

July 15, 2014

Lake County Division of Transportation

Contact Information

600 West Winchester Road

Libertyville, IL 60048

Notice is given that Statements of Interest (SOI) are requested together with Statements of Qualifications (SOQ) for furnishing professional engineering staff for the following positions at Lake County Division of Transportation (LCDOT). SOI/SOQ shall be submitted via email to dot@lakecountyil.gov.

Questions concerning this posting should be directed to:

Doretha Johnson, Director of Finance and Administration

E-mail: dot@lakecountyil.gov Phone: 847-377-7400

Please do not contact any Lake County staff expressing your firm's interest in the positions. Failure to comply with this instruction may disqualify your firm for consideration.

STATEMENTS OF INTEREST MUST BE RECEIVED PRIOR TO 3:00 P.M. LOCAL TIME, July 15, 2014. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.

The selection of professional consultants by LCDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the positions.

Your firm's Statement of Interest submittal should include:

- The name and address of your firm
- A brief statement of the firm's interest in performing the work. (Should be concise and to the point, suggest approximately 1 page)
- Which position(s) you are interested. Consultants may apply for one or both positions.
- A list of the required key personnel who may be assigned to this engagement
 - Consultant primary contact, potential consultant staff for engagement, etc.
- Attach resumes of all key personnel listed in the Statement of Interest. It is recommended that individual resumes should not exceed two pages and must be relevant to the expertise required for the specific position.
- A list of current projects/assignments with LCDOT
- Statement of Qualifications
 - Provide a listing of IDOT prequalification categories currently held.
 - Attach a listing of similar staffing assignments that your firm has completed.
 - Include other items at your discretion

The Consultants selected are prohibited from working on projects where either party is the prime Consultant or a subconsultant. The selected firm may not manage another firm if the relationship was reversed during another phase of work.

SOI / SOQ Submittal Instructions

Submittals shall consist of a single .pdf file attached to an email sent to: dot@lakecountyil.gov

- Address letter to:

County Engineer

Lake County Division of Transportation

600 West Winchester Road

Libertyville, IL 60048

- Please limit the attachment to a maximum size of 2MB.
- The SOI / SOQ shall be in Adobe Acrobat, version 5.0 or later.

Email format

- The email subject line shall read: *"FIRM NAME, SOI/SOQ Submission"*
- The body of the email shall include complete contact information for the individual functioning as the firm's point of contact for the consultant selection process.

NOTE: Due to the volume of submissions that are often received, it is suggested that respondents consider conciseness, brevity, and good organization when developing their submittals. Respondents selected will be contacted within 3 days of the SOI / SOQ submission deadline.

Job One: Principal Engineer Planning - Phase I Projects, Lake County, Illinois

If selected for this job, the Consultant will attend a meeting on **July 21, 2014 at 9:00 AM** at the LCDOT in Libertyville, Illinois.

Responsibilities for this job include overseeing the day-to-day administrative activities for the Access Ordinance and the Utility/Facility Ordinance; reviewing engineering, drainage and traffic impact studies; coordinating access permits with utility/facility permits and special movement permits; coordinating permits with other internal departments, municipalities and other County departments; preparing educational/training information/workshops for permit consulting engineers, traffic engineers, municipal engineers, and targeted groups. The normal work schedule is 8:00am to 4:30pm, Monday through Friday. Occasional field work will be required.

The consultant staff must have good knowledge of modern principles and practices of civil engineering as applied to the design and construction of various highway projects; must have skills in regulatory interpretation and contract development/administration; good knowledge of the principles and practices of program/project management and administration; excellent communication skills as shown by the ability to communicate clearly and effectively with others, both orally and in writing; ability to work well in a team environment; ability to make difficult mathematical computations and to design moderately difficult engineering projects; ability to secure the

cooperation of developers, construction contractors, and others; ability to exercise sound professional engineering judgment; ability to establish and maintain effective working relationships with staff, supervisors, State and Federal agency representatives, and members of the public; strong analytical abilities are essential, as are excellent computer skills

LCDOT will furnish the consultant staff with a work station and all necessary equipment. The consultant staff will work in the Libertyville office. The consultant staff must be a licensed Professional Engineer in the state of Illinois and possess a valid driver's license. The consultant staff will receive directions and supervision from the Manager of Permitting, LCDOT Department Heads or the County Engineer.

The completion date for this contract will be 24 months after placement of a consultant staff. The intent is to retain a single person for 24 months.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically.

Job Two: Principal Engineer Design - Phase II Projects, Lake County, Illinois

If selected for this job, the consultant will attend a meeting on **July 21, 2014 at 9:00 AM** at the LCDOT in Libertyville, Illinois.

Responsibilities for this job include the review of phase I and phase II engineering deliverables produced by outside design consultants or in-house design staff, and also the development of plans, specifications, and estimates for in-house design projects. The normal work schedule is 6:30am to 3:00pm, Monday through Friday. Start and end times are flexible. Occasional field work and public meeting attendance will be required.

The consultant staff must have strong oral and written communication skills; the ability to work well in a team environment; the ability to develop a project scope of work; the ability to develop complete plans, specifications, and cost estimates; plan and specification review expertise; proficient in GEOPAK or InRoads and MicroStation; familiarity with Illinois Department of Transportation and/or AASHTO design criteria; proficient in storm sewer, culvert, and detention basin design.

A successful consultant staff will have experience using public domain hydrology and hydraulics programs; ADAAG and PROWAG familiarity related to bike path and sidewalk construction; utility coordination expertise; Army Corps of Engineers wetland permitting experience; the ability to read and interpret plats and legal descriptions; the ability to read and interpret geotechnical reports; and the ability to read and interpret traffic studies and intersection design studies

LCDOT will furnish the consultant staff with a work station and all necessary equipment. The consultant staff will work in the Libertyville office. The consultant staff must be a licensed Professional Engineer in the state of Illinois and possess a valid driver's license. The consultant staff will receive directions and supervision from the LCDOT Department Heads or the County Engineer.

The completion date for this contract will be 24 months after placement of a consultant staff. The intent is to retain a single person for 24 months.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically.