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**Christopher J. Clark, Mayor
CITY OF HARVEY**

CITY OF HARVEY

Request for Qualifications

Gateway and Streetscape Improvement Project

RFQ NUMBER: 2020-11-01
RFQ ISSUE DATE: Monday, November 9, 2020
PROPOSALS DUE: Friday, November 20, 2020 at 5:00pm CT

CITY OF HARVEY
Request for Qualifications (RFQ)
Gateway and Streetscape Improvement Project

PROPOSALS DUE: 5:00pm, FRIDAY, NOVEMBER 20, 2020

The City of Harvey, IL (“City”) is seeking responses to the following RFQ from qualified firms or teams to design gateway features and streetscape improvements within three key corridors. The selected firm or team will develop design and construction documents for gateway enhancements, wayfinding and directional signage, landscaping improvements, lighting enhancements, decorative or commemorative signage, and other elements (e.g., benches, garbage bins, pedestrian amenities) for the following three corridors and districts: 1) Halsted Corridor; 2) Dixie Highway Corridor; 3) Downtown District. The Downtown District is an optional element and would be pursued depending on funding availability.

The City plans to use TIF funding to complete this project and anticipates constructing some or all of the proposed improvements during the 2021 construction season. Proposals should be emailed to Nick Greifer, Economic Development Director, at ngreifer@cityofharveyil.gov.

Project Goals

The goals of this project are as follows:

- Upgrade the aesthetics of the Halsted Corridor, Dixie Highway Corridor, and Downtown District
- Improve the safety, wayfinding, and convenience for all road users
- Cultivate a sense of pride of place amongst residents and business owners

PROJECT BACKGROUND

The City of Harvey, Illinois is located approximately 20 miles south of Downtown Chicago. Harvey is home to 24,599 residents. In addition to the City’s proximity to Chicago, Harvey benefits from an array of transportation, distribution, and logistical advantages including direct access to major travel corridors (e.g., I-57, I-294/I-80, Dixie Highway, 147th Street/Sibley Boulevard, Halsted Street, 159th Street), two Metra Stations, the Harvey Transportation Center, the CN Intermodal Terminal, and multiple large-scale development sites. Harvey’s primary industries include Health Care, Education, and Manufacturing, and key employers include among others, Ingalls Memorial Hospital, the CN Railroad, LB Steel, Sterling Lumber, Allied Tube and Conduit Corporation, FORE Transportation, and Fuchs Lubricants.

Under the new City leadership, the City has launched “Building a Better Harvey” initiative to position Harvey as a major economic center for Chicago Southland region. Through this initiative, the City aims to restore its infrastructure assets and reinvest in neighborhoods and TIF districts to promote economic opportunity and community vitality. Improving the aesthetics, safety, and functionality of Halsted Corridor, Dixie Highway Corridor, and Downtown District is a priority for the City moving forward. The City intends to fund the Halsted and Dixie improvements utilizing existing TIF funds, and may use separate funding sources for an optional project involving the Downtown area.

SCOPE OF WORK

The selected firm or team is expected to generally perform, but not be limited to, the following tasks.

Task 1. Develop Gateway and Streetscape Design Standards

Task 1.1. Stakeholder and Community Input

- Host Kickoff Meeting (stakeholder meeting #1) with City staff and key stakeholders to review the project goals, milestones, deliverables, and timeline
- Host a Business Advisory Council meeting (stakeholder meeting #2) to better understand the challenge and opportunities associated with the City's current streetscapes solicit feedback on potential design solutions
- Develop a website or landing page to distribute an online Community Survey to solicit community feedback on alternative streetscape design approaches or something to that effect

Task 1.2. Develop Alternatives Design Approaches

- Complete data collection, due diligence (traffic patterns, AADT, land use, zoning, urban design), and ordinance review
- Inventory existing and proposed gateway features, wayfinding, and streetscape elements
- Host a Design Review Meeting with City staff and key stakeholders (stakeholder meeting #3) to review 3 gateway and streetscape design approaches for the three priority corridors

Task 1.3. Develop Gateway and Streetscape Design Standards

- Refine and finalize Gateway and Streetscape Design Standards for the Halsted Corridor
- Refine and finalize Gateway and Streetscape Design Standards for the Dixie Highway Corridor
- Refine and finalize Gateway and Streetscape Design Standards for the Downtown District

Task 1 Deliverables: Three (3) stakeholder meetings, Summary of community survey results; Presentation of alternative design approaches; Design Standards (i.e., presentation and graphic assets) for the three priority corridors

Task 2. Develop Detailed Construction Specifications and Bid Documents

Task 2.1. Develop construction documents for the Halsted Corridor

- Preliminary design of gateway enhancements and streetscape elements
- Final design of gateway enhancements and streetscape elements
- Develop construction documents and engineer's cost estimate

Task 2.2. Develop construction documents for the Dixie Highway Corridor

- Preliminary design of gateway enhancements and streetscape elements
- Final design of gateway enhancements and streetscape elements
- Develop construction documents and engineer's cost estimate

Task 2.3. Develop construction documents for the Downtown District

- Preliminary design of gateway enhancements and streetscape elements
- Final design of gateway enhancements and streetscape elements
- Develop construction documents and engineer's cost estimate

Task 2 Deliverables: Construction documents, permits, and engineer’s cost estimates for the three priority corridors

PROJECT DURATION

The selected firm/team will be expected to initiate work within three (3) weeks of contract execution. The overall timeline for this project is six (6) months and includes the following project milestones:

- Project Kickoff (January 2021)
- Delivery of preliminary designs (March 2021)
- Delivery of final deliverables (June 2021)

CRITICAL DATES

Selection will be made according to the following table:

RFQ Released	November 9, 2020
Proposals Due	November 20, 2020 at noon
Selection Committee Ranks Proposals	November 24, 2020
Interviews with Selected Firms	November 26 and 27, 2020
Selected Firm is Notified / Negotiations Begin	November 30, 2020
Contract submitted to City Council for Approval	Monday, December 14, 2020
Executed Contract	By late December
Project Kickoff	Early January 2021

PROPOSAL REQUIREMENTS

Respondents are to submit a written Proposal which presents the qualifications and understanding of the work to be performed. The proposal can be from a single firm or include multiple firms. Selection criteria will include qualifications, comparable recent experience with similar projects and in similar cities, knowledge of innovative development and funding ideas, and overall approach to the project. Respondents interested in submitting should have recent specific experience with this type of project.

A complete proposal will include the following elements:

- **Cover Letter.** The cover letter should include a brief description of the firm/team; location of offices for the firm and the office location responsible for managing the project; and name, address, and phone number of a contact person responsible for and knowledgeable of the submittal.
- **Project Approach.** The project approach should outline the firm/team’s overall approach for accomplishing this project and should include project include any innovative planning and design concepts.
- **Project Schedule.** The project schedule should outline approximate timelines for the completion of project milestones. This should include an indication of the personnel capacity to complete the project on time.
- **Project Cost.** Task 1 and Task 2 costs should be estimated, with the optional work in connection with the Downtown corridor priced separately.

- **Qualifications.** The qualifications should include a descriptions of related project experience; resumes of key personnel anticipated being available for this project; a brief summary of any specialized experience, qualifications, or unique capabilities applicable to this project that you feel is important to the success of the project (please review the selection criteria included in this document).
- **Certification Statement (optional):** Please indicate whether your company is an Illinois certified DBE/MBE/WBE.
- **References.** References should include the names and contact information of at least three (3) references from previous clients on similar projects.

PROPOSAL EVALUATION

Each proposal will be scored and ranked based on the criteria identified below.

- | | |
|---|-------------------|
| • Experience with similar projects: | 30 points |
| • Capacity to complete the project on time: | 20 points |
| • Past performance (based on references): | 20 points |
| • A clear innovative and creative approach: | 20 points |
| • Price competitiveness: | 10 points |
| Total | 100 points |

A total point value for each proposal will be determined by the composite evaluation of the Selection Committee, each providing his/her independent scores. Individual scores will be averaged for a committee score. The firm or team with the highest overall point total will be ranked first.

PROPOSAL SUBMISSION

Proposals should be emailed to Nick Greifer, Economic Development Director, at NGreifer@cityofharveyil.gov by 5:00pm on Friday, November 20, 2020. Late and incomplete proposal will not be considered.