

County of McHenry  
Request for Qualifications

**RFQ# 14-108**

**REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES FOR THE MCHENRY  
COUNTY GIS DEPARTMENT**

November 4, 2014

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 Consulting Services for the McHenry County GIS Department 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 Sealed 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) original and Two (2) copies of the complete Qualifications are to be submitted.**

**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)—November 17, 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>         |   |
|-----------------------------------|---|
| November 4, 2014.....             | RFQ Available                                   |
| November 7, 2014 by 4:00 PM.....  | All Questions regarding RFQ faxed to Purchasing |
| November 12, 2014by 4:00PM.....   | All Questions answered via Addendum             |
| November 17, 2014 at 2:00 PM..... | RFQ due in Purchasing Office                    |

**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 August 1, 2014 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.

**Compliance With Laws**

The bidder 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 Sealed Proposal/Bid) in accordance with the termination provisions stated herein.

**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 two (2) copies 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 November 17, 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.**

## SCOPE OF SERVICES

### Overview

McHenry County, Illinois is soliciting Request for Qualifications and Cost Proposals from qualified firms for professional services for ongoing GIS consulting as detailed below for over the next three years beginning in December fiscal year 2014-15. 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 ArcSDE, ArcGIS Server, ArcInfo, ArcView, and ArcReader all versioned at 10.2.2. The County also uses MS SQL Server 2008R2 as the RDBMS that houses the geodatabases. Currently, McHenry County has ArcGIS Server web applications that are running on the both the internet and intranet. These applications utilize Silverlight, ASP.NET, .NET Framework, C#, AJAX, and JavaScript/HTML5.

## 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.

➤ **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. The qualified firm will need to have proven experience with and extensive knowledge of ArcGIS Server, ArcObjects, Silverlight, .NET framework, ASP.NET, C#, AJAX, and JavaScript. The qualified candidate should submit examples of such applications using this technology that they have developed and maintained successfully with clients.

➤ **Application Development Professional Services**

The qualified firm will need to have proven experience with developing applications with ArcObjects. Application development may be required with ArcGIS Desktop or ArcGIS Server.

➤ **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.

➤ **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 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

***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 \_\_\_\_\_

\_\_\_\_\_  
(Individual - Partnership - Company - Corporation)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City, State and Zip Code)

\_\_\_\_\_  
(By Printed Name and Signature) (Title)

\_\_\_\_\_  
(Witness Signature) (Title)

\_\_\_\_\_  
(Telephone No) (Fax No.)

\_\_\_\_\_  
(Date)

*End of Document*