

**A RESOLUTION ADOPTING A
QUALIFICATION BASED SELECTION POLICY & PROCEDURE**

WHEREAS, the Village of Arlington Heights from time to time receives Federal funds utilized for the purpose of retaining engineering and design related consultant services for roadway purposes; and

WHEREAS, in order to qualify for Federal roadway funding, the Village is required to adopt a Qualifications Based Selection (QBS) Policy, which sets forth procedures for the procurement, management and administration of engineering and design related consultant services; and

WHEREAS, the QBS Policy is in substantial compliance with the Illinois Department of Transportation Local Roads Policy, meeting the requirements of 23 CFR 172 and the Brooks Act,

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS:

SECTION ONE: That the Qualification Based Selection (QBS) Policy & Procedure, setting forth procedures for the procurement, management and administration of engineering and design related consultant services for roadway purposes, a true and correct copy of which is attached hereto, be and the same is hereby adopted.

SECTION TWO: This Resolution will be in full force and effect from and after its passage, approval and publication in the manner provided by law.

AYES:

NAYS:

PASSED AND APPROVED this 8th day of September, 2021.

ATTEST:

Village President

Village Clerk

Qualification Based Selection Policy & Procedure

The Village of Arlington Heights ("Village") periodically receives federal funds, which may be used to fund the engineering and design related consultant services. This Qualification Based Selection Policy & Procedure ("QBS Policy") for Qualification Based Selection (QBS) will meet the requirements of 23 CFR 172 and the Brooks Act. For projects funded in whole or in part using federal funding, the Village will select engineering and design related consultant services in accordance with this QBS Policy.

1. Initial Administration – The Village's QBS Policy assigns responsibilities to either the Director of Public Works and Village Engineer, for the procurement, management, and administration of consultant services.
2. Written Policies and Procedures – This QBS Policy substantially follows Section 5-5, and specifically Section 5-5.06(e) of the *IDOT BLRS Manual*, and, therefore, approval from IDOT is not required.
3. Project Description – The request for proposals must include a description of the project. The Village will use the following five items when developing the project description and may include additional items when unique circumstances exist.
 - Describe in general terms the project background, need, purpose, and objective or goals of the project;
 - Identify the various project components and scope of services;
 - Establish the desired timetable for the effort;
 - Identify any expected problems or unusual components; and
 - Determine the total project budget.
4. Public Notice – The Village of Arlington Heights will post an announcement on the Village's website at www.vah.com and/or publish an advertisement in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on the website. The public notice must include a description of the selection process, including whether or not an interview will be required.
5. Conflict of Interest – The Village requires consultants to submit a conflict of interest disclosure statement with their proposals. The Village requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment – The Village requires consultants to submit a suspension and disbarment disclosure statement with their proposals. In addition to the disclosure statement, the Village perform its own checks of various website resources using links from the IDOT Chief Procurement Office website, including:
 - System for Award ASAM Exclusions;

- State Chief Procurement Offices (CPOs) – IDOT, Capital Development Board, General services, and Higher Education;
- Illinois Department of Labor; and
- Illinois Department of Human Rights.

7. Evaluation – The applicable evaluation factors, weighting ranges, and whether interviews might be conducted must be included in the request for proposals.

- Evaluation Factors – The Village authorizes the Director of Public Works, Assistant Director of Public Works, or Village Engineer to set the evaluation factors for each project, but must include a minimum of five criterion and stay within the established weighting range.

Criteria and weighting per the City's QBS procedures:

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

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

- Interviews – In addition to the evaluation factors, the Village may choose to conduct interviews with the short-listed consultants. When conducted, the interviews must occur separately and with a minimum of three consultants, or all qualified consultants if less than three respond.
- Requests for Cost Estimates/Proposals Prohibited – In accordance with QBS principles, the City shall not seek formal or informal submission of verbal, written, or sealed cost estimates or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation prior to selecting the top-ranked consultant for negotiation.

8. Selection – The Village requires a minimum three-person selection committee. Typically, the selection committee members include the Director of Public Works, Assistant Director of Public Works, Village Engineer, or staff Civil Engineers. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Director of Public Works for each project. The Village 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	Firm 1	Firm 2 ...	Firm x
<i>Criterion 1</i>					
<i>Criterion 2 ...</i>					
<i>Criterion x</i>					
<i>Total</i>	<i>100%</i>				

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee scores 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, Assistant Director of Public Works, or Village Engineer may choose to expand the short list to include more than three firms.

9. Independent Estimate – The Village will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate will be used in the negotiation with short-listed firms.
10. Contract Negotiation – Once the selection committee selects the short-listed firms, the Village will negotiate with the short-listed firms as described below. The Village requires a two-person team to negotiate with firms. The team consists of any combination of the Director of Public Works, Assistant Director of Public Works, or Village Engineer. Members of the negotiation team may delegate this responsibility to staff members.

If an agreement cannot be reached on the scope and fee with the top-ranked consultant, the Village may drop negotiations with the top-ranked consultant and continue the process with the second-ranked consultant. The Village may continue with the third-ranked consultant, if agreement cannot be reached with the second-ranked consultant.

Prior to the selection of the top-three ranked consultants for negotiation, no costs can be solicited. However, after completion of the selection process, it is acceptable to request sealed cost proposals from the top three ranked consultants. The consultant's sealed cost proposal is only opened as negotiation is underway with that particular consultant. Upon successful negotiation with a consultant, any unopened sealed cost proposals shall be securely disposed of without opening.

11. Acceptable Costs – The Village will perform a basic review of the contract before submitting it to IDOT for a more detailed review, to ensure that the contract costs and the indirect cost rates to assure comply with Federal cost principles.
12. Invoice Processing – The Village requires the Assistant Public Works Director, Village Engineer or staff Civil Engineer assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for

reimbursement.

13. Project Administration – The Village requires the assigned staff Civil Engineer to monitor work on the project in accordance with the contract and to file reports with the Assistant Public Works Director or Village Engineer. The Village will perform an evaluation of the consultant's work at the end of each project. These reports and evaluations are maintained in the Village of Arlington Heights' consultant information database. The Village follows IDOT's forms, requirements and procedures for federally funded projects, including, without limitation, the Local Public Agency Agreement for Federal Participation (BLR 05310), the Engineering Services Agreement (BLR 05510), and BLRS Form 05613.