

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 Material Testing Services

Request for proposals (RFP) for material testing 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)
Testing Services Corporation	Yes	178
Rockford Testing Service	Yes	110
Terracon	No	NA

As indicated above, proposals from Testing Services Company and Rockford Testing Service were received. Based on the selection criteria, Testing Services Company clearly provided the better proposal.

Material testing services will include the following:

- A. All geotechnical services for entire project. Services are to comply with minimum requirements for a federally funded IDOT type project. Testing frequency to be based on IDOT Project Procedures Guide.
- B. Project duration is expected to be 100 days commencing in mid-February 2017.

Testing Services Company 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 material testing costs are estimated at \$20,000. On 9th January the city council approved a contract agreement and fee schedule with Testing Services Company for construction engineering for the bike trail project.

**Galena River Trail – Phase 3
Material Testing Services
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: Testing Services Corporation

Address: 2235 23rd Avenue

City: Rockford State: Illinois Zip: 61104-7334

Phone: 815-394-2526 Contact: Steve Koester

#	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: