



REQUEST FOR QUALIFICATIONS

Professional Services

Issue Date: September 3, 2026

Project Request: VILLAGE ENGINEERING SERVICES

Location of Project: Village-wide.

Period of Initial Contract: Execution – April 30, 2029. Separation time no less than 60 days.

The Village of Sugar Grove (“Village”) seeks Qualifications Statement submittals in response to this Request for Qualifications (“RFQ”) from qualified, licensed professional engineers and engineering firms for the performance of general civil engineering consulting services, to act as the village engineer, and to assist Village staff in reviewing development applications and construction plans for compliance with Village and Fox Metro standards (collectively the “Project”).

Statement of Qualifications shall be sent directly to the Village Clerk’s Office at 160 S. Municipal Dr, Suite 110 Sugar Grove, IL 60554 vclerk@sugargroveil.gov and must be received no later than 4:00 PM on Friday, September 25, 2026. There will be no formal opening of the Statement of Qualifications. The Village will not be responsible for errors or omissions occurring in the transmission or downloading of the RFQ document from the Village website.

The Village will follow the Qualifications Based Evaluation and Selection (“QBES”) process set forth in the Local Government Professional Services Selection Act (50 ILCS 510.01 et seq.) in order to select one or more of the successful respondents. The Village reserves the right to waive minor irregularities and nonconformities in any Statement of Qualifications when it is in the best interest of the Village and reserves the right to request more information and/or clarification from engineering firms that submit a Statement of Qualifications. A Selection Committee of the Village will make evaluations and initial rankings of engineering firms based on evaluations of the written Statement of Qualifications submittals and applying the criteria set forth in the RFQ and will select engineering firms to be interviewed. After the conclusion of the interview process, the Selection Committee will rank the top three engineering firms in order of preference based on the criteria set forth in the RFQ and interviews and will attempt to negotiate a contract with the highest ranked engineering firm at fair and reasonable compensation at a fixed price or hourly cost. If the Village is not able to negotiate a contract with the firm which is preferred, negotiations with that firm shall be terminated and negotiations shall begin with the firm which is next preferred. Any contract for engineering professional services shall be subject to the approval of the Village of Sugar Grove corporate authorities at their sole and absolute discretion.

SCOPE OF SERVICES

The Village seeks services for the following four categories:

A. Planning and Development

This category includes planning, designing, or general services for easements, fiber optics, land acquisitions, subdivisions, environmental assessment, permit review support, and regulatory compliance assistance.

B. Storm Water

This category includes surveying, modeling, planning, designing, contract administration, construction management, grant submittals/management (if applicable) of storm water infrastructure, detention basins, culverts, flood control/management, watershed planning, and diversion channels.

C. Transportation

This category includes surveying, planning, designing, contract administration, construction management, and grant submittals/management (if applicable) of roadway, traffic engineering, traffic impact or safety, bridges, traffic signals, street lighting, and bike paths.

D. Water Distribution/Wastewater Collection

This category includes surveying, modeling, planning, designing, contract administration, construction management, and grant submittals/management (if applicable) of water and sanitary infrastructure, water storage, water distribution, pump stations, and lift stations.

INTRODUCTION AND INVITATION

The Village of Sugar Grove (the “Village”) was incorporated in 1957. It operates under the Board/Administrator form of government with a Village President and six Trustees elected at large to four-year staggered terms. The Village is a non-home rule community. The current population is estimated by the 2020 Census to be 9,278. The Village of Sugar Grove needs the expertise of the various architectural and engineering disciplines to accomplish its goals and objectives with regards to facility maintenance and construction areas, residential and commercial plan review and inquiries, and needs these services in an expeditious manner.

1. SERVICES DESCRIPTION

As noted above, the Project consists of the performance of general civil engineering consulting services, acting as the village engineer, and assisting Village staff in reviewing development applications and construction plans for compliance with Village, Kane County Stormwater Ordinance, and Fox Metro standards. The selected consultant shall furnish all expertise, labor and resources, in accordance with the requirements of this RFQ. The following generally summarizes the types of scope of services that the consultant may be requested to perform as part of the Project.

A. Provide evaluations, analysis, recommendations, and code compliance investigation as well as field inspections for comprehensive architectural/engineering projects and development projects.

- B. Provide complete contract documents for small project designs in accordance with the procedures of Village Code.
- C. Provide services to investigate drainage issues/ resident inquiries and prepare recommendations for corrective action.
- D. Prepare engineering cost estimate for proposed projects as appropriate.
- E. Prepare feasibility studies and traffic studies for proposed projects.
- F. When applicable, review private and public utility improvements, including site meetings.
- G. Review of right-of-way permits.
- H. Surveyor licensed in the State of Illinois on staff who can review subdivision plats, annexation plats, etc. as well as prepare SSA exhibits, boundary agreements, and other surveying needs.
- I. Prepare for and attend regular weekly engineering/public works/community development meetings to provide updates on all on-going engineering items.
- J. Prepare annual zoning map updates.
- K. Active and regularly attend KKCOM and prepares funding submittals as appropriate such as STP, Safe Routes to Schools
- L. Prepares and updates ADA transition plan.
- M. Attendance at periodic Village Board meetings to provide project status reports on an as needed basis and represent the Village by presenting necessary oral and/or graphic presentations to the Village Board or any other group having interest in the project.
- N. Prepare, submit, and obtain approval for permits from regulatory State Agencies, as appropriate and needed.
- O. Assist Village staff with capital improvement planning.
- P. Assist with preparation of grant applications, environmental assessments and other funding sources.
- Q. Must have Kane County Qualified Engineer Review Specialists and Qualified Wetland review specialists on staff.
- R. Provide all services and work required to deliver completed capital improvement construction projects on time and within budget. These may include value engineering, cost estimates, constructability review, bid process assistance, contract approval and awards

assistance, preconstruction meetings, weekly meetings, schedule management, cost control submittal, change order and request for information management, quality control, daily inspections, material testing, observe construction materials and methods, permit compliance.

S. Perform site plan, as-built, spot surveys, site visits, and secondary structure reviews for new construction and projects.

T. Oversee construction projects on-site and perform necessary inspections as needed.

U. Review all development projects.

V. Other types of professional services of a nature consistent with the intent of the RFQ.

W. Must have IDOT Prequalification.

2. DESCRIPTION OF THE ENGINEER SELECTION PROCESS

The process of selection of an Engineering consultant will proceed in three stages and in accordance with the QBES process set forth in the Local Government Professional Services Selection Act (50 ILCS 510.01 et seq.).

2.1 SUBMISSION OF WRITTEN STATEMENT OF QUALIFICATIONS

The Village will establish a Selection Committee to review and evaluate the written responses to the RFQ in accordance with the following evaluation criteria:

- Qualifications
- Performance Data on File, if any
- Technical Approach
- Past Record and Experience/Similar Project Experience
- Ability of Professional Personnel/Project Team/Staff Capabilities
- Overall Completeness of Submittal
- Workload and Willingness to Meet Time Requirements
- Location

The Selection Committee will select no less than three qualified engineering firms to proceed to the interview stage of the selection process.

2.2 INTERVIEW

Each of the selected engineers should prepare a 15-minute presentation on project approach and participate in a detailed interview to discuss how their firm and approach to this Project satisfies the evaluation criteria identified herein. In addition, during this interview engineers will be required to answer questions posed by the Selection Committee. It will be the sole responsibility of the Selection Committee to rank the candidates based on the evaluation of the written responses to the RFQ and responses received during the interview process. The top-ranking candidate shall then be invited

to proceed to the negotiation stage.

2.3 NEGOTIATION

Finalize the scope of work. Negotiation of a contract for fair and reasonable compensation for engineering services based on the estimated value, scope, and complexity of the services required shall be conducted with the engineer ranked as the first most qualified, and in the event an agreement cannot be reached, negotiations shall proceed with the second, and if necessary, the third most qualified engineer.

2.4 SELECTION PROCESS SCHEDULES

- A. Request for Qualifications on Village website on September 3, 2026.
- B. Deadline for questions from respondents is 4:00 p.m. local time on September 15, 2026. Inquiries for supplemental information should be submitted by September 15, 2026, and directed to Village Clerk at vclerk@sugargroveil.gov.
- C. Responses to questions will be issued no later than September 18, 2026.
- D. Statements of Qualifications submittals are due on September 25, 2026, by 4:00 p.m.
- E. Statements of Qualifications distributed to Selection Committee members by September 26, 2026.
- F. Selection Committee to determine firms to be interviewed by October 1, 2026.
- G. Interview of firms to be completed by October 9, 2026.
- H. Notification of selected consultant interview with Trustees and commencement of agreement negotiations week of October 12, 2026.
- I. Village Board approval anticipated on October 20, 2026.

3. STATEMENT OF QUALIFICATIONS CONTENTS

Each consultant's submission must provide the Village with the following information as part of the response to the Request for Qualifications, which shall constitute the firm's Statement of Qualifications. For consistency and to facilitate manageable review time, the Village will require all submittals to be single-sided and be limited to 20 pages, not including front and back covers, table of contents and tabs.

3.1 COVER LETTER

A brief cover letter expressing interest in providing engineering services in connection with the proposed Project and summarizing key points of the Request for Qualifications detailing the firm's approach and methodology to the Project and how the firm's abilities and experience fit the Project.

3.2 FIRM PROFILE

A profile of the consulting firm, including a description of business history, objectives, major accomplishments and a current list of the company's clients and identification of any potential conflicts.

3.3 EXPERIENCE AND REFERENCE LIST

Provide a corporate resume or statement of qualifications with respect to recent relevant experience on similar projects/services. Include a brief description of three (3) similar villages/projects that have been completed within the past five (5) years, in northeast Illinois, preferably within Kane County

Provide a list of at least three (3) client organizations where similar types of services have been provided. If a joint venture is being proposed, list the other projects, if any, that you have worked on together with the proposed joint venture. This list should include the client's name, address, phone number, and a contact name as well as the project name and brief description of the type of work it encompassed.

3.4 PROJECT STAFFING PLAN AND RESUMES

- A. The qualifications for all key staff members who will work on the Project should be discussed, specifically the project manager, engineers, technicians, key personnel, and resumes showing pertinent work experience of the project team should be included. If different personnel are anticipated for different required services, break down personnel by service provided and list consulting firms the engineer intends to engage if not provided in house.
- B. A description of which portions of the work would be executed by subconsultants, and a list of subconsultants proposed for the project.

DO NOT SUBMIT ANY INFORMATION REGARDING HOURLY RATES, FEES OR CHARGES OR OTHER MEASURES OF COMPENSATION FOR THE ENGINEER SERVICES.

4. STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

Qualified firms must submit five (5) bound copies and one (1) digital copy to Village Clerk, Village of Sugar Grove, Illinois.

Proposals must be submitted in a sealed envelope and marked in the lower left-hand corner:

REQUEST FOR STATEMENT OF QUALIFICATIONS
VILLAGE ENGINEERING SERVICES

Statement of Qualifications will be accepted at Village of Sugar Grove, 160 S. Municipal Dr. Suite 110, Sugar Grove, IL 60554 vcclerk@sugargroveil.gov until 4:00 p.m. local time, on September 25, 2026. All SOQs must be received by the time and date shown above.

5. STATEMENT REQUIREMENTS

- A. Statement of Qualifications shall be signed by an authorized representative of the firm. By submitting a statement, the firm certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information will ultimately result in rejection of any statement.
- B. Statements should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

- C. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective statement of qualifications are not required but may be included as an appendix.
- D. Any information thought to be relevant, but not specifically applicable to the enumerated Scope of Work, may be provided as an appendix to the statement.