

# CITY OF GALENA, ILLINOIS

101 Green Street • P.O. Box 310 • Galena, Illinois 61036



## MEMORANDUM

TO: File and for Public Release

FROM: Andy Lewis - City Engineer *A. Lewis*

DATE: 10 January 2017

RE: Galena River Trail – Phase 3  
Approval of Agreement for Construction Engineering Services

Request for proposals (RFP) for construction engineering services, in accordance with the Qualification Based Selection (QBS) process detailed in the latest edition of IDOT Bureau of Local Roads and Streets Manual, were sent to three consultants. The RFP was also publicly advertised on the city website. A summary of the consultants' responses is shown in Table 1, including rankings of each proposal which were rated by a selection committee comprising city engineer Andy Lewis and deputy city engineer Matt Oldenburg. Selection criteria are detailed in the attached QBS evaluation example.

Consultant	Proposal Submitted	Average Ranking (out of potential 250 points)
IIW Engineers	Yes	205
MSA Professional Services	No	NA
WHKS Engineers	No - Letter received declining submittal of proposal	NA

As indicated above, only one proposal, from IIW Engineers was received. This is the same consultant who has completed the engineering design and have worked on the project for a number of years.

Construction engineering services will include the following:

- Provide construction staking for the entire project.
- Provide construction observation on an 'as need' basis as requested by the City Engineer.
- Provide advice and complete plans and specifications for any design changes on 'as need' basis. This will include assisting city staff with completion of change orders.
- Assist with coordination of materials testing.

IIW Engineers later provided a contract agreement and fee schedule for consideration. After review and negotiation we concluded the proposed fees are comparable with fees for previous similar type projects. Based on the fee schedule and project scope, total construction engineering costs are estimated at \$35,000. On 9<sup>th</sup> January the city council approved a contract agreement and fee schedule with IIW Engineers for construction engineering for the bike trail project.

**Galena River Trail – Phase 3  
Construction Engineering  
Qualification Based Assessment Evaluation**

*Rating and Weight values decided on importance of item, with highest number indicating the most value and lowest the least value.*

**QUALIFICATION EVALUATION**

Professional Design Firm: IIW Engineers

Address: 4155 Pennsylvania Avenue

City: Dubuque State: Iowa Zip: 52002-2628

Phone: 800-556-4491 Contact: Julie Neeble

#	Assessment Element	Rating (1-5)	Weight (1-10)	Total
1	Summaries of relevant projects and details of contact references		7	
2	Resumes of key personnel to be employed on the project		8	
3	Details of creativity and problem solving abilities		6	
4	Details of ability to complete projects on schedule		7	
5	Details of project cost control		8	
6	Location of office, availability/responsiveness of personnel and familiarity with the City's existing facilities.		9	
7	Identification of any significant points the consultant believes have been overlooked		5	
	TOTALS			

Name and title of reviewer: .....