

CITY OF CREST HILL

ORDINANCE NO. 1880

AN ORDINANCE APPROVING QUALITY BASED SELECTION (QBS)
POLICY AND PROCEDURES

ADOPTED BY THE
CITY COUNCIL OF THE
CITY OF CREST HILL

THIS 15th DAY OF November, 2021

Published in pamphlet form by the authority of the City Council of the City of Crest Hill, Will County, Illinois this 16th day of November, 2021.

ORDINANCE NO. 1880

**AN ORDINANCE APPROVING QUALITY BASED SELECTION (QBS)
POLICY AND PROCEDURES**

WHEREAS, the Mayor and the City Council of the City have the authority to adopt ordinances to develop policies and procedures to be used when the City receives federal funds and the selection of consultant related professional engineering services is required.

WHEREAS, the selection of consultants will comply with a Quality Based Selection (QBS) Policy and Procedures.

WHEREAS, the City Quality Based Selection meets the requirements of 23 CFR 172 and the Brooks Act.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CREST HILL, WILL COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:

SECTION 1: The preamble of this Ordinance is declared to be true and correct and is incorporated by reference herein.

SECTION 2: The Mayor and City Council of the City of Crest Hill hereby adopt the attached Quality Based Selection (QBS) Policy and Procedures, a copy of which is attached hereto as Appendix "A" and incorporated by reference into this Ordinance is to be used by the City's staff for when the City is soliciting professional engineering services for project in which federal funds have been received.

SECTION 3: This QBS process is required for engineering agreements \$40,000 or greater in which federal funds are used. This minimum threshold could be adjusted annually by a Bureau of Local Roads (BLRS) Circular Letter.

SECTION 4: The City can wave this process when the City determines, by resolution, that an emergency exists and a consultant must be selected in an emergency manner, or if the total cost of services is estimated to be less than \$40,000, but if the actual agreement or including any supplements exceeds the \$40,000 threshold the use of federal funds will not be allowed unless the City followed state statutes.

SECTION 5: All other Ordinances in conflict with this Ordinance are repealed and rescinded and this Quality Based Selection (QBS) Policy and Procedures supersedes all prior Quality Based Selection (QBS) Policy and Procedures with respect to the subject matter set forth therein.

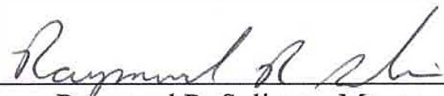
SECTION 6: This Ordinance shall be effective upon its passage and approval as provided by law.

RESOLVED THIS 15th DAY OF NOVEMBER 2021.

| | Aye | Nay | Absent | Abstain |
|----------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| Alderman John Vershay | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alderman Scott Dyke | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alderwoman Claudia Gazal | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alderman Darrell Jefferson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alderpersion Tina Oberlin | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alderman Mark Cipiti | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alderman Nate Albert | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Alderman Joe Kubal | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mayor Raymond R. Soliman | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |


Christine Vershay Hall, City Clerk

APPROVED THIS 15th DAY OF November, 2021.


Raymond R. Soliman, Mayor

ATTEST:


Christine Vershay Hall, City Clerk

Exhibit A



City of Crest Hill, Illinois
Quality Based Selection (QBS) Policy and Procedures
October 2021

When the City of Crest Hill (CITY) receives 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 meets 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), and therefore separate approval from IDOT is not required.

- I. **Responsibility**-The CITY QBS policy and procedures assigns responsibility to the following personnel within the CITY for the procurement of consultant engineering services, negotiations with the selected consultant engineering firm, and administration of the contract for proposals utilizing federal funding, as described herein:
 - a. City Clerk: Posting of public notice for consultant engineering services in the form of a Request of Qualifications (RFQ) on the CITY website; Placement of the RFQ in a local newspaper; Recipient of consultant submittals in response to the RFQ.
 - b. City Administrator: Administrative oversight; Selection committee member; Assistant negotiator with the selective consultant.
 - c. City Engineer: Point of contact for questions from potential respondents to the RFQ; Selection committee member, Lead negotiator with the selected consultant; Project Administrator after IDOT authorization to proceed.
 - d. Director of Public Works: Selection committee member.
 - e. City Board: Approval of the selection committee results; Approval of the negotiated consultant contract prior to submittal to IDOT, if needed.

- II. **Public Notice**- When developing the Public Notice for consultant engineering services, the CITY will include the following information with additional items necessary when unique circumstances exist.
 - a. Overall project description including the anticipated need, purpose, and objective of the project;
 - b. The scope of engineering services being requested and any expected unique challenges;
 - c. The contract type and method(s) of payment anticipated;



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- d. Any special provisions or contract requirements associated with the solicited services;
- e. The desired timetable for the engineering services being requested;
- f. Any specific qualifications requirements;
- g. Minimum submittal requirements from interested consultant engineering firms;
- h. Submittal instructions and due date;
- i. Evaluation criteria that will be used for reviewing and scoring the consultant submittals;
- j. Requirements that any cost proposals or elements of cost shall be submitted with technical/qualifications proposals. These items will be required during selection phase as necessary;
- k. Anticipated timeframe for the consultant selection and establish a submittal deadline for response to the Public Notice that provides sufficient time to receive notice, prepare and submit a proposal, which except in unusual circumstances shall not be less than 14 calendar days from the date of issuance of the RFP;
- l. Instructions for retrieving available background information and submitting questions.

The CITY will post the public notice on the homepage of the CITY website [<http://www.cityofcresthill.com>] and/or publish an ad in a local newspaper with appropriate circulation. The public notice will be advertised for at least 14 days prior to the due date for consultant submittal with the website posting being continuous and the newspaper ad being at least twice.

The CITY will require each responding consultant submit (1) electronic copy and three (3) hard copies of their response to the RFQ for review by the selection committee. For consistency and to facilitate manageable review time, the CITY will require that all submittals be single-sided and limited to a maximum of 20 pages, not including front and back covers, table of contents and tabs.

III. Review of Consultants Submittals

- a. *Selection Committee:* The CITY will appoint a three (3) person selection committee for the reviewing all consultant submittals. The selection committee members will include the City Administrator, City Engineering and the Director of Public Works. The selection committee members must certify that they do not have a conflict of interest prior to completing their review of the consultant submittals, in compliance with the IDOT BLRS Manual, the replacement will be appointed by the Mayor.



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- b. *Evaluation Factors:* The City Engineer will establish the evaluation factors for reviewing all consultant submittals for each project. The evaluation factors will typically include the criterion listed below, which complies with the weighting range guidance in Section 5-5.06(d) of the IDOT BLRS Manual.
- i. Project Understanding
 - ii. Similar Project Experience
 - iii. Past Performance
 - iv. Project Team
 - v. Project Development Approach
 - vi. IDOT Prequalification
 - vii. Overall Completeness of Submittal

These evaluations factors may vary from on project to another depending on unique project requirements or conditions that may be present. In addition, any required DBE and local presence combined will not be more than 10%.

- c. *Scoring of Consultant Submittals:* Each member of the selection committee will provide an independent score for each proposal using the form below prior to the selection committee meeting. For each consultant proposal, the scores will range from 0 (lowest in Comparison of others) for each criterion, with the overall score based on the weighted assigned for each criterion.

| Criteria | Weighting | Scores (0-10) | | |
|--|-----------|---------------|----------------|--------------|
| | | Consultant 1 | Consultant 2.. | Consultant X |
| <i>Project Understanding</i> | 20% | | | |
| <i>Similar Project Experience</i> | 25% | | | |
| <i>Past Performance</i> | 30% | | | |
| <i>Project Team</i> | 10% | | | |
| <i>Project Development Approach</i> | 5% | | | |
| <i>IDOT Prequalification</i> | 5% | | | |
| <i>Overall Completeness of Submittal</i> | 5% | | | |
| Total Weighted Score | 100% | | | |

- d. *Final Scoring of Short-Listed Consultants:* The selection committee members scores are averaged for an overall committee score which is used to establish a short list of three firms. The overall committee score for the short-listed firms is adjusted based



on selection committee discussion, and any additional information gained from interviews of the short-listed firms, to determine the final scoping of the consultant submittals and the selected consultant. However, on a typical basis, CITY does not anticipate the need for interviews.

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

The final scoring of the consultant submittals, and the selected consultant will be presented to the CITY Board for approval.

Notification must be provided to responding consultants of the final ranking of the three most highly qualified consultants.

- e. *Conflict of Interest:* The City of Crest Hill requires consultants to submit a disclosure statement with submittal. The City of Crest Hill requires the use of the IDOT BDE DISC 2 Template as our conflict-of-Interest form.
- f. *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.

IV. Contract Negotiation- At the conclusion of the consultant scoring and evaluation period, the CITY will commence negotiations with the top ranked firm.

The CITY will prepare an independent in-house estimate for the cost of the consultant engineering services being requested, prior to contract negotiation. The estimate is used in the negotiation.

The CITY will require a two (2) person team to negotiate with the selected consultant. The CITY negotiation team will consist of the City Administrator and City Engineer; however, members of the negotiation team may delegate this responsibility to staff members. The negotiation team will review the contract costs and the indirect costs rates to insure they are compliant with Federal cost principles prior to submission to IDOT.



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- V. **Project Administration**-The Project Administrator (PA) for the CITY will be the CITY ENGINEER. The CITY PA will monitor work on the project in accordance with the contract and provide status reports to the Mayor and CITY Board 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 are maintained in the CITY 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 to review and approve all invoices submitted by the consultant prior to payment and submission to IDOT for reimbursement.

The contracting agency shall retain supporting documentation of the solicitation, proposal, evaluation, selection of the consultant and negotiation in accordance with this section and the provisions of 2 CFR 200.333.