



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Rita Weiss
Purchasing Director

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

December 22, 2016

To Whom It May Concern:

You are invited to submit your proposal to the Request for Qualifications (RFQ) for Architectural and Engineering Services from a firm or firms having qualifications and experiences with county facilities, specifically health department programming, planning, and design experience.

RFQ's will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 3:00 p.m., "as so indicated by the time stamp clock of Will County", Monday, January 30, 2017.**

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

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

We welcome your proposal.

Sincerely,

Rita Weiss

Rita Weiss
Purchasing Director

**ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL AND ENGINEERING SERVICES**

SEALED PROPOSALS TO THE REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL AND ENGINEERING SERVICES FROM A FIRM OR FIRMS HAVING QUALIFICATIONS AND EXPERIENCES WITH COUNTY FACILITIES, SPECIFICALLY HEALTH DEPARTMENT PROGRAMMING, PLANNING, AND DESIGN EXPERIENCE WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 3:00 P.M., MONDAY, JANUARY 30, 2017.

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

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

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

INSTRUCTIONS TO VENDORS

GENERAL SPECIFICATIONS:

You are invited to submit your statement of qualification to the Request for Qualifications (RFQ) for Architectural and Engineering Services from a firm or firms having qualifications and experiences with county facilities, specifically health department programming, planning, and design experience.

PROPOSALS:

Sealed statements of qualification will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than Monday, January 30, 2017, at 3:00 p.m. "as so indicated by the time stamp clock of Will County"**. **STATEMENTS OF QUALIFICATION RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

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

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

SEALED PROPOSAL: 2017-54 Health Department Programming RFQ

PROPOSALS DUE: Monday, January 30, 2017 - 3:00 P.M.

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

SIGNATURE OF PROPOSALS:

The signature on statement of qualification documents shall be that of an authorized representative of vendor. An officer or agent of the offering vendor who is empowered to bind the vendor in a contract shall sign the statements of qualification and any clarifications thereto. Will County bears no responsibility in determining the authority of the signer and is entitled to rely on the representation of authority.

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

PERFORMANCE BOND:

No Performance Bond is required.

PROCEDURES:

1. The statement of qualifications must be prepared as requested in the “Response to RFQ” section and one (1) original, fifteen (15) copies and one digital copy as a searchable PDF on a USB smart drive of all materials
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued to the vendors.
3. Each vendor shall carefully examine all documents and all addenda thereto, and shall thoroughly familiarize itself with the detailed requirements thereof prior to submitting a statement of qualifications. Should a vendor find discrepancies, ambiguities or omissions in documents, or should it be in doubt as to their meaning, it shall at once, and in any event not later than seven (7) days prior to RFQ due date, notify the County of Will. The County, if necessary, will send a written addendum to all vendors. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Rita Weiss in writing at rweiss@willcountyillinois.com. After RFQ’s are received, the vendor will make no allowance for oversight.

REJECTION OF RFQ’S:

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

CONTRACT COMMENCEMENT:

The contract is expected to commence on or after March 16, 2017.

NON-DISCRIMINATION:

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

DEFAULT:

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

HOLD HARMLESS CLAUSE:

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

TAX EXEMPTION:

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

AWARDING OF QUALIFIED VENDOR:

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

The statement of qualification is expected to be awarded at the March 16, 2017 meeting of the Will County Board.

TERMINATION:

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

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

COMPLIANCE WITH APPLICABLE LAW:

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

CHOICE OF LAW

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

VENUE

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

ILLINOIS FREEDOM OF INFORMATION ACT

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

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

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

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

SUBMITTAL REQUIREMENTS:

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

1. Complete bound original and fifteen (15) complete, bound copies, clearly marked, and one digital copy as a searchable PDF on a USB smart drive of all materials
2. Signed Copy of RFQ Form
3. Signed Copy of Addenda Form
4. Signed Prime Contractor Certification Form

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____

Name of Company

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.

Representative of Company

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 noncollusive 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.

PROJECT OVERVIEW

The Will County Health Department is the Local Health Authority for Will County, Illinois. It operates 5 diverse divisions, all focused on public health, behavioral health, primary care, and disease prevention. The current headquarters is located at 501 Ella Avenue, Joliet, Illinois. The property is located south of I-80 just beyond Joliet's central business district, accessible by a public bus route with approximately 185 surface parking spaces for use by both visitors and employees. In 2005, the Will County Community Health Center was built at the southernmost point of the property at 1106 Neal Avenue, Joliet, Illinois. And although locating the new Health Department building on the existing site is a viable option, other locations for the new facility will also be considered by the County.



The main existing building was constructed in the 1920s with an addition added in the 1940s and another in the 1950s. Current condition of major operational systems is poor-to-fair; but, the building is currently functional. Due to an inefficient floor plan, the facility is unable to meet current and future departmental needs. Multiple areas on lower level are unusable and much of the usable interior space requires building code compliance upgrades, along with replacement of worn, dated finishes.

The viability of renovating the existing building has been rejected as a result of a cost/benefit analysis of repairs and projected population growth in Will County. The selected Architect/Engineer (A/E), shall consider these and other existing conditions within the context of current/future programming requirements to determine the best option(s) for consideration by Will County.

PROJECT APPROACH

Will County requires a teaming arrangement between the A/E with a soon-to-be selected construction manager (CM) and possibly an owner's commissioning agent, who shall be responsible for schedule and budget adherence during all project phases. The total project budget shall not exceed \$15 million, inclusive of both 'hard' and 'soft' costs. Together with the CM, the selected A/E shall be responsible for design development that achieves both programmatic and budgetary objectives. The planning, programming and design development phase has a current timeline of fourteen (14) months. The A/E is expected to be involved during the pre-construction, construction and post-construction phases of this project.

SCOPE OF SERVICES

A/E shall provide all professional architectural and engineering services necessary during the pre-construction, construction and post construction phases for:

THE NEW WILL COUNTY HEALTH DEPARTMENT FACILITY

GENERAL REQUIREMENTS:

- A. Project Administration and Management: Tasks include: consultation, research, conferences, communications, meeting minutes, travel, progress reports, and direction of the work of project team.
- B. Disciplines Coordination / Document Review: Tasks include: coordination between the architectural work and the engineering work; and, all other disciplines required for the project. Review and revise all documents prepared for the project.
- C. User Agency (WCHD) Consulting / Review / Approvals: Tasks include: WCHD consultations, research of applicable regulations, appearances on behalf of elected Will County Officials at public meetings, as required.
- D. Coordination of the WCHD's FF&E requirements: Tasks include: review and coordination of information-technology, furniture, fixtures and equipment furnished by the WCHD or others; and, assistance in establishing criteria; and, developing or complying with standards.
- E. Presentations to the Public: Tasks include: organized, concise and informative meetings for the public, WCE/B, core committees, WCHD's representatives, and specialty consultants, as required.

PRE-CONSTRUCTION PHASE SERVICES:

Planning/Programming: A/E shall be responsible to work with the Will County Health Department's (WCHD) representatives, other WC stakeholders and the CM for purposes of developing a thorough plan that methodically addresses both current and future operational requirements.

Upon finalization, this plan will be utilized as the basis for drafting the program for the new WC Health Department Facility. The A/E shall meet with officials representing the WCHD, Will County Executive (WCE) and Will County Board (WCB) to determine current space requirements / utilization needs; and, to receive input and clarifications necessary for finalizing the New WCHD Facility Program. The finalized WCHD New Facility Program shall become the basis of the building concept and guide the design development process.

Schematic Design: The Schematic Design shall include a proposed site plan, physical size and characteristics of the building, preliminary elevations and sections; plus, contemplated building systems and corresponding capabilities of the facility. An itemized cost estimate and design development schedule shall also be formulated in conjunction with the CM. This information will be included for presentation to Senior Staff at the WC Health Department and elected Will County Officials for review / approval prior to proceeding with the next stage of Design Development.

Design Development: A/E shall be responsible to submit work product for review during design development at various completion intervals in accordance with the project schedule. Design elements originating therein or resulting from incremental submittals and approved by WC shall then be incorporated into the overall project design. Deliverables required from the A/E during design development will vary in the level of detail depending upon percentage completed; but, at a minimum, are as follows:

Architectural Design / Documentation

Services consist of continued development and expansion of the architectural schematic design documents to establish the final scope, relationships, forms, sizes and appearance of the project through:

- a. Public input
- b. WCHD requirements
- c. Materials selections
- d. Cost modeling

Structural Design / Documentation

Services consist of continued development of the specific structural system(s) and schematic design documents in sufficient detail to establish:

- a. Basic structural system and dimensions
- b. Final structural design criteria
- c. Foundation design criteria
- d. Preliminary sizing of major structural components
- e. Critical coordination clearances
- f. Outline specifications or materials lists

Mechanical Design / Documentation

Services consist of continued development and expansion of the mechanical schematic design documents and development of outline specifications or materials lists to establish:

- a. Approximate equipment sizes and capacities
- b. Preliminary equipment layouts
- c. Required space for equipment
- d. Required chases and clearances
- e. Acoustical and vibration control
- f. Visual impacts
- g. Energy conservation measures

Electrical Design / Documentation

Services consist of continued development and expansion of the electrical schematic design documents and development of outline specifications or materials lists to establish:

- a. Criteria for lighting, information technology, communications, audio visual and security systems
- b. Approximate equipment sizes and capacities
- c. Preliminary equipment layouts
- d. Required space for equipment
- e. Required chases and clearances
- f. Visual impacts
- g. Energy conservation measures

Civil and Landscape Design / Documentation

Services consist of continued development and expansion of civil and landscape schematic design documents and development of outline specifications or materials lists to establish the final scope for on-site civil engineering requirements and landscaping features.

Interior Design / Documentation

Services consist of continued development and expansion of interior schematic design documents and development of outline specifications or materials lists to establish final scope and preliminary details relative to:

- a. Interior construction of project
- b. Special interior design features
- c. Furniture, furnishings and equipment selections
- d. Materials and finishes and colors

Materials Research / Specifications

Services consist of:

- a. Development of architectural outline specifications or itemized lists and brief form identification of significant architectural materials, systems, and equipment and their criteria and quality standards
- b. Coordination of similar activities of other disciplines
- c. Production of a design manual including design criteria and outline specifications or materials lists

Project Scheduling

A/E must comply with established milestone dates for design submittals and presentations. A/E shall also provide an itemized list of approved design revisions, as required.

Life Safety and Code Compliance

A/E is responsible for inclusion of all current life safety and code compliance requirements mandated by federal, state and local statutes, rules, regulations and policies. All life safety and code compliance issues / solutions should be identified and prioritized during design development.

LEED Requirements

Will County Officials will decide whether LEED certification is reasonable for this project based upon the cost-benefit analysis prepared in conjunction with the CM during Schematic Design. If an affirmative decision is made to pursue LEED certification, A/E shall recommend which LEED certification level is most beneficial and determine which prerequisites and credits are to be attempted for certification.

Optional Services

Upon request by WC, submit a fair and reasonable proposal for the optional services listed below:

1. Life-Cycle Cost Analysis
2. Special Renderings
3. 3D Modeling
4. Energy Analysis and Design
5. Value Analysis / Value Engineering

Bid / Award Requirements

Upon completion of design development and with WC's approval of the 100% design submittal, A/E shall proceed with a complete set of construction documents, in both conventional and electronic formats. Also upon WC's approval, A/E shall compile bid documents for the major trades, as determined by the CM. During the bid period, A/E shall respond to relevant technical questions from bidders, issuing clarifications in the form of addendums to all bidders. Following the bid opening, A/E shall provide assistance with the bid evaluation process, as required.

CONSTRUCTION PHASE SERVICES

During the construction phase, A/E shall be responsible for the following:

- A. Review all project submittals in accordance with plans and specifications, maintaining accurate records for status and summary reports, as required.
- B. Respond in writing, either conventionally or electronically to all Requests for Information (RFIs) as submitted during construction, maintaining an accurate account of RFI statuses, notifying WC with any and all responses impacting cost and schedule.
- C. Monitor construction for compliance with plans and specifications, alerting WC to serious discrepancies therein.
- D. Evaluate requests for materials substitutions, notifying WC with options / recommendations, particularly those with impacts to cost and schedule.
- E. Attend monthly progress meetings, review payment applications and recommend approval for payment to WC in accordance with percentage of completed work.
- F. Only WC can initiate changes to the scope of work via written request. A/E shall review all scope of work change requests from WC for impact on cost and schedule.
- G. Ensure that as-built drawings are being updated by the responsible parties during the construction phase and produce record documents for WC within ninety (90) days at of final acceptance.

POST-CONSTRUCTION PHASE SERVICES

During the post-construction phase, A/E shall be responsible for the items listed below:

- A. Develop and issue punch-list at the time of substantial completion. Confirm status of punch-list items at time of final completion but prior to occupancy.
- B. Issue an itemized project close-out requirements document to the responsible parties and ensure all requirements necessary for contract close-out are addressed.
- C. If project is seeking LEED certification, coordinate all necessary requirements with the commissioning agent (if utilized on the project) and others, as required.
- D. Ensure that all training, life safety measures, manuals, warranties, guarantees and other requirements as per the contract documents are satisfactorily completed and documented.
- E. Review status of project at time of final completion and issue final acceptance or rejection recommendation to WC.

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order for the response to be considered. At a minimum, the Statement of Qualifications should include:

1. A cover letter, signed by a principal, describing a brief history of firm, type of organizational structure (corporation, partnership, sole proprietor, etc.), number of employees, technical disciplines, etc. and other information relevant to this project.
2. A simple organizational chart identifying key members of the firm that will be assigned to this Will County project.
3. The availability of principals of the firm to work on the project during each phase.
4. Resumes of senior leadership proposed for this project.
5. Resumes of key personnel proposed for this project.
6. Exceptions to requirements outlined in the Scope of Services of this RFQ.
7. Names of major sub-consultants planned to be used on this project, indicating name, specialty, address and summary of municipal health department or *similar* experience, as well as proof of insurance as set forth in paragraph 9 below.
8. One (1) copy of the firm's audited financial statements for the last three (3) years which may be included in a separate sealed envelope and marked accordingly.
9. Provide proof and limits of professional and general liability insurance carried by the firm. Consultant must maintain the following minimums:
 - a. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence basis, including products and completed operations, property damage, Bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
 - b. **Automobile Liability:** Insurance Service Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
 - c. **Worker's Compensation insurance** as required by the State of Illinois, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 - d. **Professional Liability (Errors and Omissions) Insurance** with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

Additional Insured – The County of Will its officers, officials, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

Primary Coverage – For any claims related to this contract, the Consultant's insurance coverage shall be primary as respects the County of Will, its officers, officials, employees, and volunteers.

Acceptability of Insurers – Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the County of Will.

Notice of Cancellation – Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the Entity.

Waiver of Subrogation – Consultant by responding to this RFQ grants to the County of Will a waiver of any right to subrogation which any insurer of said Consultant may acquire against the County of Will by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect his waiver of subrogation, but this provision applies regardless of whether or not the County of Will has received a waiver of subrogation.

Claims Made Policies – If any of the required policies provide coverage on a claims-made basis:

- a. The retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract or work.
- c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.

Verification of Coverage – Consultant shall furnish the County of Will with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the County of Will before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. The County of Will reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications at any time.

10. A minimum of three (3), but no more than five (5) municipal health department or *similar* projects completed by your firm within the past ten (10) years, including current contact information for the owner.
11. Information relative to budgeted and actual cost, projected and actual project schedule, and actual project completion history, of three (3) to five (5) completed municipal health department or *similar* projects completed by your firm during the past ten (10) years.
12. A list of county or other municipal references including client name, address, telephone number and persons to contact for the above names projects from both the project management and financial perspectives.
13. Appropriate visual representations of related project experience.
14. A list of all litigation, court proceedings, mediation or alternative resolution proceedings involving the firm/staff members regarding past or present project performance.
15. Completion of Prime Contractor Certification.
16. Completion of RFQ Form.
17. Completion of Receipt of Addenda Form (if addenda are issued).

RFQ FORM

SUBMIT TO:

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

Date Released: 12-22-16
Due: 01-30-17, 3:00 P.M.

#2017-54 HEALTH DEPT
PROGRAMMING RFQ

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

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____

PHONE: _____ FAX: _____ SOC. SEC # or
FEIN: _____

EMAIL: _____

Agency Name and Delivery Address:	WILL COUNTY BOARD/WILL COUNTY HEALTH DEPARTMENT 302 N. CHICAGO STREET, JOLIET, IL 60432
For Additional information contact:	RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com

Signed By: _____ Title: _____

Authorized Representative of Company

Date Released: 12-22-16
Due: 01-30-17, 3:00 P.M.

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

**#2017-54 HEALTH DEPT
PROGRAMMING RFQ**

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____

PHONE: _____ FAX: _____ SOC. SEC # or
FEIN: _____

EMAIL: _____

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

No. _____, dated _____, signed _____

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

No. _____, dated _____, signed _____

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

No. _____, dated _____, signed _____

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

No. _____, dated _____, signed _____

LATE RFQ'S CANNOT BE ACCEPTED!

<u>Vendor Return Address:</u>	
<u>RFQ #:</u>	2017-54 HEALTH DEPT PROGRAMMING RFQ
<u>DUE DATE:</u>	01-30-17
<u>DUE:</u>	3:00 P.M.
DATED MATERIAL-DELIVER IMMEDIATELY WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2 ND FLOOR JOLIET, IL 60432	

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

LATE RFQ'S CANNOT BE ACCEPTED!