



MEMORANDUM

To: Public Works Committee
From: Ray Schwab Civil Engineer
Through: David Gorman, Director of Public Works
Subject: Qualifications Based Selection (QBS)
of Professional Services
Date: April 1, 2008

In 1972, Public Law 92-582, the "Brooks Act" was enacted; it covered the procurement of professional services by the Federal Government. The "Brooks Act" mandates selection of engineers, architects and land surveyors on the basis of competence and experience through the Qualifications Base Selection Process (QBS).

Illinois procurement code (30 ILCS 535/) Architectural, Engineering and Land Surveying Qualifications Selections Act, is the State of Illinois equivalent of the Brooks Act. The Village of Lombard, being a non-home-rule community is bound by this Act.

How the Village of Lombard follows the regulations set forth by the Federal and State governments is as follows;

First the Village Engineer assembles all Statements of Qualifications sent to the Engineering Division over a two-year period. Typically this is by firms not currently on the "short list". The next step is a review of all the Statements of Qualification by the Village Engineer, to see if the engineering firm possesses the basic qualifications to be considered to do work for Village. Once this list is determined, which includes firms currently on the shortlist who are in good standing with the Village; the Village Engineer circulates the list and Statement of Qualifications of those firms new to the Village among the staff engineers, the Utilities Superintendant and the Director of Public Works. Each individual then selects 15 to 20 firms whom they view as qualified to do work for the Village. Based on the number of firms in the initial list the number of firms is pared down to about fifteen to twenty, depending upon the number of votes the firm receives.

Once this list is determined the Engineering Division sends out a Request for Qualifications (RFQ) to the entire list. The actual RFQ for FY 2009/FY2010 is attached. The RFQ subdivides the types of engineering work into three categories; Roadway Design, Hydraulics & Hydrology and Resident Engineering. The firms submit Statements of Qualifications (SOQ) in a format based on the Village's RFQ. Village staff reviews SOQ's for each of the three categories. Evaluations are made by each selection committee member and are compiled on a point system based on the criteria listed in the RFQ. The two-year shortlist is developed for each specific category by taking a composite score of each SOQ for each category of work. Three to five firms make the shortlist. However, if it is found that the market or the pool of engineers may not have enough resources to provide the staff necessary of some Village work, the shortlist can expand to even more firms. Typically four or five individuals are on each selection committee.

Once the short list is established, the Engineering Division sends out a Request for Proposal (RFP) for a specific job. The process for the submittal and evaluation of the RFP is similar to the shortlist selection. The RFP for Resident Engineering Services for Special Assessment 217A is attached. The proposal from Civiltech Engineering (Civiltech) is also attached.

To review how Civiltech was selected, the RFP evaluation committee summary sheet is enclosed. The criteria to evaluate the qualifications were **A) Project Understanding, B) Scope of Work, C) Project Team**. Each selection committee member rated each firm on a point scale from 1 to 10 on how the RFP addressed each selection category. The selection valuations and total point possible are summarized in the table below;

Criteria	Weight
Project Understanding	25
Scope of Work	25
Project Team	50
Total Maximum Points	1,000

Once all members completed their evaluation of the respective RFP, the committee meets to review and discuss the strengths and weakness of each proposal. Based on the ratings and a mutual consensus of the "most qualified firm" the Village Engineer then contacts the highest rated firm to meet and review the proposal and discuss the project scope in further detail. After the meeting, the firm is asked to prepare a Fee Schedule/Cost Estimate for their services. A sample of how the Consultant is to prepare a fee schedule and Civiltech's actual Estimate of Consultant Services for SA 217A is attached.

If an agreement on the Fee Schedule between the firm and Village Engineer cannot be reached, the Village then starts the negation process with the second highest rated firm.

This process is used for the selection of engineering services for all major CIP projects.

The items listed below are attached for information:

- ✓ Request for Qualifications for Short-Lists for Engineering Services
- ✓ Resident Engineering Request for Proposal for Special Assessment 217A
- ✓ Proposal to Furnish RE Services for SA 217A Improvements (Civiltech Engineering Inc.)
- ✓ SA 217A RE Summary
- ✓ Work Effort Criteria
- ✓ Initial List for Consultant Short List Selection
- ✓ Brooks Acts
- ✓ (30 ILCS 535/)