

REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES
City of Robinson, Illinois

Overview

The City of Robinson, Illinois is soliciting for qualifications from professional engineering consultants for engineering services for improvements to the intersections of Heath Toffee Avenue at W. Main Street and S. Dorsey Road and W. Main Street. Your firm is invited to submit your statement of Qualifications to become eligible to provide these services.

Scope of Services

The scope of services for this project will include but not be limited to pre-design investigations, design and construction engineering, assisting the city and its agents with the construction bid package in conformance with federal requirements, supervising bid advertisement, advertising, tabulation and award process; assist with pre-construction conference; inspection reports; review and approval of contractor requests for payment and submitting approved requests to the city; conducting final inspections; materials testing and related services.

Final plans and specifications are expected to be completed no later than June 1, 2026.

The agreement for professional services will be on a lump sum, fixed price basis (or cost reimbursement 'not to exceed' basis) with payment terms to be negotiated with the selected firm. Reimbursement for services will be contingent on the city receiving funding from the Illinois Department of Transportation (IDOT), Illinois Economic Development Program (EDP); the Illinois Department of Commerce and Economic Opportunity (DCEO) Federal Match Support Program; and the Economic Adjustment Assistance (EAA) Program of the U. S. Department of Commerce (DOC). All plans developed for this project are required to be sealed by a Professional Engineer (P.E.).

Requirements for Statement of Qualifications

Your Statement of Qualifications should include the following information:

1. Name, address and brief description of the firm.
2. Proposed staffing for the project, including the assigned project manager. Include resumes for each team member. Identify work to be performed by consultants.
3. Experience with EAA/DCEO assisted public infrastructure and economic development projects.
4. Descriptions of similar projects completed by the firm.
5. Federal Employee Identification Number (FEIN).
6. Reference contact information.

Selection Criteria

The City of Robinson shall evaluate each respondent in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time; and
4. Past performance on contracts with government agencies and private industry in terms of quality of work and compliance with performance schedules.

Respondents will be evaluated on the basis of the written material submitted and according to the following factors:

1. Experience of the firm with this particular type of construction project
30 points
2. Experience of the firm with other types of EDA construction Projects
20 Points
3. Current capacity to accomplish work in required time
30 Points
4. Reference from other clients attesting to the firms quality of work and compliance with performance schedules
20 Points

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the city will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Statements of Qualifications must be submitted to the City of Robinson by Friday, February 20, 2026 at 10:00 A.M., local time. Five (5) bound copies of the proposal shall be delivered to:

City of Robinson
300 S. Lincoln St.
P.O. Box 188
Robinson, IL 62454

Attn: Jeff Hillard

Questions regarding the project may be directed to the Jeff Hillard, City of Robinson, Engineer.

The City of Robinson reserves the right to reject any and all responses.