

Jefferson County Highway Department 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 - **Jefferson County Highway Department** QBS policy and procedures assign responsibilities to the following **County Engineer** within the **Jefferson County Highway Department** organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures - **Jefferson County Highway Department** believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description - **Jefferson County Highway Department** 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 Highway Department** will post an announcement on our website <http://www.jeffersoncountyillinois.com/> 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 Highway Department** require consultants to submit a disclosure statement with their procedures. **Jefferson County Highway Department** require the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment - **Jefferson County Highway Department** 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 - **Jefferson County Highway Department** allows the **County Engineer** 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 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/Qualification. **Technical Approach (10 - 30%), Firm Experience (10 - 30%), Specialized Expertise (10 - 30%), Staff Capabilities (Prime/Sub) (10 - 30%), and Workload Capacity (10 - 30%)**
8. Selection - **Jefferson County Highway Department** require a **three-person** selection committee. Typically, the selection committee members include **County Engineer, County**

Highway Committee Chairperson, and Engineering Assitant. 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**. **Jefferson County Highway Department** 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.

<i>Criteria</i>	<i>Weighting</i>	<i>Points</i>	<i>Firm 1</i>	<i>Firm 2 ...</i>	<i>Firm x</i>
<i>Criterion 1</i>					
<i>Criterion 2 ...</i>					
<i>Criterion x</i>					
<i>Total</i>	<i>100%</i>				

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

9. Independent Estimate - **Jefferson County Highway Department** 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 Highway Department** requires a **two**-person team to negotiate with firms. The team consists of the **County Engineer** and **Engineering Assistant**. The team may delegate this responsibility to staff members.
11. Acceptable Costs - **Jefferson County Highway Department** requires 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 Highway Department** requires the **County Engineer 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 - **Jefferson County Highway Department** require the assigned **Engineering Assistant** to monitor work on the project in accordance with the contract and to file reports with the **County Engineer**. The **Jefferson County Highway Department** procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in **Jefferson County Highway Department** consultant information database. **Jefferson County Highway Department** 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

Work is expected to begin in the summer of 2019 and take 12 weeks to substantial completion. The construction estimate is between \$2,000,000 and \$3,000,000.

RFQ Submittal Requirements:

The following information shall be included to help the Jefferson County Highway Department select consultant(s) for the above referenced project(s).

1. Name, contact person, address, and brief history of firm.
2. Project that the firm is submitting the RFQ for.
3. Name and key information of the Resident Engineer and/or Key Personnel to be assigned to this project.
4. Related experience during the last five years by the proposed Resident Engineer and/or Key Personnel.
5. Project Understanding and Critical Project Components
6. Information that would differentiate your firm from others
7. Completed BDE DISC 2 - Conflict of Interest Form

The SOI shall be no more than two pages total, not including the BDE DISC 2 Form.

Ranking and Selection Information

It is the intent of the Jefferson County Highway Department to select one consulting engineering firm for this project. Depending on the RFQ's received, the County may select based on the written submittal or require interviews. Once a firm is selected, the County will enter into contract negotiations with the top ranked firm. If an agreement cannot be reached with the top ranked firm, the County will start negotiations with the next highest ranked firm. A copy of the County's Qualification Based Selection (QBS) process is attached

Consulting firm ranking will be based on the following criteria:

- (30%) - Technical Approach
- (20%) - Firm Experience
- (20%) - Staff Capabilities
- (20%) - Work Load Capacity
- (10%) - Local Presence