

County of McHenry Request for Proposal

RFP # 13-84

Provide Rural Historic Structures Survey and the Provision of Related Assessment Services

October 7, 2013

This Request for Proposal (RFP) is for the purpose of, contracting with a qualified firm to Provide Rural Historic Structures Survey and the Provision of a Related Assessment Services as a service to the County of McHenry as outlined within this document. All requirements are as per specifications enclosed herein.

GENERAL REQUIREMENT: This is a Request for Proposal (see attached). Proposal will be opened and evaluated in private and proposal information will be kept confidential until an award is made. **One (1) original having original signatures, one (1) Printed copy AND one (1) Digital copy in PDF format on a CD of the complete proposal are to be submitted.**

SUBMISSION LOCATION:

Mailing Address:

Purchasing Department
McHenry County Administration Building
2200 N. Seminary Avenue Room 200
Woodstock IL 60098

Drop Off In Person:

Purchasing Department
McHenry County Administration Building
667 Ware Road Room 200
Woodstock IL 60098
Phone: (815) 334-4818
Fax: (815) 334-4680

CONTACT PERSON:

Mr. Donald A. Gray, CPPB
Director of Purchasing

SUBMISSION DATE AND TIME:

2:00 PM, (CST) October 22, 2013

Proposals received after the submittal time will be rejected and returned unopened to the sender. (See below for schedule of events).

SCHEDULE OF EVENTS

October 7, 2013.....	RFP Available
October 15, 2013.....	Vendors Questions Submitted via fax to 815-334-4680 by 4:00 P.M.(CST)
October 17, 2013.....	Vendors Questions Answered via fax and Posted on Website by 4:00 P.M.(CST)
October 22, 2013.....	RFP due in Purchasing at 2:00 P.M.(CST)
October 22, 2013–November 6, 2013	Evaluation, Committee recommendation, Award of Contract and Notification to Successful Vendor

GENERAL INFORMATION

REQUEST FOR PROPOSALS

DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible vendor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. **Award** will be based on the criteria set forth herein.

RECEIPT and HANDLING of PROPOSALS

Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing vendors.

EVALUATION of PROPOSAL

The proposals submitted by vendors shall be evaluated solely in accordance with the criteria set forth in the RFP.

DISCUSSION of PROPOSAL

The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other vendor.

NEGOTIATIONS

The County of McHenry reserves the right to negotiate specifications, terms, conditions, and cost which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Vendor.

NOTICE of UNACCEPTABLE PROPOSAL

When the Evaluation Committee determines a vendor's proposal to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its proposal.

TERMS AND CONDITIONS

AUTHORITY

This Request for Proposals is issued pursuant to applicable provisions of the **McHenry County Purchasing Ordinance**, approved December 1, 2006. This ordinance is incorporated by reference into this RFP as if it were contained herein. If you desire a copy of this ordinance, contact the Director of Purchasing.

RESERVED RIGHTS

The County of McHenry reserves the right at any time and for any reason to cancel this Request for Proposal, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. ***Unless otherwise specified by the offeror, the County has no less than one hundred and twenty (120) days to accept.*** The County may seek clarification from a vendor at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

INCURRED COSTS

The County of McHenry will not be liable in any way for any costs incurred by respondents in replying to this RFP.

AWARD

Award shall be made by the McHenry County Board to the most responsive and responsible vendor whose proposal is determined to be the most advantageous to the County, taking into consideration the evaluation criteria set forth herein below.

CRITERIA for SELECTION

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. The quality and completeness of the proposed scope of services, including the specific methods and processes to be utilized, and the demonstrated ability of the consulting firm to provide the proposed scope of services. **(25 points)**
2. Knowledge and understanding of the Certified Local Government (CLG) Matching Grant program, the requirements of Illinois Historic Preservation Agency (IHPA), and the technical requirements for a completing a Rural Historic Structures Survey. **(30 points)**
3. Demonstrated history of providing previous consulting services and delivering completed projects on time and within budget. **(15 points)**
4. The experience of the firm and key staff in providing similar services for similar projects. **(15 points)**
5. Compliance to all conditions and requirements of this RFP. **(15 points)**

Total 100 points

NON-DISCRIMINATION

Vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith. Including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the Vendor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Vendor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

SECURITY

The Vendor represents and warrants to the County of McHenry that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Vendor further represents and warrants to the County of McHenry that the Vendor and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The Vendor hereby agrees to defend, indemnify and hold harmless the County of McHenry, the Corporate Authorities, and all County of McHenry elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

PREVAILING WAGE

The State of Illinois requires that all wages paid by the Contractor and each subcontractor shall be in compliance with The Prevailing Wage Act (820 ILCS 130), as amended. This requires payment of the general prevailing rate for each craft or type of worker, including payment of the general prevailing rate for legal holiday and overtime work. The Illinois Department of Labor publishes the prevailing wage rates on its website at www.state.il.us/agency/idol/rates.htm. The Contractor shall review the wage rates applicable to the work of the contract at regular intervals in order to ensure the timely payment of current wage rates. The Contractor agrees that no additional notice is required. The Contractor shall be responsible to notify each subcontractor of the wage rates set forth in this contract and any revisions thereto. A copy of the prevailing wage rates is posted on the McHenry County website at www.co.mchenry.il.us under BIDS and RFP's. If wage rates change during the course of the project, the new rates will be available in the County of McHenry Purchasing Office. Vendors may access the Illinois Department of Labor website for updates www.state.il.us/agency/idol.

CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)

Effective August 10, 2005 Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate

and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Any Vendor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

INCREASED PENALTIES for PREVAILING WAGE VIOLATIONS (Public Act 94-0488)

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which Vendors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of \$5,000 may be assessed against Vendors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

OSHA REQUIREMENTS

The Occupational Safety and Health Act of 1970 (OSHA) "guarantees workers the right to a safe and healthful workplace". Under Section 5(a) (1) of the OSHA Act, the employer must "furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

There are times when the County must hire entities and individuals (contractors) to perform services. To this end, contractors hired by the County of McHenry must perform their duties in a manner that is compliant with all state and federal health and safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all state and federal health and safety laws and regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

The successful bidder must be in compliance with State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program, which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES

As approved by the McHenry County Board in April 2008, it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the example of using government specifications and standards that are green or environmentally friendly when making its purchases.

Whenever available and cost-justified, the County should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria, which do not discriminate against the use of, recycled materials.

McHenry County should cooperate to the greatest extent feasible with other governments and organizations to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, products designed to be recycled, and other environmentally responsible products.

McHenry County shall continue to participate in and shall encourage other public jurisdictions to participate with the County in the purchase of products containing recycled content. Participation in such cooperative systems shall be aimed at obtaining maximum practical recycled content in County purchases, to obtain best available price for products with recycled content, to facilitate or encourage lower prices industry-wide and to encourage development of industries and markets dealing with recycled content products.

PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED

McHenry County shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

PURCHASE EXTENSION

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Vendor. The County of McHenry shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

PROTEST PROCEDURES

Any Bidder who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Director of Purchasing. To be considered, the protest must be received by McHenry County five (5) days prior to the stated bid opening. Any adversely affected or aggrieved Bidder shall have ten (10) days from the date of the bid opening to file a written protest regarding the intent to award the bid. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

ADDENDUM

Should the Vendor require any additional information about this Bid, please fax to Purchasing (815-334-4680) any questions by the deadline as outlined in the schedule of events. ANY AND ALL changes to these specifications are valid only if they are included by Written Addendum to All Bidders. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be faxed to bidder if a Notice of Intent to Bid has been completed and faxed to the Purchasing Office. In addition, all addenda are posted on the County of McHenry's website. Failure of the bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this Bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a bidder to improperly submit a bid.

Response to these questions will be made by means of an addendum. Only the Director of Purchasing has the authority to issue an addendum.

Addenda are written instruments issued by the County prior to the date for receipt of proposals, which modify or interpret the Bid by addition, deletions, clarifications or corrections.

Prior to the receipt of bids, addenda will be faxed or delivered to all who are known to have received a Notice to Bid. Each vendor shall ascertain prior to submitting a bid that all addenda issued have been received and, by submission of a bid, such act shall be taken to mean that such vendor has received all addenda and that the vendor is familiar with the terms thereof and understands fully the contents of the addenda.

TAXES

The County of McHenry is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

PAYMENTS

The Vendor shall furnish the County with an itemized invoice. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

VENDOR RESPONSIBILITIES

The selected Vendor will be required to assume responsibility for all services offered in this proposal. The County will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Any contract resulting from this RFP may not be assigned, in whole or in part without written consent of the County. If the Vendor attempts to make such an assignment without the written consent of the County, the Vendor shall nevertheless remain legally responsible for all obligations under the Contract.

INTERPRETATION or CORRECTION of REQUEST for PROPOSALS

Vendors shall promptly notify the Director of Purchasing of any ambiguity, inconsistency, or error, which they may discover upon examination of the Requests for Proposals.

Interpretations, corrections, and changes to the Request for Proposals will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

CHOICE OF LAW AND VENUE

The bidder agrees that this bid has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this bid or any resulting contract shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The bidder further agrees that the exclusive venue for all such disputes shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the bidder hereby consent to the personal jurisdiction thereof.

RECOURSE for UNSATISFACTORY MATERIALS

Payment shall be contingent upon the County's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the County's satisfaction by the successful bidder at no additional charge.

TERMINATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the Vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the County deems the Vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law.

The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the County in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this Contract shall terminate without penalty or expense to the County thirty (30) days after written notification of termination from the County.

The successful bidder will agree that pursuant to requirements imposed under Illinois law, the County shall have 120 days after each election of county board members to terminate this Agreement, without cause and without penalty.

REJECTION of BIDS, WAIVER of IRREGULARITIES

McHenry County reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the County. Any such decision shall be considered final.

DELIVERY

Delivery will be considered in making the award and the bidders shall state, in the spaces provided expected delivery after receipt of order. Failure to meet said delivery promises without prior consent of the Director of Purchasing will be considered a breach of faith.

WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The County shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

QUALIFICATIONS

Each firm submitting an RFP for this project shall submit detailed information concerning the professional qualifications of the individual(s) assigned to carry out this project. Relevant project experience, logistical capabilities and other relevant support data regarding the firm and assigned personnel must be included.

Each firm submitting a proposal for this project must provide at least three (3) references where projects of a similar nature have been successfully completed and implemented. These references should provide the name and address of the entity where the project was completed as well as a contact person.

INSURANCE

General The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:

\$500,000 per occurrence and \$1,000,000 in the aggregate;

- b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:

\$300,000 per occurrence combined single limit for:
Bodily Injury Liability and Property Damage Liability;

- c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.
- d) Professional Liability Insurance with \$1,000,000 per occurrence and \$1,000,000 in aggregate.

EVIDENCE of INSURANCE

The successful bidder agrees that with respect to the above-required insurance that:

- (a) The County of McHenry shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The County of McHenry shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, comply with the same insurance requirements. In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of McHenry as an additional insured. A copy of the endorsement shall be provided to McHenry County along with the Certificate of Insurance; and
- (e) have McHenry County named as an additional insured and the address for certificate holder must read exactly as:

County of McHenry, **a body politic**
2200 N. Seminary Avenue
Woodstock, IL 60098

- (f) Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County, Purchasing Department
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

The County shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of this Agreement and thereafter with the certificated evidencing renewals or changes to said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.

The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.

The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The County shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

HOLD HARMLESS CLAUSE

The Vendor agrees to indemnify, save harmless and defend the County of McHenry, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of McHenry, their agents, servants, or employees or any other person indemnified hereunder.

EVALUATION

Evaluation of proposals will be done by the Director of Purchasing and associated County staff. Proposals will be evaluated on experience in doing projects of a similar nature and adherence to specifications.

DIRECTIONS FOR SUBMISSION

Qualified individuals or firms are to submit **One (1) original having original signatures, one (1) Printed copy AND one (1) Digital copy in PDF format on a CD of the complete proposal are to be submitted** along with any support documentation to:

Mr. Donald A. Gray, CPPB
Director of Purchasing
McHenry County Administration Building
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

All data and documentation submitted as part of this RFP shall become the property of McHenry County, Illinois. After award of this contract, all responses, documents, and materials contained in the RFP shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

All proposals must be received by **2:00 p.m. (CST) on October 22, 2013**. Absolutely no proposal will be accepted after the time specified. Late proposals shall be rejected and returned unopened to the sender. The County of McHenry does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of proposals.

SEALED BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFP TITLE, TIME & DATE OF OPENING.

SUBMITTAL

Submit one (1) bid, multiple bids will not be accepted.

PRICING

Price offered shall be firm for at least 120 days after the latest time specified for submission of proposals and thereafter until written notice is received from bidder.

FREIGHT

Freight is all inclusive unless otherwise stated.

FUEL SURCHARGE

The County of McHenry does NOT accept any fuel surcharges.

SPECIFICATIONS:

Provide assistance with conducting an Intensive Survey of Rural Structures, which includes inventory of sites, historic structures assessment, a final report, and related activities based on funding to be obtained through a successful grant application. This solicitation is being issued, in part, to comply with Fiscal Year 2014 Certified Local Government (CLG) Matching Grant requirements for the grant program administered by Illinois Historic Preservation Agency (IHPA). The applicant must be a consultant or firm approved by the IHPA.

County Background

McHenry County is located in northeastern Illinois and is part of the seven-county metropolitan Chicago region. The County has a population of 308,760 (2010 Census). The County contains approximately 611 square miles, of which approximately 27% is incorporated into 30 municipalities. The County is composed of 17 townships, which are designated as unit areas for the purposes of surveying rural historic structures. The County of McHenry has jurisdiction over the unincorporated areas within each township.

Long-Term Project Background

The unincorporated portions of all 17 townships were initially surveyed in 1986-87. That baseline survey focused on rural residences. Subsequent to the original baseline survey, townships have been resurveyed as part of an ongoing Rural Intensive Survey program. The intensive survey includes not only residential structures, but the other structures found on farm sites, such as barns, silos, and outbuildings. The intensive survey also includes cultural buildings, such as churches, schools, commercial buildings, and other significant historic structures. To date 9 townships have been completed in two phases under the Rural Intensive Survey program, funded through Certified Local Government matching grants, administered by the Illinois Historic Preservation Agency (IHPA). The next phase of the project is continuation of this ongoing program to finish the remaining townships in the north/western parts of McHenry County.

Current Project Background

The County intends to apply for a Certified Local Government (CLG) Matching Grant application, as described in the specifications paragraph above. These CLG matching grants provide funds to inventory, characterize, and assess the historical significance of rural structures. Based on funding provided by a successful grant application, the selected consulting firm will provide an inventory, assessment, and a final report detailing the historic significance of rural structures for the remaining eight (8) townships consistent with the grant provisions. **The final application deadline for the State's Grant Program for FY 2014 is November 12, 2013.**

Contract Term

- Award of a County contract is contingent upon the award of a grant by the Illinois Historic Preservation Agency (IHPA) and upon the approval of matching funds (including eligible in-kind contributions) by the County of McHenry. The contract period will begin following the award of an aforesaid grant and approval of the proposed contract by the County of McHenry. Such contract will continue through the subsequent implementation period for any successful grants. The contract period may be extended at the option of the County if additional grant funds are obtained. However, IHPA requirements specify that, with certain exceptions, spending for FY 2014 projects may

not commence before receiving notification that the grant application has been selected for grant award. If awarded, IHPA requires that all work, submittals, and transactions must be completed by July 30, 2015. The County's deadline would be earlier and will be specified by terms of contract negotiation. Therefore all proposals should be written to conform to the grant cycle's timeframe. The cost proposal shall also be guaranteed for the duration of the grant cycle.

Scope of Services

The scope of work to be performed by the successful consulting firm is expected to include:

- Provide a project work plan that will ensure completion of the Rural Intensive Survey within the proposed budget.
- Prepare and maintain schedules and budgets for project management.
- Conduct field investigations of all documented sites and structures.
- Provide site assessment studies and prepare appropriate technical reports in print and electronic format, as mutually agreeable, meeting all IHPA requirements.
- Evaluate and assist the County in prioritizing historic sites for further assessment and planning activities, such as landmark nomination investigations, cataloging structures in danger of decay, destruction or loss, et cetera.
- Provide periodic information about the project's progress as requested.
- Attend County meetings regarding the project as agreed upon.
- Deliver to the County a completed final report with all IHPA requirements met.

Scope of Final Report to the Illinois Historic Preservation Agency (IHPA)

A copy of the State's requirements for FY 2014 can be obtained from Illinois Historic Preservation Agency, Springfield, Illinois (www.illinoishistory.gov). Or you may request a file copy from the McHenry County of Department of Planning and Development by email (Plandev@co.mchenry.il.us). Required reports are divided into period reports and the final report:

- *Periodic reports that summarize each 2-month period must regularly be sent to the IHPA demonstrating the progress being made on the project.*

The following summarizes the output product in terms of the final report required by the IHPA:

- *An introduction explaining the nature of the survey and its extent. Also in this section the acreage and number of buildings surveyed should be included. A short description of previous surveys undertaken in the community by federal, state or local governments, or private agencies, organizations or individuals should be included.*
- *A complete description of the survey methodology. Also, the relevant National Register evaluation criteria, local landmark criteria and integrity thresholds for designation should be included. It is understood that an intensive survey will not gather all of the descriptive, contextual, and ownership information on every historic property in the survey area. "Data gaps" are expected, and a discussion of what information (i.e., chain of title, architectural plans, etc.) is missing from the current and any previous surveys, and suggestions about future information gathering is required.*
- *A detailed description of the historic context of the survey area or theme (minimum 10 pages). A general history of the surveyed area, the larger community, or county (where*

applicable) should be part of this context. The context explains the important themes of history and physical patterns in the development of specific survey areas with a full description of the various characteristics that give the area its identity, including architectural styles, materials, building types, street patterns, topography and land use.

- *A general map of the community indicating which area(s) of the community were surveyed.*
- *A more detailed map that records specific information on the location of individual properties. This may be done by indicating the address for every resource on the map or by establishing the range of addresses by block on the map. It is acceptable to use multiple maps, if necessary.*
- *A tabulation of the results, including the number of properties investigated (including all properties fifty years or older), and the exact number of properties included in the data collection, including outbuildings or secondary buildings.*
- *The survey report should conclude with a recommendation section that evaluates the potential for individual or historic district National Register designation and local landmarks, and any other applications of the survey data. Also include general information on the present condition and future preservation of the resources, impacts/threats assessment, losses, needs assessment, and strategies/priorities for resource preservation.*
- *A bibliography of sources consulted.*
- *Completed inventory forms.*
- *Photographic Requirements — Digital images (1600 X 1200 pixels at 300 pixels per inch or larger) attached or scanned onto the survey form in grayscale or color. Two inventory forms with photographs should be produced--one for the community and one for IHPA. Digital images should be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black and white. Digital images should be clearly labeled and provided on a CD-R. One CD will be needed for the community and one for IHPA. If for some reason photographs are printed separately from the inventory forms, the photos must be labeled so they can easily be matched with the inventory forms.*

Project Budget and Payments

The proposal shall be scalable to accomplish the survey of one (1) to eight (8) rural townships depending on the size of the grant award.

The total budget for the proposed Rural Historic Structures Survey assessment will be dependent on the grant funding (70%), if awarded, and approval of the required County matching funds (30%). The funding request amount submitted in the grant application will be derived from the selected RFP. The Historic Preservation Commission will prepare the initial grant application accordingly. The chosen consultant(s) or firm(s) must be named in the grant application submitted to the IHPA. Services provided in implementing the Rural Historic Structures Survey in accordance with the successful grant application will be paid on a time and materials basis based on the selected consultants cost proposal and in conformance with the grant requirements and terms of a contract to be awarded for this purpose.

Selection Process

The Historic Preservation Commission will review all proposals that are received by the deadline based on the selection criteria set forth in this RFP. Based on that review, proposals will be ranked from most qualified to least qualified to provide the services required by this RFP. From the ranking, staff will identify a consultant, firm or firms to be invited for interview(s). The staff will create a final ranking of firms based on their written proposal and interview. The County reserves the option to select no awardees.

The County will negotiate the specifications, terms and conditions which may be necessary or appropriate to accomplish the purpose of this RFP with the top ranked firm. The County may require the RFP and the written proposal to be incorporated in full or in part as contract documents. Should the County not be able to negotiate a mutually agreeable contract with the top ranked consulting firm, the County will proceed to the next highest ranked firm. The County may repeat this process as often as is required until a suitable contract is developed.

Proposal Submittal Requirements

******* Proposals must include the following information: *******

1. **A narrative statement** documenting the ability of the firm to provide the proposed scope of services. The narrative statement should provide the following information:
 - A. The firm's qualifications and experience in providing similar services for similar projects.
 - B. A list identifying key staff members and their responsibilities.
 - C. The firm's knowledge and understanding of Rural Historic Structures Surveys, and Grant administration, and technical requirements.
 - D. The firm's staff, administrative, and technical capacity to perform the proposed scope of services within its proposed timeline and budget.
2. **Three references** for similar clients for whom the firm has provided similar services.
3. **A resume for each of the key staff member** identified in the proposal.
4. **A proposed scope of services** identifying the proposed tasks, methods, and processes to be utilized in providing the services described in this RFP. A description of the project and how the consulting firm will work with the County to complete the project.
5. **A narrative statement identifying the roles and responsibilities** of County staff.
6. **A cost proposal** for completion of the proposed scope of services on a time and materials basis. The cost proposal must include a fee schedule which shall be fixed for a period conforming to the CLG grant cycle's specifications.

THIS PAGE IS MANDATORY.

PROPOSAL FORM

Key Staff Members with resume:

Scope of Services:

THIS PAGE IS MANDATORY.

PROPOSAL FORM

WE ALSO CERTIFY THAT THIS WRITTEN PROPOSAL IS VALID FOR 180 DAYS FROM THE DAY OF THIS PROPOSAL – OR THE DURATION OF THE I.H.P.A. FISCAL YEAR 2014 GRANT CYCLE, WHICHEVER IS LONGER – AND THE ATTACHED INFORMATION IS RECEIVED AND FILED BY THE COUNTY OF MCHENRY.

Estimated start date after receipt of purchase order: # _____ days.

Estimated time of completion: # _____ days

THIS PAGE IS MANDATORY.

Does your company have a formal safety policy and your employees participate in safety training?

Upon request, would you be able to provide the County with a copy of your safety policy?

YES	NO

REFERENCES

AUTHORIZED NEGOTIATORS:

Name: _____
Phone # _____
Title: _____

Name: _____
Phone # _____
Title: _____

THIS PAGE IS MANDATORY.

List three (3) references that you have done similar work, service or supplied similar products to within the last twelve (12) months (Only correct contact names and phone numbers will be acceptable).

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

THIS PAGE IS MANDATORY.

**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE WILL
DISQUALIFY YOUR BID MUST BE AN ORIGINAL SIGNATURE**

CERTIFICATIONS

Vendor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended. _____ Yes _____ No

Vendor certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) _____ Yes _____ No

Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Real Estate Agent |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> *Partnership | <input type="checkbox"/> Tax Exempt Organization |
| <input type="checkbox"/> **Corporation | (IRC 501(a) only) |
| <input type="checkbox"/> Not-for-Profit Corporation | <input type="checkbox"/> Trust or Estate |
| <input type="checkbox"/> Medical and Health Care
Services Provider Corporation | |

*State full names, titles and addresses of all responsible principles and/or partners below;

Name: _____ Title: _____

Address: _____

If needed please submit any additional sheets.

THIS PAGE IS MANDATORY.

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal, Requirements for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

**State of Incorporation _____

(Individual - Partnership - Company - Corporation)

(Business Address)

(City, State, and Zip Code)

(By Printed Name and Signature)

(Title)

(Witness Signature)

(Title)

(Telephone No)

(Fax No)

(Date)

End of Document