



McHenry County
Purchasing Department
2200 N Seminary Avenue
Woodstock IL 60098
purchasing@mchenrycountyil.gov

RFQ 22-5342 GIS Consulting Services

McHenry County, Illinois is soliciting Request for Qualifications from qualified firms for professional services for ongoing GIS consulting as detailed below for over the next two years beginning in December fiscal year 2022-23.

Contact Information:

Geoffrey Bauernfeind, Procurement Specialist

E-mail: purchasing@mchenrycountyil.gov;

CC E-mail: gwbauernfeind@mchenrycountyil.gov

Any communication regarding this Bid or Request between the date of issue and date of award is required to go through the Procurement Specialist listed (or the Purchasing Administrative Specialist). Unauthorized contact with other McHenry County staff or officers is strictly forbidden. **ELECTRONIC COMMUNICATIONS REQUIRED.**

SCHEDULE OF EVENTS

August 08, 2022	Bid or Request Available on County Website
August 17, 2022	Vendor Questions Submitted no later than 4:00 PM (CST) Submitted by E-mail: purchasing@mchenrycountyil.gov and CC E-mail: gwbauernfeind@mchenrycountyil.gov
August 24, 2022	Vendor Questions Answered no later than 4:00 PM (CST) Posted to the County Website as an Addendum
August 31, 2022	Submissions Due to E-mail: purchasing@mchenrycountyil.gov and CC E-mail: gwbauernfeind@mchenrycountyil.gov no later than 9:00 a.m. (CST) (PDF and/or Excel sheet emailed, 20mb limit/email)
September 01, 2022	Evaluation and Short Listing of Firms Begins



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OVERVIEW OF THE COUNTY OF MCHENRY

McHenry County, Illinois is soliciting Request for Qualifications from qualified firms for professional services for ongoing GIS consulting as detailed below for over the next two years beginning in December fiscal year 2022-23. McHenry County is located in Northeast Illinois and currently has around +/- 150,000 real estate parcels contained in roughly 600 square miles. The McHenry County GIS Department uses ESRI software to manage and deploy enterprise geodatabases and GIS applications across County Departments. Currently the County uses ArcGIS Server, ArcSDE, ArcGIS Pro, ArcGIS Online, ArcGIS Desktop, and ArcReader. The County also uses MS SQL Server 2016 as the RDBMS that houses the geodatabases. Currently, McHenry County has ArcGIS Server web applications that are running on both the internet and intranet. These applications utilize ASP.NET, .NET Framework, C#, AJAX, ArcGIS JS API 3.X/4.X, JavaScript/HTML5, Dojo, Knockout, and SQL reporting services.

ONGOING CONSULTING SERVICES

McHenry County is seeking a qualified candidate that will be required to perform the following services:

➤ **ArcSDE Professional Services**

The qualified candidate will be required to assist with all geodatabase support with ArcSDE and MS SQL Server. These services will include, but are not limited to, database administration, troubleshooting, development, and design. The County has multiple geodatabases that cover several different types of datasets such as parcels, environmental features, census data, point of interest data, transportation information, and much more. Additionally, knowledge of SQL reporting services required.

➤ **ArcGIS Server Professional Services**

Qualified candidate will be required to assist the County with all existing applications as well as with the development of new applications. This is including but is not limited to administration, design, development, and implementation.

➤ **Application Development Professional Services**

The qualified firm will also need to have proven experience with and extensive knowledge of ArcGIS Server, ArcObjects, SSRS, SQL Server, .NET framework, ASP.NET, C#, AJAX, Angular, ArcGIS JS API 3.X/4.X, JavaScript/HTML 5, Dojo, and Knockout. Application development may be required with ArcGIS Desktop or ArcGIS Server. The qualified candidate should submit examples of such applications and interactive maps using this technology that they have developed and maintained successfully with clients. Qualified firm will be required to use best practices for application development, including but not limited to utilization of proper coding standards, security measures and design, documentation, architecture, and naming conventions.

➤ **ArcGIS Online Support**

The qualified firm will need to have proven experience administering, setting up, and managing web applications for ArcGIS Online.

➤ **Network Administration**

The qualified firm will assist the County with some network administration. The selected firm will need to have proven experience with deploying applications with a reverse proxy, knowledge of best practices with security when deploying GIS applications, and knowledge of server and network requirements when deploying GIS applications.



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➤ **On-Call Support**

The qualified candidate will need to be available to assist the County in resolving emergency GIS web application system outages. This support may need to occur after business hours and/or on weekends.

➤ **Transfer of Knowledge, Training, and Documentation**

The qualified candidate will be required to transfer knowledge as needed, provide training to staff when requested, and be able to create useful documentation when needed.

Additional Information

The successful firm will be expected to designate the proper number of qualified personnel to be available to McHenry County immediately for any network, software, hardware, or administrative problems related to these services along with reasonable timelines for additional programming and support. Please provide resumes of all key personnel responsible for the services your firm intends to provide.

The successful firm will be required to be available to provide services both on-site and remotely.

Outline

For the Request for Qualifications, please be sure to submit the following in your submittal:

1. Background Information about firm
2. Organizational Chart of Key Personnel who will directly be working on this project
3. Resumes of all individuals who will be working on this project
4. Show examples of direct experience of related project work including references and contact information for each project.
5. Describe your ability to provide on-call support.



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GENERAL REQUIREMENTS

This is a Request for Qualifications. 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. The file shall be named using the following format: ConsultantName-RFQNo-RFQ.**

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 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. 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 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 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 15%)



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5. Work Load Capacity: Present workload with attention to current and future commitments of firm, available personnel, particularly those key persons expected to be assigned to the project, and availability of adequate equipment and facilities to do the work expeditiously. (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%)

The Evaluation Committee may conduct interviews with and/or require presentations, as set forth above in the Schedule of Events, of the Professionals who submit 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 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.



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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, complexity, and fee requirements.

Notice of Unacceptable Submittal

When the Evaluation Committee determines a Professional's Qualifications to be unacceptable, such Professional shall not be afforded an additional opportunity to supplement its Qualifications.

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.

DIRECTIONS FOR SUBMISSION:

Qualified individuals or firms are to submit **one (1) electronic proposal** having the completed Qualifications along with any support documentation. PDFs shall be emailed to purchasing@mchenrycountyil.gov and cc'd to gwbauernfeind@mchenrycountyil.gov.

Purchasing
Adam Letendre, Director
McHenry County Administration Building
2200 N. Seminary Avenue, Room 200
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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 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.



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PAGE IS MANDATORY – Please Return with Submission

REFERENCES

Please list three (3) references, other than McHenry County, you have done similar work, service or supplied similar products to within the last twelve (12) months

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 – Please Return with Submission

CERTIFICATONS AND SIGNATURE PAGE - ONE OF TWO

- I acknowledge to have read, understand, and agree to the **Bid or Request Documents** Provided for this Bid or Request as posted on McHenry County’s Website Yes
- I acknowledge to have read, understand, and agree to the policies contained within the **McHenry County Purchase Ordinance**, amended June 1, 2021 Yes
- I acknowledge I have read, understand, and agree to the **Standard Terms and Conditions** provided for this Bid or Request as posted on McHenry County’s website. Yes
- I acknowledge to have read, understand, and agree to any and all **Addenda** provided for this Bid or Request as posted on McHenry County’s website. Yes
- I acknowledge there to be **FIVE (5) Mandatory Pages** including: References Page , Two Certification Pages, W-9, and Status of Ownership Form to be submitted for my Bid to be considered. **These are in addition to any Documents specified in the preceding outline.** (Electronic Copies are Acceptable.) Yes
- Submitter certifies 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
- Vendor certifies 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) and this Bid or Request Is Subject to, Is NOT Subject to the Illinois Prevailing Wage Act. Yes
- Vendor acknowledges this Bid or Request Is Subject to, Is NOT Subject to the **Employment of Illinois Workers in Public Works Act** (30 ILCS 570/3) and will comply with the requirements set forth in this Act. Yes
- I acknowledge this Bid or Request Requires, Does NOT Require a **Bid Bond** Yes
- I will include my **W-9 as a Mandatory Page** Requirement for this Bid or Request and in addition, under penalties of perjury, I certify that my correct **Federal Taxpayer Identification Number** is: _____
- I am doing business as a (please indicate one): Sole Proprietorship
 Corporation: State of Incorporation: _____
 Partnership
 Other _____



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CERTIFICATONS AND SIGNATURE PAGE - TWO OF TWO

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

Name and Title: _____

City, State and Zip Code: _____

Telephone Number: _____ Email: _____

Name and Title: _____

City, State and Zip Code: _____

Telephone Number: _____ Email: _____

- I have carefully examined the Bid or Request, Scope of Work, Specifications, and any other documents accompanying or made a part of this Bid or Request. I hereby propose to furnish the goods or services specified. I agree my proposal will remain firm for a period of up to 120 days from Due Date in order to allow the County time to evaluate the qualifications submitted. I verify all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit on behalf of the firm as its act and deed, and the firm is ready, willing, and able to perform if awarded the contract. I further certify, under oath, this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and 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 and Title: _____

Signature: _____ **Date:** _____

Telephone Number: _____ Email: _____

Witness Printed Name and Title: _____

Witness Signature: _____ **Date:** _____