



QUALIFICATIONS BASED SELECTION (QBS)

Professional Services Procurement Process

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Executive Summary

The Will County Division of Transportation (WCDOT) is responsible for the maintenance, planning, design and construction of approximately 256 miles of county highways. WCDOT also provides technical assistance to the 23 township road districts and coordinates with a number of different State, regional, and local agencies on transportation and land use issues. In order to fulfill the fundamental duties of the Will County Division of Transportation, contracted professional services are necessary to supplement manpower or to provide specialized expertise.

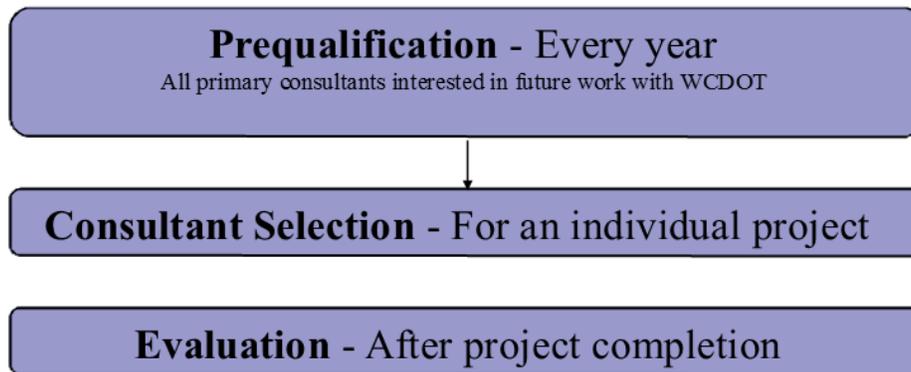
Professional Engineering services are typically needed in the development and implementation of capital improvement projects. Since many capital projects include **Federal funding**, professional engineering services follow the typical **Federal project phases**, described as Phase I (Preliminary Engineering), Phase II (Final Engineering: Plans, Specifications & Estimates), or Phase III Engineering (Construction Engineering).

In addition, the Will County Division of Transportation commonly employs a variety of other professional services. **Land Surveying, Right-of-Way Acquisition** assistance (Appraisers and Negotiators), **Transportation Planning**, and **Architectural** are examples of frequently needed professional services.

The Will County Division of Transportation Qualifications Based Selection (QBS) of Transportation Professional Services Process describes how firms are prequalified and selected to provide such work. Consultants will be required to submit a Prequalification Document, SOIs, and proposals via WCDOTconsultantservices@willcountyillinois.com.

The regulatory framework for this process is the Local Government Professional Services Selection Act (50 ILCS 510, Appendix A), and the Will County Purchasing Ordinance. This process is conducted under the authority of the Will County Board through its Director of Transportation/County Engineer. While the Local Government Professional Services Selection Act specifically regulates professional engineering, land surveying, and architectural services only, the Will County Division of Transportation will follow the applicable elements of the QBS process in selecting most providers of professional services.

The QBS is divided into three primary steps:



Prequalification (Every Year)

Approximately every year, the Will County Division of Transportation will:

- *Call for Prequalification Document:* Consulting firms submit Prequalification Document
- *Prequalify:* Staff evaluates submittals and develops list of prequalified firms

Firms are encouraged to update their Prequalification Document whenever significant staffing or other relevant changes dictate or on an annual basis as a minimum.

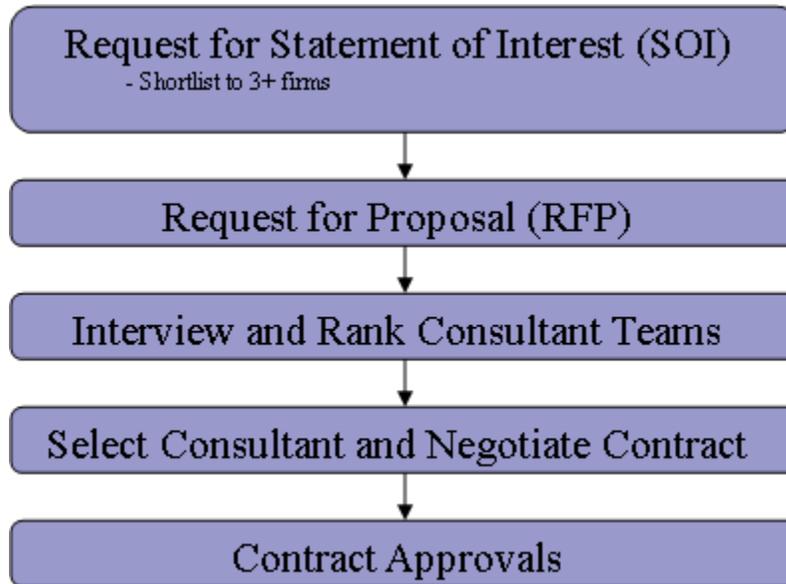
Consultant Selection (Project-Specific)

Generally, when a project-specific need is identified, the Will County Division of Transportation will publish a request soliciting a Statement of Interest (SOI) from pre-qualified firms. From the submitted SOIs, our typical approach will be:

- *Shortlist:* select 3+ firms for further consideration
- *RFP:* request proposals from the shortlisted firms or consultant teams
- *Interview* shortlisted firms
- *Rank* shortlisted firms based on proposals and interviews
- *Select* the successful firm(s)/consultant team(s)
- *Negotiate* a professional services contract(s) for the project
- *Contract Approvals:* Since the Will County Division of Transportation is a department of Will County Government, most contracts for professional services must be approved by the Will County Board. Staff will work with the selected firm/consultant team to develop the requisite supporting information and present it to the County Board.

Summary of Full Consultant Selection Process

(process may be streamlined where appropriate as discussed in this document)



Performance Evaluation

At the conclusion of each phase of the project, staff will evaluate the firm's work. A copy of the final evaluation will be shared with the consultant. Staff will use this information when considering the firm for future contracts. See Appendix C for sample evaluation form

Prequalification Process

Every year, the County will request that all interested professional services firms submit a Prequalification Document, if they are able to provide any of the following services or disciplines:

- Professional Engineering, including Geotechnical
- Environmental Permitting
- Land Surveying
- Architectural
- Geographic Information Systems
- Transportation and Transit Planning
- Right-of-Way Acquisition

Will County Division of Transportation staff will review the submittals to determine which firms are pre-qualified for specific types of work. Staff will consider this information when new projects are initiated and professional services are procured.

Staff will contact all prequalified firms on file via email and request they submit a new Prequalification Document. Similar information will also be posted on the County web page, explaining the request in detail.

Professional services firms should consider providing interim updates when significant staffing or other relevant changes occur, particularly those that would affect prequalification. For example, changes to the following would affect prequalification:

- Key senior staff
- Firm name
- Prequalification status by the Illinois Department of Transportation (IDOT)
- Facilities
- Specialized equipment
- Office location(s)
- Fee capacity
- Mergers with other firms, acquisitions of other firms

Prequalification Categories

The Will County Division of Transportation will prequalify firms in a range of categories. These categories mirror the categories used by the Illinois Department of Transportation (IDOT) with respect to its prequalification efforts. Professional services firms should note all of their IDOT prequalifications in their Prequalification Document submittal. Staff will then determine if that firm is WCDOT prequalified.

Prequalification Document Requirements

Firms shall submit all information relating to the prequalification process, including interim updates, as a single electronic file in Portable Document Format (pdf) format. It **must** contain the following information:

- Cover letter on the firm's letterhead transmitting the Prequalification Document
- Brief introduction of the firm
- One contact person for the firm

- Firm organizational chart, listing key staff
- Acknowledgement from IDOT stating their review of the firm's corporate and financial information and IDOT's Statement of Experience and Financial Conditions., if applicable
- The letter from IDOT specifying the firm's annual fee capacity, approved overhead rate, and prequalification status, if applicable
- **Only firms seeking prequalification in categories not typically prequalified by IDOT (GIS, transportation planning or right of way services for example) must include the following additional information related to the prequalification category limited to 15 pages:**
 - **Qualifications, Certifications &/or Resumes of Key Staff**
 - **Significant Relevant Project Experience in the past 5 years**

Prequalification Document Evaluations

Upon receipt of the Prequalification Document, staff will evaluate the submittals and determine the proper prequalification categories for each firm.

Prequalification Document Submissions

All professional service providers must submit their Prequalification Document to WCDOTconsultantservices@willcountyillinois.com in PDF format.

Consultant Selection

The Will County Division of Transportation (WCDOT) will initiate consultant selection procedures when the need for contracted professional services has been identified. The DOT recognizes the need for two similar but separate: one for when **federal funds** are involved and one where only non-**federal funds** are involved. Throughout this document if a specific change to the procedure is required for **federal funds** it will be pulled out and highlighted. Exceptions include the need for unique and specialized services, an emergency situation or the County has an existing satisfactory relationship with a professional services firm. **Federal Funds:** An existing satisfactory relationship does not qualify as an exception to the consultant selection procedures when utilizing **federal funds**.

Request for Statement of Interest

At the beginning of a project, the Will County Division of Transportation staff will publish a notice requesting SOIs from professional services firms. The due date for SOIs will be specified to be a minimum of 14 calendar days from the date of issuance, unless it is an emergency situation. To notify interested firms, the County will email a notice to all firms that have registered within the applicable prequalification category. Additionally, a notice will be placed on the Will County web page.

SOIs received after the specified deadline will not be considered. SOIs must be limited to 2 pages.

Request for a SOI will typically include:

- A project description
- The type of work being sought
- The appropriate prequalification category
- The schedule for the selection process
- The schedule for the proposed work

Submitted SOIs will include the following information:

- Name of firm, with address, email and telephone/fax information
- Contact person for the firm
- Statement indicating the firm's interest in the specific project
- Summary of the proposed project

- A short listing of projects similar in scope and magnitude recently completed by the firm within the past 5 years
- Listing of proposed key staff who would be assigned to the project
- Listing of proposed subconsultants

SOI Submission

All firms wishing to submit an SOI must submit their SOI to WCDOTconsultantservices@willcountyillinois.com in PDF format.

Shortlisting

After all the SOIs are received, a selection committee of staff members will review the submittals. Typically, this committee will have three members. Collectively, the committee will develop a shortlist of the most qualified firms to consider for the work. Typically, the shortlist will consist of three firms.

- A firm will not be considered if it has received a “poor” performance rating from the Will County Division of Transportation in the past 12 months, for similar work.
- A firm also must be prequalified in the category most related to the proposed project. If a firm is not on the most current IDOT pre-qualification list, they will be considered not eligible.
- The Will County Division of Transportation will conform to BLRS Chapter 5, Section 5-5.04 for conflict of interest evaluation.

If only one firm submits an SOI, Will County Division of Transportation staff will determine if they are qualified. If so, contract negotiations for the work may be initiated. If not, the process may be restarted with the notice requesting SOIs. If only two or three firms submit an SOI and are qualified, WCDOT staff will use the QBS process to select among those firms.

Request for Proposal (RFP)

After the firms are shortlisted, the County will request a proposal from each one for the proposed work. Proposals will be due no sooner than 14 calendar days after issuance of the RFP unless an emergency situation arises. The proposal shall be submitted as a single Portable Document Format (pdf). **For contracts with an estimated fee less than \$100,000, proposals are limited to 15 pages in length. For all other contracts, proposals are limited to 25 pages in length.** The RFP shall not be construed as a request for formal or informal submittal of verbal or written estimates of costs or proposals in terms of dollars, hours required percentage of construction cost, or any other measure of compensation.

RFP: typically, the request for proposal will include the following items:

- A deadline for the submittal
- The maximum number of pages to be included in the document
- A more detailed project description than what was used in the request for SOIs. This will include access to the specific Phase I reports,
- Any special requirements for the proposal
- Indication whether or not interviews will be conducted for the project
- County contact information

A Proposal shall be limited to the appropriate number of pages and contain the following items:

- Cover letter on the firm's letterhead transmitting the proposal, indicating the contact person
- Section 1 – Organizational chart showing key staff
- Section 2 – Key staff resumes, with a maximum of two pages per resume
- Section 3 – Listing of support staff, likely to work on the project
- Section 4 – Proposed subconsultants
- Section 5 – Ongoing or completed projects similar in scope and magnitude worked on by the firm with references
- Section 6 – Project Approach/Project Understanding

Interview

Inclusion of an interview as part of the project is at the discretion of the Will County Division of Transportation. The interview may be omitted for the following conditions: the project has a small anticipated fee (less than \$25,000), if the Will County Division of Transportation determines the proposals are sufficient to evaluate the firms, or if the anticipated scope of services is uncomplicated.

Interviews will be generally forty-five to sixty minutes in length. The consultant will make a twenty to thirty-minute presentation on their firm and the project, and Will County Division of Transportation Staff will facilitate a question and answer for the remainder of the session. The format of the consultant's presentation is at the discretion of the consultant team. In recent

experience, consultant teams have effectively employed PowerPoint, poster board, marked-up plans, and other visual aids as part of their interview presentations.

The consultant's interview team will typically be limited to **three** people unless otherwise specified in the RFP. **Generally speaking, the consultant team should include the proposed Project Manager or Resident Engineer.**

The Will County Division of Transportation interview panel will typically consist of three staff members. Certain joint/intergovernmental projects may include panel members from other county departments or government agencies as appropriate.

The interview format and requirements can be adjusted as the Will County Division of Transportation project manager deems appropriate to best fit the requirements of the project being considered.

Ranking & Selection

Upon review of the proposals and completion of interviews (if conducted), the committee will assign each firm a score. Score development considers some of the following items:

Qualifications of the key staff: The WCDOT feels comfortable with the availability, personal knowledge, and fit of the consultant team presented for the project.

Prior experience: The consultant provides sufficient evidence of previous jobs managed by the firm similar in scope and magnitude.

Understanding of the proposed work: The consultant provides the WCDOT with the interpretation of the nature of the services necessary to complete this project successfully. While also providing an understanding of any unique project requirements.

Qualifications of subconsultants: Subconsultants need to provide the WCDOT with information including experience, knowledge, prior experience with WCDOT, years in business, among others.

Federal Funds: If **federal funds** are involved, the prior experience with WCDOT will no longer be allowed as part of the subconsultants qualifications ranking. Additionally, the WCDOT currently does not have a specific DBE or local presence policy. This would not change if **federal funds** were involved.

The cumulative score will be used to rank the firms. Posting of these rankings will occur on the website once notification of the firms is complete.

Negotiations

The WCDOT utilizes a cost plus fixed fee type of contract per policy, the staff project manager will initiate contract negotiations with the top ranked firm. When successful, the WCDOT utilizes the most current versions of BLR forms 5310, 5311, 5610, and 5611 if **federal funds** are involved depending on the phase of the project. For any contract utilizing non-federal funds the WCDOT utilizes BLR form 5510 as the basis for our consultant services agreements. The consultant is

notified at that time that invoicing is to be submitted on BLR 5621 for no less than on month periods

If those efforts are unsuccessful, the negotiations will commence with the second ranked firm, and if necessary, then the third ranked firm. If those efforts are not successful, the process will be terminated, and then restarted for the project, with requests for SOIs.

Contract Approvals

After the contract is successfully negotiated it will follow the typical review and approval process of the Will County Board. Staff presents the contract for approval through a series of public meetings. Each of these three committees is an opportunity for discussion; however more detailed discussions normally occur at the first step – the Public Works and Transportation Committee. Each committee has regularly scheduled meetings each calendar month.

- *Public Works and Transportation Committee* of the Will County Board. This 9-member committee is the primary oversight committee for the business conducted by the Will County Division of Transportation. Staff provides detailed information about the project to the Transportation Committee. Thorough discussion and debate frequently occurs at this level.
- *Executive Committee* of the Will County Board (this committee is made up of the Chairmen of all County Board standing committees; it establishes the agenda for the *County Board*);
- *County Board* (26 Board Members consisting of members representing 13 geographical districts plus the County Executive). The County Board considers (votes on) a resolution authorizing the County Executive to execute the contract. If the resolution passes, the Will County Executive then signs the agreement and County staff returns copies to the selected firm. Staff then provides the written notice to proceed. For some projects, the issuance of the notice to proceed may be contingent on IDOT approvals.

Recurring Projects & On-Call Contracts

Some contractual work is by nature, recurring and repetitive, frequently annual. Contracts such as design engineering, traffic counting, traffic signal engineering, bridge safety inspections, material testing, on-call survey, right of way negotiation services and appraisers are examples. The Will County Division of Transportation can greatly benefit by having the same firm complete this work for several years in succession. Usually, significant efficiencies can be realized once the firm has an understanding of the Will County Division of Transportation specific infrastructure and needs. This continuity also results in a significant time and manpower savings for both the Will County Division of Transportation and the firms.

The professional services firm is chosen using the entire QBS process. At the time of the contract approval, staff would advise the Public Works & Transportation Committee that (assuming the firm performs satisfactorily) the Will County Division of Transportation intends to continue with the same firm for more than one year. The contract may be structured to provide for either a contract extension after one year or a longer contract term where appropriate. In these situations,

contracts would cover a period of up to 3 years (maximum). Alternatively, staff may present a new contract the following year(s) for continuation of the work. At the end of these contracts, the project would again be processed through the complete QBS process. Staff anticipates that the periodic application of the full selection process will promote higher quality work and competitiveness.

County policy is not to use **Federal Funds** for recurring projects and on-call services.

Combined Phase I / Phase II Services

Many engineering projects progress through preliminary and final engineering, with each phase managed with a separate engineering agreement. Rarely, the phase I design firm also is the selected design firm for phase II after the completion of the QBS process for phase II, due to their detailed knowledge of the project gained from their previous work. Due to this reality, Will County Division of Transportation staff may elect to advertise for a scope of services combining phase I and phase II. This also results in a significant time and man-power savings for the Division of Transportation as well as the selected firm. When such instances occur, each phase may be negotiated separately. The selected phase I firm is not guaranteed to be offered the phase II contract.

Small Projects

Will County may waive certain requirements of the QBS process if a proposed agreement is less than \$100,000. In these cases, Will County Division of Transportation staff may follow a streamlined selection process. If a proposed agreement is less than \$25,000, WCDOT reserves the right to select based on an existing satisfactory relationship. If a proposed agreement is between \$25,000 and \$100,000, WCDOT reserves the right to select up to three (3) firms based on an existing satisfactory relationship to submit proposals. Depending on the complexity of the project, the WCDOT may request interviews. From the submitted proposals, the WCDOT will select a firm and negotiate a fee.

In all cases, the selection will be fully compliant with the relevant State statutes and local ordinances, specifically the Local Government Professional Services Selection Act (50 ILCS 510), and the Will County Procurement Ordinance.

County policy is not to use **Federal Funds** for small projects.

Projects with Township Road Districts and other Units of Local Government

On occasion, the Will County Division of Transportation oversees the preliminary and design engineering and construction engineering contracts on behalf of another unit of local government. These projects may be funded directly by the local government or the funds may pass through the Will County Division of Transportation. In these cases, the Will County Division of Transportation staff will follow the Local Government Professional Services Selection Act (50 ILCS 510).

Specialty Services

On occasion, the Will County Division of Transportation must acquire professional services that involve a commodity such as software, hardware, or equipment. The QBS process will be used to select these professional service and commodity providers when possible. When only one firm is qualified to provide such services or a specific commodity, WCDOT staff will determine if they are qualified. If so, contract negotiations for the work or commodity may be initiated. If only two or three firms are qualified, WCDOT staff will use the QBS process to select among those firms.

In rare instances, unique and specialized services are required to complete necessary Will County Division of Transportation duties. In these cases, sometimes only one firm or individual is qualified to provide such services. The QBS process will be waived if Will County has an existing relationship with the firm or individual, if the proposed agreement is less than \$25,000, or if the situation is an emergency.

Emergency Situations

Will County may waive all or part of the QBS process if it is determined that an emergency situation exists and a firm must be chosen in an expedited manner. In this instance, the Will County Purchasing Ordinance prescribes procedures for emergency purchases and follow-up reporting and approval requirements.

County policy is to not use **Federal Funds** in emergency situations.

Post Selection Procedures

Documentation

All steps in the QBS for every project will be documented, with SOIs, proposals and scoresheets archived electronically.

Consultant Evaluations

The evaluation of previous performance is important to the execution of QBS, and selection of firms for new projects. Staff will use this information when considering the firm for future contracts. Evaluations are also helpful if performance issues arise during a project. The project manager will complete a performance evaluation at the end of each phase in a project. Once completed the evaluation will be shared with the prime consultant for the project. Sample evaluation forms may be found in Appendix C.

Appendix A – Local Government Professional Services Act

LOCAL GOVERNMENT
(50 ILCS 510) Local Government Professional Services Selection Act.

(50 ILCS 510/0.01) (from Ch. 85, par. 6400)

Sec. 0.01. Short title. This Act may be cited as the Local Government Professional Services Selection Act.
(Source: P.A. 86-1324.)

(50 ILCS 510/2) (from Ch. 85, par. 6402)

Sec. 2. Federal Requirements. In the procurement of architectural, engineering and land surveying services and in the awarding of contracts, a political subdivision of the State of Illinois may comply with federal law and regulations and take all necessary steps to adapt its rules, specifications, policies and procedures accordingly to remain eligible for federal aid.
(Source: P.A. 85-854.)

(50 ILCS 510/1) (from Ch. 85, par. 6401)

Sec. 1. Policy. It shall be the policy of the political subdivisions of the State of Illinois to negotiate and enter into contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable compensation.
(Source: P.A. 85-854.)

(50 ILCS 510/3) (from Ch. 85, par. 6403)

Sec. 3. Definitions. As used in this Act unless the context specifically requires otherwise:

(1) "Firm" means any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice the profession of architecture, engineering or land surveying and provide architectural, engineering or land surveying services.

(2) "Architectural services" means any professional service as defined in Section 5 of the Illinois Architecture Practice Act of 1989.

(3) "Engineering services" means any professional service as defined in Section 4 of the Professional Engineering Practice Act of 1989 or Section 5 of the Structural Engineering Practice Act of 1989.

(4) "Land surveying services" means any professional service as defined in Section 5 of the Illinois Professional Land Surveyor Act of 1989.

(5) "Political subdivision" means any school district and any unit of local government of fewer than 3,000,000 inhabitants, except home rule units.

(6) "Project" means any capital improvement project or any study, plan, survey or new or existing program activity of a political subdivision, including development of new or existing programs which require architectural, engineering or land surveying services.

(Source: P.A. 91-91, eff. 1-1-00.)

(50 ILCS 510/4) (from Ch. 85, par. 6404)

Sec. 4. Public notice. Present provisions of law notwithstanding, in the procurement of architectural, engineering or land surveying services, each political subdivision which utilizes architectural, engineering or land surveying services shall permit firms engaged in the lawful practice of their professions to annually file a statement of qualifications and performance data with the political subdivision. Whenever a project requiring architectural, engineering or land surveying services is proposed for a political subdivision, the political subdivision shall, unless it has a satisfactory relationship for services with one or more firms:

(1) Mail a notice requesting a statement of interest in the specific project to all firms who have a current statement of qualifications and performance data on file with the political subdivision; or

(2) Place an advertisement in a secular English language daily newspaper of general circulation throughout such political subdivision, requesting a statement of interest in the specific project and further requesting statements of qualifications and performance data from those firms which do not have such a statement on file with the political subdivision. Such advertisement shall state the day, hour and place the statement of interest and the statements of qualifications and performance data shall be due.

(Source: P.A. 85-854.)

(50 ILCS 510/5) (from Ch. 85, par. 6405)

Sec. 5. Evaluation Procedure. A political subdivision shall, unless it has a satisfactory relationship for services with one or more firms, evaluate the firms submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, and such other qualifications-based factors as the political subdivision may determine in writing are applicable. The political subdivision may conduct discussions with and require public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project, and ability to furnish the required services. In no case shall a political subdivision, prior to selecting a firm for negotiation under Section 7, seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

(Source: P.A. 94-1097, eff. 2-2-07.)

(50 ILCS 510/6) (from Ch. 85, par. 6406)

Sec. 6. Selection procedure. On the basis of evaluations, discussions and presentations, the political subdivision shall, unless it has a satisfactory relationship for services with one or more firms, select no less than 3 firms which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The political subdivision shall then contact the firm ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. If fewer than 3 firms submit letters of interest and the political subdivision determines that one or both of those firms are so qualified, the political subdivision may proceed to negotiate a contract pursuant to this Section and Section 7.

(Source: P.A. 85-854.)

(50 ILCS 510/7) (from Ch. 85, par. 6407)

Sec. 7. Contract negotiation. (1) The political subdivision shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified firm at compensation that the political subdivision determines in writing to be fair and reasonable. In making this decision the political subdivision shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

(2) If the political subdivision is unable to negotiate a satisfactory contract with the firm which is most preferred, negotiations with that firm shall be terminated. The political subdivision shall then begin negotiations with the firm which is next preferred. If the political subdivision is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be terminated. The political subdivision shall then begin negotiations with the firm which is next preferred.

(3) If the political subdivision is unable to negotiate a satisfactory contract with any of the selected firms, the political subdivision shall re-evaluate the architectural, engineering or land surveying services requested, including the estimated value, scope, complexity and fee requirements. The political subdivision shall then compile a second list of not less than three qualified firms and proceed in accordance with the provisions of this Act. (Source: P.A. 85-854.)

(50 ILCS 510/8) (from Ch. 85, par. 6408)

Sec. 8. Waiver of competition. A political subdivision may waive the requirements of Sections 4, 5, and 6 if it determines, by resolution, that an emergency situation exists and a firm must be selected in an expeditious manner, or the cost of architectural, engineering, and land surveying services for the project is expected to be less than \$25,000. (Source: P.A. 87-1034.)

Appendix B – Selection and Scoring Sheet

Selection Summary Sheet

WCDOT Engineering Consultant Selection Considerations



Project:	
Services Needed:	
Notes:	
Selection Members:	

Amount Budgeted:	
Start Selection Process:	
Committee Conducted:	
Interviews Conducted:	

1-poor, 3 -Below, 5-Average, 8-Above Average, 10 Excellent

Ranking Criteria - Short Listed Firms			
	Firm 1	Firm 2	Firm 3
Sum points from 3 member review team			
Key Staff Identified & Available			
Relevancy of Experience			
Scope (x2)			
Magitude (x2)			
Demonstration of Understanding Work Needed (x2)			
Interview (x2)			
Support Staff & Subs			
Sum Criteria Points			
Rank			
Most Recent Evaluation			

Selection Summary Sheet

WCDOT Engineering Consultant Selection Considerations

<p>Key Staff Identified & Available - Is the P.M. declared available for the subject project and any assistants and support staff named? Utilize personal knowledge or professional references to quantify this criterions value. Does staff appear to be a good fit for job? Qualifications, number of people and work assignments appropriate to proposed project?</p>
<p>Relevancy of Experience (Scope) - Previous jobs managed by firm and staff similar in scope? Suggest calling project sponsors for feedback. Rate by # of jobs and how closely they mirror project. How well is this presented in the proposal? What is their prior experience, number of projects, years of experience with websites, if applicable? Does key staff possess the experience or any special training/education?</p>
<p>Relevancy of Experience (Magnitude) - Previous jobs managed by firm and staff similar in magnitude? Suggest calling project sponsors for feedback. Rate by # of jobs and how closely they mirror project. How well is this presented in the proposal.</p>
<p>Demonstration of Understanding Work needed - How well does proposal interpret the nature of services needed with respect to completing a successful project? Do they address major as well as minor points? How well does the proposal convey that the public should be the highest priority customer? How much focus is placed on the consultants ability and commitment to be responsive to WCDOT requests, meetings, and guidance? This should always be discussed when contacting references. Have they addressed these issues consistently with past projects? If they project requires a website, how well do they understand it's purposed and need?</p>
<p>Interview - How well did the consultants respresent themselves? Were there intangibles that were illuminated in the interview that would allow their company to stand out? Was the slated PM in attendance and actively participating or leading the presentdation? How were their communication skills? Appearance, good listener? Strong communicator? Likeable personality or distant? Ability to convey concepts/thoughts easily? Eye contact, body language, attitude? How well did they present the information of the other 5 categories being rated?</p>
<p>Support Staff & Subconsultants - Experience, knowledge, availability/access to team. Prior experience with WCDOT, years in business, size of firm, availability to provide high level of service and strong support.</p>
<p>Most Recent Evaluation - This should be filled in by the WCDOT P.M. prior to scoring. The overall score (poor through excellent) should be listed from the most recently completed evaluation. This score should be thought of in general during scoring all areas. The level to which this effects a score is dependent on each person scoring the firm.</p>

Appendix C – Consultant Evaluation Forms

**WILL COUNTY
DIVISION OF TRANSPORTATION
CONSULTANT EVALUATIONS**



Evaluation Date:	_____	Section No.:	_____
Evaluation Type:	_____	Phase:	_____
Consulting Firm:	_____	Original Contract:	\$ _____
Consultant Project Manager:	_____	Supplement(s):	_____
Project Name:	_____	Total Fee:	\$ _____
Project Description:	_____		

PERFORMANCE RATING SCALE

- 5 Outstanding Performance**
Far exceeds expectations
- 4 Above Satisfactory Performance**
Often exceeds expectations
- 3 Satisfactory Performance**
Consistently achieves expectations
- 2 Below Satisfactory Performance**
Sometimes achieves expectations
- 1 Unacceptable Performance**
Consistently below expectations

Overall Evaluation:

Note: An overall grade of 3 is considered satisfactory performance. The maximum grade attainable is 5.

Rated By: _____ Date _____
 Reviewed By: _____ Date _____

 Design Manager Date _____

 Assistant County Engineer Date _____

Approved By: _____ Date _____

 County Engineer Date _____

QUALITY EVALUATION CRITERIA

1	2	3	4	5
Unacceptable Performance		Satisfactory Performance		Outstanding Performance

Instructions:

For each numbered item below, please select a numerical score from 1 to 5 in accordance with the performance rating scale. Select N/A if the item is not applicable. Comments must be entered for ratings of 1 or 5.

Quality Criteria	Score
1. Timeliness	
a. Work accomplished in accordance with the approved/updates schedule.	
b. Timely response to County comments.	
c. Materials furnished to County, IDOT, and local agencies in a timely manner.	
2. Completeness	
a. Completeness of study and evaluation of the social, economic, and environmental effects on the human environment by transportation systems and alternate transportation modes in meeting identified transportation and growth needs.	
b. Plans & specifications provided were in accordance with current County, IDOT, and local agency standards, policies and procedures	
c. Comments provided by County, IDOT, and local agencies were addressed.	
d. Complete documentation.	
3. Quality & Accuracy	
a. Materials submitted were clear, concise, and of high quality.	
b. The major plan elements were thoroughly analyzed.	
c. Performs QC/QA on items prior to submittals	
d. Deliverables/submittals completed in accordance with the scope.	
4. Project Management	
a. Consultant working relationship with County staff and others.	
b. Communications during project (returns calls, emails, etc. in a timely manner).	
c. Responsiveness to problems and concerns.	
d. Maintained adequate and qualified personnel throughout project.	
5. Public/Agency Coordination	
a. Ability to organize and conduct public information/involvement meetings so that there is a cooperative feeling with the majority of participants.	
b. Completeness in coordinating with and responding to local agencies, private groups, and the adjacent community.	
c. Understanding of agency approval process and ability to process with minimal direction from County staff.	
d. Ability to coordinate with utility companies and/or obtain permits from other agencies.	
6. Innovation/Knowledge	
a. Good understanding of project/scope of work.	
b. Recognition and resolution of unusual or critical problems (initiates dialog when issues arise and present solutions).	
c. Organization of work.	
7. Project Administration Budget/Supplemental/Invoicing/Schedule	
a. Maintain and update cost estimates, schedule, and status reports.	
b. Invoices were timely, complete, and accurate.	
c. Supplements were reasonable and coordinated ahead of the need.	
d. Effectively managed the budget.	
Average Score (Total Score/Number of sub-criteria rated):	

Comments: