



CITY OF ELMHURST
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Qualification Based Selection Policy & Procedure

The City of Elmhurst periodically 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 Qualification Based Selection (QBS) will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The City of Elmhurst’s QBS policy and procedures assigns responsibilities to either the Director of Public Works, Assistant Director of Public Works, City Engineer, or staff Civil Engineers within the City of Elmhurst’s organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures – The City of Elmhurst believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the *IDOT BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description – The City of Elmhurst 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 project background, need, purpose, and objective or goals of the project;
 - Identify the various project components and scope of services;
 - Establish the desired timetable for the effort;
 - Identify any expected problems or unusual components;
 - Minimum qualifications;
 - If available, determine the total project budget.
4. Public Notice – The City of Elmhurst will post an announcement on our <http://www.elmhurst.org/1590/Request-for-Qualifications> 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 City of Elmhurst require consultants to submit a disclosure statement with their procedures. The City of Elmhurst requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment – The City of Elmhurst will 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 – The City of Elmhurst allows the Director of Public Works, Assistant Director of Public Works, or City Engineer to set the evaluation factors for each project, but must include a minimum of five criterion and stay within the established weighting range. The maximum of 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 City’s QBS procedures

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

8. Selection – The City of Elmhurst require a minimum of three person selection committee. Typically the selection committee members include the Director of Public Works, Assistant Director of Public Works, City Engineer, or staff Civil Engineers. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Director of Public Works for each project. The City of Elmhurst 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
<i>Criterion 1</i>					
<i>Criterion 2 ...</i>					
<i>Criterion x</i>					
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 may be adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking, if presentations are requested. If there are other firms within 10% of the minimum score, the Director of Public Works, Assistant Director of Public Works, or City Engineer may choose to expand the short list to include more than three firms.

9. Independent Estimate – The City of Elmhurst 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 City of Elmhurst require a two person team to negotiate with firms. The team consists of any combination of the Director of Public Works, Assistant Director of Public Works, or City Engineer. Members of the negotiation team may not delegate this responsibility to staff members.
11. Acceptable Costs – The City of Elmhurst requires the Assistant Public Works Director, City Engineer or staff 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 City of Elmhurst requires the Assistant Public Works Director, City Engineer or staff 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 Elmhurst requires the assigned staff to monitor work on the project in accordance with the contract and to file reports with the Assistant Public Works Director or City Engineer. The City of Elmhurst procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in The City of Elmhurst consultant information database. The City of Elmhurst 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.