

McHenry County Purchasing Department
Mailing/Shipping Address: 2200 N Seminary Avenue, Room 200
Physical Address: Administration Building, 667 Ware Rd, Room 200
Woodstock, IL 60098
Phone: 815-334-4818
Fax: 815-334-4680

July 19, 2018

ADDENDUM #1

**RFQ #18-49 Lake in the Hills Sanitary District Infrastructure
Condition Assessment and Rate Study Due July 19, 2018 Revised to
September 10, 2018 by 2:00PM (CST)**

Additions & Clarifications to RFP/Bid

Revision to Bid	<p>The schedule of events has been revised. Please replace the existing pages 1 & 2 of the solicitation, with the following pages 1 & 2.</p>
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**ALL OTHER TERMS AND CONDITIONS
OF THE RFP
REMAIN THE SAME.**

County of McHenry
Request for Qualifications

RFQ#18-49

Lake in the Hills Sanitary District Infrastructure Condition Assessment and Rate Study
July 18, 2018

The County of McHenry, Illinois, joined with the municipalities of Lake in the Hills, Huntley, and Crystal Lake, Illinois (“Partners”) hereby solicits qualified and interested firms to submit statements of qualifications (“Qualifications”) for providing all services, supervision, labor and equipment necessary to provide Partners with a CMOM Report, Capital Projects Plan and rate study 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.

OVERVIEW OF THE LAKE IN THE HILLS SANITARY DISTRICT: The Lake in the Hills Sanitary District (LITHSD)

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 One (1) electronic copy of the complete Qualifications are to be submitted.**

SUBMISSION LOCATION:

MAILING/SHIPPING 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) – ~~July 24, 2018~~ September 10, 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 9, 2018.....	RFQ Available
August 27, 2018.....	Vendors Questions Submitted via email or fax to purchasing@mchenrycountyl.gov or 815-334-4680 by 12:00P.M.(CST)
August 31, 2018.....	Vendors Questions Answered via fax and Posted on Website after 4:00 P.M.(CST)
September 10, 2018.....	Submittals due in Purchasing by 2:00 P.M.(CST)
September 10 through October 10, 2018....	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 Partner’s staff 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 Partner’s 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 Partner’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 Partner’s projects).
- 2) Proposed methodology to complete the services.
- 3) Capabilities and features of the proposed services and the degree to which the services meet the needs of the Partners.
- 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 Partner’s staff may conduct discussions with one or more Professionals with whom the Partners 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 Partner’s staff shall not disclose any information derived from one submittal to any other Professional. In the event that the Partners do not have a satisfactory relationship for services with one or more Professionals, the Partners shall evaluate the