

City of Rockford Public Works Department Qualification Based Selection Procedure

Purpose: *To establish guidelines and procedures for the Qualification Based Selection (QBS) process to be utilized by the City of Rockford Public Works Department.*

General: *The City of Rockford receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as described herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act. For non-federally funded projects, the City may elect to follow their standard Request for Proposals process, as administered by the Purchasing Department.*

1. **Initial Administration-** The City of Rockford's QBS policy and procedures assigns responsibilities to the Public Works and Finance Departments within the City's organization for the procurement, management, and administration for consultant services.
2. **Written Policies and Procedures-** The City of Rockford's adopted QBS written policies and procedures substantially follows Section 5-5 of the Illinois Department of Transportation's (IDOT's) *Bureau of Local Roads and Streets Manual (BLRS)* and specifically Section 5-5.06€, therefore, approval from IDOT is not required.
3. **Project Description-** The City of Rockford will use the following five (5) items when developing the project description, and may include additional items when unique circumstances exist:
 - a. Describe, in general terms, the need, purpose, and objective of the project;
 - b. Identify the various project components;
 - c. Establish the desired timetable for the effort;
 - d. Identify any expected problems/issues
 - e. Determine the total project budget
4. **Public Notice-** The City of Rockford will post an announcement on our website <https://rockfordil.gov/city-departments/finance/central-services/purchasing/open-bidsrfps/> and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least fourteen (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 City of Rockford will require consultants to submit a disclosure statement with their procedures. The City requires the use of the IDOT Bureau of Design and Environment Disclosure Forms (DISC 2) Template as their conflict of interest form.
6. **Suspension and Debarment-** The City of Rockford will use the System for Award Management (SAM) Exclusions, IDOT's Chief Procurement Officer's (CPO's) website, and 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-** The City of Rockford allows the City Engineer to set the evaluation factors for each project, but must include a minimum of seven (7) criterion and stay within the established weighting range. The maximum of DBE and local presence combined will not be more than 10% on projects where federal funds are used. Project specific evaluation factors will be included at a minimum in the Request for Proposals:
 - a. Technical Approach (10-30%)
 - b. Firm Experience (10-30%)
 - c. Specialized Expertise (10-30%)

- d. Staff Capabilities (Prime/Sub, 10-30%)
 - e. Work Load Capacity (10-30%)
 - f. Past Performance (10-30%)
 - g. In-State or Local Presence (1-10%)
8. **Selection-** The City of Rockford will require a minimum of a three (3) person selection committee. Typically, the selection committee members include the City Engineer, the Capital Improvement Operations Manager, and the Traffic Engineer. In the event one of these positions is vacant, the Public Works Director (or their designee) will be utilized in place of the vacancy. The City of Rockford reserves the right to include additional city staff on a project by project basis, and as different subject matter experts are needed. Selection committee members are chosen by the City Engineer for each project. The City would require each member of the selection committee to provide an independent score for each proposal using the layout below prior to the full selection committee meeting:

Criteria	Weighting	Points	Firm 1	Firm 2	Firm 3
Technical Approach					
Firm Experience					
Specialized Expertise					
Staff Capabilities					
Work Load Capacity					
Past Performance					
In-State or Local Presence					
Total	100%				

Additional columns will be added depending on the number of responses received. Additional criteria may also be added as deemed necessary by the City Engineer. The selection committee members' scores will be 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 City Engineer may choose to expand the short list to include more than three firms.

- 9. **Independent Estimate-** The City of Rockford will prepare an independent, in-house estimate for the project prior to contract negotiation. This estimate will be used during the negotiation.
- 10. **Contract Negotiation-** The City of Rockford will require a minimum of a three (3) person team to negotiate with firms. The team consists of the City Engineer, Capital Improvement Program Operations Manager, and the Traffic Engineer. In the event one of these positions is vacant, the Public Works Director (or their designee) will be utilized in place of the vacancy. Members of the negotiation team may delegate this responsibility to staff members.
- 11. **Acceptable Costs-** The City of Rockford will require the City Engineer to review the contract costs and the indirect cost rates to ensure they are compliant with Federal cost principles prior to submission to IDOT.
- 12. **Invoice Processing-** The City of Rockford will require the Project Manager 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 City of Rockford will require the assigned Project Manager to monitor work on the project in accordance with the contract, and to file reports with the City Engineer. The City of Rockford's procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the City's consultant information database. The City follows IDOT's requirements, including the submission of BLRS Form 05613 to the IDOT district at contract close out, along with the final invoice.