



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Rita Weiss
Purchasing Director

(815) 740-4605
Fax (815) 740-4604
rweiss@willcountyillinois.com

December 18, 2013

To Whom It May Concern:

You are invited to submit your proposal to the Request for Qualifications (RFQ) for consulting engineer firms interested in submitting proposals to study and provide cursory recommendations for storm water flow in an area of unincorporated Lockport Township.

RFQ's will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 3:00 p.m., "as so indicated by the time stamp clock of Will County", Tuesday, January 28, 2014.**

The bidder acknowledges the right of the County of Will to reject any or all proposals and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact Rita Weiss, Purchasing Director, at rweiss@willcountyillinois.com.

We welcome your proposal.

Sincerely,

Rita Weiss
Purchasing Director

RW/mmf

**ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS
FOR CONSULTING ENGINEER FIRMS TO STUDY/ PROVIDE RECOMMENDATIONS FOR
STORM WATER FLOW**

SEALED PROPOSALS TO THE REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING ENGINEER FIRMS INTERESTED IN SUBMITTING PROPOSALS TO STUDY AND PROVIDE CURSORY RECOMMENDATIONS FOR STORM WATER FLOW IN AN AREA OF THE FAIRMONT COMMUNITY IN UNINCORPORATED LOCKPORT TOWNSHIP WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 3:00 P.M., TUESDAY, JANUARY 28, 2014.

SPECIFICATIONS AND CONDITIONS OF THE RFQ ARE AVAILABLE AT www.demandstar.com OR www.willcountyillinois.com OR FROM THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, AND purchasing@willcountyillinois.com.

THE TENDERING OF A PROPOSAL TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY RFQ RECEIVED IN WHOLE OR IN PART, AS SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

INSTRUCTIONS TO VENDORS

GENERAL SPECIFICATIONS:

You are invited to submit your statement of qualification to the Request for Qualifications (RFQ) for consulting engineer firms interested in submitting proposals to study and provide cursory recommendations for storm water flow in an area of the Fairmont Community in unincorporated Lockport Township.

PROPOSALS:

Sealed statements of qualification will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than Tuesday, January 28, 2014, at 3:00 p.m. "as so indicated by the time stamp clock of Will County"**. **STATEMENTS OF QUALIFICATION RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed statements of qualification must be made in accordance with the instructions contained herein. All specifications and terms as attached hereto shall be used to form the Contract for the work to be performed.

Statement of qualification shall be submitted to the County of Will in a sealed package marked with the vendor's name and address and the notation:

SEALED PROPOSAL: 2014-52 Fairmont Flood Study RFQ

PROPOSALS DUE: Tuesday, January 28, 2014 - 3:00 P.M.

Sealed statements of qualification shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

SIGNATURE OF PROPOSALS:

The signature on statement of qualification documents shall be that of an authorized representative of vendor. An officer or agent of the offering vendor who is empowered to bind the vendor in a contract shall sign the statements of qualification and any clarifications thereto.

Each vendor, by making and signing his statement of qualification, represents that he has read and understands the solicitation documents. **Any statement of qualification not containing said signed documents shall be non-conforming and shall be rejected.**

PERFORMANCE BOND:

No Performance Bond is required.

PROCEDURES:

1. All statement of qualifications must be prepared as requested in the "Response to RFQ" section and submit One (1) original and eight (8) copies.

2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and dates for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued to the vendors.
3. Each vendor shall carefully examine all documents and all addenda thereto, and shall thoroughly familiarize itself with the detailed requirements thereof prior to submitting a statement of qualifications. Should a vendor find discrepancies, ambiguities or omissions in documents, or should it be in doubt as to their meaning, it shall at once, and in any event not later than seven (7) days prior to RFQ due date, notify the County of Will. The County, if necessary, will send written addendum to all vendors. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Rita Weiss in writing at rweiss@willcountyillinois.com. After RFQ's are received, the vendor will make no allowance for oversight.

REJECTION OF RFQ'S:

The vendor acknowledges the right of the County of Will to reject any or all statements of qualification, to waive any non-material informality or irregularity in any statements of qualification received, and to accept the statement of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the vendor recognizes the right of the County of Will to reject a statement of qualification if it is in any way incomplete or irregular.

CONTRACT COMMENCEMENT:

The contract is expected to commence on or after March 20,2014.

NON-DISCRIMINATION:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful vendor, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due the successful vendor any of its costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

HOLD HARMLESS CLAUSE:

The vendor will save and hold harmless the County of Will from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the vendor, whether such injury, death, loss or damage shall have been occasioned by the negligence of the vendor, or a subcontractor of the vendor, or their employees, or otherwise. The vendor will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of this proposal.

PRICES:

Prices shall remain in effect throughout the Contract.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

AWARDING OF QUALIFIED VENDOR:

The vendor acknowledges the right of the County of Will to reject any statements of qualification not in compliance with the RFQ and the right to reject all statements of qualification and the right to waive any non-material informalities or irregularities for any statements of qualification received, and to accept the most responsible, responsive statements of qualification after all responses have been examined and evaluated.

The statement of qualification is expected to be awarded at the March 20, 2014 meeting of the Will County Board.

TERMINATION:

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the other party of such termination. At the end of said thirty (30) days notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this proposal.

COMPLIANCE WITH APPLICABLE LAW:

In all aspects relative to the performance of their respective obligations under this contract, the vendor and Will County shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

CHOICE OF LAW

The response to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

VENUE

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be in the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA.

5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order that the bid will be considered:

1. Complete original and Eight (8) copies of all submitted materials
2. Signed Copy of RFQ Form
3. Signed Copy of Addenda Form



WILL COUNTY LAND USE DEPARTMENT
ADMINISTRATION AND PLANNING DIVISION

Request for Qualifications
-Engineering Study Services-

*Fairmont Community
Stormwater Study*

Introduction:

The Will County Land Use Department, Administration and Planning Division as a recipient of Community Development Block Grant funding is seeking Qualification Statements from Consulting Engineering firms interested in submitting proposals to study and provide cursory recommendations for stormwater flow in an area of unincorporated Lockport Township. Firms interested in submitting statements should submit the required information by January 28, 2014.

Qualifications Statements will be reviewed by a Review Team with final selection to tentatively be approved on March 20, 2014.

Overview:

Qualification Statements are being solicited to gather firm qualifications and preliminary assessments of the project including suggestions for correcting the existing problems as described. The area in question is a small portion of the Fairmont Community in Lockport Township. The study area encompasses approximately 4 square blocks..

Location:

The project area is located in unincorporated Lockport Township and is commonly known as the Fairmont Community. Within the Fairmont Community the study area is bound by North Ave., on the north, - Oak Ave., on the south, - Brassel St., on the east, - and May St., on the west. See attached map.

Problem & Need:

The target area contains approximately 60 households that have been experiencing a variety of problems caused by inadequate handling of storm water run-off. Problems have been in existence since the 1970's and previous efforts to alleviate flooding issues have been made. This area is served by both stormsewer and open ditch. Many of these ditches and associated infrastructure has degraded due to various man-made and natural circumstances.

Next Step:

Including the Will County Land Use Department, the Project Review Team will consist of representatives from the Will County Highway Department, Lockport Township Highway Commissioner, Lockport Township Supervisor, and two members at large from the Fairmont Community. Qualification Statements will be reviewed and will result in a formal interview process and subsequently the hiring of a Consulting Engineering Firm. The engineer shall proceed with the project in accordance with the scope of work as discussed in this Request for Qualifications.

Project Timeline:

Design work is to commence within 30 days (contingent upon weather) of award notification and to be completed within 60 day from start date.

ENGINEERING DESIGN SERVICES REQUEST FOR QUALIFICATIONS

Firms should provide the following information in writing when practical and be prepared to discuss these issues during the formal interview process.

- *Provide general information regarding your firm: name, location, phone, size, services performed in house, years in practice and general history*
- *Provide the names of all principals, architects, engineers and other personnel of the firm, or associated consultants that would be involved in the project. Be prepared to identify the key project team members and list their responsibilities.*
- *Identify what services your firm will be coordinating through sub-consultants. Name the consulting firms, their addresses and responsibilities.*
- *Provide a comprehensive list of all storm sewer projects which your firm or principal of the firm has completed or is working on in Will County, over the last five years.*
- *Include a proposed project schedule which includes your firm's time to complete the engineering design work*
- *Briefly describe the unique characteristics that make your firm particularly well qualified to handle this project.*
- *Describe your firm's current project workload and include an estimate on how soon the firm could begin work on this specific project.*

Firms submitting qualification statements should include any other supporting data and or maps which they think would assist in the selection process.

ENGINEERING CONSULTANT'S RESPONSIBILITIES

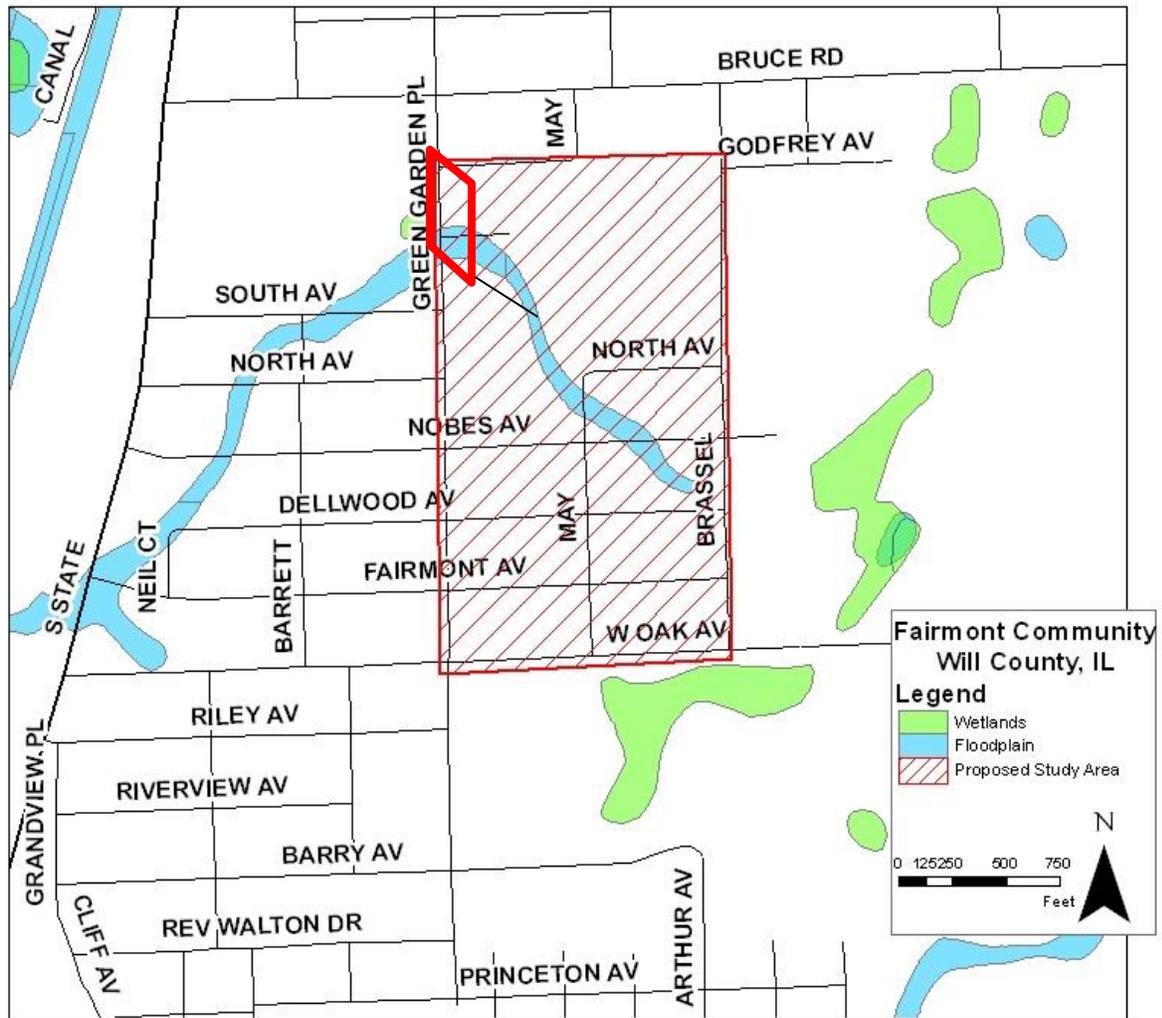
Scope of Work

- 1. Provide a Drainage Report including but not limited to existing drainage conditions, problem areas resulting from poor drainage and flooding, recommended solutions, and cost estimates of solutions(if applicable).**
- 2. Provide detailed existing drainage plan including but not limited to elevations of storm sewer, swales, ditches etc., and locating identified problem areas**
- 3. *Provide a detailed recommendation plan including but not limited to the locations of recommended work, as well as, showing any necessary details or specifications to assist in the implementation of recommendations.***
- 4. *Refine scope of work, as needed, based on discussion with the Will County Land Use Department staff***

SELECTION CRITERIA FOR GRANT FUNDED ENGINEERING SERVICES

1. Firm's knowledge and experience in related projects.
2. Firm's availability and responsiveness to the project time line.
3. Firm's commitment to the project and budget constraints
4. Firm's understanding of key project concerns
5. Depth of the project team
6. Firm's approach and or philosophy toward project design and implementation

Project Reference Map



**RFQ FORM
SUBMIT TO:**

**Date Released: 12-18-13
Due: 01-28-14, 3:00 P.M.**

WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

**#2014-52 Fairmont Flood
Study RFQ**

The Bidder proposes to provide the
Products and/or services in accordance
with the specifications attached herein.

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Please Check One:
Minority Vendor

CONTACT: _____

Yes _____ No _____

PHONE: _____ FAX: _____

SOC. SEC # or

FEIN: _____

Agency Name and

WILL COUNTY BOARD

Delivery Address:

302 N. CHICAGO STREET, JOLIET, IL 60432

For Additional

RITA WEISS,

information contact:

PURCHASING DIRECTOR, rweiss@willcountyiillinois.com

Signed By: _____ Title: _____

Authorized Representative of Company

Date Released: 12-11-13
Due: 01-28-14, 3:00 P.M.

Receipt of Addenda Form:
WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO ST
JOLIET, IL. 60432

**#2014-52 Fairmont Flood
Study RFQ**

NAME _____ SOC. SEC. or
F.E.I.N. # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ **Please check one:**

CONTACT _____ **Minority Vendor** yes **no**

PHONE _____ FAX _____ EMAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

LATE RFQ'S CANNOT BE ACCEPTED!

<u>Vendor Name & Address (From):</u>	
<u>RFQ #:</u>	2014-52 Fairmont Flood Study RQF
<u>DUE DATE:</u>	01/28/14
<u>DUE:</u>	3:00 P.M.
DATED MATERIAL-DELIVER IMMEDIATELY	
WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL 60432	

PLEASE
CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST PACKAGE OF YOUR SEALED BID TO
HELP ENSURE PROPER DELIVERY!

LATE RFQ'S CANNOT BE ACCEPTED!