

Request for Letter of Interest (RLOI)

Baltimore/Harry Land Road Bike Path Project

Phase I Design Engineering

ITEP Grant Application

Phase II Design Engineering & Right-of-Way Acquisition

Construction Engineering & Staking



Overview:

Consultant selection is a Qualification-Based Selection (QBS) process, where the primary factor in selection is the qualification-based criteria outlined in the Village of Mt. Zion Qualification Based Selection Process Policy, rather than the cost of engineering services. Cost is a secondary factor after a consultant is selected and the negotiation process begins.

The RLOI Selection Committee will review and evaluate submitted LOIs. Firms are shortlisted for interviews based on pre-determined criteria. Short-listed firms are invited to participate in interviews before the RLOI Selection Committee. The final selection ranking of consultants is based on the final scores developed by the RLOI Selection Committee.

Consultant fees are not a factor in the selection ranking of a consultant to provide services. All price or cost related items which include, but are not limited to past, present or future costs or fees associated with consultant contracts such as; direct salaries, wage rates, indirect cost rates, overhead rates and other direct costs are prohibited from being used in Proposals. Consultant fee or cost discussions are not allowed. Do not include any reference to consultant fees (past, present, or future) in the Proposal.

1. Communications: Consultants may contact the Village of Mt. Zion to schedule appointments for project scope of work discussions with the Village of Mt. Zion Administrator regarding this project. The meeting with the Village of Mt. Zion should not be viewed as a marketing tool and is not part of the consultant selection process. These meetings are intended for consultants who have not visited with the Village of Mt. Zion about project specifics.

2. Letter of Interest (LOI) Due Date: Submit one electronic PDF file of the LOI to Julie Miller by email at j_miller@mtzion.com prior to 11:00 AM on the date found in the Selection Schedule. You will receive an e-mail acknowledgment of receipt.

3. Qualified Based Selection: This is a Qualifications Based Selection (QBS) process based on United States Code (USC) Title 40, Chapter 11, Sections 1101 – 1104 (Selection of Architects and Engineers, otherwise known as The Brooks Act). Consultant fees are not a factor in the ranking of Consultants to provide the requested services.

4. Project Dates: Consultants are required to meet the dates set for the oral interviews and negotiation meetings. Consultants are also advised to meet other dates outlined in the

Selection Schedule. If a consultant fails to meet these dates, the consultant will be considered non-responsive.

Consultant Selection Schedule

Monday	8/20/18	Posting of the Request for Letter of Interest on the Village of Mt. Zion website and other sources
Friday	8/24/2018	Deadline to request a discussion meeting
Wednesday	8/29/2018	Consultant Meetings with Village of Mt. Zion (as needed)
Tuesday	9/4/2018	Letter of Interest is due electronically by 11:00 AM
Wednesday	9/5/2018	Shortlist for Oral Interviews
Thursday	9/6/2018	Village of Mt. Zion Selection Interviews
Monday	9/10/2018	Consultant Selection

Applicable Federal and State Regulations:

The consultant shall conform to all applicable state and federal regulations.

Required Key Personnel Qualification:

The consultant shall be responsible to ensure personnel proposed under this RLOI are qualified through training, experience, and appropriate certification for the tasks assigned and shall have a working knowledge of industry standard practices.

Required Streamlined LOI Contents:

The LOI from the consultant should contain the information identified in Appendix A Guidelines for Preparing the Letter of Interest.

Required Availability of Key Personnel:

When consultants list personnel the consultant is agreeing to make the personnel available to complete work on contracts at whatever level the project requires.

LOI Evaluation Procedures:

The RLOI Selection Committee will evaluate the LOI in accordance with the criteria described in Appendix A Guidelines for Preparing the Letter of Interest.

Conditions of Letter of Interest:

All costs related to the preparation of the LOI and any related activities such as interviews are the sole responsibility of the Consultant. The Village of Mt. Zion assumes no liability for any costs incurred by consultants throughout the entire selection process.

Disposition of Letters of Interest:

LOIs and their content become the property of the Village of Mt. Zion and are treated as protected documents and are disposed of according to Village of Mt. Zion policies. The Village of Mt. Zion reserves the right to reject all LOIs.

Ownership of Documents: All tracings, plans, manuscripts, specifications, data, maps, etc. prepared or obtained by the Consultant because of working on this contract, shall be delivered to and become the property of the Village of Mt. Zion.

Right to Cancel:

The Village of Mt. Zion reserves the right to cancel the RLOI or contract at any time when it is in the Village of Mt. Zion's best interest. The Village of Mt. Zion also reserves the right to accept or reject any and all LOIs submitted in response to the RLOI.

Conflict of Interest:

The Village of Mt. Zion expects consultants to act with integrity and professional ethics. When there is a potential conflict of interest, consultants are required to either not submit for the project or disclose the potential conflict prior to submitting a proposal.

Project Overview

The purpose of the Baltimore/Harry Land Bike Path Project is to connect and close a significant gap in the existing bike path network that connects Mt. Zion with the rest of Macon County. As paths are expanded by Macon County and the City of Decatur to the north and west, this interconnection will provide the link needed by Mt. Zion residents to access the County and City system of paths and vice-versa. It will also improve safety by separating path users from two busy roads in Mt. Zion.

The Baltimore/Harry Land Bike Path Project consists of approximately 1,100 linear feet of 10' wide ADA accessible concrete path. This path will travel along Harry Land Road from Sundance Drive to Baltimore Avenue. Relocation of the existing power poles will not be necessary. However, smaller utility features will likely require relocation or adjustments. Permanent and temporary easement acquisition will be required as part of the project to avoid substantial utility relocation costs. The area to be utilized by the path is already covered by an existing permanent easement for drainage and utility purposes.

Task 1: Phase I Design Engineering

The selected consultant shall prepare a sufficient design that meets IDOT standards. The design shall be progressed to a level sufficient to obtain necessary easements and application to the Illinois Department of Transportation Illinois Transportation Enhancement Program (ITEP).

Task 2: ITEP Grant Application

The selected consultant shall prepare the necessary paperwork for an application to the Illinois Department of Transportation Illinois Transportation Enhancement Program (ITEP).

Task 2: Phase II Design Engineering & Right-of-Way Acquisition

The selected consultant shall complete a design acceptable to IDOT and assemble a team that can acquire right-of-way and easements, if necessary for the construction of the project.

Task 3: Construction Engineering & Staking

The selected consultant shall represent the Village of Mt. Zion and oversee the construction of the path. The selected consultant shall coordinate the construction with IDOT completing any and all necessary paperwork until final completion as well be on site during construction.

Guidelines for Preparing the Letter of Interest

Introduction:

The LOI selection process is the process the Village of Mt. Zion has determined to be used in the selection of a consultant for the Baltimore Avenue/Harry Land Bike Path Project for Phase I Design Engineering, Phase II Design Engineering & Right-of-Way Acquisition and Construction Engineering & Staking services. Submitting a LOI is the beginning of this selection process and is used as the basis for short-listing Consultants. If the Village of Mt. Zion sees fit, it may choose to select a consultant based on LOI alone and forego the interview process. If the Village of Mt. Zion determines a short list is necessary, then the short-listed consultant(s) will be invited to an interview with the RLOI Selection Committee. Final ranking is determined by the LOI and information presented during the consultant interviews.

The purpose for these guidelines is to ensure consistency in format and content in the LOI prepared by consultants and submitted to the Village of Mt. Zion. Preparing a LOI instead of a detailed proposal reduces the time requirements for consultants and simplifies the review process for the RLOI Selection Committee. For consultants to be selected an understanding of the project and a strong project team must be presented in the LOI.

Electronic Submission of Letter of Interest:

The Letter should be addressed to:

Julie Miller
Village Administrator
j_miller@mtzion.com

LOI Format Requirements:

In **two pages**, include the following information:

- Express your interest in the project and understanding of the work
- Qualifications to do the work
- Identify the consultant Project Manager and other key team members
- Recount any information, project or team experience, that may be informative
- All pages are 8-1/2 X 11"
- Submit one PDF file containing the LOI requirements in the order presented
- The LOI is expected to consist of the following in one PDF:
 - Cover Page (one page)
 - Letter of Interest (two pages)
 - Project Related Experience Chart (one page)

LOIs exceeding the above pages and format will be considered non-responsive and will not be reviewed by the RLOI Selection Committee and therefore will not be short-listed for Consultant Selection Interviews.

Disqualifications:

1. **Late Submissions** - Any LOI received by consultant Services after the 11:00 AM deadline.
2. **Do not send LOIS to RLOA Selection Committee Members** – send LOIs to the Village Administrator, not directly to RLOI Selection Committee Members.
3. **Consultant Fee Discussion:** Consultant fees are not a factor in the selection ranking of a consultant to provide services. All price or cost related items which include, but are not limited to past, present or future costs or fees associated with consultant contracts such as; direct salaries, wage rates, indirect cost rates, overhead rates and other direct costs are prohibited from being used in proposals. Consultant fee or cost discussions are not allowed. Do not include any reference to consultant fees (past, present, or future) in the Proposal.
4. **Cover Page** - Any LOI received without a Cover Page; without the Acknowledgement on the Cover Page; and/or with additional information.
5. **Two (2) Page Maximum** – The Project Related Experience Chart does not count towards the page maximum if no additional information is included.

A page is defined as a single-sided 8.5” x 11” sized sheet that contains text, pictures, tables, graphs, charts, plan sheets or any other graphics.

Do not include a reference or link to additional information. IF an LOI contains references or links, the Village of Mt. Zion will assume additional pages are used.

6. **Other** – The Village of Mt. Zion reserves the right to disqualify an LOI when the intent of the RLOI process is violated. Any LOIs committing violations to the above requirements will be disqualified by the RLOI selection committee.

Cover Page: The Cover Page is one page. IT may be on the Prime Consultant’s letterhead and will consist of the following with no additional information:

Cover Page	
Date	
Project Name and Description	
Prime Consultant	
Prime Consultant’s Federal ID #	
Sub-Consultant’s (if any)	
Primary Contact	
Primary Contact Name (Prime)	
Address	
City, State & Zip	
Email	
Office Phone Number	
Cell Phone Number	
Secondary Contact	
Secondary Contact Name	
Address	
City, State & Zip	
Email	
Office Phone Number	
Cell Phone Number	
<p><i>My firm will comply with state and federal contracting requirements applicable to the project. I understand the Village of Mt. Zion policies, procedures and processes may change during the duration of the project and will comply with changes required by the Village of Mt. Zion. As authorized to sign for my organization, I certify the content of this proposal to be true, accurate and fully disclosed as requested in the Solicitation. I understand any misrepresentations or failure to disclose matters in the proposal is immediate grounds for disqualification.</i></p>	
Signature	
Name	
Title	

The information is not required to be in this exact format as shown on the Cover Page. No additional information is allowed or the LOI will be disqualified.

Requirements for Project Related Experience Chart and References:

Provide a **one-page** table of projects completed by team members during the last ten years. The table headings should include the following items. Columns may be combined to consolidate information.

1. Name of Project Manager / Team member(s)
2. Year
3. Type of Project
4. Project Name
5. Project Location
6. Project Description
7. Services Performed / Specific Project Role
8. Client
9. Reference Contact and Telephone Number

Note: The completed table must be included in the LOI, but will not count as one of the allowed pages. Using this page for additional information for the LOI will result in disqualification by the RLOI selection committee.

RLOI Selection Team:

RLOI Selection Committee members will receive copies of each responsive LOI submitted. The RLOI Selection Committee will compare LOIs to the criteria for their individual review of the LOIs. Those Consultants making the short-list will be invited to participate in consultant selection interviews and will be given further information.

Short-Listing for Interviews:

The RLOI Selection Committee will “short-list” for interviews depending on the number and quality of consultant responses. The RLOI Selection Committee will meet to determine which firms will be interviewed by the “Consent” of the RLOI Selection Team. Consent is defined as the willingness of all RLOI Committee members to accept a decision reached by a collaborative process.

Selection Interviews:

The following project-specific topics will be discussed during consultant selection interviews:

- Communication
- Staff experience and availability
- Project understanding
- Village of Mt. Zion goals

Up to three consultant team members can attend the interview. Selection of a consultant will be finalized through response to this RLOI and oral interviews.

The Village of Mt. Zion reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described herein.

Summary:

The LOI should be clear, concise, and it should provide the RLOI Selection Committee Members with an understanding of the consultant team’s ability to undertake and complete the proposed project successfully in a thorough, efficient and timely manner.