

KENDALL COUNTY *Facilities Management*

804 W. John St. Suite B. Yorkville, IL 60560



Date: January 28, 2022
To: Responders
Cc: N/A
From: Jim Smiley
RE: Addendum #1 - Questions on Kendall County AE Needs Assessment RFQ

All,

The questions asked to date for our RFQ and answers are listed below:

- 1) The current due date is 2/7/2022.
 - a. Answer - It is on the top of page 6 under Instructions to Responders.

See below from page 6:

INSTRUCTIONS TO RESPONDERS

General Description:

Sealed documents detailing your firm's ability to meet the scope of this Request for Qualifications are being accepted for a Professional Design & Engineering Needs Assessment for project # one (1) Kendall County 111 W. Fox St. Campus and for project # two (2) Rt. Campus for the Public Safety Center, Facilities Management and Coroner's offices.

Instructions to Responders and specifications will be available after January 19, 2022 between 8:00 A.M. C.S.T. and 4:30 P.M. C.S.T. daily until February 7, 2022 at 10:00 A.M. C.S.T. at the Kendall County Facilities Management office.

- b. This remains the due date & time.
- 2) Typically we would not provide a waiver with our invoice to the County on a project. This is more geared towards construction. Please clarify if actually required.
response that are required to provide a thoroughly completed Project.

Requests for Payment:

With requests for payment, the responder shall furnish Kendall County with partial and final waivers of lien for pay requests associated or involved with completion of these Projects.

General Instructions

All Responders must confirm they are appropriately licensed and authorized to conduct business within the State of Illinois. Responders shall be prepared to furnish evidence of the foregoing upon request.

- a. Answer: Agree it has construction based language.. The contract will be negotiated between Kendall County and the selected vendor. This was included because it has many of the items the State's Attorney's office requires us to put into contracts.

- 3) Typically we would not providing insurance certificates on a project, especially on a Needs Assessment. This is more geared towards construction. Please clarify if actually required.

h. Responder shall furnish the County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the County before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Responder's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

- a. Answer: Since staff would be onsite and working in the buildings Kendall County requires a COI.

- 4) Professional Services do not fall under the Prevailing Wage Act. Although we have seen this in contracts in past to cover any possible third party consultants that we might use. Please clarify if this is applicable.

includes, but is not limited to, environmental laws, civil rights laws, prevailing wage and labor laws.

14. This contract calls for the construction of a "public work" within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/01 *et seq.* ("the Act"). The Act requires the Responder and Responder's contractors and subcontractors to pay their respective laborers, workers and mechanics performing services on this public works project no less than the current "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. The Illinois Department of Labor ("Department") publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates, and the Responder and Responder's contractors and subcontractors have an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Department's website. The Responder and all of the Responder's contractors and subcontractors rendering services under this Agreement must comply with all requirements of the Act, including, but not limited to, all wage requirements and notice and record keeping duties. Failure to comply with all applicable requirements of the Act will be considered a material breach of this Agreement.

- a. Answer: Agree it has construction based language. The contract will be negotiated between Kendall County and the selected vendor. This was included because it has many of the items the State's Attorney's office requires us to put into contracts.

- 5) We are reviewing the RFQ and wanted clarification if the proposal surety bond is applicable to this submittal.

- a. Answer: This will not be required for the Needs Assessment RFQ.

- 6) In general, the contract includes several references to construction and provisions that are typically only applicable to contractors, but not to professional services providers. (Agreement Form: Section 2, p.10; Section 26, p. 18; and Section 30, p. 19). These are likely not a major concern at this time because the scope of work doesn't reference any construction services, but we wanted to raise awareness in the event this agreement is used for future design work.

- a. Answer: Agree it has construction based language. The contract will be negotiated between Kendall County and the selected vendor. This was included because it has many of the items the State's Attorney's office requires us to put into contracts.

- 7) Exhibit B, p. 29: County is requiring that a "Proposal Surety" be included with each proposal for 10% of the proposed fee for the services. This is not something that is typically required for design professionals. (We have also had trouble in the past with even obtaining a bond for architectural services, so it may not be available for this scope of work.) Will the County consider removing this requirement?
- a. Answer: This will not be required for the Needs Assessment RFQ.
- 8) Agreement Form, Section 12, p.16 and Section 21, p. 17: Upon termination, the County will not pay any additional compensation, penalties, or early termination charges. We are okay with this language, but would ask the County to consider clarification that the consultant would still be paid for any services incurred prior to the termination notice and in the interim between the notice and the termination date due to the long notice requirement.
- a. Should not be an issue. That is a standard that we usually have in contracts.
- 9) Instructions to Proposers, Examination, p. 6 and Terms and Conditions, Item 4, p. 11: By signing the proposal response, we are confirming that we have visited the site for purposes of becoming familiar with the scope of services and the RFQ requirements. Do we need to formally request/schedule a site visit with you?
- a. Answer: No site visit is required at this time. Originally I was told to include price. So that would have been appropriate. But it was pointed out that we cannot ask for price in an RFQ.
- 10) On page 7, it's requested for responders to submit a separate document with three current references. Is it acceptable to include this as a part of the package? Pre-Qualification: The Responder shall submit on a separate document, to be included with the response, three current references, which are similar in size and scope of work to this response. The references shall include the reference company name, the contact person's name, the company address, the company telephone number, a narrative of the scope of work, the dates work began and was completed and the completed contract amount. The Responder shall also submit with the response a copy of all pertinent licenses, which are required in the performance of this work.
- a. Answer: Yes Kendall County only wanted to point out for the references to be a standalone page or pages included in the response.
- 11) On page 24, we are seeking clarification on the difference between the outline of personnel requested for section 3 and the organizational chart requested for section 4.
3. Team Introduction
An outline of the firm team personnel assigned to this project. Include staff resumes and current project assignments.
4. Work Plan and Organizational Chart
A detailed work plan that will identify the major tasks in each category in Attachment A – Scope of Services. Include the personnel classification performing the work, the number of hours anticipated for each category, and the total number of hours.
Include a Project organizational chart and general descriptions on firm approach to each category
- a. Answer: From my experience there may be a team putting together the response and then the actual people that will work on the project. Of course there may be cross over working both angles of the response and actual people doing the onsite work. The main point is to show the depth of your team, especially with similar environments. Government campus, Jail, Coroner, Facilities etc...as the Fox St. campus houses typical County elected offices, Treasurer, Clerk/Recorder/Elections, Assessments, Board of Review, Planning Building & Zoning, GIS/Mapping as well as the Administrative office and County Board. The Sheriff's office is Administrative and Jail, Evidence, Impound lot, Road patrol, Detectives, as well as houses our Emergency Management Operations, my office obviously is Facilities, which includes maintenance of the physical properties, and equipment to keep the campuses operating, the Coroner handles deaths in the County, including autopsies onsite.

- 12) Is there a possibility that we could get an onsite tour of your facilities next week to give us a better understanding of your project and goals?
- a. We did not have that setup and I am afraid if I do it for you and not others there might be a challenge from someone who is not short-listed that did not tour the site. They are public buildings so if you want to walk around that is up to you. However, it would only be in Public Areas.