



A Century of Progress with Pride

### **Qualification Based Selection Policy & Procedure**

The City of Berwyn periodically receives federal and state funds, which may be used to fund 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 Berwyn’s QBS policy and procedures assigns responsibilities to both the Director of Public Works and the Engineering Division within the City of Berwyn’s organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures – The City of Berwyn believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the *Illinois Department of Transportation’s (IDOT) Bureau of Local Roads and Streets (BLRS) Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description – The City of Berwyn will use the following five items when developing the project description, outlining the background, need, purpose, and objective or goals of the project and may include additional items when unique circumstances exist.

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 Berwyn will post an announcement on the City’s website at [https://www.berwyn-il.gov/bids\\_rfp](https://www.berwyn-il.gov/bids_rfp) 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 the City’s website.
5. Conflict of Interest – The City of Berwyn will require consultants to submit a disclosure statement with their procedures. The City of Berwyn requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment – The City of Berwyn will use the System for Award Management (SAM) Exclusions, IDOT’s Chief Procurement Office’s (CPO) website and

three other state CPO's websites to verify suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects.

7. Evaluation Factors – The City of Berwyn allows the Director of Public Works 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 Disadvantage Business Enterprise (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 RFPs.

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 weight of these two items cannot exceed 10%)

8. Selection – The City of Berwyn will require a minimum of three-person selection committee. Typically, the selection committee members include the Director of Public Works, Engineering Division staff and other applicable department heads as determined by the Public Works Director. The selection committee members must certify that they do not have a conflict of interest. The Director of Public Works chooses the selection committee members for each project. The City of Berwyn 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.

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

9. 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 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 may choose to expand the short list to include more than three firms.

10. Independent Estimate – The City of Berwyn will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
11. Contract Negotiation – The City of Berwyn will require a two-person team to negotiate with firms. The team consists of any combination of the Director of Public Works, Engineering Division designee, or other applicable department head as determined by the Public Works Director. Members of the negotiation team may not delegate this responsibility to staff members.
12. Acceptable Costs – The City of Berwyn requires the Public Works Director and the Engineering Division to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
13. Invoice Processing – The City of Berwyn requires the Public Works Director and Engineering Division assigned to any project using federal and state funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.
14. Project Administration – The City of Berwyn requires the assigned staff to monitor work on the project in accordance with the contract and to file reports with the Public Works Director. The City of Berwyn procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in The City of Berwyn's consultant information database. The City of Berwyn follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT District at contract closeout along with the final invoice.