

# Rock Island County Highway Department Qualification Based Selection Procedure – Federal Participation

The Rock Island 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 – The Rock Island County Highway Department QBS policy and procedures assigns responsibilities to the County Engineer and/or a designated representative from the Highway Department for the procurement, management and administration for consultant services.
2. Written Policies and Procedures – The Rock Island 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 – The Rock Island 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 – Rock Island County Highway Department will post an announcement on the County website [rockislandcounty.org](http://rockislandcounty.org) 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 Rock Island County Highway Department require consultants to submit a disclosure statement with their procedures and require the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment – The Rock Island County Highway Department will use SAM Exclusions, IDOT’s CPO’s website and the three other state CPO’s websites to verify suspensions and debarment actions to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors – The Rock Island County Highway Department allows the County Engineer and/or a designated representative from the department to set the evaluation factors for each project, but will include a minimum of five (5) criterion and stay within

the established weighting range. The maximum of DBE and local presence combined will not be more than 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 County's QBS procedures:

Technical Approach	(10-30%)
Firm Experience	(10-30%)
Specialized Expertise	(10-30%)
Staff Capabilities	(10-30%)
Work Load Capacity	(10-30%)
Past Performance	(10-30%)
Local Presence	(0-10%)

8. Selection – The Rock Island County Highway Department requires a minimum of a five-person selection committee. Typically, the selection committee members include the County Engineer and at least one designated representative from the Highway Department. Usually the County Highway has one to three members from outside the Highway Department. These outside members may include the County Administrator (or his/her designated representative), a representative of the Bi-State Regional Commission, a board member, or a member of the community. 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. The selection committee members individually review and score each proposal prior to the selection committee meeting. Their scores are averaged for a committee score, which is used to establish a short list of three firms. 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. The committee score is adjusted by the committee, based on group discussion and information gained from presentations and interviews, if conducted, to develop a final ranking.
9. Independent Estimate – The Rock Island 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 – The Rock Island County Highway Department requires a two-person team to negotiate with firms. The team consists of the County Engineer and a designated representative of the Highway Department. The County Engineer may delegate this responsibility to staff members.
11. Acceptable Costs – The Rock Island County Highway Department requires the County Engineer or a designated representative of the Highway Department 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 Rock Island County Highway Department requires the County Engineer or a designated representative of the Highway Department 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 Rock Island County Highway Department requires the assigned Highway Department representative to monitor work on the project in accordance with the contract and to file reports within the department. The Rock Island County Highway Department procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in Rock Island County Highway Department consultant information files. The Rock Island County Highway Department follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract closeout along with the final invoice.