



Request for Qualifications

Architectural and Engineering Services for Design & Construction Oversight of a Transit Facility in Jacksonville, Illinois.

June 2023

**West Central Mass Transit District
1120 West Walnut
Jacksonville, Illinois 62650
217-245-2900
www.wcmtd.org**

Request for Qualifications

Architectural and Engineering Services for Design & Construction Oversight of a Transit Facility in Jacksonville, Illinois.

RFQ Issued on June 5, 2023

Qualifications Due: July 7, 2023 at 3:00 p.m. CST

Submit FOUR (4) Hard COPIES and ONE (1) PDF of your qualifications to:

**West Central Mass Transit District
Attn: Ms. R. Jean Jumper
1120 West Walnut Street
Jacksonville, Illinois 62650
execdirwcmt@gmail.com**

Please include firm name and return address in upper left hand corner and RFQ name in lower left hand corner of the envelope or package which must be sealed and marked SEALED PROPOSAL.

Contact Information of Proposer

Date: _____

Firm Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

Website: _____

On behalf of the firm listed above, I hereby submit this proposal in response to the Request for Qualifications for Architectural & Engineering Services for West Central Mass Transit District.

Signature of Person Submitting Qualifications

Signer's Name

Signer's Title

Introduction

West Central Mass Transit District (WCMTD) is currently housed in office space at 1120 and 1124 Walnut Street in Jacksonville, Illinois. The existing space is inadequate to meet WCMTD's current needs and would not accommodate future growth.

WCMTD is seeking proposals from qualified firms to provide Architectural and Engineering Services to modify their existing transit facility buildings and design a new building adjacent to their existing building in Jacksonville, Illinois. The new transit facility will include administrative offices and a meeting room.

Funding for this project comes from the transit portion of the \$4.6 billion Rebuild Illinois fund allocated by the Illinois Department of Transportation (IDOT). Any contract resulting from this RFQ shall be conditioned upon compliance with all provisions of the RFQ documents. Additionally, any contract resulting from this solicitation is subject to financial assistance contracts between and/or among WCMTD and the Illinois Department of Transportation. The right is reserved to accept any proposal or any part or parts of all proposals. Acceptance of any proposal may be subject to concurrence by the Illinois Department of Transportation. Furthermore, WCMTD and the Illinois Department of Transportation reserve the right to reject any or all proposals and to waive irregularities therein, and all respondents must agree that such rejection shall be without liability on the part of WCMTD for any penalty brought by a respondent because of such rejections, nor shall the respondent seek any recourse of any kind against WCMTD because of such rejections, and the submittal of any response to this solicitation shall constitute an agreement of the submitter to these conditions.

Background

The West Central Mass Transit District is committed to providing a safe, reliable & timely means of public transportation to people of all ages and abilities in Morgan, Scott, Brown, Pike, Cass, and Schuyler Counties. Services provided include transportation for purposes including but not limited to:

- Doctor appointments and other medical support
- Dining
- Shopping
- Senior centers
- Professional services

WCMTD seeks to modify their existing buildings located on approximately two acres at 1120 and 1124 Walnut Street into light maintenance and enclosed storage for their fleet vehicles. This would include the demolition of existing interiors of the buildings and the addition of garage doors. Additionally, they would like to construct a new 4,800 square foot administrative facility to the east of their existing location at 1118 Walnut. Figure 1 shows the location of the existing facilities and the location of proposed facility. The administrative facility will include seven hard-walled offices, a secured dispatch area, a training room for 40-50 people, a staff break room and ADA accessible restrooms. The administrative building would also house locked file storage, and office supply storage. The modified buildings would ideally include storage for driver paperwork and equipment as well an ADA accessible restroom. Parking for staff, operators and visitors would be located around the perimeter of the building and secured by fencing.

Figure 1. Location Map of Proposed Facility



Services to be Performed

The purpose of this request is to secure Architectural and Engineering (A&E) Services. The A&E firm selected will provide all architectural and engineering services including civil, structural, mechanical and electrical services necessary to design the facility. The A&E firm will complete the following activities as part of this project:

- Prepare detailed construction drawings and submit for WCMTD review at 30%, 60%, 90%, and 100% design
- Prepare Bid specifications and bidding requirements for a construction contract
- Provide assistance in the bidding process and reviewing construction bids
- Oversee construction phases
- Review and approve payment applications and review and approve change orders

An architectural firm will be selected as the lead firm for this project. Qualification statements will include the engineering services required to accomplish the total project.

This RFQ seeks to find the most qualified firm to provide the services listed below spanning the life of the project, from conception to completion. The firm will provide the names and addresses of any subcontractors, their areas of expertise, and personnel to be assigned to the project when submitting their proposals.

Design Services: The firm's design services shall include normal civil, structural, mechanical, and electrical engineering services. The Architect shall provide the following documents: Schematic Design; Design Development; and Construction. Any design services excluded from the proposal must be specified.

Project Administration Services: The selected firm shall manage and administer the project. The firm shall consult with WCMTD, research applicable design criteria, attend project meetings, communicate with members of the project team, and issue project reports as needed. The selected firm shall designate a project manager who will be the key liaison between the firm and WCMTD.

Submittal Requirements

Qualifications should include the following:

- Name of the firm/owners
- Brief history of the firm
- Services to be provided by the firm
- Services to be provided by subconsultants, if any
- Experience with Federal Transit Administration funded projects
- Qualifications of key personnel for this project including project manager
- Percent of time assigned person(s) will devote to this project
- References
- List of projects of a similar scope currently underway or completed within the last five (5) years with owner's names and contact information

Written requests for clarification or additional information regarding this project must be directed to R. Jean Jumper and received at the West Central Mass Transit District office no later than **4:00 p.m., CST, June 16, 2023**. Those requests can be via email and directed to execdirwcmtd@gmail.com. An Addendum which addresses all questions received will be released and emailed by June 23, 2023.

Submittals of professional qualifications must be received by **3:00 p.m. CST, July 7, 2023** at the West Central Mass Transit District office at 1120 Walnut Street, Jacksonville, Illinois. Any proposals received after that time will not be accepted and will be returned unopened to the proposer.

Firms interested in this project shall submit four (4) copies of professional qualifications and one (1) electronic copy via email. The statement of qualifications shall be transmitted to:

West Central Mass Transit District

Attn: Ms. R. Jean Jumper
1120 West Walnut Street
Jacksonville, Illinois 62650
execdirwcmdt@gmail.com

The contractor will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations. Certified Disadvantaged Business Enterprises are encouraged to participate in any procurement opportunity with WCMTD. WCMTD shall not discriminate based on race, color, national origin, sex or disability in the participation or performance of any resulting contract or agreement.

Criteria and Method for Selection

West Central Mass Transit District will make the selection of the A&E firm. The contract for A&E services will be executed by the Executive Director of West Central Mass Transit District. All processes and contracts will be subject to review and approval by IDOT. Laws, rules, regulations, and approvals by the IDOT will be included in all contracts. No decision is final without approval of IDOT, who administers the funding grant. Selection of the firm will be based upon the submittals of professional qualifications. Selection will be made by a rating panel consisting of representatives from WCMTD. The rating panel will base its ratings on the following criteria in order of importance:

- Experience of the Firm in A&E projects and Construction Project Management – 30%
- Firm and Individual Qualifications – 30%
- Ability to Perform Work - 20%
- References – 10%
- Commitment to comply with applicable IDOT Third Party Contract Clauses – 10%

In accordance with the Brooks Act, the price for professional services will be excluded as an evaluation factor. West Central Mass Transit District will negotiate with the most qualified proposer. If there is no agreement on price, negotiations with the next most qualified proposer will be conducted until a contract award can be made to the most qualified proposer whose price is fair and reasonable to the transit agency.

CONSULTANT SELECTION: The consultant will be selected through a competitive qualification proposal process for consultant services. Proposers will be narrowed down to no more than four finalists on the basis of evaluation criteria. The successful consultant will be selected from the finalists. Interviews and presentations may be required. The cost of interviews and presentations will be entirely borne by the proposers.

PROTEST PROCEDURES: A bid award protest must be submitted in writing and must be received by West Central Mass Transit District within ten (10) calendar days after the date of award. If the tenth day falls on a Saturday, Sunday or state holiday, the period shall extend to the next state business day. A protest submitted after the ten (10) calendar day period shall not be considered. The written protest should include the following information:

1. Name, address, and phone number of the protester;

2. Signature of the protester or the protesters representative;
3. Solicitation number;
4. Detailed statement describing the grounds for the protest; and
5. Supporting exhibits, evidence, or documents to substantiate claim.

INSURANCE REQUIREMENTS: Prior to award of the contract, the firm submitting the successful proposal shall provide evidence of Professional General Liability insurance coverage in an amount and form acceptable to West Central Mass Transit District and the Illinois Department of Transportation.

Attachment A

References

Provide at least 3 references by completing the form below for each one.

| | | | |
|---|--|------------------|--|
| Reference: | | | |
| Contact Name: | | | |
| Email of Contact: <i>(preferred method of communication)</i> | | | |
| Telephone #: | | | |
| Fax #: | | | |
| Brief Description of Project: | | | |
| Was the Project a Transit Facility? | | Cost of Project: | |

| | | | |
|---|--|------------------|--|
| Reference: | | | |
| Contact Name: | | | |
| Email of Contact: <i>(preferred method of communication)</i> | | | |
| Telephone #: | | | |
| Fax #: | | | |
| Brief Description of Project: | | | |
| Was the Project a Transit Facility? | | Cost of Project: | |

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|---|--|------------------|--|
| Reference: | | | |
| Contact Name: | | | |
| Email of Contact: <i>(preferred method of communication)</i> | | | |
| Telephone #: | | | |
| Fax #: | | | |
| Brief Description of Project: | | | |
| Was the Project a Transit Facility? | | Cost of Project: | |

APPENDIX J

STATE CLAUSES

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|--|---|
| Complete Scope | West Central Mass Transit District seeks to modify their existing buildings located on approximately two acres at 1120 and 1124 Walnut Street into light maintenance and enclosed storage for their fleet vehicles. This would include the demolition of existing interiors of the buildings and the addition of garage doors. Additionally, they would like to construct a new 4,800 square foot administrative facility to the east of their existing location at 1118 Walnut. Figure 1 shows the location of the existing facilities and the location of proposed facility. The administrative facility will include seven hard-walled offices, a secured dispatch area, a training room for 40-50 people, a staff break room and ADA accessible restrooms. The administrative building would also house locked file storage, and office supply storage. The modified buildings would ideally include storage for driver paperwork and equipment as well as an ADA accessible restroom. Parking for staff, operators and visitors would be located around the perimeter of the building and secured by fencing. |
| Termination | The Buyer(s) may terminate this contract for convenience, in whole or in part, at any time by the provision of written notice to the Contractor. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to be paid the Contractor. If the Contractor has any property in its possession belonging to the Buyer(s), the Contractor will account for the same, and dispose of it in the manner the Buyer(s) directs. |
| Lobbying | Contractors that apply or bid for an award exceeding \$100,000 must file the required Byrd Anti-Lobbying Amendment certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other contract award covered by 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Pursuant to Federal regulations, the Contractors are required to have all subcontractors providing more than \$100,000.00 in services or materials to also complete this certification and include it with any Bid/Proposal submittal. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. |
| Method of Payment | The Requisition for Grant Payment form is used to request the payment of state funds for approved grant projects. The subrecipient may submit requisitions for reimbursement of actual expenditures and may request advances for estimated cash needs for one month. The subrecipient may submit requisitions at any time, but not more frequently than every 30 days or in amounts less than \$100. IDOT approval of each requisition for payment is contingent upon submission of documentation to verify the needs for current funds and estimated 30-day cash needs; submission of periodic progress and financial reports; compliance with all the terms of the grant agreement; and before the payment of the final requisition, an inspection of the items funded by the state and/or invoice records may be required. The subrecipient is responsible for requesting the inspection before the final requisition far enough in advance so that inspection can be accomplished without delaying payment. |
| Contract Period | February 9, 2021 to February 1, 2024 |
| Financial Assistance Acknowledgement | Contracts resulting from procurement solicitations are subject to financial assistance agreements between the Buyer, the Illinois Department of Transportation, and/or the United States Department of Transportation. |
| Prohibited Interest of Local Official | No member, or officer, or employee of West Central Mass Transit District . or local public body with financial interest or control in this contract during their tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. |
| Contract Changes | Any proposed change in this contract shall be submitted to the West Central Mass Transit District for its prior approval. |
| Subcontracts | The Contractor shall not enter into any sub-contracts or agreements, or start any work by the work forces of a subcontractor, or use any materials from the stores of a subcontractor, with respect to this acquisition Project and any subsequent contracts, without the prior concurrence of the Buyer(s). All such subcontracts and agreements shall be approved by the Buyer(s). |
| Vendor Registration with Illinois Department of Human Rights | Vendor must provide proof of Registration with the Illinois Department of Human Rights |
| Assignment | The Contractor shall not assign its performance of any portion of the specified services under any subsequent contract or agreement without the advance written consent of the Buyer(s). It is hereby understood and agreed; that said consent must be sought in writing not less than ten (10) calendar days prior to the date of any proposed assignment. The Buyer(s) reserve the right to accept or reject any such assignment, although Buyer acceptance shall not be unreasonably withheld. Acceptance of subcontractor's is contingent upon each subcontractor's ability to comply with the applicable terms, conditions, and clauses, particularly the assurances, contained in any subsequent contract or agreement. |

Retention of Records

The Contractor shall comply with 49 U.S.C. § 5325(g), and federal access to records requirements as set forth in the applicable U.S. DOT Common Rules. Contractor is to maintain verifiable records which include all Project eligible costs incurred while completing those tasks contained in any contracted Scope of Work. The Contractor shall retain all books, records, documents, and other material relevant to any subsequent contract or agreement for a period of five (5) calendar years following the Buyer's final payment and all other pending matters are closed. If any litigation, claim, negotiation, audit, or other action involving any contract or agreement for a Project's records has been initiated prior to the expiration of the five-year period, the Contractor shall retain the appropriate records of the Project for the five-year period immediately following completion of the action and resolution of all issues arising from it. The Contractor agrees that the Buyer or its designee shall have full access and the right to examine any of said records at all reasonable times during said period.

Ownership of Documents

The Contractor shall permit the authorized representatives of the Buyer(s), such as the Federal Transit Administration or the State of Illinois to inspect and audit all data and records of the Contractor relating to the Contractor's performance under any subsequent contract or agreement. This applies to all third party contract records (at any tier), as required. The Contractor and its subcontractors shall maintain books, records, and documents and shall undertake such accounting procedures and practices as may be deemed necessary to assure proper accounting of all funds paid pursuant to any subsequent contract or agreement. All costs charged to items performed under any subsequent contract or agreement shall be supported by properly executed and clearly identified invoices, contracts, vouchers, or checks evidencing in detail the nature and propriety of the charges. These records shall be subject at all reasonable times of the normal business day to inspection, review, or audit by the Buyer, its authorized representative(s), the US Secretary of Transportation, Comptroller, the State Auditor, or other governmental officials authorized by law to monitor the contract or agreement and project site. The Contractor's fiscal management system shall include the capability to provide accurate, current, and complete disclosure of the financial status of any subsequent contract or agreement upon request.

Government (IL) Inspection

The Contractor shall permit the authorized representatives of the Buyer(s), such as the Federal Transit Administration or the State of Illinois to inspect and audit all data and records of the Contractor relating to the Contractor's performance under any subsequent contract or agreement. This applies to all third party contract records (at any tier), as required. The Contractor and its subcontractors shall maintain books, records, and documents and shall undertake such accounting procedures and practices as may be deemed necessary to assure proper accounting of all funds paid pursuant to any subsequent contract or agreement. All costs charged to items performed under any subsequent contract or agreement shall be supported by properly executed and clearly identified invoices, contracts, vouchers, or checks evidencing in detail the nature and propriety of the charges. These records shall be subject at all reasonable times of the normal business day to inspection, review, or audit by the Buyer, its authorized representative(s), the US Secretary of Transportation, Comptroller, the State Auditor, or other governmental officials authorized by law to monitor the contract or agreement and project site. The Contractor's fiscal management system shall include the capability to provide accurate, current, and complete disclosure of the financial status of any subsequent contract or agreement upon request.

Insurance

The Contractor and his subcontractors shall maintain Workmen's Compensation, Public Liability, Property Damage, and Vehicle Liability Insurance in amounts and on terms satisfactory to the Buyers and any specific insurance requirements noted in a procurement solicitation.
At a minimum, the following insurance requirements shall be met by the Contractor. When applicable, more stringent or revised insurance requirements may be required.
The selected Contractor shall obtain and keep in force, at its own expense, during the full term of any subsequent contract or agreement the following insurance coverage:
1. Statutory Workers' Compensation and Employer's Liability Insurance - All employees of the Contractor performing work under any Contract or Agreement for this Project shall be insured in the statutory amount required to comply with the laws of the State of Illinois, or their respective State of incorporation, as appropriate.
2. Comprehensive Vehicle Liability Insurance - All vehicles used in conjunction with the performance of any Project Agreement, whether owned, non-owned, leased, or hired shall be insured; limits for bodily injury or death shall not be less than Five Hundred Thousand and Zero One-Hundredths Dollars (\$500,000.00) per person and One Million and Zero One-Hundredths Dollars (\$1,000,000.00) per occurrence, and property damage limits of not less than Five Hundred Thousand and Zero One-Hundredths Dollars (\$500,000.00); or as an alternative, not less than One Million and Zero One-Hundredths Dollars (\$1,000,000.00) combined single-limit coverage.
3. Comprehensive General Liability Insurance - When applicable, the Contractor shall maintain this insurance with limits for bodily injury or death of not less than Five Hundred Thousand and Zero One-Hundredths Dollars (\$500,000.00) per incident, and One Million and Zero One-Hundredths Dollars (\$1,000,000.00) aggregate. This insurance coverage must cover at least the following types of coverage:
a. Operations - Premises Liability;
b. Independent Contractor's Liability;
c. Broad Form Contractual Liability, covering the Contractor's obligations under any contract or agreement for the Project;
d. Products Liability;
e. Completed Operations Liability;
f. Personal Injury Liability, including claims arising from employees of the contractor; and
g. Broad Form Property Damage Liability.
4. Umbrella Liability Insurance of not-less-than One Million Dollars (\$1,000,000.00).
All such insurance, when required, shall be provided by insurance companies having a Best's rating of not less than A+XII, as shown in the most current issue of Best's Key Rating Guide, Property - Casualty.
The Contractor shall indemnify and hold the Buyer harmless against any direct or indirect damages that shall be suffered or claimed for injuries to persons or property during the performance of the work described in any subsequent contract or agreement for this Project. Notwithstanding, the Buyer reserves all claims or rights of action against the Contractor as may be required in the best interests of the Buyer.
The Buyer shall be named specifically as an additionally insured party for that insurance coverage required for a given Project procurement. A Certificate of insurance with the Buyer listed as an additionally insured party shall be provided within ten (10) calendar days following the execution of a contract or agreement. The Contractor's insurer shall agree to give the Buyer a minimum of ten (10) calendar days advance written notice of a cancellation of insurance or a reduction in coverage below the limits set forth in the contract or herein. Coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor from liabilities in excess of such coverage.
The Contractor and all of its insurers shall waive all rights of recovery or subrogation against the Buyer and their insurance companies.
Both parties agree to provide prompt notice in writing of the institution of any suit or proceeding and permit defense of the same, and will provide all needed information and assistance to enable either party to do so. The Contractor shall give immediate notice to Buyer of any suit, claim, or action filed which arises out of the performance of any contract or agreement. Copies of all pertinent papers shall be supplied to the appropriate party immediately.
When applicable, the Contractor shall require its subcontractors to obtain an amount of insurance coverage which is deemed adequate by the Contractor, for their levels of Project participation. The Contractor shall be liable to the extent that any subcontractor insurance coverage is inadequate. Subcontractors shall submit insurance certificates evidencing coverage, prior to any commencement of work. The Buyer reserves the right to inspect Contractor and Subcontractor insurance policies, in regard to insurance requirements, prior to the commencement of any work.