



**City of Rolling Meadows
Request for Proposals (RFP)
Golf Road and Apollo Drive
Eastbound Turn Lane Design and
Construction Engineering Services**

Issue Date:	Wednesday, February 18, 2026
Questions Due:	Monday, March 9, 2026 at 4 p.m.
Deadline:	Friday, March 13, 2026 at 4 p.m.

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I. Introduction and Project Overview

The City of Rolling Meadows (“**City**”) invites engineering consulting firms “**Consultant**” who have experience with intersection improvement projects to submit a Statement of Qualifications and Cost Proposal from engineering firms for engineering services, survey, design and preparation of construction plans, specifications, and contract documents for the Golf Road and Apollo Drive Intersection Improvements outlined below.

Project Location

The Golf Road and Apollo Drive intersection is located in the City of Rolling Meadows, Cook County, Illinois. The project is located within the Palatine Quadrangle. Golf Road is under the jurisdiction and maintenance responsibility of the Illinois Department of Transportation. Apollo Drive is under the jurisdiction and maintenance responsibility of the City of Rolling Meadows

Project Scope

Golf Road is 3 lanes in each direction with a raise center median. It is a principal arterial with an ADT of 32,800 and sidewalk on the north side of the roadway. Apollo Drive is a 2-lane local road.

The eastbound left turn lane at the entrance of 3100 Golf Road will be extended across the entrance to the Golf Road and Apollo Drive intersection. Work will include median removal, new pavement, curb and gutter removal and replacement, patching, necessary stormwater adjustments, and any related work.

The City is requesting proposals from qualified engineering firms to develop construction drawings, bid documents, and provide construction engineering services for this project

II. Project Funding and Schedule

The City is planning to use local funding only for Engineering design, construction engineering, and construction of this project.

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The selection of the consultant will follow the City's Qualifications Based Selection (QBS) Policy. The target construction is fall of 2026, or spring of 2027.

III. Minimum Scope of Services

1. Complete all tasks required to acquire a permit from IDOT.
2. Become familiar with the operation of the corridor.
3. Coordinate a project kick-off meeting with City Staff and IDOT if required.
4. Perform topographic and right-of-way surveys.
5. Coordinate with public utility companies.
6. Coordinate with IDOT, MWRD, and any other permitting agencies with interest in the project. Obtain any needed permits for this project.
7. Attend monthly progress meetings with the City (virtual).
8. Design intersection improvements so that the eastbound left at the entrance of 3100 Golf Road will be extended across the entrance to the Golf Road and Apollo Drive intersection.
9. Develop preliminary, pre-final and final construction drawings and bid documents.
10. Prepare preliminary, pre-final and final cost estimates.
11. Assist with completing Construction Agreements, as appropriate.
12. Assist the City with the construction bidding process.
13. All typical Phase III project tasks.
14. Represent the City during daily construction activities.
15. Attend project meetings on behalf of the City.
16. Review and assess on-site project challenges.
17. Communicate and document any potential deviations in project scope or costs directly to City staff.
18. Communicate with City staff and business owners.

IV. Community Overview

The City of Rolling Meadows is a dynamic and forward-thinking organization serving an energetic, friendly and diverse community of over 24,000 residents across 5.64 square miles. Rolling Meadows is located in the northwest suburbs of the Chicago metropolitan area in the region known as the "Golden Corridor" at Interstate 90 and Illinois Route 53. The community takes pride in its outstanding municipal services, educational systems, health and human care agencies, and recreational facilities.

Rolling Meadows encourages economic growth and development, while still maintaining its small-town atmosphere. The City's downtown area along Kirchoff Road features brick-lined sidewalks, thousands of beautiful shade trees and the landmark Carillon Bell Tower and the Veteran's Memorial. Along Algonquin Road, modern office towers are home to some of the world's most renowned corporations, while Golf Road maintains a prestigious corporate-like campus atmosphere. The City is home to several large employers including Northrup Grumman and the global headquarters for Arthur J. Gallagher. In addition, there are more than

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400 shops and restaurants in the area and numerous cultural attractions nearby. The City is actively pursuing redevelopment opportunities in order to preserve this vitality and expand its economic and cultural resources.

As it concerns the current Request for Qualifications, the City is committed to a Complete Streets concept for future transportation improvements. The City [was recognized in 2023](#) as having the sixth-strongest [Complete Streets policy](#) nationwide by Smart Growth America.

V. RFP Timeline

The City anticipates the following timeline for the RFP selection process:

Action Item	Date
RFP Issued	Wednesday, February 18, 2026
Questions Regarding the RFP Due	Monday, March 9, 2026 at 4 p.m.
Proposals Due	Friday, March 13, 2026 at 4 p.m.

VI. Submittal Instructions

The Consultant is to submit their proposal, no later than the date and time specified above, to pw@cityrm.org via PDF attachment (maximum 10MB) or by emailing a link to a file sharing platform from which the proposal can be downloaded by City staff. Do not send paper copies by mail. The City will promptly reply to confirm receipt during business hours.

VII. Submittal Requirements

Submittals shall include:

1. Cover Sheet.
2. A summary of the Consulting Engineering firm's overall understanding of the project and their capabilities to complete the work.
3. A list of related project experience during the last five (5) years. Items may include:
 - Phase II and III Engineering services for the Illinois Department of Transportation (IDOT) and local municipalities on roadway intersection improvement projects
 - Experience working with multiple interest groups including municipalities, state agencies, residents and businesses. Emphasis will be placed on effective communication tools and the ability to build consensus.Note: The IDOT BLRS contact and the local agency contact should be listed.
4. A statement of project understanding describing the scope of the project and items that may require special attention or detail. Include a list of sub-consultants, if any, who may be utilized on this project. (2 pages maximum)
5. An organizational chart of the proposed key personnel assigned to project. Resumes shall be included in the submittal (not included in page count).
6. A schedule demonstrating how the work is planned to be implemented.
7. Pre-qualification status with IDOT.
8. A complete cost proposal broken down by task as described in the minimum scope of services. These prices shall include all permits, insurance, goods/materials, equipment, plant/laboratory facilities, work, transportation, documentation and expense necessary to perform the work in accordance with the Specifications included in this request for proposal.
9. The proposal shall be no more than 15 pages, as outlined above, excluding personnel, resumes, and cost proposal.

VIII. Selection Process

A four (4) person selection committee will review all consultant submittals. The selection committee members will include the Director of Public Works, Assistant Public Works Director/City Engineer, and two (2) City Staff Members designated by the Director of Public Works. The submittals will be reviewed, evaluated, and scored, using the criteria and weights defined in the evaluation criteria. The selected consultant will be notified, and a final scope and hours will be negotiated.

IX. Evaluation Criteria and Scoring System

Proposals will be evaluated on the following criteria:

<i>Technical Approach (Project Understanding, innovative Concepts, Quality Control Procedures)</i>	25%
<i>Firm Experience and Capacity to Perform Work</i>	25%
<i>Cost Proposal</i>	30%
<i>Staff Capabilities (Prime/Sub)</i>	10%
<i>Selection Committee Discretion</i>	10%

X. Insurance Provisions

The selected consultant shall incorporate the City's insurance requirements into the negotiated proposal for services.

XI. Questions

Consultants should seek answers to questions or clarifications of any ambiguity, conflict, omission, or other error in this proposal in writing. Written questions should be sent via email to pw@cityrm.org by no later than 4 p.m. on Monday, March 9, 2026. Answers provided to questions will be shared promptly via an addendum to the RFP, which will be posted to the City's website and via e-mail to all known interested parties. If you would like to receive any addendums, please submit an email to pw@cityrm.org before the written question deadline.

XII. Reservation of Rights

The City reserves the right to amend this RFP by addendum prior to the final proposal submittal date; to waive irregularities and informalities; and to request additional information necessary in order to evaluate the responsibility and responsiveness of proposers and their proposals, whether in the form of a presentation, interview, or consultation with references. All proposals will become property of the City and no payment or reimbursement will be made for any proposal submitted.



Concept Drawing



-  Work Area
-  Project Area