



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES*

**Debra Busey, County Administrator**

### **REQUEST FOR QUALIFICATIONS:**

## **FACILITY CONDITION ASSESSMENT, DOCUMENTATION, AND CAPITAL PLANNING STUDY FOR THE COUNTY OF CHAMPAIGN**

**RFQ Number 2015-002**

**ISSUE DATE:  
April 10, 2015**

**CLOSING LOCATION:**  
Champaign County Administrative Services  
ATTN: Dana Brenner  
1776 East Washington Street  
Urbana, IL 61802

**CLOSING DATE AND TIME:  
FRIDAY, May 5, 2015, Noon**

To be considered, the submittal of the Statement of Qualifications shall include one (1) unbound original (clearly marked as such), one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive (preferred) or CD-ROM, and five (5) bound copies. The Statement of Qualifications shall be presented in a sealed package, addressed as indicated below, by noon on Friday, May 5, 2015. At 2:00 p.m. on that date, the names of the respondents will be read aloud and recorded.

**REQUEST FOR QUALIFICATIONS  
FACILITY CONDITION ASSESSMENT, DOCUMENTATION, AND  
CAPITAL PLANNING STUDY  
FOR THE COUNTY OF CHAMPAIGN  
RFQ Number 2015-002**

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## Section 1 – General Information

### 1-1 Purpose of the Request for Qualifications

On behalf of the County of Champaign, Illinois, the Champaign County Facilities Committee, through the Administrative Services Department, is pleased to issue this Request for Qualifications (“RFQ” or “Solicitation”) to invite firms to submit their Statement of Qualifications to become eligible for an interview for professional services related to a facility condition assessment, documentation, and capital planning study.

The County of Champaign Physical Plant is responsible for the operation and maintenance of County-owned facilities as well as the development, implementation, and management of the facilities capital renewal program. The facilities range in age from the early twentieth century to recent construction.

The County of Champaign is seeking to complete a facility condition assessment and capital planning study to determine and evaluate the immediate, short, and long term capital renewal requirements that can be expected over the next 25 years. The evaluation team is to evaluate the general condition of the building(s) and site improvements, review available construction documents in order to familiarize themselves with the physical conditions and setting and be able to comment on the in-place construction systems; life safety; accessibility; mechanical, electrical, and plumbing systems; and the general built environment. The evaluation team shall conduct a walk-through survey of the building(s) in order to observe building systems and components, identify physical deficiencies, and formulate recommendations to remedy the physical deficiencies.

### 1-2 Request for Qualifications and Firm Selection Timetable

Champaign County will use the timetable below which is expected to result in the selection of a service provider on June 18, 2015, and the beginning of contracted services on June 22, 2015.

<b>Date</b>	<b>Event</b>
April 10, 2015	Request for Qualifications Posted & Advertised
April 30, 2015	Last Day for Addendum to be Posted
May 5, 2015 – Noon	Statement of Qualifications Due
May 5, 2015 – 2:00 p.m.	Statement of Qualifications Opened – Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington Street, Urbana, IL 61802
May 12, 2015	Selection Committee Establishes Shortlist of Firms
May 14-15, 2015	Shortlisted Firms Facilities Tours
May 26, 2015 – 6:30 p.m.	County Facilities Committee Special Meeting – Interviews and Ranking of Shortlisted Firms
May 27, 2015	Negotiations begin with the Top-Ranked Firm
June 18, 2015 – 6:30 p.m.	County Board Approval of Contract for Services with Selected Provider
June 22, 2015	Contracted services begin.

The County of Champaign may delay or modify scheduled event dates if it is to the advantage of the County to do so. The County will notify potential Respondents of all changes in scheduled events by posting any change in the form of an Addendum on the County's website at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids).

### **1-3 Addendum**

Periodically, the County of Champaign is required to issue notification of changes or corrections to a bid document. Normally these notifications will have direct bearing on the cost of a project and will influence a respondent's proposal. Therefore, it is important that the County of Champaign have assurances that vendors have in-fact received the notification.

Addenda will be posted on the County's website. Each addendum contains a notification which respondents are required to sign and include with their proposal.

Failure to comply with the instructions on an addendum will result in rejection of the proposal, regardless whether the changes noted in the addendum are included in the proposal or not.

### **1-4 Instructions**

1. All materials related to the RFQ will be available on the Internet at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids). In the event that a potential Respondent does not have download capability, all materials may be obtained from the Champaign County Administrative Services, 1776 East Washington Street, Urbana, IL 61802-4581. Prior to submittal, Respondents shall be responsible for ensuring they have obtained all RFQ materials including any addenda that may be issued. The County will not issue Addenda less than five (5) days prior to the scheduled deadline date and time for receiving proposals, unless said date is to be postponed.
2. All questions concerning the RFQ process and/or the subject of this RFQ shall be directed by e-mail only with the subject Line "RFQ 2015-002" to: [dbrenner@co.champaign.il.us](mailto:dbrenner@co.champaign.il.us)
3. **Requirements for the Statement of Qualifications.** A Statement of Qualifications shall be made in the official name of the firm under which business is conducted (showing the official firm address) and must be signed in ink by a person duly authorized to legally bind the firm submitting the Statement of Qualifications. Champaign County shall not be responsible for nor will it consider unidentified proposals. Respondents are to include all applicable requested information. The Statement of Qualifications should be structured as follows and include the information requested here and in the remainder of this RFQ:
  1. **Executive Summary**
  2. **Qualifications and Experience**
    - 2.1. Company Background (include history, locations, organizational structure, number of local employees, summary of services)

- 2.2. Firm's contact person's name, telephone number, e-mail address, and postal address
  - 2.3. Relevant Project Experience (limit to three project descriptions – include location, client, construction cost, description, relevance to current project)
  - 2.4. Proposed Key Project Personnel (include brief description of proposed role, office location, relevant education, training, certifications, and project experience; include key project personnel resumes as an attachment)
  - 2.5. References (limit to three references, preferably government entities, from projects completed within the past five years – include company name, contact name, address, telephone number, and e-mail address)
  - 2.6. Proposed Sub-Consultants (include company name, description of proposed role, brief summary of qualifications, and key project personnel; include key project personnel resumes as an attachment)
  - 2.7. Briefly describe any attributes that distinguish your firm from others offering similar services that would be helpful to the County in the selection process.
- 3. Scope of Work and Methodology** (based on Section 3 – Scope of Work below, include a detailed description of scope of work, deliverables, exclusions, conditions, stipulations, assumptions, and a sample of the proposed spreadsheet as required by 3-4 Capital Renewal Requirements and Opinions of Probable Costs below)
- 4. ADA Compliance:** In addition to the facility condition assessment and capital planning study work, the County of Champaign requires the services of a licensed architect to act as a neutral inspector for the purposes of issuing certifications of compliance with a Settlement Agreement Between the United States of America and Champaign County, Illinois Under the Americans with Disabilities Act (ADA). The architect shall:
- Be knowledgeable about the architectural accessibility requirements of the ADA and the Rehabilitation Act
  - Act independently to certify whether any alterations, additions, or modifications made by the County of Champaign during the term of the Settlement Agreement comply with the applicable standard pursuant to 28 CFR§ 35.151(c) and the Appendix to 28 CFR§ 35.151(c)
  - In issuing certifications pursuant to the Settlement Agreement, impartially prepare reports with photographs identifying the violation has been remediated, and will use the certification form required by the Settlement Agreement
  - Will be considered a neutral inspector for the purposes of issuing certifications of compliance and will be reasonably available to the United States to discuss findings in the reports, photographs, and certifications

- Ensure advance notice of any inspections conducted in compliance with the Settlement Agreement so that the County of Champaign can provide prior notice to the United States of said inspections to allow representatives of the United States to be present
5. **Value Added Services** (provide description of value added services, leave blank if no value added service offerings)
  6. **Project Management and Communication** (describe approach to project management and communication)
  7. **Proposed Schedule** (include summary of all major milestone dates in tabular form and Gantt chart summary consistent with the proposed scope of work)
  8. **Proposed Report Structure:** Respondents are to provide a sample (preliminary) table of contents which illustrates their proposed report structure as well as a sample spreadsheet that is proposed for this Study. These samples shall be included in the appendix of the proposal submissions.
  9. **Pending Litigation** (Describe any pending litigation of the firm.)
  10. **Additional Information - Optional** (You are invited to include a maximum of five (5) pages of additional information not included above, if you believe it may be useful and applicable to this project.)
4. Failure to submit any of the items requested for the Statement of Qualifications, with the exception of the optional Additional Information, may result in a determination that the Statement of Qualifications is non-responsive and eliminated from further review.
  5. To be considered, the submittal of the Statement of Qualifications shall include one (1) unbound original (clearly marked as such), one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive (preferred) or CD-ROM, and five (5) copies. Proposals may be hand delivered or mailed to:

Champaign County Administrative Services  
RFQ 2015-002  
ATTN: Dana Brenner  
Facilities Director  
1776 East Washington Street  
Urbana, IL 61802-4581
  6. The County will not accept nor consider a Statement of Qualifications submitted by facsimile or e-mail transmission. Respondents mailing their proposal must allow a sufficient mail delivery period to ensure timely receipt of their proposal. Champaign County is not responsible for proposals delayed by mail and/or delivery services of any nature.

7. The Statement of Qualifications shall be accepted until noon local time on May 5, 2015. Proposals received after noon on May 5, 2015, will not be considered and will be returned to the Respondent unopened. At 2:00 p.m. on that date, the proposals will be opened in the Lyle Shields Meeting Room of the Brookens Administrative Center, 1776 East Washington, Urbana, Illinois, and recorded.
8. Respondents may withdraw their Statement of Qualifications by notifying the County, in writing, at any time prior to the proposal response time deadline. Respondents may withdraw their Statement of Qualifications in person or through an authorized representative. Respondents and authorized representatives must disclose their identity and provide receipt for the proposal. Statement of Qualifications, once opened, become the property of Champaign County and will not be returned to the Respondents.
9. Champaign County reserves the right to interview all, any, or none of the respondents. At its sole discretion, the County will invite short-listed Respondents to interviews. The interviews provide an opportunity for Respondents to clarify their Statement of Qualifications for the County. The County will schedule any such the interviews as indicated in the timetable above.
10. Champaign County reserves the right to reject any and all Statement of Qualifications. The County also reserves the right to cancel this RFQ at any time and/or to solicit and re-advertise for other Statement of Qualifications.
11. Neither the County nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a proposal in response to this RFQ.
12. The successful respondent may be required to provide certification of compliance with applicable statutory employment mandates.

## Section 2 – Objectives

The goal of the Facility Condition Assessment, Documentation, and Capital Planning Study is to gather the data necessary to understand the existing facilities condition, identify strategies to meet the facilities life cycle needs, provide a documentation protocol that can be maintained over time, and create an overall capital plan. The objectives include the following:

- Conduct comprehensive Facility Condition Assessments (FCAs) of the specified buildings through visual, non-destructive site assessments and review of existing building data and maintenance history in order to document existing facility requirements including deferred maintenance, recommended discretionary improvements, and code noncompliance issues;
- Identify and prioritize immediate-, short-, and long-term capital renewal requirements for each facility, including provision of opinions as follows:
  - **Probable Capital Needs – Immediate Repairs:** Immediate repairs are opinions of probable costs for conditions that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) material building or fire code

violations, or (3) conditions that, if left un-remedied, have the potential to result in or contribute to critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost. Immediate repair costs are items which require action in year one of the capital expenditure horizons.

- **Probable Capital Needs – Capital Reserves:** Capital Reserves are for recurring probable expenditures that are not classified as operation or maintenance expenses. The modified capital reserves should be budgeted for in advance on an annual basis. Capital reserves are reasonably predictable both in terms of frequency and cost. However, capital reserves may also include components or systems that have an indeterminable life but nonetheless have a potential liability for failure within an estimated time period.
  - **Remaining Useful Life Estimates:** Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, provide opinions as to when a system or component will most probably necessitate replacement. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors to be considered in determining the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system should be reported as the EUL less its effective age.
- Develop the average capital renewal cost per square foot per year for each of the specified buildings;
  - Estimate the current day replacement cost for each of the specified buildings;
  - Calculate the Facility Condition Index (FCI) for each of the specified buildings, as well as the total FCI;
  - Extrapolate the FCI over the entire facility portfolio using factors such as building use/type, age, and area;
  - Develop and analyze multiple funding scenarios for the specified buildings illustrating the level of funding required to meet capital renewal requirements and to achieve a target FCI; and
  - Development documentation protocols and tools that can be maintained over time to track the data necessary to update the FCI and overall capital plan.

### **Section 3 – Scope of Work: Minimum Requirements**

At a minimum, the following should be included in the scope of work presented in your proposal. Any additional work not presented here, but recommended by your firm, should be identified and described in your proposal in detail.

#### **3-1 List of Facilities Included in the Study**

The following table identifies the facilities that will be included in the Study, and will be subject to comprehensive Facility Condition Assessments (FCAs). A complete listing of the inventory of

County-owned facilities will be provided to the successful Respondent upon award of the Contract.

### Champaign County Facilities<sup>1</sup>

Building Name	Address	Square Footage
Courthouse	101 E Main, Urbana	46,839
Courthouse Addition	101 E Main, Urbana	99,500
Juvenile Detention Facility	400 Art Bartell Drive, Urbana	31,000
Brookens Administrative Center	1700 S Washington, Urbana	93,060
ILEAS Training Center	1701 E Main, Urbana	145,000
ILEAS Boiler House	Rear, 1701 E Main, Urbana	1,200
Highway Garage	Rear, 1701 E Main, Urbana	240
ESDA Garage	Rear, 1701 E Main, Urbana	4,800
Sheriff Garage	Rear, 1701 E Main, Urbana	10,800
Highway Garage	Rear, 1701 E Main, Urbana	6,000
Old Salt Building	Rear, 1701 E Main, Urbana	1,440
Highway Salt Dome	Rear, 1701 E Main, Urbana	7,854
Emergency Operation Center	1905 E Main, Urbana	19,600
Animal Control	210 S Art Bartell Road, Urbana	4,500
Nursing Home	500 Art Bartell Road, Urbana	133,192
Highway Fleet Maintenance	1605 E Main, Urbana	43,975
Coroner's Office	202 Art Bartell Road, Urbana	5,750
Election Supply	202 Art Bartell Road, Urbana	5,895
Physical Plant Shop	202 Art Bartell Road, Urbana	11,956
Nursing Home Storage	202 Art Bartell Road, Urbana	1,444
<b>Total</b>		<b>674,045</b>
<b>Other Facilities</b>		<b>Area</b>
County-maintained landscape, parking lots, and sidewalks		<b>50 acres</b>

<sup>1</sup>Excludes the Sheriff/Correctional Center at 204 East Main Street, Urbana, and the Adult Detention Facility at 502 South Lierman Avenue, Urbana

### 3-2 Document Review

The successful Respondent shall review all available documentation including drawings, historical capital renewal and maintenance data, etc. to become familiar with the facilities and gather pertinent information required to complete the work. This information shall be made available upon award of the Contract.

### 3-3 Physical Condition Assessments

Non-destructive visual condition assessments shall be completed at each facility identified in Section 3.1 to identify the types of building systems present, their overall respective conditions, and any particular deficiencies which may be apparent. The visual assessments shall be completed by a multi-disciplinary team of experienced professionals. At a minimum, the team should cover the following areas:

- Architectural (site elements, cladding, roof, windows, doors, interior finishes and systems, barrier-free accessibility, etc.);
- Structural (foundations, structure, etc.);
- Mechanical (plumbing, HVAC, etc.);
- Electrical (lighting, electrical components, etc.);
- Life Safety (fire alarm, sprinkler, exiting, fire separations, etc.); and
- Accessibility (Americans with Disabilities Act compliance – all aspects related to facilities and grounds).

Please note that the Mechanical System assessor shall not be the same individual as the Electrical System assessor unless the Respondent can illustrate that the proposed team member has significant professional expertise in both of these areas. The same is true for other areas noted above.

Digital photographs shall be taken by each discipline involved in the site assessments. Photographs shall include, at a minimum, building elevations, overviews of major building systems, and specific deficiencies observed during site assessments. Copies of the digital photographs shall be provided to the County of Champaign upon completion of this study in JPEG format, organized by facility and by discipline. In addition to the JPEG files, the successful Respondent shall include a photographic log in their final report.

**3-4 Capital Renewal Requirements and Opinion of Probable Costs**

The successful Respondent shall identify and prioritize immediate, short, and long term capital renewal requirements for each facility based on the site assessments and documentation review. The capital renewal requirements shall be organized by major discipline and by anticipated year of expenditure.

The evaluation term for this Study is 25 years. Capital renewal requirements shall be classified according to the following table:

<b>Immediate Requirements</b>	Building code, life safety, accessibility (ADA), deterioration/damage that could result in significant cost or other liability if not addressed
<b>Short-Term Requirements</b>	2016 through 2020
<b>Long-Term Requirements</b>	2021 and beyond

Opinions of probable costs shall be developed for all capital renewal requirements and shall be equivalent to a Class D Estimate as described in Section 8.0. The successful Respondent is responsible for collecting all necessary information from available documentation and site assessments to develop the opinions of probable costs (i.e. quantities, etc.).

Capital renewal requirements and opinions of probable costs shall be provided in spreadsheet form consisting of one spreadsheet per facility, as well as a summary spreadsheet containing the requirements and costs for all facilities identified in Section 3.1. **Respondents shall include a sample of their proposed spreadsheet in the appendix of their proposals.** The successful

Respondent will include an electronic copy of the final spreadsheet(s) in Microsoft Excel (2010 Edition or newer) with their final report.

Respondents shall describe their approach to identifying and prioritizing capital renewal requirements in their proposals. In addition, Respondents shall describe what methods and/or sources they will use to assist in the development of the opinions of probable costs for this Study.

### **3-5 Facility Condition Index (FCI)**

Based on the capital renewal requirements and the building replacement cost estimate, the Facility Condition Index (FCI) for each of the specified buildings (refer to Section 3.1) shall be calculated by the successful Respondent, as well as the total FCI. The successful Respondent may present this element of the Study in tabular or graphical format, but they must present the replacement value for each building that is used in the calculation.

This information will be used to support future capital funding requests and other related decisions. Respondents shall also describe how they propose to present this information to ensure it is an effective support tool for its intended use.

### **3-6 Funding Scenarios**

The County of Champaign would like to evaluate multiple funding scenarios that would satisfy the capital renewal requirements identified during this Study for the specified buildings. As such, the successful Respondent will analyze and present multiple funding scenarios with the goal of responding to the following questions:

- What would the FCI look like over the duration of the evaluation period for each of the specified buildings?
- What would the FCI look like under different funding scenarios – no funding / required funding / limited funding / etc.?
- What is the optimal funding scenario required for the specified buildings to achieve a target FCI?

Respondents are to describe their methodology for the development of multiple funding scenarios for this Study as well as how they intend on presenting the funding scenarios in the final report.

## **Section 4 – Value Added Services**

Respondents are encouraged to describe value added services which they would offer to compliment this Study. These may include, but are not limited to:

- Computer software;
- Funding opportunities/applications; and
- Research, discussion, and comparison of FCIs and funding for other County government organizations.

Respondents shall describe their value added service offerings in detail in their proposals.

## Section 5 – Reporting

The final report shall consist of individual reports for each of the specified buildings (refer to Section 3.1). An executive summary level report shall also be provided which will include a summary of all pertinent results for the specified buildings (e.g. capital renewal spreadsheet, FCI summary, funding scenarios, etc.) in tabular and/or graphical formats as deemed appropriate.

**Respondents are to provide a sample (preliminary) table of contents which illustrates their proposed report structure as well as a sample spreadsheet that is proposed for this Study. These samples shall be included in the appendix of the proposal submissions.**

Two (2) draft copies of the reports shall be provided at approximately 95% completion for review by the County of Champaign. Three (3) bound copies and one (1) unbound copy of the final reports shall be provided upon approval of the draft version by the County of Champaign. Provision for minor changes to the report content/format following a review of the draft reports from County of Champaign staff should be allowed for in the proposal.

## Section 6 – Presentation

Upon completion of the final reports, the successful Respondent will present the results to County of Champaign staff and respond to any questions or comments that may arise. The presentation should include a Microsoft PowerPoint slide show, handouts, photos, tables, and graphical representations, as required to convey the findings and recommendations in the reports. In addition to the presentation to staff, the successful Respondent will also be required to provide a separate presentation to County Facilities Committee at a later date.

## Section 7 – Preliminary Schedule

The following is the tentative schedule for this project (to be negotiated):

DESCRIPTION	DATE
RFQ Closing	May 5, 2015
Award of Consulting Contract	June 18, 2015
Completion of Field Work	September 18, 2015
Draft Report	October 9, 2015
Presentation and Final Report	November 3, 2015

## Section 8 – Construction Cost Estimate Classifications

The successful Respondent shall provide construction cost estimates based on the following classifications as requested by the County of Champaign in this Request for Proposals.

**Class A Estimate:** Based on complete working drawings and specifications, and prepared prior to calling competitive tenders. This estimate should be sufficient to allow the County of Champaign to reconcile and/or negotiate with any contractor with respect to their tender price.

**Class B Estimate (Substantive):** Based on design/preliminary drawings and outline specifications for the project, which include the designs of all major systems and subsystems, as well as the results of all site/installation investigations. This estimate should provide for the establishment of realistic cost objectives and be sufficient to obtain effective project approval.

**Class C Estimate (Indicative):** Based on a full description of the preferred option, construction/design experience, and market conditions. This estimate should be sufficient for making the correct investment decision, and obtaining preliminary project approval.

**Class D Estimate:** Based upon a statement of requirements, and an outline of potential solutions. This estimate is strictly an indication (rough order of magnitude) of the final project cost, and should be sufficient to provide an indication of cost and allow for ranking all the options being considered.

The following is a summary of the attributes of each classification of construction cost estimate.

Estimate Classification	Primary Attribute	Secondary Attributes			
	Project Definition	Intended Purpose	Methodology	Level of Precision	Preparation Effort
Class A	High (completed working documents)	Compliance with effective project approval (budget)	Measured, priced, full detail quantities	High	High
Class B (substantive)	Medium (completed design development)	Seeking effective project approval	Mainly measured, priced, detail quantities	Medium	Medium
Class C (indicative)	Low (project plan)	Seeking preliminary project approval	Measured, priced, parameter quantities where possible	Low	Low
Class D	Lowest (described solutions)	Screening of various alternative solutions	Various	Lowest	Lowest

## Section 9 –Evaluation Criteria

The evaluation criteria are as follows:

Description	Weight
Presentation/Format of Proposal and Completeness	5%
Project Team and Relevant Qualifications/Experience	30%
Proposed Scope of Work and Methodology	35%
Value Added Services	10%
Approach to Project Management and Communication	10%
Ability to Meet Schedule Requirements	10%
<b>TOTAL</b>	<b>100%</b>

## Section 10 –Evaluation Process and Negotiations

An Evaluation Committee will be assigned to evaluate the submitted proposals. The Respondents will be evaluated on each of the evaluation criteria as outlined above, including but not necessarily limited to: qualifications and experience performing similar work, proposed scope of work and methodology, ability to meet project deadlines. Based on this review, Respondents may be selected for interviews. The interviews will consist of a presentation by the Respondent followed by questions from members of the County Facilities Committee, other Champaign County Board members present, and the members of the Evaluation Committee. Those individuals will then rate each Respondent based on the submitted materials and the interviews. The results will be compiled to determine the ranking of the Respondents and the results will be announced.

Based on the rankings, the County's Administrative Services will enter into negotiations with the top-ranked Respondent and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the scope, complexity, and professional nature of the services to be rendered. If unable to negotiate a satisfactory contract with the top-ranked Respondent, the County shall terminate negotiations with that Respondent and begin negotiations with the next highest ranked Respondent. This process will continue until a satisfactory contract is negotiated. If the County is unable to negotiate a satisfactory contract with any of the Respondents selected for interview, the County shall re-evaluate the scope of work to determine how to proceed.

## Section 11 –Sub-Consultants

The Prime Consultant must specify in its proposal the name of each sub-consultant and the object and details of all the sub-contracts it proposes to enter into with each of them. The sub-consultant(s) will be expected to meet the same standards and quality of work as those required from the Prime Consultant. The Consultant will be held responsible for all aspects of the work carried out by the sub-consultant(s). The Consultant shall be responsible to co-ordinate all activities related to his/her sub-consultant(s). The County of Champaign retains the right to

approve all sub-consultants. However, any approval of sub-consultants by the County of Champaign shall not diminish the responsibility of the Prime Consultant.

## **Section 12 – Enquiries**

All enquiries and communications regarding this RFQ (including notification of any discrepancies or errors or omissions) must be submitted via e-mail no later than April 29, 2015. This will allow for the posting of an addendum or addenda on or before April 30, 2015. Enquiries should be submitted to Facilities Director Dana Brenner at [dbrenner@co.champaign.il.us](mailto:dbrenner@co.champaign.il.us).

The County of Champaign reserves the right not to respond to enquiries. Responses to enquiries by the County of Champaign will be made by addendum as indicated above. The County of Champaign will not identify the source of the questions in the addendum. Orally communicated information shall not be binding upon the County of Champaign. Enquiries posed after April 29, 2015, will not receive a response.