



# County of McHenry Request for Qualifications/Statement of Interests



## RFQ 20-40

### **2021 Construction Materials Testing Services**

August 21, 2020

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 “Construction Materials Testing Services” 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) Electronic File shall be submitted. **File shall be named using the following format: ConsultantName\_RFQNo\_RFQ.**

#### **Electronic Submissions accepted:**

PDFs may be emailed to [dmleonard@mchenrycountyil.gov](mailto:dmleonard@mchenrycountyil.gov) or uploaded **at this link**

#### **SUBMISSION DATE AND TIME: 9:00 a.m. (CST)—September 18, 2020**

Qualifications received after the submittal time will be rejected and returned. (Refer to Schedule of Events)

**Contact Person:** Djuana M. Leonard, C.P.M., Procurement Specialist, [dmleonard@mchenrycountyil.gov](mailto:dmleonard@mchenrycountyil.gov)

#### **SCHEDULE OF EVENTS**

<b>SCHEDULE OF EVENTS</b>	
August 21, 2020	RFQ Available
September 4, 2020	All Questions regarding RFQ emailed to <a href="mailto:dmleonard@mchenrycountyil.gov">dmleonard@mchenrycountyil.gov</a> no later than 12:00 p.m. (Noon) (CST)
September 11, 2020	All Questions answered via Addendum; emailed and posted to website no later than 4:00 p.m. (CST)
<b>September 18, 2020</b>	<b>RFQ due no later than 9:00 a.m. (CST)</b>
October 2, 2020	Staff Evaluation and Short Listing of Firms
N/A	Presentation/Interview
October 28, 2020	Transportation Committee Contract Approval
November 17, 2020	County Board Approval
November 20, 2020	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 10%)
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 20%)
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 15%)
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 15%)
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. Commitment to availability for multiple construction seasons shall also be considered. (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 20%)
7. In-state/Local Presence: Proximity to project. This will not be a factor in every project. (Weighted at 10%)

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 who's 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 and for a term 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 that all wages paid by the Contractor and each subcontractor must 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](http://www.state.il.us/agency/idol/rates.htm). The Contractor must 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 must 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](http://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](http://www.state.il.us/agency/idol).

If this Bid requires Prevailing Wages: please visit the IDOL website for instructions. It is the responsibility of the awarded vendor to **submit Certified Payrolls to the State**. <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-act.aspx>

**Employment of Illinois Workers on Public Works Act:** Pursuant to (30 ILCS 570/3) the “Employment of Illinois Workers in Public Works Act,” whenever there is “a period of excessive unemployment” in Illinois, defined by any month immediately following two consecutive calendar months during which the level of employment in the state has exceeded 5%, then any person or entity working in a Public Works project for the county shall employ at least 90% Illinois laborers on such project. The County expects all contractors on Public Works projects to abide by this act in addition to prevailing wage until the provisions of this act are lifted by the State of Illinois. More information about the Employment of Illinois Workers on Public Works Act can be found here: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=549&ChapterID=7>

**Certified Payroll Requirements (Public Act 94-0515):** Effective August 10, 2005 contractors and subcontractors on public works projects must submit certified payroll records on a monthly basis to the **State of Illinois**, 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 contractor 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 contractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

**Authority:** This Request for Qualifications is issued pursuant to applicable provisions of the **McHenry County Purchasing Ordinance**, amended August 1, 2018 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](http://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) electronic proposal having the completed Qualifications along with any support documentation.

PDFs may be emailed to [dmleonard@mchenrycountyil.gov](mailto:dmleonard@mchenrycountyil.gov) or uploaded **at this link**

**SUBMISSION DATE AND TIME:**      **No later than 9:00 a.m. (CST)—September 18, 2020**

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.

Absolutely no Qualifications will be accepted after the time specified. Late Qualifications shall be rejected and returned. 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.

## **Project Description & Scope:**

The McHenry County Division of Transportation desires to engage a firm that is prequalified by the Illinois Department of Transportation to perform construction materials inspection services.

The anticipated scope of work for this service will be to provide field inspections, material testing, and QA Manager Services for all construction and paving contracts for which the County is providing in-house Phase III construction engineering services. The successful firm will need to have qualified staff which will include: IDOT HMA Level 1, 2, and 3 Technicians, IDOT and ACI Level 1, 2, and 3 Technicians, certified nuclear density gauge operating technicians, and personnel qualified in various soils testing disciplines. Firms submitting for the RFQ should be prequalified with IDOT in Special Services - Quality Assurance HMA & Aggregate, Special Services - Quality Assurance PCC & Aggregate.

The County anticipates the following construction materials testing services will be needed for FY 2021-2025 construction seasons:

- Proportioning and testing of concrete mixtures in accordance with the “Manual of Instructions for Concrete Proportioning and Testing” issued by the IDOT Bureau of Materials and Physical Research, and submittal of test reports within forty-eight (48) hours.
- Proportioning and testing of bituminous mixtures in accordance with the “Manual of Instructions for Bituminous Proportioning and Testing” issued by the IDOT Bureau of Materials and Physical Research, and submittal of test reports within forty-eight (48) hours.
- All testing and reporting required under IDOT’s 2016 Standard Specification for Road and Bridge Construction for both HMA and PCC QC/QA Programs and other non QC/QA material testing programs.
- Capability to provide field testing personnel and equipment on Thin Lift Overlay projects to carry out the required testing according to the contract specifications.
- All compaction tests as required by the specifications and the timely preparation of test reports within twenty-four (24) hours, which shall be provided electronically with originals by mail.
- Aggregate quality and sieve analysis of HMA and aggregate sources to ensure compliance with the specifications, and submittal of test reports within forty-eight (48) hours.
- Capability to test materials used on Chip Seal applications (asphalt emulsions and aggregates), and application testing (Surface Texture - Sand Circle Test).
- Laboratory services to be completed on an as needed basis.
- Subsurface soils exploration to be completed on an as needed basis.
- Preparation of cylinders for compressive strength testing as required by construction contracts.
- Concrete slump, air content and strength tests as required by construction contracts, which shall be provided electronically with originals by mail.
- Capability to take road core samples up to three feet deep.
- Submit all daily reports and testing documentation as soon as practicable and always within ten days or less.
- Provide one contact person for each project to maintain direct communication with the Resident Engineer and the various contractors in order to schedule and coordinate the appropriate testing.

- Capability to analyze/determine the grading of Performance Graded (PG) Asphalt Binders.
- Provide Quality Assurance Manager Services as required by the specifications on all QC/QA projects.
- Attend project startup meetings and pre-pour meetings for bridge deck pours on an as needed basis.
- Advise the County on the required type and frequency of testing necessary to meet project specifications and IDOT requirements, and endeavor with the County to ensure these requirements are met on each project.
- Provide sampling, testing and certification of soils for use in uncontaminated soil fill operation/s (CCDD). This will include completion of either the LPC-662 or LPC-663.
- Provide input with pavement preservation program

Provide a plan to demonstrate:

1. The procedures the Material Testing Firm will use to coordinate with the various Contractors and the Resident Engineer in scheduling material testing services for the County.
2. The availability of back-up equipment within one hour of the job site in the event of testing equipment malfunction or failure.
3. The ability to have two nuclear density gauges calibrated and available for both the HMA surface and binder mixes being utilized by MCDOT.
4. How the MCDOT can advance and incorporate Green Technology into our in- house construction and paving programs.
5. How the firm's expertise can assist and improve the County's "Pavement Preservation Program".

## **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, emails and phone numbers will be acceptable).

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person & **Email** Address:

---

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person & **Email** Address:

---

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person & **Email** Address:

---

***THIS PAGE IS MANDATORY***  
**SUBMITTER OF QUALIFICATIONS CERTIFICATION**

- 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 my correct Federal Taxpayer Identification Number is:  
\_\_\_\_\_
- I am doing business as a (please check one):

Sole Proprietorship    Partnership    Corporation (State of Incorporation: \_\_\_\_\_)    Other \_\_\_\_\_

- State full names, titles and addresses of all responsible principles and/or partners below:

**AUTHORIZED NEGOTIATORS:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_



**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	<b>IDOT</b>	<b>Tollway</b>	<b>Other Agencies</b>	<b>Various</b>	
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.

<b>Totals for Firm</b>	<b>0-6 Months</b> (000's)	<b>7-18 Months</b> (000's)	<b>&gt;18 Months</b> (000's)
As Prime Consultant			
As Subconsultant			
<b>Total</b>			

Type or Print Name \_\_\_\_\_  
Officer or Director
Title

Date \_\_\_\_\_

Signature \_\_\_\_\_

***THIS PAGE IS MANDATORY***

**SIGNATURE PAGE**

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.

**Individual/Company/Corporation:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*End of Document*