



STORMWATER MANAGEMENT COMMISSION

**STATEMENT OF INTEREST (SOI) FOR
DCEO GRANT
ENGINEERING DESIGN AND CONSTRUCTION MANAGEMENT**

Lake County Stormwater Management Commission will **only** be accepting electronic submissions for the **STATEMENT OF INTEREST (SOI) FOR DCEO GRANT ENGINEERING DESIGN AND CONSTRUCTION MANAGEMENT (SOI#2021DCEO)**.

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

1. Go to www.lakecountypurchasingportal.com
2. Click on the SOI Number: 2021DCEO
3. Click on register for this SOI
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 (limit 100MB total)
 - c. Click on save submittals

***Please note: Responses are due at 2:00 p.m. local time on Tuesday November 23, 2021. Please allow sufficient time for any technical issues you may have and upload your bid early. Please email Project Manager at ehuaracha@lakecountyil.gov to receive confirmation that we have successfully received your submissions.**

ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY.

STATEMENT OF INTEREST

SOI#2021DCEO

DCEO GRANT ENGINEERING AND DESIGN SERVICES COUNTYWIDE

in
Lake County, Illinois

Notice is hereby given that Statements of Interest (SOI) (one electronic unprotected copy) will be received from qualified 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. **Via the Lake County Purchasing Portal until November 23, 2021 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 stormwater@lakecountyil.gov. All questions shall be submitted by **November 17, 2021, at 2:00 p.m.** 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. All question and answers will be posted to the SOI addendum blog at </addendums/soi-2021dceo-addendum-blog/>.

CONTRACT TERM: Two (2) year initial contract term, and the number of available extension options may range from none to three (3), one (1) year extension options depending upon the date of contract execution. All awarded projects through this SOI will need to be completed by December 31, 2026.

SUBMITTAL DEADLINE: All proposals must be received no later than **Tuesday November 23, 2021, by 2:00 PM** Central Local Time. Any proposals received after the submittal deadline will not be reviewed.

SUBMITTAL LOCATION: Submit PDF copies of your focused, concise proposal response to the **Attention of: Ernesto Huaracha, Water Resource Professional**. Electronically submit all proposals in .PDF format to the project manager via the upload function under your registration in the Purchasing Portal. File size upload limits: 5 individual files maximum 20MB each file for a total file upload of 100MB.

1. Intent & Background:

The Lake County Stormwater Management Commission (SMC) is seeking proposals from qualified consultants and/or firms interested in providing general engineering services and related technical services as described in the scope of work. The Lake County Stormwater Management Commission (SMC) will receive funding through the Illinois Department of Commerce and Economic Opportunity (DCEO) to complete multiple regional stormwater management projects throughout Lake County, Illinois.

SMC intends to award capital project engineering/design and construction management contracts through a Short List pool through this SOI. Through this SOI, the SMC will establish a pool of three to five pre-qualified responsible firms that will be eligible to provide engineering design and construction management services to the SMC. Candidates whose qualification packages have been determined by the SMC to be qualified in accordance with the evaluation criteria discussed herein, will be recommended for inclusion in the pool. The recommendation of firms for inclusion in the pool will be presented to the SMC Board of Commissioners for their approval, and upon approval, master contracts will be executed with each firm approved by the Board covering general terms and conditions other than fee or the specific scope of work.

The SMC may award these contracts for inclusion in the pool based on the evaluation of the qualification packages

received, without discussion of those qualification packages with any submitter. Alternatively, the SMC may conduct interviews and discussions with any submitter as part of the evaluation of any qualifications package. The SMC reserves the right to reject any and all qualification packages, or to withdraw, cancel, or reissue this SOI, in whole or in part, in the event that competition is deemed inadequate or that it is otherwise in the best interest of the SMC.

Inclusion in the pool is not a guarantee of any specific project award. Pursuant to the “Local Government Professional Services Selection Act” 50 ILCS 510, throughout the contract period, when the need for services arises, the SMC will identify at least three firms for the short list pre-qualified pool to award specific projects. Short list firms will be ranked according to their qualifications for the project. The SOI ranking will not include any inquiry regarding cost, fees, or any other measure of compensation for the project. Once the firms identified by the SMC are ranked, the SMC will then attempt to negotiate a project award with the firms concerning schedule, cost, fees, and scope of work, incorporating the terms of the master contract. It is only during these negotiations that the SMC will inquire about cost and fees for the project. Lastly, any project award that exceeds \$20,000.00 will be presented to the SMC Commissioners for their approval before issuance of a Notice-to-Proceed.

SMC intends to enter into a contract(s) with qualified firm(s) to provide professional engineering design and construction management services to conceptualize, design and budget projects as Bondable Capital Projects for current and future fund appropriations for stormwater management projects within Lake County, IL.

Projects identified below will vary in scope of services, including (but not limited to): conceptual design to comprehensive design drawings, specifications, and supplemental guidance for project implementation, incorporating all relevant data collected during the site investigation work, as outlined in this SOI. Additional scope of services may include (but not limited to) under this SOI, is to support and extend SMC construction management services for successful project implementation.

The scope of work of services may include any of the following services:

- 1) Project Civil Engineering Services
 - a. Design Services
 - b. Project Cost Estimates
 - c. Plan & Specifications Development and Review
 - d. Project Specific Permit Application Development and Review including required documents
- 2) Surveying Services, including utility locations, tree locations
- 3) H & H Analysis and Technical Correspondence
- 4) Intergovernmental Agreements Development

Other tasks or services that may be provided by the consultant applying for this SOI, or a qualified sub-consultant:

- a) Geotechnical engineering services
- b) Structural engineering services
- c) Construction management services
- d) Engineering design review services
- e) Supplemental engineering services under the general direction of SMC, as needed.

Each project requested from the consultant will begin with a proposal that outlines the services to be provided and a project not-to-exceed cost. The complexity of each proposal will be tailored to match the services to be provided.

The following types of projects are anticipated to be addressed by the pool of firms selected under this SOI.

- Flood Mitigation Bypass Storm Sewer Enhancements
- Road Elevation/ Flood Mitigation Enhancements
- Wetland Flood Storage and Conveyance Enhancements
- Pond/Lake Flood Storage and Conveyance Enhancements
- Linear Waterway Flood Storage and Storm Sewer Enhancements

- Streambank and Shoreline Stabilization Improvements
- Tributary Flood Storage
- Dam Repair/Improvements
- Multi-jurisdictional Regional Floodplain Enhancements
- Multi-jurisdictional storm sewer Enhancements

2. Project Scope of Services:

Work to be performed under awarded contract will include engineer-of-record services for the design and related services to complete individual projects. Each project requested and awarded from this SOI to a consultant will begin with a proposal that outlines the services to be provided and an hourly not-to-exceed cost. The complexity of each proposal will be tailored to match the services to be provided.

Engineering firms responding to this SOI must meet the following requirements:

1. Be licensed to provide professional engineering services in the State of Illinois.
2. Assign the SMC a licensed engineer as the primary contact who has a minimum of five years of experience in a similar position (e.g., with municipal engineering projects).
3. Be able to provide the services listed in the Scope of Services, either within the organization or by using a sub-consultant licensed in the State of Illinois for its appropriate field of work.
4. Have staff capacity to complete work within a defined schedule once awarded.

DESIGN:

Perform the activities necessary to complete engineered designs per project.

Tasks may include:

- A. It is the responsibility of the Engineer to design specifications to accomplish awarded projects within the project budget, in accordance with local, state and federal regulations.
- B. The Engineer shall be responsible for field verification of existing conditions including conflicts and all utilities to be impacted during the course of this project.
- C. Attend meetings with SMC and project partners and others as required to properly communicate the design intent and illustrate sufficient adherence to project requirements, project schedule and budget.
- D. The scope of design requirements will be defined in contract award and may include some portion of the following to prepare bid documents consisting of drawings and full project specifications for all site improvements required for project completion. Bids and Bid Packages to be opened in accordance with the project schedule and State and Local regulations.
 - a. The preparation of preliminary design plans showing the scope, extent, and character to address the project intent and stormwater management goals. The preliminary design plans should include, at a minimum, a plan view of the project, showing the base map (e.g., topographic contour data, site assessment data, wetland boundaries) and the location of the proposed improvements. The plans should also include appropriate notes and details, profile and cross-section views, and a preliminary erosion and sediment control plan. Upon completion, the preliminary design plans should be submitted to the SMC project manager for review and comment.
 - b. The preparation of a preliminary opinion of probable cost for the construction of the improvements shown on the preliminary design plans. The preliminary opinion of probable cost should be based on estimates of the quantities of materials needed to construct the proposed improvements and should be submitted to the SMC project manager with the preliminary design plans for review and comment.
 - c. Revision of the preliminary design plans, as necessary, based on comments from SMC and others, to prepare final design plans showing the scope, extent, and character of the project goals.
 - d. The final design plans should include everything that was included in the preliminary design plans, as well as technical specifications detailing the materials and methods that will be used to construct the

proposed improvements. The final design plans should be signed and sealed by an Illinois registered Professional Engineer and should be suitable for submittal to the appropriate regulatory agencies and suitable for inclusion in the construction contract documents. Upon completion, the final design plans should be submitted to the SMC project manager for review and comment.

- e. The preparation of a final opinion of probable cost for the construction of the improvements shown on the final design plans. The final opinion of probable cost should be based on estimates of the quantities of materials needed to construct the proposed improvements and should be suitable for use in creating a bid form that will be included in the bidding documents. The final opinion of probable cost should be submitted to the SMC project manager with the final design plans for review and comment.
- f. Revision of the final design plans, as necessary, to address comments from SMC and others.

Please note that all project files, including all design plans, engineering drawings, and technical specifications, prepared by the selected consultant for this project shall become the property of SMC, upon its written request, and that the selected consultant shall have no claim for further employment or additional compensation as a result of such action taken by SMC to request full rights of ownership of all project files.

SITE INVESTIGATION & ANALYSIS

Perform site investigation work to collect the data needed to inform the design of awarded project.

Tasks may include:

- A. Provide site assessment hazards evaluation/analysis and mitigation strategies.
- B. Assist the SMC in determining construction procurement options and making a recommendation for the most appropriate project delivery method for completion of the work.
- C. Complete site visits, with the SMC project manager and others, as appropriate, to inspect and assess the condition of the project reach, review site constraints, and discuss potential solutions to address the deteriorating conditions found within the project reach. The selected consultant, with assistance from the SMC project manager, will be responsible for scheduling the site visit and for notifying attendees thereof. It is anticipated that the site visit will be held immediately following the kickoff meeting.
- D. Project Reach characteristics/assessments to aid in design and development of the plan set. All proposed work areas should be photo documented. Detailed topographic survey of the project site may not be expected due to the availability of detailed (i.e., 1-foot) topographic contour data in the vicinity of the project reach, but this is project dependent.
- E. A utility survey to geospatially locate any underground utilities that may be found on the project site. Prior to the survey, a utility locate request will be submitted to JULIE to identify any underground utilities that may be found on or immediately adjacent to the project site. The results of the utility survey should be used by the selected consultant to develop the base map for the design plans and to inform the design of the project.
- F. Please note that the selected consultant will be responsible for selecting and negotiating and entering into agreements with any other subconsultants needed to complete the project. Since they will be an integral part of the selected consultant's project team, any subconsultants that will be members of your project team shall be identified in your proposal. Your proposal should also include a brief description of your subconsultant's experience as it relates to the project and to the specific tasks to which they will be assigned.

In addition to the site investigation work outlined above to be completed by the selected consultant, consultants may need to complete the following tasks and incorporate information into the base map for the design plans and to inform the design of the project:

- A. A tree survey in the areas of the project reach: identify, tag, and geospatially locate trees that are at least six inches in diameter at breast height (DBH) in these work areas/routes.
- B. A wetland delineation to identify the boundaries, extent, function, and quality of all wetland areas within and immediately adjacent to the project reach. Wetland boundaries will be flagged or staked in the field.
- C. A wetland boundary survey to geospatially locate the wetland boundaries that were flagged or staked in the field during the wetland delineation. The results of the wetland survey should be used to develop the base map for the design plans and exhibits for the Wetland Determination Report.

- D. The preparation of a wetland determination report based on the results of the wetland delineation. The report will be suitable for inclusion in permit submittals to the Lake County Stormwater Management Commission (or WDO certified Community) and the US Army Corps of Engineers. The Wetland Determination Report will meet the minimum requirements specified in the Lake County Watershed Development Ordinance and will be provided to the selected consultant for inclusion in the permit submittals.
- E. The preparation of a preliminary jurisdictional determination form for submittal to the Lake County Stormwater Management Commission regulatory staff to obtain a jurisdictional determination for and verify the boundaries of all wetland areas located on the project site. The jurisdictional determination will determine whether the wetlands located on the project site are regulated by SMC or the US Army Corps of Engineers, which will confirm the regulatory requirements that apply to such wetlands. The jurisdictional determination will be provided to the selected consultant for inclusion in the permit submittals.

PERMITTING

Complete the tasks necessary to obtain approval for the awarded project from the appropriate regulatory agencies.

Tasks may include:

- A. A definition of the regulatory requirements that apply to the project. This task may include limited coordination with the applicable regulatory agencies, which may include, but may not be limited to, the Certified Community, the Lake County Stormwater Management Commission, the US Army Corps of Engineers, the Illinois Department of Natural Resources and other agencies as needed to clarify and define the regulatory requirements that apply to the project.
- B. Performing any necessary additional earthwork (i.e., cut/fill) calculations, beyond those completed during preparation of the preliminary and final estimates of probable cost, using the data collected during the site assessment and any necessary runoff calculations and hydrologic and hydraulic analyses to show that the flood storage volume and carrying capacity provided by the regulatory floodplain and floodway will be maintained as a result of the streambank stabilization project. If additional analysis is necessary, rainfall and watershed data should be collected and an SMC-approved hydrologic and hydraulic modeling package should be used to simulate natural rainfall-runoff processes, compute runoff hydrographs, and model flow through the project reach.
- C. Scheduling of and attendance at a pre-submittal meeting with Lake County Stormwater Management Commission regulatory staff, the SMC project manager, and others, as appropriate, to discuss the project, the regulatory requirements that apply to the project, and the watershed development permit application for the project. The selected consultant will be responsible for scheduling the pre-submittal meeting and for notifying attendees thereof.
- D. The preparation of a joint application form, complete with all necessary supporting documentation, for submittal to, if applicable, the US Army Corps of Engineers (USACE), Illinois Environmental Protection Agency (IEPA), and the Illinois Department of Natural Resources, Office of Water Resources (IDNR-OWR). The joint application form should be submitted to the SMC project manager for review and comment prior to submittal to the appropriate regulatory agencies.
- E. The preparation of a watershed development permit (WDP) application, complete with all necessary supporting documentation, for submittal to the Certified Community or the Lake County Stormwater Management Commission. The submittal will need to comply with all applicable performance standards, requirements, and other provisions of the Lake County Watershed Development Ordinance. The WDP application should be submitted to the SMC project manager for review and comment prior to submittal to regulatory staff.
- F. Other permit preparation and submittal tasks performed by the selected consultant will include: IDNR EcoCAT consultation; US Fish & Wildlife Service Federal threatened and endangered species consultation; State Historic Preservation Office consultation; and preparing the NPDES permit application if land disturbance is greater than 1 acre.
- G. Revision of the final design plans, as necessary, to address comments from the regulatory agencies.
- H. SMC will request project consultant(s) submit all permit applications prepared by the selected consultant, including the joint application form and watershed development permit application, to the appropriate regulatory agencies.

PROJECT MANAGEMENT

Plan, schedule, and control the activities that must be completed to successfully complete the project.

Tasks may include:

- A. Scheduling of and attendance at a kickoff meeting with the SMC project manager and others, as appropriate, to discuss the project, review existing information, discuss the project schedule, and establish a working understanding among the parties as to the activities that must be completed to successfully complete the project. The selected consultant, with assistance from the SMC project manager, will be responsible for scheduling the project kickoff meeting and for notifying attendees thereof.
- B. Coordination with the SMC project manager throughout the duration of the project to provide regular updates on the project, including items such as completed and planned work, items requiring clarification or input from the SMC project manager or others, items affecting the project schedule, and any other concerns affecting the completion of the project.
- C. Scheduling of and attendance of progress meetings with the SMC project manager and others, as appropriate, to discuss the project and review the work completed to date. The selected consultant will be responsible for scheduling the progress meetings and for notifying attendees thereof. It is anticipated that one progress meeting will be held following the completion of the preliminary design plan and one progress meeting will be held following the completion of the final design plan. These meetings may be conducted via teleconference.
- D. Conduct and attend project meetings during the design phase and construction document phases as required. Provide documentation of the proceedings of the meetings no later than five working days after each meeting.
- E. Upon request, attend SMC Board, Project Partners, and/or Public Hearing meetings. It shall be assumed that attendance will be required at a minimum of two meetings.
- F. Include all consultants necessary to complete the scope of work, provide minutes of coordination meetings held between the engineer and various consultant teams in the execution of the design for review by the SMC.

BIDDING

Assist SMC with the tasks that need to be completed to prepare the project for the competitive bidding process, and with the completion of the competitive bidding process as needed.

Tasks may include:

- A. Attend and participate in all pre-qualification (to present and discuss the project with prospective bidders) and pre-bid meetings, respond to all questions and prepare addenda as required. Assist the SMC in developing and reviewing bidder qualifications. The selected consultant will assist the SMC project manager with interpretation of the bidding documents and the preparation of addenda, as necessary, during the course of the competitive bidding process.
- B. Reviewing and commenting on the bidding requirements prepared for the project by SMC, which will include an invitation to bid, instructions to bidders, a proposal form, complete with all attachments, including a bid form, work history form, organization and experience form, and subcontractor and supplier form, and a bid bond form.
- C. Participate in Bid and scope evaluation and due diligence investigation of references of the lowest qualified bidders and provide a written recommendation to the SMC.
- D. Revision of the final opinion of probable cost, as necessary, to reflect any revisions made to the final design plans to address comments from SMC, regulatory agencies, or others. The revised final opinion of probable cost will be used by SMC to create a bid form that will be included in the bidding requirements.
- E. Reviewing and commenting on the contract documents prepared for the project by SMC, which will include a notice of award, agreement, notice to proceed, general conditions, supplementary conditions, performance bond form, and payment bond form. The final design plans, prepared by the selected consultant, will include at a minimum: a plan view of the project showing the base map (e.g., topographic contour data, stream channel measurements, wetland boundaries) and the location of the proposed improvements, appropriate notes and construction details, profile and cross-section views; an erosion and sediment control plan; and appropriate technical specifications, which will also be part of the contract documents.

CONSTRUCTION MANAGEMENT

Assist SMC with administration of the construction contract and in observing the work performed under the contract to determine if the work is proceeding in accordance with the contract documents. Construction Management/Oversight will include managing the construction activities and/or overseeing all aspects of the construction project, either by SMC personnel or SOI awarded personnel, but limited to verifiable time working on this project.

Tasks may include:

- A. Attendance at a pre-construction meeting, to be held at least one week prior to the start of construction, with SMC, the contractor, applicable regulatory agencies, and others, as appropriate, to establish a working understanding among the parties as to the work, and to discuss project schedules, procedures for handling samples, shop, working, and layout drawings and other submittals, processing applications for payment, and maintaining records.
- B. Acting as SMC's authorized representative (i.e., Engineer) during construction, with the duties, responsibilities, and authority assigned in the construction contract documents. As an experienced and qualified design professional such duties and responsibilities will include, but will not necessarily be limited to: periodic observation of the work to evaluate progress in and the quality of the various aspects of the work; rejection of any work that is believed to be defective or does not conform to the contract documents; attendance at periodic progress meetings with SMC and the contractor; reviewing and approving samples, shop, working, and layout drawings and other submittals submitted by the contractor; preparing field orders and issuing written interpretations and clarifications when needed to clarify the contract documents; preparing work change directives and change orders, when authorized by SMC, to modify the contract documents; and reviewing and processing the contractor's applications for payment as the work progresses.
- C. Upon notification by the contractor of substantial completion of the project, determine if the project is substantially complete and complete all necessary related tasks as described in the construction contract documents. Complete an inspection of the work with SMC and the contractor to determine the status of completion, prepare a punch list of items to be completed or corrected prior to final inspection and payment, and, as appropriate, prepare a certificate of substantial completion for delivery to SMC and the contractor.
- D. Upon notification by the contractor of final completion of the project, determine if the project has been satisfactorily completed, and complete all necessary related tasks as described in the construction contract documents. Complete an inspection of the work with SMC and the contractor to determine the status of completion and prepare a punch list of items to be corrected, if any, along with instructions for correcting such items.

INSURANCE:

Prior to execution of a contract with the selected consultant, such consultant shall submit a valid certificate of insurance to the SMC Project Manager. Lake County Insurance Requirements are available here: <https://www.lakecountyil.gov/DocumentCenter/View/20874/Professional-Services-Insurance-Template?bidId=>

INDEMNIFICATION

In executing a contract with SMC, the selected consultant shall agree to indemnify and hold harmless the County of Lake, Lake County Stormwater Management Commission, the jurisdictional entity or project, the property owners, and their agents, servants, and employees from any and all lawsuits, claims, demands, liabilities, losses and expenses, which may arise or which may be alleged to have arisen out of the consultant's negligence in connection with work covered by the contract.

COMPENSATION

Compensation shall be on a project-specific basis only. A not-to-exceed limit for both the required professional services and reimbursable expenses will be established for each project. There will be no compensation to pre-qualified firms who are not selected for a project

3. Preliminary Project Schedule

To ensure that that SMC 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	November 5, 2021
Deadline for submission of questions	November 17, 2021 @ 2pm
Submittal of SOI	November 23, 2021 @ 2pm
SMC Qualified Short List Follow-up	December 3, 2021
Submittal of Proposal to SMC	December 17, 2021
Contract Negotiation Complete	January 14, 2022
SMC Board Approval & Contract Execution	February 3, 2022
Kick off meeting	February 7, 2022
Project Dependent- Complete Preliminary Design Phase(s)	April 29, 2022
Project Dependent- Complete Final Design Phase(s)	July 29, 2022
Project Dependent- Complete Permitting and Construction Bid Plan Set Phase(s)	November 25, 2022

**This timeline may be subject to change.*

Each timeframe listed above will include time required for SMC 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 in designing regional stormwater management projects.
- Describe your firm's experience and familiarity with DCEO grant funded projects and/or bondable capital projects in IL.
- Provide a detailed description and project profile sheets for engineering services and completed stormwater management projects in Lake County IL. 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, size, and delivery method,
 - Project references including contact person and phone number
 - Services rendered
 - Date project was started and completed
 - Total project cost
 - Key personnel and consultants assigned to project team

Respondents are advised that "recent experience" refers specifically to regional stormwater management projects. Related experience may be helpful, but current experience with this scope of work 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.

- 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?
What meetings are they expected to attend during each phase?

Section 4.0 –Schedule

- What commitments and manpower are available from the firm to meet defined 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, SMC 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. 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, and design decision cost impact evaluation.

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 to minimize construction implementation overages.
- 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 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 regional stormwater management projects, 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 your firm's familiarity with applicable codes and regulations including, regulations and the public hearing process, and the requirements of other state and local authorities having jurisdiction.

Section 8.0 - County Documents

- General Information Sheet
- References
- Firm Qualifications
- Vendor Disclosure Statement
- Vendor Certification Form

5. Evaluation Process

A. Evaluation Criteria Overview

The SMC will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. Lake County SMC 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 will include members from SMC. The Committee will be responsible for the proposal evaluation (including corporate reference checks).

C. Evaluation of the Proposals

SMC 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 engineering and management of similar projects;
- B. **Project Team:** Qualifications of proposed project team members, including depth of talent and staffing experienced in the execution of similar projects;
- C. **Schedule and Capacity to Perform:** Willingness to meet time requirements and workload of the firm; Current and future work for other clients should not affect the submitter's ability to deliver the services required by the SOI.
- 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 Pool

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

E. Interview

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

F. Right of Rejection

SMC reserves the right to reject any and all proposals received in response to this SOI, should this be determined to be in the best interest of the SMC. SMC is not obligated to enter into a contract on the basis of any proposal submitted in response to this SOI.

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 SMC 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 ____/____/____

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:	SOI: 2021DCEO		

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.)

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

Continuing disclosure is required if information changes. This Vendor Disclosure Statement form is available at www.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.

☐

VENDOR CERTIFICATION FORM

Bid/RFP/SOI Number:	SOI: 2021DCEO		
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 of 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

A business that is either owned and operated with a mailing address within the boundaries of Lake County or a corporate business with at least one “brick and mortar” location within the boundaries of Lake County. No additional certification is required; however, address verification for location may be requested.

SUSTAINABILITY STATEMENT

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.