

# County of McHenry Request for Qualifications

## RFQ# 14-07

### Charles J. Miller Road – Contract 2 Phase III Engineering Services

December 9, 2013

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 Engineering 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). Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made. **One (1) original and Three (3) hard copies and one (1) PDF copy on CD of the complete proposal are to be submitted. The PDF file shall be named using the following format: ConsultantName\_CharlesJMillerContract2PH3\_RFQ.**

**SUBMISSION LOCATION:**

**MAILING 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:**

Donald A. Gray, CPPB  
Director of Purchasing

**SUBMISSION DATE AND TIME:**

**2:00 PM (CST)—January 16, 2014**

Qualifications received after the submittal time will be rejected and returned unopened to the sender.(See attached schedule of events)

<b>SCHEDULE OF EVENTS</b>	
December 9, 2013-----	RFQ Available
January 2, 2014 -----	Vendors Questions Submitted via fax to 815-334-4680 by 4:00 P.M.(CST)
January 7 , 2014-----	Vendors Questions Answered via fax and Posted on Website by 4:00 P.M.(CST)
January 16, 2014-----	RFQ due in Purchasing at 2:00 P.M.(CST)
January 16, 2014 to February 18, 2014-----	Staff Evaluation
February 19, 2014-----	Recommendation of firms to interview made to Transportation Committee
March 5, 2014-----	Interviews by the Transportation Committee
May, 2014-----	Anticipated Notice to Proceed

**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 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. 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 County projects).
2. Proposed methodology to complete the services.
3. Capabilities features of the proposed services and the degree to which the services meet the needs of the County.
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 Evaluation Committee may conduct discussions with one or more Professionals with whom the County 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 Evaluation Committee shall not disclose any information derived from one submittal to any other Professional. In the event that the County does not have a satisfactory relationship for services with one or more Professionals, 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, and such other qualification-based factors as the County may determine in writing are applicable. The County may conduct discussions with and require public presentations by Professionals deemed to be the most qualified regarding their qualifications, approach to the project, and ability to furnish the required services.

On the basis of the evaluations, discussions and presentations, the County shall, unless it has a satisfactory relationship for services with one or more Professionals, 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 Procedure:** 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.

**Selection:** It is the intent of the County of McHenry to select the Professional whose Qualifications meet or exceed the requirements as outlined herein. Information and/or factors gathered during interviews, 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 award 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. 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-evaluate the architectural, engineering or land surveying services requested, including the estimated value, scope, complexity, and fee requirements. The County shall then compile a second list of no fewer than three qualified Professionals and proceed in accordance with the foregoing procedures.

**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 Qualification.

**Authority:** This Request for Qualifications is issued pursuant to applicable provisions of the ***McHenry County Purchasing Ordinance***, approved December 1, 2006 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.co.mchenry.il.us](http://www.co.mchenry.il.us) (listed under BIDS/RFP Heading)

**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.

**Selection:** Selection shall be made by the McHenry County Board to the responsive, responsible Professional whose Qualification is determined to be the most advantageous to the County, taking into account the evaluation criteria set forth herein.

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 to All Professionals. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be faxed to Professional if a Notice of Intent to Submit Qualifications has been completed and faxed to the Purchasing Office. In addition, all addenda are posted on the County of McHenry's website. Failure of the Professional to receive any such addendum or interpretation shall not relieve the Professional from obligations under this RFQ as submitted. All addenda so issued shall become part of the Qualification. Failure to request an interpretation constitutes a waiver to a later claim that ambiguities or misunderstandings caused a Professional to improperly submit Qualification.

**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.

**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) original and Three (3) hard copies and one (1) PDF copy on CD of the complete proposal are to be submitted. The PDF file shall be named using the following format: ConsultantName\_CharlesJMillerContract2PH3\_RFQ.**of the completed Qualifications along with any support documentation in a sealed envelope to:

Donald A. Gray, CPPB  
Director of Purchasing  
McHenry County Administration Building  
2200 N. Seminary Avenue, Room 200  
Woodstock, Illinois 60098

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.

All Qualifications must be received by **2:00 p.m. (CST) on January 16, 2014.** 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.

**QUALIFICATIONS ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFQ TITLE, TIME & DATE OF OPENING.**

## **Project: Charles J. Miller Road – Contract 2 Phase III Engineering Services**

This Request for Qualification based submittal (RFQ) is for the purpose of contracting with a qualified engineering firm or firms to assist the County of McHenry in performing Phase III (construction engineering) services for the reconstruction and add lanes project for Charles J. Miller Road from the City of McHenry Wastewater Treatment Plant to west of Illinois Route 31. It is the intent to solicit interest from those firms that are prequalified by the Illinois Department of Transportation to perform this type of work.

### **DETAILED PROJECT DESCRIPTION & SCOPE**

The McHenry County Division of Transportation is in the final stages of completing Phase II Design Plans for the improvements for Charles J. Miller Road from the City of McHenry Wastewater Treatment Plant to west of Illinois Route 31. Work will also be performed on Illinois Route 31 from Mercy Drive to Knox Drive. In general, the project will include earth excavation, pavement removal, grading, hot mix asphalt paving, drainage improvements, traffic signal installation, retaining wall construction, pavement marking, and signing. The project has an anticipated letting in the spring of 2014 (pending project readiness) with construction to start as soon as contracts have been executed. The chosen consultant will manage the day to day operations of the construction contract (completing all paperwork, material inspections, and construction inspections) and will be the primary public contact for the project. The project will be funded through a combination of Congestion Mitigation and Air Quality (CMAQ) funds, Surface Transportation Program (STP) funds and other local County funding sources and the City of McHenry. The project will be administered and let through the Illinois Department of Transportation. The anticipated scope of work for this project will include, at a minimum, the following items:

- Provide contract management including but not limited to all contractor communications, utility coordination, and the preparation and processing of all pay requests
- A public involvement plan as an integral component in the day to day functions of the project to aid in the success of the project where the consultant will be the primary entity on the project site for public contact also providing timely, accurate and useful updates to the project to all stakeholders through various methods of public outreach
- Provide construction inspection service to ensure that the project is being built to specifications
- Provide all erosion control inspection to ensure compliance with permitting requirements and protection of the nearby wetlands and fen.
- Provide materials testing for the project
- Verification of construction horizontal and vertical layout (to be performed by contractor)
- Preparation of daily and weekly work reports per IDOT standards
- Keeping construction documentation per IDOT requirements
- Perform all necessary shop drawing reviews and authorizations

Pre-final contract plans have been completed and are available for inspection by calling 815-334-4963 to make an appointment to view them at the McHenry County Division of Transportation Offices. Viewing of the pre-final plans can also be done electronically by e-mailing a request to Design Manager Wally Dittrich at [wrdittrich@co.mchenry.il.us](mailto:wrdittrich@co.mchenry.il.us) The consultant will then be provided with a secure web link to view the pre-final plans.

**-END OF PROJECT DESCRIPTION-**

## SUBMITTAL FORMAT REQUIREMENTS

In preparing submittals for McHenry County, the following requirements must be adhered to:

- Include a Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- The consultant, in responding to the RFQ, shall demonstrate a clear vision of the desired project outcome, as well as the methodologies and philosophies necessary to achieve the desired outcome. “Boiler-plate” type submittals typically do not rank high. Submittals that demonstrate creative, unique, and cost effective philosophies and experience typically rank higher than “boiler-plate” approaches.
- The consultant will submit an organizational chart of the staff that will work on the project, relating how each staff member will relate to each other, subcontractors (if necessary) of the firm and any branch offices of the firm as applicable.
- Project Manager/key staff members must be clearly identified in the RFQ, and the resumes of the *Project Manager* and *key staff* must be included. The resumes for each key team member shall not exceed **ONE** page (single sided), and should include only the similar experience relevant to the task(s). Do not include resumes of personnel who are part of the firm, but will not be involved in a majority of the project work.
- All resumes shall **CLEARLY** 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 field and number of years of experience with the firm for each project team member. Professional Registration information shall also be provided.
- List and describe in a short paragraph (1/2 page single sided max.) up to a maximum of seven similar or more complex projects completed within the last five years. Attention should be paid to illustrating how the work performed on the similar project(s) is pertinent to the project described in the scope. Also, descriptions should include evidence of how constructability issues or plan omissions were handled successfully. Lastly, include a maximum of three less complex projects (1/2 page single sided max.) also completed in the last five years. The purpose of this section is to evaluate the firm’s recent experience performing similar projects as it pertains to the application to this project.
- Any work that is to be subcontracted or performed by others in a “team” proposal shall be clearly defined. Background and resumes for key individuals on the “team” from other firms or sub-consultants shall also be included for review by the County. Subconsultant resumes shall conform to the same format dictated for the consultant. Please note that County welcomes both individual and “team” submittals and offers both the same fair and equitable treatment.

***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 and phone numbers will be acceptable).

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

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Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

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Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

AUTHORIZED NEGOTIATORS:

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

Phone # \_\_\_\_\_

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

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

Phone # \_\_\_\_\_

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

**SUBMITTER OF QUALIFICATIONS CERTIFICATION**



I have carefully examined the Request for Qualifications, and any other documents accompanying or made a part of this Request for Qualifications.

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.

\*\*State of Incorporation \_\_\_\_\_

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(Individual - Partnership - Company - Corporation)

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(Business Address)

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(City, State and Zip Code)

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(By Printed Name and Signature)

(Title)

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(Witness Signature)

(Title)

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(Telephone No)

(Fax No.)

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(Date)

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