

VILLAGE OF DOLTON
POLICIES AND PROCEDURES
FOR
QUALIFICATION BASED SELECTION (QBS)

Whenever the Village of Dolton receives Federal funds that are to be used to fund engineering and design related consultant services, these policies and procedures for Qualification Based Selection (QBS) are to be followed. The primary purpose of the QBS process is to locate the most qualified consultant to do the work and negotiate a fair and equitable professional services agreement. Current Federal regulations require consultant selection to follow the QBS process for agreements for services of a certain estimated amount; this amount is the lesser of \$150,000 or the State-specified limit. In the State of Illinois, the limit on agreements is currently \$40,000 (50 ILCS 510/8), and therefore agreements estimated by the Village of Dolton to be above \$40,000 must follow these QBS Policies and Procedures, which meet the requirements of 23 CFR 172 and the Brooks Act. Furthermore, these policies and procedures substantially follow Section 5-5 of the Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets (BLRS) Manual – specifically Sub-Section 5-5.06(e) – and therefore approval of these Policies and Procedures by IDOT is not required.

1. Initial Administration

The Village of Dolton QBS Policies and Procedures assign responsibilities to the Village Administrator within the Village of Dolton organization for the procurement, management and administration for professional consultant services.

2. Project Description

The Village of Dolton will use the following five items as guidelines when developing the project description; which may include additional items when unique circumstances exist:

- General description of the need, purpose, and objective of the project;
- Identification of the various project components;
- The desired timetable for the effort;
- Identification of any expected problems; and
- Anticipated total project construction budget.

3. Public Notice

The Village of Dolton will advertise a public notice for a Request for Qualifications (RFQ) at least 14 calendar days prior to the acceptance of proposals. The public notice will state that an interview will not be required. The announcement will be posted on continuous display on the official Village website [www.voDolton.org] and/or published as an advertisement in a newspaper with appropriate circulation. Newspaper advertisements will be published a minimum of two times with the first advertisement occurring a minimum of 14 calendar days prior to the acceptance of proposals.

4. Conflict of Interest

The Village of Dolton requires consultants to submit a Potential Conflict of Interest disclosure statement with their Statement of Qualifications (SOQ) that address each of the following:

- The requirement that no Village of Dolton elected official, officer, or employee who participates in the procurement, management or administration of engineering services contracts or subcontracts shall have, directly or indirectly, any financial or other interest in connection with such engineering contracts or subcontracts.
- The requirement that no person or entity performing services for the Village of Dolton shall have, directly or indirectly, any financial or other interest in any real property acquired for the project.

5. Suspension or Disbarment

The Village of Dolton requires the consultant to certify that the firm has no suspension and debarment actions as specified in State of Illinois regulation 2 CFR Part 1200 and 2 CFR Part 180. To ensure the eligibility of firms short-listed and selected for projects, the Village of Dolton may also check the System for Award Management Exclusions (SAM Exclusions) and/or the websites of the IDOT Chief Procurement Office (CPO).

6. Evaluation Factors

The Village of Dolton allows the selection committee to set the evaluation factors for each project, but must include a minimum of five criteria and stay within the established weighting range. The combined rating factor for Disadvantaged Business Enterprise (DBE) plus Local Presence may not comprise more than ten percent (10%) where Federal funds are used. Attachment A represents typical evaluation factors and weightings.

7. Selection

The Village of Dolton requires a minimum two-person committee, and the selection committee members will be project specific. The selection committee members must certify that they do not have a conflict of interest. The Village of Dolton requires each member of the selection committee to provide an independent score for each Statement of Qualifications using a form similar to Attachment A prior to the selection committee meeting.

The selection committee members' scores are averaged to obtain a committee score which is used to establish rankings. If prior to the issuance of the Request for Qualifications (RFQ) it was determined that consultant interviews are to be conducted, then a shortlist of the three highest-ranked firms will be contacted, and interviews shall be conducted to establish the preferred firm and initiate negotiations. The selection committee may choose to expand the shortlist to include more than three firms. If consultant interviews were not identified, then the selection team shall initiate negotiations with the highest-ranked firm. If fewer than three qualified consultants responded and the Village of Dolton determines that one or both are so qualified, IDOT approval is required prior to proceeding with negotiations of a contract.

8. Independent Estimate

The Village of Dolton will prepare an independent, in-house estimate for the project prior to contract negotiations. The estimate will be used as a guideline during the negotiation process.

9. Contract Negotiation

The Village of Dolton requires a minimum two-person team to negotiate with firms. The team will consist of the Village Administrator plus others so designated for each specific project. Members of the negotiation team may also delegate this responsibility to other staff members.

10. Acceptable Costs

The Village of Dolton requires the Village Administrator to review the accuracy of the negotiated costs and to forward to IDOT for their review and assurance that the consultant's contract complies with the Federal cost principles.

11. Invoice Processing

The Village of Dolton requires the Village Administrator, or other staff so delegated, to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

12. Project Administration

The Village of Dolton requires the assigned Village Administrator, or other staff so delegated for specific projects, to perform the following administrative duties:

- Monitor the consultant's work and compliance with the contract; including the preparation of consultant performance evaluations at the close of the project and maintaining such evaluations on file;
- Close-out the contract; and
- Retain supporting programmatic and contract records.