

Qualification Based Selection (QBS) Process – Phase III St. Charles Road Bridge Improvement Project

The Village of Villa Park announces that professional engineering services are required for the resident inspection of the St. Charles Road Bridge Improvement Project funded with Special Bridge, State of Illinois, and local funds.

The Village of Villa Park at times receives federal funds, which are used to fund some engineering and construction 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. The Village desires that qualified professional consulting engineering firms apply to provide program management for Phase III engineering of the St. Charles Road Bridge Improvement Project.

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:

This project includes the replacement of the superstructure and installation of scour projection for the bridge on St. Charles Road over Salt Creek located in the corporate limits of the Village of Villa Park and City of Elmhurst.

Phase III engineering shall consist of the necessary construction engineering and inspection services, including attendance of pre-construction and progress meetings, providing full time or part time resident inspection services, assisting with project close out, and preparation of record drawings. The engineer may be responsible for providing material testing reports. Assistance, documentation, and compliance with DuPage County, IDOT, or other regulatory authority may also be required. The tentative project 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 Phase III Special Bridge (formerly Major Bridge) funding projects in northeastern Illinois (particularly DuPage County) within the past five years, including the ability to meet time constraints and experience working with the IDOT, DuPage County, 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 construction 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 limited 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 November 28, 2018 and qualifications are due December 14, 2018 at 12:00 pm at Villa Park Public Works, 11 W. Home Avenue, Villa Park, IL 60181, Attention: Vydas Juskelis, PE, Director of Public Works. Paper copies of all qualifications must be submitted in triplicate as well as a single electronic version. The qualifications must not contain any cost information. All qualifications shall include a conflict of interest form.

Qualifications will be evaluated and interviews for this project will be conducted of short listed firms.

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%)

Phase III St. Charles Road Bridge Improvement Project selection criteria and weighting:

Completeness of Qualifications	(15%)
Staff Qualifications	(35%)
Similar Project Experience	(25%)
Ability to Meet Project Deadlines	(15%)
Past Performance	(10%)
Prior Experience with the Village	(0%)
Local Presence	(0%)

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 and two (2) Staff Engineers. 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.

Criteria	Weighting	Points	Firm 1	Firm 2 ...	Firm x
<i>Completeness of Qualifications</i>	15%	15			
<i>Staff Qualifications</i>	35%	35			
<i>Similar Project Experience</i>	25 %	25			
<i>Ability to Meet Project Deadlines</i>	15 %	15			
<i>Past Performance</i>	10 %	10			
<i>Prior Experience with the Village</i>	0 %	0			
<i>Local Presence</i>	0 %	0			
<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 discussion and information gained from presentations and interviews 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 a Staff 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 (if required).
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 (if required).
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 Village 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.