



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

P. 815-740-4712
F. 815-740-4604
E. klynn@willcountyillinois.com

County Office Building
302 N. Chicago Street
Joliet, IL 60432

February 25, 2022

To Whom It May Concern:

You are invited to submit your proposal for Consulting Services for the Historic Preservation Plan for the Will County Land Use Department.

Responses to this solicitation will be received by the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, **NOT LATER THAN 11:00 AM, on Friday, March 18, 2022.**

Responses to this Request for Proposal (RFP) will be reviewed by the RFP Review Team who reserves the right to accept or reject any or all responses received as a result of this solicitation.

Should you have any questions regarding this RFP, please submit them in writing to Kevin Lynn, Purchasing Director, at klynn@willcountyillinois.com.

We welcome your response.

Sincerely,

Kevin Lynn

REQUEST FOR PROPOSAL (RFP) FOR CONSULTING SERVICES FOR THE HISTORIC PRESERVATION PLAN FOR THE WILL COUNTY LAND USE DEPARTMENT.

RESPONSES TO THIS REQUEST FOR PROPOSAL (RFP) FOR CONSULTING SERVICES FOR THE HISTORIC PRESERVATION PLAN FOR THE WILL COUNTY LAND USE DEPARTMENT WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST. JOLIET, IL 60432, UNTIL THE HOUR OF 11:00 AM, ON FRIDAY, MARCH 18, 2022.

RESPONSES TO THIS RFP WILL BE REVIEWED BY THE COUNTY EXECUTIVE OR HER REPRESENTATIVE TEAM WHO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

THIS RFP IS AVAILABLE IN ELECTRONIC FORMAT AT www.willcountyillinois.com, AND www.demandstar.com, AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4712 OR BY EMAIL purchasing@willcountyillinois.com.

RESPONSES TO THIS RFP SHALL BE CONSTRUED AS ACCEPTANCE OF THE TERMS AND CONDITIONS INCLUDED WITHIN THIS SOLICITATION. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT.

**INSTRUCTIONS TO RESPONDENTS
REQUEST FOR PROPOSAL (RFP) FOR CONSULTING SERVICES FOR THE HISTORIC
PRESERVATION PLAN FOR THE WILL COUNTY LAND USE DEPARTMENT.**

You are invited to submit your proposal for Consulting Services for the Historic Preservation Plan for the Will County Land Use Department.

A. SEALED RESPONSES:

Sealed responses will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL, 60432, **not later than 11:00 AM, Friday, March 18, 2022.** **RESPONSES RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Responses must be made in accordance with the instructions contained herein.

Responses to this RFP must contain one (1) clearly marked original plus five (5) copies and one (1) electronic copy on an electronic storage device. The **RESPONSES WHICH FAIL TO INCLUDE ONE (1) CLEARLY MARKED ORIGINAL, FIVE (5) COPIES AND ONE (1) ELECTRONIC COPY ON AN ELECTRONIC STORAGE DEVICE WILL BE REJECTED, WILL BE NON-CONFORMING, AND WILL NOT BE ACCEPTED.**

Responses shall be submitted in the format prescribed by the County of Will in a sealed package, plainly marked, with the Respondent's name, address, and the notation:

**REQUEST FOR PROPOSAL (RFP) FOR CONSULTING SERVICES FOR THE HISTORIC
PRESERVATION PLAN FOR THE WILL COUNTY LAND USE DEPARTMENT.**

RESPONSES DUE: FRIDAY, MARCH 18, 2022 - 11:00 AM

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

B. SIGNATURES:

The **signature on all documents must** be that of an authorized representative of the Respondent. An officer of or agent of the offering respondent who is empowered to bind the firm in a contract shall sign all documents and any clarifications therein.

Each respondent represents that he has read and understands the RFP Submittal Requirements. **Responses not containing said signed documents shall be deemed non-conforming and will be rejected.**

C. PRIME CONTRACTOR CERTIFICATION:

Included in this RFP is a prime Contractor certification form. This form must be filled out and returned with your sealed response or it **will not be accepted and shall be deemed non-conforming.**

D. SUBMITTAL REQUIREMENTS:

The information submitted for review shall include:

1. Cover Letter, signed by firm's principal, describing project team and approach.
2. Business organization including the date established, number of employees, and brief history of the firm
3. Statement of qualifications including a description of the approach the Consultant will employ in carrying out the work described in the Scope of Services
4. At least three (3) references of past clients with similar Scope of Services conducted and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number
5. Completion of Prime Contractor Certification.
6. Completion of Bid Form.
7. Completion of Receipt of Addenda Form (if addenda are issued).

E. TAX EXEMPTION:

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

F. REJECTION OF RESPONSES:

The respondent acknowledges the right of the County of Will to accept and/or reject any and all responses received as a result of this solicitation.

G. NON-DISCRIMINATION:

The successful respondent shall observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1.

H. EQUAL EMPLOYMENT OPPORTUNITY:

The successful respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750

I. DEFAULT:

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent 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.

J. HOLD HARMLESS CLAUSE:

The successful respondent 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 successful respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the successful respondent, or a sub-consultant of the successful respondent, or their employees, or otherwise. The successful respondent 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 a contract derived from this RFP.

K. TERMINATION:

The County 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.

The successful respondent may only terminate the contract for cause. In the event of a breach by the County, the successful respondent shall give written notice to the County and the County shall have thirty (30) days to cure such breach. If within the thirty (30) days to cure the breach, the County serves written notice to the successful respondent that County disputes the breach, the Parties shall negotiate in good faith to resolve the dispute. If after thirty (30) days the parties are unable to resolve the dispute suit may be filed in the Twelfth Judicial Circuit of Will County, Illinois.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the successful respondent 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.

L. COMPLIANCE WITH APPLICABLE LAW:

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

M. CHOICE OF LAW

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

N. VENUE

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

O. 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. **Responses 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 response that we treat certain information as exempt. We will not honor requests to exempt entire responses. 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 response with exempt information deleted.** This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent 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 response is accepted by the County of Will and a contract between the respondent and County of Will results for subsequent negotiations, 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 the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent 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, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please also be advised 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 respondent 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, the respondent 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, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

Request for Proposals

Will County Historic Preservation Plan

Will County Historic Preservation Plan: Request for Proposals

In 1976 as the nation was celebrating the bicentennial, Will County completed its first and only Preservation Plan. Entitled *Will County Cultural and Historic Preservation Plan*, the purpose of the document was “to provide the stimulus for the development of an effective ongoing preservation program, and to outline possible methods for the implementation of such a program” (*Will County Cultural and Historic Preservation Plan*, 4). The Plan identified aspects of Will County’s history and character which should be preserved and outlined three phases of the preservation program process: program development, program implementation, and organizational structure. Within program development, the Plan called for a preliminary survey to identify historic resources and how to objectively evaluate those sites. Program implementation and organizational structure discussed how to protect those sites and what group or agency should be in charge of these activities. The Plan provided a basic framework for establishment of the Preservation Ordinance and Will County Historic Preservation Commission, completed in 1992. The Commission later became a CLG in 1995.

There has not been an update to this Plan since 1976. In 2011, the County completed a revision to the 2002 *Land Resource Management Plan*, the County’s long range or comprehensive plan, which included a chapter on historic preservation. This chapter only detailed the existing state of preservation in the County. The 2011 Plan identified two specific strategies under the “Growth and Community Character” goal which included preservation-minded activities: “encourage development and preservation of those aspects that make Will County and its communities unique and provide ‘community pride’ opportunities” and “revise its land use regulations to require higher quality commercial and residential standards related to ... historic preservation” (*Land Resource Management Plan-Policy Gateway*, 13). These strategies, however, are only in reference and no actionable items were addressed.

Since its establishment almost thirty years ago, the Will County Historic Preservation Commission has implemented much of what was included in that 1976 Plan: a Preservation Ordinance was adopted, the Commission was founded, surveys were completed for every township to identify historic resources, and a landmark program instituted. The Commission now desires to have an updated Preservation Plan which addresses the aforementioned activities which have occurred since that 1976 Plan but also includes the Commission’s current mission, goals, and objectives as grounded within the Preservation Ordinance. While the Commission adopts annual goals and objectives for special projects to undertake each year, the Ordinance specifies standard “purposes”

and “powers” of the Commission which should be reflected in an updated Preservation Plan. The entirety of those Ordinance sections are included in the documents portion of this grant application, but two in particular are listed here: “to inform and educate the citizens of the County concerning the historic, archaeological, architectural, or scenic heritage of the County by publishing appropriate maps, newsletters, brochures, and pamphlets, and by holding programs and seminars;” and “to protect, enhance, and interpret the County’s resources for tourists and visitors as well as to support and provide stimulus to business and industry.” These two items are now a central focus for the Commission and professional guidance in the form of an updated Preservation Plan is strongly needed to help guide their mission forward.

Since the Rural Historic Structural Surveys were completed in 2019, the Commission now has a renewed focus. Instead of allowing the surveys to simply sit on a shelf as reference materials, the Commission would like to use that information and bolster its local landmark program. Specifically, the Commission is looking to designate or protect more sites, structures, districts, and entire farmsteads (there are currently fifty-eight extant Will County landmarks). The Commission would like to foster greater interest and support in designation through outreach and education, but a crucial missing piece is the “how” in achieving that goal. The Commission envisions that an updated Preservation Plan would provide the necessary guidance on pursuing designation of certain highly significant sites identified in the surveys and encouraging public support of designation. Protection of the County’s historic resources is a benefit to residents and visitors, but can also help “provide stimulus to business and industry” which is an important incentive for preservation (Will County Historic Preservation Ordinance section 166.001(D)).

Another new priority for the Commission is embracing technology to further public outreach. Apps, websites, virtual walking tours, and social media would have been science fiction back in 1976, but now they are reality. An updated Preservation Plan would help guide the Commission in utilizing digital media “to inform and educate the citizens of the County concerning the historic, archaeological, architectural, or scenic heritage of the County” (Will County Historic Preservation Ordinance section 166.016(I)). While the Commission has held workshops, lectures, or small conferences in the past, embracing digital media would allow for a wider net to be cast in order to reach a much broader and varied audience. Digital media would also be longer lasting than an in-person afternoon lecture which is not filmed or virtual, for example.

These are only two examples of updated goals and objectives of the Commission that are grounded within the Preservation Ordinance language but lack professional advice, guidance, and a plan for implementation. The Will County Historic Preservation Commission does not have an updated Preservation Plan in place which accounts for the Commission’s past, present, and future activities. An updated one is necessary to ensure that the Commission is following their mission.

SCOPE OF WORK

The scope of work is intended to guide the consultant, but also allow for flexibility in terms of the project approach. Will County welcomes innovation and creativity from the consultant on any of the following tasks:

A. Data Collection and Analysis

The consultant will document Davidson's existing historic preservation approach, review updated Historic Rural Structures Survey information, designated landmarks, and existing plans and policies. The majority of this work must be completed prior to any public engagement initiatives/meeting(s).

B. Public Involvement

Phase 1: Introductory Meetings

Following introductory meetings with the Historic Preservation Commission (HPC), Land Use and Development Committee (LUDC), elected officials, and County staff to identify major issues and concerns, the consultant will present the project schedule, process, goals and objectives in a public meeting. If recommended, formation of a historic preservation plan committee comprised of citizens/stakeholders may occur during this time. The committee may be comprised of representatives from key groups including, but not limited to members of the historic preservation commission, members of the LUDC, and the Will County Historical Society

Phase 2: Public Engagement Initiatives

The consultant will facilitate preparatory stakeholder interviews to review stakeholder, property owner, neighbor, and citizen concerns, identifying plan opportunities and constraints. Additionally, the consultant will lead multiple public engagement initiatives. While the actual format of the public engagement/meetings will be determined jointly by the consultant and town staff, they will be highly interactive and allow the community a variety of opportunities for input.

Phase 3: Plan Composition, Draft Plan Presentation/Revisions

The consultant will prepare and distribute a draft plan to the project manager for review by staff and/or the historic preservation plan subcommittee (depending on the approach used). The historic preservation plan subject matter may include the following:

- A. Description of benefits of historic preservation**
- B. History of and legal basis for historic preservation efforts**
- C. Analysis of historic properties and assets using recently updated Historic Rural Structures Survey information**
- D. Explanation and diagnosis of existing preservation approach**
- E. Trends affecting historic preservation properties**
- F. Historic preservation goals and policies**

G. Linkages between historic preservation goals/policies and other community goals/policies, including reconciling any conflicts (i.e. naturally occurring affordable housing, gentrification, etc.)

H. Strategies for improving education and outreach for historic preservation

I. Historic preservation action plan and implementation schedule

J. List of preservation resources and partner organizations

A consolidated set of comments will be provided and revisions will be made by the consultant. Depending on the quality of the initial/subsequent drafts, this process may occur twice (or more as needed, within reason). The consultant project manager and/or town project manager will present the draft plan to the historic preservation commission and the planning board in a joint public meeting. After review and comment by the Historic Preservation Commission and LUDC, the plan will be presented publicly to the County Board and citizens. The draft plan will be amended and the final plan, with its accompanying regulatory language, will be incorporated into a final report.

Phase 4: Plan Adoption*

The Historic Preservation Commission will review the proposed final plan and make a formal recommendation. The planning board will then review the final plan and give their recommendation. The board of commissioners will discuss the proposed final plan, Historic Preservation Commission recommendation, and LUDC recommendation in a public meeting format. The County Board may hold a public hearing and then take action on the proposed plan.

*This phase, including revisions, can likely be completed without consultant assistance.

PROJECT SCHEDULE

Ideally, the project will commence one month after signing a contract and be completed within a seven to eight month period, with adoption by the County Board targeted for autumn 2022. The County has received a Certified Local Government Grant from the Illinois Department of Natural Resources to fund this project which terminates on September 30, 2022

PROJECT MANAGEMENT AND ORGANIZATION

The staff coordinator for the project will be Lisa Napoles, Development Analyst/Staff Liaison to the Historic Preservation Commission. County staff will assist the consultant with coordination of meetings. The consultant will prepare a work plan including a refined scope of work, timeline, and budget.

PROPOSAL SUBMITTAL

Respondents should submit a written proposal that includes:

A. Firm Profile: A brief history of the firm and relevant details.

B. Team: Identification of the individual or individuals in the firm/firms who will work on the project. This information should include a list of each person's relevant experience and/or qualifications.

C. Experience/Examples: Examples of previous work and relevancy to this project. This should include official references for the town's consideration.

D. Services Offered: A description of the range of services and list of products or deliverables to be provided. This should include a description of what work will be performed directly by the lead consultant and what work will be performed by sub-consultants or affiliated team members (if any).

E. Work Scope: A scope of work to complete the project based on this RFP.

F. Budget/Costs: Costs for the project, including hourly rates and a not-to-exceed total budget. The proposal should include alternative line-items based on the alterations/reductions in scope:

G. Schedule: A schedule for the project, in month-long increments, including deadlines for completion of each Phase, dates for public outreach initiatives, and deadlines for draft plans and presentations.

The proposal shall include five hard copies and one digital copy. Send proposals to:

Purchasing Department
Will County Executive Office
302 N. Chicago St.
Joliet, IL 60432

The proposal must be received no later than 11:00 A.M. Friday, March 18, 2022. Questions should be directed to: Kevin Lynn, Purchasing Director at klynn@willcountyillinois.com

SELECTION CRITERIA

Below is a list of attributes Will County envisions considering in consultant selection:

- A. Qualifications and experience in creating historic preservation plans;
- B. Detailed proposal of services and specific costs for each phase;
- C. Ability of consultant to meet expected project completion schedule;
- D. Ability to understand existing conditions/local context, including facilitation experience with highly-engaged citizens in a changing community;

MISCELLANEOUS

Will County reserves the right to accept or reject any and all proposals submitted. Notwithstanding anything to the contrary in this document or in any addendums to this document, unless the contrary provision refers specifically to this provision, Will County reserves the right to negotiate changes of any nature with any applicant with respect to any term, condition, or provision in this document and/or in any proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it.

RESOURCES

- A. Land Resource Management Plan
- B. Historic Preservation Ordinance
- C. Historic Preservation Webpage

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____

Company Name

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

Name of Authorized Representative

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.

Date Released: February 25, 2022
Due: March 18, 2022, 11:00 A.M.

**BID FORM
SUBMIT TO:**
WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

Historic Preservation
Consulting Services
#2022-64

COMPANY NAME _____ FEIN # _____

ADDRESS _____

CITY _____ STATE _____
ZIP _____

CONTACT _____

PHONE _____ FAX _____ EMAIL _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: Will County Office Building
302 North Chicago Street, Joliet, IL 60432

For additional information contact: Kevin Lynn, Purchasing Director klynn@willcountyillinois.com

DESCRIPTION	
Estimated Total Cost	\$

TOTAL CONTRACT AMOUNT WRITTEN IN, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

Signed by: _____

Title: _____
Authorized Representative of Company

ADDENDA FORM

SUBMIT TO:

Date Released: February 25, 2022

Due: March 18, 2022, 11:00 A.M.

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

**Historic Preservation
Consulting Services
#2022-64**

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____

ZIP _____

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

CONTACT _____

PHONE _____ FAX _____ EMAIL _____

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

No. _____, dated _____, signed _____

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

No. _____, dated _____, signed _____

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

No. _____, dated _____, signed _____

LATE RESPONSES CANNOT BE ACCEPTED!

Respondents Return Address:

RFP #: 2022-64 Historic Preservation Plan Consulting Services

DUE DATE: 3/18/22

DUE: 11:00 A.M.

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

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

LATE RESPONSES CANNOT BE ACCEPTED!