

REQUEST FOR QUALIFICATIONS (RFQ)
FOR PHASE I, II AND III ENGINEERING SERVICES
CITY OF VIENNA, ILLINOIS
August 13, 2026

The City of Vienna is seeking a qualified Consulting Engineering Firm to enter into a contract for the performance of services **On Call** or **Indefinite Delivery/Indefinite Quantity (IDIQ)** under task or work orders issued on an as-needed or on-call basis.

The City at times receives Federal funds, which are used to fund engineering and design related consulting services. These funds may consist of Surface Transportation Program (STP) funds for roadway projects including New Construction/Reconstruction projects and Illinois Transportation Enhancement Program (ITEP) funds for bicycle and pedestrian projects. Currently the City has active federally funded projects in various states of design/project readiness. The City anticipates continued applications for ITEP funding, as well as other Federal funding sources including, but not limited to, Motor Fuel Tax (MFT), Highway Safety Improvement Program (HSIP), Surface Transportation Block Grant: Bridge (STPG: Bridge) and other funds that may become available.

The City is in need of professional Phase I and Phase II (preliminary design and design engineering) and Phase III (construction engineering) services for various federally funded projects from the funding sources listed above. The typical types of projects funded by those sources include, but are not limited to roadway resurfacing projects, roadway widening or reconstruction projects, intersection improvements, pedestrian/bicycle facilities, bridge replacement or rehabilitation, and engineering studies.

The City reserves the right to perform a separate Qualifications Based Selection (QBS) process on any given project, depending on the complexity of the assignment and if the City determines it is in their best interest.

The established contract period for this IDIQ shall be five (5) years, which is the time from execution of the IDIQ contract to when all work orders are issued. The total time from execution of an IDIQ contract to the completion of all work orders issued will not exceed ten (10) years. The maximum total dollar amount which may be awarded under this IDIQ is \$2,000,000.

The typical services to be provided are described in the Minimum Scope of Services section of the proposal.

FUNDING:

It is anticipated that some phases of engineering services assigned under this IDIQ will be partially funded by Federal funding sources. Therefore, the selection of the consultant will follow the approved federal QBS process.

MINIMUM SCOPE OF SERVICES:

Below are typical tasks associated with Phase I, II and III Federally-funded projects. All work is to be performed according to the general industry engineering standards established by the Illinois Department of Transportation (IDOT) and the City of Vienna Standards.

The scope of work will depend on the project and will be stated in the specific work orders on a project-by-project basis.

Typical Phase I Tasks:

The Consultant will provide Phase I engineering services, which may include, but is not limited to the following:

- Detailed topographic surveys, as necessary, for the planning and design of the project
- Surveys for any right-of-way acquisition of construction easements, and the preparation of plats and legal descriptions
- Preparation of traffic studies, and any special intersection studies that may be required to furnish data for the design of the proposed improvement
- Preparation of an Intersection Design Study (IDS)
- Soil/pavement investigations, as necessary, to determine roadway structural design, as well as CCDD screening
- Preparation of Environmental planning documents and coordination with IDOT for Environmental Survey Request (ESR)
- Wetland Delineation, as necessary
- Preparation of Location Drainage Study
- Preparation of Project Development Report (PDR)
- Estimation of construction cost
- Design of ADA improvements, as necessary
- Preparation of preliminary roadway plans
- Assistance obtaining clearances (and permits) from all regulatory agencies as required by the scope of the proposed improvements
- Submittal and coordination of all necessary permit requests for any work required
- Obtaining Design Approval from IDOT
- Coordination with IDOT and other involved parties/agencies as necessary

Typical Phase II Tasks

The Consultant will provide Phase II engineering services, which may include, but is not limited to the following:

- Preparation of detailed plans, specifications, cost estimate, and other documents and exhibits necessary for the project (in accordance with IDOT, BLR, IDOT Region 5 Standards.
- Preparation of Contract Proposal, all necessary bidding documents and post-letting plan revisions and/or post-design services
- Preparation and coordination Environmental updates and/or required documents
- Geotechnical investigations, as necessary
- Soil/pavement investigations, as necessary, to determine roadway structural design
- Drainage Design
- Structural Design
- Maintenance of Traffic
- Identification of roadside safety improvements, where needed
- Traffic signal design
- Securing all necessary clearances and permits
- Right-of-way acquisition services, as necessary
- Coordination with all utilities impacted by the project

Typical Phase III Tasks

1. Attend IDOT preconstruction meeting with all interested parties to discuss goals, objectives and issues.
2. Conduct a local preconstruction meeting with all interested parties to discuss goals, objectives, and issues that the City may have. Submit meeting minutes to the City for review and approval.
3. Familiarize themselves with all project permits and requirements needed for construction.
4. Review the plans and specifications in-depth, verifying quantities, elevations and dimensions relevant to the project. Also, anticipate any potential conflicts or issues and develop solutions prior to construction.
5. Review contractor's proposed construction schedule for compliance with contract. Submittals should be included on this schedule as well as all major subcontractors. Set up field books, quantity books, diary and all other forms of proper project documentation including CMMS
6. Prepare a project contact list with names, addresses, phone numbers, and fax numbers for all contractors, subcontractors, and suppliers for the project. Also, submit 24-hour contact numbers for applicable parties.
7. Review record drawing requirements with the contractor

Construction Tasks

1. Provide a resident engineer for required daily activities such as: observing the progress and quality of the work and determining if the work is proceeding in accordance with the contract documents. Maintain site presence at all times when the contractor is working. Disapprove and work failing to conform to the contract documents and immediately inform City and IDOT representatives. Verify that there are no deviations from the contract documents unless authorized by City and IDOT representatives.
2. Keep inspector's daily reports and quantity book records up to date. Also, maintain project diary noting all necessary observations. Advise if contractor is falling behind schedule. Submit weekly reports from the CMMS to IDOT and the City.
3. Perform quantity measurements to prepare pay estimates and change orders to review with contractor and submit to City for review and submittal to IDOT.
4. Hold weekly progress meeting when construction is taking place.
5. Check and approve project submittals for compliance with standards. Forward recommendations to the City and IDOT representatives.
6. Maintain daily contact with the utility companies and their contractors to monitor concurrence with proposed schedules.
7. Inspect, document, and inform the contractor and the city of adequacy of the establishment and maintenance of traffic control. Perform all necessary traffic control checks. Document deficiencies and contractor responses to notices of the same. Inform City and IDOT of deficiencies and if contractor does not correct or enforce as contract stipulates.
8. Provide construction layout as needed.
9. Provide Quality Assurance (QA) services in accordance with IDOT QC/QA practices and procedures (contractor will provide QC). Provide necessary coordination and qualified personnel to perform work for all materials. Obtain and test soil, asphalt, concrete and samples to perform necessary testing to fulfill QA/geotechnical requirements. Reports shall be prepared in a timely manner and coordinated with QC data.
10. Prepare minutes for all meetings and distribute to appropriate parties
11. Maintain set of working drawings as construction is progressing.
12. Maintain and periodically transmit to contractor a running punch list to expedite project close out.
13. Obtain material acceptance certifications as materials are incorporated into the project to expedite project closeout. Withhold payment until material inspection and certifications are provided.
14. Provide the City with regular invoicing and provide supporting documentation as requested in order for the City to submit for reimbursement in accordance with Section 5-10 of the Bureau of Local Roads and Streets Manual.

Post Construction Tasks

1. Perform final inspection with the IDOT, the city representative, contractor, and all applicable utilities to finalize punch list. Document the items in the final punch list and submit them to the contractor for close out. Verify completion of all work and provide a recommendation to City.
2. Prepare record drawings. Submit the drawings in a hard copy and digital form.
3. Verify that all documentation is accomplished and that all material inspections and certifications have been accounted for and are complete.
4. Provide all documentation associated with the final balancing change order and final pay estimate.
5. Close out project with IDOT within a reasonable time frame after all construction is completed.

SUBMITTAL REQUIREMENTS:

Please submit four (4) hard copies and one (1) digital copy of your firm's qualifications for services by September 4, 2026. The digital copy should be in PDF format on a flash drive. Questions related to the RFQ should be submitted by email to awright@cityofviennail.net. All questions must be received by 4:00 PM on August 27, 2026. The city will provide the final response to all questions received to consultants by 4:00 PM on September 1, 2026.

The statement of qualifications (SOQ) should be mailed or hand delivered in a sealed envelope marked "City of Vienna-SOQ" to 205 North 4th Street, Vienna, Illinois

All submittals must be thorough, complete and accurate. A table of contents and sectional tabs should be provided for all submittals. At a minimum, submittals should include:

1. Firm Information

A title page that includes the following information: name of firm, local address, telephone number, fax number, name of contact person, location of branch offices, if any, and states in which your firm is licensed to practice. Additional general firm information can be provided but is limited to four pages (single sided).

2. IDOT Pre-Qualifications

As a prequalification of submittal, all firms must be pre-qualified by IDOT in and must submit documentation of their current prequalification status for the following:

- | | |
|--------------------------|------------------------------|
| •Roads and Streets | •Intersection Design Studies |
| •Special Studies | •Land Surveying |
| •Construction Inspection | |

3. Sub-Consultants

List typical sub-consultants, if any, that will be used. Provide a copy of the firm's current prequalification status with IDOT.

4. Project Team

Provide biographical data and experience on key professional members of the firm(s) who could be directly involved with Federally-funded projects. Each resume should be limited to two pages (single sided). A maximum of seven (7) people should be listed. The key personnel should include the following:

- Project Manager who will be responsible for coordinating all activities. Must be a Licensed Professional Engineer in the State of Illinois with Phase I, II and III experience. Maximum one (1) person listed.
- Typical Design Engineer for Phase I/II projects. Must be a Licensed professional Engineer in the State of Illinois. Maximum two (2) people listed.
- Resident Engineer who will be responsible for overseeing all construction engineering activities (must be a Licensed Professional Engineer in the State of Illinois and have a current certificate for IDOT's "Documentation of Contract Quantities"). Maximum three (3) people listed.
- Any additional staff that will be involved in Federally-funded projects. Maximum one (1) person listed.

5. Similar Project Experience

Provide a minimum of five recent examples of projects with the last five years that were Federally-funded. Include a description of each project, including location, client, and scope of professional services delivered by your firm, and project cost. Project Experience is limited to five pages (single sided)

CRITERIA FOR REVIEW:

The selection criteria and weightings for projects selection is indicated below.

1. Firm Experience (25%). The entity's general experience, stability and qualifications related to similar Federally-funded Phase I, II and III projects and locally funded projects of similar nature.
2. Staff Capabilities (25%). The education, experience, and expertise of the entity's principals and key employees. Qualifications and experience of personnel to perform the necessary engineering services in accordance with general industry engineering standards established by IDOT and the City of Herrin.
3. Past performance (30%). The entity's history of performance on projects Federally Funded.
4. Specialized Expertise (10%). The entity's experience and ability to perform specialties in-house including but not limited to Structural Design, Lighting Design, and Traffic Studies.
5. Local Presence (10%). Knowledge of local community and proximity of the engineering entity to the agency's office.

A selection committee comprised of staff from the City will evaluate the SOQ's in accordance with the City's QBS Policy. The SOQ's will be reviewed, evaluated, and scored, using the criteria and weights defined above.

The city will begin reviewing the SOQ's as soon as practical with top three firm(s) selected no later than September 15, 2026. After evaluation of the top three firms by the selection committee, it is anticipated that the selected top firm will enter into a contract for the IDIQ work, with a draft agreement prepared by no later than September 30, 2026. If it is determined that interviews are needed, then they will be done by the Committee.

If the contract is approved by the City Council it is anticipated that the City will assign work orders when needs and projects are identified.

Engineering Agreements issued under this IDIQ will be Actual Cost-plus Fixed Fee format using the BLR 05611 form unless otherwise directed by the City of Vienna.

Publication Date/Time: August 13, 2026

Closing Date/Time: September 4, 2026/4:00 p.m.