

## HIGHWAY DEPARTMENT

102 S Towanda Barnes Road,  
Bloomington, IL 61705  
Office: (309) 663-9445  
FAX: (309) 662-8038

**January 8<sup>th</sup>, 2021**

**REQUEST FOR PROPOSAL (RFP)**  
**SECTION 19-00058-07-WR**  
**Horse Farm Road (CH 21) in McLean County**

**ATTENTION RESPONDENTS:**

Your firm is hereby invited to submit to McLean County (hereinafter “County”) a proposal for **the Horse Farm Road (CH 21) Phase II Engineering Services**. A successful respondent will be selected by the County based on a multi-step process, as described below.

McLean County, Illinois, will accept Proposals from qualified firms to provide Phase II engineering services for the proposed design of the County Highway 21 (Horse Farm Road) from the Dewitt County Line to US Route 136 in McLean County.

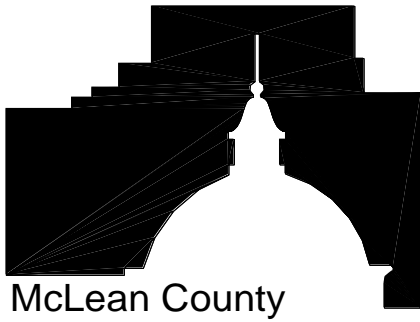
Submittals will be received until **4:00 P.M. on January 22<sup>nd</sup>, 2021** at the McLean County Highway Department, 102 S. Towanda-Barnes Road, Bloomington, IL 61705. Submittals received after that time will not be considered.

McLean County will make the final selection of a firm to perform the proposed services by January 29<sup>th</sup>, 2021, and intends to finalize an engineering agreement by February 12<sup>th</sup>, 2021. The engineering agreement will be presented to the McLean County Transportation Committee on March 2<sup>nd</sup>, 2021 with full Board approval on March 16<sup>th</sup>, 2021. The County reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is in the best interest of the County.

All questions about the process, procedure, and substance should be directed in writing to Jerry Stokes. Mr. Stokes can be contacted by email at [jerry.stokes@mcleancountyil.gov](mailto:jerry.stokes@mcleancountyil.gov). All such substantive questions shall be answered by email to all recipients of the RFP.

## **SCOPE OF WORK**

Phase II engineering services will require the completion of all applicable parts of the Bureau of Local Roads and Streets Manual and Bureau of Design and Environment Manual. The selected Consultant will provide Phase II engineering services, which will include but are not limited to the preparation of contract plans, specifications, estimates and all other work as stated in the SOI that is required to complete this construction project. The survey data for this project has already been completed and will be provided to the selected Consultant.



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The estimated construction cost for this project is \$2,500,000. The completion date for Phase II engineering must be completed to allow for a February 22<sup>nd</sup>, 2022 letting.

Attached are the following related documents for the proposed project:

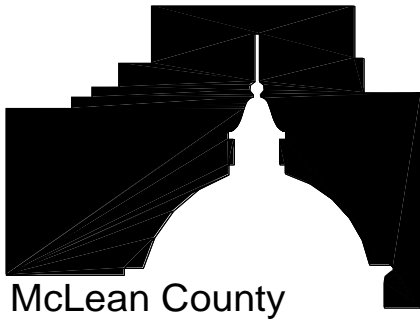
1. Location Map
2. Design Criteria

**SELECTION PROCESS AND NEGOTIATION:** Selection will take place as follows.

1. Interview: N/A
2. Selection: The County will select the highest rated Respondent based on the submitted proposals. The point scoring system and selection criteria for proposals, is listed in the section marked "Proposal Selection Criteria."
3. Negotiations: The County and the successful Respondent will negotiate an engineering agreement promptly after selection with the intent to submit an engineering agreement for approval to the McLean County Board in March. If a mutually satisfactory engineering agreement cannot be reached with the selected respondent, the County will enter into negotiations with the second-place respondent as determined under the above selection criteria.

**SCHEDULE:** It is anticipated that the solicitation and proposal process shall be conducted in accordance with the following schedule. However, the County reserves the right to modify this schedule at its sole discretion.

Send out Notification	January 8 <sup>th</sup> , 2021
Proposals Due	January 22 <sup>nd</sup> , 2021
Respondent Selection	January 29 <sup>th</sup> , 2021
Final Agreement	February 12 <sup>th</sup> , 2021



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**FORMAT OF RESPONSE:** To be considered, respondents must submit a complete response to this RFP. The format provided in this section is not negotiable. Each proposal must be submitted via **EMAIL** in PDF format. The proposals must be labeled with the following:

### **Horse Farm Road (CH 21) Section: 19-00058-07-WR**

Proposals must be delivered to: Jerry Stokes, P.E.  
[Jerry.Stokes@mcleancountyil.gov](mailto:Jerry.Stokes@mcleancountyil.gov)

***If technical difficulties occur,*** one (1) hard copy may be delivered to the McLean County Highway Department at 102 S. Towanda Barnes Road, Bloomington, IL 61705.

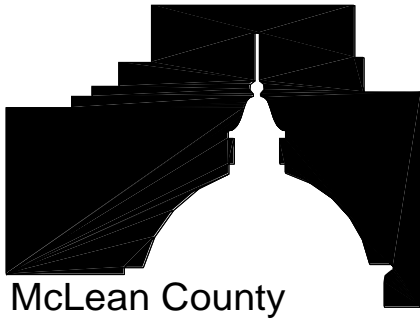
Failure of any respondent to receive an addendum or email interpretation of this RFP shall not relieve the respondent from any obligation under the RFP. All addenda will become an integral part of this RFP. The proposal should include all required submittals. Failure to include each and every submittal may result in the rejection of your proposal. Proposals should be clear and concise. It will be assumed that you have fully complied with the specifications unless deviations are clearly noted on a separate page labeled "Deviations from Specifications."

**CHANGES IN SCOPE OF SERVICES:** The County may, from time to time, request changes in the Scope of Work to be performed by the selected respondent. No such change shall increase or decrease the amount of compensation to be paid to the selected respondent unless and until the parties enter into a written amendment to the engineering agreement for the Scope of Work.

**CONFLICT OF INTEREST:** The selected respondent shall be a firm that has no conflict of interest concerning its entry into a formal engineering agreement with County requiring execution of the Scope of Work described in this RFP. Any potential conflicts of interest must be explained in your proposal.

**REQUIRED SUBMITTALS:** Each section of your proposal should include tabs that clearly and distinctly label and separate the following required sections.

- 1. Cover Letter:** Include a cover letter indicating the full name and address of your firm and the office that will perform the services described. Please indicate the name of the senior contact person for your firm on this project, the office location from which the County will be served, appropriate telephone and fax numbers, email addresses and acknowledgement of the ability to commit your firm or your team to the contents of this proposal and any other information you feel to be relevant. Limit your letter to two pages. Indicate whether you operate as an individual, partnership, or corporation. Include the state in which you are incorporated or licensed to operate. If the respondent is a corporation, then a completed corporate disclosure statement must be submitted with this proposal.



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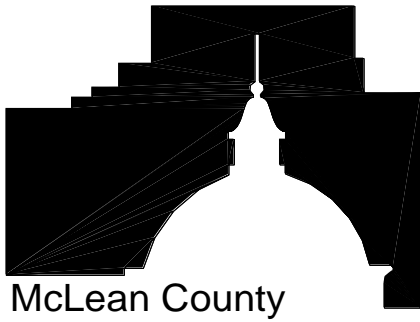
2. **Background and Experience of Respondent:** Through a response to the specific requests below, the respondent should clearly state its skill and experience in a manner that demonstrates its capability to complete the Consulting Task.
  - a. Short description of the consultant's approach to the needs of the project. (Maximum of one page.)
  - b. A list of 3 similar projects worked on within the last five years, including reference names and telephone numbers. (Maximum one page per project.)
3. **Ability to Complete Described Scope of Work:** Your response to this section should demonstrate your ability to fulfill the Scope of Work. (Maximum of one page.)
4. **References and Additional Information and Comments:** Include any other information that you feel is pertinent but not specifically asked for herein. Please also provide personal and professional references that allow the County to further qualify the respondent's ability to accomplish the project. (Maximum of two pages.)

**PROPOSAL SELECTION CRITERIA:** The County will use a numbered point system (0-5) to score each proposal and interview. The County shall select the highest rated firm based on the following criteria:

1. Qualifications and Experience of Assigned Personnel (Prime/Sub)
2. Comparable Recent Project Experience
3. Current Workload Capacity and Capabilities to Meet Deadlines
4. The completeness of the respondent's description of approach to the project.
5. Specialized Expertise for this Project

**RIGHT TO SUBMITTED MATERIALS:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP and all reports, charts, displays, schedules, exhibits, graphs, maps, and other documents provided by the respondents will become the property of the County when received. The County shall have the right to use any ideas presented in the proposals, whether the proposals are selected or rejected.

**DISCLAIMER:** The information contained herein is provided solely for the convenience of the respondents. It is the responsibility of all respondents to assure themselves that information contained herein is accurate and complete. The County does not provide any assurance as to the accuracy of any information in this proposal. Any reliance on the contents of this RFP or any communications with the County shall be at the respondent's own risk. The County shall have no liability or obligation with respect to this RFP, or the selection and award process contemplated hereunder. All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. All respondents to this RFP fully acknowledge all provisions of this Disclaimer and agree to be bound by its terms.



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### Design Criteria – Horse Farm Road (CH 21) Section: 19-00058-07-WR

**Project Location:** From 00N Road (Dewitt County Line) to US Route 136 (~2 miles)  
**Project Type:** Reconstruction  
**Functional Classification:** Major Collector  
**Design Speed:** 55 MPH

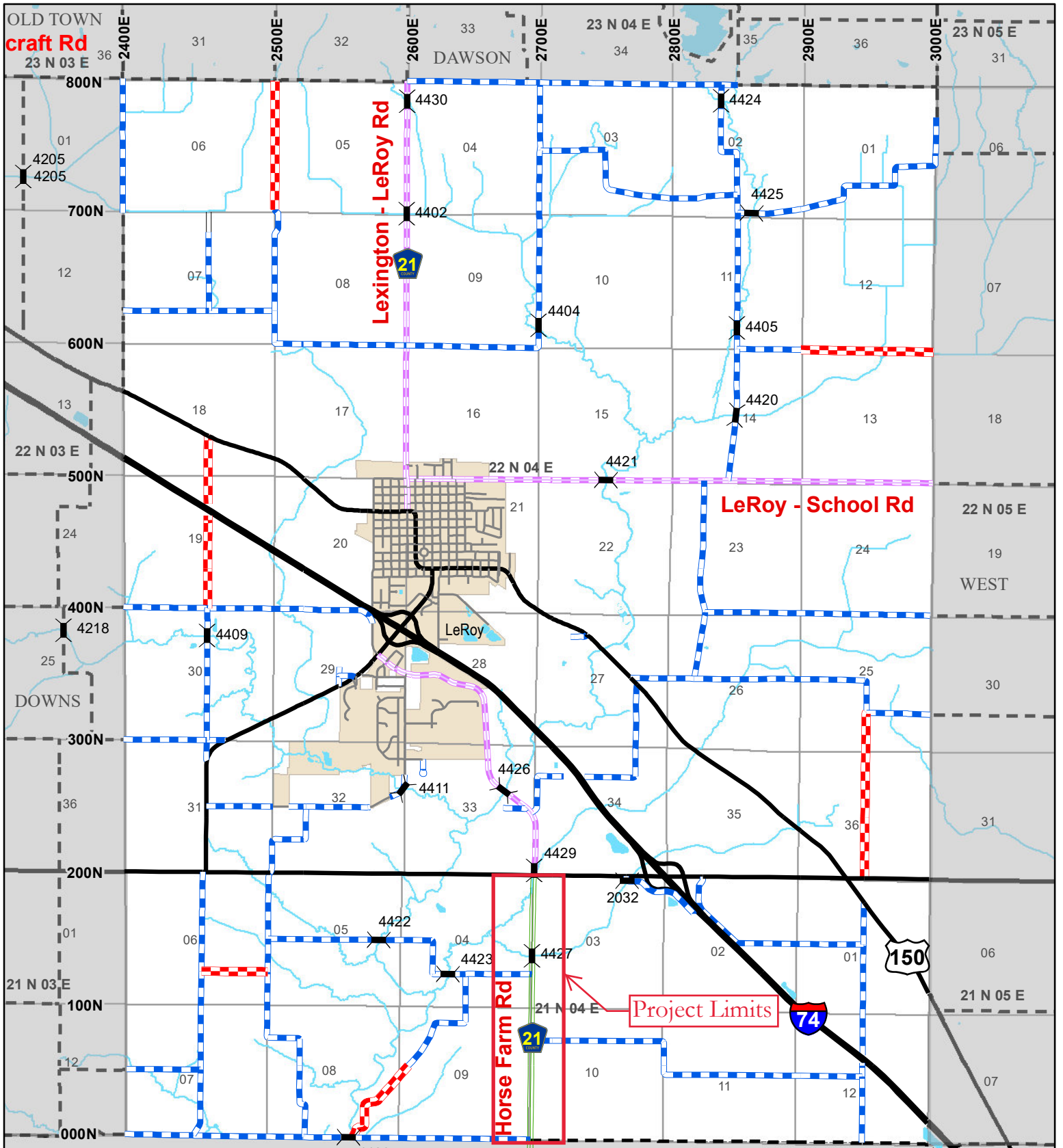
1. Provide general and detailed plans according to current IDOT standards
2. Determine right-of-way acquisition based on the proposed typical section:
  - a. Roadway aggregate base: 6" RR1 and 6" CA-6
  - b. 12' wide HMA lanes, 8' shoulders (6' wide aggregate & 2' wide turf)
  - c. 4:1 front slopes, 4' flat bottom ditch, and 3:1 back slopes
3. Provide plats & legal descriptions for the proposed right-of-way (24 parcels)
4. Setting property corner pins after the right-of-way acquisition process is complete.
5. Adjust the proposed profile.
6. Provide HMA pavement design based on traffic data provided by the County.
7. An IDS will not be required; however, a WB-65 design vehicle will be used for the intersection of CH 21 and US Route 136.
8. A Project Development Report will not be required.
9. McLean County is under an Agreement of Understanding and will be the only agency reviewing the plans.

#### Deliverables:

1. Provide a complete set of plans in PDF & DGN formats.
  - a. Prefinal plans will be submitted by September 17<sup>th</sup>, 2021.
2. Provide signed plats in PDF format & legal descriptions in Word format for all parcels.
3. Place 5/8" iron rods at the proposed bends in right-of-way when requested.

#### Items provided by the County:

1. Existing survey data in MicroStation
2. Proposed culvert(s) sizes and all drainage calculations
3. Property Title Searches (24 parcels)
4. Traffic counts
5. Horizontal alignment of roadway
6. Environmental Survey Request
7. All necessary permits if required (IDNR, IDOT, etc.)
8. Utility coordination
9. All front-end bid documents & specifications. The selected Consultant shall provide all job specific specifications to the County, as needed.
10. Plan distribution to Contractors.



**Surface Type - Maintained By**

- Hotmix - Township
- - - Oil & Chip - Township
- - - Gravel - Township
- Dirt - Township
- - - Hotmix - McLean County
- Oil & Chip - McLean County

**Other Streets**

- - - City of Bloomington
- - - Town of Normal
- Other Town or Village
- - - Surrounding Township
- - - Surrounding County
- State Highways
- Private

- Bridges
- Lakes
- Streams
- Corporate Limits
- Sections
- Neighboring Townships
- Neighboring Counties

**2021 RFP - Location Map**  
 Sec. 19-00058-07-WR  
 Horse Farm Rd (CH 21)

1 inch = 1 mile

2/6/2019  
 Township Series.mxd