

Village of Lincolnshire

Qualifications-Based Selection (QBS) Written Policy and Procedure

The Village of Lincolnshire receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as describe herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The Village of Lincolnshire QBS policy and procedures assigns responsibilities to the Public Works Department within The Village of Lincolnshire organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures – The Village of Lincolnshire believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the IDOT Bureau of Local Roads and Streets (*BLRS*) *Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description – The Village of Lincolnshire 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 need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any expected problems
 - Determine the total project budget.
4. Public Notice – The Village of Lincolnshire will post an announcement on our website at www.Lincolnshireil.gov 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 proposals, and at least twice in the newspaper and/or on continuous display on our website.
5. Conflict of Interest – The Village of Lincolnshire require consultants to submit a disclosure statement with their procedures. The Village of Lincolnshire requires the use of the IDOT Bureau of Design and Environment (BDE) DISC 2 Template as their conflict of interest form.

6. Suspension and Debarment – The Village of Lincolnshire will use IDOT’s System for Award Management (SAM) Exclusions, IDOT’s Chief Procurement Office’s (CPO’s) website and the three other state Chief Procurement Office’s (CPO’s) websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors – The Village of Lincolnshire allows the Public Works Director or Assistant Public Works Director/Village Engineer or designee to set the evaluation factors for each project, but must include a minimum of four criterion and stay within the established weighting range. The maximum of Disadvantaged Business Entrepreneur (DBE) and local presence combined will not be more that 10% on projects where federal funds are used. Project specific evaluation factors will be included at a minimum in the Request for Proposals.

Criteria and weighting per the Village of Lincolnshire QBS procedures:

Technical 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 Disadvantaged Business Entrepreneur (DBE) Sub-consultants*
(* The combined total of these two items cannot exceed 10%)

Price and cost related items, including cost proposals, direct salaries/wage rates; indirect costs (overhead), and other direct costs shall not be used as a factor in the evaluation, ranking and selection. Any sealed cost proposals submitted in response to the announcement will be returned to sender unopened.

8. Selection – The Village of Lincolnshire require a three person selection committee. Typically the selection committee members include the Public Works Director, Assistant Public Works Director/Village Engineer or designee, Public Works Management Analyst, and or appropriate Foreman/ Superintendents/staff who oversee the type of project being constructed. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Public Works Director or Assistant Public Works Director/Village Engineer or designee for each project. The Village of Lincolnshire 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
Criterion 1					
Criterion 2...					
Criterion X					
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 is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within 5% of the minimum score, the Public Works Director or Assistant Public Works Director/Village Engineer may choose to expand the short list to include more than three firms.

9. Independent Estimate – The Village of Lincolnshire will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation – The Village of Lincolnshire requires a two person team to negotiate with firms. The team consists of Public Works Director and Assistant Public Works Director/Village Engineer or designee. Members of the negotiation team may delegate this responsibility to staff members. If a contract cannot be negotiated with the selected consultant, the team shall attempt to negotiate a contract with the second-ranked consultant. If this negotiation also fails, the Village of Lincolnshire shall recommence the Qualifications Selection Based (QBS) process.
11. Acceptable Costs – The Village of Lincolnshire requires the Village Engineer or designee 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 of Lincolnshire requires the Public Works Director or Assistant Public Works Director/Village Engineer or designee 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 of Lincolnshire requires the assigned project manager to monitor work on the project in accordance with the contract and to file reports with the Assistant Public Works Director/Village Engineer or designee. The Village of Lincolnshire procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in The Village of Lincolnshire consultant information database. The Village of

Lincolnshire follows IDOT's requirements and the required submission of Illinois Department of Transportation Bureau of Local Road and Streets (BLRS) Form 05613 to the IDOT district at contract close-out along with the final invoice.