



Kendall County, Illinois

REQUEST FOR QUALIFICATIONS

Codification of Kendall County Ordinances

January 2020

This Request for Qualifications (“RFQ”) is for the purpose of evaluating the qualifications of a qualified firm (sole proprietor, partnership, corporation, etc.) to codify all Kendall County Ordinances. Kendall County may, but is not required to, enter into a professional working relationship with a qualified firm as a result of this RFQ.

GENERAL REQUIREMENTS:

Proposers are to submit 1 original proposal via mail or email. Firms may be notified that they have been selected for further evaluation.

SUBMISSION LOCATION:

Kendall County Administration
kcadmin@co.kendall.il.us
111 W. Fox St
Yorkville, IL 60560

SUBMISSION DATE:

March 2nd 2020 by **4:00 p.m.**
Responses received after the time specified will not be opened.

CONTACT QUESTIONS:

Submit questions via email to: Kendall County Administration, attention Scott Koepfel, County Administrator, at **skoepfel@co.kendall.il.us**. Questions are required no less than three (3) business days prior to the RFQ opening date. **Absolutely no informal communication shall occur regarding this RFQ, including requests for information or speculation between Proposers or any of their individual members and any Kendall County elected official or employee. All questions will be answered with a copy of the question and answer to each Proposer that the County is aware of and may be answered by addendum.**

CONTENTS:

The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

- Notice of RFQ
- General Terms and Conditions
- Project Overview
- Submission Requirements
- References

GENERAL TERMS AND CONDITIONS

1. Negotiations:

Kendall County reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ. Nothing in this RFQ is intended as a contract or as any kind of promise or commitment to enter into an agreement.

2. Confidentiality:

RFQs and responses thereto are subject to the Illinois Freedom of Information Act ("FOIA").

3. Reserved Rights:

Kendall County reserves the right, at any time and for any reason, to cancel this RFQ, or any portion thereof, or to reject any or all RFQs. The County reserves the right to waive any immaterial defect in any RFQ. The County may seek clarification from a Proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.

4. Incurred Costs:

Kendall County will not be liable for any costs incurred by respondents in replying to this RFQ.

5. Award:

The Human Resources and Administration Committee of the Kendall County Board will review all of the proposals and make a recommendation to the full County Board for final approval.

6. Discussion of RFQ:

Kendall County may conduct discussions with any Proposer who submits a response to this RFQ. During the course of such discussions, the County shall not disclose any information derived from one Proposer to any other Proposer.

7. Time and Effort:

Time is of the essence. The Proposer shall be able to devote sufficient resources to Kendall County.

8. Responsibility and Default:

The Proposer shall be required to assume responsibility for all items listed in this RFQ. The successful Proposer shall be considered the sole point of contact with Kendall County for purposes of this agreement.

9. Interpretations or Correction of Request for Qualifications:

Proposer shall promptly notify Kendall County of any ambiguity, inconsistency or error that they may discover upon examination of the RFQ. Interpretation, correction and changes to the RFQ will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.

10. Addenda:

Addenda are written instruments issued by the County prior to the date of receipt of qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections. Each Proposer shall ascertain prior to submitting a qualifications packet that all addenda issued have been received, and by submission of a qualification packet, such act shall be taken to mean that such Proposer has received and understands fully the contents of the addenda.

11. Federal, State, and Local Laws:

Proposer shall follow all Federal, State, and Local laws.

12. Insurance: *Please submit certificate with your proposal*

The Proposer must obtain insurance issued by a company or companies qualified to do business in the State of Illinois and provide the County with evidence of credible insurance. Insurance in the following types and amounts is necessary:

- Professional Liability to include, but not be limited to, coverage for Errors and Omissions to

respond to claims for loss therefrom:

- o General Aggregate Limit \$1,000,000
- o Each Occurrence Limit \$ 500,000

Proposer agrees that with respect to the above required insurance, Kendall County shall:

- o Be named as additional insured **by endorsement** as their interest may appear;
- o Be provided notice within thirty (30) days, in writing, of cancellation or material change to said policy;
- o Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of any working relationship and thereafter with certificates evidencing renewals or replacement of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

13. Change in Status:

The Proposer shall notify Kendall County immediately of any changes in its status resulting from any of the following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntarily or by operation of law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. Kendall County shall have the option to terminate any professional working relationship with the Proposer immediately on written notice based on any such change in status.

14. Precedence:

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Kendall County Request for Qualifications; and the Proposers Response to RFQ.

15. Submittal and Evaluation Factors:

The most promising responses as determined by Kendall County will be evaluated in detail. Additional information may be sought from Proposer(s). Proposers may be asked to present and explain their proposals. The key person to be assigned to this project must be present at this interview. The County reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated by the County. The County reserves the right to reject any or all proposals and is not and shall not be bound to select one or more Proposer to provide services to the County.

The County also reserves the right to exercise its discretion and be the sole judge of all proposals.

Criteria includes but is not limited to the following:

1. Understanding of the work required as evidenced by the proposal and the ability of the provider to commence work in a timely manner. Completeness of proposal will be critical.
2. The qualifications of the company;
3. The scope of the services offered;
4. Ability to work with and relationship with stakeholders;
5. Completeness and responsiveness to the requirements of the RFQ;
6. Experience, qualifications and competency in codifying the ordinances of units of local government in the State of Illinois;
7. Experience of the individual and/or team that will be assigned to the County;
8. Experience in evaluating operations and making recommendations that are feasible;
9. Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted.

10. Good service and good value shall weigh heavily in the selection process
11. Firm compensation assessment.

PROJECT OVERVIEW

1. **Intent:**
Kendall County may enter into a service agreement with a qualified firm to codify all of Kendall County's Ordinances.
2. **Background:**
Kendall County (population of approximately 124,000) employs over 320 employees. Kendall County is seeking a firm to codify all of Kendall County's Ordinances. Kendall County has codified all ordinances and the chosen firm will need to codify all ordinances from scratch.
3. **Project Scope of Services:**
The purpose of this Request for Qualifications ("RFQ") is to select a Firm qualified to codify all Kendall County Ordinances. The selected Firm is expected to provide qualified and expert professional services, including but not limited to:
 - a) Create a codebook of all Kendall County's Ordinances into a searchable user-friendly format.
 - b) Check ordinances against Illinois statutes
 - c) Identify concerns, discrepancies, and outdated language in existing ordinances.
 - d) Identify obsolete, duplicate, and inconsistent ordinances.
 - e) Organize all ordinances by subject matter and adopted date.
 - f) Provide a draft copy for Kendall County staff review.
 - g) Provide adopting ordinance once codebook is created.
 - h) Complete the entire project in 12 – 16 months
 - i) Host and maintain a web site that includes a searchable easy to use code.
 - j) On an Annual basis, add all new ordinances to the existing code.

4. Submission Requirements:

Section 1.0 – Executive Summary

Provide a brief summary which describes and highlights your firm's experience, qualifications, and expertise and why your team would be the best choice for the Kendall County. Please state your firm's business organization type (sole proprietor, partnership, corporation, etc.).

Section 2.0 – Relevant Experience

Provide a detailed description for other clients you currently serve. Emphasis should be placed on work completed within the last five years by the specific personnel being proposed to work on this project. Provide Proposer's experience with local governments.

Section 3.0 – Compensation and Term

Provide estimated project completion timeline and cost in for one of the following formats:

1. Total Cost of Project
2. Cost per Ordinance
3. Cost per Page

Section 4.0 – Client Examples

Provide at least three (3) examples of local government ordinance codification. Illinois clients are preferred.