



Lake County

Purchasing Division

<http://doingbusiness.lakecountyil.gov/>

Waukegan Campus

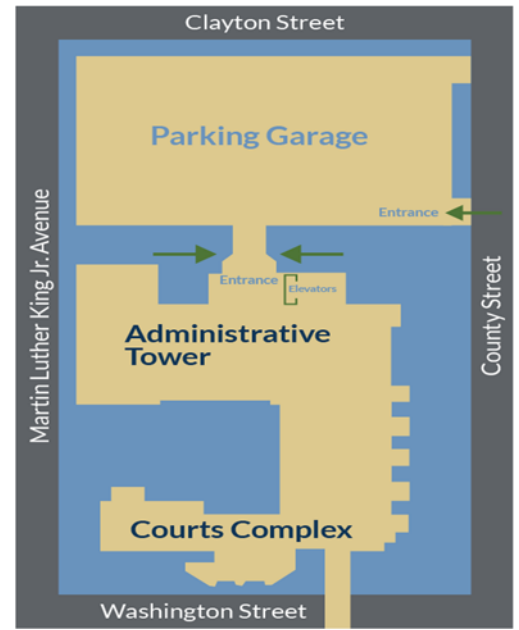
Please note the submission location is:

Lake County
Attn: Purchasing Division
 18 N. County Street – 9th Floor
 Waukegan, IL 60085

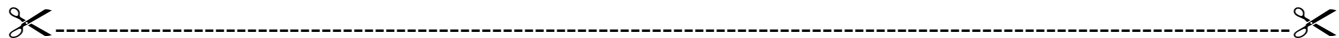
Contact information for Lake County Purchasing is:

Purchasing Division
 Phone 847-377-2992
 Fax 847-984-5889

Email: purchasing@lakecountyil.gov



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE.



SOI No. 19024	Deliver to: Lake County ATTN: PURCHASING DIVISION 18 N. County Street – 9 th Floor Waukegan, IL 60085
Buyer: Yvette Albarran	
<u>SOI Description</u> Architectural/Engineering Design Services for the Crisis/Wellness Care Drop-Off Center Study	
<u>SOI Due Date*</u> February 7, 2019 at 2:00 p.m.	

*Please note: Responses are due at the 9th floor reception desk and shall be time stamped by 2:00 p.m. local time on the required due date. Please allow sufficient time for parking, passing through security and arriving at the 9th floor.

STATEMENT OF INTEREST # 19024

Architectural and Engineering Design Services for the Crisis/Wellness Care Drop-Off Center Study

Notice is hereby given that Statements of Interest (SOI) (one original and one electronic unprotected copy) will be received from qualified architectural and engineering firms interested in providing the services, as described herein. Firms are encouraged to submit as much information as necessary to demonstrate their interest, experience, and qualifications to perform the work described for any project, service, or combination thereof. **To Lake County Purchasing, 18 N. County St., 9th Floor, Waukegan, IL 60085 until February 7, 2019 at 2:00 p.m.**

CONTACT / QUESTIONS: Please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the SOI number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the SOI opening date. No interpretation of the meaning of the plans, specifications or other Contract documents will be made orally. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a firm to improperly submit a proposal.

1. Intent & Background:

Lake County, Illinois is a diverse area of over 700,000 residents (2010 U.S. Census). The county has urban and suburban areas that are diverse economically and by racial and ethnic background. Approximately ten percent of all residents live at or below the poverty level between 2011-2015 (2016 U.S. Census).

Professional Services are needed to develop and evaluate options for a Lake County Crisis/Wellness Care Drop-Off resource related to providing law enforcement a mechanism to deflect persons from jail and emergency departments and reduce the thousands of hours that 41 municipal police agencies across Lake County spend to transport low level and nuisance offenders in crisis. . A crisis/wellness drop-off resource allows police officers to return to patrol duties quickly and provides the individual with a mental health assessment and referral to treatment.

Need for crisis/wellness drop-off resources: 1 in 5 adults in U.S. experience mental health crisis. A 2014 behavioral health assessment reported seventeen percent of Lake County adults responding to a study reported mental illness in the past year, while more than four percent reported serious mental illness among adults aged 18-25 years. In 2017, LCHD received 3,616 crisis calls from persons seeking mental health assistance, 778 face-o-face crisis sessions, and 11,657 unduplicated clients received mental health services.

Current Respite Bed Services: The LCHD Respite Bed Program located at 3002 Grand Avenue in Waukegan is a voluntary program including 8 beds. Persons in mental health crisis who need some time to rest and recuperate in a peaceful environment are welcome. The average length of stay is 5.5 days. This program is limited to adult Lake County residents, who are medically stable, and exhibit an increase (or potential) in psychiatric symptoms who are not actively suicidal/homicidal, registered sex offender, aggressive and/or combative, under the influence of alcohol, drugs, or mood-altering substances, elopement risk, or only seeking shelter. In addition, persons attend daily groups on effective ways to cope with symptoms or situation, recover from crisis, be seen by a psychiatrist, and treated with medication, if appropriate.

If all 41 police agencies were able to utilize a voluntary 24 hour/7 day per week crisis/wellness drop-off program, it is a reasonable expectation that utilization of the current number of respite beds would need to increase and/or be renovated. In planning for an increase in current utilization, best practices include exploring options, such as detoxification beds, and in expanding and/or renovating the number of available beds at the current location and alternate sites. In addition, the crisis/wellness drop-off center would be a hub for community-based organizations to provide social services assessments, screenings, and service referrals for continuity of care and wraparound services.

Lake County intends to enter into a contract with a qualified architectural/engineering firm to develop a Phase 1 Planning Study for expansion options for a Crisis/Wellness Care Drop-Off Center.

2. Project Scope of Services:

Work to be performed under this contract will include architect/engineer-of-record services for preparing a complete Phase 1 Study. Phase 1 services for this project includes the preparation a detailed program, design drawings, alternatives analysis, and other documents that set forth the objectives, constraints, and criteria for the project, including space requirements and relationships, special equipment and systems, and site requirements.

In accomplishing of the responsibilities outlined above the Architect/Engineer shall specifically do the following;

- A. The Architect/Engineer shall be responsible to interview appropriate staff and perform an analysis of space utilization; facility constraints assessment, determine projected requirements for space needs, and; estimate the impact of trends related to their requirements. It is the responsibility of the Architect/Engineer to design specifications to accomplish this project in accordance with local, state and federal regulations.
- B. The Architect/Engineer shall be responsible for field verification of existing building conditions including all utilities to be impacted during the course of this project.
- C. Program development/verification with the County staff as required.
- D. Preparation of design documents to adequately define the scope and cost of the project. Attend meetings with County representatives and others as required to properly communicate the design intent and illustrate sufficient adherence to program requirements, project schedule and budget.
- E. Provide one cost estimate in a format requested by the County; one at the 100% completion of the Phase 1 Planning Study.
- F. Conduct and attend project meetings during the Phase I Planning Study as required. Provide documentation of the proceedings of the meetings no later than five working days after each meeting.
- G. Upon request, attend County Board and Public Hearing meetings. It shall be assumed that attendance will be required at a minimum of one County Board meeting.
- H. Coordinate with third party County consultants including, but not limited to, building automation, commissioning, office furnishings and certain aspects of technology implementation.
- I. All work product corresponding with the scope of work shall be turned over to the County in both hard copy and a digital format acceptable to the County. Work product includes, but is not limited to, architectural and engineering plans, elevations, perspectives, sections; spread sheets relating to analysis and development of schedules, costs, budgets, implementation, operations, and other reports and recommendations; all presentation material; and all source file information used in completing the scope of work.
- J. Include all consultants necessary to complete the scope of work, provide minutes of coordination meetings held between the A/E and various consultant teams in the execution of the design for review by the Owner.

Scope Clarifications:

- A. Additional project phases and responsibilities shall be considered after the successful completion of the Phase 1 Planning study, and additional design and construction funds have been appropriated by the County Board.

3. Preliminary Project Schedule

To ensure that that Lake County is able to proceed with the identified projects, the proposers should indicate their ability to meet the targeted deadlines indicated below:

Action Item	Proposed Schedule*
Issue SOI	January 9, 2019
Deadline for submission of questions	January 31, 2019
Submittal of SOI	February 7, 2019
Shortlist Presentations & A/E Selection	February 11-15, 2019
Submittal of A/E Proposal	March 1, 2019
County Board Approval & Contract Execution	April 9, 2019
Kick off meeting	April 15, 2019
Complete Study	August 2019

**This timeline may be subject to change.*

Each timeframe listed above will include time required for Lake County staff review of and presentation of each deliverable.

4. Submission Requirements

Section 1.0 – Executive Summary

Provide a brief summary, which describes and highlights your firm’s interest, experience and qualifications for this project.

Section 2.0 – Relevant Experience

- Describe your firm’s experience and familiarity in designing Crisis Care/Drop-Off Facilities. All proposers should expect this criterion to be explored in depth.
- Provide a detailed description and project profile sheets for up to five completed projects of similar type and scope containing services previously described. Emphasis should be placed on work completed within the last three to five years. Summary should describe the following for each of the projects:
 - Brief description of project, including location, total sf, and project delivery method
 - Project references including contact person and phone number
 - Services rendered
 - Date project was started and completed
 - Actual total project cost including breakdown of hard/soft costs
 - Key personnel and consultants assigned to project team

Respondents are advised that “recent experience” refers specifically to Crisis Care/Drop-Off related projects. Related experience may be helpful, but current experience with Crisis Care design is expected.

All experience submitted for a team member while in the employment of a different firm shall include their title and role on the project as well as the firm name that held the contract for all work submitted for Relevant Experience.

Section 3.0 – Project Design and Management Team

- List specific personnel (including sub consultants) proposed for the project team, including the project assignment and role or area of responsibility of each individual. State the current assignments for personnel proposed for the project, and their percentage of involvement at various stages of design and construction. Provide a resume for each proposed team member, specifically stating tenure or experience with your firm, experience and qualifications of each individual. The following list represents a minimum submittal for key personnel from the architect/engineer team:
 - Principal in charge – Architect

- Project Architect – Architect
- Principals in charge – Civil, Structural, Mechanical, and Electrical engineer
- Project Engineers – Civil, Structural, Mechanical, and Electrical engineer
- Who on your team will provide consistent day-to-day leadership and management for the project?
- How much time will they spend on the project during the design phase and during the construction phase?
- What meetings are they expected to attend during each phase?
- What are your expectations for performance of this individual with regard to management of your design team?
- In the event that the owner contact / liaison leaves the employment of this firm, who will replace this position (provide full background for this individual for consideration)?
- List and rank 10 key attributes or abilities that this individual possesses and the benefits that this brings to the Owner.

Section 4.0 –Schedule

- What commitments and manpower are available from the firm to meet the project schedule?
- What steps would the firm take in order to make up schedule time if that were required?
- Demonstrate that your firm consistently meets project deadlines with respect to design and bid packages and provide examples of success in meeting critical timeframes including project scope and contact information for each example.
- Provide a detailed schedule for the completion of this scope of work including major milestones, presentation, owner review periods and other owner responsibilities. This schedule shall be provided as a submittal requirement.

Section 5.0 – Budget

- How does your firm maximize and maintain quality design and high-quality project image while maintaining tight budget constraints? Cite examples of specific things that you have done on other projects to meet this objective.
- Describe your firm's approach to value engineering and what contribution does the firm typically provides during each phase of design and construction. Value engineering should include the ability of the proposer to evaluate cost saving opportunities in the construction project and add value to the project by applying a creative approach to optimize lifecycle, energy consumption and operational costs resulting from the building design.
- Provide examples of documents/processes used by the firm for project budgeting, estimating, value engineering and cost control.

Section 6.0 - Quality

- List the steps and describe the quality control processes we can expect from the firm during each phase of the design process to assure careful coordination of all disciplines and a high quality of design and contract documents.
- Why is careful coordination and quality of documentation important to the firm? Does the firm take a leadership role in the review, approval and coordination of consultants' work?
- Provide a brief description of the firm's experience utilizing 3D modeling or BIM and the approach to implementing BIM during design and construction. This includes your firm's use of BIM to communicate design concepts, solve specific logistical and constructability issues, for cost validation purposes, schedule simulation, reconciliation of design and construction models, and any requirements for subcontractors to use BIM for virtual coordination and shop drawing production.
- Provide errors & omissions experience for the past five (5) years and/or any reductions in insurability.

Section 7.0 - Firm Differentiation

This section represents one of the most important sections for the selection of the short-listed firms. Please respond to the individual questions carefully and succinctly.

- Provide a detailed description of your design approach to this project, which demonstrates your understanding of specific, critical issues and challenges pertaining to the design and construction of a project of this nature.

- Provide a description of the attributes, processes and/or experiences that differentiates your firm from other firms.
- Describe the most innovative relevant project undertaken by your firm in the last five years and how it impacted the building users/owner.
- Describe your firm’s familiarity with applicable local codes and regulations including, the public hearing process, and the requirements of other state and local authorities having jurisdiction.

5. Evaluation Process

A. Evaluation Criteria Overview

The County will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. Lake County will review submissions and conduct negotiations in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/).

B. Evaluation Organization

An Evaluation Committee will be established to score and evaluate the submitted proposals. The Evaluation Committee may include members from Lake County’s departments who have experience with public safety and behavioral health. The Committee will be responsible for the proposal evaluation (including corporate reference checks).

C. Evaluation of the Proposals

Lake County will evaluate the Proposers response and the extent to which it meets the requirements delineated in this SOI. All proposals submitted in response to this SOI will be scored based on the evaluation factors identified:

- A. **Relevant Experience:** Proven experience in the planning and design of similar facilities;
- B. **Project Team:** Qualifications of proposed project team members, including depth of talent and staffing experienced in the execution of similar projects;
- C. **Schedule:** Willingness to meet time requirements and workload of the firm;
- D. **Budget:** The ability of the proposer to maintain budgetary control;
- E. **Quality:** Past performance on previous contracts or services provided;
- F. **Firm Differentiation:** Distinct attributes that make the firm uniquely capable to provide the services required.

D. Short List

The evaluation factors will be used to assist the evaluation committee in determining a short list. Proposer’s will be notified by the County if they have been selected for the short list. Please note, Lake County reserves the right to not short list any and all Proposers if it is not in the best interest of the County.

E. Interview

Lake County reserves the right, as part of the evaluation process, to ask for additional materials, interview, or schedule site visits to any or all Proposers. Site visits may be scheduled or unscheduled as determined by the County. If applicable, the County shall contact Proposers to arrange an interview.

F. Additional Investigations

The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

General Information Sheet

AUTHORIZED NEGOTIATORS:

Name: _____ Phone # _____ Email: _____

Name: _____ Phone # _____ Email: _____

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

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

In submitting this statement of interest, it is understood that the County reserves the right to reject any or all submittals, to accept an alternate submittals, and to waive any informalities in any submittal.

BUSINESS ORGANIZATION: (check one only)

____ Sole Proprietor: An individual whose signature is affixed to this proposal.

____ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.

____ Corporation: State of Incorporation: _____

____ Non-profit Corporation

____ 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the proposer hereby certifies that it is not barred from bidding on a contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Business Name

Signature

Print or Type Name

Title

Date

References

Provide FIVE (5) references for projects. Governmental references are preferred over others. (Attach additional pages as needed)

Entity: _____

Address: _____

City, State, Zip Code: _____

Name of Contact Person _____

Email Address: _____

Telephone Number: _____

Description of Services Provided: _____

Date of Service: ____/____/____ To ____/____/____

Entity: _____

Address: _____

City, State, Zip Code: _____

Name of Contact Person _____

Email Address: _____

Telephone Number: _____

Description of Services Provided: _____

Date of Service: ____/____/____ To ____/____/____

Entity: _____

Address: _____

City, State, Zip Code: _____

Name of Contact Person _____

Email Address: _____

Telephone Number: _____

Description of Services Provided: _____

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Address: _____

City, State, Zip Code: _____

Name of Contact Person _____

Email Address: _____

Telephone Number: _____

Description of Services Provided: _____

Date of Service: ____/____/____ To ____/____/____

Entity: _____

Address: _____

City, State, Zip Code: _____

Name of Contact Person _____

Email Address: _____

Telephone Number: _____

Description of Services Provided: _____

Date of Service: ____/____/____ To ____/____/____

FIRM QUALIFICATIONS

Name and Address of Office from which this contract will be administered
(ATTACH ADDITIONAL PAGES AS NEEDED)

Name: _____

Address: _____

Phone: _____ Fax: _____

Email Address _____

Project Manager: _____

Years in Business: _____ Number of Employees: _____

Annual Sales: \$ _____ Dunn & Bradstreet #: _____

Indicate if firm is a certified M/W/DBE and attach certification: _____

List employees who will be dedicated to the Project: (Attach additional pages as necessary)

NAME	POSITION TITLE	NUMBER OF YEARS	AREA OF RESPONSIBILITY/TASK EXPERIENCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SUSTAINABILITY STATEMENT INSTRUCTIONS

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking Bidders to provide a Statement of Sustainability to ensure our vendors are also incorporating sustainability into their firms' practices.

INSTRUCTIONS

On the following Sustainability Statement form, provide a clear description of your firm's sustainable practices, policies, or procedures. These practices may include, but may not be limited to, the following categories and examples:

Waste Minimization within your office or facilities, such as a recycling programs, double-sided copying, electronic internal communications (i.e. memos), use of recycled-content materials and reusable cups, limiting printing, electronic document management, instituting green purchasing policies, using green cleaning supplies and practices, or reducing packaging in materials you procure or supply.

Energy Efficiency within your office, facilities, or firm, such as lighting retrofits, photo-sensor switches for lighting, effective use of daytime lighting, using Energy Star rated appliances or equipment, using an alternative fuel or having efficient fleet policies, an anti-idling policy, or indoor temperature management (i.e. turning the thermostat up in the summer and down in the winter).

Water Efficiency within the office, facilities, or firm, such as faucet or fixture retrofits, switching from individual bottled water to office water coolers or drinking fountains, and installing drought-tolerant landscaping.

Staff encouraged to adopt sustainable practices and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support for green seminar attendance, becoming US Green Building Council LEED accredited, or creating an internal "green team."

Education of your staff about green practices, education of your business peers about your green accomplishments, education of your community by your sustainability, or notice of any environmental awards your firm has achieved.

CONTINUE TO NEXT PAGE

SUSTAINABILITY STATEMENT

Attach additional sheets if necessary.

Waste Minimization

Energy Efficiency

Water Efficiency

Staff

Education



Lake County Disclosure Statement

This disclosure statement is being filed in accordance with the Lake County Ethics Ordinance and Lake County Purchasing Ordinance. Vendors wishing to contract with Lake County for goods and services shall submit this form in advance of award and disclose any **immediate familial relationships* between each owner, principal, or officer of the company and employee(s) of Lake County. This disclosure statement is not required for publicly traded companies and utilities.

***Immediate familial relationship means a person who is a spouse, son, daughter, parent-in-law, or parent.**

Entity Completing Form

Address

City, State, Zip

()

Telephone Number

Indicate if you are exempt

Yes No Publicly traded / Utility (Circle one)

This form is provided with:

Contract Statement of Interest Request for Proposal Invitation to Bid Contract Renewal

List below the name(s) of all elected officials or employees of Lake County with whom each owner, principal, or officer of the company has an immediate family relationship. Identify the Department/Agency for which the elected officials/employees work. (Attach additional sheets if necessary.)

Name of Public Official/Employee

Department/Agency

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county's ethics and procurement policies and ordinances are available at lakecountyil.gov.

I hereby acknowledge that I am an authorized agent of my entity and have read and understood these requirements.

Authorized Signature

Printed Name

Title

Date

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.