

**REQUEST FOR PROPOSAL
RFP#NBWW_WQSR_2024
NORTH BRANCH CHICAGO RIVER WATERSHED WORKGROUP
WATER QUALITY SUMMARY REPORT**

This Request for Proposal (RFP) is for the purpose of establishing a contract with a qualified firm to provide Water Quality Summary Report development services to the North Branch Chicago River Watershed Workgroup (“NBWW”) as outlined herein.

SUBMISSION LOCATION: Proposers are to submit proposals to NBWW Administrative Agent, Ashley Strelcheck, astrelcheck@lakecountyil.gov.

SUBMISSION DATE: **Friday, February 23, 2024 by no later than 3:00 p.m. CST**
Proposals received after the time specified will not be considered.

CONTACT / QUESTIONS: All contact and questions regarding this Request for Proposal shall be directed only to the Lake County Stormwater Management Commission Project Manager (Administrative Agent). Should the proposer require additional information about this RFP, please submit questions via email to astrelcheck@lakecountyil.gov. All applicable questions and answers from proposed applicants will be posted on NBWW’s website: <https://www.nbwwil.org/>.

NOTE TO PROPOSERS: Any and all exceptions to these specifications MUST be clearly and completely indicated in the Submittal Requirements. Attach additional pages if necessary. Please be advised that any exceptions to these specifications may cause your proposal to be disqualified.

If a Proposal includes any exceptions, proposers must insert an “X” in the following box indicating a RFP submission with exceptions.

1.0 GENERAL TERMS AND CONDITIONS

1. Project Intent

North Branch Chicago River Watershed Workgroup (“NBWW”) intends to enter into a contract with a qualified firm to provide a Water Quality Summary Report to the NBWW for the North Branch Chicago River Watershed. The firm awarded under this RFP will work to complete the NBWW Water Quality Summary Report by November 30, 2024.

2. NBWW Administrative Agent

NBWW per its by-laws provides authority to the Lake County Stormwater Management Commission (SMC) to act as the 'Administrative Agent' for the NBWW. SMC on behalf of the NBWW Executive Board performs financial services including payments to subconsultants and financial accounting. Therefore, the contract awarded per this RFP is subject to the requirements of the Lake County Purchasing Ordinance and its Policies and applicable SMC Policies. Pending NBWW’s contract review and approval, the SMC Commission will formalize this Request for Proposal at the monthly meeting.

3. Negotiations

NBWW and its Administrative Agent reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the intent of this RFP.

4. Confidentiality

Proposals are subject to the Illinois Freedom of Information Act (FOIA) once an award or final selection is made. As such all proposers responding are asked to submit one redacted copy of their proposal that can be used by the Administrative Agent to respond to any future FOIA requests for the proposal.

Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for explanation of information that may be redacted. For example, information exempt from disclosure in response to a FOIA request includes but is not limited to: highly personal or objectionable information; trade secrets and commercial or financial information claimed as proprietary, privileged or confidential, the disclosure of which would cause your business competitive harm; valuable formulae, computer geographic systems, designs, drawings and research data when disclosure of the same would produce private gain or public loss; certain construction related technical documents; and information associated with automated data processing operations that, if disclosed, would jeopardize system or data security.

All documentation received is publicly available per FOIA compliance. If no redacted copy is provided or any pages not specifically identified as proprietary, privileged, or confidential, the NBWW and its Administrative Agent has the right to provide the full documentation per a FOIA request.

5. Right of Rejection

NBWW reserves the right to reject any and all proposals received in response to this RFP, should this be determined to be in the best interest of the NBWW. NBWW is not obligated to enter into a contract on the basis of any proposal submitted in response to this RFP. NBWW may seek clarification from a proposer at any time and failure to respond promptly is cause for rejection. NBWW further reserves the right to reject the proposal of any proposer whom it finds, after reasonable inquiry and evaluation, to not be responsible. NBWW may also reject the proposal of any proposer if it believes that it would not be in the best interest of the project to make an award to that proposer.

6. Incurred Costs

NBWW nor its Administrative Agent will be liable for any costs incurred by firms replying to this RFP.

7. Discussion of Proposals

NBWW and its Administrative Agent may conduct discussions with any proposer who submits a proposal. During the course of such discussions, the NBWW and its Administrative Agent shall not disclose any information derived from one proposal to any other proposer.

8. Payments

Payments will be made in accordance with the Local Government Prompt Payment Act. Progress Payment Requests during the performance of the work: the selected firm shall submit to the NBWW, on approximately a quarterly basis, applications for payment. Applications for payment will be approved by the NBWW in accordance with the applicable provisions of the Contract Documents. Applications for payment approved by the NBWW will be processed by the Administrative Agent in accordance with the applicable provisions of the Contract Documents.

9. Contract Period

The contract awarded under this RFP is intended to be within the FY2024 fiscal period; April 11, 2024 (or after the NBWW Executive Board has chosen a consultant) through November 30, 2024.

10. Termination

NBWW reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice. In the event that this Contract is terminated due to proposer's default, NBWW shall be entitled to purchase substitute services elsewhere and charge the proposer with any or all losses incurred, including attorney's fees and expenses.

11. Responsibility & Default

The proposer shall be required to assume responsibility for all items listed in this Request for Proposal. The successful proposer shall be considered the sole point of contact for purposes of this contract.

12. Interpretations or Correction of Request for Proposals

Proposer shall promptly notify the NBWW and its Administrative Agent of any ambiguity, inconsistency, or error, which they may discover upon examination of the Request for Proposals. Interpretation, correction, and changes to the Request for Proposals will be made by addendum. Interpretation, corrections, or changes made in any other manner will not be binding.

13. Additional Information or Questions

All questions regarding this RFP should be submitted electronically via email to astrelcheck@lakecountyil.gov before the submittal deadline.

Except for the submittal of questions to the Administrative Agent, in accordance with the procedures outlined in this RFP, interested firms shall refrain from contacting NBWW Board members, NBWW members and employees of member organizations regarding this RFP or the proposal evaluation process.

14. Taxes

All applicable sales, use, payroll, and other similar taxes required to be paid during the performance of the work shall be considered during the preparation of bids. Bidders are hereby advised that Owner is exempt from Illinois state sales and use taxes on supplies and materials to be incorporated into the work (Exemption No. E9995-7817-06) and such exemption shall be considered during the preparation of bids. Owner will furnish evidence of such exemption to successful bidder, if necessary, for use in purchasing supplies and materials to be incorporated into the work. Owner's exemption does not apply to construction tools, machinery, equipment, or other property purchased or leased by successful bidder, or to supplies or materials not incorporated into the work.

15. Change In Status

The proposer shall notify NBWW and its Administrative Agent immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. The NBWW shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

16. Hold Harmless Clause

The proposer agrees to indemnify, save harmless and defend NBWW and its member organizations, their agents, servants, employees, members and each of them against and hold it and 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 project. The foregoing indemnity shall apply except if such injury is caused directly by the willful and wanton conduct of NBWW and its member organizations, their agents, servants, employees, members and each of them indemnified hereafter.

17. Precedence

Where there appears to be variances or conflicts, the provisions of the contract documents shall take precedence in resolving any conflict, error, ambiguity, or discrepancy between the provisions of the contract documents and

the provisions of any standard, specification, manual, or code, or the instruction of any supplier, whether or not specifically incorporated by reference in the contract documents, or the provisions of any laws or regulations applicable to the performance of the work, unless such an interpretation would result in violation of such law or regulation. The following order of precedence shall prevail: General Terms & Conditions of this RFP, Contract Addenda, and the proposer's Proposal Response.

18. Exceptions

Any and all exceptions taken by proposer to the terms of this RFP are to be identified in writing and included in the list of submittals.

19. Independent Contractor

The proposer is an independent contractor and no employee or agent of proposer shall be deemed for any reason to be an employee or agent of NBWW or its Administrative Agent.

20. Ownership of Information

All information pertaining to records, property, financial or other information acquired under the scope of this contract shall be the sole property of NBWW. The proposer shall return all information to NBWW upon termination, and/or request and shall not utilize any of the information for purposes outside of the scope of this contract or without express approval of the NBWW. Upon NBWW request, the proposer must provide all data in a documented, standard format at no cost to the NBWW.

21. Insurance

The Proposer must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A minus (-) and provide the NBWW and its Administrative Agent with a Certificate of Insurance 15 days before the start of the project, and thereafter annually for contracts/ projects that will last more than one year. The following will be included as additionally insured and included on the certificate of insurance:

- North Branch Chicago River Watershed Workgroup (NBWW)
- Lake County Stormwater Management Commission (SMC)

Insurance in the following types and amounts is necessary and/or where applicable:

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the proposer arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the proposer's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of NBWW and its Administrative Agent.

Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations

- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

Automobile Liability Insurance (if applicable)

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The proposer's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Professional Liability – Errors and Omissions (if applicable)

The Engineers/Architects/Consultants for the plans of the project shall be written with limits of insurance not less than the following:

\$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

Professional Liability – Cyber Liability (if applicable)

Cyber Liability Insurance for property damage to electronic information and/or data; first- and third-party risks associated with e-business, internet, etc., with limits of insurance not less than the following:

\$ 1,000,000 per occurrence limit

Technology Errors and Omissions (if applicable)

The proposer's Software Developer and/or IT Consultant for the plans, including developing and implementing technology for NBWW and its Administrative Agent, or of the project, shall be written with limits of insurance not less than the following:

\$ 1,000,000 per occurrence limit

Excess/ Umbrella Liability (if applicable)

The proposer's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (*minimum, and may be higher depending on the project*)

Liability Insurance Conditions

Proposer agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The proposer's insurance shall be primary in the event of a claim.
- c) Proposer agrees that with respect to the above required insurance, NBWW and its Administrative Agent shall be named as additional insured, including its agents, officers, members, and employees and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change;
- d) NBWW and its Administrative Agent shall be provided with Certificates of Insurance and endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. Said Notices and Certificates of Insurance shall be

provided to:

North Branch Chicago River Watershed Workgroup
C/O Lake County Stormwater Management Commission
500 W. Winchester Rd., Ste. 201
Libertyville, IL 60048
Email: astrelcheck@lakecountyil.gov

Attn: Ashley Strelcheck, North Branch Chicago River Watershed Workgroup Coordinator

Failure to Comply: In the event the proposer fails to obtain or maintain any insurance coverage required under this agreement, NBWW or its Administrative Agent may purchase such insurance coverage and charge the expense to the proposer.

2.0 INTRODUCTION

The North Branch Chicago River Watershed Workgroup (NBWW) collects water quality monitoring data in alignment with National Pollutant Discharge Elimination System (NPDES) MS4 ILR40 & POTW ILR00 permit requirements. NBWW would like a consultant to analyze NBWW water quality monitoring data from [2018-2023](#) (21,000 data points), the 2023 continuous NBWW monitoring data from 3 NBWW monitoring sites (11,717 data points – see Attachment A), the [2018-2019 & 2020-2021 Biological & Water Quality Assessment of the North Branch Chicago River Reports](#) and produce a Water Quality Summary Report. The purpose of the Water Quality Summary Report is to understand general pollutant trends in the watershed and to make the information accessible to all NBWW members regardless of scientific background.

The NBWW is requesting a proposal from qualified interested firms to summarize the NBWW water quality monitoring data and produce a Draft Water Quality Summary Report by September 2, 2024 and a Final Water Quality Summary Report by November 1, 2024.

3.0 WATER QUALITY REPORT

Please see the summary below detailing the desired components of the Water Quality Summary Report that will need to be addressed as part of each consultant’s proposal. The intent of this water quality report is to summarize monitoring data on an annual and accrual basis to assess trends in water quality and against current Illinois water quality standards. The NBWW Monitoring Committee wants this report to review with the Committee members and distribute to the NBWW members.

Conduct data compilation and analysis: The selected consultant shall compile all NBWW water quality data from 2018-2023 (supplied by North Shore Water Reclamation District and on [NBWW’s website](#)) and 2023 continuous NBWW monitoring data from 3 NBWW monitoring sites (see Attachment A). NBWW water quality monitoring data is sampled annually by North Shore Water Reclamation District (NSWRD) in the months of February, May, July, August & September.

- Monitoring data should be displayed in a spreadsheet format and graphically by monitoring year and pollutants assessed, and then summarized together to assess water quality trends. An overall narrative summary of the data should be included within the Water Quality Summary Report.
- The data should be presented in a way that can be interpreted by various stakeholders (audiences) regardless of scientific background.
- Analysis of the data should consider outside variables that could contribute to anomalies in the data results (temperature, rainfall, etc...) and make note of those events/conditions. This report should summarize any data quality control failures, missing data or any other issues that could impact the results of the monitoring data.
- An analysis of the 2018-2019 & 2020-2021 Biological & Water Quality Assessment of the North Branch Chicago River Reports should be conducted and be incorporated into the Water Quality Summary Report. The Water Quality Summary Report will build on the information in those reports; not replace them.
- The Water Quality Summary Report should consider adjacent land uses (point and nonpoint source pollution) to the monitoring site locations when summarizing the monitoring data.

- The NBWW Monitoring Committee anticipates the narrative sections of this report to be in length between 10-15 pages. Graphs and/or appendices can add additional pages if needed.
- The Draft Water Quality Summary Report should be submitted to the NBWW Monitoring Committee by September 2, 2024. The Final Water Quality Summary Report should be submitted to the NBWW Monitoring Committee by November 1, 2024.

Please note, the contract resulting from this selection process may be eligible for extensions to add data to the water quality report in future years. This RFP does not consider/include years beyond 2024.

4.0 RFP SUBMITTAL REQUIREMENTS

Section 1.0 – Executive Summary

Provide a brief summary, which describes and highlights your firm’s interest, experience and qualifications for this project.

Section 2.0 – Relevant Experience

Describe your firm’s experience in analyzing water quality data and creating reports that communicate scientific information for various audiences. Provide a detailed description and project profile sheets for professional services as related to Water Quality Summary Reports or other reports of a similar nature. Summary should describe the following for each of the projects:

- Brief description of project, including location and size
- Project references including contact person and phone number
- Services rendered
- Date project was started and completed
- Total project cost, with breakdown of itemized expenses by task
- Key personnel and consultants assigned to project team

Related experience may be helpful, but current experience with this scope of work is expected. All experience submitted for a team member while in the employment of a different firm shall include their title and role on the project as well as the firm name that held the contract for all work submitted for Relevant Experience.

Section 3.0 – Project Design and Management Team

- List specific personnel (including sub consultants) proposed for the project team, including the project assignment and role or area of responsibility of each individual. State the current assignments for personnel proposed for the project, and their percentage of involvement at various stages of design and construction. Provide a resume for each proposed team member, specifically stating tenure or experience with your firm, experience, and qualifications of each individual.
- List the primary location for personnel included in this proposal.
- Identify who on your team will provide consistent day-to-day leadership and management for the project.
- List of tasks if any that the firm intends to subcontract to a sub consultant and name(s) and location(s) of sub consultant(s).

Please note that all project files, including all monitoring data analysis and report findings, prepared by the selected consultant for this project shall become the property of NBWW, upon its written request, and that the selected consultant shall have no claim for further employment or additional compensation as a result of such action taken by NBWW to request full rights of ownership of all project files.

Section 4.0 –Schedule

- Identify commitments and manpower available from the firm to meet defined project schedule and Water Quality Summary Report specifications.

- Demonstrate that your firm consistently meets project deadlines with respect to design and bid packages and provide examples of success in meeting critical timeframes including project scope and contact information for each example.
- Provide a detailed schedule for completing project milestones. This schedule shall be provided as a submittal requirement.

Section 5.0 – Proposed Fee

- Provide examples of documents/software/processes used by the firm for project budgeting, estimating, and design decision cost impact evaluation.
- Provide a proposed fee for all components described in the NBWW Water Quality Summary Report.
 - Proposers will provide a Not-to-Exceed Fee.
 - Proposers’ cost estimate must coincide with NBWW’s Fiscal Years (December 1st – November 30th) for the completion of the Water Quality Summary Report.

Section 6.0 - Quality

- List the steps and describe the quality control processes we can expect from the firm during the monitoring data analysis process.
- Provide errors & omissions experience for the past five (5) years and/or any reductions in insurability.

Section 7.0 - Project Approach

This section represents one of the most important sections for the selection of the short-listed firms. Please respond to the individual questions carefully and succinctly.

- Provide a detailed description of your firm’s project approach to provide the required services to successfully complete the Water Quality Summary Report for NBWW. This should demonstrate your understanding of specific, critical issues and challenges pertaining to a project of this nature.
- Provide a description of the attributes, processes and/or experiences that differentiates your firm from other firms.

Section 8.0 - Lake County Documents required by Administrative Agent (see attachments below)

- General Information Sheet
- References
- Firm Qualifications
- Vendor Disclosure Statement
- Vendor Certification Form

5.0 SUBMITTAL REQUIREMENTS

Proposals should be focused and concise to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance and clarity of content. All submitted proposals must be marked “North Branch Chicago River Watershed Workgroup Water Quality Summary Report Proposal” and must be received no later than **3:00 P.M. on Friday, February 23, 2024.**

Submit your focused, concise proposal electronically in .PDF format. Proposers shall be responsible for the actual delivery of proposals to Ashley Strelcheck, astrelcheck@lakecountyil.gov. Please include, in your submittal, all documentation necessary to qualify and substantiate your proposal.

6.0 EVALUATION PROCEDURE

A. Evaluation Criteria Overview

The NBWW will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. The Evaluation Committee will review submissions and conduct negotiations in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/).

B. Evaluation Organization

The NBWW Executive Board will be responsible for the proposal evaluation (including corporate reference checks).

C. Evaluation of the Proposals

Proposals will be evaluated to the extent to which they meet the requirements delineated in this RFP. All submittals in response to this RFP will be scored based on the evaluation factors identified:

- A. **Relevant Experience**
- B. **Project Team**
- C. **Schedule and Capacity to Perform**
- D. **Proposed Fee**
- E. **Quality**
- F. **Firm Differentiation**

D. Interview

The NBWW reserves the right, as part of the evaluation process, to ask for additional materials, or interview any or all interested firms. If applicable, the NBWW shall contact interested firms to arrange an interview.

E. Additional Investigations

NBWW and its Administrative Agent reserve the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

F. Right of Rejection

NBWW reserves the right to reject any and all RFP submittals, should this be determined to be in the best interest of the NBWW. NBWW is not obligated to enter into a contract on the basis of any submittal response to this RFP.

The selection of a consultant will be based on the criteria and scoring system outlined above. A contract will be negotiated with the consultant that can best complete the project, as determined by the results of the proposal evaluation process. Upon the outset of the contract negotiation process, the NBWW anticipates conferring with the consultant's project team to discuss the project, review existing information, and adjust the Scope of Services, as necessary, to successfully complete the project.

GENERAL INFORMATION SHEET

AUTHORIZED NEGOTIATORS:

Name: _____ Phone # _____ Email: _____

Name: _____ Phone # _____ Email: _____

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

In submitting this statement of interest, it is understood that the NBWW and its Administrative Agent reserves the right to reject any or all submittals, to accept an alternate submittal, and to waive any informalities in any submittal.

BUSINESS ORGANIZATION: (check one only)

____ Sole Proprietor: An individual whose signature is affixed to this proposal.

____ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.

____ Corporation: State of Incorporation: _____

____ Non-profit Corporation

____ 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the proposer hereby certifies that it is not barred from bidding on a contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Business Name

Signature

Print or Type Name

Title

Date

REFERENCES

Provide THREE (3) references for projects. Municipal and Local Government references are preferred over others.

Entity: _____

Address: _____

City, State, Zip Code: _____

Name of Contact Person _____

Email Address: _____

Telephone Number: _____

Description of Services Provided: _____

Date of Service: ____/____/____ To ____/____/____

Entity: _____

Address: _____

City, State, Zip Code: _____

Name of Contact Person _____

Email Address: _____

Telephone Number: _____

Description of Services Provided: _____

Date of Service: ____/____/____ To ____/____/____

Entity: _____

Address: _____

City, State, Zip Code: _____

Name of Contact Person _____

Email Address: _____

Telephone Number: _____

Description of Services Provided: _____

Date of Service: ____/____/____ To ____/____/____

FIRM QUALIFICATIONS

Name and Address of Office from which this contract will be administered.
(ATTACH ADDITIONAL PAGES AS NEEDED)

Name: _____

Address: _____

Phone: _____ Fax: _____

Email Address _____

Project Manager: _____

Years in Business: _____

Number of Employees: _____

Annual Sales: \$ _____

Dunn & Bradstreet #: _____

Indicate if firm is a certified M/W/DBE and attach certification: _____

List employees who will be dedicated to the Project: (Attach additional pages as necessary)

NAME	POSITION TITLE	NUMBER OF YEARS	AREA OF RESPONSIBILITY/TASK EXPERIENCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROPOSAL BUDGET

Please fill out the following table for the NBWW Water Quality Summary Report, providing a budget line-item breakdown of the costs associated with this project. Additional tasks/components can be added into the table as needed.

COMPONENTS	DESCRIPTION	TOTAL COST
1	Conduct Data Analysis	
2	Develop Water Quality Summary Report	
Total Budget Estimate:		



VENDOR DISCLOSURE STATEMENT

Vendor Name:			
Address:			
Contact Person:		Contact Phone #:	
Bid/RFP/SOI/Contract/Renewal:	NORTH BRANCH CHICAGO RIVER WATERSHED WORKGROUP WATER QUALITY REPORT DEVELOPMENT		

Vendors wishing to contract with Lake County for goods and services in an amount greater than \$30,000 shall submit this form in advance of award. This disclosure statement is not required for utility companies regulated by the Illinois Commerce Commission or local units of government. Vendors shall disclose:

- A familial relationship between a Lake County elected official, department director, deputy director and manager and owners, principals, executives, officers, account managers or other similar managerial positions of the vendor’s company. Familial relationship is defined as a spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned person.
- All political campaign contributions made by the vendor or an owner, principal, executive, officer, account manager, or other similar managerial position of the vendor to any county board member, county board chair, or countywide elected official within the last five years.

If there is nothing to report in a section, please state none in the appropriate space.

FAMILIAL RELATIONSHIPS

List names and departments/agencies of Lake County employees or public officials with whom owners, principals, or officers of the vendor’s company have a familial relationship and the nature of the relationship. Attach additional pages, as necessary. (Provide all names or state none in the space below. Do not leave blank.)

Name and Department/Agency of Lake County Employee/Public Official	Familial Relationship

CAMPAIGN CONTRIBUTIONS

List campaign contributions that have been made within the last five years that exceed \$150 annually. Attach additional pages, as necessary. (Provide all names or state none in the space below. Do not leave blank.)

Description (e.g., cash,				
Recipient	Donor	type of item, in-kind	Amount/Value	Date Made

Continuing disclosure is required if information changes. This Vendor Disclosure Statement form is available at www.lakecountyiil.gov.

The full text of the County’s Ethics and Procurement policies and ordinances are available at www.lakecountyiil.gov.

I hereby acknowledge that the information above is accurate and complete, that I am an authorized signer on behalf of the vendor, that I have read and understand these disclosure requirements, and that I agree to update this information if there are any related changes by submitting a new Vendor Disclosure Statement.

Authorized Signature:		Title:	
Printed Name:		Date:	

Vendors must insert “x” in the following box indicating exception and provide a brief narrative for exception.

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VENDOR CERTIFICATION FORM

Bid/RFP/SOI Number:	NORTH BRANCH CHICAGO RIVER WATERSHED WORKGROUP WATER QUALITY SUMMARY REPORT DEVELOPMENT		
Vendor Name:			
Address:			
Primary Contact Name:			
Primary Contact Email Address:			
Primary Contact Phone Number:			
Project Manager Name:			
Project Manager Email Address:			
Project Manager Phone Number:			
# Years in Business:		# of Employees:	
Annual Sales:	\$	Dunn & Bradstreet #:	
Vendor Certification Statement: Please identify all of the following that apply to the ownership of this firm. This information is collected for reporting purposes only and not vendor selection. Please include a copy of the certification. (Definitions are included on the second page of Vendor Certification Form).			
	Contractor certifies as a Minority – Business Enterprise (MBE)		
	Contractor certifies as a Women Business Enterprise (WBE)		
	Contractor certifies as a Veteran-Owned (VBE) Business Enterprise		
	Contractor certifies as a Persons with Disabilities Owned Business Enterprise (PDBE)		
	Contractor certifies as a Service-Disabled Veteran-Owned (SDVBE) Business Enterprise		
	Contractor certifies as a Business Enterprise Program (BEP)		
	Contractor certifies as a Small Disadvantaged Businesses (SDB)		
	Contractor certifies as a Veteran-Owned Small Business (VOSB)		
	Local Business		
	None		
Other (Specify)			
Certification Number:			
Certified by (Agency):			

I certify that this information is accurate to the best of my knowledge and that I am authorized to provide this information on behalf of my company.

Signature, Title

Printed Name, Title

Date

Vendor Certification Definitions

☐ **Minority-owned business (MBE)**

A business concern which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

☐ **Woman-owned business (WBE)**

A business which is at least 51% owned by one or more women, or, in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own it.

☐ **Veteran-owned Business Enterprise (VBE)**

A small business (i) that is at least 51 percent owned, controlled and managed by one or more Eligible Veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Eligible Veterans.

☐ Eligible Veteran means a person who (i) has been either a member of the armed forces of the United States or, while a citizen of the United States, was a member of the armed forces of allies of the United States in time of hostilities with a foreign country and

(ii) has served under one or more of the following conditions: (a) the veteran served a total of at least 6 months; (b) the veteran served for the duration of hostilities regardless of the length of the engagement; (c) the veteran was discharged on the basis of hardship; or (d) the veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.

☐ Armed Forces of the United States means the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or service in active duty as defined under 38 U.S.C. Section 101. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Act 95-202 shall also be considered service in the armed forces for purposes of this Division.

☐ **Persons with Disabilities Owned Business Enterprise (PDBE)**

A small business (i) that is at least 51 percent owned, controlled and managed by one or more Persons with a Disability; or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled, and managed by one or more Persons with a Disability.

☐ Disability or Disabled means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

☐ **Service-Disabled Veteran-owned Business Enterprise (SDVBE)**

A small business (i) that is at least 51 percent owned, controlled, and managed by one or more qualified service disabled veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Service Disabled Veterans.

☐ Service-Disabled Veteran means an Eligible Veteran who has been found to have 10 percent or more service-connected disability by the United States Department of Veterans Affairs or the United States Department of Defense.

☐ Service-connected disability means a disability incurred in the line of duty in the active military, naval or air service as described in 38 U.S.C. 101(16).

☐ **BEP – Business Enterprise Program**

Business Enterprise Program (BEP) BEP assists businesses owned by minorities, women, and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.

☐ **Small Disadvantaged Businesses (SDB)**

A Small Disadvantaged Business (SDB) is a small business owned and controlled by socially and economically disadvantaged individuals as defined by Federal Acquisition Regulation (FAR) 19.001

☐ **Veteran-Owned Small Business (VOSB)**

A Veteran-Owned Small Business (VOSB) is a small business that is at least 51 percent owned by one or more veterans; or, if a publicly owned business, at least 51 percent of the stock is owned by one or more veterans. Also, one or more veterans control management and daily business operations of the firm.

☐ **Local business**

A business that is either owned and operated with a mailing address within the boundaries of Lake County or a corporate business with at least one “brick and mortar” location within the boundaries of Lake County. No additional certification is required; however, address verification for location may be requested.