



## WILL COUNTY, ILLINOIS

### PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT  
WILL COUNTY EXECUTIVE

KEVIN LYNN  
DIRECTOR

P. 815-740-4712  
F. 815-740-4604  
E. [klynn@willcounty.gov](mailto:klynn@willcounty.gov)

County Office Building  
302 N. Chicago Street  
Joliet, IL 60432

December 19, 2025

To Whom It May Concern:

Will County is requesting responses from qualified candidates for **Professional Architectural and Engineering Services for the Will County Division of Transportation.**

Responses to this solicitation will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 2:00 P.M., "as so indicated by the time stamp clock of Will County," Friday, January 30, 2026. Responses received after this time will not be accepted.**

The respondent acknowledges the right of the County of Will to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact the Will County Purchasing Department at [purchasing@willcounty.gov](mailto:purchasing@willcounty.gov). Please include the solicitation name and number in the email subject line.

We welcome your response to this solicitation.

Sincerely,

*Kevin Lynn*

Kevin Lynn  
Purchasing Director

**REQUEST FOR QUALIFICATION (RFQ) FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR THE WILL COUNTY DIVISION OF TRANSPORTATION**

RESPONSES TO THIS REQUEST FOR PROPOSALS (RFQ) FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR THE WILL COUNTY DIVISION OF TRANSPORTATION WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST. JOLIET, IL 60432, UNTIL THE HOUR OF 2:00 PM, ON FRIDAY, JANUARY 30, 2026.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT [WWW.DEMANDSTAR.COM](http://WWW.DEMANDSTAR.COM), AS WELL AS THE PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL. 60432, (815) 740-4712 OR EMAIL [PURCHASING@WILLCOUNTY.GOV](mailto:PURCHASING@WILLCOUNTY.GOV)

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY AND ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED IN WHOLE OR PART AS MAY BE SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT.

**INSTRUCTIONS TO RESPONDENTS**  
**REQUEST FOR QUALIFICATION (RFQ) FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR**  
**THE WILL COUNTY DIVISION OF TRANSPORTATION**

**GENERAL REQUIREMENTS:**

Will County is requesting qualifications from candidates for **Professional Architectural and Engineering Services for the Will County Division of Transportation for two (2) new buildings required by the Division of Transportation.**

**QUALIFICATIONS:**

Sealed Statements of Qualification will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 2:00 P.M., Friday, January 30, 2026, "as so indicated by the time stamp clock of Will County"**. Responses received after this will not be accepted.

Sealed Statements of Qualification must be made in accordance with the instructions contained herein. All forms shall be filled out and shall not be detached from this binding. The complete set of Contract Documents shall be submitted with this proposal. All proposal forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed.

Statements of Qualification shall be submitted on the forms furnished by the County of Will in a sealed package marked with the vendor's name and address and the notation:

**SEALED STATEMENTS OF QUALIFICATION:**

**Architectural and Engineering Services – Will County Division of Transportation.**

<b><u>Questions Due:</u></b>	<b><u>Wednesday, January 21, 2026</u></b>
<b><u>Addenda Release:</u></b>	<b><u>Friday, January 23, 2025</u></b>
<b><u>Proposals Due:</u></b>	<b><u>Friday, January 30, 2026 - 2:00 P.M.</u></b>
<b><u>Internal Review:</u></b>	<b><u>February 2-6 2026</u></b>
<b><u>Interviews Held:</u></b>	<b><u>Week of February 9, 2026</u></b>
<b><u>Selection Finalized:</u></b>	<b><u>February 20, 2026</u></b>
<b><u>Contract Commencement:</u></b>	<b><u>March 1, 2026</u></b>

Proposals shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

## **SIGNATURE OF QUALIFICATIONS:**

The County of Will expects the **signature on statements of qualification documents** to be that of an authorized representative of said Company. An officer or agent of the offering bidder who is empowered to bind the vendor in a Contract shall sign the proposal and any clarifications to that proposal.

Each vendor, by making their statement of qualifications, represents that they have read and understand the documents. **Any statements of qualification not containing said signed documents shall be non-conforming and shall be rejected.**

## **PROCEDURES:**

1. All statements of qualification must be prepared on the forms provided by the County of Will with one (1) original, three (3) copies and one (1) electronic copy on a digital storage device submitted in accordance with the Instructions to Vendors.
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of proposals indicated in the Advertisement for Proposals or prior to any extension thereof issued to the vendors.
3. Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all vendors recorded by the County of Will as having received the proposal documents and will be available for inspection wherever issued. Such addenda shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addenda will be issued to reach the vendors at least five (5) days prior to date established for receipt of proposals.
4. Each respondent shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event not later than seven (7) days prior to proposal due date, notify the County of Will, which will, if necessary, send written addenda to all vendors. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to the Will County Purchasing Department at [purchasing@willcounty.gov](mailto:purchasing@willcounty.gov). Please include the solicitation name and number in the email subject line. After proposals are received, the vendor will make no allowance for oversight.

## **REJECTION OF RESPONSES:**

The respondent acknowledges the right of the County of Will to reject any or all statements of qualification, to waive any non-material informality or irregularity in any statement of qualifications received, and to accept the statement of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the respondent recognizes the right of the County of Will to reject a statement of qualifications if it is in any way incomplete or irregular.

## **INSURANCE REQUIREMENTS:**

Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below.

1. Workmen's compensation insurance. The Contractor shall procure workmen's compensation insurance as required by applicable state law for all of his employees who would be engaged in work

on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide employer's liability (coverage B) in the amount of \$1,000,000.00.

2. Contractor's Comprehensive General Liability and Property Damage Insurance. Contractor's Comprehensive General and Property Damage Insurance shall be in an amount not less than \$1,000,000.00 for injuries including accidental death to any one person and not less than \$1,000,000.00 on account of any one occurrences and property damage insurance including completed operations broad form in an amount not less than \$500,000.00 or \$1,000,000.00 combined single limit bodily injury and property damage.
3. Motor Vehicle Insurance. The Contractor shall furnish and maintain at his own expense, comprehensive motor vehicle liability insurance covering the use of all owned, non-owned or hired motor vehicles and that the limits on said policy for bodily injury including death resulting there from shall be not less than \$250,000.00 for each person and \$500,000.00 for each occurrence and property damage coverage of not less than \$250,000.00.
4. Owner's Protective Liability Insurance. The Contractor shall protect the County or its assignee, if any, from contingent responsibility arising from the work performed under this Contract by adding these parties as named insured as a rider to the General Contractor specified Comprehensive General Liability Policy in an amount not less than \$1,000,000.00 per occurrence. The named insured in this Comprehensive General Liability Policy shall be: County of Will, 302 N. Chicago St., Joliet, IL. 60432.

**RISK OF LOSS:**

The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance as he may deem necessary to protect himself against such loss or damage.

**PROOF OF CARRIAGE OF INSURANCE:**

1. The certificates provided by the CONTRACTOR at the time of bidding shall not be canceled or materially altered except after 30 days written notice to the COUNTY and agreed upon.
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by insurance companies maintaining a financial strength and claims paying ability rating no lower than "A" MINUS "VIII" as rated by the 1999 or most current AM Best's Insurance Guide.

**AGREEMENT:**

The Contractor shall be required to enter into a formal agreement for the subject services and to provide insurance certificates and other information required by the County. The County's Services Contract will form the basis of the contract between the County and the Contractor. A copy of the County's Services Contract is included with this Request for Proposals. Refusal to accept the contract provisions proposed in the County's Services Contract without offering reasonable alternatives that do not substantially impair the County's rights under the contract may result in disqualification. Unless indicated otherwise, submission of a proposal indicates that the Proposer is willing to enter into a contract with the County substantially incorporating the terms of the County's Services Contract.

**PRIME CONTRACTOR CERTIFICATION:**

Included in this packet is a prime contractor certification form. This form **must** be filled out, signed and returned with your qualifications or it will not be considered.

**NON-DISCRIMINATION:**

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

**DEFAULT:**

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of the County's costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

**HOLD HARMLESS CLAUSE:**

The respondent will save and hold harmless the County of Will, its officers, agents, and employees, from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFQ.

**TAX EXEMPTION:**

The County of Will is exempt from Federal, State and Municipal Taxes.

**TERMINATION:**

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the other party of such termination. At the end of said thirty (30) days' notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this solicitation.

**COMPLIANCE WITH APPLICABLE LAW:**

In all aspects relative to the performance of their respective obligations under this contract, the respondent and County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

**CHOICE OF LAW**

Responses to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

**VENUE**

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be filed with the Twelfth Judicial Circuit, Will County, Illinois.

**ILLINOIS FREEDOM OF INFORMATION ACT**

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your response is accepted by the County of Will and a contract between the respondent and County of Will results for subsequent negotiations, all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please also be advised that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA (5 ILCS 140/7(2)). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the respondent shall provide to the County of Will at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

**SUBMITTAL REQUIREMENTS:**

Each of the following items shall be submitted by the time mentioned herein in order that the RFQ will be considered:

1. Cover Letter, signed by firm's principal, describing project team and approach.
2. Business organization including the date established, number of employees, and brief history of the firm
3. Statement of qualifications including a description of the approach the Consultant will employ in carrying out the work described in the Scope of Services
4. At least three (3) references of past clients with similar Scope of Services conducted and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number
5. Signed Prime Contractor Certification.
6. Signed RFQ Form.
7. Completion of Receipt of Addenda Form (if addenda are issued).

# Request for Qualifications (RFQ)

**Will County – Professional Architectural and Engineering Services**

## ***Public Announcement of Request for Qualifications***

The County of Will (WC) is issuing this Request for Qualifications (RFQ) from firms qualified to provide **Professional Architectural and Engineering Services** for two (2), new buildings required by the Division of Transportation.

### PROJECT OVERVIEW

The WC Division of Transportation plans for two (2), new buildings on separate sites to accommodate the growing need for safe and reliable transportation infrastructure. The first new building will replace the existing Administration Building on the same site located at 16841 W. Laraway Road, Joliet, Illinois, 60433. The second new building will be an Equipment Storage / Vehicle Maintenance Facility, located on a vacant, ten (10) acre parcel referred to Lot Numbers 5, 6, and 7, west of Governor's Highway and north of W. Industrial Drive in Monee, Illinois 60449. Aerial views of both locations are shown below:





The subject line on the envelope should read:

**2026-63 Architectural/Engineering Services - DOT**

Responses will be received by the Will County Purchasing Department until 2:00 PM, local time, Friday, January 30, 2026. Late submissions will not be accepted.

***Background Information***

Will County, Illinois, is the fourth largest county in the state, with a population of approximately 700,000 residents and growing. Known for its high quality of life, WC has a well-balanced mix of industry, agriculture, residential communities, excellent schools, numerous parks and recreational facilities. County government operates under a County Executive form of government, where the County Executive is elected county-wide, and responsible for daily operations and policy implementation. The WC Board consists of twenty-two (22) members, representing eleven (11) districts, who work collaboratively to develop policy and ensure the county's strategic growth and development.

WC is committed to comprehensive planning and economic development initiatives to enhance its viability as an attractive location for business, residential and agricultural endeavors. The county's Master Plan, developed in 2010, updated in 2019 and 2025, outlines a vision for sustainable growth, focusing on preserving the character of established communities while promoting new development in designated areas. Key initiatives include the enhancement of transportation infrastructure, expansion of green spaces, and support for businesses through economic development programs. WC's proactive approach to planning and development facilitates a balanced and thriving county, making it an attractive destination for residents and businesses to thrive.

Beginning in 2015, WC began a historic capital improvements program, recognizing the need for new buildings to better serve the public and reduce the amount of leased space. Our newer facilities include the Public Safety Complex, Health Department, Courthouse, Animal Protective Services, Children's Advocacy Center, SWAT and EMA buildings. Several existing buildings struggle to meet current operational demands and some lack the necessary space and modern amenities required for functional efficiency. The Division of Transportation is no exception and needs to ensure that both the main Administration

Building on Laraway Road is replaced along with the Maintenance Buildings supporting the far eastern portion of the county in Monee can support the county's future needs. By addressing these two critical challenges, WC aims to enhance service delivery, ensure public safety, and foster a more effective government.

### ***Scope of Services***

Together with WC personnel, the selected firm shall conduct site visits, document existing conditions, research various replacement options and develop suitable recommendations for consideration by WC. Plans and specifications to be used for bidding shall include all work necessary for fully functioning and code-compliant buildings, along with all interior/exterior features required for DOT operations. All deliverables shall conform with standard professional practices and consist of all architectural and engineering drawings, including profiles and sections, logistics and site plans, plus all other information necessary to fully articulate the scope of the work.

The selected firm shall also prepare an itemized cost estimate for review and approval by WC prior to the start of the bidding process.

All reports, plans, surveys, photographs, and other documents which may be necessary to define the scope of work for performance of the project shall be the responsibility of the selected firm. All required identification, including sampling, testing, and quantification of hazardous materials, whether located within the existing Administration Building or embedded within the soil at both project sites, shall also be the responsibility of the selected firm.

The selected firm will be required to provide services during the Pre-Construction Phase, Construction Phase and Post-Construction Phase. Qualifications must include evidence of experience to reflect the three (3) aforementioned project phases. The County reserves the right to accept or reject all or any portion of the services provided by the selected firm. Included *but not limited to the items listed below* are the County's expectations for each project phase:

#### **PRE-CONSTRUCTION PHASE SERVICES:**

Attend Pre-Design Meetings, as required

Prepare Plans & Specifications for County's Procurement Process

Develop and Present Building Renderings to the WC Executive, Board and Public

Prepare an Itemized Pre-Solicitation Project Cost Estimate

Assist County w/ Project Solicitation & Award Process, Including timely responses to RFIs

Organize and Preside at Pre-Bid Meetings

Review Bids, Provide Recommendations to WC Executive & WC Board

#### CONSTRUCTION PHASE SERVICES:

Attend Pre-Construction Meetings as required

Review Contractor's Plan for Legal Disposal of Demolished Materials and Debris

Review Site Logistics & Phasing Plans Developed by Contractor

Review Contractors' Schedule, Safety and Site Security Plans

Attend Weekly On-Site Project Status Meetings

Monitor Quality of Work and Adherence to the Construction Schedule

Provide Technical Assistance to the County and Contractor

#### POST CONSTRUCTION PHASE SERVICES:

Develop Punchlist for Use by Contractors

Ensure Compliance w/ Substantial and Final Completion Requirements

Review All Documentation from Contractor (Warranties, As-Builts, etc. as required)

Compile All Record Documentation – Submit to County in Agreed Upon Format

Review Project Status at Final Completion; Issue Final Acceptance Letter

#### OTHER SERVICES:

The selected firm shall prepare all solicitation documents, including, but not limited to, plans and specifications plus, other documents as may be required by the County. Additionally, the selected firm will assist the County throughout the project with matters involving responses to technical questions, field coordination issues, resolution of utility conflicts, and conformance with the plans and specifications.

The selected firm is also expected to provide customary engineering advice and assistance necessary to enable the County to readily and safely facilitate the project. The selected firm shall visit the sites to observe progress of the work, to determine if work is proceeding in accordance with the contract documents, to keep the County informed with all relevant project information, to guard against defects

and deficiencies, and to disapprove work not in conformance with contract documents. The selected firm will also review and approve all submittals, reports and other data to ensure conformity with project requirements.

The services provided by the selected firm do not infer resident inspection services. Resident inspection services, or project supervision, is the responsibility of the Contractor. However, the selected firm is expected to visit the project site during construction not less than once per week, documenting critical activities and key milestones; and conduct a thorough inspection at substantial completion. Comprehensive design, inspection of the work, and compliance with all project requirements is of utmost importance to the County.

Should other jurisdictions require reports or other information relating to the project, the selected firm shall prepare and submit such reports and assist the County with any requirements made by other jurisdictions and as deemed necessary for final project completion/approval.

### ***Submission Requirements***

Please submit your proposal in the following order:

#### **COVER LETTER:**

-Highlight specific and unique qualities that set your firm apart in providing the requested services.

#### **CONTACT INFORMATION:**

- Provide the firm's principal-in-charge and primary point-of-contact for this project, including telephone numbers and email addresses.

#### **ORGANIZATIONAL CHART:**

- Include an organizational chart of the proposed team, specifying roles for both members of the primary firm and sub-consultants.

#### **RESUMES OF KEY PERSONNEL:**

- Include resumes of the Principal in Charge, Project Manager, primary Planning Professionals, and other key personnel, highlighting relevant experience.

#### **FIRM'S AND CONSULTANT TEAM'S EXPERTISE:**

- Demonstrate expertise in planning and designing similar projects in northern Illinois.  
- Provide preliminary observations and initial thoughts regarding the projects.

**RELEVANT PROJECTS:**

- List all relevant projects completed in the past five years, including project owner, description, completion date, services provided, and current reference contacts.

**PROPOSED APPROACH:**

- Outline your proposed methods for gathering input from the county and provide examples of past experience in similar engagements.
- Provide details about your project approach and outline your scope of activity, including cost savings measures, associated with each project phase.
- Provide a detailed project management plan, including a timeline, key deliverables, and milestones for each phase

**ABILITY TO PROVIDE SERVICES:**

- Demonstrate your firm’s ability to commence services in the first quarter of calendar year 2026, including a list of substantial current and pending projects.

**PAST EXPERIENCE WITH THE COUNTY:**

- Detail any previous experience working with the County of Will.

**PROCESS AND TIMELINE:**

- Understanding this process, please provide a proposed process and timeline for completing all three phases.

**INSURANCE COVERAGE:**

- Include information on the firm’s insurance coverage, particularly commercial general liability and professional liability limits
- Disclose any claims asserted against the firm or by the firm within the past ten years, including current status and resolution

**- Anticipated Procurement and Services Schedule**

<b>Activity</b>	<b>Date</b>
RFQ Release	December 19, 2025
Deadline for Submitting Questions	January 21, 2026 12:00 PM
Answers and Clarifications Issued, if any	January 23, 2026 12:00 PM
RFQ Response Submission Deadline	January 30, 2026 2:00 PM
Notification of Interviews	February 6, 2026
Interviews	Week of February 9
Negotiation with Selected Firm	February 20-27, 2026
Contract Issued	March 1, 2026
Final Presentation and Completion	Nov. 2026

## Evaluation Criteria

Demonstrated experience and expertise in similar projects	<b>20%</b>
Qualifications and experience of key personnel	<b>20%</b>
Understanding of project requirements and proposed approach	<b>40%</b>
Ability to commence services as requested in the RFQ	<b>5%</b>
Quality of references and past performance	<b>10%</b>
Compliance with submission requirements	<b>5%</b>

Please note that WC reserves the right to award one (1) professional services agreement to the same firm for both buildings *or* two (2) separate professional services agreements, one (1) for the new Administration Building on Laraway Road and one (1) for the new Maintenance Building in Monee.

### ***CONTRACTING DETAILS:***

WC will use the standard AIA Agreement for contracting these services. Any proposed modifications must be submitted as part of the RFQ response.

### ***COUNTY NOT LIABLE FOR COSTS:***

WC is not liable for any costs incurred by firms in preparing and submitting responses to this RFQ.

### ***CONTACT INFORMATION:***

For questions and clarifications regarding this RFQ, please contact:

Will County Purchasing Department

302 N. Chicago Street, 2<sup>nd</sup> Floor

Joliet, IL 60432

[purchasing@willcounty.gov](mailto:purchasing@willcounty.gov)

**PRIME CONTRACTOR CERTIFICATION:**

The undersigned hereby certifies that \_\_\_\_\_  
Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

**33E-3. Bid-rigging.** A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

**33E-4 Bid rotating.** A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.



# WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

## RFQ Form

**Architectural and Engineering Services – DOT**

**#2026-63**

Name \_\_\_\_\_ F.E.I.N> # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**THIS IS NOT AN ORDER**

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**Will County Agency Name: Will County Facilities Department**

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For additional information contact the Will County Purchasing Department at [purchasing@willcounty.gov](mailto:purchasing@willcounty.gov). Please include the solicitation name and number in the email subject line.

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Please ensure the following is included in submittal packet:

- \_\_\_ Cover Letter.
- \_\_\_ Business organization.
- \_\_\_ Statement of qualifications.
- \_\_\_ Reference Form
- \_\_\_ Prime Contractor Certification Form
- \_\_\_ RFQ Form
- \_\_\_ Receipt of Addenda Form

Signed By: \_\_\_\_\_

(authorized representative of company)

Title: \_\_\_\_\_



# WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

## Reference Form

**Architectural and Engineering Services – DOT**

**#2026-63**

Please list three (3) references, other than the County of Will, that you have done similar work, service or supplied similar products to:

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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# WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

## Addendum Form

Architectural and Engineering Services – DOT

#2026-63

Name \_\_\_\_\_ F.E.I.N> # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**THIS IS NOT AN ORDER**

**Will County Agency Name:**

For additional information contact Kevin Lynn Purchasing Director [klynn@willcounty.gov](mailto:klynn@willcounty.gov)

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

**LATE RESPONSES CANNOT BE ACCEPTED!**

**Respondents Return Address:**

**RFQ #: 2026-63 A/E Services - DOT**

**DUE DATE: 1/30/2026**

**DUE: 2:00 P.M.**

**DATED MATERIAL-DELIVER IMMEDIATELY**

**WILL COUNTY PURCHASING DEPARTMENT  
302 N. CHICAGO ST., 2<sup>ND</sup> FLOOR  
JOLIET, IL 60432**

PLEASE  
CUT OUT AND AFFIX THIS LABEL (ABOVE) TO  
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE  
TO HELP ENSURE PROPER DELIVERY!

**LATE RESPONSES CANNOT BE ACCEPTED!**