

County of McHenry
Request for Qualifications

RFQ # 10-33

**Transportation Planning Professional Consultant Services for
the
Public Involvement Process for the County Long-Range
Transportation Plan:**

July 12, 2010

This Request for Qualifications based submittal (RFQ) is for the purpose of contracting with a qualified firm or firms to assist the County of McHenry in engaging the public, County Board members, and other key stakeholders in McHenry County to envision, debate, and identify transportation priorities. Technical information to support the planning process will be prepared by County staff.

McHenry County (population 320,000) is an extreme commuter community in metropolitan Chicago. Roughly half of the County remains in agricultural production. Many of its residents travel over an hour and a half one-way to their jobs. About half of the entire workforce leaves the County, only 2% work in the City of Chicago. McHenry County is connected to the City of Chicago with commuter rail service but has no direct access to the nation's interstate highway system. Much of the workforce that leaves the County works in northwest Cook County, Lake County, or Kane County. Bus transit services are very limited; and, many areas lack sidewalks and bicycle facilities. To facilitate the long-range transportation plan, the County wishes to contract with a consultant specifically to focus on the public involvement needed to guide the planning process.

It is the intent to solicit interest from those firms that have experience in making public involvement constructively work to formulate a regional plan. This project will be funded with \$200,000 in Federal Unified Work Program (UWP) funds and \$50,000 in required local matching funds to undertake this work. The Scope of Work should anticipate completing the work to meet one or more goals of the Unified Work Program Committee of the Chicago Metropolitan Agency for Planning.

Upon selection, contracts will be procured.

GENERAL REQUIREMENT: This is a Request for Qualifications (see attached) based submittal. Submittals will be opened and evaluated in private and proposal information will be kept confidential until an award is made. **One (1) original paper, one (1) copy paper and two (2) digital copies on compact disc are to be submitted.**

SUBMISSION LOCATION:

Purchasing Department
McHenry County Administration Building
2200 N. Seminary Avenue, Room 200
Woodstock, IL 60098

CONTACT PERSON:

Ms. Catherine Link, CPPB
Director of Purchasing
Phone: (815) 334-4818
Fax: (815) 334-4680
E-mail: purchasing@co.mchenry.il.us

SUBMISSION DATE AND TIME:

2:00 PM, (CST) TUESDAY, AUGUST 3, 2010

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



SCHEDULE OF EVENTS

July 12, 2010	RFQ Available
July 15, 2010	Questions Submitted via fax to 815-334-4680 by 4:00 P.M.(CST)
July 20, 2010	Questions Answered via fax and Posted on Website by 4:00 P.M.(CST)
July 20, 2009 to August 3, 2010	Black-out period of firms with Consultant Recommendation committee
August 3, 2010	RFQ due at Purchasing Department 2:00 P.M.(CST)
August 4 to August 17, 2010	RFQ Evaluation by County staff
August 18, 2010	Staff Short List of Firms presented to Transportation Committee of County Board
September 1	Presentations to the Transportation Committee of the County Board and Consultant Selection
September 1 to September 28	Negotiation with staff of a Scope of Services and contract cost
September 28 to October 5	Contracts and Agreements approved by the Chicago Metropolitan Agency for Planning
October 6	Contract presented to Transportation Committee of County Board
October 19	Contract presented to County Board
October 2010	Notice to Proceed from Chicago Metropolitan Agency for Planning (tentative)

GENERAL INFORMATION

REQUEST FOR QUALIFICATIONS BASED SUBMITTALS (RFQ)

DEFINITION

The McHenry County Division of Transportation utilizes a qualification based selection procedure to procure professional engineering, architectural and surveying consultant services. Selection is based on the criteria outlined in this RFQ. The Division of Transportation's consultant selection process meets all the requirements of the Local Government Professional Services Selection Act (50 ILCS 510/0.01).

All submittals to the Purchasing Department must include original signature on forms provided by the McHenry County Division of Transportation. The required forms are attached at the end of this RFQ document. Copies from other agencies will not be permitted and will be rejected. The McHenry County Division of Transportation will not FAX the RFQ to prospective firms.

RECEIPT and HANDLING of SUBMITTALS

Submittals shall be opened in private by Consultant Recommendation Committee of the McHenry County Division of Transportation to avoid disclosure of contents to competing firms.

DISCUSSION of SUBMITTAL

The Consultant Recommendation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable submittal. Firms shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of submittals. During the course of such discussions, the Consultant Recommendation Committee shall not disclose any information derived from one submittal to any other firm.

All firms are advised that in the event of receipt of an inadequate number of submittals, which in the opinion of the Consultant Recommendation Committee require no clarification and/or supplementary information, such submittals may be evaluated without further discussion. Hence, submittals should be initially issued in the most complete and favorable terms which firms are capable of offering to the County.

NEGOTIATIONS

The County of McHenry will, upon selection of the successful firm(s), negotiate the specifications, terms and conditions which may be necessary or appropriate to accomplish the purpose of this RFQ. The County may require the RFQ and the offeror's proposal be incorporated in full or in part as Contract Documents. As this is a qualification based process, should the County and the successful firm not be able to reach agreement with respect to fee and contract requirements, the County will proceed to the next highest ranked firm for fulfillment of the services required by this RFQ. The County may repeat this process as often as is required until a suitable contract is developed.

NOTICE of UNACCEPTABLE SUBMITTAL

When the Consultant Recommendation Committee determines a firm's submittal to be unacceptable, such firm shall not be afforded an additional opportunity to supplement its submittal.

TERMS AND CONDITIONS

ERRORS IN SUBMITTALS

Offerors are cautioned to verify their submittal prior to its issuance. Negligence on the part of the firm in preparing the submittal confers no right to withdrawal or modification of the submittal.

AUTHORITY

This Request for Qualifications is issued pursuant to applicable provisions of the McHenry County Purchasing Ordinance, approved December 1, 2006. This ordinance is incorporated by reference into this RFQ as if it were contained herein. If you desire a copy of this ordinance, contact the Director of Purchasing.

RESERVED RIGHTS

The County of McHenry reserves the right at any time and for any reason to cancel this Request for Qualifications (RFQ), to reject any or all submittals, or to accept an alternate submittal. The County reserves the right to waive any immaterial defect in any submittal. Unless otherwise specified by the offer or, the County has no less than ninety (90) days to accept. The County may seek clarification from a firm at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

INCURRED COSTS

The County of McHenry will not be liable in any way for any costs incurred by respondents in replying to this RFQ nor in preparing any requested cost proposals to perform such work.

AWARD

Award shall be made by the McHenry County Board to the most responsive and responsible firm whose submittal is determined to be the most advantageous to the County, taking into consideration the valuation criteria set forth herein below.

CRITERIA for SELECTION

All proposals submitted in response to this RFQ will be evaluated based on the following criteria:

Compliance with Request for Qualifications [Mandatory]: This criterion refers to the adherence to all conditions and requirements of the Request for Qualifications.

Experience of firm and individuals: Experience in similar scope of services for public involvement projects.

Compliance with Specifications: Knowledge of, and experience with, public participation in planning.

Qualifications of the Offeror: Offeror's capability in all respects to fully perform the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, facilities, equipment, and credit which will assure good faith performance. This criterion includes the offeror's performance on similar contracts at other agencies. A description of corporate qualifications and history of the firm is also required.

Delivery: This criterion refers to the proposed public involvement process including process timeline, meeting materials, digital media aids, meeting summaries, and public hearing documentation. A Consultant Recommendation Committee comprised of the County Engineer and other Division of Transportation staff deemed relevant by the County Engineer will complete the evaluation of the submittals.

NON-DISCRIMINATION

Consultants shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith. Including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the Consultant shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Consultant must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

SECURITY

The Consultant represents and warrants to the County of McHenry that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants to the County of McHenry that the Consultant and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The Consultant hereby agrees to defend, indemnify and hold harmless the County of McHenry, the Corporate Authorities, and all County of McHenry elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

The successful firm must be in compliance with State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES

As approved by the McHenry County Board in April 2008, it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the example of using government specifications and standards that are green or environmentally friendly when making its purchases.

Whenever available and cost-justified, the County should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria which do not discriminate against the use of recycled materials.

McHenry County should cooperate to the greatest extent feasible with other governments and organizations to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, products designed to be recycled, and other environmentally responsible products.

McHenry County shall continue to participate in and shall encourage other public jurisdictions to participate with the County in the purchase of products containing recycled content. Participation in such cooperative systems shall be aimed at obtaining maximum practical recycled content in County purchases, to obtain best available price for products with recycled content, to facilitate or encourage lower prices industry-wide and to encourage development of industries and markets dealing with recycled content products.

PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED

McHenry County shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

PROTEST PROCEDURES

Any Firm who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Director of Purchasing. To be considered, the protest must be received by McHenry County five (5) days prior to the stated bid opening. Any adversely affected or aggrieved Firm shall have ten (10) days from the date of the bid opening to file a written protest regarding the intent to award the bid. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

ADDENDUM

Should the Firm require any additional information about this RFQ, please fax to McHenry County Division of Transportation (815-334-4989) 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 FIRMS. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. All addenda are posted on the County of McHenry's website. Failure of the firm to receive any such addendum or interpretation shall not relieve the firm from obligation under this RFQ as submitted. All addenda so issued shall become part of

the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a firm to improperly submit a submittal. A signature sheet will be enclosed with each addenda that must be submitted to the County.

TAXES

The County of McHenry is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

PAYMENTS

The consultant shall furnish the County with an itemized invoice. Invoices must show the County's Purchase Order number, as well as the County Division of Transportation's Section Number. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

CONSULTANT RESPONSIBILITIES

The selected Consultant will be required to assume responsibility for all services offered in this submittal. The County will consider the selected Consultant to be the sole point of contact with regard to conceptual matters and project coordination, including payment of any and all charges resulting from the contract.

The successful Consultant must provide a Performance Guarantee to ensure prompt and complete payment of all sub consultants that may perform work under the prime consultant or provide another suitable guarantee for payment of sub consultants.

Any contract resulting from this RFQ may not be assigned, in whole or in part without written consent of the County. If the Consultant attempts to make such an assignment without the written consent of the County, the Consultant shall nevertheless remain legally responsible for all obligations under the Contract. Firms should be aware of insurance requirements and performance guarantee requirements of the McHenry County Purchasing Ordinance.

INTERPRETATION or CORRECTION of REQUEST FOR QUALIFICATIONS

Firms shall promptly notify the County Engineer of any ambiguity, inconsistency, or error, which they may discover upon examination of the Requests for Proposals.

Interpretations, corrections, and changes to the Request for Qualifications will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

LAW GOVERNING

Any contract resulting from this RFQ shall be governed by and construed according to the laws of the State of Illinois. Venue for disputes will be McHenry County, Illinois.

HOLD HARMLESS CLAUSE

The Consultant agrees to indemnify, save harmless and defend the County of McHenry, 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, their agents, servants, or employees or any other person indemnified hereunder.

EVALUATION

Evaluation of submittals will be done by the Director of Transportation/County Engineer and associated County staff. Submittals will be evaluated on experience in doing projects of a similar nature and adherence to specifications.

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) 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 Vendor. A copy of the prevailing wage rates is posted on the McHenry County website at www.co.mchenry.il.us under BIDS and RFQ's. If wage rates change during the course of the project, the new rates will be available in the County of McHenry Purchasing Office. Vendors may access the Illinois Department of Labor website for updates www.state.il.us/agency/idol.

CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)

Effective August 10, 2005 Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Any Vendor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

INCREASED PENALTIES for PREVAILING WAGE VIOLATIONS (Public Act 94-0488)

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which Vendors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of \$5,000 may be assessed against Vendors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

PURCHASE EXTENSION

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Vendor. The County of McHenry shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

RECOURSE for UNSATISFACTORY MATERIALS

Payment shall be contingent upon the County's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the County's satisfaction by the successful bidder at no additional charge.

CANCELLATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the Vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the County deems the Consultant's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law.

REJECTION of BIDS, WAIVER of IRREGULARITIES

McHenry County reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the County. Any such decision shall be considered final.

DELIVERY

Delivery will be considered in making the award and the firms shall state, in the spaces provided expected delivery after receipt of order. Failure to meet said delivery promises without prior consent of the Director of Purchasing will be considered a breach of faith.

WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The County shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

QUALIFICATIONS

Each firm submitting an RFQ for this project shall submit detailed information concerning the professional qualifications of the individual(s) assigned to carry out this project. Relevant project experience, logistical capabilities and other relevant support data regarding the firm and assigned personnel must be included.

Each firm submitting a proposal for this project must provide at least three (3) references where projects of a similar nature have been successfully completed and implemented. These references should provide the name and address of the entity where the project was completed as well as a contact person.

INSURANCE

General The successful firm shall maintain for the duration of the contract and any extensions thereof, at firm's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that is (are) acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- a) **Commercial General Liability** in a broad form, including but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Contractors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than \$500,000 per occurrence and \$1,000,000 in the aggregate;
- b) **Business Auto Liability**, including but not limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than \$300,000 per occurrence, combined single limit for bodily Injury Liability and Property Damage Liability;
- c) **Worker's Compensation Insurance** to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident;
- d) **Errors and Omissions Insurance**: Limits of liability not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate. The consultant agrees to indemnify, save harmless and defend the County of McHenry, 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 errors or omissions by 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, their agents, servants, or employees or any other person indemnified hereunder.

CERTIFICATE of INSURANCE

The successful firm, agrees that with respect to the above-required insurance that:

- (a) The County of McHenry shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;

- (c) The County of McHenry shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, comply with the same insurance requirements; and
- (e) have McHenry County named as an additional insured and the address for certificate holder must read exactly as:

County of McHenry, a **body politic**
2200 N. Seminary Avenue
Woodstock, IL 60098

- (f) Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County Division of Transportation
16111 Nelson Road
Woodstock, Illinois 60098

and

McHenry County, Purchasing Department
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

The County shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of this Agreement and thereafter with the certificated evidencing renewals or changes to said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.

The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.

The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The County shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

DIRECTIONS FOR SUBMISSION

Qualified individuals or firms are to submit one (1) original paper, one (1) copy paper and two (2) digital copies on compact disc are to be submitted of the completed proposal along with any support documentation to:

Ms. Catherine Link, CPPB
Director of Purchasing
McHenry County Administration Building
2200 M/ Seminary Avenue, Room 200
Woodstock, IL 60098

All data and documentation submitted as part of this RFQ shall become the property of McHenry County, Illinois. Digital media (encouraged) such as video and web site uniform resource locators (URLs) that cannot be accurately printed on paper should be listed somewhere on the original paper copy submitted and included with the digital copy on compact disc. Each proposal copy is limited to two compact discs. After award of this contract, all 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 submittals must be received by **2:00 p.m. (CST) on TUESDAY August 3, 2010.** Absolutely no submittal will be accepted after the time specified. Late submittals shall be rejected and returned unopened to the sender. The County of McHenry does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of submittals.

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

- PROJECT DESCRIPTION -

This Request for Qualifications based submittal (RFQ) is for the purpose of contracting with a qualified firm or firms to assist the County of McHenry in engaging the public, County Board members, and other key stakeholders in McHenry County to envision, debate, and identify transportation priorities. Technical information to support the planning process will be prepared by County staff.

McHenry County (population 320,000) is an extreme commuter community in metropolitan Chicago. Roughly half of the County remains in agricultural production. Many of its residents travel over an hour and a half one-way to their jobs. About half of the entire workforce leaves the County, only 2% work in the City of Chicago. McHenry County is connected to the City of Chicago with commuter rail service but has no direct access to the nation's interstate highway system. Much of the workforce that leaves the County works in northwest Cook County, Lake County, or Kane County. Bus transit services are very limited; and, many areas lack sidewalks and bicycle facilities. To facilitate the long-range transportation plan, the County wishes to contract with a consultant specifically to focus on the public involvement needed to guide the planning process.

The County is looking to energetically engage the public. The County is looking for proposals with unique and practical approaches including the innovative use of low-tech alternatives and strategic use of new technologies. The County is particularly interested in proposals to engage historically difficult to access groups such as schoolchildren of all ages, seniors, low-income residents, extreme commuters, immigrants, and households without automobiles as well as typically involved groups such as county, municipal, township, commercial, real estate, environmental, advocacy groups, and industrial leaders.

ANTICIPATED WORK ITEMS (may include, but not limited to the following)

- A. Public Involvement Plan - The first step will be to detail the approaches, tools, and materials required. It will also be important to put together a detailed time-line of activities taking into account County Board activities. The following list of items will most likely be part of this plan.
 - 1. Develop and Maintain Interactive Project Website(s)
 - 2. Innovative Student Outreach
 - 3. Form Stakeholder Groups
 - 4. Public Involvement Charettes
 - 5. County Board District Member Charettes
 - 6. Draft Plan Public Workshops
 - 7. Public Hearings
- B. Meeting Materials – charette materials; data summary tables, maps, charts, interactive polling tools, graphics; meeting summary reports, public hearing documentation.
- C. Project Management Meetings

-END OF PROJECT DESCRIPTION-

SUBMITTAL FORMAT REQUIREMENTS

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

- If a cover letter is included, it should be bound with each submittal.
- Include a Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc. and use double-sided printing.
- 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.
- Include 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 (one side of a double-sided page if printed), and should include only the similar experience relevant to the project and experience with respect to guiding public participation through the planning process. Do not include resumes of personnel who are a 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 profession and number of years of experience with the firm for each project team member. Professional Registration information shall also be provided.
- Include a Project Schedule estimating time required to complete the project utilizing the staff presented. A completion date assuming a notice to proceed and calendar month duration should be provided. If submitting on multiple groups, provide separate time estimates for each group.
- List the number of public participation efforts the project team has completed within the last three years. Do not describe each project. The purpose of this information is to illustrate to MCDOT how familiar each firm is with successfully guiding public involvement through the regional planning process. Information should be provided using the following sample format:

Location	Type of Plan	Agency
McHenry County, IL	Long-Range Transportation Plan	McHenry County Division of Transportation
- List and describe in a short paragraph (1/2 printed page single sided max.) up to a maximum of two similar or more complex projects completed within 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.

- All printed materials submitted shall be included on a compact disc appropriately collated into one *.pdf formatted document. Additional multi-media files can also be included on this disc and will be reviewed as part of the submittal if they are listed in a table of contents as part of the printed submittal and are readable by County computers. The types of multi-media files allowable for submission would be those already produced for prior work such as PowerPoint presentations, videos, etc. Multi-media files are encouraged to be in formats generally accessible by most personal computers running Windows operating systems and using Windows office software. There is a limit of two compact discs per proposal.
- Up to three web site uniform resource locators (URLs) can be listed as part of the printed submittal and linked to the digital copy of the submittal. In the case of inactive websites, *.pdf files of previously produced websites can be used.

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 subconsultants shall also be included for review by the County. Subconsultant resumes shall conform to the same format dictated for the consultant. Please note that the County welcomes both individual and “team” submittals and offers both the same fair and equitable treatment.

THIS PAGE IS MANDATORY.

AUTHORIZED NEGOTIATORS:

Name: _____

Phone # _____

Title: _____

Name: _____

Phone # _____

Title: _____

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged.

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

In issuing this submittal, it is understood that the County of McHenry reserves the right to reject any or all submittals, to accept an alternate submittal, and to waive any information in any submittal.

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:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

THIS PAGE IS MANDATORY.

**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE WILL
DISQUALIFY YOUR BID MUST BE AN ORIGINAL SIGNATURE**

CERTIFICATIONS

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 _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

____ Individual	____ Real Estate Agent
____ Sole Proprietorship	____ Government Entity
____ *Partnership	____ Tax Exempt Organization
____ **Corporation	____ (IRC 501(a) only)
____ Not-for-Profit Corporation	____ Trust or Estate
____ Medical and Health Care Services Provider Corporation	

*State full names, titles and addresses of all responsible principles and/or partners below;

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

If needed please submit any additional sheets.

THIS PAGE IS MANDATORY.

By signing this submittal document, the firm hereby certifies that they are not barred from issuing qualifications on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal, Requirements for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal 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 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 that the undersigned executed this Proposer's 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 Signature)

(Title)

(Witness Signature)

(Title)

(Telephone No)

(Fax No)

(Date)

End of Document