

County of McHenry
Request for Qualifications/Statement of Interests

RFQ# 18-58

ADA/PROWAG Transition Plan

July 16, 2018

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 with Engineering Services for the McHenry County Division of Transportation ADA/PROWAG Transition Plan 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 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 one (1) hard copy and one (1) PDF copy on a flash drive of the complete Qualifications are to be submitted. The PDF file shall be named using the following format: ConsultantName_RFQNo_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:

ADAM LETENDRE, DIRECTOR OF PURCHASING
PURCHASING DEPARTMENT

SUBMISSION DATE AND TIME:

2:00 PM (CST)—August 9, 2018

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

SCHEDULE OF EVENTS	
July 16, 2018	RFQ Available
July 20, 2018	All Questions regarding RFQ faxed to Purchasing at 815-334-4680 by 12:00 P.M. (CST)
July 24, 2018	All Questions answered via fax and Posted on Website after 4:00 P.M. (CST)
August 9, 2018	RFQ due in Purchasing Office by 2:00 P.M. (CST)
August 13, 2018 to August 31, 2018	Staff Evaluation and Short Listing of Firms
October 31, 2018	Transportation Committee Contract Approval
November 13, 2018	County Board Approval
July 1, 2019	Anticipated Notice to Proceed

GENERAL INFORMATION

Definition: Request for Qualifications (RFQ) is a method of procurement permitting discussions with responsible Professionals 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 Professional.

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 contract importance. Professionals are required to address each evaluation criteria and to be specific in presenting their qualifications.

1. Technical Approach: Proposed methodology, QA/QC procedures, innovations, etc. Demonstrated quality assurance procedures and schedule to ensure a timely, effective and professional provision of services. (Weighted at 25%)

2. Firm Experience: The Firm's general experience, stability, and history of performance on projects similar to the one under consideration. Three (3) similar projects shall be provided. Key staff and their role on the Firm's similar projects shall be identified. (Weighted at 25%)
3. Specialized Expertise: Staff/Firm expertise (i.e. Drainage, Structural, Traffic, etc.) as it relates to the project under consideration. References on key staff and project resumes to awards received by the firm or staff, technical papers authored by key staff, and other forms of indications of specialized expertise will be considered in this category. (Weighted at 20%)
4. Staff Capabilities: The education, experience, and expertise of the Firm's key employees as they relate to the proposed scope of services and to the degree to which the services meet the needs of the County. Key staff resumes shall be provided for review of qualifications, competence, and past performance. (Weighted at 10%)
5. Work Load Capacity: Present workload with attention to current and future commitments of firm and available personnel, particularly those key persons expected to be assigned to the project. (Weighted at 10%)
6. Past Performance: The firm must have demonstrated history of professional, reliable, and dependable service to governmental entities. Firms will be evaluated on the recommendations and opinions of the Firm's previous clients as to its ability to meet deadlines and remain within budget. Staff sense of responsibility, attitudes, concern for economy, efficiency, environment, quality of service, etc. will be taken into consideration. (Weighted at 10%)
7. In-state/Local Presence: Proximity to project. This will not be a factor in every project. (Weighted at 0%)

The Evaluation Committee may conduct interviews with and/or require presentations as set forth above in the Schedule of Events, of the Professionals who submits acceptable or potentially acceptable Qualifications. Such Professionals shall be accorded fair and equal treatment with respect to any opportunity for interviews. During the course of such interviews, the Evaluation Committee shall not disclose any information derived from one submittal to any other Professional. 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, approach to the project, ability to furnish the required services, and such other qualification-based factors as the County may determine in writing are applicable.

Selection: On the basis of the evaluations, interviews, and presentations, the County shall 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 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.

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, presentations, 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 selection 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-advertise the project based on a re-evaluation of the architectural, engineering, or land surveying services requested, including the estimated value, scope, and complexity.

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 Qualifications.

PREVAILING WAGE

The State of Illinois requires under Public Works Contracts that the general prevailing rate of wages in this locality be paid for each craft or type of worker hereunder. This requirement is in accordance with The Prevailing Wage Act, 820 ILCS 130/0.01 et seq., as amended. This shall include payment of the general prevailing rate for legal holiday and overtime work. It shall be mandatory upon the subcontractor under the Contractor. 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. Contractors may access the Illinois Department of Labor website for updates at www.state.il.us/agency/idol.

It shall also be mandatory upon the Contractor to whom the Contract is awarded to insert into each subcontract and into the project Specifications for each subcontract a written stipulation to the effect that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under the Contract. It shall also be mandatory upon each subcontractor to cause to be inserted into each lower tiered subcontract and into the project Specifications for each lower tiered subcontract a stipulation to the effect that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under the Contract. A Contractor or subcontractor who fails to comply is in violation of the Act.

Authority: This Request for Qualifications is issued pursuant to applicable provisions of the ***McHenry County Purchasing Ordinance***, approved August 1, 2014, revised December 1, 2015 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.mchenrycountyil.gov (follow the links to the Purchasing Department and then the Purchasing Ordinance)

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.

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. NO interpretation of the meaning of the plans, specifications, or other RFQ documents will be made orally. If any addendum are required, all addenda will be faxed to a Professional if a Notice of Intent to Submit Qualifications has been completed and faxed to the Purchasing Department. In addition, all addenda are posted on the County of McHenry's website. Failure of the Professional to receive any such addendum shall not relieve the Professional from obligations under this RFQ as submitted. All addenda so issued shall become part of the Qualifications. Failure to request an interpretation constitutes a waiver to a later claim that ambiguities or misunderstandings caused a Professional to improperly submit Qualifications.

Hold Harmless Clause: The Professional agrees to indemnify, save harmless and defend the County of McHenry, the McHenry Public Building Commission, 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, the McHenry County Public Building Commission, their agents, servants, or employees or any other person indemnified hereunder.

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 Professional 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 Qualifications.

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 one (1) hard copy and one (1) PDF copy on a flash drive of the completed Qualifications along with any support documentation to:

Purchasing Department
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 9, 2018**. 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.

Project Description & Scope:

This Request for Qualifications (RFQ) based submittal is for the purpose of contracting with a qualified engineering firm to assist the County of McHenry in developing the McHenry County Division of Transportation’s ADA/PROWAG Transition Program. All work shall conform to IDOT/FHWA policies and procedures for federal aid projects and will be completed under applicable BLR and BDE Manuals.

McHenry County is currently in the process of updating the accessibility of its roadway system in accordance with the Americans with Disabilities Act (ADA) and the Public Right of Way Accessibility Guidelines (PROWAG).

Anticipated Work Items may include, but not limited to the following:

- A. Develop ADA/PROWAG Transition Plan
- B. Provide public coordination
- C. Attend meetings

The anticipated cost of the project is \$125,000 and the length of this contract will be 6 months and the project is partially funded through the Statewide Planning & Research Program.

The selected engineering firm will be required to respond to McHenry County review comments in Bluebeam Vu® software. Note that this software is free to download and use.

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.]

SUBMITTAL FORMAT REQUIREMENT:

When preparing submittals for McHenry County, the following requirements shall be adhered to and presented in the order listed below. Each bulleted item shall be separated and labeled using fixed tab dividers and be limited to one (1) page each unless otherwise noted. Standard page formatting shall include 11 point font, 1" margins, and be double sided; two (2) pages of text. One (1) page means text on one side of a page. Text on both sides of a page (double sided) is two (2) pages.

- Cover letter transmitting the proposal on the firm's letterhead describing the composition and proposal contents, the primary point of contact, and that person's contact information.
- Table of Contents with page numbers, identifying the approach, resumes, etc. and use double-sided printing.
- Section 1: *Project Understanding/Approach Summary*. Demonstrate a clear vision of the project outcome, as well as the methodologies and philosophies necessary to achieve the desired outcome. Summary shall be limited to two (2) pages.
- Section 2: *Organization*. Listing of Key Staff and Support Staff, presented in an overall organizational chart format, with roles and responsibilities of each.
- Section 3: *Key Staff Resumes*. Project Manager/Key Staff members must be clearly identified in the proposal, and the resumes of the Project Manager and Key Staff and sub-contractor staff must be included. Resumes shall be limited to one (1) page each. All resumes shall CLEARLY list the Key Staff's role on the listed project; indicate whether work was performed as a subconsultant or prime consultant; indicate the project phase and the status of that project phase; 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 profession and number of years of experience with the firm for each project team member. Applicable professional registration information, awards, and training shall also be listed.
- Section 4: *Similar Projects*. Provide a minimum of three (3) and up to four (4) ongoing or completed projects within the last five (5) years of similar project phase, consultant role (prime or subconsultant), scope, funding source (federal or local) and magnitude that demonstrate the firm or team has experience in performing work requested by the County. Project resumes shall be a half page each and a maximum of two (2) pages.
- The following shall be included with the Request for Qualification submittal:
 - Certificate of Eligibility/IDOT Statement of Experience and Financial Condition (SEFC) Acceptance Letter.

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:

Email Address:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Email Address:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Email Address:

Contact Person:

AUTHORIZED NEGOTIATORS:

Name: _____

Phone # _____

Title: _____

Name: _____

Phone # _____

Title: _____

THIS PAGE IS MANDATORY.

SUBMITTER OF QUALIFICATIONS CERTIFICATION

CERTIFICATIONS

Vendor/Firm 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/Firm 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 on attached sheet.

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

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 _____

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AFFIDAVIT OF AVAILABILITY

Firm Name _____

Part I. Key Project Personnel Availability

Complete the table below for key project personnel only.

Name	Proposed Position	Current Projects	Percent of Time on Current Project(s)	Date Projects Completed

THIS PAGE IS MANDATORY

Part II. Work Under Contract

List below all work you have under contract as either a prime contractor or a subcontractor. It is required to include all pending low bids not yet awarded or rejected. In a joint venture, list only that portion of the work which is the responsibility of your company. The uncompleted dollar value is to be based upon the most recent engineer's or owners estimate, and must include work subcontracted to others. If no work is contracted, show NONE.

	1	2	3	Awards Pending	
Contract(s) With	IDOT	Tollway	Other Agencies	Various	
Total Contract(s) Price					Accumulated Totals
Uncompleted Dollar Value if Firm is the Prime Contractor					
Uncompleted Dollar Value if Firm is the Subcontractor					
				Total Value of All Work	

Part III. Summary of Work

Complete the table below for total project work in each appropriate time frame.

Totals for Firm	0-6 Months (000's)	7-18 Months (000's)	>18 Months (000's)
As Prime Consultant			
As Subconsultant			
Total			

Type or Print Name _____
Officer or Director
Title

Date _____

Signature _____

THIS PAGE IS MANDATORY.

SIGNATURE PAGE

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

(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)

(Email)

End of Document