

REQUEST FOR QUALIFICATIONS PROFESSIONAL ENGINEERING SERVICES Village of Leaf River, Illinois

Issue Date: June 15, 2026

Statements of Qualifications Due: July 13, 2026, by 3pm

Submit To:

Village of Leaf River
Village Hall
605 Main Street
Leaf River, Illinois 61047

villageofleafriver@gmail.com

1. INTRODUCTION

The Village of Leaf River, Illinois (“Village”) is soliciting Statements of Qualifications (“SOQ”) from qualified professional engineering firms to provide municipal engineering services for various public infrastructure and development-related projects.

The Village seeks to establish a professional relationship with a qualified engineering firm capable of assisting the Village with planning, design, permitting, bidding, construction administration, grant assistance, and related engineering services on an as-needed basis.

Firms with experience serving small Illinois municipalities are encouraged to submit qualifications.

2. GENERAL INFORMATION

The selected consultant may provide services including, but not limited to:

- Water system improvements
- Wastewater collection and treatment improvements
- Street and roadway improvements
- Stormwater management and drainage
- Sidewalk and ADA improvements
- Capital improvement planning
- Utility coordination
- Grant and funding assistance
- Construction engineering and inspection
- Development review services

- GIS and mapping services
- General municipal engineering consultation

The Village anticipates selecting one firm but reserves the right to select multiple firms or reject all submissions.

3. SCOPE OF SERVICES

A. Engineering Planning & Studies

- Preliminary engineering reports
- Infrastructure assessments
- Capital improvement planning
- Feasibility studies

B. Design Engineering

- Preparation of plans and specifications
- Cost estimates
- Permitting assistance
- Coordination with state and federal agencies

C. Construction Services

- Bid administration
- Construction observation
- Resident engineering
- Pay estimate review
- Project closeout documentation

D. Funding Assistance

Assistance with:

- Illinois EPA programs
- USDA Rural Development
- Community Development Block Grants (CDBG)
- Rebuild Illinois
- Other state and federal funding opportunities

4. SUBMITTAL REQUIREMENTS

Interested firms shall submit one (1) electronic PDF copy and (1) hard copy of their Statement of Qualifications containing the following information:

A. Firm Overview

- Firm name and office locations
- Years in business
- Description of services offered
- Illinois licensure information

B. Project Team

- Key personnel and qualifications
- Resumes of proposed staff
- Identification of project manager

C. Relevant Experience

Provide descriptions of similar municipal projects completed within the last five (5) years, including:

- Client name
- Project description
- Project cost
- Funding sources utilized
- Reference contact information

D. Approach to Services

Describe the firm's:

- Understanding of municipal needs
- Project management approach
- Communication practices
- Availability and responsiveness

E. References

Provide at least three (3) municipal references, preferably Illinois communities of similar size.

F. Fee Structure

Provide general information regarding:

- Hourly billing rates
- Typical reimbursable expenses
- Fee schedule methodology

5. EVALUATION CRITERIA

Submissions will be evaluated based upon, but not limited to, the following criteria:

- Municipal Engineering Experience – 20%
- Qualifications of Staff – 20%
- Experience with Grant/Funding Programs – 20%
- Responsiveness & Availability – 20%
- References – 20%

The Village may conduct interviews with selected firms prior to final selection.

6. SCHEDULE

RFQ Issued - 6/22/2026

Questions Due - 6/29/2026

SOQ Submission Deadline - 7/07/2026

Interviews (Optional) - 7/7-7/13/2026

Selection Approval - 7/14/2026

7. QUESTIONS

Questions regarding this RFQ shall be submitted in writing to:

HEATHER LAMPING
Village of Leaf River Clerk
villageofleafriver@gmail.com
815-738-2340

8. TERMS & CONDITIONS

The Village reserves the right to:

- Reject any or all submissions
- Waive informalities or irregularities
- Request additional information
- Negotiate scope and fees with the selected firm
- Cancel this solicitation at any time

The selected consultant must comply with all applicable federal, state, and local laws and regulations, including Equal Employment Opportunity requirements.

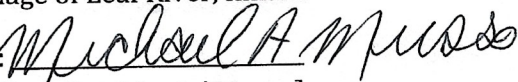
9. SUBMISSION DEADLINE

Statements of Qualifications must be received no later than:

3pm on 7/07/2026

Submissions received after the deadline may not be considered.

Village of Leaf River, Illinois

By: 
[Village President / Mayor]

Date: 6/15/2026