

Request for Qualifications

ITEP Shared Use Path Veteran's Memorial Drive to Veteran's Park

November 5, 2025

Issued by:

City of Mt. Vernon

City of Mt. Vernon Representative:

Brad Ruble

Brad.Ruble@mtvernon.com

618-242-6830

1. Introduction & Background

The City of Mt. Vernon, a municipality in the State of Illinois, needs to design documents for the design of a shared use path in Mt. Vernon. The city is accepting qualifications in response to this Request for Qualifications to find a qualified source to provide contract documents for shared use path improvements. The selected firm of this RFQ will:

1. Complete the necessary documents to complete Phase 1 and Phase 2 Engineering for the construction of a shared use trail on Veteran's Memorial Drive and connecting to Veterans Park.
2. Provide the citizens of Mt. Vernon with a quality product for said access improvements at the lowest reasonable price and highest quality therefore providing value for their tax dollars.

The objective of this Request for Qualifications is to locate a source that will provide the best overall value to the City of Mt. Vernon. Many criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Qualifications below.

2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Qualifications:

1. First and foremost, only qualified individuals or firms with prior experience with projects such as this should submit qualifications in response to this Request for Qualifications.
2. Engineering firms' intent on submitting Qualifications may but are not required to notify the representative identified on the cover page no later than November 14th, 2025.

3. Submitters must list at least 2 projects that are substantially like these projects as part of their response, including references for each.
4. A technical proposal must be provided that is not more than 50 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. Price proposals should not be provided.
6. Qualifications must be signed by a representative that is authorized to commit submitter's company.
7. If a company has a standard set of terms and conditions, please submit them with your qualifications. All terms and conditions will be subject to negotiation.
8. **Qualifications must be received prior to November 26th, 2025, at 3:00 P.M. to be considered. 2 copies of the qualifications please.**
9. Submissions must remain valid for a period of 120 days.
10. The City of Mt. Vernon wishes to have the bid documents prepared on a timely basis. Engineering firm shall understand that this project must be completed and constructed by June 9, 2029.

3. Project Description

The purpose of this project is as follows:

The City of Mt. Vernon applied for and received ITEP funding for a multi-use trail from S. 30th Street and Veteran's Memorial Drive to the south parking lot of Veterans Park. The proposed route for the new multi-use trail is along the south side of Veteran's Memorial Drive to South 28th Street then up the west side of S. 28th Street around the corner at Forest Avenue and then into Veterans Park. The route of the shared use path is shown in the attachments to this RFQ.

There are a couple of design challenges that will be encountered when designing this project. One of which is the crossing of Veteran's Memorial Drive at S. 28th street. The other is the crossing of the creek near Forest Avenue. A trail head in an existing Parking Lot in Veterans Park will be the terminal point of the project at the north end.

The selected Engineering firm will complete Phase 1 and Phase 2 engineering for the project. All Environmental clearances needed for IDOT letting will be required, however a Project Development Report will not be necessary. This project will be added to an IDOT project letting when ready for construction.

4. Project Scope

The scope of the project entails preparation of all documents necessary to seek bids for the construction of a streetscape in downtown Mt. Vernon.

It is anticipated that no new Right of Way is expected for this project.

It should also be noted by the engineering firms submitting on this project that the funding apparatus for the project is the Illinois Transportation Enhancement Program (ITEP) funds and City Funds. The chosen company will also be responsible for submitting the necessary paperwork for this funding.

It is also understood by the City of Mt. Vernon that part of the necessary documentation for the submittal will need to be provided by the City of Mt. Vernon’s staff. Either financial information, historical data, engineering staff input, operation/maintenance input, or other data necessary for submittal will be provided in a timely fashion to the engineer when requested.

A list of Bidding Documents that will need to be completed by the engineer are as follows:

1. Design plans for the construction of the projects. (Survey work, soil borings, will need to be completed)
2. Set of project specific bid specifications. EJCDC documents or others used by the engineering firm or documents specific to the funding mechanism.
3. Job Special Provisions related to the project.
4. Preparation and submittal of environmental and cultural resources documents for permitting.
5. Estimate of Cost
6. Notice of Bid for use in local papers
7. Bid Tab calculations post bidding for the project.
8. Other documents required for the project.
9. IEPA storm water and IEPA water and sewer construction permits needed for the project, if necessary.

Engineering firms will be required to answer questions from contractors during bidding phase and be on site during bid opening. The engineering firm will prepare a bid tab and return it to the city. The City of Mt. Vernon’s staff will send out notice of award and award documents with assistance from the design firm. The design firm is asked to provide a Microsoft Word Document of the project specifications for city staff use as well as a pdf of both the plans and specifications. Only minor questions of the engineering firm are expected after bidding is complete. Construction Engineering requirements will be discussed closer to the time of construction.

The successful bidder will be responsible for submitting for environmental clearances required. The firm should also expect to make revisions and answer questions necessary by the permitting agencies. IDOT will most likely have oversight responsibilities on the project.

5. RFQ & Project Timelines

The Request for Qualifications timeline is as follows:

Request for Qualifications Issuance	November 5, 2025
Notify City Representative of Intent to Submit Qualifications	November 14, 2025
Deadline for submitting of Qualifications	November 26, 2025

Selection of Top Bidders / Notification to Unsuccessful Bidders	1 st & 2 nd week of Dec. 2025
Start of Negotiation	3 rd week of December 2025
Contract Award / Notification to Unsuccessful Bidders	1 st Council meeting January 2025

The completion date for the design of the project is unknown; however, the city would like to stress the importance of meeting the June 2029 construction completion timeline.

6. Budget

The City of Mt. Vernon has not established a budget for this project at this point.

7. Evaluation Factors

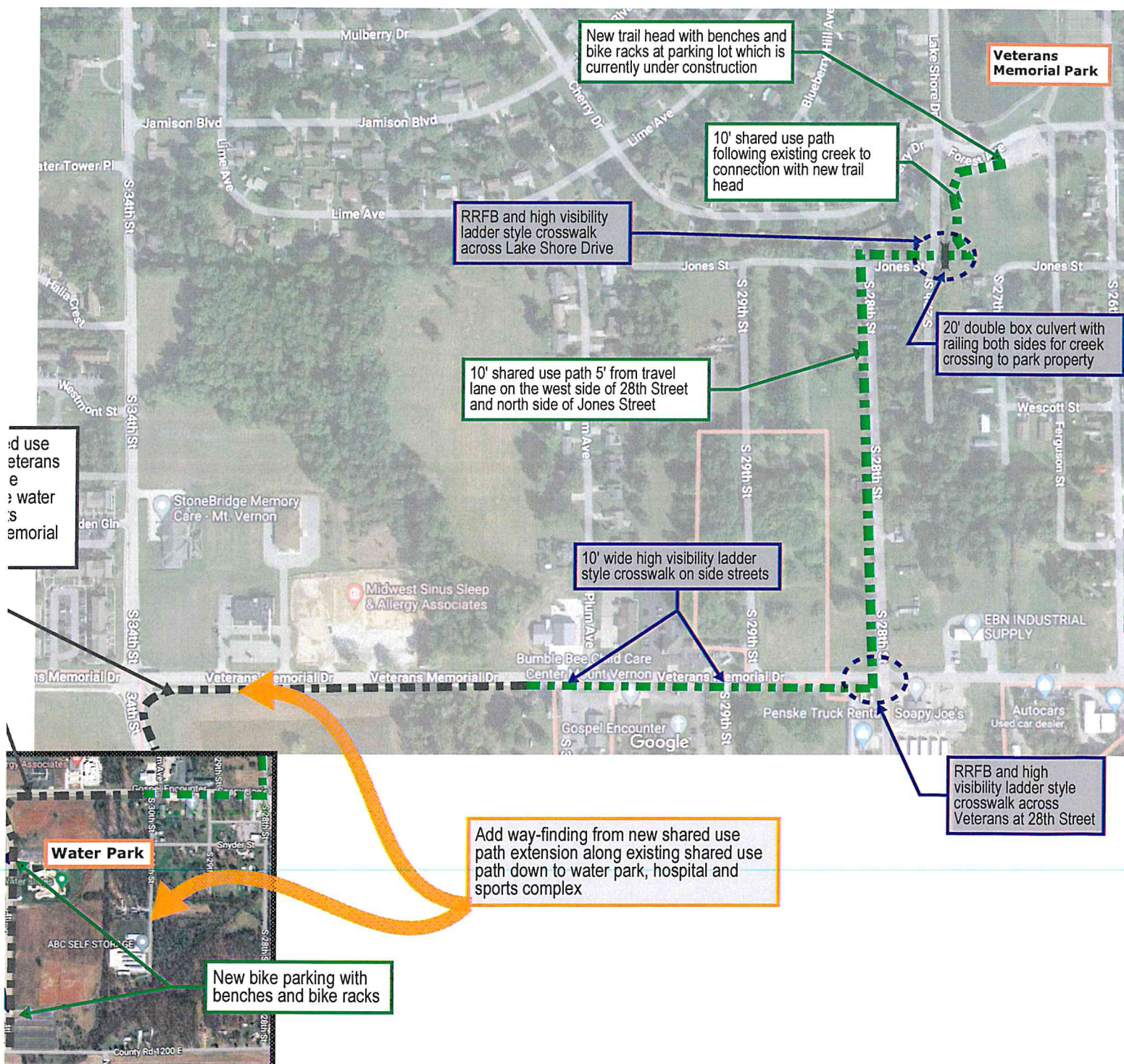
The City of Mt. Vernon will select qualifications based on the following factors:

Because the Contract subject of the bid specifications is for professional services, the successful qualifications will be determined based upon the qualifications which the City determines to be in the best interest of and most advantageous to the City after consideration of the following factors: expertise of bidder and of bidder's professionals, bid responsiveness to bid specifications and to City's requests for information, qualifications of bidder and of bidder's professionals, job and performance history of bidder and of bidder's professionals, experience of bidder and bidder's professionals, communication skills of bidder and of bidder's professionals, performance time projections of bidder, general and specific knowledge of bidder and of bidder's professionals regarding project type and project issues, references of bidder and of bidder's professionals, financial stability and financial ability of bidder, convenience of bidder's locale and bidder's flexibility to respond to project changes, negotiations and interviews with selected bidders, and other factors determined by City to be relevant to the specific bid.

Technical expertise/experience of bidder and bidder's staff

The City of Mt. Vernon reserves the right to award the design contract that presents the best value to The City of Mt. Vernon as determined solely by The City of Mt. Vernon in its absolute discretion.

Attachment #1: Location Map



Estimate of Construction Costs

Project Sponsor:	Mount Vernon
Project Title:	Veterans Memorial Drive to Veterans Memorial Park Shared Use Path
Section Length:	2,950'
Description:	10' SUP Extension from 30th Street to Veterans Memorial Park
Date:	5/24/2024

Specific Pay Items

Item	Quantity	Unit	Unit Price	Amount
TREE REMOVAL	4	EACH	\$5,500.00	\$22,000.00
EARTHWORK	1,320	CU YD	\$40.00	\$52,800.00
TOPSOIL FURNISH & PLACE, 4IN	3,300	SQ YD	\$5.00	\$16,500.00
SEEDING, CLASS 1A	0.75	ACRE	\$7,000.00	\$5,250.00
PERIMETER EROSION BARRIER	2,950	FOOT	\$5.00	\$14,750.00
EROSION CONTROL BLANKET	825	SQ YD	\$5.00	\$4,125.00
AGGREGATE BASE COURSE, TY A 4IN	3,300	SQ YD	\$20.00	\$66,000.00
AGGREGATE BASE COURSE, TY A 6IN	250	SQ YD	\$22.00	\$5,500.00
PCC CONCRETE PAVEMENT, 6"	250	SQ YD	\$95.00	\$23,750.00
PCC SIDEWALK, 5"	26,600	SQ FT	\$10.00	\$266,000.00
PCC SIDEWALK CURB RAMPS	12	EACH	\$5,000.00	\$60,000.00
CURB AND GUTTER REMOVAL	400	FOOT	\$15.00	\$6,000.00
CONC C&G, TY B6.24	400	FOOT	\$80.00	\$32,000.00
STORM INLET	5	EACH	\$1,500.00	\$7,500.00
RCP STORM SEWER	1,300	FOOT	\$100.00	\$130,000.00
PRECAST STORM SEWER MANHOLE	5	EACH	\$4,000.00	\$20,000.00
5' X 5' BOX CULVERT	2	EACH	\$25,000.00	\$50,000.00
RECTANGULAR RAPID FLASHING BEACON CROSSING (SET OF 2)	2	EACH	\$20,000.00	\$40,000.00
WAYFINDING	1	L SUM	\$20,000.00	\$20,000.00
PAVEMENT MARKING - LINE 4"	1,150	FOOT	\$5.00	\$5,750.00
PAVEMENT MARKING - LINE 24"	490	FOOT	\$20.00	\$9,800.00
CONC RETAINING WALL	390	FOOT	\$160.00	\$62,400.00
BOLLARD	9	EACH	\$2,000.00	\$18,000.00
BIKE RACKS	3	EACH	\$1,000.00	\$3,000.00
BICYCLE RAILING	24	FOOT	\$250.00	\$6,000.00
GUARD RAIL REMOVE AND REPAIR ENDS	1	L SUM	\$5,000.00	\$5,000.00
TRAFFIC CONTROL AND PROTECTION	1	L SUM	\$50,000.00	\$50,000.00
MOBILIZATION	1	L SUM	\$75,000.00	\$75,000.00
CONSTRUCTION SUBTOTAL (Excluding Utilities)				\$1,077,000.00

Utility Relocations

Item	Quantity	Unit	Unit Price	Amount
UTILITY ADJUSTMENT - UTILITY POLE	15	EACH	\$20,000.00	\$300,000.00
UTILITY ADJUSTMENT - MISC	1	L SUM	\$35,000.00	\$35,000.00
UTILITY SUBTOTAL				\$335,000.00

Construction Subtotal	\$1,077,000.00
Preliminary Engineering I (9%)	\$97,000.00
Preliminary Engineering II (9%)	\$97,000.00
Construction Engineering/Inspection (12%)	\$129,000.00
Utility Relocations	\$335,000.00
Right-of-Way	
Project Total *	\$1,735,000.00