



**OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH**

Rita Weiss
Purchasing Director

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

August 12, 2013

To whom it may concern,

You are invited to submit your bid for the Consultant for Rural Historic Structural Survey for The County Land Use Department, Administration and Planning Division, Joliet, IL. 60432.

Specifications are attached hereto and are considered part of the bidding package.

A \$5,000.00 Bid Bond or Cashiers Check made payable to the Will County Treasurer must accompany your proposal, or it will not be considered. Money Orders or Company checks will not be accepted.

Bids will be received in the Purchasing Department, 2nd Floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, due not later than, **11:00 A.M. Thursday, August 29, 2013 as so indicated by the time stamp clock of Will County. Bids received after this time will not be accepted.**

Bids will be publicly **opened** and read by the Will County Executive or his Representative, at **11:10 A.M. Thursday, August 29, 2013** at the Will County Office Building, 302 N. Chicago Street, 2nd FL, Joliet, IL. 60432.

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

Any questions concerning this bid should be directed to Rita Weiss, Purchasing Director, in writing at rweiss@willcountyillinois.com.

We welcome your bid.

Sincerely,

Rita Weiss
Purchasing Director

ADVERTISEMENT OF BID

CONSULTANT FOR RURAL HISTORIC STRUCTURAL SURVEY
WILL COUNTY LAND USE DEPARTMENT, PLANNING DIVISION

SEALED BIDS FOR CONSULTANT FOR RURAL HISTORIC STRUCTURAL SURVEY FOR THE COUNTY LAND USE DEPARTMENT, PLANNING DIVISION, JOLIET, IL, WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 11:00 A.M., THURSDAY, AUGUST 29, 2013.

BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 11:10 A.M., THURSDAY, AUGUST 29, 2013 AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com AND www.willcountyillinois.com AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4605 OR REQUEST BY EMAIL AT purchasing@willcountyillinois.com.

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

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

**INSTRUCTIONS TO BIDDERS
CONSULTANT FOR RURAL HISTORIC STRUCTURAL SURVEY
WILL COUNTY LAND USE DEPARTMENT, PLANNING DIVISION**

Sealed bids are invited for the Consultant for Rural Historic Structural Survey Contract for County of Will, 302 N. Chicago Street, Joliet, IL. 60432.

BIDS:

Bids will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL. 60432, **not later than 11:00 A.M., Thursday, August 29, 2013 “as so indicated by the time stamp clock of Will County”.** **Bids received after this time will not be accepted.**

Bids will be publicly opened and read aloud by the Will County Executive or his Representative at **11:10 A.M., Thursday, August 29, 2013** at the Will County Office Building, 302 N. Chicago Street, 2nd Fl., Joliet, IL. 60432,

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

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The complete set of Contract Documents shall be submitted with the bid. Project Grand Total Pricing, Pricing forms must be filled out completely and signed.

Bids shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the Bidder's name and address and the notation:

SEALED BID: **RURAL HISTORIC STRUCTURAL SURVEY**

TO BE DUE: **August 29, 2013 - 11:00 A.M.**

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL. 60432.

TAX EXEMPTION:

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

SIGNATURE OF BIDS:

The County of Will expects the signature on bid documents to be that of an authorized representative of said Company. An officer of or agent of the offering vendor who is empowered to bind the vendor in a contract shall sign the bid and any clarifications to that bid. Each bidder, by making his bid, represents that he has read and understands the bidding documents.

Each bidder, by making his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

BIDDING PROCEDURES:

1. All bids must be prepared on the **forms provided** by the County and **One (1) Original & Four (4) complete copies** plus one unbound, 8.5" x 11" reproducible copy submitted in accordance with the Instructions to Bidders. Bids will be read aloud with your firm's name, and the total dollar amount. Vendors not present at the bid opening requesting results at a later date will be given a copy of our bid tabulation sheet in conformance with the Freedom of Information Act. This sheet will include what was read off the **Bid Form**.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for Bids or prior to any extension thereof issued to the Bidders.
3. Unless otherwise provided in any supplement to the Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for sixty (60) days after the time designated for the receipt of bids in the Advertisement for Bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to the Purchasing Director in writing to rweiss@willcountyillinois.com. After bids are received, the Bidder will make no allowance for oversight.

NO BIDS:

Those who wish not to bid this project please return your bid plainly marked "**NO BID**" so your company's name stays on our bidders list. If you choose not to reply, your name will be removed and no future bids will be sent to you.

CONTRACT DURATION:

Contract period will commence approximately **October 1, 2013**, although work may commence immediately upon approval of the Will County Executive following the expected award at the **September 19, 2013** Will County Board meeting. Service will commence within **30 days** of County Board approval.

REFERENCES:

Please include with your bid the names of three (3) companies with whom you have had similar contracts. Include the name, address and phone number of the person we can contact for further information.

COMPANY HISTORY:

Please include a brief history of your company, how long you have been in business, the types of services you offer, etc.

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject all bids and to waive non-material informality or irregularity in any bid received.

BID SECURITY:

A **\$5,000.00 Bid Bond or Cashier’s Check**, made payable to the Will County Treasurer, shall accompany each proposal, attached to the front cover, as a guarantee that if the proposal is accepted, the successful bidder will enter into a contract. **Money Orders or Company checks will not be accepted.** The County of Will shall retain as security for performance the Bond or Cashier’s Check of the successful Contractor until satisfactory completion of work has been met or order has been filled, after which the security will be returned. Bid security of unsuccessful bidders will be returned after final award of bid.

DEFAULT:

In case of default by the successful Bidder, the County of Will may procure the articles or services from other sources, and may either deduct from the unpaid balance due the defaulting successful bidder or apply the performance security, to pay for any additional costs incurred as a result of the default. The prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

PAYMENT OF FEE:

Payment will be made in the form of payouts utilizing the payment schedule indicated below.

- **10%** of fee following the completion of Phase I.
10% of fee following the completion of Phase II.
30% of fee following the completion of the Draft Report as indicated.
40% of fee following the completion of the Final Report as indicated.
- **10%** of fee following the completion of the Final Presentation and the acceptance of a satisfactory submission of the Final Report by the Illinois Historic Preservation Agency and the Will County Historic Preservation Commission based upon the standards stipulated herein.

All pay-outs/payments will be made within 60 days of invoicing following the completion and submittal of each phase of the Survey to the Will County Historic Preservation Commission as indicated herein.

TAXES:

The County shall only be required to pay those taxes that it is obligated to pay as required by local, State and Federal law.

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.

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime contractor certification form. The Prime Certification form **MUST** be completely filled out and signed and included with your bid package or it will be rejected.

INSURANCE:

RISK OF LOSS: The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance, as he may deem necessary to protect himself against such loss or damage.

TYPES OF INSURANCE:

1. Workmen's compensation insurance. The Contractor shall procure workmen's compensation insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide employer's liability (coverage B) in the amount of \$500,000.00.
2. Contractor's comprehensive general liability and property damage insurance. Contractor's comprehensive general and property damage insurance shall be in an amount not less than \$500,000.00 for injuries including accidental death to any one person and not less than \$100,000.00 or \$500,000.00 combined single limit bodily injury and property damage.
3. Owners' protective liability insurance. The Contractor shall protect the Owner or its assignee, if any, from contingent responsibility arising from the work, project operation performed under this Contract by adding these parties as named insured as a rider to the general Contractor specified comprehensive general liability policy shall be: County of Will, 302 North Chicago Street, Joliet, Ill. 60432.

PROOF OF CARRIAGE OF INSURANCE:

1. The Contractor shall furnish the Owner at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates or expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured." Any bid not containing said proof of insurance shall be nonconforming and shall be rejected.
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. Insurance Companies maintaining a financial strength shall provide all insurance coverage and claims paying ability rating no lower than "A" minus "VIII" as rated by the 1999 or most current AM Bests Insurance Guide.

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, 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.

CRITERIA FOR AWARD SELECTION:

See Page 4 of 6 of the General Specifications.

SUBMITTAL REQUIREMENTS:

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

1. **Bid Bond or Cashier's Check**
2. **Signed Copy of Prime Contractor Certification**
3. **Signed Addenda Form**
4. **Signed Bid Form**

AWARDING OF BID:

The bidder acknowledges the right of the County of Will to accept the Vendor whose proposal has met all the criteria specified and is found to be in the best interest of Will County after having been carefully examined and evaluated by the Planning Division and the County Board. The bid is expected to be awarded at the September 19, 2013 meeting of the Will County Board.

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____
Name of Bidder

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Bidder

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) **of Section 5-4 of this Code.**

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

GENERAL CONDITIONS

Necessary Requirements and Contents of Proposals to be Submitted:

- < The submitting party must be familiar with historic preservation as demonstrated by preservation literature, display substantial knowledge of architectural and Illinois history, and have knowledge of general practices in the conducting of historic structure surveys.
 - < The submitting party must meet the Professional Qualification as per the NPS 36CFR Part 61(Attached).
 - < A *brief* description of the approach and procedural plan of action to be taken for the completion of each phase leading to the final report.
 - < Profiles/resumes of the principal(s) and professional(s) who will aid in the completion of the Rural Structures Survey.
 - < Detailed information indicating and describing the qualifications and expertise of the submitting party's experience(s) relating to the nature of the work to be completed. If applicable, special mention should be made of any experience(s) or expertise with rural vernacular structures. A list providing the names of any surveys the submitting party was contracted to perform, but for one reason or another did not complete. A brief explanation should accompany each survey indicated on said list thereby indicating the reason(s) for which each survey was not completed.
 - < A proposal of a fixed and permanent fee to the Will County Historic Preservation Commission for the completion of the Rural Structures Survey and final report, as well as any other components necessitated by these specifications.
 - < If a proposal is submitted that does not meet all specifications and requirements as outlined within this RFP, the submitting party shall include as a component of the proposal, an explicitly written list of all such deviations from the specifications and requirements stated herein.
 - < A portion of the cost of the project has been financed in part with Federal funds from the Department of the Interior, administered by the Illinois Historic Preservation Agency (IHPA). As a result, all work must conform to IHPA's guidelines and regulations for survey work.
- Note:** *Submitting parties may be asked to make a presentation to the Will County Historic Preservation Commission prior to the awarding of a contract for services. The Commission and the County will not be responsible for any expenses incurred with the preparation and presentation of a proposal or any presentation(s) that may be required. Submitting parties may also be asked to attend an interview as part of the selection process.*
- < The Will County Historic Preservation Commission and the County of Will shall own and retain all rights to the completed reports and all other components of the Rural Structures Survey upon submission.
 - < All components of this Survey consisting of materials, workmanship, and necessary labor, either mentioned or inferred, shall be furnished by the contracted party. The agreed upon permanent and fixed fee shall encompass the costs of all such components which shall be provided at no additional expense to the County.

SPECIFICATIONS

THIS PROJECT RECEIVES FEDERAL FUNDS AND COMPLIANCE WITH ALL FEDERAL, STATE, AND LOCAL LAWS, RULES AND REGULATIONS IS REQUIRED.

Scope of Services to be completed:

The Rural Structures Survey will be conducted in three (3) phases with milestones and deadlines for the completion of each phase. A detailed description of each phase and the work to be completed is outlined in the proposal to follow. All work performed shall be done independently of the Will County Land Use Department and the Will County Historic Preservation Commission. The contracted party shall furnish all labor and components necessary to complete each phase of the Survey. The Will County Land Use Department and the Will County Historic Preservation Commission shall be responsible solely for performing preliminary review and providing comments, as needed, on all drafts and documents leading toward the completion of the final report.

A Rural Structures Survey completed in 1988 identified approximately 21,000 structures throughout unincorporated Will County. In recognition of the dramatic landscape changes taking place within the County, the County launched efforts to update the 1988 survey and began an intensive survey of the entire County in 1999. To date, eighteen (18) of the County's twenty-four (24) townships have been surveyed (Wheatland, Plainfield, Lockport, DuPage, Homer, New Lenox, Green Garden, Manhattan, Frankfort, Joliet, Channahon, Troy, Jackson, Wilmington, Florence, Reed, Custer and Wesley Townships).

The Will County Historic Preservation Commission has selected Peotone Township in the continuation of its Rural Structures Survey project. In Peotone Township approximately 920 buildings and structures were surveyed. However, it should be noted that due to the extensive incorporation of land throughout the County, coupled with a 25-year time-span since the completion of said Survey, the number of eligible sites and structures may have changed significantly in Peotone Township.

Please note, at this time funding is available for a survey and report for half of the township, to be referred to as Part 1. There is the possibility that additional funding will become available at a later date to survey the remaining area of the township, to be referred to as Part 2. Please bid for both Part 1 and Part 2 separately. It is anticipated that Part 1 will be awarded and a bid may or may not be awarded for Part 2 at the same time or a later date.

TIME LINE AND PHASING SCHEDULE

The contracted party shall perform the Scope of Services using the time line and phasing schedule as indicated below. The suggested date of project commencement is **October 1, 2013**, although work may commence immediately following the expected award at the **September 19, 2013** Will County Board meeting. Any unauthorized deviation from this schedule may result in the forfeiture of the performance bond as liquidated damages and/or the termination of the contractual agreement.

Phase I: (To be completed on or before November 29, 2013)

- < The contracted party shall attend an orientation meeting with representatives of the Will County Historic Preservation Commission to discuss the Survey, clarify any points of confusion, and establish the procedural plan of action to be implemented.
- < The contracted party shall provide a sample survey report and proposed field inventory survey form based on the necessary information described in this RFP for review, evaluation, and input from the County representatives.
- < Source/reference materials will be made available to the contracted party. These materials include, but may not be limited to, the following:
 - 1999 Rural Structural Survey of Wheatland, Lockport, and Plainfield Townships, Will County, Illinois;
 - 2001 Rural Structural Survey of DuPage Township, Will County, Illinois;
 - 2002 Rural Structural Survey of Homer Township, Will County, Illinois;
 - 2003 Rural Structural Survey of New Lenox Township, Will County, Illinois;
 - 2004 Rural Structural Survey of Green Garden Township, Will County, Illinois;
 - 2006 Rural Structural Survey of Manhattan Township, Will County, Illinois;
 - 2007 Rural Structural Survey of Frankfort Township, Will County, Illinois;
 - 2008 Rural Structural Survey of Joliet and Troy Townships, Will County, Illinois;
 - 2009 Rural Structural Survey of Jackson and Wilmington Townships, Will County, Illinois;
 - 2010 Rural Structural Surveys of Florence and Reed Townships;
 - and 2012 Rural Structural Surveys of Custer and Wesley Townships.
- 1996 Assessment of inventoried structures from the 1988 Will County Rural Structures Survey that remained in unincorporated Will County.
- 1988 Rural Structures Survey of Will County, Illinois.
- Will County Township Plat Books.
- Will County Tax Assessors Data Base.
- Will County Sidwell Aerial Maps.
- < The contracted party shall conduct a sample survey consisting of 10 farmsteads or sites using the field inventory form format as agreed upon. The samples shall be submitted to the Will County Historic Preservation Commission for evaluation and approval of the samples prior to engaging in the further inventory of any additional structures.
- < Completion of the field survey inventory of remaining structures eligible within the Survey parameters to be completed on a survey form, as indicated, for each individual structure and site.
- < The contracted party shall format the survey inventory and report similar to the most recent completed Will County township survey.
- < The contracted party shall compose a base map indicating the Survey boundaries and the approximate location of the inventoried sites and farmsteads located within the Survey area; preferably computer generated. This base map will be prepared using ArcView GIS.

Phase II: (To be completed on or before December 30, 2013)

- < Evaluation of all inventoried sites and locations for eligibility and potential to obtain designated landmark status.
- < Compilation of all field survey data from the individual structural inventory forms into a computer program spreadsheet, as indicated, and placed onto a DVD-Rom.
- < Gather information on local builders of historic structures and provide the actual or circa dates of construction of said structures as available.

Phase III: (Completion dates as indicated below)

- < Completion and submittal of two (2) **draft** copies of the Rural Structures Survey report, without photographs, to be submitted to the Will County Historic Preservation Commission for review and evaluation, on or before **February 24, 2014**. At least three (3) example photographs shall be included to provide representation of the photographic quality to be submitted with the final report.
- < Completion and submittal of two (2) **final** copies of the Rural Structures Survey report to be submitted on or before **March 24, 2014**. Said final copy shall include all survey materials such as survey inventory forms, written text, photographic negatives, and maps generated from the survey process. A computer disk, as stipulated above, shall also be submitted containing all digital components of the Survey (both documentary and graphical) in their entirety.
- < Final presentation of all Survey findings, as indicated in the final report, to be given to the Will County Historic Preservation Commission, Will County Board, and any other Will County representatives in attendance, to be held at the office of the Forest Preserve District of Will County located at 17540 W. Laraway Rd., Joliet, Illinois 60433, on a date to be determined.

Criteria for Selection of Submitting Parties:

- < The reputation, qualifications, education, experience, and work history lending the submitting party the ability to complete the necessary work as specified.
- < Past involvement with similar surveys.
- < The level of knowledge of local rural architecture, especially vernacular farmhouses, barns, sheds, corncribs, and other such outbuildings.
- < The level of knowledge of local rural history and agricultural development patterns in Will County.
- < The submitting consultant's availability to work on and complete the Rural Structures Survey.
- < The total fee required for the completion of the Rural Structures Survey, final report, and all other services requested.

Specifications for Individual Requirements:

- < The completed Survey and all work culminating with the final report shall conform to the Illinois Historic Preservation Agency's guidelines, standards, and regulations for the proper procedural completion of a Rural Structures Survey.
- < The field inventory survey form for **each** individual structure surveyed shall be developed so as to include the following information if obtainable:
 - Township, section, quarter section, and range;
 - Map label number (with corresponding map);
 - Tax parcel index number (P.I.N.);
 - Street address, and locational cross road(s);
 - Common and/or historical name;
 - General site description;
 - Sketch of site plan (scaled size not required);
 - Roofing material(s);
 - Window type;
 - Architectural features;

- Major alterations, if any;
- Any relevant historical information;
- Structure's condition;
- General architectural building style;
- Construction date and source;
- Builder and architect of structure;
- Historic and current function(s) of structure;
- Common and/or historical name;
- Total number of stories of structure;
- Foundation material(s);
- Wall material(s);
- Structure's integrity;
- Brief evaluation for National Register potential;
- Brief evaluation for Local Landmark potential;
- Brief evaluation for National Register and/or Local Historic District potential;
- Photograph of structure;
- Surveyed properties shall not be limited to intact farmsteads, but must also include ALL pre-1960 individual properties (i.e., houses, bridges, etc.);

- < The final copy of the Survey report shall contain but not be limited to the following information:
- a complete description of the survey methodology. Also, the relevant National Register evaluation criteria, local landmark criteria and integrity thresholds for designation should be included. It is understood that an intensive survey will not gather all of the descriptive, contextual, and ownership information on every historic property in the survey area. "Data gaps" are expected, and a discussion of what information (i.e., chain of title, architectural plans, etc.) is missing from the current and any previous surveys, and suggestions about future information gathering is required.
 - an introduction explaining the nature of the survey and its extent, a detailed description of the survey area including the historical context, characteristics of agricultural architecture, and patterns of development in southeastern Will County;
 - a detailed description of the historic context of the survey area or theme (minimum 10 pages). A general history of the surveyed area, the larger community, or county (where applicable) should be part of this context. The context explains the important themes of history and physical patterns in the development of specific survey areas with a full description of the various characteristics that give the area its identity, including architectural styles, materials, building types, street patterns, topography and land use.
 - a completed list of structures and farmsteads surveyed and evaluated for either local landmark and/or National Register eligibility;
 - the tabulated results of the survey including the number of acres and number of properties surveyed (including all properties 50 years or older), the number of properties researched or investigated, and the exact number of properties included in the data collection, including outbuildings or secondary buildings;
 - a base map of the survey area;
 - a map of potential Historic Districts;
 - a map of individual structures surveyed and evaluated for either local landmark and/or National Register eligibility;
 - a map of significant farmsteads with identified historic and common name;
 - a description of previous surveys in the community

- a discussion of survey difficulties or possible points of error;
 - the survey report should conclude with a recommendation section that evaluates the potential for individual or historic district National Register designation and local landmarks, and any other applications of the survey data. Also include general information on the present condition and future preservation of the resources, impacts/threats assessment, losses, needs assessment, and strategies/priorities for resource preservation, a recommended strategy for identifying, protecting, and preserving any proposed landmarks or districts identified during the surveying process;
 - a bibliography citing the materials utilized for the completion of the Survey and the location of the indicated materials.
- < The field inventory survey form shall be of size 8.5" X 11" and include an attached map of the site. Information and data collected shall be provided on the form as descriptive text rather than as categorical checks. Finally, the format of the survey form must be approved by the Will County Historic Preservation Commission prior to the commencement of the field inventory survey.
- < Survey data shall be submitted in Microsoft Access format
- < The final copies of the Rural Structures Survey report shall be of size 8.5" X 11", appropriately titled to indicate the contents of each component, and bound with heavy-duty card-stock type front and back covers so as to increase durability.
- < All individual survey photographs shall be taken with digital photography. To optimize lighting conditions, photographs should be taken on bright, overcast days when possible. Each photograph shall be affixed to individual survey forms. Each affixed photograph shall be accompanied with a label indicating the township section number and when possible, the site and provided on DVD-Rom. Survey photographs shall be submitted with the completed report.
- < All Structures inventory surveys of historical buildings shall be conducted from the public right-of-way unless proper permission is granted by the private property owners of the subject structures.
- < Any and all computer software programs utilized by the contractor toward the completion of this Survey to be submitted to the Will County Historic Preservation Commission shall be compatible with and agreeable to the Will County Land Use Department, Administration and Planning Division.
- < Assigned circa dates of historical structure construction shall be based upon architectural styles, map dating, and key developmental periods sensitive to the area being surveyed.
- < The base map provided shall be suitable for reproduction and adequate for approximate location of the sites inventoried throughout the Survey.
- < Copies of the report shall be submitted in PDF and Microsoft Word formats.
- < Upon completion of each phase, twelve copies of the *draft* report shall be made available by the consultant for distribution to the Will County Historic Preservation Commission.
- < Twenty copies of the *final* survey report shall be submitted to the Will County Historic Preservation Commission.
- < Upon completion of the survey, *twelve copies bound with library binding of the survey report* shall be provided by the consultant for distribution by the Will County Historic Preservation Commission.
- < Upon completion of the survey, 3 copies of each township's inventory forms shall be submitted in binders to the Will County Historic Preservation Commission.
- < Photographic Requirements: Digital images (1600 X 1200 pixels at 300 pixels per inch or larger) attached or scanned onto the survey form in grayscale or color. Two inventory forms with photographs should be produced--one for the community and one for IHPA. Digital images should be saved in 8-bit (or larger) color format, which provides maximum detail even

when printed in black and white. Digital images should be clearly labeled and provided on a CD-R. One CD will be needed for the community and one for IHPA. If for some reason photographs are printed separately from the inventory forms, the photos must be labeled so they can easily be matched with the inventory forms.

Note: All invoices for payout/payment must reflect service dates on or before June 30, 2014 and received by Will County on or July 31, 2014.

This project is funded in part by the U.S. Department of the Interior, National Park Service. However, the Department of the Interior, or the County of Will, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the U.S. Department of the Interior or the County of Will. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, or disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

OFFICE FOR EQUAL OPPORTUNITY

**NATIONAL PARK SERVICE
P.O. BOX 37127**

WASHINGTON, D.C. 20013-7127

OR

EQUAL EMPLOYMENT OPPORTUNITY OFFICER

**ILLINOIS HISTORIC PRESERVATION AGENCY
1 OLD STATE CAPITOL PLAZA**

SPRINGFIELD, IL 62701

ATTACHMENT A

36 CFR PART 61, PROFESSIONAL QUALIFICATIONS STANDARDS

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

- A. History.** Minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:
- (1.) At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
 - (2.) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
- B. Archeology.** Minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:
- (1.) At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management.
 - (2.) At least four months of supervised field and analytic experience in general North American archeology; and
 - (3.) Demonstrated ability to carry research to completion.
- In addition, to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.
- C. Architectural history.** Minimum professional qualifications in architectural history are graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in the above specialties or closely related field plus one of the following:
- (1.) At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
 - (2.) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
- D. Architecture.** Minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a state license to practice architecture.
- E. Historic Architecture.** Minimum professional qualifications in historic architecture are a professional degree in architecture or State license to practice architecture, plus one of the following:
- (1.) At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
 - (2.) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.

Receipt of Addenda Signature Form

Date Mailed: 08-12-13
Due 08-29-13, 11:00 a.m.
Open: 08-29-13, 11:10 a.m.

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

CONTRACT FOR
2013-58 HISTORIC
SURVEYING CONSULTANT

NAME _____ 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 _____

**BID FORM
SUBMIT BID TO:**

Date Mailed: 08-12-13
Due: 08-29-13, 11:00 a.m.
Open: 08-29-13, 11:10 a.m.

**PURCHASING DEPARTMENT
COUNTY OF WILL
302 N. CHICAGO ST.
JOLIET, IL. 60432**

**CONTRACT FOR
2013-58 HISTORIC
SURVEYING CONSULTANT**

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

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____ Please check one:
CONTACT _____ Minority Vendor yes no
PHONE _____ FAX _____ FEIN # _____
E-MAIL _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: WILL COUNTY LAND USE DEPARTMENT, ADMINISTRATION & PLANNING DIV
58 E CLINTON, JOLIET, IL. 60432

For additional Information contact: RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com

Please note, at this time funding is available for a survey and report for half of the township, to be referred to as Part 1. There is the possibility that additional funding will become available at a later date to survey the remaining area of the township, to be referred to as Part 2. Please bid for both Part 1 and Part 2 separately. It is anticipated that Part 1 will be awarded and a bid may or may not be awarded for Part 2 at the same time or a later date.

QTY	DESCRIPTION	TOTAL COST
	CONSULTANT FOR RURAL HISTORIC STRUCTURAL SURVEY PER SPECIFICATIONS for PART 1:	\$
	CONSULTANT FOR RURAL HISTORIC STRUCTURAL SURVEY PER SPECIFICATIONS for PART 2:	\$
ADDITIONAL COMMENTS:		
<u>GRAND TOTAL WRITTEN IN WORDS FOR PART 1:</u>		
<u>GRAND TOTAL WRITTEN IN WORDS FOR PART 2:</u>		

Signed By: _____

Corporate Seal Here
(If available)

Title: _____

Approved by: _____ Will County

LATE BIDS CANNOT BE ACCEPTED!

Vendor Name (From):

SEALED BID DOCUMENT

BID #: 2013-58
DUE DATE: 08/29/13
DUE: 11:00 A.M.
DESCRIPTION: HISTORIC STRUCTURAL SURVEY
CONSULTANT

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 ENVELOPE OF YOUR SEALED BID
TO HELP ENSURE PROPER DELIVERY!**

LATE BIDS CANNOT BE ACCEPTED!