



CITY OF HILLSBORO

MONTGOMERY COUNTY, ILLINOIS

447 South Main Street
Hillsboro, IL. 62049-0556
(217) 532-5566 • (217) 532-6615 • FAX (217) 532-5567

County Seat
Montgomery County

Established 1823

Hillsboro City Council
Regular Meeting, 7 p.m.
First & Third Tuesdays

2/22/2023

REQUEST FOR QUALIFICATIONS (RFQ)

Phase I & II Engineering Services to reconstruct Fairground Avenue (Seymour Boulevard to IL 127) in Hillsboro, IL. The project consists of site related work, drainage improvements, pavement removal, PCC pavement, curb and gutter, driveway replacement, and sidewalk reconstruction.

General

City of Hillsboro is seeking Statements of Qualifications from Consulting Engineering firms interested in providing Phase I & II engineering services for the Fairground Avenue Reconstruction. The project consists of site related work, drainage improvements, pavement removal, PCC pavement, curb and gutter, driveway replacement, and sidewalk reconstruction. And is federally funded with an anticipated letting date of June 2024.

If your firm would like to be considered for these services, you may respond to our office at the address indicated. Responding firms should not submit, either formally or informally, to the City any verbal or written estimate of cost in terms of dollars, hours, percentage of construction cost, or any other measure of compensation. Limit your letter of interest to no more than four pages.

Interview or presentation will not be required for the firm selection. The QBS based selection will be fully compliant with federal requirements of 23 CFR 172 and the Brooks Act as described in Section 5-5 of the BLRS Manual, specifically Section 5-5.06(e).

Qualifications

Firms must be IDOT prequalified in the following categories:

- Highways - Roads and Streets;
- Special Studies – Location Drainage;
- Location Design Studies – Reconstruction / Major Rehabilitation;
- Special Services – Surveying.

Don Downs, Mayor

Patrick Ward, Commissioner of Accounts & Finance, **Jerry Gregory**, Commissioner of Public Health & Safety

Kendra Wright, Commissioner of Public Utilities, **Fred Butler**, Commissioner of Streets & Public Property

Cory Davidson, City Clerk, **Bonnie Hefley**, City Treasurer

The Statement of Qualifications shall describe the capabilities of your firm and emphasize its specialties and strengths. It should include a statement that indicates your firm's understanding of the project as well as information on key personnel you would assign to the project. Please include previous work history with the City as well.

Conflict of interest

The City of Hillsboro requires consultants to submit a disclosure statement with their procedures. The City of Hillsboro requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.

Evaluation

The City of Hillsboro will evaluate firms based on:

- Technical Approach
- Firm Experience with the City
- Staff Capabilities
- Past Performance with the City
- Specialized Expertise

Criteria	Max Points	Points
· Technical Approach		10
· Firm Experience		30
· Staff Capabilities (Prime/Sub)		25
· Past Performance		25
· Specialized Expertise		10
Total Maximum Points		100

Statement of Qualifications must be received no later than 4:00 pm, March 13, 2023 at the address listed below. Please mark submittals "RFQ – Fairground Avenue - Pavement Reconstruction." The City of Hillsboro will select a firm on a tentative date of March 21, 2023. Questions may be directed to City Clerk Cory Davidson at email cityhall@hillsboroillinois.net.

Submit to: Mr. Cory Davidson
City Clerk
447 S. Main St.
Hillsboro, IL