

**ORDINANCE NO. 25-36**

**AN ORDINANCE TO APPROVE REVISED QUALIFICATION BASED  
SELECTION PROCESS POLICIES AND PROCEDURES**

**WHEREAS**, the City of Rolling Meadows, Cook County, Illinois (“City”), is a home rule unit of government and, pursuant to the provisions of Article VII, Section 6(a) of the Illinois Constitution, may exercise any power and perform any function pertaining to its government and affairs, except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

**WHEREAS**, the City is empowered to create policies and procedures to provide for effective government within the City; and

**WHEREAS**, the City currently has a Qualification Based Selection (QBS) policy and procedures, implemented in 2018 pursuant to the adoption of Ordinance No. 18-25; and

**WHEREAS**, in order to secure further State and Federal grant funding, it is necessary that the City amend its QBS policy and procedures to be in compliance with the Illinois Department of Transportation Bureau of Local Roads Manual (IDOT BLR Manual), and Federal and State law regarding the selection of engineering services for projects receiving Federal or State funding assistance; and

**WHEREAS**, the corporate authorities of the City of Rolling Meadows have determined that it is advisable, necessary and in the public interest to approve revised QBS policies and procedures for the selection of engineering services for projects receiving Federal or State funding assistance.

**NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of Rolling Meadows, Illinois, as follows:

**Section 1:** The “Qualification Based Selection Process Policies and Procedures” attached hereto as Exhibit A is hereby adopted and approved.

**Section 2:** The Qualification Based Selection Process Policies and Procedures adopted herein supersede and replace any prior policies or past practice of the City, and all such policies or practices, including those established by Ordinance No. 18-25, are hereby repealed.

**Section 3:** The Qualification Based Selection Process Policies and Procedures approved herein may be amended from time to time by resolution of the City Council.

**Section 4:** This Ordinance shall be in full force and effect upon its passage and approval as provided by law.

ADOPTED this 27<sup>th</sup> day of May, 2025.

AYES: Koehler, McHale, O'Brien, Boucher, Reyez

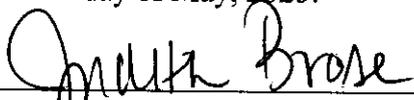
NAYS: 0

ABSENT: Budmats, Vinezeano

APPROVED by me this 27<sup>th</sup> day of May, 2025.

  
\_\_\_\_\_  
Lara Sanoica, Mayor

ATTESTED and filed in my office,  
this 27<sup>th</sup> day of May, 2025.

  
\_\_\_\_\_  
Judith Brose, Deputy City Clerk

**EXHIBIT A**

Qualification Based Selection Process Policies and Procedures



Qualification Based Selection Process  
Policies and Procedures

Adopted by Ordinance:

Date: May 27, 2025

When the City of Rolling Meadows (City) receives federal funds for consultant related engineering services, the City consultant Qualifications Based Selection (QBS) process will comply with the following written policies and procedures, which meets the requirements of 23 CFR 172 and the Brooks Act (40 USC 11). These policies and procedures, as adopted by the City, comply with Section 5-5 of the Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets (BLRS) Manual, and specifically Section 5-5.06(e) (Federal QBS Requirements), and therefore separate approval from IDOT is not required.

## **1. Responsibility**

The City QBS policy and procedures assigns responsibility to the following personnel within the City for the procurement of consultant engineering services, negotiations with the selected consultant engineering firm, and administration of the contract for projects utilizing federal funding, as described herein:

- *City Clerk*: Posting of public notice for consultant engineering services in the form of a Request for Qualifications (RFQ) on the City website.
- *City Finance Director*: Lead Negotiator with the selected consultant.
- *Director of Public Works*: Selection Committee member; Assistant Negotiator with the selected consultant.
- *Assistant Director of Public Works/City Engineer*: Point of contact for questions from potential respondents to the RFQ; Recipient of consultant submittals in response to the RFQ; Project Administrator (PA) after IDOT authorization to proceed; and Selection Committee member.
- *City Council*: Approval of the selection committee results; Approval of the negotiated consultant contract for submittal to IDOT.
- *City Manager*: Administrative oversight.

## **2. Project Description and Public Notice**

When developing the project description and public notice for consultant engineering services, the City will include the following information, with additional items as necessary when unique circumstances exist.

- Overall project description including the anticipated need, purpose, and objective of the project;
- The scope of engineering services being requested and any expected unique challenges;

- The desired timetable for the engineering services being requested;
- Identify any specific qualification requirements;
- Minimum submittal requirements from interested consultant engineering firms;
- Submittal instructions and due date;
- Evaluation criteria that will be used for reviewing and scoring the consultant submittals;
- Whether or not interviews will be held;
- Anticipated timeframe for the consultant selection;
- Instructions for retrieving available background information and submitting questions.

The City will post the public notice on the homepage of the City website <http://www.cityrm.org> and/or publish an advertisement in a newspaper with general circulation in the City. The public notice will be advertised for at least 14 days prior to the due date for consultant submittals with the website posting being continuous and the newspaper advertisement being at least twice, the first being not less than 14 days prior to the due date for consultant submittals.

The City will require each responding consultant submit one (1) electronic copy of their response in PDF format to the RFQ for review by the selection committee. For consistency and to facilitate manageable review time, the City will require that all submittals be single-sided and limited to a maximum of 20 pages, not including front and back covers, table of contents, and tabs.

The City requires each responding consultant to submit a disclosure statement with their procedures. The City requires the use of IDOT BDE DISC 2 Template as their conflict of interest form.

### **3. Review of Consultant Submittals**

*Selection Committee:* The City will appoint a four (4) person selection committee for reviewing all consultant submittals. The selection committee members will include the Director of Public Works, Assistant Public Works Director/City Engineer, and two (2) City Staff Members designated by the Director of Public Works.

The selection committee members must certify that they do not have a conflict of interest prior to completing their review of the consultant submittals, in compliance with the IDOT BLRS Manual, Section 5-5.04. In order to evaluate any conflict of interest, the City will require consultants to submit a disclosure statement with their

procedures, utilizing IDOT BDE DISC 2 Template as their conflict of interest form. If a replacement member of the selection committee is required, the replacement will be appointed by the City Manager.

*Evaluation Factors:* The PA will establish the evaluation factors for reviewing the consultant submittals for each project. The evaluation factors will typically include the criterion listed below and will comply with the weighting range guidance in Section 5-5.06(d) of the IDOT BLRS Manual.

- Technical Approach and Project Understanding
- Firm Experience
- Specialized Expertise
- Staff Capabilities (Prime/Sub)
- Work Load Capacity
- Past Performance

These evaluation factors may vary from one project to another depending on unique project requirements or conditions that may be present. Any required Disadvantaged Business Enterprise (DBE) participation and local presence combined will not be more than 10% if used as an evaluation factor.

*Scoring of Consultant Submittals:* Each member of the selection committee will provide an independent score for each consultant submittal received using an evaluation table similar to the example below. The project PA will schedule a Selection Committee meeting to review the results of the independent reviews.

For each consultant proposal, the scores will range from 0 (lowest in comparison to others) to 10 (highest in comparison to others) for each criterion, with the overall score based on the weight assigned for each criterion.

EXAMPLE SCORING TABLE

<i>Evaluation Criteria</i>	<i>Weighting</i>	<i>Scores 0-10</i>		
		<i>Consultant 1</i>	<i>Consultant 2</i>	<i>Consultant 3</i>
<i>Technical Approach (Project Understanding, innovative Concepts, Quality Control Procedures)</i>	25%			
<i>Firm Experience</i>	25%			
<i>Specialized Expertise</i>	20%			
<i>Staff Capabilities (Prime/Sub)</i>	10%			
<i>Work Load Capacity</i>	10%			
<i>Past Performance</i>	10%			
<b>Total Weighted Score</b>	100%			

*Final Scoring of Short-Listed Consultants:* The scores of each selection committee member will be averaged for an overall score which is used to establish a short list of three consultant firms. The overall committee score for the short-listed consultant firms will be adjusted based on selection committee discussion, and additional information gained from interviews (if held), to determine the final scoring of the consultant submittals and the selected consultant.

The City reserves the option to hold interviews with the shortlisted firms, depending on the project complexity and other factors. Whether or not interviews will be held will be stipulated in the public notice.

If less than three (3) consultant submittals are received, then the City will request IDOT approval that the QBS procedures followed are acceptable, before proceeding with final scoring of the consultant submittals.

The final scoring of the consultant submittals, and the selected consultant will be presented to the City Council for approval.

*Suspension and Debarment:* The City will ensure the eligibility of the short-listed consultants before the final selection committee scores are prepared, by reviewing SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites for suspensions and/or debarment actions.

#### **4. In-House Estimate and Contract Negotiation**

The City will prepare an independent in-house estimate for the cost of the consultant engineering services being requested, prior to contract negotiation. The estimate is used in the negotiation.

The City will require a two (2) person team to negotiate with the selected consultant. The City negotiation team will consist of the Finance Director and the Director of Public Works; however, members of the negotiation team may delegate this responsibility to other City staff members. The negotiation team will review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.

#### **5. Project Administration**

After IDOT authorization to proceed, the PA will monitor work on the project in accordance with the contract and provide status reports with the Public Works Director as required and/or requested. The PA will prepare a written evaluation of the consultant's work at the end of each project. These reports are maintained by the City in the Consultant Database for future reference. The City will follow IDOT's requirements, including the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

The PA will be required to review and approve all invoices submitted by the consultant prior to payment and submission to IDOT for reimbursement.