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Quality Based Selection (QBS) Policies and Procedures

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When the Village of Orland Park (Village) receives federal funds for engineering consulting (Phase I and Phase II) and/or construction engineering (Phase III) services, the Village's Quality Based Selection (QBS) process will comply with the following written policies and procedures. This process meets the requirements of Federal Highway Administration's (FHWA) 23 CFR 172 and the Brooks Act (Public Law 92-582). These QBS 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). Therefore, separate approvals from IDOT are not required.

A. Responsibility

The Village QBS policies and procedures assigns responsibility to the following personnel within the Village for the procurement of engineering consulting services, negotiations with the selected engineering consulting firm(s), and administration of the contract for projects utilizing federal funding, as described below:

- **Village Clerk:** Posting of public notice for engineering consulting services in the form of a Request for Qualifications (RFQ) on the Village website and recipient of consultant submittals in response to the RFQ.
- **Director of Engineering Programs and Services (EPS):** Point of contact for questions from potential respondents to the RFQ; Selection committee member; Lead negotiator with the selected consultant; Project Administrator (PA) after IDOT's authorization to proceed.
- **Village Engineer/Senior Engineer:** Selection committee member; Assistant negotiator with the selected consultant.
- **Director of Public Works:** Selection committee member.
- **Village Board:** Approval of the selection committee results and approval of the negotiated consultant contract for submittal to IDOT.
- **Mayor/President:** Administrative oversight.

B. Public Notice

When developing the public notice for engineering consulting 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 schedule for the engineering services being requested;

- Identify any specific qualification requirements;
- Minimum submittal requirements from interested engineering consulting firms;
- Submittal instructions and due date;
- Evaluation criteria that will be used for reviewing and scoring the consultant submittals;
- Anticipated schedule for the consultant selection;
- Instructions for retrieving available background information and submitting questions.

The Village will post the public notice on the homepage of the Village website at <https://orlandpark.org>. The public notice will be posted at least 14 days prior to the due date for consultant submittals. The notice will be continuously posted on the website until the submittal due date.

The Village will require each responding consultant submit one (1) electronic copy and up to five (5) 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 50 pages, not including front and back covers, table of contents, and tabs.

C. 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 may include the Director of Engineering Programs and Services, Village Engineer, Senior Engineer, or the Director of Public Works. 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 Mayor/President.

Evaluation Factors: The Village Director of Engineering Programs and Services will establish the evaluation factors for reviewing the consultant submittals for each project. The evaluation factors will typically include the criterion listed below and will comply with the weighting range guidance in Section 5-5.06(d) of the IDOT BLRS Manual.

- Project Understanding
- Similar Project Experience
- Work Experience within the Village
- Project Team
- Project Development Approach
- IDOT Prequalification
- Overall Completeness of Submittal
- Selection Committee's Discretion

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 Disadvantaged Business Enterprise (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 consultant submittal using an evaluation table, similar to the example

below. The project PA will schedule a Selection Committee meeting to review the results of the independent reviews.

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.

Criteria	Weighting	Scores (0-10)		
		Consultant 1	Consultant 2	Consultant X
Project Understanding	30%			
Similar Project Experience	20%			
Project Team	15%			
Project Development Approach	15%			
IDOT Prequalification	10%			
Overall Completeness of Submittal	5%			
Selection Committee's Discretion	5%			
Total Weighted Score	100%			

Final Scoring of Short-Listed Consultants: The independent selection committee member scores will be averaged for an overall score which is used to establish a short list of three consultant firms. The overall committee score for the short-listed consultants will be adjusted based on selection committee discussion, and additional information gained from interviews (if held), to determine the final scoring of the consultant submittals and the selected consultant. 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 the consultant submittals.

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 System for Award Management (SAM) Exclusions, IDOT's Chief Procurement Officer (CPO) website and the three other state CPO's websites for suspensions and/or debarment actions.

D. 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 may consist of the Director of Engineering Programs and Services, Village Engineer, Senior Engineer, or the Director of Public Works. 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.

In case the Village is unable to negotiate the contract with the first ranked consultant, the Village would move on to negotiate with the second ranked firm. The sealed cost proposals from the first consultant will be disposed of by *using our secure document shredding service*.

E. Project Administration

The Project Administrator (PA) for the Village will be the Director of Engineering Programs and Services. 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.