COOK COUNTY HEALTH

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COOK COUNTY HEALTH

REQUEST FOR QUALIFICATIONS (RFQ) # H21-0043

TITLE: Cook County Health –Healthcare Services Long-Term Plan- Phase II

GENERAL DESCRIPTION: CCH Seeks vendors for provision of Consulting Services for the CCH Healthcare Services Long-Term Plan- Phase II for Cook County, Illinois.

DATE ISSUED: March 8, 2022
MANDATORY PRE-SUBMITTAL CONFERENCE: March 29, 2022 (see below time/ location)
VENDOR QUESTIONS DUE DATE: April 1, 2022, 2021, by 2:00 P.M CT
RESPONSE/PROPOSAL DUE DATE: April 25, 2022, by 2:00 P.M. CT

Responses to this proposal shall be delivered after 8:00 A.M. (CT) but no later than 2:00 P.M. (CT) to:

Cook County Health
C/O John H. Stroger, Jr. Hospital of Cook County
1969 West Ogden Ave., Lower Level Room # 250A
Chicago, IL 60612
Attention: Supply Chain Management Department

Please note that it takes approximately 20 minutes to pass security and walk to room 250A.
Delivery of proposals must include the Proposal Acknowledgement Form included at the end of this document.

MANDATORY PRE-SUBMITTAL CONFERENCE:
DATE AND TIME: March 29, 2022 @ 2 pm CST
LOCATION: WEBEX - Meeting Link (TBD)
The Pre-Proposal Conference will be conducted via a WebEx meeting. All Attendees MUST register in advance of the scheduled, Pre-Proposal Conference to participate. Same day registration is not allowed. Interested Attendees must email purchasing@cookcountyhhs.org by 12 p.m. on 03/28/2022. Email Subject: Pre-Proposal Conference for RFQ H21-0043 Healthcare Services Long-Term Plan- Phase II . **Registered Attendees will receive email confirmation with directions and WebEx meeting information.**

All questions regarding this RFQ should be directed to purchasing@cookcountyhhs.org. where the subject of the email should reference the RFQ # and Title.

The RFQ and related Addenda will be posted under the "Doing Business with CCH" tab at: https://cookcountyhealth.org/about/doing-business-with-cook-county-health/

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Attachments

Attachments A-CC are included as an attachment to this pdf file. Click on the paperclip image on the pdf document to view attachments.

Attachment A – Economic Disclosure Statement and Execution and MBE/WBE Utilization Plan Form (https://cookcountyhealth.org/about/doing-business-with-cook-county-health/)
Attachment B –NOT USED
Attachment C – NOT USED
Attachment D – NOT USED
Attachment E – NOT USED
Attachment F – Sample Cook County Professional Services Agreement
Attachment G – NOT USED
Attachment H – NOT USED
Attachment I - NOT USED
Attachment J – Security & Badging Instructions
Attachment K – NOT USED
Attachment L – NOT USED
Attachment M – NOT USED
Attachment N – HIPAA Definitions, Data & Requirements
Attachment O – Scheduling Guidelines dated May 2019
Attachment P – NOT USED
Attachment Q - Procedures for Consultant Pay Requests
Attachment R - Substantial Completion Packet
Attachment S - Final Completion Package
Attachment T – Scope of Work and Existing Documents
Attachment U – RFQ Pricing Workbook
Attachment V – NOT USED
Attachment W – NOT USED
Attachment X – NOT USED
Attachment Y – NOT USED
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Attachment AA – CCH Service Map
Attachment BB – CCH Impact 2023 Strategic Plan
Attachment CC – CCDPH We Plan 2020 Strategic Plan

1 INTRODUCTION.

1.1 Objectives.

The purpose of this Request for Qualifications (RFQ) is to procure Professional Consulting Services to Cook County Health (CCH) for the CCH Healthcare Services Long-Term Plan- Phase II.

1.2 A/E Term of Services.

The County intends to award one (1) Agreement pursuant to this RFQ solicitation for a base contract where the basis of payment is a lump sum fee.

1.3 Overview

1.3.1 Cook County Health.

The Cook County Health (CCH) delivers integrated health services with dignity and respect regardless of a patient's ability to pay; fosters partnerships with other health providers and communities to enhance the health of the public; and advocates for policies that promote and protect the physical, mental and social well-being of the people of Cook County and surrounding communities. CCH services are offered without regard to a patient's economic status or ability to pay.

CCH is a unit within Cook County government, governed by an independent Board of Directors pursuant to Cook County Code of Ordinance 08-O-35 Chapter 38, Section 3870 adopted 05/20/2008. CCH provides a full continuum of health care services through its seven operating entities, referred to as System Affiliates. System Affiliates provide a broad range of services from specialty and primary care to emergency, acute, outpatient, rehabilitation and preventative care. Additional information regarding CCH can be found at: http://www.cookcountyhhs.org/

1.3.2 Cook County Bureau of Asset Management.

The Cook County Bureau of Asset Management (Bureau) develops and implements the County's strategic asset management, preserving the value of capital inventory paid for by the citizens of Cook County, optimizing facility inventory, and leveraging available assets to spur economic development. The Bureau oversees the Department of Capital Planning and Policy (Department), Facilities Management and Real Estate Management Division (REM), with 575 employees and an annual operating budget of approximately $46.7 million. The Bureau coordinates capital construction projects, routine maintenance programs, and the use of all real estate assets owned and leased by the County. The County's real estate portfolio includes 201 unique properties in over 19 million square feet including over 16 million square feet owned by Cook County and 3 million square feet in leased facilities.

1.3.3. Department of Capital Planning and Policy.

Within the Bureau, the Department of Capital Planning and Policy (Department) provides safe, secure and accessible facilities through capital construction projects, for all County, Departments and Elected Officials so that they may serve the public and perform their duties in an environment that fosters efficient, convenient, and cost-effective delivery of public services.
Additional information regarding DCPP can be found at: https://www.cookcountyil.gov/agency/capital-planning

2 John H. Stroger, Jr. Hospital Campus.

Is one of the largest public health systems in the United States, providing a range of health services that services over 500,000 individually annually. The system operates John H. Stroger Jr. Hospital, Provident Hospital, over a dozen clinics, the Ruth M. Rothstein CORE Center (the largest provider of HIV care in the Midwest), Cook County Department of Public Health, Correctional Health Services and CountyCare (the largest Medicare managed care plan in Cook County).

3 Schedule.

The County anticipates the following Schedule:

RFQ posted to the CCH website	**03/08/2022**
Mandatory Pre-Submittal Conference	**03/29/2022 at 2:00 pm**
Respondent Inquiry Deadline	**04/01/2022 by 2:00 pm**
Response to Inquiries	**Week of 04/04/2022**
Submittal Due Date	**04/25/2022 by 2:00 pm**
Proposer Interviews	**May 2021**
Contract Award	**June 2021**
Cook County Board Approval	**July 2022**
Issuance of Purchase Order	**August 2022**
System Assessment & Report	**TBD**
Presentation	**TBD**

4 Definitions.

Agreement is the Cook County Professional Services Agreement for Professional Consulting Services where the basis of payment is a Lump Sum Fee, with companion CCH General Conditions attached.

A/E or AOR is the Architect & Engineer / Architect of Record.

Bureau is the Cook County Bureau of Asset Management.

Campus is CCH John H. Stroger, Jr. Campus.

CCH or County is the Cook County Health. CCH is the safety net for health care in Chicago and suburban Cook County, serving as the primary public provider of comprehensive medical services for the people of metropolitan Chicago.

CCD is the Cook County Contract Compliance Director.

CIP is the Capital Improvement Plan developed and managed by the Department of Capital Planning & Policy the Campus.

County is the County of Cook.

CON means Certificate of Need, which is a permit, issued by the Illinois Health Facilities and Services Review Board for construction or modification projects proposed by or on behalf of healthcare facilities, and for the acquisition of major medical equipment.

Construction Contractors are Construction Contractors that are procured by the County and awarded agreements to provide construction services related to the Project.

Contract Documents are the drawings and specifications setting forth in detail the requirements for the construction of the Project, and all other Contract Documents issued for construction.

Department is the Cook County Department of Capital Planning and Policy. The Department develops and provides cost-effective, day to day management of the County's Capital Improvement Program, which sets forth the plan for the design, construction and renovation of County buildings and building systems. The Department operates within the Cook County Bureau of Asset Management. The department manages the contract on behalf of CCH and all payments will be through Cook County.

Department Portfolio Project Director reports directly to the Department Director and Deputy Director and will oversee the Consultant.

Design Team includes the architect, engineer of Record and specialty consultants who will design the building and interact with CCH, the Department, and the Construction Contractors throughout the process to ensure that the Project meets CCH requirements.

EC or Evaluation Committee is the RFQ Review and Evaluation Committee, which may include representatives of CCH, the Bureau, the Department, and other County Departments and which will review and evaluate responsive Submittal(s).

GMP is Guaranteed Maximum Price.

OSCM is CCH Office of Supply Chain Management.

Professional Service Firms are the Professional Service Firms, including architects, engineers, consultants and vendors that are procured by the County and awarded agreements to provide professional services related to the Project.

Project is the CCH Healthcare Services Long-Term Plan- Phase II

Project Documents are prepared by the Design team including data, studies, drawings, specifications, CADD files, meeting minutes, schedules, notices, logs, electronic files, videos, supplemental information and reports, and any revisions or additions to any of the foregoing pursuant to this Agreement.

Project Team includes the Owner and its Consultants, Sub consultants and the End Users associated with the project.

RFI is Requests for Information.

RFQ is this Request for Qualifications

Respondent or **Respondents** means the individuals or business entities submitting a Submittal in response to this RFQ.

Services are the consulting services by the Consultant as set forth in this **RFQ.**

Substantial Completion means the work or designated portion of the work is sufficiently complete, in accordance with the Contract Documents.

Work means the design activities of the Project.

5 Architect of Record Scope of Services.

See Attachment T – Scope of Work and Existing Documents

The "Attachments" included with this RFQ detailed information that must be included within the scope of services.

6 Instructions to Respondents.

6.1 Adherence to Instructions.

This RFQ provides potential Respondents with sufficient information to enable them to prepare and submit submittals. This RFQ also contains the instructions governing the submittal of a response and the materials to be included therein, including the County requirements, which must be met to be eligible for consideration. All submittals must be complete as to the information requested in this RFQ in order to be considered responsive and eligible for award. Respondents providing insufficient details will be deemed non-responsive. The County is not obligated, either to purchase the full services or the products proposed by the Respondent, nor to enter into an agreement with any one Respondent.

6.2 Availability of Documents.

The CCH will publish the RFQ, and other procurement notices, as well as award information, at: https://cookcountyhealth.org/about/doing-business-with-cook-county-health/
Interested respondents should note that, unless otherwise stated in the RFQ documents, there is no charge or fee to obtain a copy of the documents and respond to documents posted for qualifications. Respondents intending to respond to any posted solicitation are encouraged to visit the web site above to ensure that they have received a complete and current set of documents. Some procurement notices may provide a downloadable version of the pertinent documents and any amendments to them that will be available to suppliers after they have completed a simple registration process. Additionally, some notices may permit a supplier to submit a response to a posted requirement in an electronic format.

Any Respondent receiving a copy of procurement documents from a referral service and/or other third party are solely responsible for ensuring that they have received all necessary procurement documentation, including amendments and schedules. The County is not responsible for ensuring that all or any procurement documentation is received by any Respondent that is not appropriately registered with CCH.

6.3 Mandatory Pre-Submittal Conference.

CCH will hold a Pre-Submittal Conference on the date, time and location indicated above. Representatives of CCH and the Cook County Department of Capital Planning & Policy will be present to answer questions regarding the services requested or proposal procedures. Prospective Respondents will respond to the email **purchasing@cookcountyhhs.org** listed on the front cover of

the RFQ at least one day prior to the Mandatory Pre-Submittal Conference to confirm participation and the number of representatives attending the meeting. The meeting date, time and location are noted on the front page of this solicitation for services.

6.4 Special Access to the Mandatory Pre-Submittal Conference.

If special accommodations are required for Respondents to attend the Pre-Submittal Conference or the submittal opening, contact the Purchasing@cookcountyhhs.org listed on the cover page of this RFQ via email no later than three (3) days before the event.

6.5 Clarifications.

Questions regarding this RFQ will be submitted in writing to the contact person listed on the cover page of this RFQ no later than 04/01/2022 by 2:00pm after the Mandatory Pre-submittal Conference.

6.6 Delivery of Submittal Package.

The Submittal will be either delivered by hand or sent to the Cook County Health, Office of Supply Chain Management through U.S. Mail or other available courier services to the address shown on the cover page of this RFQ. Include the RFQ number on any package delivered or sent to the County Office of the Director of the Office of Supply Chain Management and on any correspondence related to this RFQ or the Submittal. The Respondent remains responsible for ensuring that its Submittal is received at the time, date, place, and office specified. CCH assumes no responsibility for any Submittal not so received, regardless of whether the delay is caused by the U.S. Postal Service, any other carrier, or some other act or circumstance. **Submittals received after the time specified will not be considered.**

If using an express delivery service, the package must be delivered to the designated building and office and not to the County Central Receiving facilities.

6.7 Uniformity.

To provide uniformity and to facilitate comparison of Submittals, all information submitted must clearly refer to the page number, section or other identifying reference in this RFQ. All information submitted must be noted in the same sequence as its appearance in this RFQ. The County reserves the right to waive minor variances or irregularities.

6.8 Submittal Material.

The Submittal material submitted in response to the RFQ becomes the property of the County upon delivery to the Office of Supply Chain Management and will be part of any contract formal document for the goods or services which are the subject of this RFQ.

6.9 Addenda.

Should any respondent have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Office of Supply Chain Management no later than April 1, 2022 by 2:00 PM to obtain clarification prior to submitting a Submittal. Such inquires must reference the submittal due date and the County RFQ number.

Any clarification addenda issued to Respondent prior to the Submittal due date shall be made available to all Respondents. Since all addenda become a part of the Submittal, **all addenda must be signed by an authorized Respondent representative and returned with the Submittal on or before the Submittal opening date. Failure to sign and return any addenda acknowledgements shall be grounds for rejection of the Submittal.**

Interpretations that change the terms, conditions, or specifications will be made in the form of an addendum to the solicitation by the County. If issued, the County will post the addenda on the County website: https://cookcountyhealth.org/about/doing-business-with-cook-county-health/
In the event there are any conflicts between the general terms and conditions and any special terms and conditions, the special terms and conditions shall take precedence.

6.10 Responsibility for Services Proposed.

The Respondent must thoroughly examine and will be held to have thoroughly examined and read the entire RFQ document. Failure of Respondents to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

6.11 Errors and Omissions.

The Respondent is expected to comply with the true intent of this RFQ taken as a whole and shall not avail itself of any error or omission to the detriment of the services or the County. Should the Respondent suspect any error, omission, or discrepancy in the specifications or instructions, the Respondent shall immediately notify the County in writing, and the County will issue written corrections or clarifications. The Respondent is responsible for the contents of its Submittals and for satisfying the requirements set forth in the RFQ. Respondent will not be allowed to benefit from errors in the document that could have been reasonably discovered by the Respondent in the process of putting the Submittal together.

6.12 Cancellation of RFQ; Request for New or Updated Materials.

The County, in its sole discretion, may cancel this RFQ at any time and may elect to reissue the RFQ at a later date. Owner may also issue an Addendum modifying the RFQ and may request supplemental information or updated or new or Submittals.

6.13 County's Right to Revise RFQ.

At any time during the RFQ process, the County may modify the terms of the RFQ, including narrowing or modifying the Requirements, and modifying the properties which are the subject of this RFQ. The County may issue an Addendum to this RFQ, which describes such modifications and may, in its discretion, permit Respondents to submit supplemental or new Submittals, as the case may be, in response to these modified Requirements. The County shall evaluate any requested supplemental or new Submissions.

6.14 RFQ Interpretation.

Interpretation of the wording of this document shall be the responsibility of the County and that interpretation shall be final.

6.15 Ownership of Submittal Material.

All material submitted by Respondents shall become the sole property of the County upon delivery to the Office of Supply Chain Management and will be part of any contract document entered into pursuant to this RFQ. The County shall be under no obligation to return any Submittals, submissions or materials submitted by Respondents in response to this RFQ. If a Respondent deems specific materials or information to be proprietary and confidential trade secrets, the Respondent shall so identify such as outlined in **Section 6.17**. By delivering a Submittal, Respondents will be deemed to have agreed to the provisions of this paragraph.

6.16 Cost of Respondent Response.

All costs and expenses in responding to this RFQ shall be borne solely by the Respondent regardless of whether the Respondent's Submittal is eliminated or whether Owner selects to cancel the RFQ or declines to pursue a contract for any reason.

6.17 Confidentiality and Freedom of Information Act.

From the date of issuance of the RFQ until the due date, the Respondent must not make available or discuss its Submittal, or any part thereof, with any employee or agent of the County except in accordance with the procedures set forth in this RFQ. All information submitted in response to this RFQ shall be treated as confidential by all parties until the selected Consultant has executed a contract pursuant to this RFQ, which the EC will recommend to the Cook County Board of Commissioners or until the County has terminated the RFQ process and determined that it will not reissue the RFQ in the near future. Following such actions, the contents of Submittals submitted in response to this RFQ may be utilized by the County in any manner and may be disclosed in response to requests made pursuant to the provisions of the Illinois Freedom of Information Act (FOIA), except for such specific information as is established to be proprietary or trade secrets as follows.

If a Respondent wishes to preserve the confidentiality of specific proprietary information set forth in its Submittal, it must request that the information be withheld by specifically identifying such information as trade secrets or commercial or financial information that are proprietary, privileged or confidential, and that disclosure would cause competitive harm, in its Submittal, respectively. The Respondent is hereby warned that any part of its Submittal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois law. The County shall have the right to determine whether it shall withhold information upon receipt of a FOIA request, and if it does so pursuant to a Respondent request, the Respondent requesting confidential treatment of the information shall bear the costs of asserting that there is a proper exemption justifying the withholding of such information as proprietary in any court proceeding which may result. This notwithstanding, Respondent is on notice that the County is subject to the FOIA and that any documents submitted to the County by the Respondent may be released pursuant to a request under the FOIA.

6.18 Use of Sub consultants.

The Respondent's response must include a description of which portion(s) of the work will be subcontracted out, the names and addresses of potential Sub consultants and the expected amount of money each will receive under the contract. The County reserves the right to accept or reject any sub consultant if in the County's sole opinion, it is in the best interest of the County.

6.19 MBE/WBE Participation.

Cook County Health has a strong commitment to the economic benefit of minority- and women-owned businesses (M/WBE firms), as well as to minority and female construction workers and/or material suppliers. CCH has established contracting goals for certified M/WBE participation**. The office of Contract compliance is recommending that the MBE/WBE goal for the above-referenced project be set at 35% overall MWBE Participation.** Architects and engineers apply these goals to all subcontracting tiers, suppliers, and consultants hired or retained in performance of work for CCH. Consultants are directed to achieve the levels of participation throughout the life of, and for the full value of, every contract, including any additional services, allowances, or change orders. During the performance of this Project, the M/WBE and Employment utilization goals relating to contracting and workforce are as follows.

Contracting.

Minority / Women Owned Business Enterprise: 35%

The above EEO utilization goals are based on hours generated by workers in the labor classifications provided above.
Respondents are to include with their Proposals a fully completed **Attachment A** identifying their proposed M/WBE sub consultants and/or material suppliers. **Attachment A** can be found as part of the full proposal Package. Please, provide current letters of certification for your proposed M/WBE sub consultant and/or material supplier.

6.20 Respondent's Disclosure and Conflict of Interest.

The Respondent will be bound to the County's best interests during the term of the Agreement. The Respondent will notify the County of any possible or potential conflict of interest, which may result from the Respondent's other activities and shall commence such other activities only after written approval of the County, which may not be unreasonably withheld.

6.21 Cook County Rights.

The County reserves the right to reject any and all Submittals, to waive any informality in the process and, unless otherwise specified by the Respondent, to accept any item in the Submittal. The County also reserves the right to accept or reject all or part of a Submittal, in any combination that is economically advantageous to the County.

6.22 Alteration/Modification of Original Documents.

The Respondent certifies that no alterations or modifications have been made to the original content of this RFQ or other procurement documents (either text or graphics and whether transmitted electronically or hard copy in preparing this Submittal). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered Submittal. Respondent understands that failure to comply with this requirement may result in the Submittal being disqualified and, if determined to be a deliberate attempt to misrepresent the Submittal, may be considered as sufficient basis to suspend or debar the submitting Respondent from future County Bid and RFQ procurement opportunities.

6.23 Recycling.

Packaging, which is readily recyclable, made with recyclable materials, and designed to minimize potential adverse effects on the environment when disposed of by incineration or in a landfill is desired to the extent possible. Product(s) offered which contain recycled materials may be acceptable provided they meet all pertinent specifications and performance criteria outlined in this RFQ. If the product(s) offered are manufactured utilizing recycled materials, identify the percentage composition and nature of the recycled content within.

7. Evaluation and Selection Process.

7.1 Responsiveness Review.

County personnel will review all Submittals to ascertain that they are responsive to all submission requirements.

7.2 Acceptance of Submittals.

OSCM reserves the right to reject any or all Submittals or any part thereof, to waive informalities, and to accept the Submittal deemed most favorable to the County.

7.3 Evaluation Process.

An evaluation committee comprised of the County personnel will evaluate all responsive submittals in accordance with the evaluation criteria detailed below.

7.3.1 Short List.

This evaluation process may result in a short-list of Submittals. The Evaluation Committee (EC), at its option, may request that all or short-listed Respondents make a presentation, other customer testimonials, submit clarifications, schedule a site visit of their premises (as appropriate), provide a best and final offer, provide additional references, respond to questions, or consider alternative approaches.

7.3.2 Respondent Presentations.

The EC may, but is not required to, conduct one or more formal presentations, team interviews, or clarification sessions with any or all Respondents, in order to fully understand and evaluate the Submittals.

7.3.3 Right to Inspect.

The County reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Respondent and any proposed sub consultants and to reject any Submittal regardless of price if it shall be administratively determined that in the County's sole discretion the Respondent is deficient in any of the essentials necessary to assure acceptable standards of performance. The County reserves the right to continue this inspection procedure throughout the life of the contract that may arise from this RFQ.

7.4 Selection Process.

Upon review of all information provided by shortlisted Respondents, the evaluation committee will make a recommendation for selection to Supply Chain Management for concurrence and submission to the County elected officials. The County reserves the right to check references on any projects performed by the Respondent whether provided by the Respondent or known by the County. The selected Submittal will be submitted for approval to the Cook County Hospital Board. CCH intends to select a Submittal that best meets the needs of the County and provides the best overall value. Upon approval of the selected Respondent, a contract will be prepared by the County and presented to the Selected Respondent for signature.

7.5 Selected Respondent's Presentation to County Leadership.

The County reserves the right to require the Selected Respondent to present its Submittal to County employees that are non-EC members. In such event, if requested by either the Selected Respondent or the County's Representative, the parties involved in such presentation will sign the Confidentiality Agreement to prevent disclosure of information prior to approval by the County Board.

8. Selection Process and Evaluation Criteria.

8.1 The selection process will be conducted in (2) steps as follows:

8.1.1 Step 1: Presentation of Project Specific Qualifications and Approach.

This RFQ provides requirements and data, which will be used as a basis for a written presentation of qualifications of the firm(s) and proposed staff, project approach, systems and methodologies for delivery of the Project. CCH will evaluate the qualifications to establish a list of qualified participants for Step 2.

8.1.2 Step 2: Consulting Services Proposal Interview.

In Step 2 the selected Consultant Teams will be invited to participate in an interview, to present their scope of services, introduce the key team members, further elaborate on the details included in the submittal and respond to any questions posed by the Owner. The Consultant interview will be expected to present their scope of services from assessment phase through the completion of the Project.

At the formal interview, the Teams will be expected to focus on project specific issues associated with their approach to the Project. It is expected that the individuals with the primary presentation role at the interview will be those individuals proposed to be involved on this project on a day-to- day basis.

The top ranked firm or firms will be invited to review their proposal with CCH to negotiate cost based on specifically developed scope. If CCH and the top ranked firm are unable to reach agreement, CCH reserves the right to begin negotiations with the next highest ranked firm or firms.

8.2 Responsiveness of Submittal.

Respondent is compliant with all the submission requirements of the RFQ. Submittals will be reviewed based on the completeness of the submittal and selected based on qualifications of the Respondent to successfully perform Consulting Services for the County throughout the course of the project as evidenced by the following selection criteria that will include but not be limited to the following weighted evaluation:

- Relevant Experience – 30%
- Project staffing plan and qualifications - 30%
- Project Approach – 20%
- Assessment & Schedule - 20%

9. Format and Content of Submittal.

9.1 Format.

All Respondents will use this Submittal format described in this Section for submitting their Submittal. Submittals must be prepared in an 8.5 X 11 format, with any drawings or graphics not exceeding 11 X 17 format. Submittals should be left-bound and not exceed 50 pages in length.

Variations or exceptions from the requirements of this RFQ shall be attached and entitled Exceptions to RFQ. Such variations or exceptions may be considered in evaluating Submittals. Failure to comply with this requirement may cause a Submittal to be considered nonresponsive. Expensive paper and bindings are discouraged since no materials will be returned.

9.1.1 Uniformity.
To provide uniformity and to facilitate comparison of Submittals, all information submitted must clearly refer to the page number, section or other identifying reference in this RFQ. All information submitted must be noted in the same sequence as it appears in this RFQ. The County reserves the right to waive minor variances or irregularities.

9.1.2 Number of Copies.
Respondents are required to submit one (1) bound original and six (6) bound copies no later than the time and date indicated in the RFQ Schedule, Section 3.5. **The original should be clearly marked Original.**

9.1.3 Complete Submission.
Respondents are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. Incomplete Submittals may lead to a Submittal being deemed nonresponsive. Nonresponsive Submittals will not be considered.

9.1.4 Packaging and Labeling.
The outside wrapping/envelope shall clearly indicate the RFQ Title and date and time for submission. It shall also indicate the name of the Respondent.

9.2 Content.
The Respondent should be organized in the following order and numbered sections separated by tabs. All responses should include, but are not limited to the following:

9.2.1 Table of Contents.
The Table of Contents will identify, at a minimum, all sections below and page numbers. The Table of Contents should help in navigating the Submittal by providing associated page numbers and direct links to various headings available on those pages.

9.2.2 Cover Letter.
The Cover Letter should not exceed two pages in length. The letter should be signed by an officer of the firm. The letter should indicate the Respondent understands of the Scope of Services and the Respondent's experience and unique expertise to complete the Project for the County. The letter should confirm the Respondent's commitment of the firm and proposed project team to execute this project at the price and schedule proposed if selected.

9.2.3 Executive Summary.
The Executive Summary should be limited to two pages and include a brief overview of the Respondent's qualifications, team, experience and proposed project approach that demonstrates the responder's understanding of the requirements of the RFQ.

9.2.4 Qualifications of the Respondent.
Provide an overview of the company detailing the organization's ownership structure, skills and qualifications, the total number of professional staff, the history of the company, percentage of work completed as Architect and Engineer, and the office responsible for this Project. Submit any information the Respondent deems pertinent to demonstrate its qualifications to perform the Services being requested such as memberships in any professional associations.

9.2.5 Respondent's Team.

The Respondent may be comprised of one (1) or more firms as to assure the overall success of the Project and delivery of the Services. In alphabetical order by firm, please provide a list of firms that will provide Services and key individuals from each firm that will provide the Services set forth in the Submittal.

The Chief Procurement Officer, Office of Supply Chain Management reserves the right to accept or reject any of the team members**;** if in the OSCM's sole opinion replacement of the team member, based on skills and knowledge, is in the best interest of the County.

9.2.6 Previous Experience.

Provide a minimum of **five** examples of similar project types completed or in progress over the last seven years which you feel best represent your firm's abilities relative to the Project Scope. Provide representative examples from the Chicago Metropolitan, and Cook County Areas, if possible. A maximum of ten project examples will be allowed. For each project, list the project size and a brief description, type of construction delivery method, design phase involvement and all other pertinent project facts. Provide each listed project with the original construction budget and final/actual cost, and original completion date and actual completion date. Also include the client's name and contact number associated with each of these projects as a reference. CCH will be particularly interested in projects exhibiting the following:

a) Experience relating to long-term planning of health systems and local hospitals. Describe major challenges, suggested modifications/changes, and their outcomes.

b) Experience related to work with public health systems or hospitals and how that level of long-term planning differed from the private sector.

c) Similar consulting assignments completed in the last 5 years.

d) Additional project challenges and lessons learned on previous consulting assignments of similar scope and size.

9.2.7 Specific Project Experience.

Please provide a listing and description of at least **Three** projects completed in the previous 5 years that demonstrate the Respondent's experience with long-term planning services of large, complex healthcare systems and their relevance to this RFQ.; public healthcare long-term planning services would be a plus. Please note any experience in areas including: planning of capital projects; city, county, state, or other government public works projects; and health care and hospital systems.

List the projects in order of priority with the most relevant project listed first indicating: (1) project name, location, year completed and description, (2) project period, size (gross SF) and final total cost, (3) names of all affiliate firms that comprised the Respondent's project team, (4) references and current contact information for the owner's representatives for each of the projects listed.

9.2.8 References.

Provide a list of at least three (3) references where relevant projects were implemented. Include the name of the contact person, name of the organization, project period and dollar value, address, telephone number and email address. References in the following are preferred though not required: facility needs

assessments; long-term planning services; city, county, state, or other government public works projects; and health care and hospital systems. In addition, for each firm included in the Submittal provide at least three (3) references with relevancy to the Project Scope of Services.

9.2.9 Key Personnel.
Provide an organization chart, description of roles and responsibilities, resumes including a list of projects and the assigned roles on those projects, and two references (include contact information) for all project staff that you are proposing to be assigned to this Project. Projects should include representative examples from the Chicago Metropolitan Area.

The Director of the Office of Supply Chain Management reserves the right to reject any key personnel proposed if it is determined in the County's best interest. All key personnel must be committed to the project without competing priorities. The evaluation of Submittals includes the qualifications of the personnel proposed; therefore, Respondents will name key personnel as part of their Submittal. Key Personnel must not be replaced during the term of the Agreement without the written approval of the OSCM.

In alphabetical order by last name, provide a list of the key individuals who will deliver the Services. As an attachment, include their bios and current resumes, their pertinent skills and qualifications to provide the Services, their years of experience, and experience on managing projects of similar scale to the Provident Project.

With respect to each item listed under Scope of Services and identify the key individual (and firm) who will be assigned to perform that service. Please note that an individual may be assigned to more than one specific item.

Each key personnel shall have three (3) references. Please indicate experience in the following which is preferred but not required: References in the following are preferred though not required - assessment, long-term/ planning of health and hospital systems.

9.2.10 Organization Chart.
Include an organization chart outlining the Service(s) that each of the Respondent's team members will be responsible for and, to the extent feasible, individuals constituting key personnel. Indicate the organizational relationship of the team members.

9.2.11 Key Contact Person.
Indicate the key contact person for communications, including communicating with County, stakeholders and the public.

9.2.12 Proposed Project Approach, Management Plan, Implementation and Solution.
Describe your management approach for each of the components listed below. Examples of systems used successfully on other projects are welcomed. CCH is interested in proposed plans and delivery methodologies that promote an environment of intense teamwork and partnering across all disciplines; design, building and activation.

9.2.13 Schedule - Schedule and speed to market is paramount-describe how your proposed methods lead to increased speed of execution. Describe how your proposed methodology will incorporate the

necessary design features and elements needed that will provide a comprehensive long-term planning package, in a timely manner for the owner. Describe methodology, systems and software platforms.

9.2.14 Communications Management, Document Management, and Reporting – Include any systems and protocols used. Describe approaches that would increase speed of communication, reduce non-value-added waste, and lead to improved speed and reliability in decision-making. Provide information on methods and systems, your firm uses to organize and track project documentation.

9.2.15 Cost Estimating/Value Engineering – *Intentionally omitted. Response not required for this section.*

9.2.16 Quality Control– *Intentionally omitted. Response not required for this section.*

9.2.17 MBE / WBE Participation and Diversity
Describe your firm's philosophy and approach to the utilization of diverse firms. The Respondent must complete and provide the forms as set forth in this RFQ.

9.2.18 Legal Actions.
Provide information related to any currently pending or completed legal actions against your firm that have occurred within the last three (3) years.

9.2.19 Conflict of Interest.
Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upon submission of the Submittal may be cause for rejection of the Submittal.

9.2.20 Economic Disclosure Statement.
Execute and submit the Economic Disclosure Statement (EDS) attached as Attachment A. In the event any further clarification is required on any of the information provided, the County reserves the right to make any necessary communication with the Respondent for such purpose. Such communication, if made, may include a deadline by which time any necessary clarifying information must be submitted.

9.2.21 Consulting Services Agreement.
A sample of the Cook County Professional Services Agreement Attachment F, with companion CCH General Conditions by CCH has been attached. This has been provided for information only and execution of the Agreement is not required at the time the Response is submitted. In the event you disagree with the Agreement provisions, in this section, submit any exceptions to the contract and include the rationale for taking the exception. If you are proposing alternate language, please include the language for consideration.

9.2.22 RFQ Addenda Acknowledgement (if any).
Respondents should acknowledge any Addenda issued by the Owner by signing and including them as part of their Submittal.

10. Proposal Receipt Acknowledgement Form.

This acknowledgment of receipt should be signed by a representative of Supply Chain Management located at Stroger Hospital, 1969 W. Ogden Avenue, lower level (LL) Room 250A, Chicago IL, 60612. The outside wrapping shall indicate the RFQ Number and Title, Proposer's Name, Proposers Address, and Point of Contact information. **Prefill the first two lines before submission**.

Solicitation Number and Title:		
Vendor Name:		
Accepted By:		
Date:		
Time (if time machine is not available, hand write the time):	A.M	P.M

Proposals shall be submitted no later than the date and time indicated on the cover page of the RFQ.
Late submittals will not be considered.
Proposers must cut this sheet in two. SMC will time-stamp top and bottom sections. SCM will keep one section, and the proposer will keep the other section.

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Time Stamp Here