



## Legislation Text

---

**File #:** 2021-0305, **Version:** 0

---

### **Title**

Qualifications Based Selection (QBS) Policy for Engineering Consulting Services

### **History**

When the Village of Orland Park (Village) or any municipality receives federal funds for engineering consulting services, the Village must comply with a Qualifications Based Selection (QBS) process to use of the grant funding. This is both a state and federal government requirement when state and federal funding is used to support a project. The engineering consulting services may include Phase I (Preliminary Engineering Studies), Phase II (Final Engineering Studies) and/or Phase III (Construction Engineering or Observation). The following is a brief summary of QBS process:

- The QBS process requires that the Village first select a consultant based on qualifications only, without collecting or discussing costs for the engineering services.
  
- Once the consultant is selected, the Village then negotiates the cost for engineering services with the top ranked firm. If the negotiations are successful, then the Village may execute a contract for services.
  
- If the negotiations are not successful with the top ranked firm, the Village may negotiate with the second ranked firms, completing the same process as above.

This QBS process must comply with the attached written policies and procedures that are approved

by the Illinois Department of Transportation (IDOT). 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, substantially follow Section 5-5 of the IDOT's Bureau of Local Roads and Streets (BLRS) Manual, and specifically Section 5-5.06(e).

The attached QBS policy was prepared by the Village staff and approved and accepted by IDOT on April 9, 2021. Staff is recommending that the Board of Trustees approve and adopt this policy. These policies will be used for all future engineering services where federal funding will be used.

### **Financial Impact**

None.

### **Recommended Action/Motion**

I move to approve and adopt the attached Qualifications Based Selection process for Village projects where state or federal funds will be used.