

County of McHenry Request for Proposal

RFP # 11-54

Permitting System Software and Related Services

October 12, 2011

This Request for Proposal (RFP) is for the purpose of, contracting with a qualified firm to provide **Permitting System** as a service to the County of McHenry as outlined within this document. All requirements are as per specifications enclosed herein.

GENERAL REQUIREMENT: This is a Request for Proposal (see attached). Proposal will be opened and evaluated in private and proposal information will be kept confidential until an award is made. **One (1) original and one (1) copy of the complete proposal are to be submitted.**

SUBMISSION LOCATION:

Purchasing Department
McHenry County Administration Building
2200 N. Seminary Avenue
Room 200
Woodstock, IL 60098
Phone: (815) 334-4818
Fax: (815) 334-4680

CONTACT PERSON:

Ms. Catherine Link, CPPB
Director of Purchasing

SUBMISSION DATE AND TIME:

2:00 PM, (CST) NOVEMBER 1, 2011

Proposals received after the submittal time will be rejected and returned unopened to the sender. (See below for schedule of events).

SCHEDULE OF EVENTS

October 12, 2011-----	RFP Available
October 21, 2011-----	Vendors Questions Submitted via fax to 815-334-4680 by 4:00 P.M.(CST)
October 28, 2011-----	Vendors Questions Answered via fax and Posted on Website by 4:00 P.M.(CST)
November 1, 2011-----	RFP due in Purchasing at 2:00 P.M.(CST)
November 1, 2011 through November 30, 2011-----	Evaluation, Committee recommendation, Award of Contract and Notification to Successful Vendor

GENERAL INFORMATION

REQUEST FOR PROPOSALS

DEFINITION

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible vendor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. **Award** will be based on the criteria set forth herein.

RECEIPT and HANDLING of PROPOSALS

Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing vendors.

EVALUATION of PROPOSAL

The proposals submitted by vendors shall be evaluated solely in accordance with the criteria set forth in the RFP.

DISCUSSION of PROPOSAL

The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other vendor.

NEGOTIATIONS

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Vendor.

NOTICE of UNACCEPTABLE PROPOSAL

When the Evaluation Committee determines a vendor's proposal to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its proposal.

TERMS AND CONDITIONS

AUTHORITY

This Request for Proposals is issued pursuant to applicable provisions of the **McHenry County Purchasing Ordinance**, approved December 1, 2006. This ordinance is incorporated by reference into this RFP as if it were contained herein. If you desire a copy of this ordinance, contact the Director of Purchasing.

RESERVED RIGHTS

The County of McHenry reserves the right at any time and for any reason to cancel this Request for Proposal, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. **Unless otherwise specified by the offeror, the County has no less than one hundred and twenty (120) days to accept.** The County may seek clarification from a vendor at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

INCURRED COSTS

The County of McHenry will not be liable in any way for any costs incurred by respondents in replying to this RFP.

AWARD

Award shall be made by the McHenry County Board to the most responsive and responsible vendor whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation criteria set forth herein below.

CRITERIA for SELECTION

The following criteria and point system shall be used by the selection team to determine the firm or individual(s) most qualified and best suited to perform the work:

1. Qualifications and experience for the specific scope of services as set forth herein (50pts).
2. Cost Proposal based on the contract description (5 pts)
3. Compliance with requirements of this RFP (40 pts).
4. References provided (5 points)

Total 100 points

NON-DISCRIMINATION

Vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith. Including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the Vendor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Vendor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

SECURITY

The Vendor represents and warrants to the County of McHenry that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Vendor further represents and warrants to the County of McHenry that the Vendor and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The Vendor hereby agrees to defend, indemnify and hold harmless the County of McHenry, the Corporate Authorities, and all County of McHenry elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

PREVAILING WAGE

The State of Illinois requires under Public Works contracts that the general prevailing rate of wages in this locality be paid for each craft or type of worker hereunder. This requirement is in accordance with The Prevailing Wage Act (820 ILCS 130) as amended. This shall include payment of the general prevailing rate for legal holiday and overtime work. It shall be mandatory upon the Subcontractor under the Vendor. A copy of the prevailing wage rates is posted on the McHenry County website at www.co.mchenry.il.us under BIDS and RFP's. If wage rates change during the course of the project, the new rates will be available in the County of McHenry Purchasing Office. Vendors may access the Illinois Department of Labor website for updates www.state.il.us/agency/idol.

CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)

Effective August 10, 2005 Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Any Vendor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

INCREASED PENALTIES for PREVAILING WAGE VIOLATIONS (Public Act 94-0488)

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which Vendors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of \$5,000 may be assessed against Vendors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

OSHA REQUIREMENTS

The Occupational Safety and Health Act of 1970 (OSHA) "guarantees workers the right to a safe and healthful workplace". Under Section 5(a) (1) of the OSHA Act, the employer must "furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

There are times when the County must hire entitles and individuals (contractors) to perform services. To this end, contractors hired by the County of McHenry must perform their duties in a manner that is complaint with all state and federal health and

safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all state and federal health and safety laws and regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

The successful bidder must be in compliance with State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program, which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES

As approved by the McHenry County Board in April 2008, it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the example of using government specifications and standards that are green or environmentally friendly when making its purchases.

Whenever available and cost-justified, the County should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria, which do not discriminate against the use of, recycled materials.

McHenry County should cooperate to the greatest extent feasible with other governments and organizations to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, products designed to be recycled, and other environmentally responsible products.

McHenry County shall continue to participate in and shall encourage other public jurisdictions to participate with the County in the purchase of products containing recycled content. Participation in such cooperative systems shall be aimed at obtaining maximum practical recycled content in County purchases, to obtain best available price for products with recycled content, to facilitate or encourage lower prices industry-wide and to encourage development of industries and markets dealing with recycled content products.

PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED

McHenry County shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

PURCHASE EXTENSION

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Vendor. The County of McHenry shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

PROTEST PROCEDURES

Any Bidder who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Director of Purchasing. To be considered, the protest must be received by McHenry County five (5) days prior to the stated bid opening. Any adversely affected or aggrieved Bidder shall have ten (10) days from the date of the bid opening to file a written protest regarding the intent to award the bid. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

ADDENDUM

Should the Vendor require any additional information about this Bid, please fax to Purchasing (815-334-4680) any questions by the deadline as outlined in the schedule of events. ANY AND ALL changes to these specifications are valid only if they are included by Written Addendum to All Bidders. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be faxed to bidder if a Notice of Intent to Bid has been completed and faxed to the Purchasing Office. In addition, all addenda are posted on the County of McHenry's website. Failure of the bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this Bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a bidder to improperly submit a bid.

Response to these questions will be made by means of an addendum. Only the Director of Purchasing has the authority to issue an addendum.

Addenda are written instruments issued by the County prior to the date for receipt of proposals, which modify or interpret the Bid by addition, deletions, clarifications or corrections.

Prior to the receipt of bids, addenda will be faxed or delivered to all who are known to have received a Notice to Bid. Each vendor shall ascertain prior to submitting a bid that all addenda issued have been received and, by submission of a bid, such act shall be taken to mean that such vendor has received all addenda and that the vendor is familiar with the terms thereof and understands fully the contents of the addenda.

TAXES

The County of McHenry is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

PAYMENTS

The Vendor shall furnish the County with an itemized invoice. Payment shall be made in accordance with applicable provisions of the "Local Government Prompt Payment Act."

VENDOR RESPONSIBILITIES

The selected Vendor will be required to assume responsibility for all services offered in this proposal. The County will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Any contract resulting from this RFP may not be assigned, in whole or in part without written consent of the County. If the Vendor attempts to make such an assignment without the written consent of the County, the Vendor shall nevertheless remain legally responsible for all obligations under the Contract.

INTERPRETATION or CORRECTION of REQUEST for PROPOSALS

Vendors shall promptly notify the Director of Purchasing of any ambiguity, inconsistency, or error, which they may discover upon examination of the Requests for Proposals.

Interpretations, corrections, and changes to the Request for Proposals will be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding.

LAW GOVERNING

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois. Venue for disputes will be McHenry County, Illinois.

RECOURSE for UNSATISFACTORY MATERIALS

Payment shall be contingent upon the County's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the County's satisfaction by the successful bidder at no additional charge.

CANCELLATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the Vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the County deems the Vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law.

REJECTION of BIDS, WAIVER of IRREGULARITIES

McHenry County reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the County. Any such decision shall be considered final.

DELIVERY

Delivery will be considered in making the award and the bidders shall state, in the spaces provided expected delivery after receipt of order. Failure to meet said delivery promises without prior consent of the Director of Purchasing will be considered a breach of faith.

WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The County shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

QUALIFICATIONS

Each firm submitting an RFP for this project shall submit detailed information concerning the professional qualifications of the individual(s) assigned to carry out this project. Relevant project experience, logistical capabilities and other relevant support data regarding the firm and assigned personnel must be included.

Each firm submitting a proposal for this project must provide at least three (3) references where projects of a similar nature have been successfully completed and implemented. These references should provide the name and address of the entity where the project was completed as well as a contact person.

INSURANCE

General The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Vendors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:

\$500,000 per occurrence and \$1,000,000 in the aggregate;

- b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:

\$300,000 per occurrence combined single limit for:
Bodily Injury Liability and Property Damage Liability;

- c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.
- d) Professional Liability Insurance with \$1,000,000 per occurrence and \$1,000,000 in aggregate.

CERTIFICATE of INSURANCE

The successful bidder agrees that with respect to the above-required insurance that:

- (a) The County of McHenry shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The County of McHenry shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, comply with the same insurance requirements; and
- (e) have McHenry County named as an additional insured and the address for certificate holder must read exactly as:

County of McHenry, **a body politic**
2200 N. Seminary Avenue
Woodstock, IL 60098

- (f) Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County, Purchasing Department
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

The County shall be provided with Certificates of Insurance evidencing the above required insurance prior to the commencement of this Agreement and thereafter with the certificated evidencing renewals or changes to said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies.

The County shall be named as additional insured on all liability policies, and the parties acknowledge that any insurance maintained by the County shall apply in excess of, and not contribute to, insurance provided by successful bidder.

The contractual liability arising out of the Agreement shall be acknowledged on the Certificate of Insurance by the insurance company. The County shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change, and said notification requirements shall be stated on the Certificate of Insurance.

Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

HOLD HARMLESS CLAUSE

The Vendor agrees to indemnify, save harmless and defend the County of McHenry, their agents, servants, and employees, and each of them against and hold them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of McHenry, their agents, servants, or employees or any other person indemnified hereunder.

EVALUATION

Evaluation of proposals will be done by the Director of Purchasing and associated County staff. Proposals will be evaluated on experience in doing projects of a similar nature and adherence to specifications.

DIRECTIONS FOR SUBMISSION

Qualified individuals or firms are to submit one (1) original and one (1) copy of the completed proposal along with any support documentation to:

Ms. Catherine Link, CPPB
Director of Purchasing
McHenry County Administration Building
2200 N. Seminary Avenue, Room 200
Woodstock, Illinois 60098

All data and documentation submitted as part of this RFP shall become the property of McHenry County, Illinois. After award of this contract, all responses, documents, and materials contained in the RFP shall be considered public information and will be made available for inspection in accordance with the Illinois Freedom of Information Act.

All proposals must be received by **2:00 p.m. (CST) on November 1, 2011**. Absolutely no proposal will be accepted after the time specified. Late proposals shall be rejected and returned unopened to the sender. The County of McHenry does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of reason, in the transmission of proposals.

BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE RFP TITLE, TIME & DATE OF OPENING.

SUBMITTAL

Submit one (1) bid, multiple bids will not be accepted.

PRICING

Price offered shall be firm for at least 120 days after the latest time specified for submission of proposals and thereafter until written notice is received from bidder.

FREIGHT

Freight is all inclusive unless otherwise stated.

FUEL SURCHARGE

The County of McHenry does NOT accept any fuel surcharges.

SPECIFICATIONS

LAND MANAGEMENT SYSTEM SPECIFICATIONS

1) Purpose

McHenry County (the County) is issuing this Request for Proposals (RFP) for qualified companies to submit proposals to provide a turnkey land management system, including computer software and implementation services. The selected system shall have the ability to process and track the Department of Planning and Development's (the Department) building permitting, stormwater permitting, zoning petition, and subdivision plating activities as further described in this RFP. The implementation services shall include a comprehensive reviewing of the Department's existing business practices, providing recommendations for modifying those practices in accordance with industry best practices and to take advantage of the new technology, installing and configuring the system software, importing legacy data, and end-user training. Following system implementation, Department staff shall be able to modify the system configuration to accommodate changes in permitting requirements and processes. The County is considering both hosted and non-hosted solutions. The County desires the system to be implementing within 18 months of the date of the contract.

2) County Background

McHenry County is located in northeastern Illinois and is part of the seven-county metropolitan Chicago region. The County's total population is 308,760 persons (2010 Census). The County contains approximately 611 square miles, of which approximately 27% is incorporated into 30 municipalities. Each municipality exercises its own building and land use regulating and permitting authority. The County retains zoning, subdivision, and code enforcement control in the unincorporated area that covers approximately 443 square miles and contains a population of 61,674 persons (2010 Census). There are approximately 140,558 parcels in McHenry County. Of those, 42,483 are unincorporated. The County enforces the stormwater ordinance and issues stormwater permits within the unincorporated area and within nine "non-certified" communities. The nine non-certified communities have a combined population of 31,058. Development in the unincorporated area is typically based on individual well and septic systems with permits issued by the McHenry County Health Department; developers occasionally provide IEPA permitted wastewater treatment and community water supply systems; the County does not provide public water or sewer services.

3) Department Background

The Department of Planning and Development contains 30 staff divided into six divisions. Five divisions and 23 staff members are involved in some aspect of the land management. In the short term, the number of staff involved in the permit process has the potential to increase by 2 or 3 persons.

The following is a description of each division, its staffing, and activity levels for the past five years.

Permitting, Inspection and Enforcement (PIE) Division

The division reviews building plans, issues permits, and conducts inspections of all construction activities in unincorporated McHenry County.

Planning Division

The division is the point of contact for persons seeking to rezone property, obtain conditional use permits, request variations and subdivide property within unincorporated McHenry County. Division staff also coordinates the subdivision review process and the Staff Plat Review Committee.

Stormwater Division

The Stormwater Division responds to concerns regarding site grading, flooding, drainage, and wetlands. They assist property owners in obtaining stormwater management permits. They also inspect development sites and review subdivision engineering plans in unincorporated McHenry County and within non-certified communities.

Graphics/Administration Division

Graphics staff supports the Department’s presentations, documents and mapping needs. The division updates and maintains the County’s zoning maps and also archives historical aerial photographs. Working with the County’s GIS Department, the division provides ongoing zoning, land use, and other planning information.

Administration staff supports the Department’s personnel, provides the first customer service contact for walk-in and telephone contact, schedules building and stormwater inspections, and maintains permit files and records.

The following charts show permitting and enforcement activity over the past five years.

Zoning Requests 2006 - 2010

<i>REQUESTED ACTION</i>					
<i>Year</i>	<i>Reclassification</i>	<i>Variation</i>	<i>Conditional Use</i>	<i>Appeals</i>	<i>Total Petitions*</i>
2006	43	35	14	0	92
2007	36	46	29	0	111
2008	31	34	20	0	85
2009	15	26	17	0	58
2010	12	21	24	0	51

*Some petitions contained multiple requests

Total number of zoning request responses emailed in FY2010 = 1,770

Permit Applications 2006-2010

Category	2006	2007	2008	2009	2010	Total
Single Family Residence	206	146	68	30	26	476
Hotel, Motel and Tourist Cabins	-	-	1	-	-	1
Amusement, Social and Recreation	2	3	4	4	5	18
Churches and other Religious Bldgs	5	4	2	4	3	18
Commercial / Industrial	168	160	135	9	6	478
Signal Transmission Tower	16	10	22	28	14	90
Residential Addition/Alterations	207	225	220	177	225	1,054
Non-residential and Non-Housekeeping	45	12	13	17	78	165
Additions of Residential Garages/Carports	86	79	68	58	51	342
Single Family Residence - Wrecking	22	23	21	35	27	128
All Other Bldgs - Wrecking	10	10	13	12	10	55
Swimming Pool	81	78	51	35	33	278
Wood Deck	143	102	103	116	87	551
Roof	-	2	3	2	2	9
Over the Counter Permits	183	157	146	216	222	924
Repair Fire Damage	17	8	5	6	5	41
Concrete Foundations	11	17	19	19	14	80
Privacy Fence	87	36	62	53	51	289
Schools & Other Educational Bldgs	-	-	-	-	-	-
Hospital and Institutions	2	-	-	-	-	2
Agricultural Exempt	105	83	71	83	55	397
Signs	252	175	59	25	26	537
Stormwater	1,425	1,184	476	179	146	3,410
Totals	3,073	2,514	1,562	1,108	1,086	9,341

* Commercial/Industrial includes industrial buildings, service stations and repair garage, offices, banks and professional buildings, public works and utilities, stores and customer service, other non-residential buildings and structures other than buildings. Over the counter permits include siding, new electric service, fireplace, furnace replacement, plumbing installation and central air conditioning installation.

Request for Service (RFS) Activity 2006 - 2010

<i>Year</i>	<i>Received</i>	<i>Closed</i>	<i>Pending</i>	<i>Referred to SAO</i>
2006	1,488	1,269	219	225
2007	1,493	1,251	242	278
2008	1,109	909	200	145
2009	998	739	259	93
2010	963	776	187	90
5-Year Total	6,051	4,944	1,107	831
5-Year Average	1,210	989	221	166

Flood Hazard/Stormwater Reports 2006 - 2010

<i>Year</i>	<i>Flood Hazard Reports</i>
2006	1,425
2007	1,184
2008	1,059
2009	838
2010	678

Subdivision Submissions 2006-2010

<i>Year</i>	<i>Total Sketch Plans</i>	<i>Total Tentative Plats</i>	<i>Total Final Plats</i>	<i>Totals</i>
2006	10	11	11	32
2007	4	8	9	21
2008	7	6	8	21
2009	0	3	0	3
2010	0	0	1	1

- 4) Permit/Applications Types - The system *must* be able to incorporate the following permit and application types, each of which may have several subcategories:
- A) Building Permits
 - B) Sign Permits
 - C) Stormwater Permits
 - D) Temporary Use Permits
 - E) Fireworks Permits
 - F) Requests for Service (RFS)/Violations

- G) Sketch Plat (Subdivisions)
 - H) Tentative Plat (Subdivisions)
 - I) Final Plat (Subdivisions)
 - J) Zoning Petitions
 - K) Conditional Use Permit Petitions
 - L) Zoning Variation Petitions
 - M) Zoning (Code Enforcement Officer) Appeals
 - N) Stormwater Variations
 - O) Stormwater Appeals
 - P) Hotel/Motel Licenses
 - Q) Liquor Licenses (issued by County Board)
- 5) Activities - The system *must* be able to create, assign, schedule, and track the results of the following activities, which can be related to any Permit/Application type
- A) Reviews (i.e. building plan, stormwater, zoning, etc.)
 - B) Inspections (i.e. footing, electrical, stormwater, etc.)
 - C) Meetings (i.e. staff plat, ZBA, P&D Committee, County Board, etc.)
 - D) Fees (application, review, inspection, penalty, etc.)
- 6) Work Flow – The system *must* include a configurable workflow component that can be configured to follow the Department’s business rules for processing and approving permits and applications. After initial implementation, County staff should be able to re-configure the work flow in response to new or modified business rules. The system *must*:
- A) Provide automated work queue management with both personal and administrative queues.
 - B) Provide automated personal alerts triggered by user-defined rules.
 - C) Provide automated alerts triggered by department business rules.
 - D) Provide automated document generation triggered by the Department’s business rules (inspections sheets, stormwater review forms, etc.), with the ability to modify or cancel the document before it progresses in the queue.
 - E) Provide automated document generation triggered by user-defined rules and department business rules, with the ability to modify or cancel the document before it progresses in the queue.
- 7) Reporting Capabilities—the system *must* provide multi-functional reporting capabilities that will allow reporting on all aspects of Land Management records including detailed data about specific permit/applications/activities and summary data about workload and performance benchmarks. The system *must*:
- A) Include a report writer utility that allows users to extract needed data and create reports in user-defined formats, without the need for custom development or direct access to database files (Ad-hoc reports).
 - B) Provide ability to save the design of ad-hoc reports, so they can be executed again without rebuilding from scratch.
 - C) Include pre-defined statistical reports required by internal and external agencies.

- D) Include pre-defined custom, parameter-driven reports.
 - E) Provide ability to execute pre-defined reports through customizable menu or dashboard.
 - F) For all report types, provide ability to save electronic copies, print, and export to various formats, including Word, Excel, PDF and Text files.
 - G) Provide ability to integrate with SQL Server Reporting Services and Crystal Reports.
 - H) Access to report data must integrate with Active Directory logins and defined security profiles and schemes.
- 8) Field Automation – The system *must* include the capability for field staff to access permit, application, and inspection records and to record inspection results in the field. Field staff must be able to record inspection results and creation inspection reports and notices in the field.
- 9) On-line Permitting – The system *must* include the capability for applicants to submit permits and applications, request inspection, and review application and inspection status and results using the Internet.
- 10) Systems Integration
- A) Tax System – the system *must* integrate with the County’s tax system (DevNet) for the purpose of obtaining current parcel information including Parcel Identification Number, address, and owner information. Parcel data can be “replicated” in the land management system or permits/applications can be “linked” to the appropriate record in the tax system.
 - B) GIS – the system *should* incorporate GIS technology that will utilize the County’s existing GIS data format (ArcGIS) or should link to the County’s GIS system. This integration should allow for the two-way transfer of data such that it is possible to access map data related to a Permit/Application or possible to see the Permit/Applications related to map data.

The County utilizes ESRI’s GIS technology and is currently at Version 10 for all desktop and server software. The County maintains all GIS data in an ArcSDE enterprise environment MS SQL Server 2008 R2 as the relational database management system (RDBMS). The County also has an ArcGIS Server Enterprise Standard license to assist with all GIS web applications. As a practice, the County maintains the most recent version of all GIS software licenses. To avoid incompatibility issues, the selected vendor should maintain updated versions of their software.
 - C) Document Management – the system *must* integrate with the County’s document management system (Hyland OnBase). This integration should allow for the two-way transfer of data such that it is possible to access digital documents related to a Permit/Application or possible to access the Permit/Applications related to digital documents.

- D) Financial – the system *should* integrate with the County’s financial management system (Cogsdale Performance Series) to allow fee revenue information to be accounted for by the Treasurer’s Office.
 - E) Credit Card Payment – the system *should* integrate with the County’s credit card payment application to allow staff to enter credit card information for permits at the front counter and to allow applicants to pay fees for on-line applications via credit card. Credit Card integration must be PCI compliant.
 - F) Communications and Scheduling – the system *should* integrate with the County’s MS Exchange Server to enable email notifications and scheduling of meetings, inspections, and reviews in MS Outlook.
- 11) Data Conversion – the system vendor *must* import the following data into the new land management system:
- A) DevNet Data
 - i) Building Permits
 - ii) Temporary Use Permits
 - iii) Stormwater Permits
 - iv) Requests for Service (Violations)
 - B) MS Excel spreadsheets
 - i) Subdivision Data
 - ii) Rezoning Petition Data
 - iii) Conditional Use Permit Data
 - iv) Variation Data
 - v) Sign Inventory
 - C) The Vendor must identify how data will be brought into the new system and who is responsible for this process.
- 12) Outside Agency Reviews/Comments – the system *must* provide a method for outside agencies, including, but not limited to the McHenry County Health Department, Fire Districts, School Districts, and Township Highway Commissioners), to receive notice, review, and comment on permit applications without requiring full land management system software or licenses. Preferably this functionality would be provided through a browser based interface and secure log-on.
- 13) Extensibility/Modular – the system *should* be modular in design to allow acquisition and implementation to be phased over time. For example, the core office functionality could be acquired and implemented separately from either the field automation or the on-line permitting functionality. Similarly, integration of the Land Management System with the

County's GIS, Document Management, or Financial system may occur as later phases. Finally, depending on funding availability, it may be desirable to implement the various permit and application types and to convert the corresponding data in multiple phases.

14) Implementation Services--The implementation services shall include a comprehensive reviewing of the Department's existing business practices, providing recommendations for modifying those practices in accordance with industry best practices and to take advantage of the new technology, installing and configuring the system software, importing legacy data, user acceptance training, and end-user training.

- A) The vendor must provide a Project Manager to and serve as the single point of contact and oversee all aspects of implementation.
- B) The vendor must ensure the proper implementation of the system at McHenry County.
- C) The vendor must conduct proper system testing to ensure proper performance and optimization prior to going live.

15) Security / System Architecture / System Administration

- A) The system should utilize security profiles and schemes that protect data against accidental or intentional disclosure to unauthorized persons.
- B) The system should provide multi-level security.
- C) The system should provide audit trail capability.
- D) The system should provide a system log of user data entry and activity.
- E) The system should meet all requirements of privacy and confidentiality provided by law.
- F) The system must ensure the confidentiality of all files within the application.
- G) The system must be able to integrate with Microsoft Active Directory.
- H) The system must allow authorized Administrators to manage users and their rights.
- I) The system must allow for user creation.
- J) The system must include the ability to customize the system through modification of system reference tables (code tables, user data, etc.).
- K) The software application should be in at least its third release or version.
- L) The software application must use Microsoft SQL 2008 as the back-end database.
- M) The software application must be compatible with Microsoft Windows XP, Windows 7, IE7, IE8 and IE9.
- N) The software application must work on Windows Server 2008.
- O) The software application must integrate with Microsoft Office 2007 and greater.
- P) The software application must be a client server application, or have the ability to run in a thin-client environment.
- Q) The software application's database must be fully relational and require only single entry of data elements; there must be no duplicate entry of data elements.
- R) The software application's database must be designed with best practices, optimized to allow quick, efficient addition, retrieval and updates of data.
- S) The software application's database must be designed with best practices to ensure system is always available with high performance.

- T) The client software application, if any, must automatically detect updates and automatically install any updates provided on the server.
- U) The system should allow staff to make specific records available for public viewing online.
- V) The software must integrate with Microsoft Active Directory 2008 R2 native mode to enable single sign-on.
- W) The software must be 'publishable' through Microsoft Internet Security and Acceleration (ISA) or Microsoft Threat Management Gateway (TMG) server(s).

16) User Interface Requirements

- A) Interface should be web-based.
- B) Interface must provide a consistent look and feel throughout.
- C) Interface must provide a logical flow for the work being done.
- D) The interface must provide both keyboard and mouse options for all functions.
- E) The system must prompt users to verify any modifications to the data before the modifications are applied to the system.
- F) The system must provide an undo/redo feature.
- G) Provide personalized user interface and/or dashboard that are customizable by the user.
- H) The software application must maximize the use of function keys for one-stroke execution of key commands.
- I) Nearly all data entry screens must include a free text comments or notes field for every record.
- J) The software application must allow for easy modifications or additions to drop down menus.
- K) The software application must support auto-filtering on all coded look up fields.
- L) The software application must provide for the easy retrieval of information by using on-screen searching.
- M) The software application must allow for searching on any combination of fields in every screen.

17) Automation Document Management

- A) Pre-populate documents with basic case information from tax system (SQL Server Database).
- B) Provide standard templates for all document types.
- C) Allow modifications to documents directly through the system and/or through Microsoft Office.
- D) Allow ability to save electronic copies of documents.
- E) Allow ability to print paper copies of documents.

- F) The software application must allow generated documents to be automatically linked to a permit/zoning/violation file for future reference.

18) Workflow

- A) Provide automated work queue management with both personal and administrative queues.
- B) Provide automated alerts triggered by P&D system events.
- C) Provide automated personal alerts triggered by user-defined rules.
- D) Provide automated alerts triggered by department business rules.
- E) Provide automated document generation triggered by P&D system events, with the ability to modify or cancel the document before it progresses in the queue.
- F) Provide automated document generation triggered by user-defined rules and department business rules, with the ability to modify or cancel the document before it progresses in the queue.

19) Training / Documentation

- A) The vendor must provide detailed documentation on the System Installation/Implementation.
- B) The Vendor must provide a Data Dictionary and Entity Relationship Diagram (ERD) for all databases used in the system.
- C) The Vendor must provide an Administrator's manual.
- D) The Vendor must provide a User's manual.
- E) The Vendor must provide a practice database, independent of the production database, for all training purposes.
- F) The Vendor must provide training using detailed training plans.
- G) The Vendor must provide a detailed training schedule prior to training classes.
- H) The Vendor must provide the training On-Site.
- I) The Vendor must provide two separate trainings, one for System Administrators and one for System Users.

20) Support

- A) The Vendor must deliver the software within 90 days of receipt of the written order, given full functionality of the hardware and not other custom developed applications.
- B) The vendor must provide support from 7:00am - 5:00pm Central Standard Time after completed implementation of the system.
- C) Preference will be given to vendor who is able to provide additional hours of support.
- D) The vendor must provide annually renewable support and maintenance contracts that include software support and new software releases at no additional cost.
- E) The vendor must maintain a customer accessible center via online to report any bugs or major defects.
- F) The vendor must respond to any reported bugs or major defects in a timely manner.
- G) The Vendor must provide On-Site support during the first week of go-live (5-business days).

ADDENDUM FOR McHENRY COUNTY DEPARTMENT OF HEALTH

Please add the following items to each of the identified sections:

Under item (4) Permit/Application Types:

- P) Requests for Service (health dept.)
- Q) Administrative Adjudication (health dept.)
- R) Food establishments (health dept.)
- S) Temporary Health Permits (health dept.)
- T) Private sewage disposal systems (health dept.)
- U) Health Reviews (health dept.)
- V) Water wells (health dept.)
- W) Licensed Waste Haulers (health dept.)
- X) Septage Management Sites (health dept.)
- Y) Septic System Pumpers (health dept.)
- Z) Special Waste Holding Tanks (health dept.)
- AA) Non-Residential Aeration Units (health dept.)
- BB) Water Meter Data (health dept.)
- CC) Non-Community Public Water Wells (health dept.)
- DD) Public Beaches (health dept.)
- EE) Water Laboratory (health dept.)
- FF) Body Art Facilities (health dept.)
- GG) Tanning Facilities (health dept.)
- HH) Bonfire Permits (health dept.)
- II) Pool Variances (health dept.)
- JJ) Operation/Maintenance of Private Sewage Disposal Systems (future)

Under item (5) Activities:

E) Correspondence, Legal Action, photo documentation, etc. Many of the health dept permits are renewed annually and inspections are ongoing. System would need to accommodate regular inspection schedules, follow up inspections and inspections in response to immediate concerns as well as the business component of issuing permits.)

Under item (6) Work Flow:

F) Provide automated document generation triggered by user-defined rules and department business rules, with the ability to modify or cancel the document before it progresses in the queue.

G) The system must be able to identify all active/historical files on a specific property and identify related active files (i.e. a storm water permit as it relates to a septic permit or vice versa and a septic complaint should be related to the septic replacement permit, etc.)

H) Must allow for assignment of activities to specific staff and easily allow re-assignment to other staff.

Under item (11) Data Conversion:

Excel Spreadsheets:

Food Establishment data

Temporary Health permits

Licensed Waste Haulers
Septic Pumpers
Septage Management Sites
Special Waste Holding Tanks/Non-Residential Aeration Units
Water Sample Results (Potable and Surface)
Non-community Public Water Supplies
Body Art/Tanning Facilities
Onbase:
Requests for Service
Septic/Water Well Permits
Health Reviews

THIS PAGE IS MANDATORY.

PROPOSAL SUBMITTAL REQUIREMENTS

1. 3 references for the provision and implementation of software for clients similar to McHenry County. A preference will be given for references within the Illinois and Wisconsin region and for large suburban counties.
2. Narrative describing how the system meets the technical specifications contained in sections 4 through 18 of this RFP. (10 pages maximum, additional technical specifications may be attached.)
3. Proposed project work plan and implementation schedule including all tasks identified in sections 19 through 20 of this RFP. (5 pages maximum, additional diagrams may be attached.)

Cost Proposal for Planning and Development

(Separate cost proposals may be submitted for hosted and non-hosted solutions)

Item/Task	Software (onetime)	Software (annual maint.)	Services	Total	Comments
System Software for 25 users					
Review existing business practices and recommend modifications					
Configuration of permits, inspections, reviews, meetings, reports, fees, etc.					
Data Conversion					
Field automation for 5 inspectors					
On-line Permitting					
GIS Integration					

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Document Management Integration					
Financial System Integration					
Credit Card Integration					
Outside Agency Reviews/Comments					
Staff Training and Documentation					
Additional Items/Tasks					

Cost Proposal for Environmental Health

(Separate cost proposals may be submitted for hosted and non-hosted solutions)

Item/Task	Software (onetime)	Software (annual maint.)	Services	Total	Comments
System Software for X users					
Review existing business practices and recommend modifications					
Configuration of permits, inspections, reviews, meetings, reports, fees, etc.					
Data Conversion					
Field automation for X inspectors					
On-line Permitting					

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GIS Integration					
Document Management Integration					
Financial System Integration					
Credit Card Integration					
Outside Agency Reviews/Comments					
Staff Training and Documentation					
Additional Items/Tasks					

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PROPOSAL FORM

WE, _____, PROPOSE TO PROVIDE THE REQUESTED SERVICES PER
THE REQUIREMENTS OF THIS REQUEST FOR PROPOSAL IN ACCORDANCE WITH THE PROPOSED
TOTAL GUARANTEED MAXIMUM OF \$ _____

(Written dollar amount)

WE ALSO CERTIFY THAT THIS WRITTEN PROPOSAL IS VALID FOR 120 DAYS FROM THE DAY OF
THIS PROPOSAL AND THE ATTACHED INFORMATION IS RECEIVED AND FILED BY THE COUNTY OF
MCHENRY.

Please list below other costs that may be associated with this service or used additional sheets
if necessary:

Estimated start date after receipt of purchase order: # _____ days.

Estimated time of completion: # _____ days

AUTHORIZED NEGOTIATORS:

Name: _____
Phone # _____
Title: _____

Name: _____
Phone # _____
Title: _____

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Does your company have a formal safety policy and your employees participate in safety training?
Upon request, would you be able to provide the County with a copy of your safety policy?

YES	NO

REFERENCES

List three (3) references that you have done similar work, service or supplied similar products to within the last twelve (12) months (Only correct contact names and phone numbers will be acceptable).

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

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**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE WILL
DISQUALIFY YOUR BID MUST BE AN ORIGINAL SIGNATURE**

CERTIFICATIONS

Vendor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended. _____ Yes _____ No

Vendor certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) _____ Yes _____ No

Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

- | | |
|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Real Estate Agent |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> *Partnership | <input type="checkbox"/> Tax Exempt Organization |
| <input type="checkbox"/> **Corporation | (IRC 501(a) only) |
| <input type="checkbox"/> Not-for-Profit Corporation | <input type="checkbox"/> Trust or Estate |
| <input type="checkbox"/> Medical and Health Care
Services Provider Corporation | |

*State full names, titles and addresses of all responsible principles and/or partners below;

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

If needed please submit any additional sheets.

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PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal, Requirements for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

**State of Incorporation _____

(Individual - Partnership - Company - Corporation)

(Business Address)

(City, State, and Zip Code)

(By Signature)

(Title)

(Witness Signature)

(Title)

(Telephone No)

(Fax No)

(Date)

End of Document