

Request for Statement of Interest (SOI)
Kane County Division of Transportation (KDOT)
On-Call Utility Permit Review Services
18-00492-00-EG

March 15, 2018

The Kane County Division of Transportation is in need of professional services from a qualified consulting firm to provide On-Call Utility Permit Review Services for the KDOT Permit Section. At this time the County anticipates the contract duration will start in April, 2018 and is expected to last for 3-4 months, or until the contract funds are expended.

The 2–page Statement of Interest document shall be submitted electronically via KDOT QBS no later than 4:00 pm on March 29, 2018. If you plan to enter into a joint venture with another firm for this project please note this on your Statement of Interest, including the name of the firm you are entering into a joint venture with for this project. The Short-listed firms will be posted on our Consultant Selection Summary Table website at <http://www.co.kane.il.us/dot/SOISummary.aspx>.

Any new firm interested in doing work with the Kane County in regards to this or any other future professional service must first submit their Prequalification Document to Kane County by following the instructions found at <http://kdot.countyofkane.org/Shared%20Documents/QBS.pdf>. The prequalification document will be reviewed and approved in a short period of time, if the appropriate documentation was provided. Each firm must first be prequalified in order to electronically submit their Statement of Interest via KDOT QBS no later than the deadline described above.

More information regarding our Qualifications Based Selection process may be found at <http://www.co.kane.il.us/dot/consultant.aspx>. This contract will be based on the stream-lined selection process for Small Projects with a phone interview rather than an on-site interview, as outlined on Page 13 of the QBS. The contract amount will fall below the Simplified Acquisition Threshold as detailed in the Kane County Procurement Ordinance (Ord. #17-248) found here: <http://www.countyofkane.org/Documents/Purchasing/Purchasing%20Ordinance.pdf>.

Firms interested in providing services to Kane County are hereby notified of the Kane County's Ethics Ordinance No. 10-206, in particular, Section 10, page 15. Only the firm that is ultimately selected for these professional services will be required to provide the Ethic Ordinance information directly to the Kane County Division of Transportation as part of the consultant services agreement. The complete Ethics Ordinance No. 10-206 document is available online at the following link: <http://www.countyofkane.org/Documents/Department%20of%20Human%20Resources%20Management/Ethics%20Ordinance.pdf>.

A Statement of Interest (SOI) received after the above noted deadline will not be used as part of our consultant selection process. At this time, Kane County is anticipating that phone interviews will be conducted with the short-listed firms.

Please refer to the following Project Description for more information on this project.

PROJECT DESCRIPTION

The Permit section of the Kane County Division of Transportation (KDOT) seeks temporary assistance to aid in the review/approval of utility permit applications. The applications cover proposed utility work in the KDOT rights-of-ways, which are associated with relocation for roadway projects or as routine utility upgrades.

Prosecution of Work:

1. The consultant will regularly report to KDOT offices to best coordinate with the Permit section employees. A workspace and computer (networked to County resources and software) is setup for the consultant's use. It is expected that one consultant representative be in the KDOT office for an 8-hour work day, three days per week. Depending on the progression of the work, this requirement may be relaxed in time.
2. Ideally, the consultant's schedule for an upcoming week will be established several days in advance, based on the number of permit applications assigned.
3. The KDOT Permit Administrator will periodically assign applications to the consultant for review.
4. The consultant will be familiar with the KDOT Permit Regulations & Access Control Regulations ("Permit Manual"), especially Section III (Utility Permits). The complete Permit Manual is available here: <http://www.co.kane.il.us/dot/permits/manual/entireManual.pdf>.
5. The consultant will review applications, prepare review comments to applicants, write permit descriptions, and other activities required in the review and issuance of utility permits, under the supervision of the Permit Administrator.

CONTACT INFORMATION

Any questions regarding the requested services should be directed to Kurt Nika, Chief of Traffic Operations and Permitting, at (630) 406-7372 or by email at nikakurt@co.kane.il.us. Any questions regarding the Qualifications Based Selection Process should be directed to Steve Coffinbargar, Assistant Director of Implementation, at (630) 406-7170 or by email at coffinbargarsteve@co.kane.il.us.