



Request for Qualifications (RFQ)

for

Phase I/II Engineering Services

for the

Chicago Avenue Projects

RFQ Issued: February 11, 2026

Response Due: 4:00 PM on February 27, 2026

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested engineering firms to provide Phase I/II Engineering Services for projects located on Chicago Avenue between Kenilworth Avenue and Austin Boulevard.

To have your qualifications considered, the documents must be submitted via email to Christopher.Welch@oak-park.us.

Qualifications must be received email to Christopher.Welch@oak-park.us no later than 4:00 PM on February 27, 2026. Qualifications received after the closing time and date will not be considered. It is the responsibility of the Consultant to notify the Village, via the email address above, of their intent of submitting a proposal so that they are on the RFQ-holder list in case of addenda being issued.

Project Information

Notice to Firms

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested engineering firms to provide Phase I/II Engineering Services for projects located on Chicago Avenue between Kenilworth Avenue and Austin Boulevard. These services will be procured in accordance with the Village's policy on Qualifications Based Selection (QBS).

Project Objective

The Village has several overlapping projects that are highlighted in planning documents that occur in the Chicago Avenue corridor between Kenilworth Avenue and Austin Boulevard.

In 2024, the Village adopted a Vision Zero Action Plan that included intersection improvements at Chicago Avenue and Kenilworth Avenue, protected bike lanes on Chicago Avenue from Kenilworth Avenue to Ridgeland Avenue, pedestrian safety improvements, and traffic calming treatments from Cuyler Avenue to Humphrey Avenue.

In 2025, the Village adopted an update to the Bike Plan which showed numerous improvements along Chicago Avenue including a bike lane extension from Humphrey Avenue to Austin Boulevard and extending the protected bike lanes east from Ridgeland Avenue to Harvey Avenue. Any of the improvements called for in the Vision Zero Plan or Bike Plan Update that would trigger parking loss or drastically change the geometry of the roadway would need to go through a public outreach process prior to implementation.

In 2025, the Village completed a preliminary design contract with Planning Resources, Incorporated (PRI) to develop a conceptual design, branding and public outreach for a streetscape honoring Dr. Percy Julian on Chicago Avenue beginning at the intersection of Austin Boulevard and Chicago Avenue and terminating at the intersection of East Avenue and Chicago Avenue. The proposed streetscape limits contain a commercial business district that is mostly contained between Humphrey Avenue and Austin Boulevard with mixed use continuing from Humphrey Avenue to Ridgeland Avenue. In general, the scope of the streetscape involves replacing existing paver brick sidewalks in the commercial business district, revising the existing planters and replacing the existing street furniture. The entire length of the streetscape from East Avenue to Austin Boulevard is to be turned into a walking museum with information signage and branding items such as decorative paver elements, intersection artwork and gateway elements spread throughout the length of the project. As part of the streetscape project, existing lighting is to be analyzed and if necessary fixtures replaced on existing light poles to improve pedestrian and vehicular safety. Consultants should review the reference materials for the streetscaping project to understand the projects history, context and current recommended scope.

In addition to the three projects listed above, there is an 8" watermain beneath Chicago Avenue from Harlem Avenue to Austin Boulevard that was installed in the 1890's. This watermain services Chicago Avenue facing properties and is interconnected to north-south running watermains at each intersection. The Village seeks to replace this watermain in locations calling for high cost infrastructure investments to be placed above it. Watermain replacement could necessitate some sewer work in the corridor.

The Village is seeking a qualified consultant for phase I and phase II engineering to develop a phased plan to implement these projects, aid in public outreach for those projects as required and design and bid the projects.

The final conceptual design presentation for the Streetscape honoring Dr. Percy Julian, the Village's Vision Zero Action Plan, adopted Bike Plan Update, corridor information from a 2017 resurfacing project, and a sample contract can all be reviewed at the below link:

<https://www.dropbox.com/scl/fo/o5oe6yqd35a0o88drf7tn/AJDboQ3dUHHWz6d6J9-hmY?rlkey=24swub0xisrev1x1n785f3sp8&st=zbv03aux&dl=0>

Additional information such as sewer inspection reports, manhole inspections, etc. will be provided to the selected consultant.

Budget

The Village currently has \$1,160,000 total budgeted in 2026 for design of these projects. It is anticipated that this project will be constructed in phases over several years.

Scope of Services

The design of this project is being managed by the Village using local funds.

Firms responding to this RFQ must be prequalified by IDOT for the following categories:

- Highways - Roads and Streets
- Special Studies- Safety
- Special Studies- Traffic Studies

Additionally, the consultant should show a competency with designing pedestrian safety improvements, on-street bicycle facilities including curb protected bike lanes, and water and sewer main improvements.

The scope of services for the project shall include all services as required for the design of a streetscape incorporating the conceptual design work already completed by Planning Resources, Incorporated, the Village's Vision Zero Action Plan, the Village's Bike Plan Update and the replacement of the aging watermain beneath Chicago Avenue. Additionally, the improvements proposed by the Vision Zero Action Plan and Bike Plan Update are included in the scope and can be implemented as standalone projects or as part of the larger streetscape project. It is anticipated that this job will be phased over multiple years. The consultant shall include a public relations firm to aid in the public outreach items.

Conceptual design of the streetscaping project has been ongoing since 2024. The Village has been working with Planning Resources, Incorporated (PRI) for the streetscape design which was developed with input from community members gathered at a series of public meetings. The September 9, 2025 Village Board agenda item (included in the reference materials) and presentation materials more completely describe the projects proposed scope. Since PRI has been involved in the design and planning of this project for the past 2 years they can most effectively complete the remaining landscaping architecture work related to the Percy Julian Streetscape. The Village will contract separately with PRI to provide professional Landscape Architecture design of the streetscaping project and any landscaping elements outside of this area. The selected Consultant shall work with PRI to develop a scope of work so that they can serve essentially as a sub-consultant although PRI will be contracted directly with the Village of Oak Park for this portion of the project.

1. Phase I/II Engineering
 - a. Project Management
 - i. Plan, schedule, and control the activities that must be performed to complete the project including budget, schedule, and scope.
 - ii. Coordinate with Owner and project team to ensure the goals of the project are achieved.
 - iii. Provide a monthly status report via email describing tasks completed the previous month and outlining goals for the subsequent month.
 - b. Collect and Review Existing Data
 - i. Obtain, review, and evaluate the following information provided by the Owner for use in design:
 1. Utility Atlases
 2. GIS Shape files surrounding the project limits.
 3. Existing drawings, plans, atlases, plats, and reports.

4. Maintenance and flooding records.
 5. Geotechnical Data.
 6. Right-of-Way, GIS, and property data.
 7. Previous sewer studies
 8. Sewer inspection data including sewer televising
- c. Perform Topographical Survey
 - i. Perform topographic survey of the entire project area.
 - ii. Develop base sheets of natural and man-made features from topographic survey data, including creating lists of items for clarification at future site visits.
 - d. Environmental Review
 - i. PESA
 - ii. PSI Report
 - iii. Classification of Soil for disposal
 - e. Safety Study
 - i. Using Vision Zero and Bike Plan Update recommendations for the corridor as a starting point perform a safety study reviewing crash history and traffic data for the corridor to develop final recommendations.
 1. Determine parking impacts from final recommendations.
 2. Perform a parking study to determine utilization rates within the impacted areas.
 3. Develop recommendations for changes that can be made to accommodate displaced parking near the corridor.
 - f. Site Visits for Designers
 - i. Conduct site visits to familiarize the designer(s) with the sites, clarify any discrepancies on the Drawings, and identify the horizontal and vertical alignment of the storm sewer pipe.
 - ii. Perform a field evaluation of the condition of existing pavements, drainage structures, sidewalk ramps, and curb and gutter. Collect photographs along the project route to assist with design drawings and exhibits.
 - g. Utility Locates and Coordination
 - i. Complete a Design Stage Request with JULIE, which consists of obtaining names and phone numbers of utilities located within the work area.
 - ii. Contact utilities and obtain atlases where available.
 - iii. Incorporate existing utilities into the conceptual plans.
 - iv. Coordinate with utilities as necessary to confirm project viability.
 - v. Record and maintain documentation of communications with utilities.
 - h. Prepare Conceptual (30%) plans of the design, including
 - i. Implementing the conceptual design of the Streetscape honoring Dr. Percy Julian
 - ii. Pedestrian and cyclist safety improvements recommended by the Vision Zero Action Plan and Bike Plan Update.
 - iii. Recommended phasing plan.
 - iv. Tree Preservation and impact plan.
 - v. Prepare exhibits sufficient to secure easements necessary to construct the project(s).
 - i. Prepare Opinion of Probable Cost (OPC) for the Project including construction cost and contingencies at the Conceptual (30%) design stage.
 - j. Agency Coordination
 - i. Coordinate with permitting agencies as required. At minimum this project will require coordination with:
 1. IDOT (Ridgeland Avenue is an unmarked state route)

2. MWRD
 3. IEPA
- k. Public Meetings
- i. Public outreach and engagement regarding parking loss, safety improvements, and proposed changes in geometry along Chicago Avenue caused by proposed improvements.
 - ii. Public outreach regarding the proposed project(s) with the commercial district and for the general public.
- l. Plan and Specification Preparation
- i. After a phasing plan is approved by the Village prepare 60%/90% and final bid plans for the project(s) including at each step:
 1. Opinion of Probable Cost (OPC) for the Project including construction cost and contingencies for each design stage.
 2. Specifications at an appropriate level of detail for each design stage.
 3. 90% plan submittal shall contain a fully completed traffic control staging plan and water shutoff exhibits (if applicable to that project).

The current anticipated schedule for the services is:

- Anticipated award of an agreement: April 21, 2026
- Start of Project: Approximately May 1, 2026
- Stage I construction 2027
- Stage II construction 2028

General Requirements

General

The following general information is provided and will be carefully followed by all Consultants to ensure the qualifications are properly prepared.

1. All submitting Consultants must furnish all information required by this RFQ.
2. The Village reserves the right to conduct discussions with qualified Consultants in any manner necessary to serve the best interest of the Village and consistent with the Illinois Procurement Code (30 ILCS 500/).

Proprietary Information

1. Except as provided herein or as otherwise set forth in the Illinois Procurement Code, all proceedings, records, contracts, and other public records relating to procurement transactions will be open to inspection in accordance with the Illinois Freedom of Information Act (5 ILCS 140/).
2. Each Consultant has the right to identify data or other materials submitted in connection with this procurement as trade secrets or proprietary information, which will not be subject to inspection pursuant to the Illinois Freedom of Information Act, by stating such in respect to the relevant portions at the time of submission of its proposal.

Questions and Communication

1. All contact between prospective Consultants and the Village with respect to this RFQ will be formally held at scheduled meetings or in writing through the issuing representative. Questions and comments regarding meaning or interpretation of any aspect of this RFQ must be submitted in writing to Christopher.Welch@oak-park.us and must be received on or before February 20, 2026. Only written questions will be accepted. Questions and/or comments which are submitted after the deadline set forth within this RFQ will not be answered.
2. The Village will respond to all questions and comments that are submitted hereunder and are deemed to address a matter that is relevant and substantive in nature within a reasonable period of time, in the form of a written Addendum that will be transmitted to all prospective Consultants at the address furnished to the Village for such purpose. Oral communications between the Village and Consultant regarding the interpretation or meaning of any aspect of this RFQ are not authorized and may not be relied upon for any purpose.

Addenda to the RFQ

1. The Village reserves the right to amend this RFQ at any time prior to the deadline for submitting qualifications. If it becomes necessary to revise any part of this RFQ, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Consultants who are on record with the Village as having received this RFQ. If, in the opinion of the Village, the deadline for the submission of proposals does not provide sufficient time for consideration of any Addendum, then such deadline may be extended at the discretion of the Village.
2. It will be the responsibility of each Consultant to contact the procurement contact identified in the RFQ prior to submission of a proposal hereunder in order to determine whether any addenda have been issued in connection with this proposal. Notwithstanding any provisions to the contrary, the failure of any Consultant to receive any Addenda will neither constitute grounds for withdrawal of its proposal nor relieve such Consultant from any responsibility for incorporating the provisions of any Addenda in its proposal. Upon issuance by the Village, Addenda will be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

Arrearage, Debarment, and Suspension

By submitting qualifications in response to this RFQ, the Consultant will be deemed to represent that it is not in arrears in the payment of any obligation due and owing the Village, the State of Illinois, or any public body in Illinois. This

representation will be deemed to include the payment of taxes and employee benefits. The Consultant further agrees that, in the event it is awarded a contract hereunder, it will not become in arrears to any such public body during the term of the contract. The Consultant agrees that that no officer or employee thereof has been debarred or suspended or otherwise excluded from or ineligible for participation in, any public procurement activity of a nature similar to this RFQ. The Consultant will not knowingly engage any subcontractor who has been debarred or suspended or who is otherwise excluded from or ineligible for participation in public procurement activity and will include in each of its subcontractors and subcontractor agreements certifications on the part of its subcontractors that satisfy the requirements of this provision. The consultant also represents that the firm does not appear on any active suspension or debarment lists with the State of Illinois: <https://cpo-dot.illinois.gov/suspensions.html>

Submitting Qualifications

1. The deadline for submitting qualifications has been provided herein. Submittals will be opened in accordance with the provisions of the Illinois Procurement Code. There will be no public opening. The list of prospective Consultants will be available for public inspection only after Contract award or upon cancellation of the RFQ.
2. Except as set forth below, the required transmittal or cover letter must accompany the proposal. The purpose of the transmittal or cover letter is to formally submit the qualifications to the Village and to bind the Consultant to the terms, conditions and specifications contained in the RFQ. The transmittal or cover letter must be signed by an individual who is authorized to bind the Consultant to all matters set forth in the qualifications.

Late Qualifications

Qualifications or unsolicited amendments to qualifications arriving after the deadline will not be considered. Qualifications received after the deadline will be returned to the Consultant unopened providing that sufficient proposal identification information is shown on the outside envelope.

Rejection of Qualifications

The Village reserves the right to: (a) reject any or all qualifications received; (b) cancel the RFQ at any time prior to award; and/or (c) waive informalities in the event the Village determines such action is in its best interest. Qualifications must meet or exceed the mandatory requirements of this RFQ. If a Consultant does not meet a mandatory requirement, it will be rejected.

Presentations

Notification of interviews will be made on or around **March 11, 2026 and interviews will be held on March 16-18, 2026.**

Negotiation

The Village requires a minimum three-person team to negotiate with firms. The team will consist of the Village Engineer and two Civil Engineers. The team may delegate this responsibility to staff members.

In the event that the Village determines in writing and in its sole discretion that only one Consultant is fully qualified, or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Consultant. The Village reserves the right to negotiate any aspect of the proposal or the Contract in any manner that best services the needs of the Village and is within the scope of this RFQ. The Village is under no obligation to award, but may do so based upon an analysis of submitted qualifications and subsequent negotiations.

Cost

The Village will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

Village of Oak Park Qualifications Based Selection Policy

The Village receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as described herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration. The Village QBS policy and procedures assign responsibilities to the Village Engineer with the Village for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures. The Village believes their written policies and procedures substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description. The Village will use the following five items when developing the project description and may include additional items when unique circumstances exist.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any expected problems;
 - Determine the total project budget.
4. Public Notice. The Village will post an announcement on our website www.oak-park.us and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on our website.
5. Conflict of Interest. The Village requires consultants to submit a disclosure statement with their procedures. The Village requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form. This form will only be requested from the selected consultant(s).
6. Suspension and Debarment. The Village will verify suspensions and/or debarment actions by use of the System for Award Management (SAM) Exclusions, IDOT's Chief Procurement Office (CPO) website, Capital Development Board CPO, General Services CPO, Higher Education CPO, Illinois Department of Labor, and the Illinois Department of Human Rights websites to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors. The Village allows the Village Engineer to set the evaluation factors for each project but must include a minimum of five criterion and stay within the established weighting range. The maximum of Disadvantaged Business Enterprise (DBE) and local presence combined will not be more that 10% on projects where federal funds are used. Project specific evaluation factors will be included at a minimum in the Request for Qualifications.
 - Technical Approach (10 - 30%)
 - Firm Experience (10 - 30%)
 - Specialized Expertise (10 - 30%)
 - Staff Capabilities (Prime/Sub) (10 - 30%)
 - Work Load Capacity (10 - 30%)
 - Past Performance (10 - 30%)
 - In-State or Local Presence (0 - 5%)
 - DBE (0 - 5%)
8. Selection. The Village requires a minimum three-person selection committee. Typically, the selection committee members include the Village Engineer and two Civil Engineers. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Village Engineer for each project. The Village requires each member of the selection committee to provide an independent score for each submittal using the form below prior to the selection committee meeting. The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from

presentations and interviews to develop a final ranking. If there are other firms within 10% of the minimum score, the Village Engineer may choose to expand the short list to include more than three firms.

Criteria	Weighting	Points	Firm 1	Firm 2	Firm X
Criterion 1					
Criterion 2					
Criterion X					
Total	100%	100			

9. Independent Estimate. The Village will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation. The Village requires a two-person team to negotiate with firms. The team consists of the Village Engineer and Civil Engineer. Members of the negotiation team may delegate this responsibility to staff members. A cost proposal will only be requested from the first ranked firm. If an agreement cannot be made on an agreed cost, a proposal will be requested from the second ranked firm, and so on until a negotiated cost can be agreed to. Any cost proposals from firms that were not selected will be disposed of.
11. Acceptable Costs. The Village requires the Village Engineer to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing. The Village requires the Project Manager assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. Project Administration. The Village requires the assigned Project Manager to monitor work on the project in accordance with the contract and to file reports with the Village Engineer. The Village procedures require an evaluation of the consultant’s work at the end of each project. These reports are maintained in the Village’s consultant information database. The Village follows IDOT’s requirements and the required submission of Form BLR 05613 to the IDOT district at contract close-out along with the final invoice. Record retention, responsibility, remedies to violations or breaches to a contract and resolution of disputes are covered under the Village’s standard agreement language that will be executed with the successful vendor.

Submittal Organization and Format

Proposals will address the following general topics and also emphasize the Consultant's qualifications to perform the services. Proposals will be evaluated on the basis of the information presented by the Consultant and the evaluation criteria set forth in this RFQ. This selection is a QBS process and no firm shall submit estimates of cost with its proposal.

Consultants will follow the proposal format outlined in this section. Failure to adhere to the prescribed format may result in rejection of the Consultant's proposal. All proposal elements shall be included and shall include at a minimum the following:

Transmittal or cover letter

A transmittal letter or cover letter must be prepared on the Consultant's letterhead, must accompany the proposal, and must be signed by a duly authorized representative of the Consultant. The transmittal or cover letter must include an affirmative statement that binds the firm to the terms, conditions; specifications contained in the RFQ. The transmittal or cover letter is not included in the overall page count for the proposal and therefore should not exceed one page. At minimum, the letter must include all of the following information:

1. Consultant's full legal name
2. Type of entity and state of organization or incorporation
3. Consultant's principal address
4. Consultant's mailing address (if different)
5. Name and title of contact for the purposes of this RFQ
6. Telephone number and email address of principal contact

Background

This section will include a brief history of the firm and its organization, including name and contact information of the principal or officer who will serve as the primary point of contact for the Consultant and who will have authority to negotiate on behalf of the Consultant. This section will also include a general description of the Consultant's experience in providing the services described in this RFQ, including any special qualifications, experience, awards, etc. At the election of the Consultant, the Background may be included in the Consultant's transmittal or cover letter.

Project Approach

The purpose of this section is to present the Consultant's understanding of the project requirements. This section shall include a preliminary proposed management plan based on the scope of services outlined in this RFQ, including coordination of multiple concurrent tasks and how they will be accomplished to meet schedule and budget constraints. Include in this section a discussion of any joint ventures and subcontractors to be used. Any specific challenges or critical project elements shall also be identified in this section. A discussion of the Consultant's approach to quality control/quality assurance will be included in this section. The responsibilities of each joint venture contractor or subcontractor will also be discussed. The Consultant should address how Village staff will be integrated into the services to be provided under this RFQ.

Project Personnel

This section will contain the names, background, and experience on similar types of projects of the key personnel proposed for these services. An organizational chart showing duties, responsibilities, and the lines of communication will be included in this section. Resumes that demonstrate experience on similar projects and specify the individual's duties on those projects will be included as an appendix to the proposal. Include in this section guarantees that, for so long as its members continue to be employed by the Consultant, the project team will remain as proposed and will be assigned to this project for its duration. Following award of a contract hereunder (if any), any substitution or other change in project team personnel must be approved in advance by the Village.

Experience and Qualifications

This section should discuss the experience and qualifications of the Consultant and the project team in the performance of projects of similar size and nature as that described herein. For joint ventures, the experience of all firms as it relates to this project must be discussed. In order for a Consultant to be deemed qualified to perform the services described in this RFQ, the experience listed in this section of the proposal must be in accordance with or contain the following:

1. Have been completed within the last five (5) years from the issuance date of the RFQ
2. Be of a scope similar to that outlined in this RFQ
3. Brief description of the project
4. Scope of services provided by the Consultant
5. Construction cost (if completed)
6. Identify the project manager and other key team members
7. Provide contact information for references

Financial Responsibility

The Consultant will provide evidence of financial responsibility including a copy of recent Illinois Department of Transportation Pre-Qualification Certification. Unless such information is otherwise included in the Background section, the Consultant will additionally provide a statement indicating the length of time the firm has been in business, the number and location(s) of its office(s), the current number of full-time employees.

Format

The proposal in its entirety shall be a pdf of 8.5"x11" sheets, organized by section and be a maximum of 30 pages, excluding the cover letter, using size 12 font. If a submitting firm is confident that their qualifications for the work can be exhibited in fewer pages than the maximum they are encouraged to do so.

Selection Criteria

All submittals will be evaluated based up on the following criteria and respective weights:

1. Technical Approach (25%)
2. Firm Experience (15%)
3. Specialized Expertise (20%)
4. Staff Capabilities (25%)
5. Past Performance (10%)
6. Local Presence (5%)