



Village of Mettawa

REQUEST FOR PROPOSALS (CONSULTING) ENGINEERING SERVICES

The Village of Mettawa is soliciting proposals for preliminary engineering design and cost estimates for the expansion of its water distribution system.

BACKGROUND

About Mettawa

Located in Lake County, the Village of Mettawa is 29 miles NW of Chicago's Loop. It is mostly east of the DesPlaines and mostly west of Interstate 94. It is one mile wide and three miles long. Mettawa incorporated as a village in 1960 and according to the 2010 Census has a population of 547. Mettawa maintains a horse-friendly atmosphere where residents enjoy large lots and a rural lifestyle.

Water Project

As set forth in the comprehensive plan, safe and economical water – that is networked through an efficient water distribution system – is a priority for the Village of Mettawa.

Part of the Village of Mettawa receives water service from Central Lake County Joint Action Water Agency (JAWA). The remaining (227 properties) rely upon their own private wells for potable water. Recently, JAWA passed an ordinance allowing for the expansion of the water system to the remaining areas of the Village. This expansion must be in progress by January 1, 2014.

SCOPE OF WORK

Consulting engineering services for the preliminary investigation, pre-design and preliminary cost estimates of a water distribution system in six distinct geographic locations within the Village of Mettawa. Because Special Service Areas (SSAs) will fund this project, the design and cost estimates must be completed as separate, but related, water projects. A map of these locations is attached as Exhibit A. These water expansion areas are:

AREA I: The area located north of Old School Road, west of Bradley Road, immediately adjacent to and south of I-94;

- AREA II:** The area north of the southern limits of the Village, immediately west of Riverwoods Road, south of IL Route 60 and east of the eastern line of Oak Hill Lane and Elm Road (extended); as well as the area north of Everett Road, west of Elm Road (extended), east of a line 2,000 feet west of Elm Road (extended) and south of a line 1,000 feet north of Everett Road;
- AREA III:** The area south of IL Route 60, east of the Des Plaines River, east of Oak Hill Lane and Elm Road (extended) and north of the point at which the south right-of-way line of Shagbark Road intersects with Riverwoods Road;
- AREA IV:** The area north of IL Route 60, east of Saint Mary’s Road, south of Imperial Drive and west of the west line of Deerpath Farm Subdivision;
- AREA V:** The area east of the Des Plaines River, south of Oak Trail Drive, north of the EJ&E Railroad right-of-way and west of the point at which the north line of the EJ&E Railroad right-of-way intersects with Old School Road;
- AREA VI:** The “appendage” east and west of Saint Mary’s Road, immediately south of the northernmost Village limits and north of Oak Trail Drive;

The complete expansion project will be divided into four phases. **However, this request is for Phase I only.**

Phase I

Phase I encompasses the preliminary investigation, pre-design and preliminary cost estimates. **This request is for Phase I only.**

Phase II

Phase II incorporates the complete design of the new system and will include delivery of 100 percent plans, engineer’s cost estimate, and detailed specifications.

Phase III

Phase III is the construction bid process.

Phase IV

Phase IV is consulting services and construction management on a requested basis during the construction period.

Each phase will be given separate approval by the Village of Mettawa or the County of Lake or both to proceed, and will be paid under each phase. This is not a conglomerate lump sum contract. However, preference for subsequent phases may be given to the Phase I engineer as timeliness and results-orientation are paramount.

PHASE I: WATER DISTRIBUTION PROJECT – PRE-DESIGN

The engineering consultant shall prepare a Technical Memorandum regarding the findings and recommendations of the proposed project including:

1. An evaluation of existing water infrastructure for the entire Village. This evaluation may include a needs assessment and alternatives.
2. Preliminary engineering designs of the proposed distribution system for the six expansion areas. Verify the feasibility of proposed network into one village-wide system. This must include considerations for metering, water main sizes, networking, etc. This may include considerations for loops, public right of way, roadways, easements, etc. This preliminary design can be based off aerial photography, available GIS county data, etc.
3. Preliminary cost estimates and timeline for the final design and construction for each expansion area. This may include alternative recommendations on approach, phasing, schedule, etc.

In addition:

1. Consultant shall facilitate all necessary agency coordination for this preliminary design with JAWA and/or Lake County Public Works Department, and/or other related agencies.
2. Consultant shall confirm preliminary design with the Lake County Public Works Department, and shall provide LCPW with the preliminary designs in LCPW's desired format.
3. Consultant shall work closely with appropriate County and Village staff on all aspects of the pre-design and investigation throughout Phase I.
4. Consultant shall assist and attend a maximum of six informational meetings with the expansion areas to answer questions and explain the preliminary design and costs.

Based on the outcome of Phase I, the Village, and accordingly each water expansion area, will determine whether to proceed with or terminate subsequent phases of the project.

RESPONSES

Responses must include the following:

- Engineering firm's legal name, address, and telephone number;
- Qualifications of the professional personnel to be assigned to the project;
- Related experience on similar projects including the name and phone number of a local official knowledgeable of the firm's work;
- Recent and current work with JAWA and/or the County of Lake and/or the County of Lake's Public Works Department;
- Proposed project approach and schedule for activities and deliverables.

EVALUATION CRITERIA

Proposals will be evaluated according to the following factors:

1. Overall understanding of the project and project approach
2. Staff qualifications
3. Overall quality of the proposal
4. Experience with water system designs
5. Experience with public interface on such systems
6. Geographic Location of Firm

SELECTION CRITERIA

The selection of firms to be interviewed will be based on the evaluation of the written responses. The Village of Mettawa reserves the right to select a firm directly from the written proposals. The award will be made to the most qualified firm whose proposal is deemed most advantageous to the Village, all factors considered. Unsuccessful firms will be notified as soon as possible.

Six copies of the proposal must be received by 5 p.m., July 1, 2011. Please state “Mettawa Water Expansion Project” on the outside of the response package.

CONTACT INFORMATION

Questions and responses should be directed to:

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