



County of McHenry Request for Qualifications



RFQ 21-3921

Services to Provide Stormwater and Subdivision Review Consulting

June 15, 2021

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 qualified firm to provide stormwater and subdivision review consulting services. This is a multi-year contract. Years 1 and 2, from December 1, 2021 through November 30, 2023; Year 3, optional, December 1, 2023 through November 30, 2024 and Year 4, optional, December 1, 2024 through November 30, 2025, in accordance with federal, state and local laws and regulations (both current and as amended). Subject to continuing need and availability of funds.

Any communication regarding this bid between the date of issue and date of award is required to go through the Bid Coordinator or the Buyer listed below (or, in the Buyers absence, the Purchasing Administrative Specialist). Unauthorized contact with other McHenry County staff or officers is strictly forbidden.

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: RFQ 21-3921 – consultant name.**

Electronic Submissions accepted:

PDFs may be emailed to dmleonard@mchenrycountyl.gov

SUBMISSION DATE AND TIME: **no later than 9:00 a.m. (CST)—July 27, 2021**

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

Contact Person: Djuana M. Leonard, C.P.M., Procurement Specialist, dmleonard@mchenrycountyl.gov

SCHEDULE OF EVENTS

June 15, 2021	RFQ Available
June 30, 2021	Questions emailed to dmleonard@mchenrycountyl.gov no later than 12:00 p.m. (CST)
July 7, 2021	Questions answered via Addendum and posted to website no later than 4:00 p.m. (CST)
July 27, 2021	RFQ due no later than 9:00 a.m. (CST) Email PDFs to dmleonard@mchenrycountyl.gov
August, 2021	Staff Evaluation and Selection of Firm
October 20, 2021	County Board Approval and Contract Execution

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. Experience/qualifications of primary engineering reviewer **(0-25 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 **(0-25 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 Certified Wetland Specialist **(0-10 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. **(0-10 points)**
5. Depth and availability of assigned staff **(0-10 points)**.
6. Project understanding, approach, and review philosophy **(0-20 points)**.

Total = 100 points

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.

The County may conduct discussions or interviews with and require presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project, and ability to furnish the required services.

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.

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.

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.

Authority: This Request for Qualifications is issued pursuant to applicable provisions of the *McHenry County Purchasing Ordinance*, amended June 1, 2021 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 one hundred twenty (120) 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 email purchasing@mchenrycountyil.gov 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. All Addenda are posted to the Bids/RFP/RFQ page of the County'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

SUBMISSION DATE AND TIME: **No later than 9:00 a.m. (CST)—*July 27, 2021***

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:

McHenry County is seeking to retain one qualified firm to perform the following services. This is a multi-year contract. Years 1 and 2, from December 1, 2021 through November 30, 2023; Year 3, optional, December 1, 2023 through November 30, 2024 and Year 4, optional, December 1, 2024 through November 30, 2025, in accordance with federal, state and local laws and regulations (both current and as amended). Subject to continuing need and availability of funds.

McHenry County is seeking to retain one qualified firm 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 reserves the right to review and approve proposed substitutions of staff during the contract period.

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 8 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.

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 Certified 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 to initiate expedited reviews with 48-hours' notice.
 - c. If the assigned staff would 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.

MANDATORY PAGE

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:

MANDATORY PAGE
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: _____

MANDATORY PAGE

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