

County of McHenry Request for Qualifications

RFQ#13-97

BRIDGE REHABILITATION PROJECT

November 12, 2013

The County of McHenry, Illinois, hereby solicits qualified and interested engineering firms to submit statements of qualifications ("Qualifications") for providing all services, supervision, labor and equipment necessary to assist the County of McHenry in developing plans, specifications, and estimates for the rehabilitation of the following bridge structures: Bay Road over Pistakee Lake (SN 056-3106), Wilmot Road over Nippersink Creek (SN 056-3001), and Chapel Hill Road over the Fox River (SN 056-3134). It is the intent to solicit interest from those firms that are prequalified by the Illinois Department of Transportation to perform this type of work, in accordance with federal, state and local laws and regulations (both current and as amended).

OVERVIEW OF THE COUNTY OF MCHENRY: The County of McHenry is a unit of local government in the State of Illinois with a current population of 310,000 as estimated by the US Census Bureau, within its 611 square miles. It is ranked as being one of the fastest growing of Illinois' 102 counties. The governing body is the County Board, which is comprised of twenty-four elected members.

The County has thirteen (13) constructed facilities in various locations totaling approximately 688,000SF.

The County employs approximately 1,300 full and part-time employees in its twenty-eight departments, which are administrated by eight elected officials, and eighteen appointed department heads. McHenry County offers its citizens nursing home care, public health services, public safety through the Sheriff's Department and adult correctional facility, transportation planning, road improvement and maintenance by the Division of Transportation, administrative services available from various offices and a judicial system.

GENERAL REQUIREMENTS: This is a Request for Sealed Qualifications (see attached). Qualifications will be opened and evaluated in private and submittal information will be kept confidential until a selection is made. Submittals shall clearly indicate which structures a firm intends on submitting on. **One (1) original and Three (3) hard copies and one (1) PDF copy on CD of the complete Qualifications are to be submitted. The PDF file shall be named using the following format: ConsultantName_BridgeRehab_RFQ.**

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

CONTACT PERSON:

Donald A. Gray, CPPB
Director of Purchasing

SUBMISSION DATE AND TIME:

2:00 PM (CST)—November 26, 2013

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

SCHEDULE OF EVENTS

October 31, 2013	RFQ Available
November 7, 2013 by 4:00 PM	All Questions regarding RFQ faxed to Purchasing
November 14, 2013 by 4:00 PM	All Questions answered via Addendum
November 26, 2013 at 2:00 PM	RFQ due in Purchasing Office
November 26, 2013 to January 14, 2014	Evaluation and Short Listing of Firms
January 15, 2014	Recommendation made to Transportation Committee
February 5, 2014	Interviews by the Transportation Committee for Chapel Hill Road Bridge ONLY
April, 2014	Anticipated Notice to Proceed

GENERAL INFORMATION

Request for Qualifications

Definition: Request for Qualifications (RFQ) is a method of procurement permitting discussions with responsible Professionals and revisions to Qualifications prior to negotiation of a contract. Qualifications will be opened and evaluated in private. Selection will be based on the criteria set forth herein.

Receipt and Handling of Qualifications: Qualifications shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing Professionals.

Evaluation of Submittal: The Qualifications submitted by Professionals shall be evaluated solely in accordance with the criteria set forth in the RFQ.

Evaluation: Evaluation of Qualifications will be done by the County staff. Qualifications will be evaluated on experience in doing projects of a similar nature and adherence to specifications. These criteria are to be utilized in the evaluation of qualifications for development of the short list of Professionals to be considered for interviews and/or potential negotiations. Individual criteria may in all probability be assigned varying weights at the County's discretion to reflect relative importance. Professionals are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications.

1. Experience/qualifications of Professional: Professional's abilities and specific experience; proposed staff and specific staff experience; years in business experience with contracts for services similar in scope. (This includes resumes of all staff to be assigned to County projects).
2. Proposed methodology to complete the services.
3. Capabilities features of the proposed services and the degree to which the services meet the needs of the County.
4. References of only similar contracts. The Professional must have a demonstrated history of professional, reliable and dependable service to governmental entities.
5. Demonstrated quality assurance procedures and schedule to ensure a timely, effective and professional provision of services.

Discussion of Submittal: The Evaluation Committee may conduct discussions with one or more Professionals with whom the County has a previous satisfactory relationship and who submit acceptable or potentially acceptable Qualifications. Such Professionals shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Qualifications. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one submittal to any other Professional. In the event that the County does not have a satisfactory relationship for services with one or more Professionals, the County shall evaluate the Professionals submitting Qualifications, taking into account qualifications, ability of professional

personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the Professional, and such other qualification-based factors as the County may determine in writing are applicable. The County may conduct discussions with and require public presentations by Professionals deemed to be the most qualified regarding their qualifications, approach to the project, and ability to furnish the required services.

On the basis of the evaluations, discussions and presentations, the County shall, unless it has a satisfactory relationship for services with one or more Professionals, select no fewer than three Professionals which it determines to be the most qualified to provide services regarding the specific project. The County shall then contact the Professional ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. If fewer than three Professionals submit Qualifications and the County determines that one or both of those Professionals are so qualified, the County may proceed to negotiate a contract as set forth herein.

Selection Procedure: Selection shall be made of the Professional deemed to be fully qualified and best suited among those submitting Qualifications, on the basis of the factors involved in the RFQ.

Selection: It is the intent of the County of McHenry to select the Professional whose Qualifications meet or exceed the requirements as outlined herein. Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the RFQ, and other information or factors deemed relevant by the County, shall be used in the final award decision.

Negotiations:

The County shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified Professional at compensation that the County determines in writing to be fair and reasonable. In making this decision the County shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

If the County is unable to negotiate a satisfactory contract with the Professional which is most preferred, negotiations with that Professional shall be terminated. The County shall then begin negotiations with the firm which is next preferred. If the County is unable to negotiate a satisfactory contract with that Professional, negotiations with that Professional shall be terminated. The County shall then begin negotiations with the Professional which is next preferred.

If the County is unable to negotiate a satisfactory contract with any of the selected Professionals, the County shall re-evaluate the architectural, engineering or land surveying services requested, including the estimated value, scope, complexity, and fee requirements. The County shall then compile a second list of no fewer than three qualified Professionals and proceed in accordance with the foregoing procedures.

Notice of Unacceptable Submittal: When the Evaluation Committee determines a Professional's Qualification to be unacceptable, such Professional shall not be afforded an additional opportunity to supplement its Qualification.

Authority: This Request for Qualifications is issued pursuant to applicable provisions of the **McHenry County Purchasing Ordinance**, approved December 1, 2006 and the Local Government Professional Services Selection Act, 50 ILCS 510/1, et seq. If you desire a copy of the **McHenry County Purchasing Ordinance**, please visit the website at www.co.mchenry.il.us (listed under BIDS/RFP Heading)

Reserved Rights: The County of McHenry reserves the right at any time and for any reason to cancel this Request for Qualifications, to reject any or all Qualifications, or to accept an alternate Qualification. The County reserves the right to waive any immaterial defect in any Qualification. ***Unless otherwise specified by the Professional, the County has no fewer than ninety (90) days to make a selection.*** The County may seek clarification from a Professional at any time and failure to respond promptly is cause for rejection.

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

Selection: Selection shall be made by the McHenry County Board to the responsive, responsible Professional whose Qualification is determined to be the most advantageous to the County, taking into account the evaluation criteria set forth herein.

ADDENDUM: Should the Professional require any additional information about this RFQ, 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 Professionals. 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 Professional if a Notice of Intent to Submit Qualifications 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 Professional to receive any such addendum or interpretation shall not relieve the Professional from obligations under this RFQ as submitted. All addenda so issued shall become part of the Qualification. Failure to request an interpretation constitutes a waiver to a later claim that ambiguities or misunderstandings caused a Professional to improperly submit Qualification.

Rejection Of Qualifications/RFQ's, Waiver Of Irregularities: McHenry County reserves the right to reject any or all Qualifications, to waive irregularities, and to accept that Qualification which is considered to be in the best interest of the County. Any such decision shall be considered final.

References: A minimum of three (3) references where services of a similar nature have been provided must be listed as required herein.

DIRECTIONS FOR SUBMISSION:

Qualified individuals or firms are to submit **One (1) original and three (3) hard copies and one (1) PDF copy on CD of the complete proposal are to be submitted. The PDF file shall be named using the following format: ConsultantName_BridgeRehab_RFQ** of the completed Qualifications along with any support documentation in a sealed envelope to:

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 RFQ shall become the property of McHenry County, Illinois. After a contract is executed, all Qualifications, responses, documents, and materials contained in the RFQ shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

All Qualifications must be received by **2:00 p.m. (CST) on November 26, 2013**. Absolutely no Qualifications will be accepted after the time specified. Late Qualifications shall be rejected and returned unopened to the sender. The County of McHenry does not prescribe the method by which Qualifications are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of Qualifications.

**QUALIFICATIONS ENVELOPES ARE TO BE CLEARLY MARKED
WITH THE RFQ TITLE, TIME & DATE OF OPENING.**

DETAILED PROJECT DESCRIPTION & SCOPE

The McHenry County Division of Transportation is seeking assistance from qualified consultants to perform contract plans, specification, and estimates (PS&E) for Bay Road over Pistakee Lake (SN 056-3106), Wilmot Road over Nippersink Creek (SN 056-3001), and Chapel Hill Road over the Fox River (SN 056-3134). Work may also include the preparation of a formal Phase I report based upon previously completed Bridge Condition Reports as required to obtain federal funding. All work shall conform to IDOT/FHWA policies and procedures for federal aid projects.

Detailed bridge condition reports have been completed for each structure and are available for inspection by calling 815-334-4963 to make an appointment to view them at the McHenry County Division of Transportation Offices. Viewing of the BCR's can also be done electronically by e-mailing a request to Design Manager Wally Dittrich at wrdittrich@co.mchenry.il.us The consultant will be provided with a secure web link to view the Bridge Condition Reports.

Some of the anticipated activities for all three structures may include, but are not limited to:

- Perform necessary survey work
- Perform any necessary drainage, floodplain, hydraulic and wetland studies
- Public Involvement
- Review alternatives detailed in the Bridge Condition Reports
- Prepare Phase I report for federal funding if necessary
- Perform necessary environmental coordination to secure Design Approval
- Prepare and submit all necessary permits (IDNR-OWR, Army Corps, etc.)
- Prepare plans, specifications and cost estimates

- PROJECT SCOPING DETAILS -

Bay Road over Pistakee Lake

- Deck Beam Bridge constructed in 1968
- Rated 67.5 out of 100
- BCR evaluated repairs, rehabilitation, and replacement
- Recommended work – superstructure replacement & deck drainage corrections
- Estimated Construction Cost = \$900,000

Wilmot Road over Nippersink Creek

- Deck Beam Bridge constructed in 1960
- Rated 68 out of 100
- BCR evaluated repairs, rehabilitation, and replacement
- Recommended work – superstructure replacement
- Estimated Construction Cost = \$550,000

Chapel Hill Road over Fox River

- Steel Beam Bridge constructed in 1938, rehab in 1996
- Rated 58 out of 100
- BCR evaluated repairs, rehabilitation, and replacement
- Recommended work – new piers, bearing replacement, painting
- Estimated Construction Cost = \$1.5 million

SUBMITTAL FORMAT REQUIREMENTS

In preparing submittals for McHenry County, the following requirements must be adhered to:

- Include a Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- The consultant, in responding to the RFQ, shall demonstrate a clear vision of the desired project outcome, as well as the methodologies and philosophies necessary to achieve the desired outcome. “Boiler-plate” type submittals typically do not rank high. Submittals that demonstrate creative, unique, and cost effective philosophies and experience typically rank higher than “boiler-plate” approaches.
- The consultant will submit an organizational chart of the staff that will work on the project, relating how each staff member will relate to each other, subcontractors (if necessary) of the firm and any branch offices of the firm as applicable.
- Project Manager/key staff members must be clearly identified in the RFQ, and the resumes of the *Project Manager* and *key staff* must be included. The resumes for each key team member shall not exceed **ONE** page (single sided), and should include only the similar experience relevant to the task(s). Do not include resumes of personnel who are part of the firm, but will not be involved in a majority of the project work.
- All resumes shall **CLEARLY** differentiate between work experience gained at the current firm and work experience gained while working for other firms. Resumes should indicate the number of years of experience in the field and number of years of experience with the firm for each project team member. Professional Registration information shall also be provided.
- List and describe in a short paragraph (1/2 page single sided max.) up to a maximum of seven similar or more complex projects completed within the last five years. Attention should be paid to illustrating how the work performed on the similar project(s) is pertinent to the structures being submitted on. Also include a maximum of three less complex projects (1/2 page single sided max.) also completed in the last five years. The purpose of this section is to evaluate the firm’s recent experience performing similar projects as it pertains to the application to this project.
- Any work that is to be subcontracted or performed by others in a “team” proposal shall be clearly defined. Background and resumes for key individuals on the “team” from other firms or sub-consultants shall also be included for review by the County. Subconsultant resumes shall conform to the same format dictated for the consultant. Please note that County welcomes both individual and “team” submittals and offers both the same fair and equitable treatment.

THIS PAGE IS MANDATORY.

REFERENCES

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:

AUTHORIZED NEGOTIATORS:

Name: _____

Phone # _____

Title: _____

Name: _____

Phone # _____

Title: _____

SUBMITTER OF QUALIFICATIONS CERTIFICATION

I have carefully examined the Request for Qualifications, and any other documents accompanying or made a part of this Request for Qualifications.

I verify that all information contained in this Qualification is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Qualification 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 submittal of Qualification is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a submittal for the same product or service. No officer, employee or agent of the County of McHenry or any other Professional is interested in this Qualification and that the undersigned executed this 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)

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