



City of SANDWICH, ILLINOIS

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City of Sandwich 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 - City of Sandwich QBS policy and procedures assign responsibilities to the Mayor within the City of Sandwich organization for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures - City of Sandwich 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 - City of Sandwich 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 - City of Sandwich will post an announcement on our website <http://www.sandwich.il.us/> 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 - City of Sandwich require consultants to submit a disclosure statement with their procedures. City of Sandwich require the use of the IDOT BDE DISC 2 Template as their conflict-of-interest form.
6. Suspension and Debarment - City of Sandwich will use of SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors - City of Sandwich allows the Mayor 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 that 10% on projects where federal funds are used.

Project specific evaluation factors will be included at a minimum in the Request for Proposals:

- Technical Approach (10 - 30%)
- Firm Experience (10 - 30%)

- Specialized Expertise (10 - 30%)
- Staff Capabilities (Prime/Sub) (10 - 30%)
- Past Performance (10 - 30%)

8. Selection - City of Sandwich requires a two-person selection committee. Typically, the selection committee members include the Mayor and the Streets Superintendent. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Mayor for each project. *City of Sandwich* 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.

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

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 is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within 10% of the minimum score, the Mayor may choose to expand the short list to include more than three firms.

9. Independent Estimate - City of Sandwich will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation - City of Sandwich require a two-person team to negotiate with firms. The team consists of the Mayor and the Streets Superintendent. Members of the negotiation team may delegate this responsibility to staff members.
11. Acceptable Costs - City of Sandwich requires the Mayor 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 - City of Sandwich require the Street Superintendent to be 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 - City of Sandwich require the assigned staff to monitor work on the project in accordance with the contract and to file reports with the Mayor. The City of Sandwich procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in City of Sandwich consultant information database. City of Sandwich 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.