



REQUEST FOR QUALIFICATIONS (RFQ)

REQUEST FOR QUALIFICATIONS (RFQ) FOR DEVELOPING DESIGN DOCUMENTS FOR THE COOK COUNTY CLIMATE RESILIENCE PLANNING FOR COMMUNITIES PROGRAM (CCCRP).

SOLICITATION NUMBER: 2025-CCCRP-001

PUBLISH DATE: APRIL 22, 2025

DUE DATE: MAY 7, 2025, AT 5 PM CENTRAL TIME

Introduction and Background

CIS Cook, LLC (CIS Cook) is soliciting qualifications from civil engineering and landscape architecture firms to prepare design and construction drawings for various climate resiliency projects in Cook County, Illinois, that will be implemented under the Cook County Climate Resilience Planning for Communities Program (CCCRP).

The CCCRP is a community-based public-private partnership (CBP) between Cook County and CIS Cook funded by the American Rescue Plan Act (ARPA). The purpose of the CCCRP is to implement climate resiliency solutions in the five participating communities of Bellwood, Franklin Park, Justice, Markham, and Lynwood. The CCCRP will further the mission of the County and serve the broader objective of promoting the health, safety, and welfare of the County by promoting resiliency to the effects of climate change, including increased storm events, natural disasters, flooding, and economic blows that regularly impact vulnerable County communities.

Potential project types include: sewer investigations, lining sewers, emergency backup generators for lift stations, green stormwater infrastructure (GSI), drainage studies, park planning and design, detention pond retrofits, tree planting, sewer atlas, H&H studies, resilience hubs, and other project types. Vendors are encouraged to submit qualifications for the project types for which they are most qualified.

About Corvias Infrastructure Solutions, LLC (CIS)

CIS is a national leader in the development and implementation of public infrastructure solutions, focusing on improving the environmental, economic, and social condition of the nation's infrastructure through solutions that drive local economic inclusion and equity, reduction of public risk, and increased community investment and buy-in. CIS Cook, LLC is a wholly owned subsidiary of CIS. For more information, please visit www.cisolutions.com.

Qualifications of Project Manager/Key Personnel

- ➔ Licensed civil engineers (P.E.) or landscape architects (P.L.A.) with a minimum of 10 years of experience in preparing plans and construction documents for listed work.
- ➔ Demonstrated experience in listed work.
- ➔ Preference will be given to firms based out of Cook County, Illinois.
- ➔ The ability and motivation to integrate social equity principles in underserved communities during the design process.

Responsibilities and Assumptions

The design firm:

- ➔ Will obtain all survey data required for design and construction which may include topography, geotechnical, parcel, testing for contaminated soil, and utility data.
- ➔ Will obtain all required permits and cover associated I obtain all required permits and cover associated i obtain all required permits and cover associated fees.
- ➔ Will work closely with the General Contractor (GC) and CIS Cook to validate design, constructability, cost estimates and schedule.
- ➔ Complete all design work to accommodate the completion of construction by December 31, 2026. This is not negotiable.

Typical Scope of Work

1. Kickoff Meeting

- Attend a virtual kickoff meeting with CIS Cook staff to clarify questions regarding existing data, scope, schedule, and budget.

Deliverable: Meeting minutes.

2. Design Development

- Conduct a site visit to evaluate existing conditions.
- Collect baseline and survey data as required such as topography, utility locations, soils, aerial photography, and other data as applicable.
- Prepare an aerial digital base map populated with collected baseline information.
- Prepare a preliminary schedule for design, permitting, and implementation through project certification.
- Submit digital base map to CIS Cook for review and comment.
- Develop a Basis of Design (BoD) memorandum explaining and documenting project goals, and the thought processes and assumptions behind design choices. At a minimum, the BoD should include sections on project scope, goals, design parameters, applicable codes and standards, assumptions, limitations, testing

requirements, as well as any specific design criteria relevant to the design process and construction documents. The BoD should be developed with the schematic design (Task 3) and be updated when submitting the 30% design (Task 4), 60% design (Task 5), and 90% design (Task 6). The design consultant should prepare the final memorandum with the construction documents (Task 7).

Deliverables: Digital base map and BoD memo.

3. Schematic Design

- Prepare plan view drawings indicating the location, type, and extent of each BMP.
- Prepare typical details based on the information provided in the feasibility study (see Appendix).
- List required permits and timelines
- Prepare an updated schedule for design, permitting, and implementation through project certification.
- Prepare OPCC with 20% contingency.
- Submit to CIS Cook for review and comment.

Deliverables: Schematic design; list of permits and timeline for permits; updated schedule; OPCC.

4. Preliminary Engineering (30% design)

- Prepare 30% plans and specifications.
- Prepare and submit permit applications.
- Review plans with CIS Cook and GC.
- Update OPCC, 15% contingency.

Deliverables: 30% plans and specifications; permit applications; OPCC.

5. 60% design

- Prepare 30% plans and specifications.
- Prepare and submit permit applications.
- Review plans with CIS Cook and GC.
- Update OPCC, 10% contingency.

Deliverables: 60% plans and specifications; updated OPCC

6. 90% design

- Prepare 90% plans and specifications.
- Review plans with CIS Cook for review and GC.
- Prepare final OPCC

Deliverables: 90% plans and specifications; updated OPCC.

7. Construction Documents

- Prepare construction documents to the level of detail so that General Contractor can prepare bid documents and put the project out to bid.
- Issue Certificate of Substantial Completion.
- Issue Certificate of Final Completion.
- Prepare and approve as-builts.

Deliverables: Construction documents; Certificate of Substantial Completion; Certificate of Final Completion; Prepare and Approve As-Built.

Scoring

Firm selection will be based on the following criteria:

Qualifications, Experience, References	20%
Understanding of Work	20%
Location	20%
Experience and motivation to serve under-served communities	20%
Rates	20%

Selection Process and Procurement

CIS Cook will evaluate each submittal and select the vendor whose proposal is most advantageous to CIS Cook after considering evaluation factors and weights. CIS Cook will negotiate fair and reasonable compensation with the selected contractor. Work will be governed by a professional services agreement and associated work orders.

Required Submittals

- ➔ Cover letter
- ➔ Understanding of Work
- ➔ Qualifications
- ➔ Rate Sheet
- ➔ Resumes of primary staff involved
- ➔ Three references with contact information

Due Date

Date: May 7, 2025, at 5pm Central Time

Proposals should be emailed to Sarah Dobie, Ph.D., Project Manager (sarah.dobie@cisolutions.com).

Questions

Please contact Sarah Dobie or Mark O'Leary with questions.

Sincerely,



Mark O'Leary, Program Director
608.354.2617
mark.oleary@cisolutions.com