



## **Fulton County Department of Public Works & Highways**

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*Keith D. Munter, P.E.  
County Engineer*

### **AMENDED – SEPTEMBER 2020 FULTON COUNTY QUALIFICATION BASED SELECTION POLICY Professional Services Procurement Process, When Using Federal Funds**

#### **Introduction and Purpose**

The Fulton County Highway Department receives federal funds, which may be used to fund engineering and design related consultant's services. Our written policies and procedures as described herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

#### **Initial Administration**

The Fulton County Highway Department QBS policy and procedures assigns responsibilities to itself for the procurement, management, and administration for consultant services. The County Engineer shall ultimately be responsible for these duties, with the Assistant County Engineer working underneath him to assist.

#### **Written Policies and Procedures**

The Fulton County Highway Department believes that this adopted QBS 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.

#### **Project Description**

The Fulton County Highway Department will use the following 5 items when developing the project description and may include additional items when unique circumstances exist.

- 1) Describe in general terms the need, purpose, and objective of the project;
- 2) Identify the various project components;
- 3) Establish the desired timetable for the effort;
- 4) Identify any expected problems;
- 5) Determine the total project budget.

### **Public Notice**

The Fulton County Highway Department will post an announcement on our website, [www.fultonco.org](http://www.fultonco.org), or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 21 days prior to the acceptance of proposals, or at least three times in the newspaper or on continuous display on our website.

### **Conflict of Interest**

The Fulton County Highway Department will require consultants to disclose any conflicts of interest that may impact their submission. The County Engineer shall inquire about any potential conflicts, and be the sole judge on whether the consultant is permitted to pursue the work as described in the Request for Proposals.

### **Suspension and Debarment**

The Fulton County Highway Department will use various Federal and State resources to verify suspensions and debarment actions, to ensure the eligibility of firms short listed and selected for projects.

### **Evaluation Factors**

The Fulton County Highway Department allows the County Engineer to set the evaluation factors and percentages for each project, but must include a minimum of 5 criterion. The maximum of DBE if used and local presence combined will be not 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. The County Engineer reserves the right to alter these percentages if desired, or add a category, as long as it is described in the Request for Proposal.

- 1) Technical Approach 25%
- 2) Firm Experience 25%
- 3) Staff Capabilities 25%
- 4) Work Load Capacity 20%
- 5) Local Presence 5%

### **Selection**

The Fulton County Highway Department will require at least a 2 person selection committee. Typically, the selection committee members include the County Engineer and the Assistant County Engineer. 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 Fulton County Highway Department will require each member of the selection committee to provide an independent score for each proposal using the scoring criteria above prior to the selection committee meeting.

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 (if desired by the Fulton County Highway Department), to develop a final ranking.

#### **Independent Estimate**

The Fulton County Highway Department will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate will be used in negotiation.

#### **Contract Negotiation**

The Fulton County Highway Department will require a 2 person team to negotiate with firms. The team consists of the County Engineer and the Assistant County Engineer. Members of the negotiation team may not delegate this responsibility to other staff members. If a contract cannot be negotiated with the selected firm, then the consultant with the second highest evaluation score becomes the new selected firm. Sealed cost proposals of unsuccessful bidders will be disposed of at the discretion of the County Engineer.

#### **Acceptable Costs**

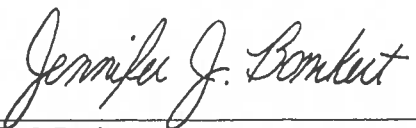
The Fulton County Highway Department will require the County Engineer to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT for further review.

#### **Invoice Processing**

The Fulton County Highway Department will require the Executive Assistant assigned to any project using the federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

#### **Project Administration**

The Fulton County Highway Department will require the Assistant County Engineer to monitor work on the project in accordance with the contract, and to verbally report to the County Engineer. The Assistant County Engineer shall monitor all aspects of the consultant's work including evaluation, close-out, record retention, and managing any contract violations or disputes. The Fulton County Highway Department follows IDOT's requirements and the required submission of Form BLR 05613 to the district at contract close-out along with the final invoice.



Jennifer J. Bankert  
Fulton County Clerk

