

County of McHenry Request for Qualifications

RFQ# 14-56

SERVICES TO PROVIDE STORMWATER AND SUBDIVISION REVIEW CONSULTING

June 25, 2014

The County of McHenry, Illinois, hereby solicits qualified and interested firms to submit statements of qualifications ("Qualifications") for providing all services, supervision, labor and equipment necessary to provide the County for the purpose of, contracting with one or more qualified firms to provide stormwater and subdivision review consulting services, for one year, December 1, 2014 to November 30, 2015, and option year II, December 1, 2015 to November 30, 2016, and option year III, December 1, 2016 to November 30, 2017, 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. **One (1) original and Four (4) copies of the complete Qualifications 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
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)—August 15, 2014

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

SCHEDULE OF EVENTS	
June 25, 2014.....	RFQ Available
July 11, 2014.....	All Questions regarding RFQ faxed to Purchasing by 4:00 PM CST
July 18, 2014.....	All Questions answered via Addendum After 4:00PM CST
August 15, 2014.....	RFQ due in Purchasing Office by 2:00PM CST
August 15, 2014 – October 30, 2014	Evaluation and Short Listing of Firms

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 primary engineering reviewer (25 Points):
 - a. Experience with contracts for services similar in scope
 - b. Knowledge of applicable regulations
 - c. Experience with applicable software programs
 - d. Qualifications and Certifications
 - e. Quality of writing sample
2. Experience/qualifications of secondary engineering reviewers (25 Points):
 - a. Experience with contracts for services similar in scope
 - b. Knowledge of applicable regulations
 - c. Experience with applicable software programs
 - d. Qualifications and Certifications
 - e. Quality of writing sample
3. Experience/qualifications of McHenry County Wetland Specialist (10 Points):
 - a. Experience with contracts for services similar in scope
 - b. Knowledge of applicable regulations

- c. Experience with applicable software programs
 - d. Qualifications and Certifications
 - e. Quality of writing sample
4. References from similar government agencies for which the assigned staff have provided similar review services (10 Points)
 5. Depth and availability of assigned staff (10 Points)
 6. Project understanding, approach, and review philosophy (20 Points)

Total 100 Points

Discussion of Submittal: The Evaluation Committee may conduct discussions with one or more Professionals with whom the County has a previous satisfactory relationship and/or those Professionals 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.

Compliance With Laws

The bidder hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the County to terminate this (Request for Sealed Proposal/Bid) in accordance with the termination provisions stated herein.

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

SPECIFICATIONS

McHenry County is seeking to retain one or more qualified firms to perform the following services:

1. Perform expedited reviews of permit applications for compliance with the McHenry County Stormwater Management Ordinance and other applicable Federal, State, and local laws and ordinances in situations where applicants are willing to pay directly to obtain such reviews in an expedited timeframe.
2. Perform general reviews of permit applications and subdivision submittals for compliance with the McHenry County Stormwater Management Ordinance and other applicable Federal, State, and local laws and ordinances in situations where county staff is unable to review the permit application or subdivision submittal in a timely manner due to high workloads.
3. Provide written recommendation/report to County staff regarding approval of or deficiencies within permit applications and subdivision submittals.

McHenry County prefers to establish a contract with a single firm that has the depth of stormwater engineering and wetland expertise and staff necessary to meet all of our needs for general and expedited permit reviews. In order to obtain the desired level of review services and expertise, the County reserves the right to contract with multiple engineering firms and to balance the allocation of permit and subdivision reviews between the contracted firms.

The County prefers that the vendor(s) commit one individual as the primary person to provide review services for McHenry County and that the vendor(s) provide a second, and, preferably, a third equally qualified staff member to serve as backup reviewers, should the primary reviewer not be available or if additional capacity is required in order to provide multiple permit reviews simultaneously.

The County prefers that the review services be provided on-site within the offices of the Department of Planning and Development.

The estimated time commitment is 15 hours per week. The actual time commitment will vary based on the number of requests for expedited reviews, the volume of permit applications, and the availability of funding for general permit reviews.

Expedited permit reviews shall be started within 48 hours of the receipt of the permit submittal and escrow payment and the full review shall be completed in a timely manner. The consultant shall separately track time and invoice the County for each expedited review.

TERMS

The term of the contract will be year one, December 1, 2014 to November 30, 2015, option year II, December 1, 2015 to November 30, 2016, option year III, December 1, 2016 to November 30, 2017, subject to continuing need and availability of funds.

MINIMUM QUALIFICATIONS

1. Professional Engineering license in the State of Illinois.
2. Knowledge and experience in the review of stormwater management permit applications.
3. Knowledge and ability to provide the clear written comments and well documented permit approvals.
4. Knowledge and experience regarding the permitting and subdivision process.
5. Knowledge of Federal Laws, State Statutes and McHenry County ordinances related to stormwater, subdivision, floodplain, and wetland management.
6. The ability to have qualified staff available to provide the necessary services on short notice.

ADDITIONAL DESIRED CERTIFICATIONS

1. Certified Floodplain Manager
2. McHenry County wetland specialist
3. Certified Professional in erosion and sediment control

SUBMITTAL REQUIREMENTS

1. Describe your project understanding, approach, and review philosophy
2. Describe the key staff resources that you are assigning this project.
 - a. Provide a list of staff that may be assigned to the project. Designate primary engineering reviewer that will be utilized.
 - b. Provide resumes of staff that may be assigned to the project
 - c. Identify the quantity of staff available
 - d. Identify the maximum staff hours available per week able to respond to periods of high workload
3. Describe how your firm allocates resources and identify:
 - a. Anticipated response time for general reviews
 - b. If the assigned staff would be able initiate expedited reviews with 48-hours notice
 - c. If the assigned staff be able to work from the County facility on a regular basis
4. Describe your past performance for similar work completed in the last three years for government agencies. Provide references from government agencies for which the assigned staff have provided similar permit and/or subdivision review services.
5. Provide a writing sample for each person proposed to serve as a primary or backup reviewer. Past review letters are the preferred type of writing samples.

DIRECTIONS FOR SUBMISSION:

Qualified individuals or firms are to submit one (1) original and four (4) copies 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 AUGUST 15, 2014**. 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.**

THIS PAGE IS MANDATORY.

PROPOSAL FORM

WE, _____, PROPOSE TO PROVIDE THE REQUESTED SERVICES PER THE REQUIREMENTS OF THIS REQUEST FOR PROPOSAL IN ACCORDANCE WITH THE SPECIFICATIONS CONTAINED HEREIN.

WE ALSO CERTIFY THAT THIS WRITTEN PROPOSAL IS VALID FOR 120 DAYS FROM THE DAY OF THIS PROPOSAL 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.

REFERENCES

List three (3) references that you have done similar work, service or supplied similar products to within the last thirty-six (36) 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: _____

THIS PAGE IS MANDATORY.

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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