REQUEST FOR PROPOSALS

Forest Park – Bluff Monitoring & Pre-Design Services
The City of Lake Forest

Issue Date:
March 6, 2020

RFP Due Date:
March 26, 2020

The City of Lake Forest
800 N. Field Drive
Lake Forest, Illinois 60045
I. INTRODUCTION

The City of Lake Forest (“City”) is soliciting proposals from qualified firms based on the criteria/requirements outlined in this request for proposal (“RFP”). The intent of this RFP is to obtain the best qualified, responsible firm to perform professional engineering services for bluff monitoring & pre-design at Forest Park.

All submittals must be received by Jim Lockefeer, Public Works Management Analyst, at The City of Lake Forest, 800 N. Field Drive, Lake Forest, IL 60045, by 2:00 P.M. CST on Thursday, March 26, 2020.

II. OVERALL PROJECT OBJECTIVES

The purpose of the RFP is to select an engineering firm based upon a review of similar project experience, the firm’s ability to perform bluff monitoring, and project pre-design services for the City’s Forest Park bluff.

Professional engineering services for the Forest Park Bluff Monitoring and Pre-Design will include, but are not limited to, geotechnical assessment, survey monitoring of movement areas, bluff condition observation, slope stability review, slope condition evaluation, development of restoration concepts with accompanying cost estimates, and the preparation of a feasibility study report to present results and the recommended options. Additionally, the selected firm will be expected to collaborate with City staff which may include, but is not limited to, the Public Works Department (to include the Engineering Section), Parks and Recreation Department, and the Community Development Department. The firm may also be required to present designed plans to City Boards and Commissions which may include, but are not limited to, the Public Works Committee, the Parks and Recreation Board and City Council.

III. DESCRIPTION OF THE RFP PROCESS

The RFP shall consist of a two (2)-step process.

A. Step 1 - Submission of Written Statement of Proposal
The City will establish a RFP Committee to review and evaluate the written responses to the RFP in accordance with the evaluation criteria identified herein.

B. Step 2 – City Selection and Recommendation Stage
The RFP Committee will recommend a qualified engineering firm to provide the City with the bluff monitoring and pre-design services. City staff will then seek recommendation approval from the Public Works Committee and City Council.

IV. BACKGROUND

The City of Lake Forest is located 28 miles north of the Chicago central business district and is one of eight Chicago north suburban communities fronting on Lake Michigan collectively referred to as the "North Shore". Contiguous municipal neighbors to the north include Lake Bluff; to the west are Mettawa and Bannockburn; and to the south are Highland Park and Highwood. One of Lake Forest's most notable features is its ravines and other natural areas.

The City operates under the Council-Manager form of government. The Mayor and eight council members are elected by ward for two-year, staggered terms. The City Manager serves as the Chief Administrative Officer, responsible for the day-to-day operations of the City.

The City’s Forest Park is located on the east side of the City adjacent to Lake Michigan. The park is home to walking trails as well as other pedestrian amenities such as benches. Forest Park overlooks the Lake as well as City’s beach and is confined by two public beach access roads; one to the north and the other to the south. There is approximately 2,000’ of Forest Park bluff.

In May of 2016, City staff noticed that the bluff on the east side of the south beach access road had begun to move and separate from the curb and roadway. During the late summer early fall months of 2017 a significant bluff stabilization project was completed to restore and stabilize the area.

In June of 2018, the City experienced a significant northern bluff failure at Forest Park that closed the North Beach Access Road. During the summer and early fall months of 2019, a significant bluff stabilization project was completed to restore and stabilize approximately 600’ of the northern bluff.

In order to effectively manage the rest of the bluff, the City is seeking professional bluff monitoring and pre-design services for approximately 1,400’ of Forest Park bluff.

V. SCOPE OF WORK

The City is providing the following scope of work as a basis for what the City envisions and believes will be minimally necessary to fulfill the requested services:
Bluff Monitoring Services – 3-Year Agreement with Option for Two, One-Year Additional Agreements

A. Geotechnical Assessment
   • Collect inclinometer readings at three existing monitoring locations on the crest of the bluff slope

B. Survey Monitoring of Old Boardwalk Area Movements
   • Assess slope movements at the surface by surveying the monitoring devices on an annual basis
   • Compare results to prior year monitoring data and assess ground movements
   • Evaluate the data and prepare a report to summarize the results

C. Bluff Condition Observation
   • Observe current bluff slope movements and conditions
   • Walk the entire bluff from the south end of the South Beach Access Road to the North Beach Access Road
   • Prepare a memorandum summarizing field observations and comparisons to prior year site visits

Bluff Pre-Design Services

A. Data Collection and Review
   • Review prior field observation and engineering reports, data and surveys that relate to the defined area
   • Review available field monitoring data
   • Review geotechnical information including boring logs and studies completed in the past
   • Review land surveys, aerial photographs, topography and other base map information
   • Perform detailed field observations when the vegetation foliage is minimized

B. Bluff Land Survey
   • Complete a topographic survey and cross sections in the zones where active failures have altered slope topography
   • Prepare a base map and bluff cross sections that will serve as a base for the illustration of existing and alternative slope conditions

C. Geotechnical & Slope Stability Review
   • Provide feasibility level guidance for slope restoration concepts based on information gathered from prior design work in the area in recent years

D. Slope Condition Evaluation
• Evaluate the existing slope condition based on field observations, analysis of available geotechnical information in this and nearby bluff areas, assessment of reported bluff issues in the past, and interpretation of slope geometry

E. Develop Restoration Concepts
• Provide schematic design drawings and sections for feasible solutions, assess how these might fit in with the slope geometry
• Assign slope restoration priorities in case the City may want to implement the improvements in phases over time
• Develop preliminary opinion of probable cost for each option that is considered feasible along with a summary of benefits and advantages and disadvantages for each option

F. Prepare Feasibility Study Report
• Present the study results and the recommended options
• Provide planning level schematic drawings, a summary of options considered, and details regarding recommended options
• Develop slope restoration priorities that can be used to develop a capital improvement phasing plan

G. Project Management and Meetings
• Regular project coordination and quality control tasks
• Attend meetings with City staff to discuss the study results
• Attend field meetings to provide feedback during the course of the study

VI. TERM FOR SERVICES

It is expected that the selected firm will be utilized by the City for a three year period for bluff monitoring purposes and a one year period for pre-design services. It is expected that the selected firm begin the bluff predesign services May 1, 2020 and submit its findings to the City by September 1, 2020.

RFP SUBMISSION

Certain basic requirements must be met to insure that adequate information is being offered to The City of Lake Forest for consideration as outlined in the following paragraphs. Respondents to this RFP are encouraged to provide any additional information that they believe will enhance their submittal and help The City of Lake Forest evaluate their capability.

A. Cover Letter
A brief cover letter expressing interest in providing engineering services in connection with the proposed scope of work and summarizing key points of the RFP stressing the professional approach to the position and how the firm’s abilities and experience fit the position.
B. **Staffing Plan and Resumes**
   Provide information about the professional team, including:

   1. The qualifications for all professional staff members who will help to work to fulfill the needs of this position.
   2. A description of any special requirements or innovations needed or suggested for fulfillment of this position.
   3. A description of which portions of the work will be executed by subcontractors or sub-consultants, and a list of those members that will be connected to this position.

C. **Cost Proposal**
   This section should provide a detailed breakdown of the firm’s proposed cost to complete all the services described within the scope of services.

   1. A chart or table which provides proposed cost for every outlined task within the scope of services.

D. **Experience and Reference List**
   This section should provide a corporate resume or statement of qualifications with respect to recent relevant experiences on similar projects, including:

   1. Brief description of three similar local projects that have been completed within the past five years.
   2. Provide a list of clients for whom similar types of work have been performed. The list should include the project name and description of the type of work it involved, the client name, address, phone number, and a contact name.

VII. **RFP Submittal Format**

Proposer shall submit a sealed envelope or box containing **four copies and one electronic copy (in .pdf format on a flash drive)** in a clear, concise format, on 8½” x 11” paper **no later than 2:00pm CST on Thursday, March 26, 2020.** Each tabbed set shall contain all the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the RFP submittal.

Responses must be submitted to:

   **Jim Lockefeer**
   Public Works Management Analyst
   The City of Lake Forest
   800 N. Field Drive, Lake Forest, IL 60045
   RFP: Forest Park – Bluff Monitoring & Pre-Design Services
Only one RFP submission may be submitted by each Proposer.

**VIII. RFP SUBMITTAL REVIEW CRITERIA**

Qualified firms interested in providing the services described herein are invited to submit a RFP submission. All respondents will be evaluated by a RFP Committee comprised of City staff in accordance with the evaluation criteria specified below. The Committee’s selection of the qualified firm will be subject to the approval of the City of Lake Forest City Council. Proposals will be evaluated on a total score basis, with a maximum score of one-hundred (100) points. The following criteria will be used in the evaluation process to determine the successful respondents:

<table>
<thead>
<tr>
<th>GRADING CRITERIA VALUE</th>
<th>VALUE</th>
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<tbody>
<tr>
<td>1. Experience and Qualifications of the Firm &amp; Team Members</td>
<td>30</td>
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<td>2. Experience with Projects Involving Local Bluffs</td>
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<td>3. References / Results Achieved with Similar Prior Projects</td>
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<td>4. Proposed Cost</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
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**IX. RFP PROCESS TIMELINE (TENTATIVE AND SUBJECT TO CHANGE)**

<table>
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<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>March 6, 2020</td>
<td>Request for Proposal sent to potential firms and advertised</td>
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<tr>
<td>March 13, 2020 4:00pm CST</td>
<td>Deadline for questions from respondents</td>
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<tr>
<td>March 16, 2020 4:00pm CST</td>
<td>Responses to questions will be issued to Respondents</td>
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| March 26, 2020 2:00pm CST | **Deadline for RFP Submission**  
RFP submission received after the date and time identified will be returned unopened  
Submit a sealed envelope or box containing four copies and one electronic copy (in .pdf format on a flash drive) in Word Format in a clear, concise format, on 8½” x 11” paper no later than 2:00pm CST |
| April 2020 (TBD) | Seek City Council Approval |

Jim Lockefer  
Public Works Management Analyst  
The City of Lake Forest  
800 N. Field Drive, Lake Forest, IL 60045  
RFP: Forest Park – Bluff Monitoring & Pre-Design Services
X. **QUESTIONS**

Questions concerning the RFP and elements discussed herein, may be directed to Jim Lockefeer, Public Works Management Analyst, at 847-810-3542 or via Lockefej@cityoflakeforest.com.

XI. **Terms and Conditions**

This RFP is issued pursuant to applicable provisions of the City’s Purchasing Policies and Procedures. Responses to this RFP shall be opened in private by City officials to avoid disclosure of contents that may contain confidential or proprietary information to competing Respondents. The City will not be liable in any way for any costs incurred by respondents in replying to this RFP.