale, type, unique elements, and general approach to achieve the project goals. – (30%)
- Demonstrated success of proposed approach/methodology in past or current similar projects, including sub-consultants. – (30%)
- Availability and strength of committed personnel. – (20%)
- Organizational staffing plan to accomplish the goals and objectives of the project. – (15%)
- Commitment to M/WBE contractor or subcontractor participation. – (5%)

The Evaluation Team may choose to conduct interviews, oral presentations and/or seek clarification from selected Respondents. The Village of Phoenix will then contact the consulting firm the Evaluation Team finds most qualified for the project to negotiate the scope of services and contract fee. Should the first selected firm be unable to reach an agreement regarding the terms of a contract, the Village of Phoenix may enter into negotiations with another consultant/engineering firm of the top three (3) selected, and so on until an agreement is reached with a qualified firm. This will be a qualifications-based selection.

The Village reserves the right to terminate this procurement at any stage if it is determined to be in

the best interest of the Village. In no event will the Village be liable to Respondents for any cost or damages incurred by Respondents or other interested parties in connection with the procurement process, including but not limited to any and all costs of preparing responses to the RFQ and participation in any conferences, oral presentation or negotiations.

All responses submitted to the Village are subject to the Freedom of Information Act. Respondent agrees not to pursue any cause of action against the Village about disclosure of information.

Compliance with Laws

The selected firm agrees to be bound by all applicable Federal, State and Local laws, regulations and directives as they pertain to the performance of the contract.

No Village of Phoenix elected official, officer, or employee who participates in the procurement, management, or administration of engineering services contracts or subcontracts has, directly or indirectly, any financial or other interest in connection with the proposed engineering contracts or subcontracts.

No person or entity performing services for the Village of Phoenix has, directly or indirectly, any financial or other interest in any real property to be acquired for the project.

Questions

Questions concerning this request for qualifications should be addressed to Patricia Harris, Village Clerk at (708) 331-2636; pharris@villageofphoenix.org and are due 06/08/2026 by 12:00 P.M. CST.