

## **Qualification Based Selection (QBS) Process (St. Charles Road Bridge Phase II)**

The Village of Villa Park receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as describe herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The Village of Villa Park QBS policy and procedures assigns responsibilities to the Department of Public Works within the Village of Villa Park's organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures – The Village of Villa Park believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description – The Village of Villa Park will use the following five items when developing the project description and may include additional items when unique circumstances exist.
  - Describe in general terms the need, purpose, and objective of the project;
  - Identify the various project components;
  - Establish the desired timetable for the effort;
  - Identify any expected problems
  - Determine the total estimated project budget.

### Scope:

Phase II work shall consist of the preparation of plans, specifications, and estimates along with any other bid or pre-bid documents, which may be required by the Village of Villa Park. The engineer may be required to attend pre-bid meetings and evaluate bids submitted by contractors. The consultant will be responsible for obtaining all necessary approvals and permits for completing the project on time and within budget. The projected letting for this project is spring of 2019.

### Application:

Interested firms may file a Statement of Interest that includes: (1) the firm's qualifications and past experience on federally funded municipal bridge projects with similar funding sources in northeastern Illinois (particularly DuPage County) within the past 5 years, including the ability to meet time constraints and experience working with IDOT and multiple jurisdiction projects; (2) current workload, staff size, office location, and staff personnel available to provide the desired scope of services (3) resumes of proposed program managers, project managers, and design engineers that would be assigned, with one person designated as the main point of contact for the firm; (4) willingness and ability to meet a January 2019 deadline for completion of the project, (5) description of any disputes or litigation resulting from any engineering services performed during the last year; and (6) a statement indicating that the firm is qualified to perform work for IDOT and the extent to which it is qualified.

4. Public Notice – The Village of Villa Park will post an announcement on our website (<http://www.invillapark.com/771/Requests-for-Qualifications>). The item will be advertised, on continuous display on our website, for at least 14 days prior to the acceptance of proposals.

The project was initially advertised on February 1, 2018 and qualifications are due February 16, 2018 at 12:00 pm at Villa Park Public Works, 11 W. Home Avenue, Villa Park, IL 60181, Attention: Jeremie Lukowicz, PE, Assistant Village Engineer. The qualifications must not contain any cost information. All qualifications shall include a conflict of interest form.

Qualifications will be evaluated and at least three consultants will be shortlisted. No interviews will be conducted for the selection of the Engineer for this project.

5. Conflict of Interest – The Village of Villa Park requires consultants to submit a disclosure statement with their procedures. The Village of Villa Park requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment – The Village of Villa Park will use SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors – The Village of Villa Park allows the Director of Public Works to set the evaluation factors for each project, but must include a minimum of four (4) criterion and stay within the established weighting range. The maximum of DBE and local presence combined will not be more than 10% on projects where federal funds are used.

Project specific evaluation factors will be included at a minimum in the Request for Proposals.

Criteria and weighting per the Villa of Villa Park QBS procedure:

Completeness of Qualifications	(10-25%)
Staff Qualifications	(10-35%)
Similar Project Experience	(10-25%)
Ability to Meet Project Deadlines	(10-30%)
Past Performance	(0-20%)
Prior Experience with the Village	(0-20%)
Local Presence	(0-10%)

St. Charles Road Bridge Phase II selection criteria and weighting:

Completeness of Qualifications	(15%)
Staff Qualifications	(25%)
Similar Project Experience	(25%)
Ability to Meet Project Deadlines	(25%)
Past Performance	(0%)
Prior Experience with the Village	(0%)
Local Presence	(10%)

8. Selection – The Village of Villa Park requires a three (3) person selection committee. Typically the selection committee members include the Director of Public Works, Assistant Village Engineer, and a Staff Engineer. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Director of Public Works for each project. The Village of Villa Park requires each member of the selection committee to provide an independent score for each proposal using the form below prior to the selection committee meeting.

<b>Criteria</b>	<b>Weighting</b>	<b>Points</b>	<b>Firm 1</b>	<b>Firm 2 ...</b>	<b>Firm x</b>
<i>Completeness of Qualifications</i>	15%	15			
<i>Staff Qualifications</i>	25%	25			
<i>Similar Project Experience</i>	25 %	25			
<i>Ability to Meet Project Deadlines</i>	25 %	25			
<i>Past Performance</i>	0 %	0			
<i>Prior Experience with the Village</i>	0 %	0			
<i>Local Presence</i>	10 %	10			
<i>Total</i>	100%	100			

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group to develop a final ranking. If there are other firms within 10% of the minimum score, the Director of Public Works may choose to expand the short list to include more than three firms.

9. Independent Estimate – The Village of Villa Park will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation – The Village of Villa Park requires a two (2) person team to negotiate with firms. The team consists of the Director of Public Works and the Assistant Village Engineer. Members of the negotiation team may delegate this responsibility to staff members. All contracts greater than the purchasing authority of the Village Manager require approval by the Villa Park Village Board.
11. Acceptable Costs – The Village of Villa Park requires the Director of Public Works to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing – The Village of Villa Park requires the Project Manager assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. Project Administration – The Village of Villa Park requires the assigned Project Manager to monitor work on the project in accordance with the contract and to file reports with the Director of Public Works. The Villa of Villa Park procedures require an evaluation of the consultant's work at the end of each project. These reports

are maintained in the Village of Villa Park consultant information database. The Village of Villa Park follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.