



County of McHenry
Purchasing Department
2200 N Seminary Ave, Woodstock IL 60098



Request for Proposal 20-53 Construction Management Software

October 2, 2020

This Request for Sealed Proposal (RFP) is for the purpose of contracting with a qualified vendor to provide a web-based application for construction management and contract administration for McHenry County Division of Transportation (MCDOT), subject to continuing need, and availability of funds as outlined within this document. All requirements are according to specifications enclosed herein.

The web-based construction management software shall allow entry and retrieval of construction data by PC's via secure internet connection. The software must be able to interface with MS Office suite programs and shall be accessible to field employees working in a variety of physical locations.

Any communication regarding this request for proposal between the date of issue and date of award is required to go through the Buyer listed below (or the Purchasing Administrative Specialist). Unauthorized contact with other McHenry County staff or officers is strictly forbidden.

GENERAL REQUIREMENT: This is a Request for Sealed Proposal (see attached). Proposal will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

The complete proposal must be submitted as follows:

One (1) original must be submitted by mail, **and** One (1) .pdf Electronic version must be uploaded **at this link**

This is a multi-year contract:

Year 1, from 12/1/20-11/30/21, Implementation, training and go live, estimated February 1, 2021

Year 2 through 5, from 12/1/21-11/30/25, annual cost for ongoing support and maintenance services

Note: All dates are tentative at this time. The SOW and contract terms will be mutually agreed upon.

SUBMISSION LOCATIONS:

Mailing Address: McHenry County Government Center, Attn: RFP 20-53 Purchasing Department
2200 N Seminary Avenue, Woodstock IL 60098

Electronic Submissions may be uploaded **at this link**

Contact Person: Djuana M. Leonard, C.P.M., Procurement Specialist, dleonard@mchenrycountyil.gov

Submission Due Date and Time: No Later than 9:00 a.m., (CST) December 18, 2020

Proposals received after the submittal time will be rejected and returned unopened to the sender.

SCHEDULE OF EVENTS

October 2, 2020	RFP Available
November 13, 2020	Questions due via email to dmleonard@mchenrycountyil.gov no later than 12:00 p.m. (CST)
November 18, 2020	Questions answered via addendum and posted on County website no later than 4:00 p.m. (CST)
December 18, 2020	Proposals due no later than 9:00 a.m. (CST)
January-February 2021	Recommendation, Notification to Successful Vendor, Contract execution, Installation & Implementation

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 Proposal is issued pursuant to applicable provisions of the McHenry County Purchasing Ordinance, amended August 1, 2019. This ordinance is incorporated by reference into this RFP as if it were contained herein. If you would like a copy of this ordinance, an updated copy is available [here](#).

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 (180) 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 DOT 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 & Experience

Vendor’s capability in all respects to perform fully the contract requirements as described. This includes total criteria score for meeting software specifications and ranking score. (150 points)

2. Cost

This refers to the proposed price for the products and services listed in the RFP. (25 points)

3. Compliance with RFP

This refers to the adherence to all conditions and requirements of the RFP. (10 points)

4. References

This refers to providing 3 professional references also includes the vendor’s experience with projects of similar nature, size, complexity. (15 points)

Total **200** points

The County reserves the right to apply the evaluation criteria in any manner it deems necessary and to evaluate each firm separately or comparatively, using these criteria in any weight or application importance to determine the firm most qualified and best-suited for this project.

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.

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.

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.

RIGHT TO PROTEST

Any actual or prospective bidder or Contractor who is aggrieved in connection with the solicitation or award of a Contract may protest to the Director of Purchasing. Any protest must be submitted in writing within ten (10) calendar days from the issuance of the solicitation, addendum, and notice of award or other decision by the Purchasing Department.

ADDENDUM

Should the vendor require any additional information about this RFP, please email Purchasing@mchenrycountyil.gov any questions by the deadline 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 vendors. No interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be emailed to vendor if a Notice of Intent to Bid has been completed and submitted to the Purchasing Office. In addition, all addenda are posted on the County of McHenry's website. Failure of the vendor to receive any such addendum or interpretation shall not relieve the vendor from obligation under this RFP as submitted. All addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a vendor to improperly submit a proposal.

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 RFP by addition, deletions, clarifications or corrections.

Prior to the receipt of proposals, addenda will be delivered to all who are known to have received a Notice of RFP/Bid. Each vendor shall ascertain prior to submitting a proposal that all addenda issued have been received and, by submission of a proposal, 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 Request 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.

COMPLIANCE WITH LAWS

The bidder hereto covenants and agrees to comply with all applicable federal, state of IL, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the County to terminate this (Request for Sealed Proposal/Bid) in accordance with the termination provisions stated herein.

TERMINATION

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.

The successful vendor will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the County in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this Contract shall terminate without penalty or expense to the County thirty (30) days after written notification of termination from the County.

The successful vendor will agree that pursuant to requirements imposed under Illinois law, the County shall have 120 days after each election of county board members to terminate this Agreement, without cause and without penalty.

REJECTION of BIDS, WAIVER of IRREGULARITIES

McHenry County reserves the right to reject any or all proposals, to waive irregularities, and to accept that proposal 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 vendors 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.

INSURANCE

GENERAL

The successful vendor shall maintain for the duration of the contract and any extensions thereof, at vendor'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:

\$1,000,000 per occurrence and \$2,000,000 in the aggregate;

- b) Professional Liability Insurance with \$1,000,000 per occurrence and \$1,000,000 in aggregate.

EVIDENCE of INSURANCE

The successful vendor 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. In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of McHenry as an additional insured. A copy of the endorsement shall be provided to McHenry County along with the Certificate of Insurance; and 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

- e) 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.

CHOICE OF LAW AND VENUE

The vendor agrees that this RFP has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this RFP or any resulting contract shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The vendor further agrees that the exclusive venue for all such disputes shall be the Circuit Court of the 22nd Judicial Circuit of McHenry County, Illinois, and the bidder hereby consent to the personal jurisdiction thereof.

QUALIFICATIONS

Each firm submitting an RFP for this project shall submit detailed information concerning the professional qualifications and ability to carry out this project.

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.

EVALUATION

Evaluation of proposals will be completed by the MCDOT and associated staff. Proposals will be evaluated on overall rank score criteria, experience with 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) electronic *.pdf versions** of the completed proposal along with any support documentation.

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 no later than **9:00 a.m. (CST) on December 18, 2020**. 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.

**Envelopes and emails are to be clearly marked with:
RFP NUMBER, TITLE, TIME & DATE OF OPENING**

SUBMITTAL

Submit one (1) proposal, in the format of one (1) hard copy and one (1) electronic *.pdf submittal. Multiple bids will not be accepted.

PRICING

Price offered shall be firm for at least 180 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.

EXPECTATION FOR EQUIPMENT/HARDWARE

It is the County's expectation equipment and/or hardware installed as part of this bid will be in new, un-used condition unless otherwise noted in bid submission.

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SPECIFICATIONS

Construction Management Software

Web-based Application and Electronic Field Data Application

Agency Overview:

The McHenry County Division of Transportation (MCDOT) operates nearly 525 lane miles or 216 center lane miles of paved highways serving the residents of McHenry County. In addition to lane miles, McHenry County DOT's roadway inventory consists of the following:

1. 204 federal, state and locally owned bridges
2. Nearly 400 traffic signals
3. 20 highway lighting systems
4. Approximately 40 miles of storm sewers
5. Nearly 15 miles of guard rails

Scope:

McHenry County's Division of Transportation (MCDOT) is seeking pricing and proposals for an integrated web-based Construction Management Software (CMS) that can be administered by MCDOT construction staff. The program should incorporate the documentation requirements of the Illinois Department of Transportation (IDOT), and other State and Federal regulatory agencies.

The intended software product would be an integrated solution for field staff to track enter daily diary, project quantities, and issue payments to the contractor, where vendor will provide a web-based user interface for desktop computing in the office and allow remote data entry in the field on project sites.

SUMMARY: Software will track and maintain construction data including Daily Diary, Project Ledger, Change Orders, Subcontractors, and Contractor Pay Estimates. Software shall provide an automated method of tracking the various events that occur during a construction project, resulting in more efficient, accurate, and timely contractor payments and project status reports.

To accommodate the DOT's current and future needs, the preferred software application(s) shall include the following features and/or provisions, with below specifications intended as minimum requirements:

A. Data Collection and Report Generation

Using a construction management software (CMS) web-based module, the authorized agency users can record daily work activities including the quantities of work performed and other critical activities related to construction projects. Daily Diary shall include Weather, Working/Workable Day, Contractor & Activities, Equipment, Labor, etc.

Data entries for the diary may be made via the web-based application or through an optional field data collection application. The software shall include the ability to attach scanned correspondence to the data record and generate cover letters if desired.

From these diary entries, Weekly Reports are generated and shall include the overall percentage of project complete, contract number, main contractor, controlling item, funding, etc.

Custom Report Modifications

The software shall have the ability to allow end users to create custom report applications as needed, to address various aspects of the contract administration process.

B. Financial Management and Contract Payment Processing

CMS web-based software shall provide Financial Management and Contract Payment Processing. Authorized users will have access to preliminary or planned funding information for the contract. CMS software will log all information being uploaded and downloaded from multiple users working on the same project and software will ensure that a single consistent view of the project is maintained using data received from many different sources.

Funding Modifications

Financial allocations can be managed for a contract by setting up new funding sources for the projects, either by adding or modifying funding sources at a category level, or even setting specific funding sources on an item-by-item basis such as agreements with local municipalities for cost-shared or reimbursed items.

Funding options will be customized and can be split by assigning funding source by percentage, including minimum and maximum amounts, and agency can prioritize to begin using funds when a pre-determined amount or percentage has been reached.

Payment Invoices

Finally, work entries can be compiled into Pay Estimates, including the ability for authorized users to include or exclude payment of items. Calculations and entries are updated instantaneously so that item-dependent amounts such as mobilization cost is not reflected in the totals.

Additionally, any pay items not included in the current pay estimate will automatically show on subsequent future pay estimates until they are approved and included on a pay estimate.

CMS shall provide a wide variety of financial reports to analyze the project status including monthly progress and pay estimate reports as well as the total value for contractor pay items completed.

Custom Report Modifications

Software shall provide an option for creating additional customized financial reports if needed.

C. Change Orders & Authorizations

Reduce communication complexity of change orders and contract authorizations between the agency and the main contractor.

Change order approval status shall be available through the contractor's optional web-based application.

Using a corresponding software module, contractors can create and manage subcontracts (including subcontract payments) and interact with agency personnel on subcontract approvals, closeouts, change order approvals, etc.

Contractors also can use their corresponding software to record payments to their subcontractors.

D. Electronic Field Book

An electronic field book shall be an optional mobile application which can support the use of mobile devices to view items and project data from the home office. Electronic field book will allow staff to enter CMS software program and collect field data even when working on remote sites where direct network connections are not possible. Field staff can document daily work activities at the project site, including pay items and quantities of work performed, labor and equipment used by the contractor and subcontractors, daily time charges, daily weather conditions and temperatures at the project site, diary information including project inspections, and instructions to the contractor.

The electronic field book simplifies and streamlines the work of office and field personnel by downloading project pay items and project information from the central CMS to the portable device and electronically uploading the daily work information through the device's synchronization functionality.

E. Training and Technical Support

Quotation shall include costs for online training for significant CMS software updates and vendor shall provide technical support via email or a customer service phone number.

Implementation and Training

The software vendor shall provide adequate technical support during implementation. If the County selects to purchase training, vendor shall provide 1 day of video conference training to DOT staff.

The construction management software vendor must also address the following:

Information Security

The software shall include application level security features to manage users according to their need for software access.

Software Installation

The vendor shall assist with the installation of the software. County IT personnel is anticipated to be present during this process.

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F. Vendor Response to Software Requirements

Please RANK how your solution will meet the following requirements (using standard documentation, screen shots of the application user interface, diagrams, etc.) and use the ranking response described below. If your solution does not fully meet a requirement (i.e. your response is 0, 1, 2), please briefly explain whether or not you can modify your solution to meet the requirement.

Please add scores for each of the sections and provide a TOTAL for all functionality areas. * **Failure to add scores will disqualify proposal.** *

RESPONSE CODE	RESPONSE Item	Description
0	Not supported	Solution doesn't meet the requirements at all or feature does not exist.
1	Supported – Significant Deficiencies	Solution has very limited ability to meet the requirement. Major deficiencies exist and cannot be resolved easily.
2	Supported – Minimal Deficiencies	Solution meets requirement but has minor deficiency and can be resolved with minimum effort.
3	Standard – Included in Program	Solution meets all of the requirement for immediate implementation.

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1		General Specifications				
ID	Category	Requirement Detail	Response Code	Vendor Comments		
1.1	General Specifications	The software solution must be compatible with Windows, Apple, and Android operating systems and must be browser neutral.				
1.2	General Specifications	The proposed solution must provide road and bridge construction management and documentation services including functionality for contract setup/import, daily diary, ledger services and daily quantities, pay estimates, and change orders.				
1.3	General Specifications	The proposed solution is designed and has been built specifically to support: 1. Illinois Highway construction contract implementation & payment management, 2. Illinois Highway construction project documentation requirements.				
1.4	General Specifications	The software solution must allow the Agency to create and manage user accounts based on organization structure, and solution shall support concurrent users for all contracts.				
1.5	General Specifications	The solution must utilize a user-friendly query tool to allow non-technical users to create, edit, delete, and share queries from the application database.				
1.6	General Specifications	The vendor must provide administrator and end user train-the-trainer training via technology. Solution must include an online, searchable and intuitive help system.				
1.7	General Specifications	The solution must provide standard (built-in) reports and ad-hoc reporting capabilities.				
1.8	General Specifications	The system must provide the ability to include unlimited attachments including documents, photos, etc., on contracts at various stages of the process. Provide the ability to search attachments across multiple contracts.				
		General Specifications, SUB TOTAL:		of	24	points possible

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2		Technical Requirements				
ID	Category	Requirement Detail	Response Code	Vendor Comments		
2.1	Infrastructure	The proposed solutions must be a software-as-a-service, hosted and managed by the vendor and be able to handle transactions 7 days per week, 24 hours per day, 365 days per year with the exception of scheduled downtime during off hours for system backup and maintenance.				
2.2	Infrastructure	The vendor must provide system maintenance and/or updates to ensure the continuing operation, performance, and security of the system after implementation and maintain database management.				
2.3	Infrastructure	The solution must support user access rights managed by the Agency to the subsystem, page or field level, and allow Agency to manage end-user accounts, perform access control including resetting of passwords or inactivation for terminated employees, controlling access by multiple levels (e.g. organization, user roles) and allow users with proper access rights to edit and delete records from the database for the solution..				
2.4	Infrastructure	The solution must support reporting dashboards based on user roles and responsibilities and provide an audit trail log.				
2.5	Infrastructure	Provide load-balancing and redundancy for firewall, intrusion detection and prevention, and offer other critical security needs such as storing passwords in an encrypted format with safeguards against decrypting.				
		Technical Requirements, SUB TOTAL:		of	15	points possible

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3	Contract Setup					
ID	Category	Requirement Detail	Response Code	Vendor Comments		
3.1	Contract Management	Provide the ability to import contract information from a spreadsheet.				
3.2	Contract Management	Contract entries will contain attributes including project number, project name, description and location, contract amount, as well as include insurance and bonding information within a contract.				
3.3	Contract Management	Provide the ability to view ongoing summary details for the contract. These details contain attributes such as general contract information, dates for events (suspend, resume, completion, etc.), awarded amount, payment amounts and change order amount summaries. The summary should also contain bid amount, completed amount and percentage.				
3.4	Contract Management	The solution should have the ability to manage multiple projects within one contract.				
3.5	Contract Management	Provide the ability to initiate contract finalization, and once finalized, a contract's status can be changed only by personnel with appropriate access rights.				
		Contract Setup, SUB TOTAL:		of	15	points possible

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Subcontracts						
ID	Category	Requirement Detail	Response Code	Vendor Comments		
4.1	Contractor & Subcontractor	Ability to maintain contractor and sub-contractor details. Details include attributes such as contractor number, contractor type, contact details, DBE indicators, skillset identifiers, and other relevant information.				
4.2	Subcontracts	The proposed solution must provide the ability to show a list with each subcontracted company, the subcontracted contract amount and corresponding percentage and indicate whether approved or not, as well as ability to attach documents for each subcontractor.				
4.3	Subcontracts	The proposed solution must provide the ability to add and track subcontracts and view the pay item summary information for subcontractors for the selected contract, and have the ability to produce a report for each subcontractor including pay date, pay estimate amount, sub-contractor acceptance and amount paid.				
		Subcontracts, SUB TOTAL:		of	9	points possible

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5	Construction - Project Diary/Daily Reports					
ID	Category	Requirement Detail	Response Code	Vendor Comments		
5.1	Daily Diary	The solution must be able to record for each day, field inspection reports along with inspector and RE notes and a daily diary entry that documents exactly what has occurred at the jobsite. These entries include, but are not limited to, a weather report, daily productivity, activities, contractors and subcontractors, comments, and attachments.				
5.2	Daily Diary	Provide the ability to begin a daily entry using a diary entry copied from the previous day's entry but only allow one approved/signed daily diary entry per day.				
5.3	Daily Diary	Provide the ability to search daily records using search criteria such as date, status, author, and keywords as well as unsigned/unapproved diary entries.				
5.4	Daily Diary	Provide the ability to navigate to the previous or next daily diary entry while viewing daily diary details.				
5.5	Daily Diary	Provide the ability to produce a variety of standard reports including daily, weekly, quantity, and ad-hoc reporting functionality for agency-defined reporting.				
		Diary/Daily Reports, SUB TOTAL:		of	15	possible points

THIS PAGE IS MANDATORY

6		Construction – Quantity Book		
ID	Category	Requirement Detail	Response Code	Vendor Comments
6.1	Quantity Book	Provide the ability to create and manage daily quantities which are recorded as work is completed and by pay item type, and entries will include details such as entry date, type (i.e. placement, adjustment, hold, etc.), quantities for each pay item, unit, dollar amount, entry creator, etc.		
6.2	Quantity Book	For each project, pay items are listed by item number, and/or name, and pay items can be grouped in categories for easy selection when creating a quantity entry. Entries allow user to search Quantity Book using date range, pay items, etc.		
6.3	Quantity Book	Display draft Quantity Book entries and allow the authorized users to modify the contents, save/submit and delete draft daily quantities, and provide a process for approving/auditing Quantity Book entries before payment, and solution will notify when an entered quantity exceeds the adjusted total quantity for a pay item. .		
6.4	Quantity Book	Provide a Quantity Book summary or report with project name/location, contract number, contract amount with completed to-date amount, percentage of contract/project completed, all pay items placed, labor, equipment, comment entries, weather, and daily events. .		
6.5	Quantity Book	Provide the ability to add a pay item to a contract pay item list through a Change Order.		
6.6	Quantity Book	Provide the ability to include or exclude Quantity Book pay items within the upcoming pay estimate.		
6.7	Quantity Book	Once a pay item within the Quantity Book has been paid, the pay item should reflect the pay estimate on which paid, and the item must not be editable except for estimate/final indicator, or to attach documents and to make comments.		
6.8	Quantity Book	The solution must support liquidated damages and allow for price adjustments in asphalt or fuel.		
		Quantity Book, SUB TOTAL:		of 24 points possible

THIS PAGE IS MANDATORY

7		Construction – Pay Estimates		
ID	Category	Requirement Detail	Response Code	Vendor Comments
7.1	Pay Estimates	Provide the ability to create pay estimates for a contract and auto populate fields such as pay estimate number, contract percentage complete at pay estimate creation, working days/calendar days charged and remaining, total dollar amount, etc.		
7.2	Pay Estimates	Ability for authorized users to designate pay estimate closing date to initiate a pay estimate.		
7.3	Pay Estimates	Display all pay estimates chronologically with attributes such as sequence number, pay estimate number, entry date, pay estimate closing date, total dollar amount, status, comments, etc.		
7.4	Pay Estimates	Provide the ability to retain and release a user defined dollar amount (in percentage) for the contract on pay estimates.		
7.5	Pay Estimates	Display draft pay estimates to authorized users. Authorized users must be able to modify the contents, save, delete and submit the draft pay estimates.		
7.6	Pay Estimates	All unpaid pay items automatically included/brought forward for review on the current pay estimate and the ability to easily include/exclude individual pay items from a pay estimate for a specific closing date.		
7.7	Pay Estimates	Provide a process for pay estimate approvals including field approval, office approval and provide a process for authorized users to re-open a closed pay estimate, as well as designation for an estimate as the final estimate.		
7.8	Pay Estimates	Prevent the deletion of approved pay estimates. If a draft pay estimate is deleted, solution shall offer option to restore all the quantities related to that pay estimate reverted back.		
7.9	Pay Estimates	Provide the ability to produce pay item reports by day, by item, by category, etc. Provide the ability for the agency to create ad hoc reports.		
		Pay Estimates, SUB TOTAL:		of 27 points possible

THIS PAGE IS MANDATORY

8 Construction – Change Orders						
ID	Category	Requirement Detail	Response Code	Vendor Comments		
8.1	Change Orders	Provide the ability to create contract changes and maintain attributes related to these changes such as type of change, adjustments to contract time, pay item additions and details, quantity adjustments and change dollar amount, final status, descriptions, reason for initiating change, etc.				
8.2	Change Orders	Display all changes in chronological order sequentially with attributes such as a system generated change order date, items by category, and changes to those items.				
8.3	Change Orders	Display a change order summary report for a contract that includes change order number, date, description, amount, and if the change order has been approved/published.				
8.4	Change Orders	Display draft Change Orders (i.e. change orders not yet submitted for approval) to allow authorized users to modify the contents, save, delete and submit the draft changes for approval and the ability to define the change order approval process for each change order.				
8.5	Change Orders	Provide the ability to create reports for change orders that include information such as submitted date, dollar amount, change order number, type, pay item numbers, etc.				
8.6	Change Orders	Capture details and log information related to change orders such as creation date, submission date, modifications, author, etc.				
8.7	Change Orders	The solution must have the ability for the contract line items to adjust automatically once Change Orders are approved.				
		Change Orders, SUB TOTAL:		of	21	points possible
OVERALL TOTAL, All above criteria				of	150	total points

THIS PAGE IS MANDATORY

PROPOSAL FORM

We, _____, propose to provide the requested services according to the requirements of this Request for Proposal. We also certify that this written proposal is valid for 120 days from the day of this submitted proposal once the attached information is received and filed by the County of McHenry.

	Annual Unit Cost	Extended Cost, 5 years
Software as a Service fee, lump sum, for vendor to provide software program:	\$	\$
Name of Proposed Software Solution:		
Implementation Cost:	\$	\$
Ongoing Maintenance fee, once successful implementation is complete:	\$	\$
Total 5-year cost:		\$
List any Exceptions and/or Additional costs to this RFP, if applicable: (i.e. optional modules, training costs, etc.)		
	\$	\$
	\$	\$
Total 5-year cost:		\$

THIS PAGE IS MANDATORY

COMPANY REFERENCES:

List three (3) references for projects of similar size and nature. Governmental references are preferred over others. Use additional pages if necessary.

Entity:	_____	Brief Project Description:
Telephone Number:	_____	
Address:		
City, State,		
Zip Code:	_____	
Project Dates:	_____	
Contact Person &	_____	
Email Address:		

Entity:	_____	Brief Project Description:
Telephone Number:	_____	
Address:		
City, State,		
Zip Code:	_____	
Project Dates:	_____	
Contact Person &	_____	
Email Address:		

Entity:	_____	Brief Project Description:
Telephone Number:	_____	
Address:		
City, State,		
Zip Code:	_____	
Project Dates:	_____	
Contact Person &	_____	
Email Address:		

THIS PAGE IS MANDATORY

PROPOSAL CERTIFICATION PAGE

- 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 my correct Federal Taxpayer Identification Number is:

- I am doing business as a (please check one):
 Sole Proprietorship Partnership Corporation (State of Incorporation: _____) Other _____
- State full names, titles and addresses of all responsible principles and/or partners below:

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

AUTHORIZED NEGOTIATORS:

Name: _____ Title: _____

Address: _____

Name: _____ Title: _____

Address: _____

THIS PAGE IS MANDATORY

SIGNATURE PAGE

- I have carefully examined the Request for Proposal, Requirements for Statements of Qualifications, Scope of Work, 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 RFP. I agree that my proposal will remain firm for a period of up to 180 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.

Individual/Company/Corporation: _____

Business Address: _____

City, State and Zip Code: _____

Printed Name: _____ **Title:** _____

Original Signature: _____

Witness Signature: _____ **Title:** _____

Telephone Number: _____ **Email:** _____

Date: _____

End of Document