

***Kankakee County, Illinois
Space Needs and 20-Year Strategic Plan***

Request for Qualifications

***Issue Date: February 18, 2020
Submission Deadline: March 2, 2020, 4:00 pm CST
Request To: Planning/Engineering/Design Build/Delivery Services Firms***

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1. Overview of the Requirement

Vendors are invited to submit sealed proposals to the Request for Qualifications (RFQ) for a systematic evaluation of the following Kankakee County facilities and a projection for our facilities needs, both short-term and long-term:

- Administration Building at 189 E. Court Street
- Old Treasurers Office at 192 N. East Avenue
- Courthouse Annex Building at 470 E. Merchant Street
- Courts/Courthouse at 450 E. Court Street
- Animal Control at 1270 Stanford Drive
- County Highway building at 750 S. East Avenue and surrounding buildings

This process will allow the County to explore options that address short and long-term needs for services and owned property in Downtown Kankakee. It will also take stock in financial limitations, opportunities to consolidate, streamline operations, and take advantage of current market conditions that may benefit the long-term planning for Kankakee County Government and the services provided.

This RFQ is looking for a partner to assist the County in identifying the amount of space needed to function effectively for the next 20 years. Current occupancy of its locations above is at historically low levels, there are pressing needs in terms of Courtrooms and jury assembly areas, as well as security costs for Probation Department and Public Defender Offices that necessitate an overall planning process begin. Elevated energy consumption due to old buildings and outdated technology, as well as current market forces help support the financial impetus, as well other active market forces at play in downtown Kankakee. To conserve resources, the County will require the use of the previous Courthouse study as performed by Kimme and Assoc in 2006 and updated by DLR Group in 2014. These space needs reports are related to only the Courthouse, but there is relevant info to be gleaned order in order to save costs.

Considering that Kankakee County is just pulling out of substantial financial upheaval, and now just achieving solvency as a Governmental Body, funding improvements will be extremely limited to both engage an outside form for this process, but also to act on any recommendations that are capital intensive. Any capital improvements must be economical in nature, and recommendations must consider the bare bones funding available now, and in the future. In any event, the County needs a Strategic Plan, and this is the first step in the process.

Kankakee County is looking for a consultative design build partner, one with extensive government planning experience and design build project work, to assist in the space needs of the above noted operations. In addition, we require consideration of Courthouse-related space needs specific to courtrooms, jury assembly, probation and public defender offices, and to moderate a 20-year master planning project/whiteboard session and associated follow up.

Kankakee County Illinois, incorporated in 1853, is located in the northeast part of the state, approximately 50 miles south of Chicago. The County is contiguous to Will County on its northern border, has a land mass of more than 600 square miles and serves a population of 110,879.

2. Request for Qualifications

2.1 Enquiries

The individual listed below shall be the single point of contact for this solicitation. Unless otherwise direct, do not discuss this solicitation, directly or indirectly, with any County employee other than the Solicitation Contact. Suspected errors in the solicitation should be immediately

report to the Solicitation Contact. The County shall not be held responsible for information provided by any person other than the Solicitation Contact. Only information provided in writing shall be binding on the County.

Solicitation Contact: Wes Andrews, Kankakee County Maintenance Director
Telephone: 815-936-5493
E-mail: wandrews@k3county.net

2.2 Closing Date

Sealed proposals of seven hard copies and one electronic copy of each response must be received before 4pm on March 2, 2020, at the address on the front cover of this RFQ, as so indicated by the date stamp of the Kankakee County Administration Department. Responses must not be sent by facsimile. Responses and their envelopes should be clearly marked with the name and address of the respondent and the project title "KANKAKEE COUNTY FACILITY NEEDS ANALYSIS".

2.3 Late Responses

Late responses will only be accepted if an extension is provided 24 hours in advance.

2.4 Qualifications Review Committee

A cross-section group comprised of the County architect, building and grounds/maintenance director, and a non-quorum of County Board members will review the RFQ's and make a recommendation to the County Board Chairman. The final recommendation will be delivered to the Highways and Buildings Committee for consideration, and if approved, sent to the full County Board for final approval.

2.5 Review and Selection

The RFQ is being used to determine the most skilled partner in perfuming the space needs and master planning under the auspices of limited financial expenditure.

The qualifications will focus on these major areas:

1. Previous documented strategic planning and space needs work. Examples required.
2. Previous design build/renovation experience. Examples required.
3. Previous experience with ADA, Courthouse standards, and other judicial and public safety consultation/build acumen.
4. Documentable planning process flow examples. Explain how we get from A-Z in this process.
5. Demonstrated cost-savings mentality in a governmental setting.

2.6 Acceptance of Responses

The RFQ is not a binding agreement to purchase goods or services. Responses to an RFQ are assessed in light of the qualification review criteria and, if chosen, contacted to present to the full Kankakee County Board for final approval.

The vendor acknowledges the right of Kankakee County to reject any or all proposals and to accept the statement of qualifications deemed most favourable to the interest of Kankakee County after all have been examined and evaluated. In addition, the vendor recognizes the right of the Kankakee County to reject any and/or all proposals if the statement of qualifications is in any way incomplete or irregular.

3. Services

If selected, the company selected will refine the scope of the proposal with the Chairman of the County Board and a representative from Highways and Buildings Committee, and supply the Finance Committee a final bid for their services. Upon acceptance of the full board, work will begin immediately.

4. Evaluation Criteria

The criteria that respondents will be assessed against by the review committee may include:

- A. Years of experience in the field
- B. Experience with the type of project specified in the RFQ
- C. Proven capacity to deliver the project requirements on time and on budget
- D. Sample written reports or other required materials for the position
- E. Awards

5. Submission Requirements

Outline the submission requirements. Some examples of requirements include:

- A. A completed Respondent Information Essay with a statement of interest
- B. A resume outlining the respondent's experience, the experience of key team members and a response to the qualification review criteria
- C. A preliminary fee proposal for this project
- D. Three professional references

6. Conflict of Interest

A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position with Kankakee County. Any potential conflicts of interest of any respondent team members potentially assigned to the project with the County Maintenance Director or members of the Review Committee must be identified in the response proposal.

7. Limitations

The vendor will save and hold harmless the Kankakee County from and against all liabilities, claims and demands of whatsoever kind or nature arising out of or connected with the performance of services by the vendor, or on behalf of Kankakee County, whether such injury, death, loss or damage shall have been occasioned by the negligence of the vendor, or a Subcontractor of the vendor, or their employees; or otherwise. The vendor will defend at its own expense any actions based thereon and shall pay all charges of attorneys and all costs and other expenses arising there from.

8. Illinois Freedom of Information Act

The Illinois Freedom of Information Act provides that a public record in the possession of a party with whom the agency has contracted to perform a governmental function on behalf of the public body, and that directly relates to the governmental function and is not otherwise exempt under the Act shall be considered a public record of the public body for purposes of the Act. 5 ILCS 140/7(2)

As such, if Vendor is requested to disclose the substance of this Agreement or any “public record” as defined by the Act during the course of or arising out of this Agreement pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, (FOIA), Will County agrees to notify Vendor and use good faith efforts to assert on behalf of Vendor that such records are exempt from disclosure under FOIA until Vendor decides to consent to the requested disclosure or resist the requested disclosure at its own expense. In no event will good faith efforts of Will County mean litigation. Failure of Vendor to decide to consent to the requested disclosure or resist the requested disclosure within the applicable timeframes of FOIA will be considered consent by Vendor to disclose the information. Vendor shall comply with FOIA requirements at no additional expense to Will County.