



# HOFFMAN ESTATES

GROWING TO GREATNESS

## **Village of Hoffman Estates Qualification Based Selection Policy & Procedure May 2021**

The Village of Hoffman Estates (Village) periodically receives federal funds, which may be used to fund engineering and design related consultant services, construction, and construction engineering services. The Village's written policies and procedures as described herein for Qualification Based Selection (QBS) will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The Village QBS policy and procedures assigns responsibilities to either the Director of Public Works or the Director of Engineering for the procurement, management, and administration of consultant services.
2. Written Policies and Procedures – The Village believes its adopted QBS written policies and procedures substantially follow Section 5-5 of the *IDOT BLRS Manual*, and specifically Section 5-5.06(e); therefore approval from IDOT is not required.
3. Project Description – The Village will use the following items when developing the project description and may include additional items when unique circumstances exist. The process will be followed in cases where professional services are required in accordance with IDOT policy. Items to be used include, but are not limited to:
  - Describe in general terms the project background, purpose, need, and objective or goals of the project
  - Identify the various project components
  - Establish the desired timetable for the effort
  - Identify any expected problems or unusual circumstances
  - Determine the total estimated project budget
4. Public Notice – The Village will post an announcement on its website, <http://www.hoffmanestates.org>. The item will be advertised for at least 14 calendar days on a continuous basis prior to the acceptance of proposals. Each notice will identify if interviews are planned along with other project specific information.
5. Conflict of Interest – The Village requires consultants to submit a 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 will use the System for Award Management (SAM) Exclusions and IDOT’s Chief Procurement Office (CPO) website, to verify suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects.
  
7. Evaluation Factors – The Village allows the Director of Public Works, Director of Engineering, or designated Project Manager to set the evaluation factors for each project. Project specific evaluation factors will be included in each Request for Proposals. Typical weighting of the criteria, which may vary based on the specifics of individual projects, are listed below along with the range.
  - Project understanding – 25% (range 10%-30%)
  - Technical approach – 25% (range 10%-30%)
  - Experience of firm / past performance – 20% (range 10%-30%)
  - Staff capability – 20% (range 10%-30%)
  - Specialized expertise – 10% (range 10%-20%)
  
8. Selection – The Village requires a minimum of a three-person selection committee. Typically, the selection committee members include some combination of the Director of Public Works, Director of Engineering, designated Project Manager, Civil Engineer, or other staff members knowledgeable in the area. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen specifically for each project by the Director of Public Works or the Director of Engineering. 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. Each firm will be scored on the evaluation criteria using a point scale of 1 (lowest) to 10 (highest). A sample summary table is shown below.

<b>Criteria</b>	<b>Weight</b>	<b>Score Firm 1</b>	<b>Score Firm 2 ...</b>	<b>Score Firm x</b>
Project Understanding	25%			
Technical Approach	25%			
Firm Experience / Past performance	20%			
Staff Capabilities	20%			
Specialized Experience	10%			
Total	100%			

The selection committee members’ scores are averaged for a committee score which is used to establish a short list of three firms. The committee score may be adjusted by the committee based upon group discussion and information gained from presentations and interviews (if conducted) to develop a final ranking.

9. Independent Estimate – The Village will prepare an independent in-house estimate for the cost of the services prior to contract negotiation. This estimate is used in the negotiation process.

10. Contract Negotiation – The Village requires a two-person team to negotiate with firms. The team consists of any combination of the Director of Public Works, Director of Engineering, Project Manager, Civil Engineer, or other technical staff with knowledge of the project.

If an agreement is reached with the top ranked firm on the scope of service, fee, and schedule, the Project Manager shall present a recommendation to the appropriate Standing Committee of the Village Board. If agreement cannot be reached on the scope of services and fee with the top ranked firm, negotiations shall be terminated, and the next ranked firm shall be considered for the contract. The same process will be used for the second ranked firm, and if required, for the third ranked firm.

11. Acceptable Costs – The Village requires the Director of Public Works or the Director of Engineering to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing – The Village requires the Director of Public Works or Director of Engineering to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. Project Administration – The Village requires the Project Manager to monitor work on the project in accordance with the contract and to file reports with the Director of Public Works Director or Director of Engineering. The Village procedures require an evaluation of the consultant’s work at the end of each project. These reports are retained by the Village for future reference. The Village follows IDOT’s requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.