

City of Joliet

Qualification Based Selection Policy & Procedure

When the City of Joliet receives or may receive federal funds for consultant related engineering services, the City consultant Quality Based Selection (QBS) process will comply with the following written policies and procedures, which meet the requirements of 23 CFR 172 and the Brooks Act. These policies and procedures, as adopted by the City, 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 approval from IDOT is not required.

1. Initial Administration – The City’s QBS policy and procedures assigns responsibilities to either the Director of Public Works, Public Works Administrator, or staff Civil Engineers within the City’s organization for the procurement, management, and administration for consultant services.

2. Project Description – When developing the public notice for consultant engineering services, the City shall 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;
- Identification of 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.

4. Public Notice – The City shall post an announcement on the City’s website (<http://cityofjoliet.info/departments/finance/purchasing/bids-proposals>) and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of consultant submittals, and at least twice in the newspaper and/or on continuous display on the City website.

The City shall require each responding consultant to submit one (1) electronic copy and three (3) hard copies of their response to the RFQ/SOQ for review by the selection committee.

5. Conflict of Interest – The City shall require consultants to submit a disclosure statement with their proposal. The City shall require the use of the IDOT BDE DISC 2 Template as their conflict of interest form. .

6. Evaluation Factors – The Director of Public Works or the Public Works Administrator Public Works shall establish the evaluation factors for reviewing the consultant submittals for each project. The evaluation factors will typically include a minimum of five of the criterion listed below. The maximum weight of DBE and local presence combined shall not be more that 10% on projects where federal funds are used.

Criteria and weighting per the City’s QBS procedures

- Technical Project Approach (10-30%)
- Firm Experience (10-30%)
- Staff Capabilities (Prime/Sub) (10-30%)
- Work Load (10-30%)
- Past Performance (10-30%)
- Overall Completeness of Submittal (10-30%)
- Local Presence (*)
- Participation of Qualified and Certified DBE Sub-consultants (*)

* The combined total of these two items cannot exceed 10%

These evaluation factors may vary from one project to another depending on unique project requirements or conditions that may be present.

7. Selection – The City will utilize a minimum of a three person selection committee. Typically the selection committee members will include the Director of Public Works, Public Works Administrator, and staff Civil Engineers. The selection committee members must certify that they do not have a conflict of interest. Selection committee members will be chosen by the Director of Public Works for each project. The City 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 (1-10)	Consultant 1	Consultant 2...	Consultant X
Criterion 1					
Criterion 2...					
Criterion X					
Total	100%				

The selection committee members' scores shall be averaged for a total score which will be utilized to establish a short list of three firms. The committee score may be adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking, if presentations are requested. If there are other firms within 10% of the minimum score, the Director of Public Works or Public Works Administrator may choose to expand the short list to include more than three firms.

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

8. Suspension and Debarment – The City 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

9. Independent Estimate – The City shall prepare an independent in-house estimate for the cost of the consultant engineering services being requested prior to contract negotiation. The estimate shall be utilized used during negotiations.

10. Contract Negotiation – The City shall utilize a two person team to negotiate with the selected consultant. The team may consist of the Director of Public Works, or Public Works Administrator, although members of the negotiation team may delegate this responsibility to staff members. The negotiation team shall review the contract costs and the indirect costs to ensure that they are compliant with Federal cost principles prior to the submission to IDOT.

11. Invoice Processing – The City shall require the Director of Public Works, Public Works Administrator, staff Civil Engineers or staff assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

12. Project Administration – The Project Administrator (PA) for the City shall be the Public Works Director, Public Works Administrator, or a staff Civil Engineer. The City PA will monitor work on the project in accordance with the contract and provide status reports with the City Manager or Mayor and City Council as required and/or requested. The City PA will prepare a written evaluation of the consultant's work at the end of each project. These reports shall be maintained in the City's consultant information database. The City 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 City PA will be required review and approve all invoices submitted by the consultant prior to payment and submission to IDOT for reimbursement.