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## Village of Bull Valley

1904 Cherry Valley Road  
Bull Valley IL 60098  
815-459-4833

September 22, 2025

## REQUEST FOR QUALIFICATIONS

The Village of Bull Valley, McHenry County, Illinois, will receive Statements of Qualifications (SOQ) for ***Phase III Construction Engineering Services for Queen Anne Road***, until 12:00 PM local time on October 15, 2025 at Village Hall, 1904 Cherry Valley Road, Bull Valley, IL 60098.

One (1) original document, three (3) hard copies, and one (1) .pdf copy on a flash drive of the complete Qualifications are to be submitted.

All questions related to the Request for Qualifications must be submitted to Claudia Orman, Deputy Village Clerk (bullvalley.villageclerk@gmail.com) by 12:00 PM, October 6, 2025.

### Anticipated Schedule of Events:

September 22, 2025 – RFQ posted to Village website  
October 6, 2025, 12:00 PM – All questions due to Village  
October 10, 2025 – All questions answered via Addendum  
October 15, 2025, 12:00 PM – Statement of Qualifications due to Village  
October 20, 2025 – Firm selection and negotiations  
November 3, 2025 – Draft Agreement submitted to IDOT

### GENERAL INFORMATION

The Village of Bull Valley invites Statements of Qualifications from IDOT prequalified engineering firms to assist the Village in completing Phase III Construction engineering services for Queen Anne Road from Bull Valley Road to Illinois Route 120. The project is being funded with STP and local funding sources and will be administered through IDOT. The project must adhere to Village, FHWA and IDOT standards as required.

The Queen Anne Road construction will consist of resurfacing the road along with updating signs and pavement markings. This project will improve the drive quality and safety of Queen Anne Road.

The construction limits along Queen Anne Road will include approximately 1.3 miles 2" mill and HMA overlay. All the signs within the project limits will be removed and replaced. Pre-final plans are available for review upon request.

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The Village expects that the project will be on the February 27, 2026 IDOT letting. Construction is anticipated to start in the spring of 2026 and be completed by summer 2026.

#### PROPOSAL CONTENTS

All SOQ submittals must be thorough, complete and accurate. The .pdf submittal shall be a single .pdf document, no more than 15 8.5x11 single-sided pages in length (including cover letter, tabs, section breaks, resumes, etc.). Tabs and section breaks are not required. The submittal should include the following information:

1. Cover letter on the firm's letterhead transmitting the qualifications. Include name of the firm, local address, telephone number and name of contact person (with email address).
2. Current Illinois Department of Transportation (IDOT) prequalification status. The prime consultant must be prequalified in *Special Services – Construction Inspection* and submit documentation of their current prequalification status.
3. List of 3-5 relevant projects recently completed similar in nature to this project. Include a description of each project, including location, project team, and construction cost for each project. If the project was on an IDOT state letting, provide the letting date and item number and/or contract number.
4. A brief (maximum of 3 pages) technical approach regarding the firm's abilities to perform the required Phase III Engineering services.
5. List of key staff with brief resumes that would be assigned to the project including the Project Manager (must be a Licensed Professional Engineer in the State of Illinois), Resident Engineer (RE) (does not need to be a Professional Engineer) and any other relevant staff. Also, include any sub-consultants that will be required to complete the project, including the relevant prequalification categories for each sub-consultant (documentation of their prequalification status is NOT required). An organization chart is optional.
6. Conflict of Interest statement (IDOT BDE DISC2) – this document can be in electronic form only and is not included in the 15 page maximum.
7. List of three (3) references including name, job title, telephone number, and email address. The references should not be current Village of Bull Valley employees. The references should preferably have worked for a local agency on similar projects.

#### SCOPE OF WORK

The selected firm shall perform Phase III engineering services as required and in a professional and satisfactory manner. All work must be completed in accordance with the policies and standards of the Village, IDOT, and FHWA.

The anticipated scope of services shall include but is not limited to the following:

1. Provide resident engineer and necessary construction inspection staff to ensure that improvements are completed in accordance with the approved contract plans and documents.
2. Attend IDOT Pre-construction meeting(s) with Village and IDOT.
3. Complete and maintain required reports, plan changes, anticipated cost changes, extra work, etc. Submittal of weekly reports to the Village Engineer, IDOT and the Contractor.
4. Facilitate progress meetings with the contractor and subs, utility companies, IDOT, Village Engineer. Ensure that the contractor provides updated project schedule for progress meetings.
5. Coordinate with the Village Engineer on Public Relations items.
6. Maintain records during construction to document field changes. Prepare and provide as-built drawings (hard copy and electronic) to the Village Engineer.
7. Measure and document quantities meeting IDOT requirements. Prepare and submit various reports such as partial and final pay estimates, change orders, material reports, records, etc.
8. Provide and complete QA/QC material testing as required by IDOT.
9. Complete all final IDOT quantity and material documentation for Contract completion and close out.

#### SELECTION CRITERIA AND WEIGHTING

The selection criteria and weightings for project selection are as indicated below:

1. Technical Approach (20%). Project understanding and the entity's approach to perform Phase III Construction Engineering Services and related items that are required for successful project completion.
2. Firm Experience (30%). The entity's general experience, stability, and experience on projects similar to the one under consideration. Experience with federally funded projects is required.
3. Staff Capabilities (Prime/Sub) (30%). The education, experience, and expertise of the entity's key employees as they relate to the proposed scope of services.
4. Workload Capacity (10%). Present workload of key staff with attention to current and future commitments of the firm.
5. Specialized Expertise (10%). Entity's specialized expertise in relation to the project's scope of services.

Firm experience with multiple federally funded construction projects administered through IDOT is a requirement. The technical approach should not include standard construction practices that apply to most projects and IDOT forms/documentation/procedures/etc. that are required on all federally funded projects. Instead, the approach should focus on any differentiators the firm and RE may have.

A selection committee comprised of staff from the Village will evaluate the SOQs. The SOQs will be reviewed, evaluated, and scored using the criteria and weights defined above. The SOQ will be used by Village staff to select the most qualified consultant. Interviews will not be held. All consultants who submitted qualifications will be notified when the results are completed, along with the top three firms and their overall scores. Additional results and scoring breakdowns will not be provided.

The top ranked firm will be notified and a final scope and hours will be negotiated. If an agreement cannot be reached with the top ranked firm, the Village will start negotiations with the next highest ranked firm. The engineering agreement format will be Cost Plus Fixed Fee in accordance with IDOT requirements.