

**COUNTY OF GRUNDY, ILLINOIS**

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**REQUEST FOR PROPOSALS**

**FOR**

**ENGINEERING FIRM FOR A SUBMITTAL FOR  
LOMR FOR THE CLAYPOOL AND MAINE  
DRAINAGE DISTRICTS**

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**DATED: September 12, 2016**

**DUE: September 30, 2016**

**SUBMIT RESPONSES TO: Grundy County Land Use Department**

**TABLE OF CONTENTS**

Article I. Introduction.....1

Article II. Description of Services to Be Provided by Respondent.....1

Article III. Instructions to Respondent.....2

Article IV. Evaluation Criteria.....5

Article V. Submittal Requirements.....6

Article VI. Inquiries and Submission of Proposals.....7

**ARTICLE I.  
INTRODUCTION**

Grundy County, Illinois, invites interested registered engineers in Illinois to submit proposals in accordance with the requirements of this Request for Proposals for the submittal and completion of a Letter of Map Revision (LOMR) for the Claypool and Maine Drainage Districts.

In 2010 the Claypool and the Maine Drainage Districts had both hydrologic and hydraulic studies completed in order to better understand the current limits and flow conditions of this region. The study was funded by the DCEO IKE Grant. The successful candidate would be responsible for the completion of submittal of the application to the appropriate government entities, complete all review necessary for the application, communicate all information to the County, and successfully receive the LOMR for the Claypool and Maine Drainage Districts.

**ARTICLE II.**

**DESCRIPTION OF SERVICES TO BE PROVIDED BY RESPONDENT**

The following steps shall successfully be completed by the engineer firm selected:

- 1) MT-2 application forms to be submitted to the Illinois State Water Survey. The application shall include all of the required forms and proper signatures as needed.
- 2) A study report for review of all the submitted modeling data.
- 3) Submittal to IDNR/OWR for their approval.
- 4) Copies of all correspondence whether through email, copy, or facsimile shall be provided to the Land Use Director.
- 5) Complete review and summary reports shall be provided during the course of the application. The review and summary reports shall be provided in writing to the Land Use Director as needed or requested.
- 6) Provide information to the Land Use Committee and other interested parties at scheduled Land Use Meetings as requested.

**ARTICLE III.  
INSTRUCTIONS TO RESPONDENT**

Section 3.1 Introduction

The general rules and conditions that follow apply to all Proposals submitted unless otherwise specified. Respondents or their authorized representatives are expected to fully inform themselves of the project and the expectations of their firm.

In addition, to the extent deemed necessary by Respondents, Respondents should familiarize themselves with all relevant and applicable County codes, ordinances and regulations before submitting proposals, and conduct any further investigations, due diligence or other inquiry each Respondent deems necessary.

The County desires to select the Respondent who will be able to complete the best technical submittal and ability to achieve the objective of obtaining a LOMR for this Grundy County region.

The County will evaluate each proposal using the evaluation criteria described in Section IV, and will make its final decision on the basis of which Respondent fulfills the evaluation criteria best meets the overall needs of the County.

No Respondent or any third party shall be entitled to any written justification for administrative appeal of, or other recourse relating to the County's selection process.

Section 3.2 Proposal Form

All proposals must be submitted as directed in Article V.

Section 3.3 Deadline for Submitting Proposals

Complete proposals must be submitted to the Land Use Department by 4:00 p.m. on the 30<sup>th</sup> day of September, 2016. Late proposals will not be considered.

Section 3.4 Award to Selected Respondent

The County anticipates selecting one Respondent to provide all services described in this Request for Proposals.

Section 3.5 Submission of Proposals

By submitting a Proposal, each Respondent agrees that the Proposal is submitted in strict accordance and compliance with the requirements,

scope and intent set forth in this Request for Proposals, and each Respondent agrees to be bound by the terms of such Proposal.

### Section 3.6 Evaluation and Selection Process

The Land Use Committee and staff will review and evaluate the Proposals in accordance with the evaluation criteria set forth in Article IV. As part of its review, members may request that a Respondent answer written inquiries or requests for clarification made by the County concerning a specific proposal, or attend meetings to answer such questions and provide such clarification.

After such review, it is expected that County Staff and County Board members will preliminarily identify one or more Respondents with whom to conduct interviews regarding their Proposals in order to identify the Proposal that best meets the objectives of the County.

During the evaluation and negotiation period, and prior to the execution of written agreements between the County and the successful Respondent, that party's proposal shall be deemed to remain in full force and effect unless expressly withdrawn by Respondent.

In addition to the base requirements of this RFP, each Respondent must provide upon request from the County, such additional information as may be required in order to establish, verify and confirm the Respondent's competence and ability to perform the services set forth in this RFP.

In submitting its Proposal, each Respondent agrees to make one or more presentations concerning its Proposal if requested by the County, as well as attend meetings when requested by the County, and provide additional information deemed necessary during the evaluation and negotiation period.

The County may select a Replacement Respondent, and replace the initially-Selected Respondent with a Replacement Respondent if the initially-selected Respondent fails to comply with the expectation of the proposal in a timely fashion.

The County intends to complete the evaluation selection process by October 28, 2016. The County reserves the right to extend this evaluation and selection process. All proposals submitted shall remain in full force and effect during the County's evaluation and selection process unless expressly withdrawn by a Respondent.

Section 3.7 Rejection of Proposals and Waiver of Irregularities

The County reserves the right to reject any and all Proposals, or any part thereof for any reason, including nonconformance with the requirements set forth herein, and to counter any portion of any Proposal submitted.

Respondent understands and acknowledges that this Request is an invitation to submit Proposals only, and that the County reserves the right, at its sole discretion, to waive any and all irregularities for failure to strictly comply with the requirements of this Request for Proposals when it deems such waiver to be in the best interests of the County.

Section 3.8 Ownership of Proposals

The County will retain full title and ownership to all submitted materials. Proposals will not be returned to Respondents.

Each Respondent, by submitting a Proposal, acknowledges and consents to the terms and conditions of this Request, as well as the County's use of all information included in any such Proposal. The Respondent further agrees that the County shall have the right to incorporate any aspect of its Proposal into any agreement ultimately reached with the Respondent ultimately selected, irrespective of the identity of the Respondent with whom the County ultimately contracts.

Section 3.9 Cost Incurred in Preparing Proposals

All costs that each Respondent incurs in preparing its Proposal are the sole responsibility of the Respondent and in no event will be paid or reimbursed by the County.

Section 3.10 Compliance with All Laws Required

The Selected Respondent shall comply with all laws, statues, ordinances and regulations of any governmental body including, but not limited to the County, federal, state and local governments that are applicable to, or in any manner may affect the services performed under the agreement, including nondiscrimination and equal employment opportunity requirements.

Section 3.11 Consideration of All Portions of Request for Proposal When Making Response

Respondent should consider all provisions of this Request for Proposal (including all attachments and appendices) when submitting its proposal.

**ARTICLE IV.  
EVALUATION CRITERIA**

Section 4.1 Introduction

Proposals received in response to this Request for Proposals will be evaluated by the County for completeness and responsiveness based on the expertise, experience and technical qualifications of the Respondent and also on the additional evaluation criteria listed below. Where used below, the term “quality” shall refer to the degree of experience, excellence, thoroughness, and record of past performance on similar projects. The term “reasonableness” shall refer to the extent to which a Proposal represents an approach that is sensible, reasonable, and feasible in accord with prevailing standards, and is within the capability of the Respondent.

Section 4.2 Qualifications of the Respondent

- 4.2.1 The professional qualifications and experience of the Respondent on similar projects in similar venues shall be submitted for committee review.
- 4.2.2 Evidence of strengths and general experience of the Respondent and its project team.
- 4.2.3 The specialized experience, knowledge and expertise of the Respondent and its project team.
- 4.2.4 The past performance of the Respondent on similar projects.

Section 4.3 Adherence to the Requirements of this Request for Proposal

- 4.3.1 Verification that the Respondent can perform the task and obligations made incumbent upon it by the terms of this Request for Proposals.
- 4.3.2 Litigation and/or administrative actions or proceedings of any type, kind or sort and any other disputes involving the Respondent or any subcontractors or agents which the Respondent intends to use in past projects that either the Respondent or its subcontractors and agents have been involved in.

Section 4.4 Quality and Reasonableness of Proposal

- 4.4.1 Quality control safeguards.
- 4.4.2 References from prior similar projects and similar venues.

**ARTICLE V.  
SUBMITTAL REQUIREMENTS**

Section 5.1 Format

Eight (8) copies of the Proposal shall be submitted to the County Clerk as specified in Article VI. Submittals shall be prepared on standard 8.5 in. x 11 in. letter size paper. No Proposals or materials will be returned.

The pages of the application shall be consecutively numbered, and all exhibits shall be clearly marked and identified. The text of the Proposal shall be limited to 25 pages (excluding necessary attachments).

Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions for this Request for Proposals may cause for rejection of the Proposal. The County reserves the right to accept any Proposals and/or any part or parts thereof, and/or to reject any and all Proposals.

If a Respondent chooses to include material of a proprietary and/or confidential nature in its Proposal, such material should be clearly identified as confidential, and the County will keep such information confidential to the extent permitted by law.

Section 5.2 Contents

A list of the submittal requirements follows below. This list should be used only as a guide, and only sets forth certain minimum requirements. This list does not necessarily represent each submittal requirement necessary for a complete Proposal. At various points throughout this Request for Proposals, there are directions for submitting certain types of information or documentation. The detailed requirements for each submittal requirement can be found in the respective sections of this Request for Proposals.

Each Proposal must, at a minimum, include the following items:

- 5.2.1 Cover Letter - Signed by an authorized representative of the Respondent. The letter must include the title of the representative and his or her responsibility with respect to the services. Also include a statement of the Respondent's understanding of the services to be performed.
- 5.2.2 Qualifications of Personnel – This section should specify those executives, supervisors and other personnel considered important and/or essential to the successful performance of the services called for under the terms of this Request for Proposal. Resumes should be

included for key personnel, describing their education, background, experience and certifications.

- 5.2.3 Prior Experience – A listing of similar projects of similar size and similar venues that the Respondent has been involved in.
- 5.2.4 References - Submit at least three (3) references, including the name, address and telephone number of the contact person that was responsible for monitoring the project in which the Respondent was involved.
- 5.2.5 Assumptions Deviations and Exceptions - The Respondent should minimize deviations from and/or exceptions to the requirements of this Request for Proposals. All exceptions or deviations from this Request for Proposals must be noted, including an explanation of the reasons for the exception or deviation. Failure to provide some or all of the information requested may be deemed, in the sole discretion of the County, to be cause for disqualification of a Respondent.

**ARTICLE VI.  
INQUIRES AND SUBMISSION OF PROPOSALS**

Inquires concerning this request for Proposal should be clearly marked on the outside of the package and directed to:

Attention: Heidi H. Miller; Land Use Director  
1320 Union Street  
Morris, Illinois 60450