



**RFP 23-6116**  
**Enterprise Zone Administration Services**

McHenry County seeks proposals for Enterprise Zone Administration Services, subject to continuing need and availability of funds. All requirements are according to specifications enclosed.

**Contact Information.** Direct all inquiries & communication via email to:  
Djuana M Leonard, C.P.M., Procurement Specialist, **E-mail:** [dmleonard@mchenrycountyil.gov](mailto:dmleonard@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.**

**MANDATORY COVER PAGE**  
COVER SHEET - TYPE or PRINT CLEARLY

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_ FEIN or SSN: \_\_\_\_\_

**SCHEDULE OF EVENTS**

March 13, 2023	RFP available on County website
March 30, 2023	Questions due to <a href="mailto:dmleonard@mchenrycountyil.gov">dmleonard@mchenrycountyil.gov</a> no later than 12:00 p.m.(CST). Submit via email.
April 4, 2023	Addendum posted on County website no later than 4:00 p.m. (CST)
<b>May 3, 2023</b>	<b>Proposals due no later than 9:00 a.m. (CST). Submit PDFs via email.</b>

## REQUEST FOR PROPOSALS (General Terms and Conditions)

### DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible contractor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

### EVALUATION of PROPOSAL

The proposals submitted by contractors shall be evaluated solely in accordance with the criteria set forth in the RFP. The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other contractor.

### CRITERIA for SELECTION and SUBMISSION REQUIREMENTS

The following criteria and point system shall be used by the selection team to determine the individual or firm most qualified and best suited to perform the work:

**1. Cover Letter / Executive Summary (1 point)**

Individual or Firm's information with a summary including an expression of the individual or firm's ability to meet the requirements of the RFP. **Not to exceed 1 page.**

**2. Qualifications and Project Approach (33 points)**

Individual or Firm's capability in all respects to fully perform the contract requirements, including approach to project.

**3. Cost to Complete the Work (33 points)**

The cost to administer the project.

**4. Relevant Experience(33 points)**

This includes the individual or firm's experience for the specific scope of services; previous, recent similar projects. **Not to exceed 5 pages.**

Total 100 points

### NEGOTIATIONS

The McHenry County Enterprise Zone reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The McHenry County Enterprise Zone may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the contractor during discussions or negotiations may be held by the McHenry County Enterprise Zone as contractually binding on the successful Contractor.

## **DESCRIPTION OF WORK AND SPECIFICATIONS**

McHenry County is issuing the service on behalf of the McHenry County Enterprise Zone. McHenry County seeks proposals for enterprise zone administration services, subject to continuing need and availability of funds. This is a multi-year contract from 5/1/23-11/30/23 and year 2 from 12/1/23-11/30/24.

### **Background:**

The McHenry County Enterprise Zone (Zone), formerly known as the Harvard/Woodstock Enterprise Zone, is a region designated by the Illinois Department of Commerce and Economic Opportunity pursuant to the Illinois Enterprise Zone Act, 20 ILCS 655/1 et. seq., and endowed with certain benefits geared toward expanding economic development. The Zone has recently expanded to include portions of the City of Marengo including the Route 23 and I-90 interchange. Refer to the attached map.

### **Scope of work:**

Zone Administration Services can encompass the actual day-to-day administration of the Zone, contractual services, and/or any applicable powers enumerated in the Illinois Enterprise Zone Act, 20 ILCS 655/1 et. seq., for either the zones themselves or Designated Zone Organizations. Vision in leveraging the many authorities of the Zone for the enhancement of business opportunities is welcome and encouraged.

The Enterprise Zone Administrator must have expertise in economic development and, in particular, Enterprise Zones. Additional characteristics may include:

- Knowledge about and a passion for the region (McHenry County) are also essential;
- Connections with developers, businesses, and others in the economic development industry;
- Good communications skills and the ability to meet with people in large or small groups and in person or using technology are mandatory;
- The ability to connect with the stakeholders, which includes the Designating Units of Government, local and county economic development entities, developers, businesses, the State of Illinois, and others involved in or influencing development in the McHenry County Enterprise Zone;
- Possession of general knowledge of marketing strategies, social media outreach and implementation, and web development strategies

### **Duties may include, but are not limited to:**

- Provide all administrative support to the Zone. Respond to all calls and inquiries to the zone in a timely manner
- Maintain all data required for DCEO and IDOR reporting and submit the same when requested
- Implement BMEC Exemption Application processes in alignment with Designating Unit building permit processes. This is with the primary purchaser of materials as well as all contractors and subcontractors involved with a project
- Process property tax abatement requests for eligible projects in cooperation with the County Clerk and other participating taxing bodies
- Where applicable, initiate performance-based Memorandums of Understanding (MOU) with entities receiving abatement to ensure annual performance reporting on jobs and investments
- Initiate claw-back provisions when applicable
- Monitor end user reporting to IDOR and act as the “traffic cop” to enforce compliance
- Market the Zone – Web, Social, Media, Personal Outreach, Networking, etc.
- Coordinate Application processes for boundary and/or incentive adjustments. Inform and coordinate end user access to other specific state Zone incentive Applications
- Monitor Zone-related legislation
- Collect all of the allowable fees
- Provide for all data backup and storage as well as mapping and G.I.S. functions (usually with the help of an outside vendor or local unit of government) to ensure compliance with DCEO and IDOR submission/update requirements

Proposals may include, but are not limited to, the following:

- Qualifications and Project Approach. Individual or Firm's capability in all respects to fully perform the contract requirements, including approach to project
- Cost to Complete the Work
- Relevant Experience; include similar projects



**MANDATORY PAGE**  
**PROPOSAL PRICING FORM**

We/(I), \_\_\_\_\_, propose to provide the requested services according to the requirements of this Request for Proposal. We/(I) also certify that this written proposal is valid for 120 days from the day of this proposal and the attached information is received and filed by the County of McHenry.

**Fees to provide Zone Administration Services:**

Year 1 from 5/1/23-11/30/23

\$ \_\_\_\_\_

Year 2 from 12/1/23-11/30/24

\$ \_\_\_\_\_

Please List any exceptions to the RFP Specifications:

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**MANDATORY PAGE**  
**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. **Email address required. It is the vendor's responsibility to ensure references respond to the County, as required.**

Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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**MANDATORY PAGE**  
**CERTIFICATONS PAGE**

- 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 all **Addenda** provided for this Bid or Request as posted on McHenry County's website.  Yes
- Vendor certifies it has reviewed, completed & *submitted the* **Mandatory County of McHenry Status of Ownership Information**  Yes
- I acknowledge there to be **7 Mandatory Pages, including the W-9** to be completed and/or submitted for my Bid or Submission to be considered.  Yes
- Submitter certifies it has not been barred from contracting with a unit of State or Local Government because 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
  
- 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 \_\_\_\_\_

- 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: \_\_\_\_\_

**MANDATORY PAGE  
SIGNATURE PAGE**

- 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 to allow the McHenry County Enterprise Zone 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: \_\_\_\_\_

***End of Document***