

**LIVINGSTON COUNTY
REQUEST for QUALIFICATIONS
for
DESIGN BUILD SERVICES
LIVINGSTON COUNTY HEALTH & EDUCATION
DRIVE THRU FACILITY**

General Information

Livingston County will accept Statements of Qualifications from firms interested in providing Design-Build services for the design and construction of a Drive-Thru Facility for the Livingston County Health & Education Building. This project is being issued in a two-phase approach, pursuant to Public Act 102-0954, with this Request for Qualifications (RFQ) being issued under Phase I.

Statements of Qualifications will be accepted until 2 p.m. on March 15, 2023. All SOQ's should be addressed as follows:

Livingston County Board Office
Drive-Thru Facility – Statement of Qualifications
112 W. Madison St.
Pontiac, IL 61764

Point of contact

All questions regarding this RFQ should be addressed to:

Alina Hartley
Livingston County Executive Director
ahartley@livingstoncountyil.gov
Phone: (815)844-6378

Project Information

Livingston County is soliciting written Statements of Qualifications (SOQ) from Design-Build Teams interested in providing design and construction services for a new Drive-Thru Vaccination Facility that is anticipated to be approximately 49' x 62', single story, slab on grade. This work shall include all labor, supervision, materials, transportation and services necessary to design and construct the new facility. The anticipated building is modeled by Cleary Buildings as included in "Attachment A" for reference only. The building will be utilized primarily as a Drive-Thru Vaccination Clinic, and as such shall include sufficient exhaust/fume removal equipment, a heat source, a minimum of one ADA compliant rest room, and meet all necessary building codes. As a local governmental agency, Livingston County is subject to all requirements under the Illinois Prevailing Wage Act.

Tentative Timeline

Notice of Intent to Release RFP	February 3, 2023
<u>Phase I – RFQ Phase</u>	
Release of Request for Qualifications	February 27, 2023
Deadline for Questions & Clarifications	March 15, 2023
Statement of Qualifications Due	March 23, 2023
Shortlist Candidates Identified	March 27, 2023
<u>Phase II – RFP Phase</u>	
Release of Request for Proposal	March 30, 2023
Interviews Scheduled	April 3, 2023
RFP Submittal Deadline	May 1, 2023
Recommendation of Award	May 11, 2023
Execution of Agreement	May 18, 2023
Construction Completion	November 1, 2023

Guaranteed Maximum Price (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this project will be Five Hundred Thousand Dollars (\$500,000). This amount has been appropriated and will be funded through a portion of the county's ARPA funds. The GMP shall include all design and construction costs, contingencies, indirect and reimbursable expenses, and fees to complete this project.

Statement of Qualification Requirements and Criteria

Statement of Qualifications Format

The SOQ submitted by responding Design-Build proposers shall include information documenting how the Design-Build Team meets the evaluation criteria below to achieve the collaborative nature of the Design-Build process. SOQ elements will be evaluated using the weighted distribution identified below.

1. Cover Letter

- a. The letter shall state the project for which consideration is requested. The letter shall clearly identify the Design-Build Team and any joint venture arrangements. The letter may also include all supplemental information the Design-Builder would like to make known.
- b. Provide the Point of Contact name, address, email and phone number, as well as, the preferred method of correspondence throughout the procurement process.

2. Design-Build Team Organization and Responsibilities

- a. Describe the proposed Design-Build Team for both design and construction portions of the project, including team members, the organization, and the responsibility of

each team member. Include a visual element that shows the relationships within the Design-Build Team.

- b. Provide abbreviated resumes of key individuals working as the Design-Build Team. At a minimum, identify the corporate executive dedicated to the project, the dedicated Design-Build manager, design manager, project manager, superintendent, the cost estimator and any consultants.
- c. Describe your level of commitment to assign personnel for the duration of the project.

3. Design-Build Team Experience

- a. Provide the proposed Design-Build Team members' experience relative to the proposed project.
- b. Provide relevant past performance of team members working on similar projects. Include the type of project, budget, issues addressed during design and construction, construction duration, and what made this a highly functioning team. Clearly identify what team members were involved in these projects and their role.
- c. Demonstrate how the proposed members will work together to complement each other's strengths.
- d. Provide a minimum of three (3) references who can directly attest to the past experience with your firm on similar projects.

4. Project Approach

- a. Describe your overall approach to delivering this project in a way that maximizes the value of the delivery model.
- b. Describe your approach to meeting the goals for the project within the target budget and overall project schedule. Describe the tools, tactics and strategies that will be utilized in the approach.
- c. Describe how the Design-Build Team will deliver quality design management and coordination and how that effort will carry forward into the construction phase, turnover and operation of the facility.
- d. Describe your approach to project management that promotes effective decision making, effective communication, risk management, and predictable outcomes.

5. Equal Employment Opportunities

- a. Livingston County is committed to the enhancement of opportunities for minority and women owned and controlled firms in public contracting. The use of, or solicitation of minority and women's business enterprise firms is expressly encouraged.
- b. Describe your ability or past performance in meeting or exhausting good faith efforts to meet the utilization goals for business enterprises established in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act and with Section 2-105 of the Illinois Human Rights Act.
- c. For the purposes of this RFQ the following definitions shall apply:
 - i. MBE: Minority Business Enterprise; at least 51% minority owned.

- ii. WBE: Women's Business Enterprise; at least 51% owned by one or more women.
- iii. SBE: Small Business Enterprise; 50 or fewer employees or gross revenue of less than seven million dollars annually as reported on its state and federal tax returns over the previous three consecutive years.
- iv. VBE: Veteran Business Enterprise; at least 51% veteran owned.
- d. No proposal shall be considered that does not include an entity's plan to comply with the requirements established in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act.

6. Safety, Financial, Legal:

- a. Provide the safety and accident prevention record of the Design-Builder.
- b. Provide a list of all OSHA or other state safety agency citations and their dispositions for the past five (5) years.
- c. List the State of Illinois design and construction licenses and registrations held by the Design-Build Team.
- d. Provide evidence from a surety or insurance company (with a Best's Rating of A minus and VIII or better by A.M. Best Co.) stating that the Design-Builder is capable of obtaining separate performance and payment bonds in amounts not less than the GMP, which bonds will cover the project and any warranty periods. If the Design-Builder is a limited liability company, joint venture or any form of partnership, specifically identify how bonds will be obtained and which member(s) and/or partner(s) will be providing such bonds.
- e. Describe any project that the Design-Builder, lead contractor or designer-of-record were involved in within the past five (5) years that resulted in: (a) the assessment of liquidated damages against one of such parties; (b) one of such parties having received a notice to cure a default due to the party's non-performance or poor performance of the underlying contract; or (c) one of such parties being terminated for cause.
- f. Disclose past or current bankruptcies, convictions, debarments, or suspensions involving Design-Builder, the lead contractor and the designer-of-record.
- g. Identify any other relationship or circumstance including, but not limited to, long-term leasehold, mutual performance, or development contracts with the County, that may give the Design-Build entity a financial or tangible advantage in the preparation, evaluation, or performance of the Design-Build contract or that create an appearance of impropriety.

Statement of Qualifications Evaluation

The County, through a Selection Committee, will review the SOQs submitted in response to this RFQ based on the evaluation criteria and weighting identified herein. The County reserves the right to reject any and all SOQs and to waive any minor irregularities. The County may check references from prior clients, contractors, suppliers, subcontractors and consultants not explicitly identified within the SOQ.

Statements of Qualifications will be evaluated in accordance with the following weighted distribution:

1. Cover Letter	5 points
2. Design-Build Team Organization and Responsibilities	20 points
3. Team Experience	30 points
4. Project Approach	35 points
5. Equal Employment Opportunities	10 points
6. Safety, Financial, Legal	<u>Pass/Fail</u>
Total:	100 points

Statement of Qualifications Submission and Deadline

Any addenda issued for this RFQ will be published at the following website address:

<https://www.livingstoncounty-il.org/wordpress/about-livingston/request-for-proposal/>

Respondents are responsible for checking the website prior to the submission of their SOQ for any addenda. If you are unable to download the addenda notify the Point of Contact. SOQs will be accepted until 2 p.m. on March 15, 2023. All SOQ's should be addressed as follows:

Livingston County Board Office
Drive-Thru Facility – Statement of Qualifications
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Selection of RFP Shortlist

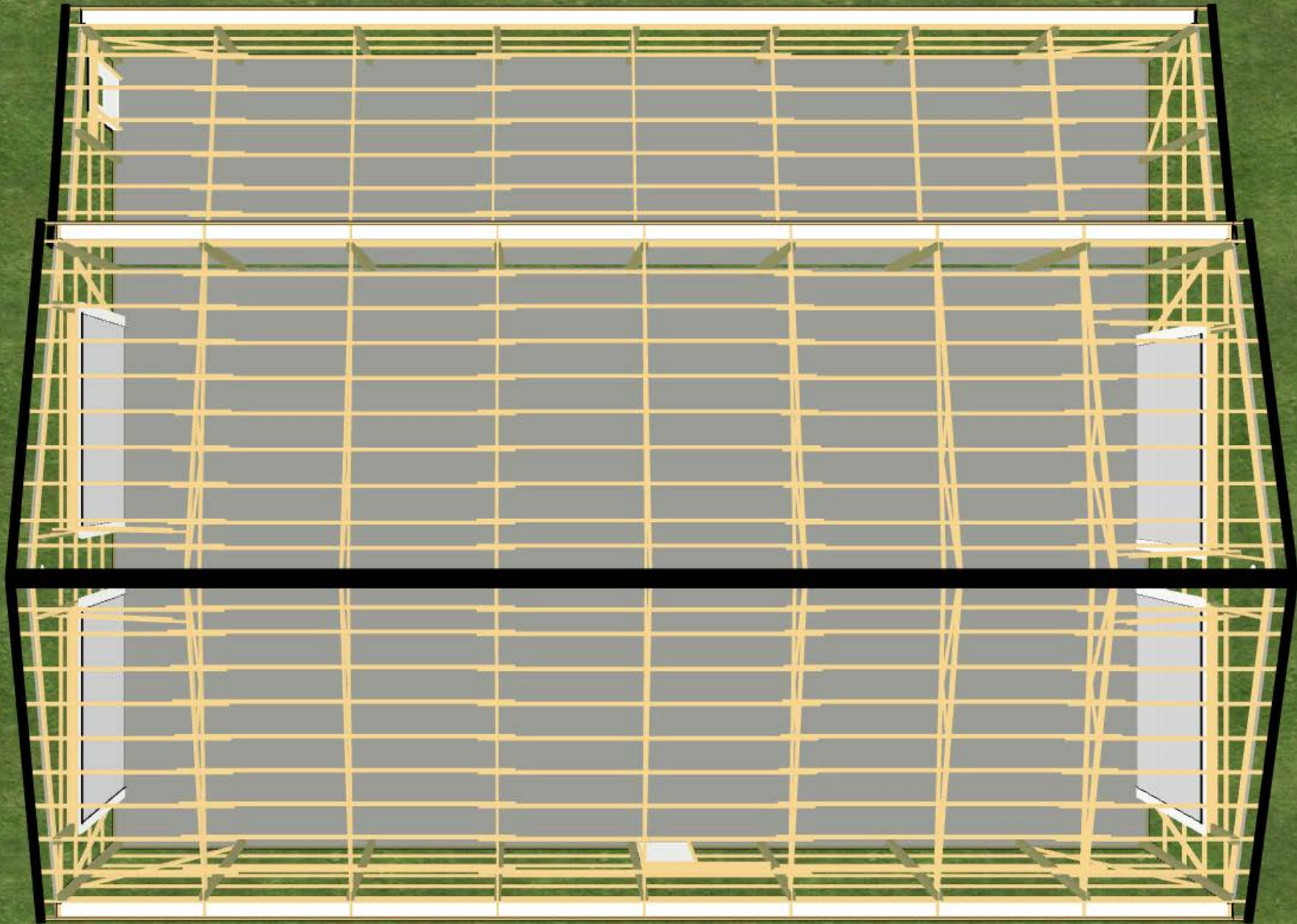
The Selection Committee will select the three highest ranked finalists after a thorough review. These candidates will be invited to proceed to the RFP Phase (technical & cost evaluation phase) of the selection process. If clear determination of the shortlist is not possible based upon the SOQs, the County may, at its discretion, invite the highest ranked respondents to an interview where Design-Build proposers will be asked to present more detailed information about their capabilities and qualifications.

Liabilities

Livingston County is not liable for any costs incurred in replying to this RFQ. Nor shall Livingston County be liable for any and all liability, claims, demands or actions or causes of action whatsoever arising out of any damage, loss or injury to personnel or property incurred in replying to this RFQ.



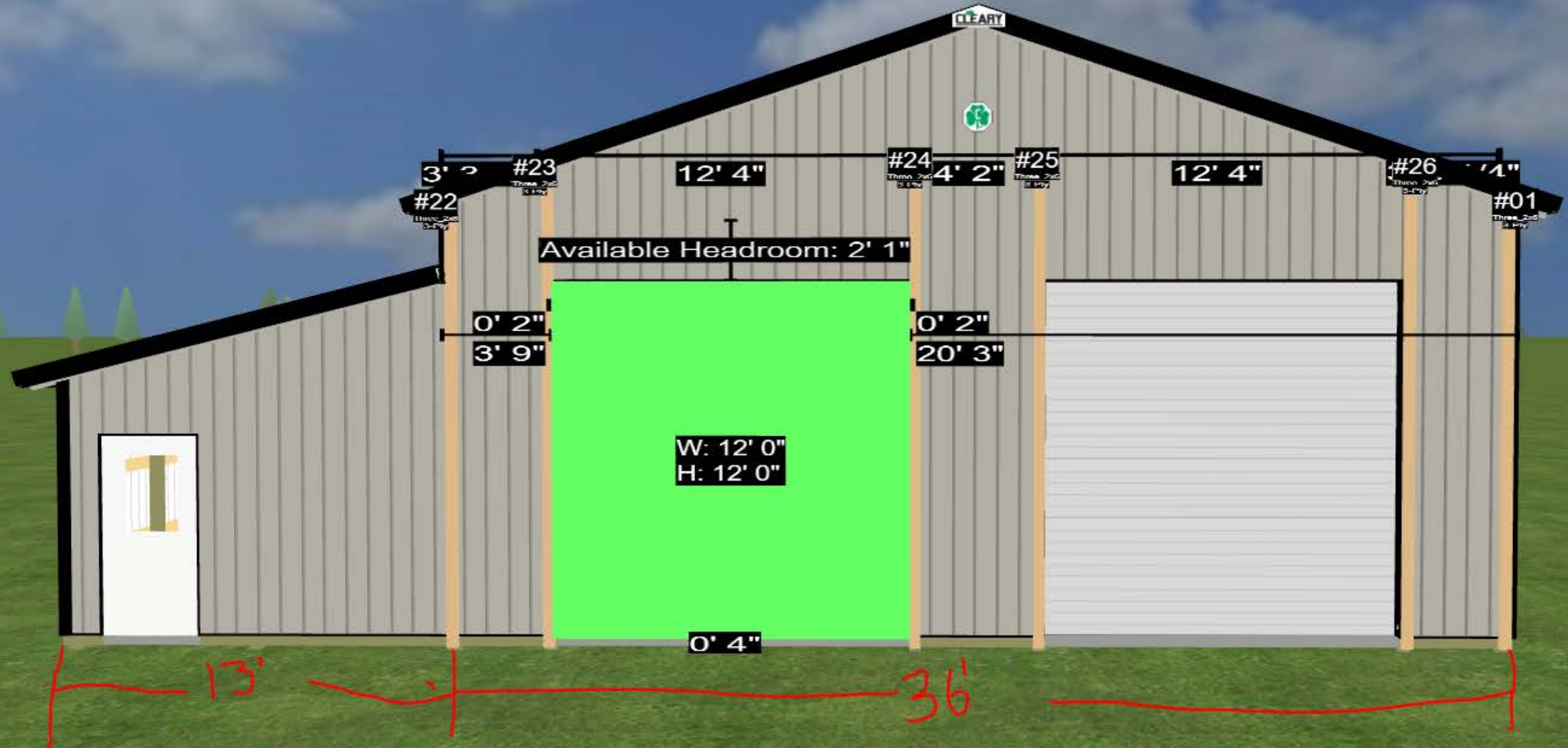






Peak Height: 21' 4"

Eave Height: 15' 4"





Peak Height: 12' 9"
Eave Height: 9' 6"

CLEARY



#36

6' 9 3/4"

6' 9 3/4"

#35

Distance To Eave: 2' 6"

1' 6"

2' 0"

1' 6"

8' 6"

W: 3' 0"
H: 6' 8"

0' 4"