



**CONSULTANT ENGINEERING SERVICES
SHORTLIST RFQ 22-067**

**OGDEN AVENUE AND WASHINGTON STREET WATER MAIN IMPROVEMENTS
DESIGN ENGINEERING**

WORK ORDER 22-067C

March 10, 2023

Naperville Water Utilities is seeking to retain the services of a shortlisted firm (RFQ 22-067) to design and prepare construction documents for the 2024 Ogden Avenue and Washington Street Water Main Improvements.

Firms should submit a Scope of Services that demonstrates understanding of the deliverables and schedules identified in this quotation request.

SCOPE OF SERVICES

The Scope of Services includes the field survey, engineering design and preparation of the technical specifications for the construction of proposed water main at the following locations:

- **Ogden Avenue**
 - Washington Street to Wright Street
 - Approximately 2,400 FT of 16" water main
- **Washington Street**
 - Ogden Avenue to Bauer Road
 - Approximately 3,000 FT of 12" water main
- **Existing Easements**
 - Adjacent to properties 127E & 215 E Ogden Avenue
 - Approximately 200 FT of 8" water main

In addition to the installation of the noted water mains, the construction project also includes the installation of associated fire hydrants and system valves, and replacement of existing water services up to and including the curb stop. Provisions for the full replacement of lead water services identified on the plan or found in the field shall also be included.



The consultant's work shall be completed by September 29, 2023.

The City anticipates the construction contract will be advertised in November 2023 and awarded to a contractor in December 2023.

Design Services

Agency Coordination: It will be the responsibility of the consultant to coordinate with the various permitting agencies. Coordination includes, but is not limited to, the preparation, submission and attainment of permits and/or approvals from the following agencies: City of Naperville, IDOT and the Illinois EPA. Sufficient time shall be allowed to procure necessary permits prior to bidding.

Utility Coordination: All existing public and private utilities shall be shown on the plan. City staff will provide GIS data indicating locations of the City-owned public utilities. It is the responsibility of the consultant to submit for design JULIEs and atlas requests to the private utilities. It is recommended that any existing/residual JULIE marks are picked up on the field survey to assist with exact utility locations. The City will not arrange for field JULIE locates.

Field Survey: The consultant shall perform a topographic survey of all streets. The survey should be thorough enough to prepare construction drawings as detailed in this section. Property irons shall be located in the field and shown on the plan. Property lines shall be "fitted" on the drawings based on field data, GIS data, tax parcel maps and plats of subdivision. Public utility easements should be shown on the plan.

Schedule: A written schedule shall be submitted prior to the start of work with a final delivery date of September 29, 2023. It is the City's goal to advertise, open bids and award a construction contract by the end of 2023. The selected consultant must demonstrate the ability to meet this schedule. Each week, the Consultant should provide written status updates via email. Any deviations from the schedule shall be noted along with any obstacles to completing the work on time.

Water Utilities staff will work closely with the consultant to determine the water main alignment and connection point configurations prior to drafting. Staff will also provide special provision templates and any documents or data necessary to assist the consultant with maintaining the project schedule.



Deliverables: All submittals should be electronic and formatted in PDF, Word or Excel. CADD files shall be provided to the Utility and must be compatible with Autodesk Civil 3D 2019.

Invoicing & Scope: Consultant is required to submit detailed invoices itemizing hours spent by each individual, hourly rate, and expenses, along with the tasks where time was spent. No out-of-scope work will be permitted or compensated for without prior written authorization from the City.

Contract Documents

Construction Drawings: The consultant shall develop construction drawings with sufficient detail for permitting agencies to review and approve, and for the City to construct. Drawings should be scaled at 1":20' horizontally and 1":5' vertically.

At a minimum, Construction Drawings should include the following:

- Title Sheet
- General notes
- Summary of Quantities
- Traffic Control Plans
- Plan and Profile Drawings
- Stormwater Pollution Prevention Plan (SWPPP)
- Water Main Connection Details
- City of Naperville Standard Details
- Relevant IDOT Standard Details

Contract Specifications: City Staff will provide typical special provisions for water main construction. The Consultant should incorporate these into the final special provisions particular to this project.

Engineer's Estimate: Upon completion of the Contract Documents, the consultant shall provide a detailed final Engineer's Estimate of Probable Cost.

Task 1 – 30% Submittal

- City staff will provide the Consultant with GIS data and any available as-built drawings indicating locations of all existing public utilities. Staff will also provide typical special provisions to be integrated with the Consultant special provisions. Any other requested data or information will be provided if available.



- The Consultant will perform the field survey and develop the base plan sheets. At this stage, plans should include the following items:
 - All relevant topographic data, streets, sidewalks, dwellings, trees, etc.
 - All existing utilities, public and private.
 - Preliminary water main alignment.
 - Easements
- Submit the plans with preliminary water main alignment in PDF format.
- Submit the preliminary Engineer's Estimate of Probable Cost in Excel format.
- An in-person meeting will be held to discuss the preliminary water main alignment and any outstanding plan preparation issues. Consultant should provide a full-sized set of preliminary construction drawings.
- Upon approval of the preliminary water main alignment, the Consultant shall proceed to final design and construction drawing preparation.

Task 2 – 95% Submittal

- Submit a complete set of construction drawings in PDF format.
- Submit the special provisions in Word format.
- Prepare and submit IEPA permit application to Springfield.
- Revise construction drawings and special provisions based on comments from Naperville City Departments and permitting agencies.
- Submit 95% Engineer's Estimate of Probable Construction Cost in Excel format.

Task 3 – 100% Submittal

- Submit final construction drawings in PDF format.
- Submit final Special Provisions in Word format. City staff will prepare the remainder of the bid documents and advertise the project for bidding.
- Submit the final Engineer's Estimate of Probable Cost in Excel format.
- Provide the City with CADD files (Autodesk Civil 3D 2019) of final construction drawings including addenda drawings.
- During the bidding process, the Consultant will assist with addenda as necessary. Consultant will provide revisions to the plans and specifications as needed. The consultant should plan to attend a virtual pre-bid meeting.

If additional phases of work are required specific to this project, the City may, at its discretion, elect to use the services of the consultant selected with this quotation request.



The cost of all equipment and labor to complete the work as identified shall be:

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Quote Provided by: _____
Signature Printed

Company and Address: _____

QUOTES ARE DUE NO LATER THAN 3:00 P.M. STANDARD CENTRAL TIME ON FRIDAY, MARCH 24, 2023. THE CITY OF NAPERVILLE WILL AWARD THIS WORK TO THE FIRM WITH THE LOWEST RESPONSIBLE QUOTATION. QUOTES TO BE SUBMITTED BY EMAIL TO JOSHUA STRAIT AT StraitJ@naperville.il.us. ANY QUESTIONS SHOULD BE EMAILED TO JOSHUA STRAIT AT StraitJ@naperville.il.us. THE CITY OF NAPERVILLE IS TAX EXEMPT.

Project Limits

