

2014 QBS
Request for Proposal (RFP)
On-Call Professional Services for Building Roof Maintenance

INSTRUCTIONS TO CONSULTING FIRMS

Proposals are due at the Division office by **4:00 PM April 25, 2014**.
Interviews will be conducted the week of April 28, 2014.

The County will conduct interviews with short-listed firms in compliance with its current Qualifications - Based Selection Process (QBS) for professional services anticipated for roofing evaluations and projects. The interview will be a maximum of 45 minutes. The Consultant should be prepared to make a presentation (a maximum of 25 minutes in length) outlining their qualifications and experience with projects of similar scope and magnitude. The Consultant should also demonstrate their understanding of roofing systems and architectural services required. The remainder of the scheduled time will be a question and answer session. Attendance of any anticipated support staff is encouraged, but will be limited to three representatives from the Consultant.

I. Scope of Services

Services to be provided shall include, but shall not be limited to, architectural services, detailed and comprehensive roof evaluations, reporting, replacement recommendations, proposed methods to correct and resolve identified problems and deficiencies, budget estimating, bid specification writing including detailed drawings and roof plans, on site pre-bid meetings, on site pre-construction meetings, construction management and oversight, submittal development and collection including warranty documentation and enforcement as well as As-built drawings. Any and all bid specifications will be required to be complete and detailed with roof plans and detailed sectional drawings specific to each existing roof and conditions.

I. PROPOSAL REQUIREMENTS

The proposal shall be in PDF format viewable with the latest version of Adobe Reader and submitted, VIA KDOT QBS, no later than 4:00 pm **April 25, 2014**. The required proposal format is listed below.

Please do your best to comply with as much of this information as possible.

The completed Proposal shall include the following items, presented in the following order:

- Cover letter on the firm's letterhead transmitting the Proposal to the County. The cover letter shall describe the composition and proposal contents. Also the cover letter shall include the firm contact individual, including contact information, should questions arise from the submitted Proposal.
- Section 1: Listing of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart that are proposed to provide the majority of services.
- Section 2: Key staff resumes. Resumes shall be limited to two pages.
- Section 3: List of other company support staff that are not anticipated to perform major items of work but that may be available should their assistance be required.
- Section 4: Proposed sub-consultants.
- Section 5: Ongoing or completed projects of similar scope and magnitude that demonstrate the firm has experience in performing work requested by the County.

III. SELECTION PROCESS

The selection of the Consultant will be made in compliance with the County's most current Qualifications - Based Selection or QBS Process. The current QBS Process is posted on the County's website. The consultant chosen by the Selection Committee will be the presumptive Consultant for the final negotiations. The County will then conduct negotiations with the first choice firm. If the County is unable to execute a timely contract with the firm with the first choice, the County will then pursue negotiations with second choice firm who have met the basic qualifications, then the third, etc., until an acceptable contract is executed.

IV. CONTACT INFORMATION

Any questions regarding the "On Call Roof Maintenance Services" should be directed to Gary Voss at 630-406-7360 or via email at vossgary@co.kane.il.us

Any questions regarding the QBS Process should be directed to Steve Coffinbargar at 630-406-7170 or via email at coffinbargarsteve@co.kane.il.us