

Qualification Based Selection Procedure

The Fox Valley Park District periodically receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as described herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – The Fox Valley Park District’s QBS procedures assigns responsibilities to either the Senior Director of Planning, Research and Grants or the Director of Operations within the Fox Valley Park District’s organization for the procurement, management, and administration for consultant services.
2. Written Procedures – The Fox Valley Park District believes their adopted OBS written procedures substantially follow Section 5-5 of the *IDOT BLRS Manual* and specifically Section 505.06(e); therefore, approval from IDOT is not required.
3. Project Description – The Fox Valley Park District will use the following five items when developing the project description and may include additional items when unique characteristics 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 – The Fox Valley Park District will post an announcement on our website <http://www.foxvalleyparkdistrict.org/our-mission/bids-rfps-results/> and/or publish an ad in a newspaper 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 Fox Valley Park District requires consultants to submit a disclosure statement with their procedures. The Fox Valley Park District requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment – The Fox Valley Park District will use SAM Exclusions, IDOT’s CPO’s website and the three other states CPO’s websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.

7. Evaluation Factors – The Fox Valley Park District allows the Senior Director of Planning, Research and Grants or the Director of Operations 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 DBE and local presence combined will not be more than 10% on projects where federal funds are used. Project specific evaluation factors to be included at a minimum in the Request for Proposals are,

Criteria and weighting per the City’s QBS procedures include:

- Technical Project Approach (10-30%)
- Firm Experience (10-30%)
- Specialized Experience (10-30%)
- Staff Capabilities (Prime/Sub) (10-30%)
- Work Load Capacity (10-30%)
- Past Performance (10-30%)
- Participation of Qualified and Certified DBE Sub-consultants*
(The combined total of these two items cannot exceed 10%)

8. Selection – The Fox Valley Park District requires a minimum of a three-person selection committee. Typically, selection committee members shall include the Senior Director of Planning, Research and Grants, the Director of Operations, and the Assistant Director of Park Operations. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Executive Director or the Senior Director of Planning, Research and Grants for each project. The Fox Valley Park District requires each member of the selection committee to provide an independent score for each proposal using the format below prior to the selection committee meeting.

Criteria	Weighting	Points	Firm 1	Firm 2...	Firm X
Criterion 1					
Criterion 2					
Criterion X					
Total					

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 firms within 10% of the minimum score, the Senior Director of Planning, Research and Grants or the Director of Operations may choose to expand the short list to include more than three firms.

9. Independent Estimate – The Fox Valley Park District 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 Fox Valley Park District requires a two-person team to negotiate with firms. The team shall consist of any combination of the Executive Director, Senior Director of Planning, Research and Grants, or the Director of Operations. Members of the negotiating team may not delegate this responsibility to staff members.
11. Acceptable Costs – The Fox Valley Park District requires the Senior Director of Planning, Research and Grants or the Director of Operations 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 Fox Valley Park District requires the Senior Director of Planning, Research and Grants or the Director of Operations or staff 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 Fox Valley Park District requires the assigned staff to monitor work on the project in accordance with the contract and to file reports with the Senior Director of Planning, Research and Grants or the Director of Operations. The Fox Valley Park District procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Fox Valley Park District consultant information database. The Fox Valley Park District 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.