



LakeCounty

Purchasing Division

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

Lake County will be accepting **only** electronic RFP submissions for Request for Proposal #21118 – Integrated Capital Program Management System.

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

1. Go to www.lakecountypurchasingportal.com
2. Click on the RFP Number: 21118
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 RFP 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.

<u>BID/RFP No.</u> RFP #21118	Vendor Name: _____
<u>Buyer:</u> Yvette Albarran	Vendor Address: _____
<u>Bid/RFP Description:</u> Integrated Capital Program Management System	Lake County ATTN: PURCHASING DIVISION
<u>BID/RFP Due Date*:</u> August 23, 2021, 11:00 a.m. local time	18 N. County Street – 9 th Floor Waukegan, IL 60085-4350

***Please note:** Responses are due at **11:00 a.m. local time on Monday, August 23, 2021**. Please allow sufficient time for any technical issues you may have and upload your RFP early. Please email Purchasing at purchasing@lakecountyil.gov to receive confirmation that we have successfully received your submission.

Lake County, Illinois
Request for Proposals # 21118
Integrated Capital Program Management System

The Lake County Division of Transportation (LCDOT) invites firms to submit proposals for an integrated capital program management system and visualizations solution as described in the enclosed Request for Proposals (RFP). Please read each section carefully for information regarding the proposal and submittal instructions. The program is intended to be a hub of information for LCDOT capital investments, tracking individual projects, as well as reporting on the program of projects.

GENERAL REQUIREMENTS: Proposers are to submit electronic proposals, to be opened and evaluated in private. one (1) complete electronic unprotected copy via the Lake County Purchasing Portal, and one (1) redacted copy that can be used to comply with the Illinois Freedom of Information Act (FOIA). Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for an explanation of the information that may be redacted.

SUBMISSION DATE & TIME: **August 23, 2021, 11:00 a.m. local time**
Proposals received after the time specified will not be opened.

CONTACT / QUESTIONS: Should the proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the RFP opening date.

CONTENTS: The following sections, including this cover sheet, shall be considered integral of this solicitation.

- *Cover Sheet
- *General Terms and Conditions
- *General Information
- *Submittals
- *Evaluation Criteria
- *Technical Specifications
- *Addendum Acknowledgement
- *General Information Sheet
- *References
- *Sustainability Statement
- *Vendor Disclosure Statement
- *Vendor Certification Form
- *Attachment #1 – Price Proposal Form
- *Attachment #2 – Terms and Definitions
- *Attachment #3 – Proposed Work Types
- *Attachment #4 – Data Validations
- *Attachment #5 – Sample Reports
- *Attachment #6 – Sample Maps and Minimum Mapping Requirements

If your RFP includes any exceptions, proposers must insert an "X" in the following box indicating a submission with exceptions and provide separately a submission with noted exceptions.

☐

1. NEGOTIATIONS

Lake County reserves the right to negotiate specifications, terms and conditions, which may be appropriate to the accomplishment of the purpose of this Request for Proposal (RFP).

2. CONFIDENTIALITY

Proposals are subject to the Illinois Freedom of Information Act (FOIA) once an award or final selection is made. As such all Proposers responding are asked to submit one redacted copy of their proposal that can be used by the County to respond to any future FOIA requests for the proposal.

Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for explanation of information that may be redacted. For example, information exempt from disclosure in response to a FOIA request includes but is not limited to: highly personal or objectionable information; trade secrets and commercial or financial information claimed as proprietary, privileged or confidential, the disclosure of which would cause your business competitive harm; valuable formulae, computer geographic systems, designs, drawings and research data when disclosure of the same would produce private gain or public loss; certain construction related technical documents; and information associated with automated data processing operations that, if disclosed, would jeopardize system or data security.

If no redacted copy is provided, the Lake County Purchasing Division reserves the right to determine what information should be redacted as proprietary, privileged or confidential in response to a FOIA request. A Proposer who fails to provide a redacted copy of its proposal waives its right to maintain any claims against Lake County, its agents or employees for disclosure of this information.

3. RESERVED RIGHTS

Lake County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the Proposer, the County has ninety (90) days to accept. The County may seek clarification from a Proposer at any time. Proposer's failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

4. INCURRED COSTS

Lake County will not be liable for any costs incurred by respondents in replying to this RFP.

5. AWARD

Lake County reserves the right to award this contract based on the evaluation criteria set forth herein. Award shall be made by the Lake County Board to the responsible Proposer determined to be the most qualified and advantageous to the County. Lake County reserves the right to award this Contract in whole or in part if determined to be in the best interests of the County.

6. ADDITIONAL INFORMATION

Should the Proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the RFP opening date. ANY and ALL changes to these

specifications are valid only if they are included by written Addendum to all Proposers. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any Proposer to receive any such addendum or interpretation shall not relieve the Proposer from obligation under this RFP as submitted. All addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Proposer to improperly submit a proposal.

7. ADDENDUM ACKNOWLEDGEMENT

Any and all changes to the specifications and terms and conditions of this RFP are valid only if they are included by addendum issued by Lake County Purchasing. Proposers shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. It is the Proposers 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 within three business days of the submittal due date.

8. DISCUSSION OF PROPOSALS AND NEGOTIATION

Lake County may conduct discussions with any Proposer who submits a proposal. During the course of such discussions, the County shall not disclose any information derived from one proposal to any other Proposer. Lake County anticipates conducting negotiations with the successful Proposer. Your proposal should indicate any exceptions taken to this.

9. EXCEPTIONS

Any and all exceptions taken by Proposer to the terms of this RFP are to be identified in writing and included in the list of submittals.

10. CONTRACT TERM

The County intends to execute a two-part agreement for this initiative – implementation services and ongoing software services. The term for implementation will be set by the approved project implementation plan and the software services contract should commence upon go-live/product launch into production. The software services contract shall be renewed from year to year under the existing approved conditions unless termination notice is provided. At the end of any contract term, Lake County reserves the right to extend this contract for a period of sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial year, this 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.

11. RESPONSIBILITY & DEFAULT

The Proposer shall be required to assume responsibility for all items listed in this RFP. The successful Proposer shall be considered the sole point of contact for purposes of this contract.

12. PURCHASE ORDER AND PAYMENT

The Proposer shall submit an invoice detailing the services and products provided, based on the breakdown of items as listed on the Price Proposal Sheets, and based on the Project Specifications. Invoices shall show the purchase order number and the address where the product or services are provided. Payment shall be made in accordance with the Local Government Prompt Payment Act.

13. INTERPRETATION OR CORRECTION OF REQUEST FOR PROPOSALS

Proposers shall promptly notify the Purchasing Division of any ambiguity, inconsistency or error that they may discover upon examination of the RFP. Interpretation, correction and changes to the RFP will be made by addendum. Interpretation, corrections or changes made in any other manner will not be binding.

14. TAXES

The County is exempt from paying certain Illinois State Taxes.

15. TERMINATION

The County reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice. In case of such termination, the Proposer shall be entitled to receive payment from the County for work completed to date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Proposers default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Proposer with any or all losses incurred, including attorney's fees and expenses.

16. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of Lake County.

17. NON-DISCRIMINATION

The Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Proposer shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

18. INDEMNIFICATION

The Proposer agrees to indemnify, save harmless and defend Lake County, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of Lake County, its agents, servants, or employees or any other person indemnified hereunder.

19. INSURANCE

All Contracts may be subjected to change

The contractor must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A-and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary and/or where applicable:

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Contractor arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Contractor's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

Automobile Liability Insurance (if applicable)

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Contractor's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Professional Liability – Errors and Omissions

The Engineers/Architects/Consultants for the plans of the project shall be written with limits of insurance not less than the following:

\$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

Professional Liability – Cyber Liability

Cyber Liability Insurance for property damage to electronic information and/or data; first and third party risks associated with e-business, internet, etc., with limits of insurance not less than the following:

\$ 1,000,000 per occurrence limit

Technology Errors and Omissions

The Contractor's Software Developer and/or IT Consultant for the plans, including developing and implementing technology for Lake County, or of the project, shall be written with limits of insurance not less than the following:

\$ 1,000,000 per occurrence limit

Excess/ Umbrella Liability

The Contractor's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (minimum, and may be higher depending on the project)

Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Contractor's insurance shall be primary in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County, Kane County and McHenry County shall be named as additional insured, including its agents, officers, and employees and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change;
- d) Lake County shall be provided with Certificates of Insurance and endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies.
- e) Any hard copies of said Notices and Certificates of Insurance shall be provided to:

Lake County
Purchasing Division
18 N. County 9th Floor
Waukegan, Illinois 60085
Attn: RuthAnne Hall, Lake County Purchasing Agent

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

20. ASSIGNMENT

The Proposer may not reassign any award made, as the result of this RFP, without prior written consent from the County.

21. JURISDICTION, VENUE, CHOICE OF LAW

This RFP and any contract resulting there from shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court, State of Illinois.

22. CHANGE IN STATUS

The Proposer shall notify Lake County immediately of any change in its status resulting from any of the

following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its Agreement with the Proposer immediately on written notice based on any such change in status.

23. DISPUTE RESOLUTION

All issues, claims, or disputes arising out of this Agreement shall be resolved in accordance with the Appeals and Remedies Provisions in Article 9 of the Lake County Purchasing Ordinance.

24. NON-ENFORCEMENT BY THE COUNTY

The Proposer shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the County, on any one or more occasions, to insist on the Proposer performance or to seek the Proposers compliance with any one or more of said terms or conditions.

25. PRECEDENCE

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County General Terms & Conditions, Lake County Request for Proposal Terms and Conditions, and the Proposal Response.

26. PERSONAL EXAMINATION

Proposers are required to satisfy themselves, by personal examination of the site as to work involved and the difficulties likely to be encountered in the performance of work under this Agreement. No plea of ignorance of conditions that exist now or hereafter, or of any conditions of difficulties that may be encountered in the execution of the work under this Agreement will be accepted as an excuse for failure to or omission on the part of the Proposer to fulfill in every respect all the requirements and specifications, nor will same be accepted as a basis for any claim for extra compensation.

The Proposer is responsible to investigate and gather all relevant and pertinent information prior to submitting a proposal. By submitting a proposal, the Proposer affirms that they have performed all due diligence and are aware of all critical factors that may affect the provision of the services as described in the RFP. Such critical factors may include but are not limited to; location, space, utilities, scope of operations, and any other conditions, which may affect the Proposer operations. No allowance will be made for not being familiar with existing conditions to be encountered.

27. PRICING

See **PROPOSAL PRICE SHEET** for pricing information.

28. PROGRESS PAYMENTS

Lake County shall make periodic payments to the proposer based upon actual progress within 30 days after receipt and approval of invoice. Said payments shall not exceed the amounts shown in the following schedule, and full payments for each task shall not be made until the task is completed and accepted by Lake County.

29. JOINT PURCHASING

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for

purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful Proposer. The Proposer agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The Proposer further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between Proposers and governmental units shall be resolved between the immediate parties.

The Proposer and the other governmental units may negotiate such other and further terms and conditions to this Contract ("Other Terms") as individual projects may require. To be effective, other terms shall be reduced to writing and signed by a duly authorized representative of both the successful Proposer and the other governmental unit.

The Proposer shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured, and certified payrolls to the other governmental unit as required.

30. ECONOMIC OPPORTUNITY PROGRAM

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. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
- (c) To ensure that the County's EOP is narrowly tailored in accordance with applicable law;
- (d) To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County's commitment to its EOP; and,
- (e) To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities.

Successful Proposers are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County's Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender.

31. REPORTING REQUIREMENTS FOR AWARDED CONTRACTS

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regards to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

32. SUSTAINABILITY STATEMENT

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking Proposers to provide a Statement of Sustainability to ensure our Proposer are also incorporating sustainability into their firms' practices. Please complete the Sustainability Statement, included herein, and include it with the Proposer's response.

33. LAKE COUNTY OWNERSHIP OF INFORMATION

All information pertaining to records, property, financial or other information acquired under the scope of this contract shall be strictly confidential and the sole property of Lake County. The Proposer shall return all information to Lake County upon termination, and/or request and shall not utilize any of the information for purposes outside of the scope of this contract or without express approval of Lake County. Upon County request, the Proposer must provide all Lake County data in a documented, standard format.

34. JOINT VENTURES & SUCCESSFUL PROPOSER MERGERS, ACQUISITIONS, DIVESTITURES OR CHANGE IN STRATEGY

In the event a joint venture is proposed, each party to the joint venture must meet all applicable requirements of the RFP. The party submitting the response shall be considered the sole contact for issues relating to this RFP. In the event of a merger, acquisition, divestiture or change in strategy, the successful proposer will state its commitment to continue to provide services.

35. OUT OF POCKET EXPENSES

All out-of-pocket expenses paid by the Proposer during the project will be incurred solely at the Proposers expense.

36. DELIVERY COSTS

The Proposer shall be responsible for the cost of producing, delivering, and if necessary installing the solution in Lake County's facility in the agreed upon medium.

37. INFORMATION SECURITY

In the process of performing services to Lake County the Proposer may come in contact with information deemed important and proprietary to Lake County. The Proposer agrees that any services performed for Lake County, whether on Lake County premises or not, will meet or exceed Lake County's information security policy and privacy standards. Lake County reserves the right to audit proposer's performance in meeting these standards.

1. INTENT

LCDOT is seeking an integrated transportation planning, programming and tracking system. LCDOT envisions a proposal which include database and user interface web hosting services or “software as a service (SaaS)” solution will be provided by a vendor to replace the existing CPMS application. LCDOT further seeks to enhance the new application with data visualizations, enhanced reporting, long range planning and the ability to track project appropriations and project specific revenue and expenditure tracking. The proposed application will provide both a public-facing website and a secured user interface with the capacity to interface with other partner agencies and their database applications.

LCDOT is desirous of a proposal which would be web hosted. LCDOT is also open to proposals which would be in house, using LCDOT’s existing network and environment as described on page 28-29 reference IX. Technical Requirements, A. Current Computing Environment.

2. BACKGROUND

Lake County is located in northeastern Illinois, with Lake Michigan to the east, Wisconsin to the north and the City of Chicago to the south. The county's communities include picturesque rural communities, highly developed urban centers, and tourist communities. Lake County's excellent schools, beautiful lakes and beaches, hundreds of miles of trails to walk and bike on, breathtaking forest preserves, unique downtowns and terrific shopping centers make it a wonderful place to live, work and visit. Lake County is governed by a 21-member board and managed by a County Administrator.

A safe and efficient transportation system contributes to quality of life for the residents of Lake County. Lake County businesses also rely on this network to move goods and services through the county and to help people get to their jobs. The Lake County Division of Transportation is committed to providing safe, efficient, and well-maintained county highways and bikeways to improve the general welfare of travelers in our communities and foster the orderly economic development of the County. Our transportation system is one of the most visible and fundamental assets of the county: a system of 300+ miles of arterial highways and more than 60 miles of bike facilities maintained by the Lake County Division of Transportation. Daily travel on the system exceeds 3.5 million vehicle miles. Lake County uses funds from six tax sources to accomplish highway projects: County Highway Tax, County Bridge Tax, Matching Tax, Motor Fuel Tax, County Option Motor Fuel Tax and ¼ % Sales Tax for Transportation. In addition, some project costs are shared by federal, state and local governments, townships and developers.

3. CURRENT ENVIRONMENT

LCDOT’s current Capital Program Management System (CPMS), is a database application developed for tracking the annual construction program and 5-year Program. The 5-Year Program is the scheduling component of the county’s Long-Range Transportation Plan. The current Long-Range Transportation Plan is the Year 2040 Lake County Transportation Priority Plan, endorsed in June 2014 by the County Board. The 5-Year Program fulfills a portion of Section 5-301, “County Long Range Plan,” of the Illinois Road and Bridge Laws, which requires the County Engineer to annually update a 20-year Long Range Highway Transportation Plan and a 5-year County Transportation Improvement Program (TIP). The TIP includes a sixth year for a better fit with the county’s annual budget development schedule.

The TIP identifies and tracks County transportation capital investments over a six-year period for the Lake County Division of Transportation. It is a multimodal list of projects that includes highway, rail, bus facility improvements, signal synchronizations, intersection improvements, bicycle and pedestrian projects, and other transportation-related activities. The current 5-Year program covers the time period from December 1, 2020 to November 30, 2026 and is prepared 6 months in advance of the start of the county's next fiscal year. Therefore, this program document also includes the approved budget for the current fiscal year of the county, fiscal year 2021 (12/1/2020 to 11/30/2021) as a sixth year (i.e. the annual program).

The CPMS database is currently hosted in-house within Microsoft SQL Server and uses a desktop client interface to coordinate transportation capital investments in Lake County. Currently there are several user administrations levels that give a variety of access to the CPMS database. LCDOT IT staff has administrator access to the database with full access. All project data entry and changes are made by a single staff member with read/write permissions. Finally, all other LCDOT staff, has access to the database as read only users. In addition to collecting information required for the project development process, the CPMS database also collects project-level data and serves as the reporting vehicle for the County to submit the required annual 5-Year TIP to the state of Illinois. The current Transportation Improvement Program is available for review.

4. SCOPE OF WORK

The integrated transportation planning, programming, and tracking system, and visualizations solution project is made up of several distinct but connected components:

1. a "back end" database for storing, processing, and organizing data;
2. a front end "user interface" for entering, querying, and retrieving data from the database;
3. a GIS-based mapping application for entering, displaying, querying, and retrieving location-based data;
4. a reporting tool with predefined report formats and the ability to create ad-hoc or customized reports
5. an analysis and visualization component for displaying and querying data interactively via tables, charts, and/or graphs.

Integration of the database with other internal and external data sources through API's is also required. Data must be collected from the web interface, mapping application, and via imports from other databases/spreadsheets internal and external to LCDOT. Project data, including illustrative data will generally be collected at three different levels: Project Information, Financial Line Items, and Categories (by project and/or by line item). Background Information and Administrative Information will also be collected and may or may not be associated with individual projects or line items. Once collected, the data must be validated for accuracy, completeness, and compliance with fiscal constraint criteria. Standard reports and visualizations (map and dashboards) must be generated for the 5 Year Transportation Improvement Program, including with illustrative projects/line items.

Due to its complex nature, LCDOT envisions that this project will be completed in phases, beginning with a Planning Phase that will define the structure and function of all components of the project. Once all planning phase deliverables have been completed and accepted by LCDOT, the actual Development and Programming or Build Phase should commence. The Third Phase will include cross walking existing data to the new application, testing, final documentation, and staff training. The Fourth Phase of this project will include Maintenance and Future Development. Maintenance and Future Development will encompass planned for, but yet uncompleted desired elements, application development enhancements, and possibly hardware and software maintenance, depending upon the final configuration and hosting decisions. Application development enhancements will be on a task order basis while maintenance will be on an annual budget

basis. Terms and definitions used throughout this scope are provided in Attachment 2.

5. PROJECT TIMELINE

The County anticipates an implementation rollout strategy commencing in January 2021 with a go-live date of May 30, 2022.

Action Item	Proposed Schedule
Issue RFP	7/26/2021
Deadline for submission of questions	8/16/2021
RFP Opening	8/23/2021
Shortlist Presentation (if necessary)	9/15 through 9/30/2021
Contract Negotiations	10/1/1/2021 – 11/31/2021
County Board Approval	12/14/2021
Estimated Start Date	1/1/2022

***This timeline is subject to change.**

6. NO MALWARE

The Contractor must warrant and represent that any Software provided by the Contractor to the County under this Contract shall contain no software mechanisms, techniques or devices designed to disrupt, disable or stop its processing of data or other performance in accordance with Specifications.

7. MODIFICATIONS AND ADDITIONAL SERVICES

Any consulting services beyond the scope of the contract that are requested by Lake County shall be provided by the proposer on a time and materials basis. Said billing rates shall remain at those rates until one year from the execution of the Contract at which time the proposer will provide time and materials assistance at the rate charged to other proposer's customers for similar services. Prior to commencement of any additional services, the proposer shall provide a detailed statement of work with a project plan in writing the labor hours, billing rate, description of services and/or work to be performed, the changes or additions to the software implementation, the way in which the systems will function upon completion of the modifications, and the estimated time period for the services to be performed. Lake County shall not be charged for any services until the additional services are approved by Lake County personnel in writing. Only after the proposer receives approval in writing from Lake County will the proposer perform the additional services.

8. SERVER OPERATING SYSTEM STANDARDS

Virtual: VMware vSphere/vCenter 6.5
Backup: VEEAM Backup & Replication
Backup: Symantec Backup Exec
Platform: Windows Server 2012 R2 (Standard & Enterprise)
Platform: Windows Server 2016 R2 (Standard & Enterprise)
Platform: Linux RedHat Enterprise 6
Platform: Linux RedHat Enterprise 7

DETAILED SUBMITTAL REQUIREMENTS

Proposals should be prepared as simple as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance and clarity of content. The proposal should be organized into the following major sections:

- A. Introduction Material and Executive Summary
- B. Company Background
- C. Scope of Services
- D. Implementation/Project Plan
- E. Vendor Team
- F. Examples and Supporting Materials
- G. Client References
- H. Exceptions to the RFP
- I. Price Proposal
- J. Sustainability Statement
- K. Sample Contract and Service Level Agreement Documents
- L. Value Added Services

A. Introduction Material and Executive Summary

The introductory material must include a title page with the RFP number, subject, name of the Proposer, address, telephone number, e-mail address, the date, a letter of transmittal and a table of contents. The executive summary should be limited to a brief narrative summarizing the proposal.

B. Company Background

In this section provide information about the company so that the County can evaluate the Proposer's stability and ability to support the commitments set forth in the response to this RFP. Information in this section should contain the following information in addition to the General Information Sheet that is also included as an exhibit to this RFP:

- Company name and location of the corporate headquarters and of the nearest office to Lake County.
- The number of years the company has been in business and the number of years the company has been providing system and services to the public sector.
- Include information on the company's customer base, such as the number of public sector clients the company serves, the number of local government clients, and the number of public sector clients in the state.
- Identify if the company serves other industries.
- Include a brief summary of the company's organizational characteristics such as the number of employees, whether the company is privately held, publicly traded, or if it is a subsidiary to a parent company.
- Describe any other business affiliations (e.g., subsidiaries, joint ventures, "soft dollar" arrangements with brokers).

C. Scope of Services

Narrative proposal. Describe what approach the firm will use to complete the scope of services. Summarize the major points of the Request for Proposals and demonstrate an understanding of the services. The firm agrees to comply with the requirements as specified in the Scope of Work. Any exceptions must be documented and labeled Exception Summary Table and included as part of the proposal response. Any assumptions made by the proposer must also be included. Respondents are encouraged to discuss virtualization options and describe recommendations as part of their proposal.

D. Implementation/Project Plan

This section should describe the Proposer's implementation and project plan. Proposers should assume that the County will contribute all necessary effort to ensure success in the project. A detailed project timeline, that including the following milestone dates:

- Planning Phase completed within 60 days of notice to proceed, anticipated December 1, 2021.
- Development and Programming or Build Phase, completed within 90 days of Planning Phase completion.
- Third Phase to cross walking existing data to the new application, testing, final documentation, and staff training completed by May 15, 2022.

E. Vendor Team

Identify the consultant team that will be involved in the project. Clearly identify the project manager and specify the role of subcontractors. Each individual with significant time on the project should be identified and their role defined whether they work for the lead firm or a subcontractor. Pertaining to each individual, specifically provide the following:

- Experience with regard to the required support service categories listed in the scope of services.
- Identification of training they may have received that is pertinent to CMAP's requirements.
- A resume

F. Examples of Supporting Materials

At least two hyperlinks to current/prior clients' websites for which you have developed similar applications or services. Also include sample outputs (reports, maps, etc.) that demonstrate the ability to satisfy the requirements of this RFP.

G. Client References

The County considers references to be an important factor in its decision to award a contract. Proposers should supply references that will be available to speak with the County. Three references should be provided that provided similar type of work completed in the past five years. A reference sheet is included as a submittal as part of this RFP document.

H. Exceptions to the RFP

All requested information to this RFP must be supplied as this document and subsequent proposals submitted help form the basis for a contract with the selected contractor. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County and the descriptions of the advantages or disadvantages to the County

as a result of the exception. The County, at its sole discretion, may reject any exceptions or specifications within the proposal.

I. Price Proposal

The proposer shall also sign and submit the “Price Proposal Form,” Attachment 1, including named staff, hourly rates, and other labor costs as well as fixed expenses.

J. Sustainability Statement

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, Proposers are asked to provide a Statement of Sustainability to demonstrate that they are also incorporating sustainability into their firms’ practices. A Sustainability Statement form is included as part of the RFP. Proposers are asked to provide a clear description of your firm’s sustainable practices, policies, or procedures in the following areas: waste minimization, energy efficiency, water efficiency, staff and education.

K. Sample Contract and Service Level Agreement Documents

Proposers should include a sample Contract and Service Level Agreement.

L. Value Added Services

Please include any value-added services your firm provides in your submittal.

The County will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. All proposals will be evaluated by how well the proposal satisfies the described/stated needs, rather than how exactly the proposal matches the strictest interpretation of the terminology and design concepts stated herein. Newly emerging technologies, additional features, and the ability of the proposed solutions to adapt will be a consideration.

Evaluation Organization

- a. An Evaluation Committee will be established to score and evaluate the submitted proposals.
- b. The Evaluation Committee may include members from Lake County's departments who have experience with these services. The Committee will be responsible for the proposal evaluation (including corporate reference checks).

Evaluation of the Proposals

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

- The firm's demonstrated understanding of capital project programming and planning.
- The firm's demonstrated record of experience and responsiveness in providing consulting services in the areas identified in the Scope of Services.
- The qualifications of the firm's personnel to be assigned to LCDOT's work in the areas identified in the Scope of Services and their training and experience.
- The firm's depth of staff and availability of resources in the areas identified in the Scope of Services.
- The reputation of the firm based on references.
- Cost to Lake County.

Short List

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

Interview

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

Additional Investigations

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

Best and Final Offer

The County reserves the right to request a Best and Final Offer (BAFO) if additional information or modified terms are necessary for the Evaluation Committee to complete its evaluation and ranking. A BAFO will not be used solely to reduce pricing. If a BAFO is requested, all short-listed proposers, or if the short list process is not used, all qualified Proposers will be provided an opportunity to submit a modified Response. Only one BAFO

request will be issued by the County. The information received from the BAFO will be used by the Evaluation Committee to re-evaluate and re-rank the Proposers.

Intent to Negotiate

The County reserves the right to invite the most qualified proposer to negotiate final terms and conditions, finalize scope clarification and confirm final pricing and payment terms. The information received from the negotiation shall be found in the final contract document. If the parties are unable to negotiate a satisfactory contract the negotiations will be terminated. The County reserves the right to either begin negotiations with the qualified proposer that is next preferred or non-award the request for proposal.

Phase 1 – Planning

I. Database Schema Design

Deliverables: A Data Dictionary is that collection which should provide the details of the tables, keys and their relationships between the tables.

All data collected and stored in the TIP database belongs to one of the following groups: Project Information, Financial Information, Project ID's, Accomplishments, and Background Information. Some data may be attached to records within the TIP database via links to other data sources.

A. Project Information: Project information includes descriptive information that applies to an entire project. There are currently approximately 440 projects in the CPMS database.

Project Identification Number (PIN): The primary unique identifier for each project included in the CPMS database is the PIN. The PIN must be auto generated at the time of initial project entry into CPMS. The current PIN format assignment procedure is not required be maintained. Each PIN currently contains two sections, separated by dashes. The first is a letter. The second part contains five digits that are sequential. (Example B-01295). LCDOT is desirous to implement a PIN assignment system that references the fiscal year the project was programmed.

Associated Project PIN's: the ability to change a projects PIN or associate one project with another project is necessary. CPMS currently uses a system of child PIN's (Example: B-01295a, B-01295b, B-01295c). Projects may be combined with other projects or let in a combined bid, the ability to associate the projects together is required. Projects maybe separated as well, starting as one project but let as two separate projects.

Project Category: All projects in the CPMS database fall into one of three categories: Preservation, Modernization or Expansion

Project Description: Each project needs a text description of the project that is included in publicly available reports such as the 5 Year Transportation Improvement Plan.

Project Program/Letting Date: Each project in the TIP will have a targeted program or letting date to indicate when the project is anticipated to be let for construction or when work is estimated to begin on project that will not go through the letting process.

Project Status: Each project in the TIP has a current status indicated in CPMS. Examples include, Scoping, Preliminary Engineering, Design, Construction, Active, Not Active, Close Out, and Completed.

Project Processing: The nature and complexity of project determine their regulatory processing both internally and through external oversight agencies like FHWA and IDOT. The ability to track a projects processing path is critical for LCDOT program development. Items that need to be tracked under project processing include:

- Will a project be on a letting?
- Is the project being processed federally eligible?
- Does the project have federal funds programmed?

- Does the project have federal funds awarded?
- Is a consultant being used?
- Is an IDOT Environmental Survey Request required?
- Is there state ROW involved?
- Is an IDOT Permit Required?

Project Work Types: The work being done on a project is made up of a list of work types. Currently, there are 21 work types in the CPMS database, however LCDOT is desirous to expand this list of work types to make it a more comprehensive and accurate reflection of the work being done on the project. The current CPMS software identifies a single work type per project, LCDOT is desirous that multiple work types be selected per project to reflect the complex nature of the projects. A sample list of expanded work types is included in Attachment 3.

Project Assignments: There are a variety of individuals, departments and agencies involved in every project in the TIP. There are several assignment categories that need to be included for every project:

- A. Lead Agency- Most projects included in the TIP are led by LCDOT, but some projects are being led by outside agencies with cost participation from LCDOT.
- B. Department-All projects in the TIP must be assigned to the LCDOT department that is leading the project. There are currently 6 LCDOT departments that can be assigned to a project.
- C. Design Engineer- Most projects in the TIP will have a design engineer from the LCDOT Design Department assigned to the project. There are currently eight design engineers in the design department, although the ability to add additional staff members is necessary.
- D. Project Manager-Most capital projects in the TIP will also have a project manager assigned to them. There are currently 15 project managers in CPMS, although the ability to add additional project managers is necessary.
- E. Resident Engineer- Most capital projects have a Resident Engineer from the LCDOT Construction Department assigned to the project. There are currently seven Resident Engineers in the Construction Department, although the ability to add additional staff members is necessary.
- F. Consultant-Many projects in the TIP have an outside consulting firm. CPMS currently allows each project to display a single consulting firm, LCDOT is desirous that a consulting firm can be entered by project phase. There are 4 primary project phases that would need a consultant identified: Phase 1 Engineering, Phase 2 engineering, ROW Acquisition and Construction Engineering.

Project Location: A full description of the physical location of a project is required. For linear projects, such as highways, rail lines, or bike paths, the location includes the main facility ("Northwest Highway", "UPNW RR", "Illinois Prairie Path"), the limits ("from 1st Ave. to 5th Ave."), the county, and where applicable, the municipalities. For point projects, such as intersections, train stations, or bus stops, the location may include the main facility and the intersecting facility ("US 14 at US 31"), the name of the facility ("Libertyville Metra Station"), and/or the physical address of the facility, along with the municipality, and where applicable, the township. Some projects may occur at "various" locations or may cover a wider area ("regionwide", "throughout Lake County", or "within the area bounded by IL 137 to the north, IL 176 to the south, IL 21 to the east and Butterfield Road to the west"), which may be represented on a map by a polygon or which may not be mapped due to a large coverage area. Exceptions to the limits ("from 1st Ave. to 5th Ave., excluding 2nd Ave. to 3rd Ave.") and further explanation of "various locations" must also be included in the location description. For consistency throughout the region, projects are generally referred to by their full location (Illinois Route 21 from 1st Ave. to 5th Ave. in the Village of Libertyville) on reports. Finally, some projects

included in CPMS are not spatial in nature, such as Intelligent Transportation System (ITS) upgrades or miscellaneous engineering services. Projects that will not be spatially represented must contain some kind of descriptive name in place of the location information, for example “ITS PASSAGE Integration” or “2020 General Engineering and Support Services”.

The use of an online mapping application to allow programmers to “draw” projects is required. A more detailed description of the scope of the mapping application is provided later in this document. The location data fields (facility, limits, county, municipality, etc.) should be populated based on the mapped location. Background information that is GIS-based should be populated based on the mapped location.

Project length: Project length is needed for all projects included in the TIP.

Documents and Notes: It is not always possible to capture all relevant project information within the fields included in the TIP database; therefore, the ability to add notes to projects is required. Also, over time there are many documents that are associated with a project. Staff, project programmers, and regulatory/review agencies must be able to attach these documents via hyperlinks or by uploading files to the database server. The notes and attachments should be indexed and searchable and should be able to be marked as public or private, with viewing privileges related to a user’s database access level.

Project Timelines: Tracking of the completion of major milestones and the actual and anticipated timeline of a project is required and should be accomplished by collecting various dates through direct data entry, time stamping, or calculation based on lookup tables or established rules. At project creation, anticipated/target dates for project and line item implementation actions should be collected. As each project change is made, the dates should be updated as appropriate. Some updates may be calculated, and others may be entered by users. In addition to future phase timelines, the ability to track when a previous phase began is required.

B. Financial Information

Financial Line Items: Line items describe how and when individual phases of projects will be funded. Each project has at least one financial line item and some projects have more than 40 individual line items. The average number of financial lines per project is three. A complete line item includes a fund source, fiscal year, phase, and funding amounts. Line items that include Fiscal Years that are not within the active years of the TIP are considered illustrative and are not reported or acted on as part of the adopted TIP. Financial data is required and is used to demonstrate fiscal constraint for tax fund sources.

Phase/Line Specific Identification Numbers: For tracking of expenditures, each financial line item has a series of unique identifiers that are used by LCDOT for tracking project. These IDs are critical to matching TIP projects with data from outside databases and must be collected in a way that will allow for joining of data on these fields. The ability to assign a Section Number, a Purchase Order Number and LCDOT TIP ID to each financial line item is required.

Line Item Sections: There may be a need to assign sections to financial line items and/or to sub-divide line items to demonstrate staging of construction. The ability to sub-divide and/or to assign section names to individual financial line items is required. Sub-dividing may include, but is not limited to describing physical segments of a project (from A to B, from B to C, etc.) that are funded separately, breaking out cost elements for a phase by the type of work being done (for example costs of roadway, bikeway, sidewalk, safety, maintenance of traffic, etc. within one larger line item) or “staging” of a phase (most likely construction) within a single FFY.

Outside Revenue: LCDOT often receives outside funding from other agencies as a part of projects. The outside revenue can be the local share of a new bike path installation or reimbursement of federal funding. Outside revenue is programmed to be received into a specific tax fund and counts towards available tax fund revenue for the purposes of fiscal constraint. Financial line items need to distinguish if a line is expenditures or revenue and if revenue, what tax fund the revenue should be made available in.

Carryforward Funds: LCDOT capital projects often take years to complete, even single phases of a project take years to complete. At the end of the County's fiscal year the programmed funds must be "carried over" into the new county fiscal year and the spending authority for those funds is re-appropriated by the county board on an annual basis. Financial line items must distinguish the amount of funds being carried over into the new fiscal year. Both programmed expenditures and revenues are carried over at the end of the fiscal year.

C. Project ID's

Most projects in the TIP are assigned multiple project identification numbers used both inside and outside LCDOT. The ability to track all of a projects internal and external project ID numbers is required. The ability to assign some project ID's to specific financial line items is also required. Examples of project ID's are Section #, Purchase Order Number, CMAP TIP ID, State Job Number, Federal Project Number, State Award ID Number, State Contract Number.

D. Performance Measures

LCDOT currently tracks performance measures across all projects in the TIP. Currently Non-Motorized Investments in Bike Path, Sidewalks and Bicycle Friendly shoulders are tracked in CPMS. The ability to track the length and cost of non-motorized investments in each project and across all projects in the TIP is required. The ability to add additional performance measures in the future is desirable.

E. Accounting Information

The financial information programmed with projects in the TIP is just one part of the financial picture when viewing a project, the planning and programming aspect. In order for LCDOT to expend funds on a project they must be programmed in the TIP, this ensures the expenditures have been planned for, this is done at a staff level. The individual phases of a project must also be appropriated by the county board, this ensures the County has the legal ability to spend those funds. Once an appropriation is Approved by the county board a purchase order is opened to track actual expenditures of the funds.

LCDOT needs the ability to view or track the appropriation of funds. Appropriations are sent to the county board through Granicus Legistar software, the ability to query Legistar data through API's is required. The ability to query data from Oracle's BOSS program through API's to view expenditures by Purchase Order is also required.

II. Business Rules

Deliverables: Documentation of the data validation rules to be applied to each data field and/or combinations of fields; and Documentation of Fiscal Constraint procedures to be applied.

A. Data Validations

All changes to projects must be logged to produce the history reports described in the Outputs section of this scope. Data must be validated at various levels and for differing purposes. Data must be complete (required fields) and logical (Add Lanes projects require the number of lanes after the project to be greater than the

number of lanes before the project, for example). Uniform data entry (ID numbers with or without dashes, for example) and reduction of spelling errors, consistent spelling of road names, descriptors such as St., Street, is required. The web interface should include the ability to provide “instantaneous” data validation for a single field/group of fields and should offer spell-checking or auto correct and provide input masks to increase consistent formatting. When certain terms are entered or selected, users should immediately be prompted to provide additional information, such as when “various” is used in a location field, or when a “miscellaneous” work type is selected. Validation rules can change at any time, a list of current data validations is provided in Attachment 10.

B. Fiscal Constraint

Changes to financial line items, must be checked against the region’s available financial resources to maintain fiscal constraint parameters. The County produces a fiscally constrained TIP for the current fiscal year and next five fiscal years, on an annual basis. Between the annual publication of the fiscally constrained TIP, the County has some flexibility to fiscally constrain the program. Project changes that move the programmed expenditures out of fiscal constraint should be noted but can be approved.

III. Administration

Deliverables: Documentation of the administrative functions of the database, including but not limited to a complete descriptive list of tables, fields, field properties, and relationships.

Administrative data is used to set user permissions, to populate various drop-down lists, to provide “plain English” descriptions for the numerous acronyms in the TIP, and to provide information that is based on other selections made in the database, the type of funds (federal, state, or local) by fund code. Administrative data includes data that populates various lookup tables in the database, including but not limited to the following items:

- List of Municipalities
- Valid Fiscal Years
- Valid Phases
- Route Abbreviations
- Year End Dates
- List of Work Types
- List of Fund Sources
- Active TIP Years
- Fiscal Constraint parameters
- Users

IV. Reporting Outputs

Deliverables: “Mock-ups” of all reports; Documentation of the fields to be included in each report and the sort and filter options for each report.

The ability to report out information from the database is a critical deliverable. In addition to data storage and a project management tool, the database will also be used to generate a wide variety of reports to visually communicate project and program information to LCDOT staff, other county departments, local elected officials, and the public. Both static and dynamic versions of standard reports are required. Sample reports from the current CPMS database and outside agencies are included in Attachment 5.

A. Project Fact Sheets

Transportation projects are complex and the data within the TIP is very technical in nature and not always easy to understand, particularly for persons that are not involved in transportation programming. Easy to read “fact sheets” summarizing key data about each project within the TIP database are required. Several different styles, with varying data (including location maps and/or photographs), may be developed for use by different audiences. The ability to include items like location maps, county board districts, general project description, purpose and need, and project stats such as ADT and Crash numbers is desired.

B. Project Histories

Every action taken in the database, including project additions, amendments, modifications and miscellaneous changes, must be logged to create project histories. The user taking action, the date of the action and the time of the action must also be logged. Histories may be narrative, tabular, and/or graphical. Reports that combine these displays may be developed. Reporting of values both before and after each change may be included in some versions of the history reports.

At a minimum, the following histories are required:

- Comprehensive log of all project actions
- Summary history
- Financial history
- Scope history (changes to location and/or work types)
- Categorical history (changes may be due to policy shift or project changes)

C. Fiscal Constraint Reports

A report of the allotments, carryover, adjustments, and programmed funds and the balance of funds available for future programming changes must be continuously available. The report must have the option to be presented by each fund source and fiscal year.

D. Projects Reports

The Projects Report provides a list of fiscally constrained projects. The Projects Report contains only projects and the financial line items that are within the active years of the TIP. The Projects Report must be a concise but easy to understand listing of projects. Due to the format of this report, it is often requested to be modified to include other projects and/or illustrative line items. Therefore, the ability to produce filtered versions of the report, both with and without illustrative lines, is required.

E. Letting Schedule Report

The Letting Schedule report provides a project listing sorted by month showing all projects scheduled for lettings. The Letting Schedule Report includes the program/letting date, PIN, IDOT or Local Letting, Project Location, Section #, Work types, Project Manager, Design Engineer and Design Consultant for each project. The Letting Schedule Report should be filtered for the first two years of the active TIP (current fiscal year and next fiscal year) or a 6-year report showing the current fiscal year plus the next five fiscal years.

F. Design Engineer Assignment Report

The Design Engineer Assignment report shows all of the projects assigned to each design engineer. The report is sorted by project engineer, and includes the letting date, PIN, Status, Project Locations, Work type, Project Manager and Design Engineer.

G. Project Manager Assignment Report

The Project Manager Assignment Report is the same as the Design Engineer Report except it is sorted by Project Manager. The other fields are the same as the design engineer report.

H. Consultant Assignment Report

The Consultant Assignment Report is the same as the Design Engineer Report except it is sorted by the consultant working on each contract. The other fields are the same as the design engineer report.

I. Resident Engineer Assignment Report

The Consultant Assignment Report is the same as the Design Engineer Report except it is sorted by the consultant working on each contract. The other fields are the same as the design engineer report.

J. Budget List Report

The Budget List Report shows a listing of specific expenditures or revenues. For example, all Sales Tax expenditures in Fiscal Year 2022. The Budget List report shows all financial line items with a sales tax expenditure in FY2022 and provides a total of all expenditures by fiscal year. Users must be able to select the specific tax fund or all tax funds, revenues and expenditures.

K. Dynamic/Custom Reports

Using standard reports as a base, users must be able to develop, apply and save filters/queries to generate custom reports. Custom reports should be produced for the entire TIP (with options to include or not include illustrative line items and/or pending TIP changes) and for filtered versions of the TIP. Filters may include, but are not limited to, geographies, department, design engineer, project manager, fiscal years, fund sources, work types, and categories. Standard reports are typically sorted by TIP ID, but options for sorting by other fields must be provided.

L. Timeline Reports

Graphical representation of the project timeline is a required output of the database. Tracking of the completion of major milestones and the actual and anticipated timeline of a project is required.

V. Web Interface Design

Deliverables: “Mock-ups” of all page templates; and Menu and Navigation Structure

The database(s) must be accessible to registered users and guests via a web-based user interface. The web interface is the public-facing view of the TIP database and must be visually pleasing and simple to navigate while providing the required functionality for registered users and LCDOT staff. The interface must be compatible with common browsing platforms as described in the Technical Requirements section of this scope and must utilize LCDOT style guidelines as described in the Style Requirements section of this scope.

LCDOT staff must have the ability to edit all sections of the web interface, except those directly tied to entering or retrieving data, via a content management system or standard html editing software. Page and report headers and footers must be included in the editable content.

All look-up tables must be able to be managed and edited via an administrative section of the web interface. To the maximum extent possible, parameters and triggers should be set via the administrative section and should not be “hard coded” into database code, logic, scripts, and triggers.

VI. Integration

Deliverables: Documentation of potential input sources, including but not limited to documentation of the ownership, location, access procedures, and type of source data; Documentation of the data fields, formats, and relationships within import source data; Documentation of the proposed relationships between input sources and the TIP database; and Documentation of fields and/or tables to be exported, the export file format(s), and the destination for the exported data.

Integration of the TIP with other internal and external data sources through direct links and/or the ability to import/export is also desired. Data must be collected from the web interface, mapping application, and via imports from other databases/spreadsheets internal and external to LCDOT.

A. Direct Input

Currently all data is manually entered into the database by the programmers or LCDOT staff via the web interface. As LCDOT desires to collect more robust data, all opportunities to auto-populate fields should be explored to lessen the data entry burden for programmers. As much “on the fly” data validation as possible, including prompts and warning messages, should be built into the web interface to reduce the need for all data or significant portions of data to be reviewed and/or re-entered when a validation error occurs. This may be accomplished by breaking data entry into sections or modules that can be individually edited.

B. Data Exports

LCDOT staff and other programmers often have a need to export data, standard reports, and custom reports from the TIP database for use in other products and analyses. While the development of dashboards is expected to reduce the need for data exports, the below exports are required. Additional exports may be desired and identified as database development progresses.

C. Network Export

Information used to properly represent project location and attributes in the travel demand and air quality models must be exportable as a .csv file with specific field names and formats for ease of import into the models. This information is used for semi-annual conformity determinations. The network export must include an accounting of changes to each project’s model information since the last conformity determination. Exports in other standard file formats may also be desired.

D. Line Items

All financial line item information which includes fund source, year, phase, federal/state/local amounts, and associated project numbers as well as any expenditure, obligation, and/or authorization data into a .csv file or easily shareable file format. Filtering and multi-select capabilities should be present to select which data to export.

E. GIS Export

Project location data must be able to be exported from the Mapping Application to extract the “shapefiles” of TIP projects and the associated data tables for use in other mapping applications.

VII. GIS Application

Deliverables: Documentation of the tool(s) to be used, including but not limited to the software and applications to be used, the base layer(s) to be included, relationships to the TIP database, relationships to other potential data sources, definition of navigation tools, display controls, and other listed required functionalities.

At a minimum the ability to link database tables to LCDOT's Linear Reference System to allow GIS inclusion is required. A list of fields from CPMS currently included in the LCDOT GIS layers are included in attachment 6. The ability to export project location data from mapping fields (points and lines) as either a shapefile or a file in a geodatabase is required.

A web-based, configurable mapping application capable of connecting to both spatial and non-spatial data that meets the geospatial visualization needs of LCDOT is desired. If the proposed solution is a non-hosted database application, LCDOT would prefer that the mapping application be hosted on LCDOT's servers. If the proposed solution is a hosted database with webservices or software as a service (SaaS) application, it is expected that all data will be hosted on the provider's servers.

If the proposed solution is a custom database application, the proposed solution must be able to withstand Operating System (OS) updates (patches) without any major outages and is expected to be compatible with all major anti-virus software and withstand anti-virus updates without any major outages.

LCDOT currently uses ArcGIS server as the primary mapping platform. The system was built on the Environmental Systems Research Institute (ESRI) ArcGIS software. This software will continue to be the foundation for all future LCDOT GIS projects.

The mapping application may be a part of the data entry web interface or may be a standalone application that draws data from and sends data to the TIP database. The application must be capable of performing graphical searches. Map searches should include "area" searches, by entering a parameter, such as a street address, intersection, or zip code and a distance range, such as "within one mile". The map should also be searchable by drawing a selection box and/or defining a buffer area. Search results should be shown both on the map and returned as a table/list.

The mapping application will be used when entering new projects into the database, to modify the limits of existing projects in the database, to populate project data fields with "background" information that is geographic in nature, to display projects in and/or proposed to be added to the TIP, to search for and select projects, and to perform statistical analyses of the TIP by various geographies, including custom selections.

Instead of or in addition to manually entering the text for project location/limits in database fields, the mapping application should allow programmers to "draw" new projects or edit existing projects on an interactive map or import projects from existing GIS applications. The ability to add projects to the map which had location/limits information entered via database fields is desired. The mapping application should be capable of accepting data as points, lines, or polygons and must have the capacity to link to or be imported into LCDOT's existing GIS applications.

The map should be searchable using standard geographic searches such as address, city/state, zip code, intersecting streets, etc. and navigable using standard zoom in/out buttons, panning, or by selecting an area to zoom to. In addition to standard geographic searches, the ability to filter projects displayed on the map by other TIP data fields including, but not limited to, programming or implementing agency, work types, and fund sources is desired. Users should be able select an area by drawing a polygon or selecting a standard geography (municipality, township, etc.) to generate statistical summaries of TIP data via the standard dashboards. Sample maps and the mapping application must provide the minimum requirements are provided in Attachment 5.

VIII. Visualizations

Deliverables: “Mockups” of the visualizations; Documentation of the data fields, sorting and filtering to be utilized for each visualization.

Data will be analyzed and reported on at various levels and for differing purposes, using a variety of visualization methods such as charts and graphs. All visualizations should include a “with pending changes” or “without pending changes” option. Some visualizations, such as project history, may be for a single project, while others will be for the entire program or portions of the program, such as all projects that include a certain fund type(s) or all projects within specific fiscal year. The visualization application may be a part of the data entry web interface or may be a standalone application that draws real-time data from the TIP database. Data visualizations should be able to be integrated in the main LCDOT website.

Visualizations by project shall include, but not be limited to:

- Project timelines (estimated and actual)
- Project financial history
- Project action history
- Project work type and/or category mix

Visualizations by program, or portions of the program, may include, but not be limited to:

- Project mix
- Funding mix
- Geographic mix
- Investments by categories, work types, geographies, programmers, implementers, roadway functional classification, mode, etc.
- Performance Measures

A fiscal summary of all line items making up a project, and of all line items included in the TIP, is a required output and a required dashboard. Some fiscal data, particularly implementation actions, may be obtained through direct links and/or export/import from LCDOT databases.

IX. Technical Requirements

Deliverables: Documentation of the hardware, software, and/or services to be utilized and/or developed for each component of the project; Draft documentation of a plan to maintain integrity and security of the data including disaster recovery. A final data integrity, security and disaster recovery plan will be delivered in Phase 3 of the project. All components of the project are subject to the technical requirements described below.

A. Current Computing Environment

The CPMS database is currently hosted in-house within Microsoft SQL Server and uses an front end desktop client interface to coordinate transportation capital investments in Lake County. Currently there are several user administrations levels that give a variety of access to the CPMS database. LCDOT IT staff has administrator access to the database with full access. All project data entry and changes are made by a single staff member with read/write permissions. Finally, all other LCDOT staff, has access to the database as read only users.

B. Not Hosted and Hosted Solutions

A. Non-Hosted

Proposals which will rely on LCDOT's existing network and web environment must work within LCDOT's current computing environment. All servers will be hosted by LCDOT as VMs behind LCDOT's firewall. All hardware, software, and licensing will be provided by LCDOT. The consultant(s) will be responsible for identifying all hardware, software, and licensing requirements well in advance of implementation.

Environment

- Windows Server
- IIS
- SQL Server
- ESRI GIS products

B. Hosted

LCDOT is open to proposals which include database and user interface web hosting services.

- Must utilize approved Cloud Solutions with proper security, redundancy and support.
- API interface to connect from other sources, such as ESRI GIS products, Crystal Reports, SS Reporting Services.
- Lake County Owns the data that is retained in the cloud and should be made available and accessible whenever it is requested.

C. Data Integrity and Security

Data dictionary and table/field descriptions and linkage will be provided as a reference to assist the DOT to access and query data external to the system.

Appropriate redundancies and frequent routine backups of the database are required per the cloud hosting. Non-Hosted backups and redundancy will be the responsibility of LCDOT. The database and associated applications must have a disaster recovery plan or be incorporated into LCDOT's IT disaster recovery plan(s), depending on the solution.

X. Style Requirements

Deliverables: Documentation of the design approach for all "public facing" components of the project, including request for diversions from the established style guide.

The consultant firm will work in collaboration with LCDOT's communications and web services team on the design of all public facing elements of the database, including but not limited to the Web Interface, Reporting Outputs, GIS Application, and Visualizations. The consultant firm will collaborate closely with LCDOT's existing team to create an approach to the content's visual design, defining the appropriate styles for use in each element of the database, prior to any development activities. Within the framework of that collaboration, the consultant will also be responsible for following LCDOT's established branding standards, which LCDOT has carefully established to reflect the agency's identity and priorities. The selected contractor must work within that established graphical framework to the maximum extent feasible in consultation with the LCDOT project manager and communications staff. Development should be based on these standards, and it is important that the selected team use the guidelines in collaboration with LCDOT's communications staff to increase the content's usability and aesthetic value. Diversions from the established style guide will require LCDOT project manager sign-off.

Phase 2 – Development and Programming

Deliverables: Database; User Interface; Mapping Application; Visualization Solution(s); and Documentation of diversions from planning documents

All development and programming will be completed according to the documentation prepared and approved in Phase 1. Diversions from the documentation will require written justification and approval by the LCDOT project manager.

If Hosted and developed specific to LCDOT. LCDOT will own all code developed during this project. All code will be provided to LCDOT based on scheduled milestones along the project plan. Developers will follow best practices in developing secure code, presenting LCDOT with a description of what tools will be used to confirm the custom solution. If solution is hosted or is considered SAAS, then developer is not required to provide development code being not custom and specific to LCDOT. Developers will provide secure authentication using SSL for application users. Consultants will remediate all issues discovered during authenticated vulnerability and penetration testing performed by a third party chosen by LCDOT.

Phase 3 – Data Conversion, Testing, Documentation, and Staff Training

Deliverables: Testing site loaded with converted data; Updated versions of all Phase 1 deliverables documenting the final condition of each element; System Set-up and Configuration documentation; Technical Manual; System Data Dictionary; Administrative Guide; User Guide; and Administrative and User training materials, including PowerPoint presentation and handouts.

I. Conversion of Current Data

The current LCDOT database is in a SQL Server format. This existing data will be converted, or cross walked into the new application prior to testing. It is anticipated that a second data conversion will be necessary prior to “Go Live” to update the new environment with current data records.

II. Testing

The objective of this phase is to place the completed system into production, monitor its operation under a full production load and dynamically fine tune the system to ensure the system satisfies the functionality in the final product. It is anticipated that the proposer will be onsite during a mutually agreed upon timeframe during the implementation testing. It is also anticipated that the integrated database will be utilized in parallel with the existing TIP database for a minimum of one and a maximum of months.

III. Documentation

The consultant will provide online help and user manuals for the internal and online application and interfaces. The documentation must include, but is not limited to the following topics:

- User guides for both internal staff and public agencies including data entry and reporting information and process flows.
- System set-up and configuration
- Technical manual that includes system utilities and backup/restore documentation
- System Data Dictionary and related entity diagrams

IV. Staff Training

The consultant will develop a training plan, develop training materials, and conduct train-the-trainer and other training sessions for designated staff. The successful proposer must develop a training plan for:

- System administration processes
- Functional use processes
- System functions

Training materials must include:

- Agenda
- Project-side flow diagrams
- Step by step instruction manual

Phase 4 – Maintenance and Future Development

Deliverables: Maintenance Plan

I. Maintenance

Maintenance will be defined by a service level agreement (SLA), which will include levels of service, staffing roles to provide these levels of service, and hourly rates associated with these roles. All relevant billing rates must be included in the proposal and the contract. Billing rates not specifically defined in the contract will not be allowed on invoices presented to LCDOT.

Support Services

Proactive Support: Defined by anticipated tasks involved in maintaining a stable, optimized environment. Most of these tasks will be incorporated into a monthly maintenance plan created by the consultant and approved by LCDOT. Application patching and updating will be considered proactive maintenance.

Reactive Maintenance: Defined by unanticipated, urgent tasks that are approved by LCDOT. Typically, these tasks are designated as:

- Emergency: 1-business day response time
- Non-Emergency: 3-business day response time

Non-urgent tasks will fall under proactive support or development services.

II. Future Development Services

Improvements and enhancements to the existing site will be considered development services. The consultant will collaborate with LCDOT to plan all development projects. LCDOT will sign off on the final scope of work, schedule, cost, and deliverables before the consultant begins work. All relevant billing rates must be included in the proposal and the contract. Billing rates not specifically defined in the contract will not be allowed on invoices presented to LCDOT. It is anticipated that any work issued as a result of this phase will be on a task order basis.



Addendum Acknowledgement RFP #21118

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: 21118

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 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.

All responses are to be submitted in a sealed envelope. Envelopes are to be clearly marked with required submittal information.

**INTEGRATED CAPITAL PROGRAM MANAGEMENT SYSTEM
GENERAL INFORMATION SHEET**

July 2021

AUTHORIZED NEGOTIATORS:

Name: _____ Phone # _____ Email Address: _____

Name: _____ Phone # _____ Email Address: _____

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 responding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Business Name

Signature

Title

Print or Type Name

Date

REFERENCES

July 2021

List below other similar size clients for who you have provided similar services.

Agency Name: _____
 Address _____
 City, State, Zip Code _____
 Telephone Number _____
 E-Mail _____
 Contact Person _____
 Dates of Service _____
 # of Employees _____

Agency Name: _____
 Address _____
 City, State, Zip Code _____
 Telephone Number _____
 E-Mail _____
 Contact Person _____
 Dates of Service _____
 # of Employees _____

Agency Name: _____
 Address _____
 City, State, Zip Code _____
 Telephone Number _____
 E-Mail _____
 Contact Person _____
 Dates of Service _____
 # of Employees _____

Agency Name: _____
 Address _____
 City, State, Zip Code _____
 Telephone Number _____
 E-Mail _____
 Contact Person _____
 Dates of Service _____
 # of Employees _____

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 DISCLOSURE STATEMENT

Vendor Name:			
Address:			
Contact Person:		Contact Phone #:	
Bid/RFP/SOI/Contract/Renewal:	21118		

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 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:	RFP #21118		
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**

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.

Attachment 1: Price Proposal Form

In response to Lake County Division of Transportation (LCDOT) Request for Proposal (RFP) 21118 INTEGRATED TRANSPORTATION PLANNING, PROGRAMMING AND TRACKING DATABASE AND VISUALIZATIONS SOLUTION, the undersigned, as an individual(s) with the authority to bind the Proposer, understands and agrees to the specifications, terms, conditions and provisions of the RFP and prices proposed below unless otherwise modified by mutual agreement of the parties. It is also agreed that the proposal submitted in response to the RFP is valid for ninety (90) calendar days from the proposal due date.

Please enter pricing into the follow matrixes. Please provide additional specifics where possible. Attach additional sheets if necessary. For ease of entry, feel free to copy and paste the table into an Excel spreadsheet; insert lines as necessary. If price structure is variable by which of the firm's employees are assigned, please specify the employee billing level, the cost per hour for this level, and the total number hours to be billed at this level. Please provide information for any subcontractors that will be included on the primary firm's technical team.

Rates for SaaS or Off-the-Shelf applications:

Upfront Development Costs: _____

Licensing Fees: _____

Service Fees: _____ Term: Monthly Annually (circle one)

Maintenance Fees: _____

Additional Post Launch Development Hourly Rates: _____

Please include additional anticipated costs that may be associated with this project below:

Rates for Custom Application Development:		
Pre-Launch Development Cost:	\$	
Pre-Launch Development Hourly Rates:	\$	
Maintenance/Service Fees:	\$	Term: Monthly Annually (circle one)
Post Launch Development Hourly Rates:	\$	
Total Project Cost:	\$	

If awarded a contract, the undersigned hereby agrees to sign the contract and to furnish the necessary certificates if any.

Proposer's Authorized

Signatory (Print): _____

Signature: _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____

Attachment 2: Terms and Definitions

Compensation Insurance

CPMS database – The CPMS database includes projects with financial line items programmed wholly or partially within the TIP, as well as projects either funded entirely with non-federal sources or made up entirely of illustrative line items that are programmed outside of the years of the TIP. Throughout this document, “CPMS database” refers to all data for all projects, whether illustrative or within the TIP, and includes completed and deleted or withdrawn projects. “Database” alone refers to the entire structure, including tables, queries, reports, scripts, etc., of the database or system of databases.

Desired Features – Throughout this scope, the terms “may”, “could”, “can”, and “might” refer to actions or features that are desired to be included in the database, web interface, and applications to be developed.

Fiscal Year (FY) – All years within the TIP database are FYs, starting on December 1 and ending on November 30. For example, the current fiscal year, FY 2021, started on December 1, 2020 and will end on November 30, 2021.

FHWA – Federal Highway Administration

Financial Line Item – A financial line item is a record specifying fund source, phase, year, funding amounts and additional line-specific information. Also referred to as a line item.

Fund Source – The specific federal, state or local fund being used to pay for a project phase, such as the National Highway Performance Program, Illinois Commerce Commission Grade Crossing Protection Fund, or locally imposed motor fuel taxes.

IDOT – Illinois Department of Transportation

Illustrative Line Items – Financial Line Items that are programmed in FYs before the current FY and/or after the last active FY of the TIP.

NEPA – National Environmental Protection Act. Defines environmental and physical (historic, cultural, etc.) resources that must be evaluated for impacts from transportation projects.

Phase - The implementation phase of an individual line item. Phases currently utilized in the database include Engineering (Phase 1 and Phase 2), Right of Way, Construction and Implementation.

Project – A project within the TIP database contains location information, a description of the scope (work types) of the project, information about the agencies involved in the project, information about the cost(s) and source(s) of funding for the project (as individual financial line items), and in some cases, information used to model the air quality impacts of the project. Other “background” data may also be associated with a project. Each project within the TIP database has a unique “TIP ID”, which is the primary key for project information.

Required Features – Throughout this scope, the terms “will”, “should”, “shall”, and “must” refer to actions or features that are required to be included in the database, web interface, and applications to be developed. Proposals that do not include these actions or features will not be considered.

RTA – Regional Transportation Authority

Scope (of a TIP project) – For projects in the TIP database, the scope of the project includes the project’s location and the work being done (e.g. resurfacing, adding lanes, purchasing buses, expanding commuter parking, etc.).

TIP – Transportation Improvement Program. Three interdependent elements comprise what is commonly referred to as the LCDOT TIP. They are an SQL database, a program satisfying federal, state and regional requirements, and the processes whereby data is gathered, and decision points are set on the program. The program is made up of the projects and line items that fall within a defined range of federal fiscal years, typically the current FFY, plus the next three years. When used throughout this document, “TIP” or “adopted TIP” means the adopted projects and the line items that fall within the years of the adopted TIP.

User – Refers to individuals that use the CPMS database. There are currently four user levels, with differing database access rights.

Attachment 3: Proposed Work Types

Work Type Defined	Category	Project Type
ADA - Facility Improvements	Modernization	Non-Motorized
Bridge/Structure - New	Expansion	Highway
Bridge/Structure - Paint	Preservation	Highway
Bridge/Structure - Reconstruct/Rehab Change in Lane Use/Widths	Modernization	Highway
Bridge/Structure - Reconstruct/Rehab No Change in #, Width, Or Lane	Preservation	Highway
Bridge/Structure - Replace	Modernization	Highway
Bonds	Modernization	Other
Bus Routes - Improve Service	Modernization	Transit
Bus Routes - New Service	Expansion	Transit
Culvert- New	Preservation	Highway
Culvert-Rehab	Preservation	Highway
Culvert-Replacement	Preservation	Highway
Enhancement - Landscaping	Modernization	Other
Engineering Support	Preservation	Other
Facility - Bus Turnaround	Modernization	Transit
Highway/Road - Add Lanes	Expansion	Highway
Highway/Road - Continuous Bi-Directional Turn Lanes	Modernization	Highway
Highway/Road - Corridor Improvement	Modernization	Highway
Highway/Road - Curb and Gutter	Preservation	Highway
Highway/Road - Extend Road	Expansion	Highway
Highway/Road - Intersection Improvement	Modernization	Highway
Highway/Road - Intersection Reconstruction	Preservation	Highway
Highway/Road - New Road	Expansion	Highway
Highway/Road - Pavement Patching	Preservation	Highway
Highway/Road - Railroad Grade Separation	Modernization	Highway
Highway/Road - Reconstruct with Change in Use or Width of Lane	Modernization	Highway
Highway/Road - Reconstruct in Kind	Preservation	Highway
Highway/Road - Remove Lanes	Modernization	Highway
Highway/Road - Resurface (With No Lane Widening)	Preservation	Highway
Highway/Road - Roundabout	Modernization	Highway
Highway/Road - Vertical/Horizontal Alignment (e.g. Clearance)	Modernization	Highway
Highway/Road - Widen Lanes and Resurface	Modernization	Highway

Work Type Defined	Category	Project Type
Highway/Road- Bike Friendly Shoulder	Modernization	Non-Motorized
Improve Bicycle Facility	Modernization	Non-Motorized
Improve Pedestrian Facility	Modernization	Non-Motorized
Improve Shared Path Facility	Modernization	Non-Motorized
Maintain Bicycle Facility	Preservation	Non-Motorized
Maintain Pedestrian Facility	Preservation	Non-Motorized
Maintain Shared Use Path	Preservation	Non-Motorized
Miscellaneous - Project Types Not Listed	TBD	Other
Multi-Modal Center - Improve with Change in Service	Modernization	Transit
Multi-Modal Center - Maintain, Rehabilitate, Replace	Preservation	Transit
Multi-Modal Center - New	Expansion	Transit
Multi-Modal Center - Relocate	Preservation	Transit
New Bicycle Facility	Expansion	Non-Motorized
New Pedestrian Facility	Expansion	Non-Motorized
New Shared Use Path	Expansion	Non-Motorized
Noise Attenuation	Modernization	Highway
Plan- Planning Study	Modernization	Plan
Patrol 1- Patrol 1 Materials	Preservation	Highway
Safety - Barriers	Modernization	Highway
Safety - Beacons	Modernization	Highway
Safety - Guardrails	Modernization	Highway
Safety - Lighting	Modernization	Highway
Safety - Median Projects	Modernization	Highway
Safety - Other	Modernization	Highway
Safety - Pavement Marking	Modernization	Highway
Safety - Railroad Crossing Improvements	Modernization	Highway
Safety - Shoulder Improvements	Modernization	Highway
Signals - Add Signals at Single Intersection	Modernization	Highway
Signals - Interconnects and Timing	Modernization	Highway
Signals - Modernization	Modernization	Highway
Signals- Intelligent Transportation System Enhancements	Modernization	Highway
Signals - New Signals for Multiple Intersections	Modernization	Highway
Travel Demand Management	Modernization	Other

Attachment 4: Data Validations

Any time a new project is added to the TIP database, or a change to a project is submitted, a series of data validations occur when the user clicks the Add New Project/Save Change button. Understanding the validations may assist programmers with avoiding frustrating and time-consuming errors.

Complete and Logical Data

All projects require the following data in order to be saved:

- Description
- Lead Agency
- Project Manager
- Department
- Program/letting Date
- Either a Location Name or a System and Route Number pair
- At least one Work Type
- Total Project Cost
- At least one complete financial line (Fund Source, Phase, FY, Funding Amount)

The following logic applies to projects meeting the conditions described:

- The value entered in the Total Project Cost field must be greater than or equal to the sum of the Total Cost fields for all line items entered, regardless of fund source, phase or FFY, including illustrative line items.
- The “After” number of lanes cannot be greater than the “Before” number of lanes unless the project contains an Add Lanes work type.
- The “After” number of lanes cannot be less than the “Before” number of lanes unless the project contains a Remove Lanes work type.

Attachment 5: Sample Reports

The following reports are samples from the current LCDOT CPMS database and from other agencies. The source of each sample and notes about each sample are provided below. Samples may also be annotated to highlight “required” and “desired” features and to note formats and layouts that are desirable.

Project Fact Sheet Report Sample:

5/5/2021

Project Info

CMAP

Project Overview Funding History Amendment History									
>> Back to Approved TIP									
TIP ID	10-03-0005	TIP Document	21-00	State Job #		PPS #			
Lead Agency	Lake Co DOT	Contact	Mike Klemens (847) 377-7455	Municipality	Riverwoods	County	Lake		
Project Type	Road Expansion	Air Quality	Not Exempt	Open to Traffic Year	2024	Total Cost	\$43,852,747		
Title	CH A47 Deerfield Road from IL 21 US 45 Milwaukee Ave to CH W24 Saunders Road								
Limits	DEERFIELD RD From MILWAUKEE AVE IL 21 US 45 To SAUNDERS ROAD CH W24 of Distance (mile) 2.3 DEERFIELD RD From Milwaukee Avenue US 45 To Des Plaines River								
Description	DEERFIELD RD From THORNMEADOW RD To PORTWINE RD DEERFIELD RD From PORTWINE RD To SAUNDERS RD								
Website	Widen Deerfield Rd to a 3-lane cross section with the addition of a multi-use path								
Project Website									
Segment	Phase	Fund Source	Prior FFY	FFY2021	FFY2022	FFY2023	FFY2024	Future FFY	Total
HIGHWAY/ROAD ADD LANES	ENG 1	Local Funds	\$389,149	-	-	-	-	-	\$389,149
	ENG 1	STP - County (ACC)	\$1,556,595	-	-	-	-	-	\$1,556,595
Total ENG 1			\$1,945,744	-	-	-	-	-	\$1,945,744
HIGHWAY/ROAD ADD LANES	ENG 2	Local Funds	\$2,634,300	-	-	-	-	-	\$2,634,300
	ENG 2	STP - County	\$2,634,300	-	-	-	-	-	\$2,634,300
Total ENG 2			\$5,268,600	-	-	-	-	-	\$5,268,600
HIGHWAY/ROAD ADD LANES	ROW	Local Funds	\$600,000	\$3,000,000	-	-	-	-	\$3,600,000
	ROW	STP - County	\$600,000	\$3,000,000	-	-	-	-	\$3,600,000
Total Right of Way			\$1,200,000	\$6,000,000	-	-	-	-	\$7,200,000
	CON	CMAQ	-	-	-	\$7,642,246	-	-	\$7,642,246
	CON	Local Funds	-	-	-	\$12,043,003	-	-	\$12,043,003
	CON	STP - County	-	-	-	\$8,140,003	\$1,128,201	-	\$9,268,204
	CON	STP - Enhancements	-	-	-	\$216,000	-	-	\$216,000
	CON	TAP - Locally Prgrmd	-	-	-	\$3,417,753	-	-	\$3,417,753
	CON	TAP - Locally Prgrmd	-	-	-	\$3,417,753	-	-	\$3,417,753
Total Construction			-	-	-	\$31,459,005	\$1,128,201	-	\$32,587,206
Deerfield Rd at Milwaukee Ave Int Imp, Deerfield Rd at Portwine Rd Int Imp, Deerfield Rd at Saunders Rd Int Imp, Deerfield Rd from Milwaukee Ave to Saunders Signal Interconnect	CE	CMAQ	-	-	-	\$662,048	-	-	\$662,048
Deerfield Rd at Milwaukee Ave Int Imp, Deerfield Rd at Portwine Rd Int Imp, Deerfield Rd at Saunders Rd Int Imp, Deerfield Rd from Milwaukee Ave to Saunders Signal Interconnect, HIGHWAY/ROAD ADD LANES, NEW BICYCLE FACILITY	CE	Local Funds	-	-	-	\$2,224,594	-	-	\$2,224,594
NEW BICYCLE FACILITY	CE	TAP - Locally Prgrmd	-	-	-	\$198,855	-	-	\$198,855
Total Construction Engineering			-	-	-	\$3,085,497	-	-	\$3,085,497
Total Programmed			\$5,180,044	\$3,000,000	-	\$34,544,502	\$1,128,201	-	\$43,852,747

Source: <https://etip.cmap.illinois.gov/>
Chicago Metropolitan Agency for Planning Public Facing TIP Site, Project Info

Project History Reports

CMAP eTIP see Amendment History

Source: <https://etip.cmap.illinois.gov/>

Notes: See Amendment History section. The narrative description of the funding changes is very public friendly.

Fiscal Constraint Reports Sample:

Part 1 - TAX FUNDS
Available Revenue and Cash Balances--Carryforward 2

	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Ending Balance
County Bridge Tax							
Beginning December balance	\$3,179,975	(\$21)	(\$17)	(\$13)	(\$9)	(\$5)	
Total Tax Income	\$3,903,059	\$3,903,059	\$3,903,059	\$3,903,059	\$3,903,059	\$3,903,059	\$23,418,354
Current CPMS Carryforward Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Budgeted Interest Earnings (1st year actual)	\$14,545	\$14,545	\$14,545	\$14,545	\$14,545	\$14,545	\$87,270
Current CPMS Carryforward Expenditures	\$7,097,600	\$3,917,600	\$3,917,600	\$3,917,600	\$3,917,600	\$3,917,600	\$26,685,600
Ending December balance	(\$21)	(\$17)	(\$13)	(\$9)	(\$5)	(\$1)	(\$1)
Minimum required balance	\$0	\$0	\$0	\$0	\$0	\$0	
Matching Tax							
Beginning December balance	\$8,337,756	(\$21)	\$2	\$25	\$48	(\$129)	
Total Tax Income	\$8,259,730	\$8,259,730	\$8,259,730	\$8,259,730	\$8,259,730	\$8,259,730	\$49,558,380
Current CPMS Carryforward Revenue	\$53,300	\$53,300	\$53,300	\$0	\$0	\$0	\$159,900
Budgeted Interest Earnings (1st year actual)	\$24,793	\$24,793	\$24,793	\$24,793	\$24,793	\$24,793	\$148,758
Current CPMS Carryforward Expenditures	\$16,675,600	\$8,337,800	\$8,337,800	\$8,284,500	\$8,284,700	\$8,284,400	\$58,204,800
Ending December balance	(\$21)	\$2	\$25	\$48	(\$129)	(\$6)	(\$6)
Minimum required balance	\$0	\$0	\$0	\$0	\$0	\$0	
Motor Fuel Tax							
Beginning December balance	\$27,215,449	\$62	(\$70)	(\$127)	(\$78)	(\$87)	
Total Tax Income	\$22,417,113	\$24,105,868	\$16,350,643	\$16,514,149	\$16,679,291	\$16,844,432	\$112,911,497
Current CPMS Carryforward Revenue	\$755,100	\$788,900	\$819,600	\$851,600	\$863,800	\$903,700	\$4,982,700
Budgeted Interest Earnings (1st year actual)	\$276,000	\$288,000	\$300,000	\$312,000	\$324,000	\$336,000	\$1,836,000
Current CPMS Carryforward Expenditures	\$50,663,600	\$25,182,900	\$17,470,300	\$17,677,700	\$17,867,100	\$18,084,100	\$146,945,700
Ending December balance	\$62	(\$70)	(\$127)	(\$78)	(\$87)	(\$54)	(\$54)
Minimum required balance	\$0	\$0	\$0	\$0	\$0	\$0	
Sales Tax							
Beginning December balance	\$84,556,483	\$17	(\$6)	\$46	\$38	(\$30)	
Total Tax Income	\$31,000,000	\$34,913,743	\$35,612,018	\$36,324,258	\$37,036,498	\$37,748,738	\$212,635,255
Current CPMS Carryforward Revenue	\$11,685,500	\$2,069,800	\$698,500	\$1,559,400	\$914,200	\$0	\$16,927,400
Budgeted Interest Earnings (1st year actual)	\$236,234	\$236,234	\$236,234	\$236,234	\$236,234	\$236,234	\$1,417,404
Current CPMS Carryforward Expenditures	\$127,478,200	\$37,219,800	\$36,546,700	\$38,119,900	\$38,187,000	\$37,984,900	\$315,536,500
Ending December balance	\$17	(\$6)	\$46	\$38	(\$30)	\$42	\$42
Minimum required balance	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL TAX FUNDS							
Beginning Balance December 30	\$123,289,663	\$37	(\$91)	(\$69)	(\$1)	(\$251)	
Total Revenues	\$78,625,374	\$74,657,972	\$66,272,422	\$67,999,768	\$68,256,150	\$68,271,231	\$424,082,918
Total Expenses (including transfer to debt service)	\$201,915,000	\$74,658,100	\$66,272,400	\$67,999,700	\$68,256,400	\$68,271,000	\$547,372,600
Total Ending Balance	\$37	(\$91)	(\$69)	(\$1)	(\$251)	(\$19)	(\$19)
Total Needed Minimum Required Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Expenditures that Can be Added	\$37	(\$91)	(\$69)	(\$1)	(\$251)	(\$19)	(\$19)
TOTAL DEBT SERVICE TRANSFERS	(\$8,724,300)	(\$8,280,500)	(\$8,311,200)	(\$8,319,400)	(\$7,650,600)	(\$7,103,200)	(\$48,389,200)

Letting Schedule Report Sample:



Lake County
Division of Transportation

May 05, 202
2:14 pm

2-Year Letting Report

Fiscal Years 2021-2026 - Starting December 1, 2020

Letting Program
Sorted by: Program Date/Pin

Program Date	PIN	Fed \$	Route/From/to	MFT Section No.	Worktype	Project Manager	Design Engineer	Consultant
12/2020								
12/15/2020	B-01358b	No	Buffalo Grove Rd, @ Indian Creek	20-00254-04-BR	Bridges	Matt Emde		BLA
1/2021								
01/01/2021	B-01628	No	Staff Support-FY21 ST		Eng Support	Mary Crain		
2/2021								
02/09/2021	B-00740	No	IL Rte 120, Knight Ave to IL Rte 131	12-00999-31-WR	Roadway	Tom Somodji	Julian Rozwadowski	Patrick Eng
02/09/2021	B-01184b	No	Road Enhancements 2018, @Various	17-00153-10-LS	Enhancements	Matt Emde		Benesch
02/09/2021	B-01333	No	Native Landscape 2021, @Various	21-00000-14-GM	Maintenance	Kevin Kerrigan	Rich McMorris	Hey & Associates
02/09/2021	B-01479	No	Washington St, Lake St to US Rte 45	19-00135-15-RS	Resurface		Satrugan Shrestha	GHA
02/09/2021	B-01549	No	Deerfield Parkway, Weiland Road to IL 21/ US 45	19-00248-03-GM	Roadway		Julian Rozwadowski	CBBEL
3/2021								
03/09/2021	B-01016	No	Bituminous Maint. 2021, @Various	21-00000-13-GM	Maintenance	Kevin Kerrigan	Rich McMorris	
03/09/2021	B-01150	Yes	Skokie Valley Bike Trail, N side Lake Cook to Dempster	14-00265-01-BR	Bikepath	Matt Emde	Julian Rozwadowski	
03/09/2021	B-01184a	No	Fairfield Rd, @Monerville Rd	15-00120-06-CH	Intersection	Matt Emde	Michael Burke	Benesch
03/09/2021	B-01327	No	Crack Seal 2021, @Various	21-00000-04-GM	Maintenance	Kevin Kerrigan	Rich McMorris	
03/09/2021	B-01343b	No	Patrol 1 Mat Drainage 21, @various		Patrol 1	Kevin Kerrigan	Rich McMorris	
03/09/2021	B-01343c	No	Patrol 1 Mat Paint 2021, @various		Patrol 1	Kevin Kerrigan	Rich McMorris	
03/01/2021	B-01346	No	Signal Maintenance 2021, @Various	21-00000-01-GM	Patrol 1	Jon Nelson		
03/16/2021	B-01443	No	Pvmt Rejuvenator 2021, @Various	21-00000-16-PP	Roadway		Julian Rozwadowski	
03/29/2021	B-01499a	No	Stearns School Replacmen, East of Hutchins	20-00235-01-DR	Culverts	Mike Zemaits		HLR
4/2021								
04/13/2021	B-00474c	No	Fremont Center Rd, @ IL Rte 60	12-00138-02-CH	Intersection	Kevin Carrier	Rich McMorris	Civiltech
04/13/2021	B-01354	No	Engle Dr, IL Rte 83 to IL Rte 132	19-00126-07-RS	Resurface		Satrugan Shrestha	
04/13/2021	B-01381	No	St. Marys Rd, IL Rte 176 to IL Rte 60	17-00102-24-RS	3R		Rich McMorris	HLR
04/13/2021	B-01620a	No	Culvert Replacement 2020, @ Various	20-00999-71-DR	Culverts		Julian Rozwadowski	HLR
5/2021								

Report Source: cpms_active.FY2126_5a

Design Engineer Assignment Report Sample:



Lake County
Division of Transportation

May 05, 2021
2:21 pm

Design Engineer Assignment Report

Fiscal Years 2021-2026 - Starting December 1, 2020

Selected: All (427 projects)

Sorted by: Design Engineer/Program Date

Program Date	PIN	STATUS	Route/From/to	Const Cost (000)	Worktype	Project Manager	Design Engineer
Design Engineer: Ben Russo							
04/18/2017	B-00177	Close Out	Cedar Lake Rd, IL Rte 120 to Nippersink Rd	1,740.80	Roadway	Chuck Gleason	Ben Russo
04/26/2019	E-00259b	Design Stage	Weiland Rd, Lake Cook Rd to Deerfield Pkwy	4,103.80	Roadway	Tom Somodji	Ben Russo
08/06/2019	B-01511	Construction	St. Marys Culverts, @ Metra MD-N	212.60	Culverts	X-NOT ASSIGNED	Ben Russo
09/20/2019	B-00736	Construction	Hart Rd, @ US Rte 14 to @ UPRR	8,986.50	Intersection	Matt Emde	Ben Russo
09/20/2019	E-00259c	Design Stage	Weiland Rd, Deerfield Pkwy to Aptakisic Rd	13,079.50	Roadway	Tom Somodji	Ben Russo
10/01/2020	B-01102	Design Stage	Stearns School Rd, @ Tollway	4,392.80	Bridges	Kevin Carrier	Ben Russo
08/17/2021	B-00913a	Design Stage	Deep Lake Rd, Grass Lake Rd to IL Rte 132	4,475.00	3R	X-NOT ASSIGNED	Ben Russo
08/17/2021	B-00913b	Design Stage	Deep Lake Rd, Depot St to Grass Lake Road	1,905.10	Resurface	X-NOT ASSIGNED	Ben Russo
02/08/2022	B-01372b	Design Stage	Hart Rd, @ Flint Creek	2,965.10	Culverts	X-NOT ASSIGNED	Ben Russo
09/13/2022	B-01547	Design Stage	Deep Lake Road, IL 173 to WI State Line	5,920.00	Intersection	Matt Emde	Ben Russo
01/01/2023	B-01631b	Active	Gilmer Rd Connector, Fairfield Rd to Gilmer Rd	0.10	Resurface	X-NOT ASSIGNED	Ben Russo
01/01/2023	B-01631a	Not Active	Gilmer Rd, IL 120 to IL Rte 176	4,995.00	Resurface	X-NOT ASSIGNED	Ben Russo
10/10/2023	B-00752	Prelim Engineeri	Cedar Lake Rd, Hart Road to Nippersink Rd	21,072.40	Roadway	Chuck Gleason	Ben Russo
01/01/2024	B-01500	Scoping	Prairie Road, Aptakisic to IL Route 22	4,600.00	Reconstruction	Tom Somodji	Ben Russo
01/01/2027	B-00845	Prelim Engineeri	Gilmer Rd, @ IL Rte 120	0.00	Intersection	Chuck Gleason	Ben Russo
01/01/2027	E-00259a	Design Stage	Weiland Rd, Aptakisic Rd to Prairie Rd	0.00	Roadway	Tom Somodji	Ben Russo
01/01/2027	E-00259d	Design Stage	Weiland Rd, Miramar Ln to IL Rte 22	0.00	Roadway	Tom Somodji	Ben Russo

Report Source: cpms_active.FY2126_5a

Budget List Report Sample:

Tax Funds Budget List Report - Carryforward Fiscal Years 2021-2026 - Starting December 1, 2020

[Fund = CB] [Cost Year = FY2024] (6 projects selected)
Fund CB, All Expenditure Phases

PIN	Route/From/To		Worktype				Cat	Agency	MFT	Constr. Cost (000)		Program Date		
B-01523	Gen Eng Suport Svcs 2024 @ Various		Plan				M	LCDOT		\$0.0		1/1/2024		
FUND	Phase	FC	TOTAL	Pre-2021	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Post-2026	Work_Description	Income_Source	\$-Fed
CB	P		100.6					100.6				CB1: Misc. Engineering		No
Total (Except V)			100.6					100.6						

B-01524	Misc Maintenance 2024 @ Various		Maintenance				P	LCDOT		\$215.2		1/1/2024		
FUND	Phase	FC	TOTAL	Pre-2021	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Post-2026	Work_Description	Income_Source	\$-Fed
CB	C		36.0					36.0				Misc County Bridge Tax		No
Total (Except V)			36.0					36.0						

B-01546	Quentin Rd Old McHenry IL Rte 22		Fairfield	Reconstruction			E	LCDOT	19-00999-65-ES		\$59,116.5		1/1/2025	
FUND	Phase	FC	TOTAL	Pre-2021	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Post-2026	Work_Description	Income_Source	\$-Fed
CB	C		8,975.8					2,061.0	3,642.0	3,272.8		Underpass Construction		No
Total (Except V)			8,975.8					2,061.0	3,642.0	3,272.8				

Report Source: cpms_active.FY2126_5a

Attachment 6: Sample Maps and Minimum Mapping Requirements

ESRI based maps:

https://experience.arcgis.com/experience/40949fd2c23042c3b49cc9669d738ed7/page/page_0/

List of Fields LCDOT currently includes in GIS layers from CPMS:

PIN
Road_Name
From_Intersection
To_Intersection
Category
Description
ProgramYear
Route_ID
LRS_From
LRS_To
From_Offset
From_Direction
From_Road
To_Offset
To_Direction
To_Road
MapID
Non_Motorized
Non_Motorized_Improvements
New_Project

The mapping fields are Route_ID, LRS_From, and LRS_To.

The mapping application must have the following minimum required features:

A. General

Solution must be scalable to provide either multiple websites or multiple instances, if hosted internally.

1. Solution must be easily deployed between development environment and production environment, if part of a non-hosted custom database application.
2. Solution must be customizable to include LCDOT branding and look.
3. Must export GIS data (points and lines) as either shapefile or a file in geodatabase.
4. Accept search parameters via URL variables, and automatically zoom to search results
5. Allow user project/session to be saved and opened
6. Provide option to utilize on-line map-based services such as, Bing, Google, HERE in addition to ArcGIS Online (ArcGIS.com) base map services
7. Provide basic help documentation for built-in tools/functions
8. Allow display of disclaimer window upon application startup
9. Cross-browser support for Internet Explorer, Firefox, Safari, Chrome

B. Map Navigation

1. Pan View
2. Zoom to full extents
3. Zoom In (User-defined area)
4. Zoom Out (User-defined area)
5. Zoom to Previous extents (Back) – must keep at least 10 previous extents
6. Zoom to Next extents (Forward) – must keep at least 10 next extents
7. Activity indicator – display notification while map/data is being processed
8. Scale input box – allow user to enter representative fraction scale for dynamic services For cached services, scale

- box should contain dropdown menu of available cache scale (levels of detail)
- 9. Zoom to Selected Features
- 10. Show/hide mouse coordinates
- 11. North arrow
- 12. Scale bar
- 13. Map Tips – open callout window by hovering over feature
- 14. Zoom to various levels of geography; county, municipality, intersection.
- 15. Pick lists for feature extents zoom (parks, schools, etc.)
- 16. Option for level-of-detail slider bar for cached services

C. Map Layer Display Controls

- 1. Immediate map refresh upon layer change of layer display
- 2. Ability to group layers and control display of individual layers within groups
 - a. -Must allow grouping at least 2 levels deep
 - b. -Must allow grouping of annotation layers
 - c. -Must allow visibility control at the group level
- 3. Allow linking to TIP database data.
- 4. Must read and utilize geodatabase domain values (coded value) and subtypes

D. Tools

- 1. Identify
 - a. Must be able to identify multiple overlapping features on the same layer
 - b. Must be able to add identified features to selection
 - c. Option to show map coordinates of identify point
 - d. Must allow for hyper linking based on feature attributes
- 2. Measure
 - a. Change units of the measure tool while executing the tool
 - b. Units for display configurable by administrator
 - c. Measurements must be retained until cleared by erase control
- 3. Search / Selection
 - a. Select by point, line, or polygon
 - b. Select by all feature attributes, including shape attributes (area, length)
 - c. Buffer selected features
 - (1) Use different symbol for buffer shape
 - d. Select features of a second geometry type based on buffers from a different first geometry type
 - e. Save selected records to. Xls, .csv file
 - f. Search by spatial location (overlay)
 - g. Auto-complete text boxes based on either feature attributes or linked records
 - h. Search GIS features based on linked attributes
 - i. Allow drop-down boxes for search terms, including both pre-configured and dynamic based on unique values

E. Data Linking

- 1. Allow linking from tables in SQL Server (not registered with a geodatabase)
- 2. Recognition of related tables defined by ArcGIS geodatabase relationship classes (related tables)

F. Markup

- 1. Add markup as point, line, polygon, and text
- 2. Allow modification of markup symbology. Polygon markup must be allowed to have a semi-transparent solid fill symbol
- 3. Allow a user to save markup in application or export markup to standalone file
- 4. Ability to bring markup file into ArcGIS
- 5. Allow retrieval of saved markup

G. Print

- 1. Provide print framework for high-quality cartographic output, with a graphic (WYSIWYG) template designer

2. Provide graphic elements including scale bar, RF scale text, north arrow, disclaimer, logo, print date
3. Print date must be automatically added to output at application runtime
4. Export to multiple formats (pdf, jpg, etc.)
5. Provide control for pixel resolution of print image
6. User-supplied text fields including title and subtitle desirable
7. Legend configurable for which layer swatches to show desirable

H. Reporting

1. Provide reporting framework which should allow integration with Microsoft SQL Server Reporting Services or comparable database application.

I. Geoprocessing/Tasks

1. Support geoprocessing tasks: Find Address, Find Place, Search, Query, Editor Support all ArcGIS Server geoprocessing data types
2. Support tool layers with graphic picks as input

J. Security

1. Allow Active Directory, LDAP, or other security source
2. Security must apply to either entire application level or map service/layer/attribute level
3. Allow group-based security policies