



Lake County

Purchasing Division

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

Lake County will be accepting **only** electronic SOI submissions for Statement of Interest #24216 –Professional Engineering Services for General and Applications Engineering Consulting Services.

Please follow the steps below to upload your electronic Bid Submission:

1. Go to www.lakecountypurchasingportal.com
2. Click on the SOI Number: #24216
3. Click on register for this bid
4. Enter your username and password
5. Under the Submittals section you will be able to upload your bid submittal
 - a. Click on the browse button
 - b. Navigate your computer and select the appropriate file
 - i. Multiple files can be uploaded, each file can be no more than 20 MB
 - ii. Files can also be uploaded as a .zip file
 - c. Click on save submittals
 - d. Close the browser

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

SOI No. 24216	Vendor Name:
Buyer: Yvette Albarran	
Bid Description: Professional Consulting and Engineering Services for Lake County Public Works for General and Applications Engineering Consulting Services	Deliver to: Lake County ATTN: PURCHASING DIVISION 18 N. County Street – 9 th Floor Waukegan, IL 60085
Bid Due Date: December 18, 2023, 11:00 a.m. local time	

***Please note: Responses are due at 11:00 a.m. local time on December 18, 2023. Please allow sufficient time for any technical issues you may have and upload your SOI early. Please email Purchasing at purchasing@lakecountyil.gov to receive confirmation that we have successfully received your submissions. Deadline for questions is December 11, 2023 at 12:00 p.m. CST.**

STATEMENT OF INTEREST #24216
STATE OF ILLINOIS
Professional Architectural and Engineering Services
for Lake County

Notice is hereby given that Statements of Interest (SOI) (one electronic unprotected copy) will be received from qualified, professional architectural and engineering firms interested in providing the services, as described herein. Firms are encouraged to submit the minimum amount of information as necessary to indicate their interest, experience, and qualifications to perform the work described for any project, service, or combination thereof. In accordance with the instructions on the SOI cover page, responses will be accepted electronically **until December 18, 2023, 11:00 a.m., local time.**

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 7 days prior to the SOI opening date. No interpretation of the meaning of the Statement of Interest 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. Lake County will review submissions and conduct negotiations in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/).

LAKE COUNTY

Lake County is in northeast Illinois, between the Chicago and Milwaukee metropolitan areas. Lake County is home to more than 700,000 residents. Lake County is committed to open government and transparency, and the County board's conservative fiscal policies have allowed the County to maintain fiscal stability and achieve AAA bond rating from Standard & Poor's and Moody's. Lake County is governed by a 19-member board and managed by a County Administrator.

PROJECT BACKGROUND

The Lake County Public Works Department (LCPWD) provides essential water and wastewater services to over 40% of the County's residents, and the LCPWD owns and operates three water reclamation facilities, twelve public water distribution systems, nearly 800 miles of sewer and water mains, and all associated infrastructure. Additionally, the LCPWD ownership portfolio includes many buildings, including administrative offices, maintenance facilities, and operational buildings (pump houses, treatment processes housing). The LCPWD has undertaken a strategic prioritization process to identify critical capital improvement projects. Major capital projects are anticipated for the foreseeable future, with an estimated annual value of \$10 to \$20 million. Federal and state infrastructure funding sometimes contribute additional money to the capital program.

GENERAL QUALIFICATIONS

The statement of interest must provide your firm's qualifications, including ability of professional staff, its past record and experience, performance data on file, willingness to meet time and budget requirements, location, workload of the firm, work on similar projects, past performance on similar projects and financial stability related to the subject services.

Intent –

General Engineering Consulting Services

Provide general engineering consulting services, including, but not limited to, sewer and water investigations, preliminary studies, preliminary design, final studies, and final design documents. At times services will be time-sensitive to address unplanned needs, such as emergency repair/improvement project design/review and analysis of complex development proposals. Provide onsite, in-office staffing augmentation as requested. Monitor construction and assist with issue resolution. In addition to civil engineering expertise, electrical engineering, mechanical engineering, structural engineering, and automation engineering services may be required. Provide surveying or wetland assessment services. Complete other related work, as assigned. Engage with stakeholders and the public, as necessary.

Applications Engineering Consulting Services

Provide SCADA engineering and integrator services to upgrade the existing LCPWD SCADA application (hardware and

software) in accordance with the Lake County Public Work 2023 “SCADA Configuration and Hardware Standards.” Perform SCADA software selection, provide required PLC/HMI programming, HMI/OIT screen development, and all required configuration (including alarming, historization, reports, and trending) as needed. Provide support for a phased implementation to ensure a successful system conversion with minimal downtime. Cooperation and support of network architecture changes and other system needs may be included. Initial focus will be on the Southeast Operational Region of Lake County water and sewer systems. Additional areas of work may include Central and North Operational Regions of Lake County water and sewer systems. Also, additional applications engineering services may include support for Computerized Maintenance Management System integration with machine learning applications for pipe and system risk and maintenance assessments, and other applications specific to Public Works water and wastewater services as required.

Projects are often highly complex infrastructure improvements including multifaceted coordination sequencing with stakeholders to maintain operational needs throughout the project. Engage with stakeholders and the public, as necessary.

Projects and Topics:

- a) SCADA planning, design, and implementation services to meet 2023 “SCADA Configuration and Hardware Standards”
- b) Various assessments, studies and reports related to water and wastewater systems
- c) General engineering staff assistance on capital and permit related projects
- d) Onsite staffing augmentation for engineering reviews or construction observation
- e) Survey collection, wetland assessments and other environmental evaluations

SUBMISSION REQUIREMENTS

The SOI shall include a brief description of why the applicant should be chosen for the project. The SOI should be concise and directly relate to the project. The SOI content shall be limited to 18 pages (not including required forms). A minimum of four firms will be selected as the most qualified from their SOI submittal to make a presentation to a selection committee. The final selection may result in a prequalification of multiple firms for either of the services identified in this SOI. Each prequalified firm will enter into a Master Professional Services Agreement with the agreed upon terms and conditions and hourly rates. Task orders would be assigned to a prequalified firm at the discretion of LCPWD.

The County, in accordance with the laws of the State of Illinois, hereby notifies all firms expressing statements of interest that it will affirmatively ensure that the contract entered into pursuant to this advertisement will be awarded without discrimination on the grounds of race, color or national origin.

Where appropriate, the responses provided under this section shall include a brief description of examples of outcome-based accomplishments that have measurable success factors to demonstrate a firm’s qualifications and expertise. All examples should include owner name and contact information.

SOI Format

The proposal itself should adhere to the following format, be provided in the specific order listed, and include:

Section 1.0 – Executive Summary (max. 2 pages, one of which is the firm’s professional licensing documentation)

Provide a brief summary, which describes and highlights your interest, experience and qualifications for the project. Submit documentation to establish the professional licensing necessary to be eligible for the project.

Section 2.0 – Description of Company (max. 1 page)

Provide a description of the proposing company.

- a) Please provide an executive summary of your company.
- b) Provide your company’s full legal name, company mailing address and phone number. Indicate whether your company is a sole proprietorship, a partnership or a corporation. Indicate the number of years in business.

- c) Describe your company's organizational structure including parent company, affiliates, subsidiaries, strategic business alliances, and other related entities. Include discussion regarding any changes in ownership.
- d) How many employees does your company currently have locally, nationally, and globally? Is there redundancy in staff roles and disciplines?
- e) Describe the structure of your management team. If available, please provide a copy of your company's organizational chart.
- f) Please provide information regarding any strategic business alliances/partnerships and certifications that your company has that may affect how you will do business with the Lake County Public Works Department.
- g) Provide the name, title, email address, and telephone number of the person who will be the principal point of contact for your company relative to this SOI, including the person who will be the principal contact related to any contractual dialogue and administration of any agreement resulting from this SOI.

Section 3.0 – Relevant Experience (max. 8 pages)

Relevant Experience shall clearly indicate the firm and which member on the project team participated in all relevant experience submitted. 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. Provide a description of projects (minimum of three (3), maximum of six (6)) of a similar nature that would substantiate the qualifications of the applicant for the work. Include contactable references for all projects. Quoted testimonials are welcomed.

Section 4.0 – Consultant Staffing Team (max. 6 pages)

Describe your approach relative to the delegation of responsibility and assignment of authority and interaction points with the County. Include a listing of key personnel and/or subconsultants proposed for the project team. Include an abbreviated resume and/or relevant experience of each key team member and a brief description of the tenure or work history among team members. Identify how you will address the following disciplines: site/civil, structural, mechanical, electrical and instrumentation, survey and natural resources assessments.

Provide an organization chart graphically illustrating how your firm would staff and structure your proposed team to perform the project. Include delegation of responsibility and assignment of authority and interaction points with the County.

Section 5.0 – Budget (max. 1 page)

Describe your firm's methods to maximize and maintain quality project management and 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 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 design.

Section 6.0 - Quality of Documents (max. 1 page)

List the steps and describe the quality control processes we can expect from the firm during each phase of the design and construction process to assure careful coordination of all disciplines, a high quality of design and contract documents and competent construction observation services. Identify your QA/QC process.

EVALUATION PROCESS

Lake County will review submissions and conduct negotiations in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/). The following qualifications will be considered by the County:

- A. Proven experience in delivery of the subject services and successful implementation of similar projects with similar clients. Demonstration of issue resolution and operational optimization.
- B. The ability of the proposer to work with other consultants and contractors to maximize outcomes while maintaining budgetary discipline.

- C. Quality and time availability of key project team members including a proven consistent engineer team leader that listens to the client and appropriately manages and directs the team’s efforts. Possession of talent and redundancy in roles.
- D. Experience and capability of coordinating with internal and external stakeholders.

As part of its evaluation process the County may seek additional information from firms found to have resources and methodologies best suited to the project.

TERM OF AWARDED CONTRACTS

The term of awarded contracts shall be in effect for a two (2) year period from the date of award (initial term). Lake County reserves the right to renew the contract for three (3) additional one (1) year periods, subject to acceptable performance by the Contractor. At the end of any contract term, Lake County reserves the right to extend the contract for a period of up to sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial year, the contract is contingent on the appropriation of sufficient funds. No charges shall be assessed for failure of the County to appropriate funds in future contract years.

SOI TIMELINE

Consultants should indicate their ability to meet the deadlines indicated below:

Event	Date
Release SOI	November 16, 2023
Deadline for SOI Inquiries for Clarification and Posting of Responses	December 11, 2023
Deadline for SOI Submissions	December 18, 2023
Finalist Interviews	The week of January 8, 2024
Contract Negotiations and Price Review - Completed	January 25, 2024
Targeted Lake County Board Approval	February 13, 2024

SUBMITTALS

Executive Summary (max. 2 pages)	References
Description of Company (max. 1 pages)	Firm Qualifications
Relevant Experience (max. 8 pages)	Vendor Disclosure Statement
Project Management Team (max. 6 pages)	Vendor Certification Form
Budget (max. 1 page)	Addendum Acknowledgement
Quality of Documents (max. 1 page)	Sustainability Statement
General Information Sheet	

Consultants are subject to the following conditions if the use of Federal Funds is applied to this procurement.

- 1. Debarment and Suspension.** This Agreement is covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Licensor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction in enters into.

This certification is a material representation of fact relied upon by Lake County. If it is later determined that the Contractor does not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to Licensor, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

Contractor agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000 subpart C throughout the period of any contract that may arise. Licensor agrees to include a provision requiring such compliance in its lower tier covered transactions.

- 2. Access to Records.** Contractor agrees to provide Lake County, the U.S. Department of Treasury, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Licensor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

No language in this contract is intended to prohibit audits or internal reviews by the Treasury Department or the Comptroller General of the United States.

Contractor agrees to retain all records covered by this section through December 31, 2031, or such longer period as necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving the contract.

- 3. No Obligation by Federal Government.** The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the non-Federal entity, Contractor, or any other party pertaining to any matter resulting from the contract.
- 4. Program Fraud and False or Fraudulent Statements or Related Acts.** Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this Agreement.
- 5. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

The undersigned shall require that the language of this attestation be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly to the tier above.

A failure to follow self-certification procedures may result in a civil penalty. Per 31 U.S. Code § 1352 Any person who fails to file or amend a declaration required to be filed or amended under subsection (b) of this section shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Contractors who apply or bid for an award of \$150,000 or more shall comply with the following provisions:

i. Clean Air Act

1. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The Contractor agrees to report each violation to the LCHD and understands and agrees that the LCHD will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

7. Procurement of Recovered Materials. In the performance of this Agreement, Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired –

1. Competitively within a timeframe providing for compliance with the contract performance schedule;
2. Meeting contract performance requirements; or
3. At a reasonable price.

Information about this requirement, along with the list of EPA designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

8. Contractor Work Hours and Safety Standards Act. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

In the event of any violation of the above clause the contractor or any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the above clause, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause above.

Lake County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages.

The contractor or subcontractor shall insert any subcontracts the clauses set forth in this section and also a clause requiring

the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier contractor.

9. Domestic Preference for Procurements

As appropriate and to the extent consistent with law, Lake County, to the greatest extent practicable under a Federal award of American Rescue Plan dollars, provides a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products)

a) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

10. Prohibition on Certain Telecommunications

The proposed equipment will not utilize covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

11. Minority and Women Business Enterprises.

Contractor hereby agrees to comply with the following when applicable: The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise), *when applicable*. Accordingly, the contractor hereby agrees to take affirmative steps to assure that women and minority businesses are utilized when possible as sources [12] of supplies, equipment, construction and services. Affirmative steps shall include the following:

1. Including qualified women's business enterprises and small and minority businesses on solicitation lists.
2. Assuring that women's enterprises and small and minority businesses are solicited whenever they are potential sources.
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority business, and women's business enterprises.
4. Where the requirement permits, establishing delivery schedules which will encourage participation by women's business enterprises and small and minority business; and
5. Using the services and assistance of the Small Business Administration, and the U.S. Office of Minority Business Development Agency of the Department of Commerce; and the North Carolina Office for Historically Underutilized Businesses.

For the purposes of these requirements, a Minority Business Enterprise (MBE) is defined as an enterprise that is at least 51 percent owned and controlled in its daily operation by members of the following groups: Black, Hispanic, Asian or Pacific Islander, American Indian, or Alaskan Natives. A Women Business Enterprise (WBE) is defined as an enterprise that is at least 51 percent owned and controlled in its daily operation by women. Additionally, an MBE or WBE qualifies if it is currently certified as a North Carolina "historically underutilized business" under N.C.G.S. §143-128.4(a) and qualifies as a "small business" if it is independently owned and operated and is qualified under the Small Business Administration criteria and size standards at 13 C.F.R. Part 21.

12. Assurances of Compliance with Title VI of the Civil Rights Act of 1964

Contractor and any subcontractor, or the successor, transferee, or assignee of contractor or any subcontractor, shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. §§ 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 C.F.R. Part 22, which are herein incorporated by reference and made a part of this contract. Title VI also provides protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance,

42 U.S.C. §§ 2000d et seq., as implemented by Treasury's Title VI regulations, 31 C.F.R. Part 22, and herein incorporated by reference and made a part of this contract.9

13. Publications

Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury.

14. Increasing Seat Belt Use in the United States.

Pursuant to Executive Order 13043, 62 Fed. Reg.19216 (Apr. 18, 1997), contractor is encouraged to adopt and enforce on-the-job seat belt policies and programs for your employees when operating company-owned, rented or personally owned vehicles.

15. Reducing Text Messaging While Driving.

Pursuant to Executive Order 13513, 74 Fed. Reg. 51225 (Oct. 6, 2009), contractor is encouraged to adopt and enforce policies that ban text messaging while driving and establish workplace safety policies to decrease accidents caused by distracted drivers.

16. Conflicts and Interpretation.

To the extent that any portion of this Addendum conflicts with any term or condition of this contract expressed outside of this Addendum, the terms of this Addendum shall govern.

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 any 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.

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: _____

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: _____

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

COMPANY NAME _____

AUTHORIZED SIGNATURE _____

TITLE _____

DATE _____

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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



VENDOR DISCLOSURE STATEMENT

Vendor Name:			
Address:			
Contact Person:		Contact Phone #:	
Bid/RFP/SOI/Contract/Renewal:	24216 – General and Applications Engineering Consulting Services		

Vendors wishing to contract with Lake County for goods and services in an amount greater than \$30,000 shall submit this form in advance of award. This disclosure statement is not required for utility companies regulated by the Illinois Commerce Commission or local units of government. Vendors shall disclose:

- A familial relationship between a Lake County elected official, department director, deputy director and manager and owners, principals, executives, officers, account managers or other similar managerial positions of the vendor’s company. Familial relationship is defined as a spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned person.
- All political campaign contributions made by the vendor or an owner, principal, executive, officer, account manager, or other similar managerial position of the vendor to any county board member, county board chair, or countywide elected official within the last five years.

If there is nothing to report in a section, please state none in the appropriate space.

FAMILIAL RELATIONSHIPS

List names and departments/agencies of Lake County employees or public officials with whom owners, principals, or officers of the vendor’s company have a familial relationship and the nature of the relationship. Attach additional pages as necessary. (Provide all names or state none in the space below. Do not leave blank.)

Name and Department/Agency of Lake County Employee/Public Official	Familial Relationship

CAMPAIGN CONTRIBUTIONS

List campaign contributions that have been made within the last five years that exceed \$150 annually. Attach additional pages as necessary. (Provide all names or state none in the space below. Do not leave blank.)

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Continuing disclosure is required if information changes. This Vendor Disclosure Statement form is available at doingbusiness.lakecountyil.gov.

The full text of the County’s Ethics and Procurement policies and ordinances are available at www.lakecountyil.gov.

I hereby acknowledge that the information above is accurate and complete, that I am an authorized signer on behalf of the vendor, that I have read and understand these disclosure requirements, and that I agree to update this information if there are any related changes by submitting a new Vendor Disclosure Statement.

Authorized Signature:		Title:	
Printed Name:		Date:	

Vendors must insert “x” in the following box indicating exception and provide a brief narrative for exception.



Addendum Acknowledgement SOI #24216

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #	SIGNATURE

I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.

Submittal Number: **SOI #24216** _____

Company Name: _____

Authorized Representative: _____

Authorized Representative: *Signature* _____

Authorized Representative: *Print* _____

Date: _____

It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum posted within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to purchasing@lakecountyil.gov prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

The County of Lake has a responsibility to balance fiscal, environmental, and social considerations into its operational decision-making process. The County's commitment to green and sustainable practices and good environmental stewardship was memorialized by the Lake County Board in the County's 2013 Strategic Plan where sustainability is listed as a value and a goal. This was further strengthened in September 2020 by adopting a Net Zero Emissions goal through Joint Resolution. Therefore, we shall promote environmentally preferable purchasing, whenever practical, by procuring goods or services that lessen the destructive effects on the environment and the health and well-being of all citizens. Consideration of the practices adopted by our contracted firms is key to magnifying the impact of the County's sustainability measures. Proposers are requested to provide a Statement of Sustainability demonstrating the methods they have incorporated into their firms. Sustainability may be one of the scoring criteria included the evaluation rubric for the award of this contract.

INSTRUCTIONS

Please provide a narrative outlining any policies or practices implemented by your firm to reduce your carbon footprint. Your response should include, but need not be limited to:

- A copy of your firm's sustainability policy, awards, and accolades.
- Practices such as waste minimization, energy/water efficiency, methods instituted to reduce pollution, green products utilized, staff education, community involvement and volunteerism.
 - Specifically include the percentage of your firm's energy that comes from renewable sources and percentage of your fleet that is non-emitting.
- Sustainable approaches your firm may have for this specific project.
- Cost variances to incorporate a more sustainable approach to this project and any calculated life cycle costs.



VENDOR CERTIFICATION FORM

Bid/RFP/SOI Number:	SOI #24216		
Vendor Name:			
Address:			
Primary Contact Name:			
Primary Contact Email Address:			
Primary Contact Phone Number:			
Project Manager Name:			
Project Manager Email Address:			
Project Manager Phone Number:			
# Years in Business:		Number of Employees:	
Annual Sales:	\$	Dunn & Bradstreet #:	
Vendor Certification Statement: Please identify all the following that apply to the ownership of this firm. This information is collected for reporting purposes only and not vendor selection. Please include a copy of the certification. (Definitions are included on the second page of Vendor Certification Form).			
	Contractor certifies as a Minority – Business Enterprise (MBE)		
	Contractor certifies as a Women Business Enterprise (WBE)		
	Contractor certifies as a Veteran-Owned (VBE) Business Enterprise		
	Contractor certifies as a Persons with Disabilities Owned Business Enterprise (PDBE)		
	Contractor certifies as a Service-Disabled Veteran-Owned (SDVBE) Business Enterprise		
	Contractor certifies as a Business Enterprise Program (BEP)		
	Contractor certifies as a Small Disadvantaged Businesses (SDB)		
	Contractor certifies as a Veteran-Owned Small Business (VOSB)		
	Local Business		
	None		
Other (Specify)			
Certification Number:			
Certified by (Agency):			

I certify that this information is accurate to the best of my knowledge and that I am authorized to provide this information on behalf of my company.

Signature, Title _____
Printed Name, Title _____
Date

Vendor Certification Definitions

- **Minority-owned business (MBE)**
A business concern which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.
- **Woman-owned business (WBE)**
A business which is at least 51% owned by one or more women, or, in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own it.
- **Veteran-owned Business Enterprise (VBE)**
A small business (i) that is at least 51 percent owned, controlled and managed by one or more Eligible Veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Eligible Veterans.
 - Eligible Veteran means a person who (i) has been either a member of the armed forces of the United States or, while a citizen of the United States, was a member of the armed forces of allies of the United States in time of hostilities with a foreign country and (ii) has served under one or more of the following conditions: (a) the veteran served a total of at least 6 months; (b) the veteran served for the duration of hostilities regardless of the length of the engagement; (c) the veteran was discharged on the basis of hardship; or (d) the veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.
 - Armed Forces of the United States means the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or service in active duty as defined under 38 U.S.C. Section 101. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Act 95-202 shall also be considered service in the armed forces for purposes of this Division.
- **Persons with Disabilities Owned Business Enterprise (PDBE)**
A small business (i) that is at least 51 percent owned, controlled and managed by one or more Persons with a Disability; or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled, and managed by one or more Persons with a Disability.
 - Disability or Disabled means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.
- **Service-Disabled Veteran-owned Business Enterprise (SDVBE)**
A small business (i) that is at least 51 percent owned, controlled, and managed by one or more qualified service-disabled veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Service Disabled Veterans.
 - Service-Disabled Veteran means an Eligible Veteran who has been found to have 10 percent or more service-connected disability by the United States Department of Veterans Affairs or the United States Department of Defense.
 - Service-connected disability means a disability incurred in the line of duty in the active military, naval or air service as described in 38 U.S.C. 101(16).
- **BEP – Business Enterprise Program**
Business Enterprise Program (BEP) BEP assists businesses owned by minorities, women, and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.
- **Small Disadvantaged Businesses (SDB)**
A Small Disadvantaged Business (SDB) is a small business owned and controlled by socially and economically disadvantaged individuals as defined by Federal Acquisition Regulation (FAR) 19.001
- **Veteran-Owned Small Business (VOSB)**
A Veteran-Owned Small Business (VOSB) is a small business that is at least 51 percent owned by one or more veterans; or, if a publicly owned business, at least 51 percent of the stock is owned by one or more veterans. Also, one or more veterans control management and daily business operations of the firm.
- **Local business**
Lake County launched a Buy Local. Build Local. Work Local initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law.