

JEFFERSON COUNTY HIGHWAY DEPARTMENT

QUALITY BASED SELECTION PROCESS

These policies and procedures are established as a guide for the preparation, execution and administration of contracts for professional or specialized engineering services that exceed \$40,000 and which are executed in connection with the planning, design, maintenance, repair, and construction of transportation in accordance with the Brooks Act (40 U.S.C. 1101 - 1104), the Illinois Local Government Professional Services Selection Act (SO ILCS 510), and 23 Code of Federal Regulations Part 172 entitled "Procurement, Management, and Administration of Engineering and Design Related Services". The \$40,000 limit shall be increased annually by a percentage equal to the annual unadjusted percentage increase, if any, as determined by the consumer price index-u in accordance with 50 ILCS 510/8 using 2019 as the \$40,000 base year. IDOT shall issue a circular letter annually addressing the CPI-U adjustment. This letter shall be typically issued in February of each year.

The implementation of these procedures will ensure that a qualified Firm is obtained through an equitable selection process and that the prescribed work is properly accomplished in a timely manner and at a fair and reasonable cost.

Jefferson County, as a direct recipient and/or sub-recipient of Federal Aid Highway Funds, must comply with all applicable rules and regulations pertaining to the use of said funds. Therefore, Jefferson County agrees to maintain written policies and procedures for the procurement, management, and administration of professional and specialized engineering services contracts, including those related to planning, studies, environmental analyses, engineering and design to the extent that engineering services are specified in the scope of work. Our written policies and procedures as describe herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

Certification and Prequalification

Jefferson County is committed to ensuring that all qualified firms have the opportunity to participate in professional and specialized engineering services contracts.

Prequalification

IDOT maintains a List of Prequalified Private Consulting Firms (The Directory of Firms) that have been approved to perform professional or specialized services. Firms must be prequalified to perform the specific discipline of work or service it will be performing on a project for Jefferson County. Prequalification by IDOT does not relieve the Firm of responsibility for determining if sub-consultants they may select are, in fact, qualified to perform the work for which it is engaged.

A Firm is required to be prequalified prior to submitting its Letter of Interest for any advertised project.

Procurement Methods

The procurement of professional and specialized engineering services funded by either State or Federal Aid Highway Program funds shall be conducted in accordance with one of three (3) methods:

1. Competitive negotiation (qualifications-based selection) procurement.

Jefferson County will use a competitive negotiation method for the procurement of engineering and design related services when either State or Federal Aid Highway Program funds in excess of \$40,000 are involved in the contract. The \$40,000 limit shall be increased annually by a percentage equal to the annual unadjusted percentage increase, if any, as determined by the consumer price index-u in accordance with 50 ILCS 510/8 using 2019 as the \$40,000 base year. IDOT shall issue a circular letter annually addressing the CPI-U adjustment. This letter shall be typically issued in February of each year. The solicitation, evaluation, ranking, selection, and negotiation will comply with the qualification-based selection procurement procedure outlined below for selection of architectural and engineering services.

The only exception would apply when State, TBP and Local Funding will be utilized for engineering services and Jefferson County has a previous existing relationship with any firm that performs work in areas that are desired.

2. Non-competitive procurement - EMERGENCY CONDITIONS

When an emergency occurs, these procedures, or portions thereof, may be waived by the County Board Chair or his/her designee. In an emergency, a professional/specialized Firm may be selected, negotiations conducted, and a contract executed at the direction of the County Board Chair or designee as necessary to address the emergency conditions. When Federal-Aid Highway funds are used in the contract, the County Engineer or designee shall submit justification for emergency selection and receive approval from FHWA before proceeding with the procurement of services, if required by FHWA.

3. Non-competitive procurement - SOLE SOURCE

These procedures, or portions thereof, may be waived by the County Engineer, or his/her designee, for the sole source selection of a Firm under any of the following conditions:

- a. Sole source selection may be used when the service is available only from a single source;
- b. Sole source selection may be used after solicitation of a number of sources, competition is determined to be inadequate; or
- c. Sole source selection may be used when it has been determined that there is an emergency which does not permit time to conduct contract negotiations.

Sole source selection may only be used when it is in the public interest and economically advantageous to the County. Selection of a sole source Firm will be contingent upon satisfactory negotiation for the service.

When Federal Aid Funds are involved, the County Engineer must submit justification for sole source selection and receive approval from IDOT and/or FHWA prior to proceeding, if required by IDOT/FHWA.

General QBS Procedure

The following will be the guiding procedures Jefferson County will follow in their qualification based selection of engineering service firms as defined in Procurement Method #1 listed above.

1. **Initial Administration** - Jefferson County's QBS policy and procedures assigns responsibilities to the following: the County Engineer within the Jefferson County Highway Department for the procurement, management, and administration for consultant services.
2. **Written Policies and Procedures** - Jefferson County believes their adopted QBS written policies and procedures substantially follow Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT is not required; however, if fewer than three consultants submit letters of interest, IDOT approval is required.
3. **Project Description** - Jefferson County 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** - Jefferson County will post an announcement on our website 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** - Jefferson County requires consultants to submit a disclosure statement with their procedures. Jefferson County requires the use of the IDOT BOE DISC 2 Template as their conflict of interest form.
6. **Suspension and Debarment** - Jefferson County will exercise the use of SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.
7. **Evaluation Factors** - Jefferson County allows the following County Engineer to set the evaluation factors for each project, but must include a minimum of five (5) criterion and stay within the established weighting range.

Project specific evaluation factors will be included at a minimum in the Request for Proposals.

Technical Approach (10 - 30%)

Firm Experience (10 - 30%)

Staff Capabilities (Prime/Sub) (10 - 30%)

Work Load Capacity (10 - 30%)

Local Presence (10 - 30%)

8. **Selection** - Jefferson County require a three person selection committee. Typically, the selection committee members include the County Engineer, the Engineering Assistant and a representative of the Highway Committee of the County Board. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the County Engineer for each project and may change from time to time. Jefferson County will require each member of the selection committee to provide an independent score for each proposal using the criteria established for that selection.

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 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 10% of the minimum score, the County Engineer may elect to expand the short list to include more than three firms.

9. **Independent Estimate** - Jefferson County will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. **Contract Negotiation** - Jefferson County require a three person team to negotiate with firms. Typically, the team will consist of the County Engineer, the Engineering Assistant and. a representative of the Highway Committee of the County Board. Members of the negotiation team may vary dependent upon the work load that exist at the time of selection.
11. **Acceptable Costs** - Jefferson County require the County Engineer 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** - Jefferson County requires the County Engineer on any projects using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
13. **Project Administration** - Jefferson County requires the County Engineer to monitor work on the project in accordance with the contract. Jefferson County's procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained on file with the Jefferson County Highway Department office. Jefferson County 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.