



COUNTY OF GRUNDY, ILLINOIS

REQUEST FOR QUALIFICATIONS AND PROPOSAL

FOR

GRUNDY COUNTY

LOCAL PUBLIC HEALTH DEPARTMENT CLINIC

*****NOTICE*****

THIS PACKET IS AN UN-OFFICIAL RFP DOCUMENT.

Official documents are available at the offices of the Grundy County Finance Department, 1320 Union Street, Morris, IL 60450, or by emailing finance@grundycountyil.gov with "Local Public Health Department Clinic" in the subject line. Documents are available for inspection online at www.grundycountyil.gov/bids-and-rfp/. The respondent remains responsible for obtaining all addenda, which will be posted on the same website.

Project Contacts

MICHELLE PRIUM

HEALTH ADMINISTRATOR

MATT MELVIN

FINANCE DIRECTOR

**REQUEST FOR QUALIFICATIONS AND PROPOSAL
ARCHITECTURAL AND ENGINEERING SERVICES
DESIGN AND CONSTRUCTION
GRUNDY COUNTY LOCAL PUBLIC HEALTH DEPARTMENT CLINIC**

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SECTION I. ADVERTISEMENT

REQUEST FOR QUALIFICATIONS AND PROPOSAL

ARCHITECTURAL AND ENGINEERING SERVICES

DESIGN AND CONSTRUCTION

GRUNDY COUNTY LOCAL PUBLIC HEALTH DEPARTMENT CLINIC

Sealed proposals will be received for a Grundy County Local Public Health Department Clinic. Sealed envelope must be clearly marked on the exterior "Grundy County Local Public Health Department Clinic" and contain six (6) copies as well as one (1) original with signature. No responsibility or liability will be attached to any County official, employee or agent for the premature opening or failure to open any proposal not marked according to this instruction.

Sealed proposals will be accepted until 1:00 pm (cst.), July 22nd, 2022 at the Grundy County Finance Department, 1320 Union St., Morris, IL 60450. At that time, sealed proposals will be publicly opened and read aloud. Fax and electronic submissions will not be accepted.

Grundy County Health Department is sourcing to work directly with qualified, responsive, and responsible firms to help assist in the development and construction of a future state of the art facility to house our current Health Department and all services offered. The County of Grundy will accept request for qualifications and proposals from interested and qualified architectural and engineering firms for the full design and construction the facility to house the Grundy County Health Department and ensure adequate space to house all programs and services offered. The project will be awarded to the proposer who submits the best proposal in compliance with this request. This request is being issued under the authority of the Grundy County Board. Grundy County Health Department, Grundy County Administrator, and the Grundy County Finance Director will oversee all aspects of the selection process, subject to review and approval of the Grundy County Board.

Proposal documents are available at the Office of the Grundy County Finance Department, 1320 Union St., Morris, IL 60450, and for inspection online at www.grundycountyil.gov/proposals-and-rfp/. The proposer remains responsible for obtaining all addenda, which will be posted at the same website.

The County of Grundy reserves the right to reject any and all proposals and to waive technical errors or informalities in proposal.

Chris Balkema
County Board Chairman

SECTION II. BACKGROUND

I. Project Background

Grundy County Health Department is sourcing to work directly with an Architectural Engineering firm to help assist in the development and construction of a future state of the art facility to house our current Health Department and all services offered. Grundy County is passionate in helping our community, and is seeking a qualified architectural and engineering firm to help with the relocation of our current facility; the current square footage of our present facility does not appropriately accommodate Grundy County needs per a Grundy County space needs assessment previously completed. Grundy County Health Department currently assists the community with all key aspects of local public health care needs and assessments. Grundy County leads the local community with outpatient behavioral health services including mental health and substance use disorder treatment, individual and group therapy, psychiatric services, community support resources, crisis stabilization services, and several court mandated services. Grundy County offers the community nursing programs including family case management, WIC programs, vision and hearing screening, school nursing programs, and immunization clinics. Grundy County offers environmental health programs including food and sanitation safety programs, various health surveillance programs as well as administrative tasks including regulation management and recording of fees. Grundy County offers senior programs to help assist in caregiver services and support groups, counseling, Medicare enrollment, community care, and overall information and assistance. Grundy County Health Department focuses on local public health emergency preparedness by utilizing proper training for health department team members, volunteers and community leaders. Grundy county Health Department is a multifaceted organization within the community, and the leader in local education and program offerings.

Grundy County is seeking an architectural and engineering firm that will assist in building an optimal clinical facility that correlates to the vision of the Grundy County Health Department and community it represents. Grundy County Health Department, through occupancy of new facilities will be able to positively and professionally impact countless members of its community. Functionality of utilized space will be required to ensure each guest is properly taken care of to the best abilities of each Grundy County Health Department team member. Grundy County Health Department is envisioning a facility that can connect the community by ensuring proper care is given and received. A highly functional facility will greatly impact the County of Grundy and its citizens by ensuring safe and functional accommodation, ensuring a healthier community population for years to come.

Part of the scope of this project will be to assist in the selection, design, and building of an adequately designed health care clinic. Grundy County will be seeking a firm with extensive expertise and superior knowledge of a complete design-build firm specializing in development of space intended for public health services.

Section III. - Statement of Purpose and Scope

I. Statement of Purpose

The County of Grundy is currently seeking request for qualifications and is soliciting proposals from interested and qualified architectural and engineering firms for the design and construction of a new facility to house the Grundy County Health Department and ensure adequate space to house all programs and services offered. Grundy county will enter into a single contract with a qualified firm that demonstrates the proper experience and overall knowledge in the full construction process of designing and building of a ground up Local Public Health Department Clinic. The architectural and engineering firm must have expertise in the designing and building of public service facilities, municipal facilities, health care clinics, hospitals, and/or behavioral health clinics. The firm will be under contract to supply both design services and construction services, to complete the project and place to the owner, in occupancy, of the project in 'Turn-Key' fashion. If proposer intends to provide construction services, the designing and building firm must be fully licensed in the State of Illinois. The firm must be a sole proprietorship, partnership, corporation, or other legal entity or team that includes and architect or engineer as well as a construction contractor. Grundy County is seeking to obtain professional services of a firm, which will provide the desired services starting from design phase through construction phase and ending through close-out phase of project. The firm selected for this project shall be required to provide suitable personnel, equipment, resources, financial stability, and experience to accomplish all phases of this project. The firm again will be expected to assist through all phases of work, tasks, and activities relating to project management, design, engineering, construction, fabrication, and administration that would be needed to successfully complete the scope of the project. The expectations of the County of Grundy are that the firm shall also be required to make available: ample systems training, obtaining of approvals, conducting of all required testing, performance of site commissioning in accordance with the budget and schedule stipulated through the Grundy County Finance Department in conformity of the Grundy County Board. The County of Grundy will be the primary procuring agency for this project. Through this solicitation, the County of Grundy fully intends to contract for the provision of architectural and engineering services and construction within the selected project site.

II. Project Description

The Local Public Health Department Clinic will consist of one structure approximately between 12,000 and 15,000 square feet. This facility must securely house: 4 departments, support and administrative services, HIPAA-, ADA- and OSHA-compliant clinical examination and treatment individual and group rooms, general group meeting space, general laboratory area, ample storage, employee breakroom space and parking for no fewer than 100 cars. Design is requested to be completed through a trauma-informed lens, which may include outdoor meeting space.

The services provided throughout this process from the awarded firm shall consist of the schematic design phase, design development phase, construction documentation phase,

bidding phase, and construction phase. The firm contracted shall and will show willingness and ability to fully collaborate with the County of Grundy and all project administrators.

III. Scope of Services

The scope of services to be provided for the Project on the Local Public Health Department Clinic shall include but not be limited to:

- Preparation of all plans and specifications.
- Architectural Design.
- Structural Design.
- Mechanical Design.
- Electrical Design.
- Plumbing Design.
- Interior Design.
- Landscape Design.
- Graphic Design.
- Materials Research and Design.
- Consultation through site selection process.
- Completion of Construction Documents.
- Development of Detailed Organized Schedules.
- Professional involvement throughout all phases including but not limited to report preparation, progress reports, participation in meetings, presentations to staff including Grundy County Board, invoice processing, correspondence, material and equipment submittals.
- Make application for, and secure all necessary permits and approvals of authorities that shall have jurisdictions.
- Coordination with County contractors for professional and non-professional services consistent with the intent of this proposal.
- Evaluations, investigations, analysis, and recommendations on price/cost and cost/time estimates.
- Provide a Quality Control program implemented to lower risk throughout the project.
- During all phases of project, the selected architectural and engineering firm will be responsible for maintaining call logs and meeting minutes for the purpose of reconciliation.

IV. Tentative Project Timeline

<u>DATE</u>	<u>ITEM, LOCATION, and TIME</u>
June 2022 - August 2022 -----	RFQ Advertisement and Selection Process
August 10, 2022 -----	Contract Awarded
August 17, 2022 -----	Project Kickoff
November 2022 -----	Design Completion
Spring 2023 -----	Construction Commencement
Spring 2024 -----	Project Finalization

V. Additional Requirement

The selected architectural and engineering firm shall provide narratives for project updates. The consulting firm shall assist with preparation of Invitation to BID/Request for proposals and/or BID document for developer/construction contractor selection.

Reserved Rights

The County of Grundy reserves the right at any time and for any reason to cancel this request, to reject any or all proposals, to waive irregularities or to accept an alternate proposal. The County of Grundy will be the sole judge of acceptability of any produce or service offered. The county of Grundy reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the respondent, the county has no less than one hundred and twenty (120) days to accept.

Compliance with Laws

The respondent hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision must constitute a breach of contract and permit the County of Grundy to terminate this solicitation in accordance with the termination provision stated throughout.

Termination

The Buyer(s) may terminate this contract for convenience, in whole or in part, at any time by the provision of written notice to the contractor(s). The contractor shall be paid its costs, including contact close-out costs, and profit on work performed up to the time of termination. The contractor shall promptly submit its termination claim to be paid to the contractor. If the contractor has any property in its possession belonging to the buyer(s), the contractor will account for the same, and dispose of it in the manner the buyer(s) directs.

Choice of Law and Venue

In the event a dispute arises relative to any matter included in the terms or performance of this agreement, the Parties shall first require their authorized representatives to meet in good faith negotiations to resolve the issues in conflict. If the Parties are unable to settle the existing differences, then any and all court proceedings shall be held in the Circuit Courts of Grundy County in Morris, Illinois and the 13th Illinois Judicial District. In the event Grundy County is a litigant in proceedings relative to this Agreement and prevails, the losing party shall pay all of the attorney's fees and costs incurred by the County.

Public Record and Requests for Confidential Treatment

Proposals become the property of the Agency. Proposals, including late submissions will not be returned. All proposals will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless Offeror requests in its proposal that the Agency treat certain information as confidential. A request for confidential treatment will not supersede the State's legal obligations under FOIA. The Agency will not honor requests to keep entire proposals confidential. Offerors must show the specific

grounds in FOIA or other laws or rules that support confidential treatment. Regardless, the Agency will disclose the successful Offeror's name, and the substance of the proposal upon final contract award. If Offeror requests confidential treatment, Offeror must submit one additional copy of the proposal with proposed confidential information redacted. This redacted copy must describe the general nature of the material removed, and shall retain as much of the proposal as possible. In a separate attachment, Offeror shall supply a listing of the provisions identified by section number for which it seeks confidential treatment and identify the statutory basis under Illinois law and include a detailed justification for exempting the information from public disclosure. Offeror will hold harmless and indemnify the Agency for all costs or damages associated with the Agency defending Offeror's request for confidential treatment. Offeror agrees the Agency may copy the proposal to facilitate evaluation, or to respond to requests for public records. Offeror warrants that such copying will not violate the rights of any third party.

IV. GENERAL INSTRUCTIONS

I. Required Submittal Contents and Format

The submittal Statement of Qualifications and Proposal must address all elements of the Scope of Work, include the required contents, and follow the format outlined in the instructions to follow. Graphic illustrations may and should be included in the Response documents along with any brochures or company information deemed relevant to this project which may help in evaluation. The respondent is responsible for ensuring that it entirely complies with all instructions and requirements contained within this solicitation. The proposer is responsible for ensuring that all required information and documentation is provided in the correct format and on the appropriate forms. Responses that do not follow the correct format and fail to provide the required information, and material, may be removed from considerations. The required certification and affidavit document must be executed and submitted with the submittal package.

II. Letter of Transmittal

Summarize in a brief and concise manner, the Proposer's positive commitment to perform the work in a professional timely manner. Additionally, it should state that all information submitted is certified to be true and accurate. Letter will be signed by an official of the firm authorized to make such commitments and enter into a potential contract.

III. General Firm Information

- Name, Contact Person, Address, Phone Number, Fax Number, and email address
- Brief history of firm including list of office(s) and number of employees.
- Statement understanding of the proposed project approach that will be used for the completion of the proposed project schedule.
- Provide a proposed project schedule
- List professional and support positions, along with their roles as part of the project team.

- Provide an organizational chart, including brief resumes of all personnel whom would be part of the project team.
- List professional consultants outside your firm you may propose to subcontract with for any outside professional services if needed. Provide specific information on the outside firm and its team members, if needed.
- Submit a list of a minimum of 3 similar projects and provide:
 - o Name of Project
 - o Location of Project
 - o Description of Project
 - o Services Provided
 - o Client Information
 - o Relevant photographs, drawings, or renderings
- In one page, explain why your firm is uniquely positioned to be the selected firm for this project.
- Provide verification of General Liability and Professional Liability insurance coverage.
- Provide verification of firm's license in the State of Illinois
- Experience, availability, and qualifications of project team.
- LEED certifications
- Project Approach
- Acknowledgment of Addenda

IV. Submittal Process

The county intends to negotiate a contract with the most responsive, reasonable, and responsible; qualified respondent submitting the best or highest ranked response that exhibits technical competency in the field of architectural and engineering service for the Local Public Health Department Clinic project. Interested firms are required to conduct a thorough evaluation and review of the request for qualification and proposal.

Evaluation of each submission will be based upon the criteria explained in the RFQ project evaluation section (V.). The evaluation will consider the quality and thoroughness of the statement of qualifications and proposal, including compliance, features, flexibility, performance history, references, and proposed services.

Respondents will present their approach for provision and delivery of contracted service elements according to the project schedule, explained under the scope of work and other required information in a formal written proposal. A Grundy County selection committee will thoroughly evaluate all timely submissions.

The evaluation committee will determine which respondent is the most qualified, responsive, and responsible; and make appropriate recommendations to the Grundy County Board based on the evaluation process.

V. Deliverables

All interested firms shall provide seven (7) bound copies of the requested RFQ information, one (1) clearly state ORIGINAL, and six (6) clearly stated COPIES. Facsimile or e-mail proposals

will NOT be accepted. The RFQ packet should be clearly labelled: “Grundy County – RFQ for Public Health Department Clinic” and shall be delivered to the Grundy County Finance Department, 1320 Union Street, Morris Illinois, 60450. Each packet will be in possession of the Grundy County Finance Department no later than 1:00 pm (cst.) July 22nd, 2022.

Delivery and acceptance of the submittal packets by the prescribed date and time is the lone responsibility of the respondent. The county accepts no responsibility for submittals that reach the above address after the designated date and time, and will be considered a late submittal.

VI. Selection Process Timeline

<u>DATE</u>	<u>ITEM, LOCATION, and TIME</u>
June 15, 2022 -----	RFQ advertised and released (distributed).
June 29, 2022 -----	Cutoff for Questions / Addenda, questions due no later than 4:30pm.
July 1, 2022 -----	Response to questions released and posted by 4:00 pm (cst.).
July 22, 2022 -----	Proposal Opening 3:00 pm (cst.), Proposals due no later than 1:00 pm (cst.) on July 22 nd , 2022.
	Evaluation and Review Period - July 22 nd - August 5 th .
August 8, 2022 -----	Presented to Finance Committee.
August 9, 2022 -----	Approval of Grundy County Board.
August 10, 2022 -----	Award to Proceed Issued.

VII. Contact

The “Technical” and “Procurement Procedures” contact for this project is Alec Macdonald, the Grundy County Purchasing Manager. Any inquiries that prospective firms may have regarding this RFQ should be directed to the Grundy County Finance Department in writing via e-mail at finance@grundycountyil.gov; by no later than 4:30 pm (cst.) on June 29th, 2022. All verbal or telephonic questions will NOT be accepted, and any verbal instructions are non-binding to the County of Grundy. Relevant questions must contain a subject line “Health Clinic Question”. Answers to all questions will be collated and issued as an Addendum posted at www.grundycountyil.gov. The last day for addenda to be posted is 4:00 pm July 1st, 2022.

VIII. Authorized Communication

Any communication regarding this request between the date of issue and date of award is required to go through the Grundy County Finance Department. Unauthorized contact with any other Grundy County Staff Member is strictly forbidden.

IX. Notices

The issuance of all subsequent written notices regarding this RFQ shall be transmitted via e-mail or similar verifiable delivery to the electronic or standard mailing address by each party. Correspondence related to any contract execution will be issued by **CERTIFIED MAIL**, or similar **VERIFIABLE** delivery. Any changes in mailing address must be submitted in writing to the appropriate party. Telephone calls may be used to expedite **INITIAL** communications, but **SHALL NOT BE AN OFFICIAL** communication unless confirmed in writing. Notices shall be considered officially received at the time actually received by the addressee or designated agent.

X. Submittal Preparation Costs

No payment or reimbursement of any kind will be provided for obtaining any of the information solicited by this RFQ. The procurement of all equipment, materials, or services will be in accordance with any subsequent contract.

XI. Submittal Postponement and Amendment

The county reserves the right to revise or amend any portion of this request for qualifications and solicitation of proposal prior to the due date and time for submittals. Such revisions and amendments, if any, shall be announced by the provision of addenda, memoranda, or amendments to the RFQ. Copies of such addenda, memoranda, or amendments will be posted on the Grundy County website at www.grundycountyil.gov and furnished to all known potential respondents. If the revisions or amendments require additional change to the scope, the date that is set for the submission of statements of qualifications may be postponed by such number of days as in the opinion of the county shall enable respondents to revise their submittal package. In any case, a revised RFQ submission date shall normally be at least five (5) calendar days after the last addendum, memorandum, or amendment is issued, and the notification shall include and announcement of the new date, if applicable, for submission of the revised submittal packages.

XII. Other Terms

The main objective of this solicitation is to acquire professional services of a complete design build architectural and engineering firm for the design and construction of the Grundy County Public Health Department Clinic. It is crucial that those firms interested in providing the required services have exemplary experience as defined in the scope of this project. This solicitation is designed to allow each respondent an opportunity to discuss and present its relevant capabilities and experiences demonstrating its ability to successfully meet the needs of Grundy County.

Submittal Acceptance

Each statement of qualifications and proposal shall be submitted with the understanding that the acceptance of the statement of qualifications and proposal, in writing by the buyer, to furnish the work described therein, will constitute an agreement of understanding between the proposer/contractor to furnish and deliver work and materials as offered in the proposal, in accordance with the terms and conditions of the accepted response, specifications, and any subsequent negotiated contract, agreement, or purchase order.

Single Proposal Response

If only one (1) submittal is received in response to this request for qualifications and proposal, the County of Grundy may require assistance from the single respondent in the preparation of a price/cost analysis. A cost analysis evaluation and/or audit of the cost breakdown may be performed by a third-party contractor in order to determine if the proposed price is deemed fair and reasonable.

Submittal Withdrawal

After submittals are opened, they may not be withdrawn for a period of ninety (90) calendar days. Prior to the date/time set for the RFQ due date, however submittals may be modified or withdrawn by the respondent's authorized representative, or by written notice prior to the opening of their submittal. If submittals are modified or withdrawn in person, the authorized representative shall make his/her identity known and shall sign a receipt for the submission. Written notices of withdrawal shall be received at the address noted for official correspondence no later than the exact date and time designated for submission of the solicitation.

Right of Selection/Rejections

The County of Grundy reserves the right to select or reject any or all submittals for any reason, to waive any informalities in any submittals received, and to waive minor deviations from instructions. However, respondents who submit packages that do not follow instructions or do not provide the information requested within this solicitation may be subject to immediate rejection.

Compensation, Terms of Payment, and Invoices

Payment for work performed under a contract will be in accordance with the terms noted in any subsequent contract award. Payment for equipment, material, and services performed under a contract shall normally be made within sixty (60) calendar days following the provision and acceptance of such materials and services, unless otherwise permitted by law and approved in writing by the County of Grundy. No payments shall be made for any material or services rendered by the respondent, except for equipment, materials, or services identified and set forth in this solicitation and any subsequent contract. The method of payment shall be a County of Grundy Check. The respondent shall submit request for payment itemized invoice(s) to the County of Grundy, in accordance with the procedures noted in any subsequent contract award. Payment is not a waiver of the requirement to provide materials, equipment, or services as contracted. No payment for any partial or entire use or retention of the materials, equipment, and services by the buyer shall constitute a final acceptance by the buyer of any materials, equipment, or services (work) not provided in strict accordance with any subsequent contract documents. The County of Grundy shall make payment(s) to the selected respondent for material and services provided under an agreed upon payment schedule as defined in any subsequent contract award after the delivery and final acceptance of said materials and services. Payment will normally be net sixty (60)

calendar days after acceptance of the purchased services and receipt of the invoice due to the reimbursement process from the department.

All original invoices shall be submitted to the County of Grundy for payment. Invoices shall detail the costs directly attributable to completed work during the billable period for the firm, to include subcontractors or suppliers. The correspondence addresses were previously noted.

Section V. - Project Evaluation

I. Overview

This request for qualifications and proposals for the potential Grundy County Local Public Health Department Clinic is not a low-bid price competition; the respondent will be profoundly weighted on qualifications and experience; the measure of evaluation will be explained within subsequent section. The following information defines the procedures for selection of the prospective consultant on this project. The evaluation of the request for qualifications and proposal will be conducted by a selection committee comprised of county staff and consultants as needed. County of Grundy is an equal opportunity employer and does not discriminate any businesses based on age, race, nationality, or gender.

II. RFQ Evaluation Process

The following factors will form the basis for determining the extent of responsiveness and responsibility of each statement of qualifications and proposals submitted relative to the statement of purpose, project description, and scope of services requirements as noted in the solicitation.

- **Compliance with Instructions:** responses will be thoroughly reviewed to determine the conformance with the requirements and completion of the request for documentation.
- **Technical Review:** Each statement of qualification will be evaluated first, and scored and ranked for viability as a responsive and responsible firm. The score and ranking will potentially determine the 'short-list' and if the response is eligible for additional considerations and evaluations.
 - o Each Response from the potential 'short-list' firms will then be evaluated to determine how well they address the stated professional service requirements. Cost of these services are not a determining factor and other criteria will be considered part of the overall evaluation process. The criteria that will be utilized throughout the evaluation process are listed in the Evaluation Criteria section.
- **Response(s) to Request(s) for Additional Information:** Oral presentations, written clarifications, and/or presentative of the submittal material may be required of some or all respondents.
- **Scoring:** Each eligible submittal will receive a score based upon an evaluation scoring committee. All respondents will then be ranked from highest to lowest scores based upon overall competencies and qualification. In general, the top two (2) to three (3) highest scoring respondents will be marked as finalists for selection, at which time the evaluating committee will make a final decision based off of overall experience and past performance. The firm that would be selected after evaluation will be contracted to

complete the designing and construction process of the Grundy County Local Public Health Department Clinic contract.

- **References:** The County of Grundy can and will conduct reference checks and verify the information provided by each respondent is true and accurate. Submittal of reference information is implied approval to conduct such reference checks. The County of Grundy reserves the right to conduct reference checks from known reference sources other than those provided by the respondent.
- **Finalists:** The County of Grundy fully intends to award a contract only to the most responsive, most responsible, and most qualified respondent. The respondent able to demonstrate the highest technical competency throughout the whole design-build process in the field of architectural engineering will be awarded the contract.
- **Confidentiality:** Neither the release of response information, nor names of responding firms, will be made available by the County of Grundy between the due date for submission of responses and the contract signing date. Information on interested firms that have obtained the solicitation will not be released until after selection and the issuance of a written Notice-To-Proceed and execution of a contract award. All respondents will be notified in writing of the successful firm, subsequent to the execution of a contract and a written Notice-To-Proceed.

III. **Statement of Qualification Evaluation Criteria**

All respondents will be evaluated on the following evaluation criteria. The County of Grundy reserves the right to “short-list” firms based on the initial state of qualifications evaluation in order to determine which firms qualify for additional consideration and scoring based on the solicitation of qualifications and proposals. The following will be used to evaluate the statement of qualifications and proposals.

IV. **Notification of Short-Listing**

If it is deemed necessary to utilize a “short-list” of respondents, a letter will be sent to each firm that has been “short-listed” notifying them of the place and time of the follow up interview/presentation. Specific questions that shall be addressed per the County of Grundy will be included with the notification.

Evaluation Criteria for Request for Qualifications and Proposals

<u>Criteria</u>	<u>Weight</u>
<p>Experience of Firm and Personnel</p> <p>1. Understanding of project requirements throughout all stages of project scope including but not limited to: pre-design, site development, design services, construction, and post construction phases.</p> <p>2. Professional credentials and abilities of all applicable staff assigned to project including but not limited to specific duties, function, responsibilities, abilities, and experiences.</p> <p>3. Define any previously completed clinic's with similar scope as this project; and a key spotlight of each project.</p>	40 pts.
<p>Project Administration, Work Plan, Schedule</p> <p>1. Demonstration of resources available to successfully complete intended scope.</p> <p>2. Resources to support scheduling, record keeping, cost control, and cost estimates.</p> <p>3. Specific system and services available to estimate cost, monitor budget, and convey project information to the project administrator.</p> <p>4. Resources to adequately and consistently communicate progress.</p> <p>5. Ability to elaborate on how you managed each step of the design build process on previous health clinics.</p> <p>6. Identification of past scheduling challenges on similar projects and how they were remediated.</p> <p>7. Methodology of the management and execution of multiple work orders throughout a given project.</p>	30 pts.
<p>References</p> <p>1. Letters of references as included in submittal</p>	10 pts.
<p>Availability</p> <p>1. The ability to respond with timely and cost-effective solutions.</p>	10 pts.
<p>Litigation and Disputes</p> <p>1. Summary of any current litigation</p> <p>2. Pending/ Potential litigation and or disputes</p> <p>3. Any liquidated and/ or license disputes</p>	10 pts.

V. Overall Evaluation

Potential Short-listed respondents to this solicitation identified through the evaluation process and scoring stated previously will be judged on the overall competency of the statements of qualifications and proposal. The firm with the overall highest score determined to be the most qualified, responsive, and responsible; after submitting the proposal deemed to be in the best interest of the County of Grundy shall be notified and negotiations to execute a mutually agreeable contract will be commenced. The criteria and overall importance of materials is listed below.

1. **Statement of Qualifications and Submittal Requirements:** The information presented within the statement of qualifications and submittal requirements deemed most responsive and accurate will be utilized as a percentage of the overall request for qualifications and proposal.
2. **Evaluated Criteria:** The information submitted for the criterion will be weighted and scored as to the highest respondent with the highest ability to meet and exceed the scope of this project. Each respondent must meet the complete minimum criteria in order to be fully scored; all previous information will be thoroughly reviewed as to select the most qualified, responsive, and responsible firm.
3. **References, Sub-Consultant, and Financial History:** The performance and reference history of the respondent including the physical and financial resources and any sub-consultant resources potentially utilized will be entirely reviewed. The respondent's history and ability of the scope of this project as compared to the architectural and engineering design-build of similar projects are necessary criterion of this proposal and will reasonably weigh on the final scoring. The evaluation of a respondents records of similar services and the ability to provide these services on schedule will also be included in the final criteria elements.

The evaluation scoring allows for a maximum of up to 100 points. The County of Grundy reserves the right to adjust or change the weights assigned to each criterion prior to the evaluation of submittals. If any percent shall change, the County of Grundy will notify each respondent with an addendum prior to the request for qualifications and proposal due date. The ranking of each respondent shall be the responsibility of the selection committee. The acceptance or rejection of the evaluation scoring and ranking will be the sole responsibility of the Grundy County Board. The Grundy County Board decision will be final.

SECTION VI. - AWARD

I. Selection

Selection of one or more respondent(s) as finalists is not to be construed as an award of a contract, but as the commencement of the contract negotiation process. The objective of contract negotiations will be to reach a mutual agreement on all provisions of any proposed contract.

The Grundy County Administrator, in concert with all applicable project staff and/ or contracting officer(s), will normally conduct the contract negotiation process.

The objective of any negotiation will be to reach an agreement on the final cost and all other provisions of any proposed contract. The cost proposal will be used as the basis of contract price negotiations.

An award shall be made only after the evaluation of responses regarding technical capacity, performance, standardization, schedule, and any other factors specifically set forth in this request for qualifications and proposal, in addition to the consideration of final or overall negotiated contract costs.

The award of a contract shall be made to the respondent who is considered the most qualified, responsive, and responsible, and whose overall response and evaluation scoring is determined to be of the highest technical competency and is in the best overall best interest of Grundy County. The selected response may, or may not reflect the lowest total cost of acquiring the desired services. The response must also be responsive in all other respects to these procurement requirements. The respondent must be a person, firm, or corporation that:

- Has an operation, or has the capability to have an operation, a firm and staff adequate to ensure delivery and performance of the desired professional services under any subsequent agreement.
- Have adequate personnel, or has the capacity to have such personnel, to satisfy any problems that may arise during the performance of said contract period.
- Have the necessary facilities and financial resources, or have the capability to obtain such facilities and resources, to complete the agreement in a satisfactory manner within the agreement parameters.

The county reserves the right to select or reject any or all responses for any reason, to waive any informalities in any response received, and to waive minor deviations from the instruction. However, respondents who submit responses that do not follow the instructions or do not provide the information requested within this request for qualifications and proposal may be subject to immediate rejection.

Failure on the part of a respondent to respond to all of the requirements, performance, factors, or standardization factors required by the request for qualifications and proposal may constitute a reason to reject the response.

The County of Grundy may award a contract on the basis of supplemental information submitted at the request of the selection committee, which would be in addition to that material received in a response.

II. Right to Protest

Any actual or prospective bidder(s) or contractor(s) who is aggrieved in connection with the solicitation or award of a contract may protest to the Grundy County Finance Department. Any protest must be submitted in within within ten (10) calendar days from the issuance of the solicitation, addendum, and notice of award or other decision by the County of Grundy.

III. Contract

Upon completion of the contract negotiation process and achieving an agreed upon contract price structure, the Grundy County Administrator and the consultant candidate will review a proposed contract, which is based on standard contract language used by the County of Grundy and/ or the consulting firm. Respondents should be aware that the County of Grundy is required by funding agencies to include certain clauses and verbatim within the contract.

The County of Grundy will utilize the use of a standard professional services contract format. However, all respondents must understand that the terms and conditions under the county procurement policy will become an accessory to any such agreement or contract award. In addition, other amendments, revisions, or deviations to the standard agreement contract may also be required.

The respondent is responsible for reviewing the entire request for qualification and proposal requirements, including the certification and assurances forms, to ensure that the firm has the ability to comply with all the articles and clauses contained therein as they will be included by reference in any contract. If the respondent has any recommendations to modify, add to, or delete any portion of the contract, the respondent must identify the suggested revisions during contract negotiations. Respondents should understand that many of the article and clauses contained in any contract award are required and deletion or modification may not be possible.

Once agreement is reached on a final contract, the Grundy County Board will consider the contract and vote on endorsing or approving the contract. Prior to issuing a contract and notice-to-proceed, the agreement may be forwarded to funding agencies for their concurrence.

VII. - Confirmation of Addenda

**CONFIRMATION OF RECEIPT OF
ADDENDA RFQ and PROPOSAL
GRUNDY COUNTY LOCAL PUBLIC HEALTH DEPARTMENT CLINIC**

ADDENDUM #	DATE

I hereby certify this proposal complies with the specifications and conditions issued by the County of Grundy except as clearly marked in the attached copy.

DATE: _____

NAME: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

CONTACT NUMBER: _____

E-MAIL: _____

**THIS DOCUMENT MUST BE COMPLETED AND
RETURNED WITH SUBMISSION**