



# Lake County

**Purchasing Division**  
<http://doingbusiness.lakecountyil.gov/>

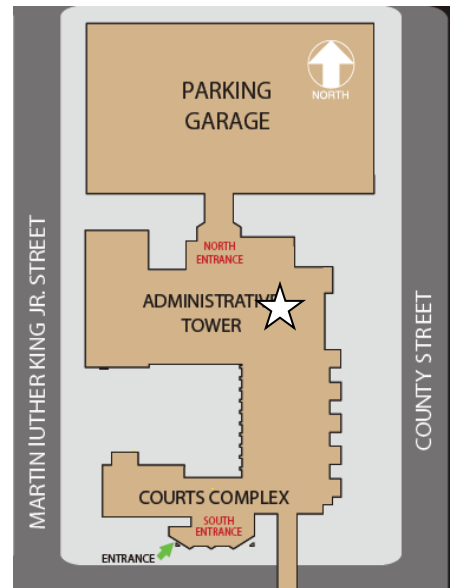
Waukegan Campus

Please note the submission location is:

**Lake County**  
**Attn: Purchasing Division**  
 18 N. County Street – 9<sup>th</sup> 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](mailto:purchasing@lakecountyil.gov)



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

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SOI No. 18089	Deliver to:  Lake County <b>ATTN: PURCHASING DIVISION</b> 18 N. County Street – 9 <sup>th</sup> Floor Waukegan, IL 60085
Buyer: Michael Schieve	
<u>SOI Description</u> Professional Architectural and Engineering Services for Lake County	
<u>SOI Due Date*</u> August 30, 2018 at 2:00 p.m.	

\*Please note: Responses are due at the 9<sup>th</sup> 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 9<sup>th</sup> floor.

## **STATEMENT OF INTEREST # 18089**

### **STATE OF ILLINOIS Professional Architectural and Engineering Services for Lake County**

Notice is hereby given that Statements of Interest (SOI) (one original and 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 as much information as necessary to indicate 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 August 30, 2018 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](mailto: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. 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 located in northeast Illinois, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 703,000 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 21-member board and managed by a County Administrator.

#### **PROJECT BACKGROUND**

The County maintains nearly 1.4 million square feet of real estate in support of a diverse range of government services. The County has made significant investments in both rehabilitation and new construction over the past decade. Major capital projects anticipated for the foreseeable future have been identified and simple estimates of all currently foreseen future major projects is over \$250 million of potential construction. To plan for future projects, the County hired Schmidt Associates in 2017, and VFA Facility in 2018 to help create and refresh a Strategic Facility Assessment Improvement Plan, and Facility Master Plan for Lake County. The intent of the plan is to develop a strategic facility plan, including a detailed five-year capital improvement plan as well as a long-term view that considers projects projected beyond five years.

#### **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 with Lake County and financial stability related to design, bidding, and construction inspection for the following projects. Please indicate, by Professional Services Trade, the trade(s) listed for which your firm is interested in providing Professional Architectural and Engineering Services.

##### **Project and Construction Management Services**

Professional A&E or PMP to manage and execute capital projects. Projects can be highly complex facility improvements with complex coordination sequencing with one or many internal departments to maintain their operational needs before, during and after a rehabilitation project A Project and/or a Construction manager will act as Lake County's principal agent in the management of administrative duties of project management or

providing construction management like a project superintendent.

#### **HVAC Engineering Design and Commissioning**

Preparation of plans, specifications and cost estimates for various mechanical improvements at Lake County facilities including, but not limited to, the replacement of air handling units, variable air volume boxes, ductwork, chillers, piping and appurtenances, independent temperature control systems and direct digital controls. Preparation of specifications and implementation protocol to transition independent project closeout documentation to Lake County Facilities' building information modeling (BIM) data archives.

#### **Electrical Engineering Design and Commissioning**

Preparation of plans, specifications, and cost estimates for various electrical improvements at Lake County facilities including, but not limited to, the replacement of electrical switchgears, automatic transfer switches, transformers, main distribution panels, local panels, stand-by generators and direct digital controls. Preparation of specifications and implementation protocol to transition independent project closeout documentation to Lake County Facilities' building information modeling (BIM) data archives.

#### **Elevator Modernization Design and Commissioning**

Preparation of plans, specifications, and cost estimates for various elevator modernizations improvements at Lake County facilities including, but not limited to, traction elevators, hydraulic elevators, screw lifts, escalators and direct digital controls. Preparation of specifications and implementation protocol to transition independent project closeout documentation to Lake County Facilities' building information modeling (BIM) data archives.

#### **Security System Design and Commissioning**

Preparation of plans, specifications, and cost estimates for various security improvements at Lake County facilities including, but not limited to, IP-wireless duress alarm systems, access control systems, high definition security camera systems, and enterprise security automation systems. Preparation of specifications and implementation protocol to transition independent project closeout documentation to Lake County Facilities' building information modeling (BIM) data archives.

#### **Fire Alarm System Design and Commissioning**

Preparation of plans, specifications, and cost estimates for various fire alarm improvements at Lake County facilities including, but not limited to, control panels, initiating devices, notification devices, networking and integration. Preparation of specifications and implementation protocol to transition independent project closeout documentation to Lake County Facilities' building information modeling (BIM) data archives.

#### **Fire Protection System Design and Commissioning**

Preparation of plans, specifications, and cost estimates for various fire protection systems improvements at Lake County facilities including, but not limited to, fire suppression systems, fire barriers, smoke barriers, smoke control, smoke evacuation, space planning and risk analysis. Preparation of specifications and implementation protocol to transition independent project closeout documentation to Lake County Facilities' building information modeling (BIM) data archives.

#### **Landscape Architecture Design**

Preparation of plans, specifications, and cost estimates for various landscape architectural improvements at Lake County facilities including, but not limited to, site planning, stormwater management, environmental restoration and green infrastructure planning.

#### **Native Grassland, Prairie and Wetlands Management Services**

Monitor, document written progress reports and provide guidance for the best management practices for our native grassland, prairie and wetland installations.

**Civil Engineering Design**

Preparation of plans, specifications, and cost estimates for various civil engineering improvements at Lake County facilities including, but not limited to, site planning, sewerage systems, potable water pipeline systems, stormwater management, site hardening, and structural analysis.

**Detention Facility Design**

Preparation of plans, specifications, and cost estimates for various detention facility improvements at Lake County facilities including, but not limited to, inmate housing, inmate management, inmate welfare, life support, accessibility, support services, surveillance, security and physical plant functionality.

**Courthouse Facility Design**

Preparation of plans, specifications, and cost estimates for various courthouse facility improvements at Lake County facilities including, but not limited to, accessibility, security, life safety concerns, health concerns, aesthetics, acoustics, interior finishes, signage, technology and automation.

**Building Automation Design and Commissioning**

Preparation of plans, specifications, and cost estimates for various building automation improvements at Lake County facilities including, but not limited to, geographical representation of mechanical equipment, geographical representation of electrical equipment, HVAC controls and monitoring, electrical system monitoring, lighting system controls and monitoring, fire alarm system monitoring, life safety controls and monitoring, equipment run conditions, energy usages, and e-mail alarming. Lake County currently incorporates usage of multiple building automation systems: TRACER ES, Metasys, and WebCTRL, with all data from equipment brought back to Lake County's server farm using the ASHRAE BACnet communications protocol.

**Environmental Services**

Preparation of plans, specifications, and cost estimates to monitor, document, develop abatement monitoring and a hazardous material exploration plan. This may include assistance with site remediation and cleanup.

## **1. SUBMISSION REQUIREMENTS**

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.

### **Section 1.0 – Executive Summary**

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

### **Section 2.0 – Relevant Experience**

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.

### **Section 3.0 – Project Management Team**

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 sub consultants proposed for the project team. Include a resume and/or relevant experience of each key team member and a brief description of the tenure or work history among team members.

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

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. Provide a resume for each proposed team member, specifically stating tenure or experience with your firm, experience and qualifications of each individual. The above list Represents a minimum submittal for key personnel from the Owner's Representative and Project Manager Team.

### **Section 4.0 – Budget**

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 does the firm typically provide 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 5.0 - Quality of Documents**

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.

## **2. 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 design and successful implementation of similar projects.
- B. The evaluation of examples of outcome based accomplishments that have measurable success factors to demonstrate a firm's qualifications and expertise including the testimonials of owners or owner's agents.
- C. The depth of talent and staffing experienced in the execution of similar projects.
- D. The ability of the proposer to work with the Architect/Engineer and other consultants to maximize a design solution while maintaining budgetary discipline.
- E. Design quality and the ability to understand and translate the client's design goals.
- F. Quality and time availability of key project team members.
- G. A proven consistent engineer team leader that listens to the client and appropriately manages and directs the team's efforts.
- H. Familiarity with applicable codes and regulations including experience with the local authorities having jurisdiction.
- I. The ability, capacity and skill of the proposer to perform the contract or provide the service required.
- J. Whether the proposer can perform the contract or provide service promptly, or within the time specified, without delay or interference.
- K. The character, integrity, reputation, judgment, experience and efficiency of the proposer.
- L. The quality of performance of previous contracts or services.
- M. Experience and quality performance with other Lake County projects, contracts, or services.
- N. The previous and existing compliance by the proposer with laws and ordinances relating to the contract or services.

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

## **3. TERM OF AWARDED CONTRACTS**

The term of awarded contracts shall be in effect for a one (1) year period from the date of award (initial term) or other period as indicated in each Project Description. Lake County reserves the right to renew the contract for one (1) additional one (1) year period, or as indicated in each project description, 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.

**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: \_\_\_\_\_

\_\_\_\_\_

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