

Request for Statements of Qualifications For Natural Area Management Plans

The Village of Lake in the Hills, Illinois is soliciting statements of qualifications to have a professional Natural Area/ Wetland Management firm to provide services related to the operational needs of the Lake in the Hills Public Works Department. This request for statements of qualifications will lead to the selection of a qualified firm to provide consulting services for Natural Area improvements for a period not to exceed ten years.

Anticipated Projects

- Improve the quality and aesthetics of Natural Areas
- Prepare a 10 year Management Plan for Natural Areas

General Information

1. Questions concerning a submission should be addressed to Guy Fehrman, Superintendent of Streets, 9010 Haligus Road, Lake in the Hills, Illinois 60156 or by e-mail at lfehrman@lith.org, or by telephone at 847-960-7500 or by fax at 847-960-7501.
2. Submit 3 copies of the statement of qualifications. Statements should not exceed 30 pages, including all attachments. Statements of Qualifications must be submitted to the Lake in the Hills Public Works Department, 9010 Haligus Road, Lake in the Hills, Illinois 60156 no later than 3 p.m. on May 21, 2008.
3. The Public Works Director will negotiate fees with the highest-ranking firm. If unsuccessful, negotiations will occur with other firms in rank order. Final approval of the firm and fees rests with the Village of Lake in the Hills Board of Trustees. Firms are advised that some services may not be required, and the Village reserves the right to initiate procurement of additional consultant services.
4. Firms are invited to submit their Statement of Qualifications at their own cost. The Village of Lake in the Hills assumes no obligation for any expense incurred in replying to this request.
5. Materials submitted shall become property of the Village of Lake in the Hills and will not be returned. All submittals will remain confidential until an agreement is signed resulting from this request. All submittals are deemed public records as defined by state and local laws.

Proposal Content

1. The statement must describe the firm's experience and capability to perform all services related to the anticipated projects which are listed above and to include:
 - Design, project management, inspection, materials and soil analysis, environmental assessment, and construction related support.
 - Preparations of all applications, IDNR permit requirements, grant applications, etc.
 - Reference names and telephone numbers should be provided for any on-going or completed projects cited.
2. Identify key personnel expected to be assigned to projects and provide their respective qualifications as they pertain to the project.
3. If other firms would be called upon to assist in completion of the anticipated projects, identify those firms by name and provide information on relevant experience.
4. Current workload
5. History of maintaining schedules, meeting project deadlines, and completing projects within budget.
6. Familiarity with Lake in the Hills Natural Areas.

Evaluation Criteria

A qualification-based selection process will be utilized. The primary selection criteria is "best qualified". Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request oral presentations, conduct on-site visits and use the results in scoring the proposals.

Weighting for the Evaluation

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| 1. Technical experience and qualifications related to anticipated projects | 50% |
| 2. Past performance related to budget and schedule | 30% |
| 3. Qualifications of project manager | 15% |
| 4. Location of office | 5% |