



RESOLUTION NO. 02-26-18-1

A RESOLUTION TO APPROVE QUALITY BASED SELECTION (QBS) POLICY AND PROCEDURES FOR THE VILLAGE OF HAWTHORN WOODS

WHEREAS, the VILLAGE OF HAWTHORN WOODS (VILLAGE) will be utilizing federal funding for consulting engineering services within the Village, and

WHEREAS, in compliance with federal requirements, it is necessary for the VILLAGE to approve Quality Based Selection (QBS) Policy and Procedures for selection of the consulting engineering firm, and

WHEREAS, the Quality Based Selection Policy and Procedures were developed by and for the Village of Hawthorn Woods.

NOW THEREFORE, BE IT RESOLVED, that the Quality Based Selection Policy and Procedures is hereby adopted by the Village of Hawthorn Woods.

The foregoing Resolution was adopted by the Board of Trustees of the Village of Hawthorn Woods, Illinois on February 26, 2018:

AYES: Kaiser, Kosik, Riess, Corrigan, David

NAYS: 0

ABSENT AND NOT VOTING: DiMaggio

APPROVED: Joseph Mancino
Joseph Mancino, Mayor

ATTEST: Donna Lobaito
Donna Lobaito, Village Clerk

ADOPTED: February 26, 2018

APPROVED: February 26, 2018



Village of Hawthorn Woods, Illinois

Quality Based Selection (QBS) Policy and Procedures

January 2018

When the Village of Hawthorn Woods (VILLAGE) receives federal funds for consultant related engineering services, the VILLAGE consultant Quality Based Selection (QBS) process will comply with the following written policies and procedures, which meets the requirements of 23 CFR 172 and the Brooks Act. These policies and procedures, as adopted by the VILLAGE, substantially follow Section 5-5 of the Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets (BLRS) Manual, and specifically Section 5-5.06(e), and therefore separate approval from IDOT is not required.

I. Responsibility

The VILLAGE QBS policy and procedures assigns responsibility to the following personnel within the VILLAGE for the procurement of consultant engineering services, negotiations with the selected consultant engineering firm, and administration of the contract for projects utilizing federal funding, as described herein:

- **Village Clerk:** Posting of public notice for consultant engineering services in the form of a Request for Qualifications (RFQ) on the VILLAGE website or Placement of the RFQ in a local newspaper; Recipient of consultant submittals in response to the RFQ.
- **Public Works Director/Village Engineer:** Selection committee member; Assistant negotiator with the selected consultant.
- **Village Board:** Approval of the selection committee results; Approval of the negotiated consultant contract for submittal to IDOT.
- **Chief Operating Officer:** Administrative oversight.

II. Public Notice

When developing the public notice for consultant engineering services, the VILLAGE will include the following information, with additional items as necessary when unique circumstances exist.

- Overall project description including the anticipated need, purpose, and objective of the project;
- The scope of engineering services being requested and any expected unique challenges;
- The desired timetable for the engineering services being requested;
- Identify any specific qualification requirements;
- Minimum submittal requirements from interested consultant engineering firms;
- Submittal instructions and due date;
- Evaluation criteria that will be used for reviewing and scoring the consultant submittals;
- Anticipated timeframe for the consultant selection;
- Instructions for retrieving available background information and submitting questions.



Village of Hawthorn Woods, Illinois

Quality Based Selection (QBS) Policy and Procedures

January 2018

The VILLAGE will post the public notice on the homepage of the VILLAGE website [<http://www.vhw.org>] and/or publish an ad in a newspaper with appropriate circulation. The public notice will be advertised for at least 14 days prior to the due date for consultant submittals with the website posting being continuous and the newspaper ad being at least twice.

The VILLAGE will require each responding consultant submit one (1) electronic copy and three (3) hard copies of their response to the RFQ for review by the selection committee. For consistency and to facilitate manageable review time, the VILLAGE will require that all submittals be single-sided and limited to a maximum of 20 pages, not including front and back covers, table of contents, and tabs.

III. Review of Consultant Submittals

Selection Committee: The VILLAGE will appoint a two (2) person selection committee for reviewing all consultant submittals. The selection committee members will include the Chief Operating Officer and Public Works Director/Village Engineer. The selection committee members must certify that they do not have a conflict of interest prior to completing their review of the consultant submittals, in compliance with the IDOT BLRS Manual, Section 5-5.04. If a replacement member of the selection committee is required, the replacement will be appointed by the Chief Operating Officer.

Evaluation Factors: The VILLAGE Public Works Director/Village Engineer will establish the evaluation factors for reviewing the consultant submittals for each project. The evaluation factors will typically include the criterion listed below, which complies with the weighting range guidance in Section 5-5.06(d) of the IDOT BLRS Manual.

- Technical Approach
- Similar Project Experience
- Project Team/Staff Capabilities
- Overall Completeness of Submittal
- Work Load

These evaluation factors may vary from one project to another depending on unique project requirements or conditions that may be present. In addition, any required DBE and local presence combined will not be more than 10%.

Scoring of Consultant Submittals: Each member of the selection committee will provide an independent score for each proposal using the form below prior to the selection committee meeting. For each consultant proposal, the scores will range from 0 (lowest in comparison to others) to 10 (highest in comparison to others) for each criterion, with the overall score based on the weight assigned for each criterion.



Village of Hawthorn Woods, Illinois

Quality Based Selection (QBS) Policy and Procedures

January 2018

Criteria	Weighting	Scores (0-10)		
		Consultant 1	Consultant 2..	Consultant X
Technical Approach	30%			
Similar Project Experience	20%			
Project Team/Staff Capabilities	20%			
Overall Completeness of Submittal	15%			
Work Load	15%			
Total Weighted Score	100%			

Final Scoring of Short-Listed Consultants: The selection committee member scores are averaged for an overall committee score which is used to establish a short list of three firms. The overall committee score for the short-listed firms is adjusted based on selection committee discussion, and any additional information gained from interviews of the short-listed firms, to determine the final scoping of the consultant submittals and the selected consultant. However, on a typical basis, the VILLAGE does not anticipate the need for interviews.

If less than three (3) consultant submittals are received, then the VILLAGE will request IDOT approval that the QBS procedures followed are acceptable, before proceeding with final scoring of consultant submittals received.

The final scoring of the consultant submittals, and the selected consultant will be presented to the VILLAGE Board for approval.

Suspension and Debarment: The VILLAGE will ensure the eligibility of the short-listed consultants before the final selection committee scores are prepared, by reviewing SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites for suspensions and/or debarment actions.

IV. Contract Negotiation

The VILLAGE will prepare an independent in-house estimate for the cost of the consultant engineering services being requested, prior to contract negotiation. The estimate is used in the negotiation.

The VILLAGE will require a two (2) person team to negotiate with the selected consultant. The VILLAGE negotiation team will consist of the **Chief Operating Officer** and the Public Works Director/Village Engineer, however, members of the negotiation team may delegate this responsibility to staff members. The negotiation team will review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

V. Project Administration

The Project Administrator (PA) for the VILLAGE will be the Public Works Director/Village

Village of Hawthorn Woods QBS Policy and Procedures



Village of Hawthorn Woods, Illinois

Quality Based Selection (QBS) Policy and Procedures

January 2018

Engineer. The VILLAGE PA will monitor work on the project in accordance with the contract and provide status reports with the Mayor and Village Board as required and/or requested. The VILLAGE PA will prepare a written evaluation of the consultant's work at the end of each project. These reports are maintained in the VILLAGE consultant information database. The VILLAGE will follow IDOT's requirements, including the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

The VILLAGE PA will be required review and approve all invoices submitted by the consultant prior to payment and submission to IDOT for reimbursement.