



## QUALIFICATIONS BASED SELECTION PROCEDURES VILLAGE OF LAKE VILLA ACCESS TO TRANSIT IMPROVEMENT PROGRAM PROJECT

The Village of Lake Villa plans to construct a sidewalk project on various streets in the Village's downtown area, within ADA requirements. The Village has secured federal funds to help fund the construction inspection of this project and realizes the total construction inspection costs will exceed \$25,000. The Village is required to use written QBS procedures to comply with state and federal guidelines. The QBS procedures and example forms are included along with discussion in this example. All firms submitting proposals must be prequalified by the Illinois Department of Transportation for this type of works. A current IDOT prequalification listing shall also be included with the submittal.

Village of Lake Villa Qualification Based Selection Procedure (Project Specific Information is italicized)

1. Initial Administration: Lake Villa has a consulting engineer. The Village's consulting engineer's office designed the project and will assist with the selection of an engineering firm to complete the construction inspection.
2. Written Policies and Procedures: Lake Villa believes their written procedures substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from FHWA is not required.
3. Project Description: Lake Villa will use the following five items when developing the project description and may include additional items under unique circumstances.
  - 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.

### *Project Description:*

*The project involves providing construction inspection for the construction of ADA compliant sidewalks on various streets in the downtown area, including:*

- *Central Avenue, from Grand Avenue to Cedar Avenue, on the west side of Central Avenue; and*
- *Cedar Avenue, from Central Avenue to Route 83, on the east side of Cedar Avenue; and*
- *Cedar Avenue, from Central Avenue to Route 83, on the west side of Cedar Avenue; and*
- *Lake Avenue, from Central Avenue to Route 83, on the north side of Lake Avenue.*

*The project includes underdrains, and restoration of the project area.*

*The construction is necessary to provide safe pedestrian access to the nearby Metra Station. The project is currently on the August IDOT letting. Construction is anticipated to last approximately 9 weeks. Maintaining access for commercial and private properties during the construction will be one of the construction challenges. The total construction budget for this project is \$400,000.*

4. Public Notice: Lake Villa's procedures require the Village to post an announcement on the Village's website ([www.lake-villa.org](http://www.lake-villa.org)) and publish an ad in the Daily Herald, a newspaper with appropriate circulation. The item will be advertised at least 10 days prior to the acceptance of proposals and at least twice in the newspaper and will be on continuous display on the Village's website.

*The ad for this project was placed on the Village's website and in the newspaper on two occasions. Here is the example advertisement.*

*Lake Villa is accepting proposals from consultants for construction inspection for the Access to Transit Improvement Program Project. The evaluation criteria and weighting for this project is as follows: technical approach - 25%, firm experience - 15%, similar project experience – 10%, staff capabilities - 20%, work load capacity - 10%, past performance – 10% and local presence - 10%.*

*Consultants should request a proposal packet from the Village. The packet contains a detailed description of the project, conflict of interest forms, and specific requirements for the format and content of their submission. Proposal responses are due April 4<sup>th</sup> at 2:00 pm at Village Hall, 65 Cedar Avenue, Lake Villa, Illinois 60046. The technical proposal must not contain any cost information. All proposals shall include a conflict of interest form.*

*Proposals will be evaluated and at least three consultants will be selected to interview for this project. Interviews of consultants for this project will be held the week of April 8<sup>th</sup>.*

5. Conflict of Interest: Lake Villa's procedures require consultants to submit a disclosure statement with their procedures. The Village uses the IDOT BDE DISC 2 Template as their conflict of interest form.

*All three firms included a disclosure statement with their submittal; no conflicts of interest were discovered.*

6. Suspension and Debarment: Lake Villa's procedures require verification of suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects. The Village uses the SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments. All three firms will be checked and verified not to be suspended or debarred.
7. Evaluation Factors: Lake Villa's procedures for QBS allow the Village's consulting engineer to set the evaluation factors for each project, but will include a minimum of five criteria and stay within the established range. The maximum of DBE and local presence requirements combined cannot be more than 10% on projects where federal funds are being used. Project specific evaluation factors will be included at a minimum in the Request for Proposals.

Criteria and weighting per the Village's QBS procedures.

- Technical Approach (25 - 25%)
- Firm Experience (15 - 15%)
- Similar Project Experience (10 - 10%)
- Staff Capabilities (Prime/Sub) (20 - 20%)
- Work Load Capacity (10 - 100%)
- Past Performance (10 - 10%)
- Local Presence (10 - 10%)

Participation of Qualified and Certified DBE Sub-consultants\*

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

*For this project the Village's consulting engineer set the following selection criteria and weighting.*

- *Technical Approach 25%*
- *Firm Experience 15%*
- *Similar Project Expertise 10%*
- *Staff Capabilities 20%*
- *Work Load Capacity 10%*
- *Past Performance 10%*
- *Local Presence 10%*

*The Village is requiring interviews with the top three firms. The interviews will be used to adjust the preliminary scores selection committee members individually develop based on the proposal.*

8. **Selection:** Lake Villa will have a three-person selection committee. The selection committee members include the Director of Public Works, the Village’s consulting engineer, and the Village Administrator. The selection committee members will certify that they do not have a conflict of interest. Selection committee members are chosen by the Village Administrator for each project. The selection committee members individually review and score each proposal prior to the selection committee meeting. Their scores are averaged for a committee score which is used to establish a short list of three firms. If there are other firms within 10% of the minimum score, the Village Administrator may choose to expand the short list to include more than 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.

*For this project the Village’s selection committee is composed of the Director of Public Works, the Village’s consulting engineer, and the Village Administrator. The Village’s procedure requires the use of this basic form to score the submissions. Each member of the selection committee is to provide an independent score for each proposal using the form below prior to the selection committee meeting. Their 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 [10%] of the minimum score, the public works director may choose to expand the short list to include more than three firms.*

<b>Criteria</b>	<b>Weighting</b>	<b>Points</b>	<b>Firm 1</b>	<b>Firm 2</b>	<b>Firm 3</b>
Technical Approach	25%	25			
Firm Experience	15%	15			
Similar Project Expertise	10%	10			
Staff Capabilities	20%	20			
Work Load Capacity	10%	10			
Past Performance	10%	10			
Local Presence	10%	10			
<b>TOTAL</b>	<b>100%</b>	<b>100</b>			

9. **Independent Estimate:** Lake Villa’s staff will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is to be used in the negotiation.

The Village’s consulting engineer prepared a detailed estimate for the construction inspection for this project. Their estimate was \$45,000.

10. **Contract Negotiation:** The Director of Public Works and Village Administrator will negotiate with firms for this project. For this project, the Village Administrator will begin negotiations with the highest ranked firm. If the firm’s cost exceeds the engineer’s estimate by 10% and the firm does not believe they can adjust their scope or staffing in any way to reduce costs, the team may move to negotiation with the second ranked

firm. The Village will proceed to negotiate with the second firm and if the firm's cost exceeds the engineer's estimate by 10% and the firm does not believe they can adjust their scope or staffing in any way to reduce costs, the team may move to negotiation with the third ranked firm.

*The Village will select the highest rated firm, not exceeding the engineer's estimate by more than 20%. All cost proposals shall be received in a sealed envelope. Only the remaining highest rating firm's sealed proposal shall be opened.*

11. Acceptable Costs: The Village Administrator shall review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

*For this project, the Village Administrator reviewed the costs and found no issues and forwarded to IDOT for final review and approval.*

12. Invoice Processing: The Village of Lake Villa requires that the project manager assigned to any project using federal funds shall review and approve all invoices prior to payment and submission to IDOT for reimbursement.

13. Project Administration: The Village of Lake Villa requires that the project manager will monitor the work in accordance with the contract will to file reports with the Director of Public Works. The Village shall complete an evaluation of the consultant's work at the end of the project. These reports are maintained in the Village's consultant information database. The Village follows IDOT's requirements and they require submission of form BLR 05613 to the IDOT district at contract close-out along with the final invoice.

14. Project Advertisement: The Village of Lake Villa plans to construct a sidewalk project on various streets in the Village's downtown area, within ADA requirements and is seeking a prequalified firm to perform construction inspection services for this project. The Village has secured federal funds to help fund the construction inspection of this project and realizes the total construction inspection costs will exceed \$25,000. The Village is required to use written QBS procedures to comply with state and federal guidelines. The QBS procedures and example forms are included along with discussion in this example. All firms submitting proposals must be prequalified by the Illinois Department of Transportation for this type of works. A current IDOT prequalification listing shall also be included with the submittal.

The construction is necessary to provide safe pedestrian access to the nearby Metra Station. The project is currently on the August IDOT letting. Construction is anticipated to last approximately 9 weeks. Maintaining access for commercial and private properties during the construction will be one of the construction challenges. The total construction budget for this project is \$400,000.

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Visit [www.lake-villa.org](http://www.lake-villa.org) or call the Village Hall at 847-356-6100 to obtain the complete proposal.