



2021 QBS
Request for Statement of Interest (SOI)

PHASE 2 PROGRAM SUPPORT
Section Number: 21-00200-27-EG

The Will County Division of Transportation (WCDOT), requires professional services from a qualified engineering firm to provide Phase II Engineering Services' support for various design project.

The attached **Project Description** and **Preliminary Project Scope** provides a summary of services during the course of the Phase II program. At this time, the County anticipates starting this work in April 2021, with a contract length of one year to include the option of two additional one year renewals.

Submittal of Statements of Interest required electronically to WCDOTconsultantservices@willcountyillinois.com no later than **12:00 PM (Noon), Wednesday, February 10, 2021** addressed to **Eric Wesel**.

The Short-listed firms will be posted on our Consultant Selection Summary Table at <http://www.willcountyillinois.com/County-Offices/Economic-Development/Division-of-Transportation/Consultant-Selection>

A Statement of Interest (SOI) received after the above noted deadline will not be used as part of our consultant selection process.

Please refer to the following Project Description and Preliminary Project Scope for more information on this project.

I. PROJECT DESCRIPTION

The consultant will work as directed by WCDOT on various Phase II Program related tasks. The consultant's staff will be located in the WCDOT's office and/or consultant's office with WCDOT's approval and in accordance of project need. The assigned work will be similar to that of a WCDOT's Project Manager. The work may include engineering, technical, engineering management, contractor coordination to ascertain that the construction is in general conformance to bid/construction document plans and specifications, project control, administrative services and other assigned tasks necessary to assist the WCDOT in the completion and closeout of the projects in an expeditious time frame.

II. PRELIMINARY PROJECT SCOPE

- A. Phase II Document Review
 - a. Provide expertise in review and comment of project submittals prepared by others to facilitate the intention that work shall be completed in accordance with WCDOT, Illinois Department of Transportation (IDOT) and Federal Standards.
 - b. Manage and monitor progress of Phase II consultant project submittals.
 - c. Review of Phase II documents include: Engineering Contract Plans; Engineer's Cost Estimates; Estimates of Time; Plats of Highways, Legal Descriptions, Motor Fuel Tax (MFT) forms and Bureau of Design & Environment (BOE) Scoping Checklists; Specifications and Special Provisions.
- B. Phase II Management Services
 - a. Manage and coordinate with Federal, State and Local Agencies, utilities, phase II consultants, contractors, and others by correspondence, attending meetings, and project site visits as requested.
 - b. Coordinate with property owners as necessary.
 - c. Manage and track: project costs, design standards, contracts, schedules, construction assessment in accordance to project plans and specifications, and all additional project responsibilities of a WCDOT Project Manager.
 - d. Coordinate and manage Federal Aid Urban (FAU) and MFT submittals with IDOT.
 - e. Assist in developing and standardizing WCDOT policies and procedures.
 - f. Attendance at meetings and public hearings may be required, as requested by the WCDOT. Attendance at these events shall be included in the standard fee provided herein.
- C. Additional Services
 - a. As directed, assist Permit Engineer with review of engineering documents associated with the issuance of access, right of way alteration or utility permitting.
 - b. Assist Phase I Project manager with engineering document review.
 - c. Provide engineering and /or surveying services to assist with the maintenance and operation of the WCDOT roadway network.
 - d. Phase III engineering and project support

The above work categories have been determined by the WCDOT to be the initial priorities. When reduction of existing backlogs in the above work categories is realized, other work may be assigned as needed. This work may include any services required to manage and/or facilitate the progress of WCDOT projects including but not restricted to any Project Management and/or Administrative Services tasks performed to help facilitate projects and project tasks completion in a timely fashion

Project Contact

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