

UPDATED FALL 2017

QUALITY COUNTS!

QUALIFICATIONS BASED SELECTION (QBS) PROFESSIONAL SERVICES PROCUREMENT PROCESS

Kane County Division of Transportation

41W011 Burlington Road

St. Charles, IL 60175

Phone: 630.584.1170

Fax: 630.584.5265

EXECUTIVE SUMMARY	2
PREQUALIFICATION.....	3
CONSULTANT SELECTION (PROJECT SPECIFIC)	3
PERFORMANCE EVALUATION	4
PREQUALIFICATION PROCESS	5
PREQUALIFICATION CATEGORIES	6
PREQUALIFICATION DOCUMENT REQUIREMENTS.....	6
PREQUALIFICATION DOCUMENT EVALUATIONS	7
PREQUALIFICATION DOCUMENT SUBMISSIONS.....	7
CONSULTANT SELECTION	8
REQUEST FOR STATEMENT OF INTEREST (SOI)	8
SOI SUBMISSION	9
SHORTLISTING	9
REQUEST FOR PROPOSAL (RFP)	10
INTERVIEW.....	10
RANKING & SELECTION	11
NEGOTIATIONS	11
CONTRACT APPROVALS	12
RESOLUTION OF DISPUTES	12
RECURRING PROJECTS & ON-CALL CONTRACTS	13
COMBINED PHASE I / PHASE II SERVICES	13
SMALL PROJECTS	13
PROJECTS WITH TOWNSHIP ROAD DISTRICTS AND OTHER UNITS OF LOCAL GOVERNMENT	14
COMMODITIES.....	14
UNIQUE STAFFING NEEDS.....	14
EMERGENCY SITUATIONS.....	14
CONFLICT OF INTEREST	14
DEBARMENT/SUSPENSION.....	15
CONSULTANT LIABILITY.....	15
POST SELECTION PROCEDURES	17
DOCUMENTATION	17
CONSULTANT EVALUATIONS	17
KDOTQBS DATABASE	18
BACKGROUND	18
REGISTRATION.....	18
SOI AND PROPOSAL SUBMISSION.....	18
APPENDIX A LOCAL GOVERNMENT PROFESSIONAL SERVICES ACT.....	19
APPENDIX B PREQUALIFICATION REQUEST FORM	24
APPENDIX C SELECTION AND SCORING SHEET	26
APPENDIX D CONSULTANT EVALUATION FORMS.....	28
APPENDIX E REQUESTING KDOTQBS ACCESS	33
APPENDIX F RESPONDING TO A REQUEST FOR SOI USING KDOTQBS.....	38
APPENDIX G FREQUENTLY ASKED QUESTIONS.....	43

Executive Summary

The Kane County Division of Transportation (KDOT) is responsible for the maintenance, planning, design and construction of approximately 320 miles of county highways. KDOT also provides technical assistance to the 16 township road districts and coordinates with a number of different State, regional, and local agencies on transportation and land use issues. In order to fulfill the fundamental duties of KDOT, contracted professional services are necessary to supplement manpower or to provide specialized expertise.

Professional Engineering services are typically needed in the development and implementation of capital improvement projects. Since many capital projects include Federal funding, professional engineering services follow the typical Federal project phases: Phase I (Preliminary Engineering), Phase II (Final Engineering: Plans, Specifications & Estimates), and Phase III Engineering (Construction Engineering).

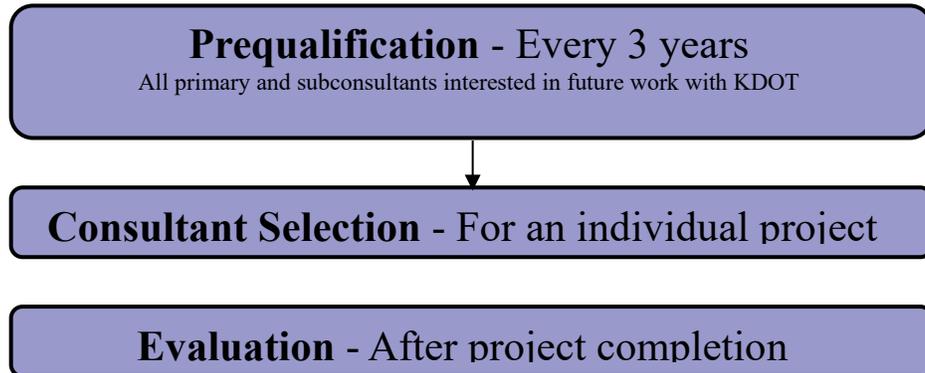
In addition, KDOT commonly employs a variety of other professional services. Land Surveying, Right-of-Way Acquisition (Appraisers and Negotiators), Geographic Information Systems, Transportation Planning, and Architectural services are examples of frequently needed professional services.

The Kane County Division of Transportation Qualifications Based Selection (QBS) of Transportation Professional Services Process describes how firms are prequalified and selected to do such work. The County has experienced great success with KDOTQBS, an online database used to manage the consultant selection process. Consultants will be required to submit a Prequalification Document, Statement of Interest (SOI), and proposal via KDOTQBS

The regulatory framework for this process is the Local Government Professional Services Selection Act (50 ILCS 510/0/01 et seq.), (See: Appendix A), and the Kane County Procurement Ordinance. This process is conducted under the authority of the Kane County Board through its Director of Transportation. While the Local Government Professional Services Selection Act specifically regulates professional engineering, land surveying, and architectural services only, the Kane County Division of Transportation will follow the applicable elements of the QBS process in selecting most providers of professional services.

Industry interest and competition remains high in this economy. In recent years, it has not been unusual to receive forty (40) or more Statements of Interest on a given project. Since our last publication in December 2012, more than fifty (50) new contracts were initiated through our QBS process totaling over \$19.3 million in consultant services. Six (6) contracts engaged prime consultants that had not previously served KDOT. It is our firm belief that competition and innovation will continue to bring value to our transportation improvements.

The QBS is divided into three primary steps:



Prequalification

(Occurs every three years for all existing firms, but new firms may pursue prequalification at any time throughout the year)

Approximately every three years, KDOT will:

- *Call for Resubmittal of Prequalification Documents:* All existing prequalified consulting firms submit an updated Prequalification Document (Note, new firms can pursue prequalification at anytime throughout the year by submitting their Prequalification Document)
- *Prequalify:* KDOT staff evaluates submittals and develops database of prequalified firms

Outside of the 3-year prequalification period, firms are encouraged to update their Prequalification Document whenever significant staffing or other relevant changes dictate.

Consultant Selection (Project Specific)

Generally, when a project-specific need is identified, the KDOT will publish a request soliciting a SOI from pre-qualified firms. From submitted SOIs, KDOT's approach will typically be:

- *Shortlist:* select 3+ firms for further consideration
- *RFP:* request proposals from the shortlisted firms or consultant teams
- *Interview* shortlisted firms
- *Rank* shortlisted firms based on proposals and interviews
- *Select* the successful firm(s)/consultant team(s)
- *Negotiate* a professional services contract(s) for the project

- *Contract Approvals*: Since KDOT is an organizational subdivision of the County of Kane, most contracts for professional services must be approved by the Kane County Board. KDOT staff will work with the selected firm/consultant team to develop the requisite supporting information and present it to the County Board.
- Once the Kane County Board approves the professional services contract, KDOT staff will post the ranking of the short-listed consultants on the County’s KDOTQBS Consultant Selection website.

Summary of Full Consultant Selection Process

(process may be streamlined where appropriate as discussed in this document)



Performance Evaluation

At the conclusion of each phase of the project and upon completion of the project, KDOT staff will evaluate the firm’s work. A copy of the final evaluation will be shared with the firm. KDOT staff will use this information when considering the firm for future contracts.

Prequalification Process

Every three years, the County will request that all interested professional services firms, whether likely to be the prime consultant or a subconsultant, submit a new, updated Prequalification Document, if they desire to and are able to provide any of the following services or disciplines:

- Professional Engineering, including Geotechnical
- Environmental Permitting
- Land Surveying
- Architectural
- Geographic Information Systems
- Transportation and Transit Planning
- Right-of-Way Acquisition

KDOT staff will review the submittals to determine which firms are pre-qualified for specific types of work. KDOT staff will consider this information when new professional services are procured.

Staff will contact all prequalified firms on file via email and request submittal of new Prequalification Documents. Similar information will also be posted on the County web page, explaining the request in detail.

ANY NEW PROFESSIONAL SERVICES FIRM INTERESTED IN DOING WORK FOR KDOT MAY SUBMIT THEIR PREQUALIFICATION DOCUMENT AT ANY TIME THROUGHOUT THE YEAR FOR REVIEW BY STAFF. A NEW PROFESSIONAL SERVICES FIRM DOES NOT NEED TO WAIT FOR STAFF TO SOLICIT FOR UPDATED PREQUALIFICATION DOCUMENTS EVERY THREE YEARS IN ORDER TO BECOME PREQUALIFIED.

The Local Government Professional Services Selection Act (50 ILCS 510/0.01 *et seq*) allows architectural, engineering or land surveying firms to submit their Prequalification Document annually. While KDOT will accept and review annual updates, as well as interim updates, KDOT will formally solicit updates only every three years.

Professional services firms should consider providing interim updates when significant staffing or other relevant changes occur, particularly those that would affect prequalification. For example, changes to the following would affect prequalification:

- Key senior staff
- Firm name
- Prequalification status by the Illinois Department of Transportation (IDOT)
- Facilities
- Specialized equipment
- Office location(s)
- Fee capacity
- Mergers with other firms, acquisitions of other firms

Prequalification Categories

The Kane County Division of Transportation will prequalify firms in a range of categories. These categories are intended to mirror the categories used by the IDOT with respect to its prequalification efforts. However, not all IDOT categories and subcategories are used; for a complete list of KDOT prequalification categories see Appendix B. Professional services firms should note all of their IDOT prequalifications (if applicable), as well as their requested KDOT prequalifications in their Prequalification Document submittal. KDOT staff will then determine if that firm is prequalified.

Prequalification Document Requirements

Firms shall submit all information relating to the prequalification process, including any interim or annual updates, as a single electronic file in Portable Document Format (pdf) format. The submittal **must** contain the following information:

- Cover letter on the firm's letterhead transmitting the Prequalification Document
- Brief introduction of the firm
- One contact person for the firm
- The firm's IDOT Disadvantaged Business Enterprise (DBE) Status in accordance with the Illinois Unified Certification Program (IL UCP), if applicable
- Firm organizational chart, listing key staff
- Completed form "Kane County Division of Transportation Prequalification Request" (Appendix B), specifying categories in which the firm requests prequalification

- Acknowledgement from IDOT stating IDOT’s review of the firm’s corporate and financial information and IDOT’s Statement of Experience and Financial Conditions., if applicable
- A letter from IDOT specifying the firm’s annual fee capacity, approved overhead rate, and prequalification status, if applicable
- **Only firms seeking prequalification in categories not typically prequalified by IDOT (i.e.: GIS, transportation planning or right of way services) must include the following additional information related to the prequalification category limited to 15 pages:**
 - **Qualifications, Certifications &/or Resumes of Key Staff**
 - **Significant Relevant Project Experience**

Prequalification Document Evaluations

Upon receipt of the Prequalification Document, KDOT staff will evaluate the submittals and determine the proper prequalification categories for each firm.

Prequalification Document Submissions

All professional service providers must utilize and submit their Prequalification Document via KDOTQBS in PDF format. Further information and instruction on KDOTQBS can be found later in this document.

Consultant Selection

The Kane County Division of Transportation will initiate consultant selection procedures when the need for contracted professional services has been identified. Exceptions include the need for unique and specialized services, an emergency situation or the County has an existing satisfactory relationship with a professional services firm that it intends to utilize for the project.

Request for Statement of Interest (SOI)

To commence the consultant selection process, KDOT staff will publish a notice requesting SOIs from professional service firms. The due date for SOIs will be specified to be a minimum of 14 calendar days from the date of publication of the notice, unless it is an emergency situation. To notify interested firms, the County will email a notice to all firms that have registered with KDOTQBS. Additionally, a notice will be published and placed on the Kane County web page.

SOIs received after the specified deadline will not be considered. SOIs must be limited to 2 pages.

Request for a SOI will typically include:

- A project description
- The type of work being sought
- The appropriate prequalification category
- The schedule for the selection process
- The schedule for the proposed work
- A statement clarifying that new firms interested in doing business with KDOT may submit their prequalification document for our review

Submitted SOIs will include the following information:

- Name of firm, with address, email and telephone/fax information
- Contact person for the firm
- Statement indicating the firm's interest in the specific project
- Summary of the proposed project
- A short listing of projects similar in scope and magnitude recently completed by the firm

- Listing of proposed key staff who would be assigned to the project
- Listing of proposed subconsultants

Note: The request for SOIs shall not be construed as a request for formal or informal submitted of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation. The SOI should be submitted as a single a Portable Document Format (PDF), equivalent to two pages of 8.5” by 11” paper.

SOI Submission

All firms wishing to submit an SOI must submit their SOI via KDOTQBS in PDF format. Further information and detailed instructions can be found later in this document.

Shortlisting

After the SOIs are timely received, a selection committee comprised of KDOT staff will review the submittals. Typically, the selection committee will have three members. Collectively, the committee will develop a shortlist of and rank the most qualified firms to consider for the project. Unless any of the aforementioned exceptions apply, the shortlist will consist of a minimum of three firms.

- A firm will not be considered if it has received a “poor” performance rating from the County of Kane in the past 12 months, for similar work.
- A firm also must be prequalified in the category most closely related to the proposed project.

If only one firm submits an SOI and Federal funds will be used in whole or in part to fund the project, KDOT shall coordinate with IDOT to determine how to proceed. The determination of IDOT shall be final. If only one firm submits an SOI and only local funds will be used to fund the project, KDOT staff will determine if the firm is qualified. If the firm is qualified, contract negotiations for the work may be initiated by KDOT. If the firm is determined not to be qualified, the consultant selection process may be reinitiated by KDOT with the publication of notice requesting SOIs. In the event two or more firms submit an SOI and are determined by KDOT staff to be qualified, KDOT staff will use the QBS process to select among those firms.

KDOT staff will evaluate each SOI as follows: key staff identified and available (15% of ranking), relevancy of experience (25% of ranking for scope and 25% of ranking for magnitude), demonstration of understanding the project needed (25% of ranking), and qualifications of support staff and subconsultants (10% of ranking).

The firms selected and ranked by the KDOT staff committee for the shortlist will be posted on the KDOTQBS Consultant Selection website. The Project Manager will inform the 3 firms by email that they have been shortlisted.

Request for Proposal (RFP)

After the firms are shortlisted, the County will request a proposal from each firm for the proposed work. Proposals will be due no sooner than 14 calendar days after issuance of the RFP unless an emergency situation arises. The proposal shall be submitted as a single Portable Document Format (pdf). **For contracts with an estimated fee less than \$100,000 proposals are limited to 15 pages in length. For all other contracts, proposals are limited to 25 pages in length.** The RFP shall not be construed as a request for formal or informal submittal of verbal or written estimates of costs or proposals in terms of dollars, hours required percentage of construction cost, or any other measure of compensation.

RFP: typically, the request for proposal will include the following items:

- A deadline for the submittal
- The maximum number of pages to be included in the document
- A more detailed project description than that which was used in KDOT's request for SOIs
- Any special requirements for the proposal
- Indication whether or not interviews will be conducted for the project
- County contact information

A Proposal shall be limited to the appropriate number of pages and contain the following items:

- Cover letter on the firm's letterhead transmitting the proposal, indicating the contact person
- Section 1 – Organizational chart showing key staff
- Section 2 – Key staff resumes, with a maximum of two pages per resume
- Section 3 – Listing of support staff, likely to work on the project
- Section 4 – Proposed subconsultants
- Section 5 – Ongoing or completed projects similar in scope and magnitude worked on by the firm with references
- Section 6 – Project Approach/Project Understanding

Interview

Inclusion of an interview as part of the selection process is at the sole discretion of KDOT. The interview may be omitted for the following conditions, including but limited to: i) the project has

a small anticipated fee (less than \$25,000), ii) KDOT determines the submitted proposals are sufficient to evaluate the firms, or iii) the anticipated scope of services lacks significant complexity.

Interviews will be generally forty-five (45) to sixty (60) minutes in length. The firm's consultant interview team will make a twenty to thirty-minute presentation on their firm and the project. KDOT staff will facilitate a question and answer session for the remainder of the interview. The format of the consultant interview team's presentation is at the discretion of the consultant team. In recent experience, consultant teams have effectively employed PowerPoint, poster board, marked-up plans, and other visual aids as part of their interview presentations.

Unless specified in the RFP, the firm's interview team shall include the proposed Project Manager for Phase I/II Engineering or the proposed Project Manager, Resident Engineer (R.E.) and Assistant R.E./Lead Inspector for Phase III Engineering.

Interviews will be conducted by KDOT's interview panel which will typically consist of three KDOT staff members. Certain joint/intergovernmental projects may include interview panel members from other county departments or government agencies as determined appropriate by KDOT.

The interview format and requirements can be adjusted as the KDOT project manager deems appropriate to best fit the requirements of the project being considered.

Ranking & Selection

Upon review of the proposals and completion of the interviews (if conducted for a given project), KDOT interview panel will assign a score to each firm. Scores will be developed considering items such as qualifications of the key staff identified and available (10% of score), relevancy of experience (20% of score for scope and 20% of score for magnitude), demonstration of understanding work needed (20% of score), interview (20% of score), qualifications of support staff and subconsultants (10% of score). The cumulative score (out of 100 points) will be used to rank the firms and will be made available on the KDOTQBS Consultant Selection website. The firm with the highest score (ranking) shall be selected to participate in contract negotiations.

Negotiations

The KDOT staff project manager will prepare an independent estimate prior to initiating contract negotiations. The staff project manager will utilize the independent estimate when initiating contract negotiations with the highest ranked firm. If those efforts are unsuccessful, the negotiations will commence with the second ranked firm, and if necessary, then the third ranked firm. If those efforts are not successful, the process will be terminated, and then subsequently restarted for the project, with requests for SOIs. For fee calculations purposes, firms are to use one of the cost plus fixed fee (CPFF) formulas found on IDOT BLR 05610. The KDOT staff project manager will inform all three shortlisted firms which firm was ranked highest.

Contract Approvals

After the contract is successfully negotiated it will follow the typical review and approval process of the Kane County Board, if the negotiated fee exceeds \$30,000. Staff presents the contract for approval through a series of public meetings. Each of these three committees is an opportunity for discussion; however more detailed discussions normally occur at the first step – the Transportation Committee. Each committee has regularly scheduled meetings each month.

- *Transportation Committee* of the Kane County Board. This 8-member committee is the primary oversight committee for the business conducted by the Kane County Division of Transportation. Staff provides detailed information about the project to the Transportation Committee. Thorough committee discussion and debate occurs at this level.
- *Executive Committee* of the Kane County Board (this committee is made up of the Chairmen of all County Board standing committees; it establishes the agenda for the *County Board*);
- *County Board* (25 Board Members consisting of members representing 24 geographical districts plus the Chairman who serves at-large). The County Board considers and typically votes on a resolution authorizing its Chairman to execute the contract. If the resolution is approved, the Kane County Board Chairman then signs the contract and County staff returns copies to the selected firm. Staff then provides the written notice to proceed. For services involving federal funds, the issuance of the notice to proceed is contingent on IDOT approvals.
- Once the Kane County Board approves the contract, staff will post the results of the scoring for all three shortlisted firms on the KDOTQBS Consultant Selection website.

Resolution of Disputes

In the event a dispute arises after the completion of the ranking and selection process, the result of the ranking and selection process may be appealed by any qualified and participating firm (appellant) to the County Board through its Transportation Committee. Any appeal shall be made by written petition by the appellant within fourteen (14) calendar days of written notice of a decision by the County Engineer. Upon receipt of a petition for appeal of a decision of the County Engineer, the Transportation Committee shall schedule consideration of such appeal at the next regularly scheduled committee meeting occurring no less than 15 days after the receipt of the petition for appeal. The Transportation Committee shall notify the appellant by U.S. mail of the date and time of such meeting and shall consider such written or oral testimony that the appellant may present in conjunction with the decision and recommendation of the County Engineer. The Transportation Committee shall affirm, reverse, or modify the County Engineer's decision at said regularly scheduled meeting.

The appellant shall have seven (7) calendar days after the date of the decision of the Transportation Committee to appeal the Transportation Committee's decision to the County Board. The County Board shall schedule consideration of such appeal at its next regularly scheduled County Board meeting. Failure by the County Board to render a decision within sixty (60) days of said County Board meeting shall constitute a denial of the appellant's appeal.

Recurring Projects & On-Call Contracts

Some contractual work is by its nature, recurring and repetitive and frequently annual. Contracts for professional services such as design engineering, traffic counting, traffic signal engineering, bridge safety inspections, material testing, on-call surveying, right of way negotiation and appraisal services are examples. KDOT can greatly benefit by having the same firm complete these services for several years in succession. Usually, significant efficiencies can be realized once the firm has an understanding of KDOT's specific infrastructure and needs. This continuity also results in a significant time and manpower savings for both KDOT and the selected firms.

The professional services firm is chosen using the entire QBS process. At the time of contract approval, KDOT staff would advise the Transportation Committee that (assuming the firm performs satisfactorily) the Kane County Division of Transportation intends to continue with the same firm for more than one year. The contract may be structured to provide for either a contract extension after one year or a longer contract term where appropriate. In these situations, contracts could cover a period of up to 3 years (maximum). Alternatively, staff may present a new contract the following year(s) for continuation of the work. At the end of these contracts, the project would again be processed through the complete QBS process. Staff anticipates that the periodic application of the full selection process will promote higher quality work and competitiveness.

Combined Phase I / Phase II Services

Many engineering projects progress through preliminary and final engineering, with each engineering phase managed with a separate contract. Frequently, the Phase I design firm also is the selected design firm for Phase II after the completion of the QBS process for Phase II, due to their detailed knowledge of the project gained from their previous work. Because of this reality, KDOT staff may elect to advertise for a scope of services combining Phase I and Phase II. This also results in a significant time and man-power savings for KDOT as well as the selected firm. When such instances occur, each phase may be negotiated separately. Nevertheless, the selected Phase I firm is not guaranteed to be offered the Phase II contract.

Small Projects

If the services to be provided are funded 100% locally (non-federal), Kane County may waive certain requirements of the QBS process if a proposed contract is less than \$100,000. In these cases, Kane County Division of Transportation staff may follow a streamlined selection process. If a proposed contract is less than \$25,000, KDOT reserves the right to select directly from the submitted SOIs. If a proposed contract is between \$25,000 and \$100,000, KDOT reserves the right to conduct a phone interview rather than an on-site interview. However, in all cases, the selection will be fully compliant with the relevant state statutes and local ordinances, specifically the Local Government Professional Services Selection Act (50 ILCS 510/0.01 *et seq*), and the Kane County Procurement Ordinance.

Projects with Township Road Districts and other Units of Local Government

On occasion, the Kane County Division of Transportation oversees design engineering and construction engineering contracts on behalf of another unit of local government. These projects may be funded directly by the local government or the funds may pass through the Kane County Division of Transportation. In these cases, the Kane County Division of Transportation staff will follow the Local Government Professional Services Selection Act (50 ILCS 510). The Kane County Division of Transportation will make its QBS selection process available to the local government leader at their request. However, the Kane County Division of Transportation will not *require* that a local government follow the Kane County Division of Transportation QBS. For example, if a local government has a satisfactory relationship with a professional services firm, the government leader may request that firm be used for the work.

Commodities

On occasion, KDOT must acquire professional services that will be funded 100% locally (non-federal) and that involve a commodity such as software, hardware, or equipment. The QBS process will be used to select these professional service and commodity providers when possible. When only one firm is qualified to provide such services or a specific commodity, KDOT staff will determine if the firm is qualified. If so, contract negotiations for the project or commodity may be initiated. If only two or three firms are qualified by KDOT staff, the QBS process will be used to select among those firms.

Unique Staffing Needs

In rare instances, unique and specialized services that are funded 100% locally (non-federal) are required to complete necessary KDOT obligations. In these cases, sometimes only one firm or individual is qualified to provide such services. The QBS process will be waived if Kane County has an existing relationship with the firm, if the proposed contract is less than \$25,000, or if the project is an emergency.

Emergency Situations

The County of Kane may waive all or part of the QBS process if it is determined that an emergency situation exists and a firm must be chosen in an expedited manner. In this instance, these services will be funded 100% locally (non-federal). The Kane County Procurement Ordinance prescribes procedures for emergency purchases and follow-up reporting and approval requirements.

Conflict of Interest

Neither an apply nor the selected firm shall have a conflicting public or private interest in the project and shall not acquire directly or indirectly any such interest which would conflict in any manner with the performance of selected firm's services under a consultant services contract.

The selected firm will be required to certify that it or its employees has not been barred from being awarded a contract or subcontract under the Illinois Purchasing Act; and further certifies that neither it or its employees has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Illinois Criminal Code (Illinois Compiled Statutes, 2016, Chapter 720, paragraph 5/33E-3, 33E-4).

Debarment/Suspension

No consultant services contract may be awarded to a party listed on the federal governments Excluded Parties List System in the System for Award Management (SAM), on the state of Illinois' list of sanctioned persons maintained by the Agency's Office of Inspector General, or on the County's own list of parties suspended or debarred from doing business with the County.

All solicitations and related contracts that may be paid in whole or in part by federal funds shall include the following, or substantially similar certification language: the selected firm "certifies that during the last five (5) years no order, judgment or decree of any Federal authority has been issued debaring, suspending or otherwise limiting its right to contract with any governmental entity, including school districts, or to engage in any business practice or activity." The selected firm "further certifies that it will include this certification within every subcontract related to performance of this contract."

Consultant Liability

The selected firm shall be responsible for the accuracy of the work and shall be required to make prompt revisions or corrections resulting from any form errors, omissions or negligent acts when necessary without additional compensation. Any acceptance of work by the County shall not relieve the selected firm of the responsibility to make any subsequent correction(s) of any errors or omissions or for clarification of any ambiguities in the work.

The selected firm and any of their sub-consultants shall, during the term of their service under a consultant services agreement and as may be required thereafter, maintain, at a minimum at its sole expense, insurance coverage including:

- Worker's Compensation Insurance in the statutory amounts.
- Employer's Liability Insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000) each accident/injury and Five Hundred Thousand Dollars (\$500,000) each employee/disease.
- Commercial General Liability Insurance (including contractual liability) with limits of not less than One Million Dollars (\$1,000,000) per occurrence bodily injury/property damage combined single limit; Two Million Dollars (\$2,000,000) excess liability coverage in the aggregate for injury/property damage combined single limit and Two Million Dollars (\$2,000,000) in the aggregate for products-completed operations.
- Commercial Automobile Liability Insurance with minimum limits of at least One Million Dollars (\$1,000,000) for any one person and One Million Dollars (\$1,000,000) for any one occurrence of bodily injury or property damage.
- Professional Errors and Omissions Insurance with a minimum limit of One Million Dollars (\$1,000,000).

It shall be the duty of the selected firm to provide to Kane County copies of the firm's certificates of insurance before issuance of a notice to proceed by the County. The certificate(s) of insurance

shall indicate the County of Kane as the Certificate Holder. The selected firm shall provide Kane County and maintain a certificate of insurance for its General Liability Policy which certificate shall include the County of Kane as additional named insured. The additional named insured endorsement included on the firm's Commercial General Liability policy will provide the following:

That the coverage afforded the additional insured will be primary insurance for the additional named insured with respect to claims arising out of operations performed by or on behalf of the selected firm;

That if the additional named insured has other insurance which is applicable to the loss; such other insurance will be only on an excess or contingent basis;

That the amount of the selected firm's liability under the insurance policy will not be reduced by the existence of such other insurance; and,

That the certificate of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, nor renewal refused until at least thirty (30) days prior written notice has been given to Kane County.

The insurance required to be purchased and maintained by the selected firm shall be provided by an insurance company acceptable to Kane County with an AM Best rating of A- or better, and licensed to do business in the State of Illinois; and shall include at least the specified coverage and be written for not less than the limits of the liability specified herein or required by law or regulation whichever is greater. In no event shall any failure of Kane County to receive policies or certificates of insurance or to demand receipt of the same be construed as a waiver of the selected firm's obligation to obtain and keep in force the required insurance.

The selected firm shall be required to defend and indemnify the County and its agents and employees from and against any and all claims, damages, losses, economic losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the firm's negligent performance (in whole or in part) of the work.

Post Selection Procedures

Documentation

All steps in the QBS for every project will be documented, with SOIs, proposals and scoresheets archived electronically.



Consultant Evaluations

The evaluation of previous performance is important to the execution of QBS, and selection of firms for new projects. KDOT staff will use this information when considering the firm for future contracts. Evaluations are also helpful if performance issues arise during a project. The KDOT project manager will complete a performance evaluation at the end of each phase in a project. Once completed the evaluation will be shared with the prime consultant for the project. Sample evaluation forms may be found in Appendix D.

KDOTQBS Database

Background

KDOTQBS is the County's online database for managing the consultant selection process. Consultants that wish to do work for the county will be required to register on the KDOTQBS Consultant Selection website and upload their Prequalification Document. The database is used by staff to manage the prequalified firms and advertise projects that will utilize QBS. Once a firm is registered, they will then receive emails from the database when a new project is added directing them to the KDOTQBS Consultant Selection website for project information and requesting they submit a SOI.

Registration

Firms wishing to provide professional services for KDOT must register with KDOTQBS. At the time of registration, a Prequalification Document of a file size limit less than 200mb must be uploaded. Once the Prequalification Document is reviewed and prequalifications are approved or denied, a follow up email will be sent to the email address previously provided by the firm opened by a preset password known only to KDOT and the recipient firm. The firm contact name, associated information and email address can easily be managed within KDOTQBS by the firm.

- It is suggested, but not required, that a generic email address be set up for each firm for advertisements of work. If a change must be made to an email address, log into KDOTQBS, select "Modify Profile" and then select "Change Email".
- **Detailed instructions on how to register are included in Appendix E.**

SOI and Proposal Submission

All SOIs and Proposals for individual projects are to be submitted using KDOTQBS. Submittals must be in PDF format with a 200mb file size limit. Interested firms will have up until the due date prescribed in the new project notice to submit SOIs or proposals. There is a website time stamp in the upper right corner of the KDOTQBS screen. If that time is past the due date, then submissions will be cut off. There will be no notice given to acknowledge receipt of an SOI or proposal. When logged in you will be able to see the file that was just uploaded listed next to your firm name. When you see the file listed then that means it was successfully uploaded. The KDOTQBS system is designed so no consultant will be able to view another consultant's SOI or proposal. Remember:

- Submit in PDF format
- 200mb size limit
- Detailed instructions on how to submit the SOI and proposal are included in Appendix F.

Appendix A Local Government Professional Services Act

LOCAL GOVERNMENT
(50 ILCS 510/) Local Government Professional Services Selection Act.

(50 ILCS 510/0.01) (from Ch. 85, par. 6400)

Sec. 0.01. Short title. This Act may be cited as the Local Government Professional Services Selection Act.

(Source: P.A. 86-1324.)

(50 ILCS 510/1) (from Ch. 85, par. 6401)

Sec. 1. Policy. It shall be the policy of the political subdivisions of the State of Illinois to negotiate and enter into contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable compensation.

(Source: P.A. 85-854.)

(50 ILCS 510/2) (from Ch. 85, par. 6402)

Sec. 2. Federal Requirements. In the procurement of architectural, engineering and land surveying services and in the awarding of contracts, a political subdivision of the State of Illinois may comply with federal law and regulations and take all necessary steps to adapt its rules, specifications, policies and procedures accordingly to remain eligible for federal aid.

(Source: P.A. 85-854.)

(50 ILCS 510/3) (from Ch. 85, par. 6403)

Sec. 3. Definitions. As used in this Act unless the context specifically requires otherwise:

(1) "Firm" means any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice the profession of architecture, engineering or land surveying and provide architectural, engineering or land surveying services.

(2) "Architectural services" means any professional service as defined in Section 5 of the Illinois Architecture Practice Act of 1989.

(3) "Engineering services" means any professional service as defined in Section 4 of the Professional Engineering Practice Act of 1989 or Section 5 of the Structural Engineering Practice Act of 1989.

(4) "Land surveying services" means any professional service as defined in Section 5 of the Illinois Professional Land Surveyor Act of 1989.

(5) "Political subdivision" means any school district and any unit of local government of fewer than 3,000,000 inhabitants, except home rule units.

(6) "Project" means any capital improvement project or any study, plan, survey or new or existing program activity of a

political subdivision, including development of new or existing programs which require architectural, engineering or land surveying services.

(Source: P.A. 91-91, eff. 1-1-00.)

(50 ILCS 510/4) (from Ch. 85, par. 6404)

Sec. 4. Public notice. Present provisions of law notwithstanding, in the procurement of architectural, engineering or land surveying services, each political subdivision which utilizes architectural, engineering or land surveying services shall permit firms engaged in the lawful practice of their professions to annually file a statement of qualifications and performance data with the political subdivision. Whenever a project requiring architectural, engineering or land surveying services is proposed for a political subdivision, the political subdivision shall, unless it has a satisfactory relationship for services with one or more firms:

(1) mail or e-mail a notice requesting a statement of interest in the specific project to all firms who have a current statement of qualifications and performance data on file with the political subdivision;

(2) place an advertisement in a secular English language daily newspaper of general circulation throughout such political subdivision, requesting a statement of interest in the specific project and further requesting statements of qualifications and performance data from those firms which do not have such a statement on file with the political subdivision. Such advertisement shall state the day, hour and place the statement of interest and the statements of qualifications and performance data shall be due; or

(3) place an advertisement for professional services on the political subdivision's website requesting a statement of interest in the specific project. The professional services advertisement shall include a description of each project and state the time and place for interested firms to submit its letter of interest, statement of qualifications, and performance data, as required.

(Source: P.A. 98-420, eff. 8-16-13.)

(50 ILCS 510/5) (from Ch. 85, par. 6405)

Sec. 5. Evaluation Procedure. A political subdivision shall, unless it has a satisfactory relationship for services with one or more firms, evaluate the firms submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm, and such other qualifications-based factors as the political subdivision may determine in writing are applicable. The political subdivision may conduct discussions with and require public presentations by firms deemed to be the most qualified regarding their

qualifications, approach to the project, and ability to furnish the required services. In no case shall a political subdivision, prior to selecting a firm for negotiation under Section 7, seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

(Source: P.A. 94-1097, eff. 2-2-07.)

(50 ILCS 510/6) (from Ch. 85, par. 6406)

Sec. 6. Selection procedure. On the basis of evaluations, discussions and presentations, the political subdivision shall, unless it has a satisfactory relationship for services with one or more firms, select no less than 3 firms which it determines to be the most qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The political subdivision shall then contact the firm ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. If fewer than 3 firms submit letters of interest and the political subdivision determines that one or both of those firms are so qualified, the political subdivision may proceed to negotiate a contract pursuant to this Section and Section 7.

(Source: P.A. 85-854.)

(50 ILCS 510/7) (from Ch. 85, par. 6407)

Sec. 7. Contract negotiation. (1) The political subdivision shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified firm at compensation that the political subdivision determines in writing to be fair and reasonable. In making this decision the political subdivision shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

(2) If the political subdivision is unable to negotiate a satisfactory contract with the firm which is most preferred, negotiations with that firm shall be terminated. The political subdivision shall then begin negotiations with the firm which is next preferred. If the political subdivision is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be terminated. The political subdivision shall then begin negotiations with the firm which is next preferred.

(3) If the political subdivision is unable to negotiate a satisfactory contract with any of the selected firms, the political subdivision shall re-evaluate the architectural, engineering or land surveying services requested, including the estimated value, scope, complexity and fee requirements. The political subdivision shall then compile a second list of not less than three qualified firms and proceed in accordance

with the provisions of this Act.
(Source: P.A. 85-854.)

(50 ILCS 510/8) (from Ch. 85, par. 6408)

Sec. 8. Waiver of competition. A political subdivision may waive the requirements of Sections 4, 5, and 6 if it determines, by resolution, that an emergency situation exists and a firm must be selected in an expeditious manner, or the cost of architectural, engineering, and land surveying services for the project is expected to be less than \$25,000.
(Source: P.A. 87-1034.)

Appendix B Prequalification Request Form

Kane County Division of Transportation

Prequalifications Request Form



Firm Name:	
Contact Person:	
Contact Person Phone Number:	
Contact Person Email:	

Requested Prequalification Categories

Please indicate for which categories the firm requests prequalification. Any prequalification in a subcategory is to be treated as a category prequalification.

<input type="checkbox"/> Highways	<input type="checkbox"/> Hydraulic Studies
<input type="checkbox"/> Structures	<input type="checkbox"/> Geotechnical Services
<input type="checkbox"/> Traffic Signal Plans	<input type="checkbox"/> Environmental Assessments
<input type="checkbox"/> Lighting Plans	<input type="checkbox"/> Environmental Impact Statements
<input type="checkbox"/> Location/Design Studies	<input type="checkbox"/> Route Survey
<input type="checkbox"/> Traffic Studies	<input type="checkbox"/> Land Survey
<input type="checkbox"/> Signal Coordination and Timing Studies (SCAT)	<input type="checkbox"/> Construction Inspection
<input type="checkbox"/> Intelligent Transportation Systems	<input type="checkbox"/> Quality Assurance Testing
<input type="checkbox"/> Safety Studies	<input type="checkbox"/> Land Appraisal Services
<input type="checkbox"/> Transportation/Transit Planning	<input type="checkbox"/> Land Acquisition Negotiator Services
<input type="checkbox"/> Location Drainage Studies	<input type="checkbox"/> Geographic Information Systems
<input type="checkbox"/> Architectural Services	<input type="checkbox"/> Landscape Architect
<input type="checkbox"/> Other _____	<input type="checkbox"/>

This form MUST be included with Prequalification Document submittal

Appendix C Selection and Scoring Sheet

Selection Summary Sheet KDOT ENGINEERING CONSULTANT SELECTION CONSIDERATIONS

Project: _____ Services Needed: _____ Notes: _____ Amount Budgeted: \$ 1,000,000.00 Start Selection Process: December-12 Committee Month: February-13 Interviews Conducted? Yes	1st. at Main _____ E _____ (E1, E2, E3, On-Call, Annual Contracts, etc.) _____ Selection Members: Schoedel _____ Coffinbarger _____ LaFleur _____ 1-Poor 3-Below 5-Average 8-Above Average 10-Exceptional
---	---

Ranking Criteria - Short Listed Firms									
Firm	Key Staff Identified & Available	Relevancy of Experience		Demonstration of Understanding Work needed (x2)	Interview (x2)	Support Staff & Subs	Sum Criteria Points	Rank	Most Recent Evaluation
		Scope (x2)	Magnitude (x2)						
Sum points from 3 member review team									
Firm A	10	20	20	20	20	10	100	1	
Firm B	10	20	20	20	20	10	100	1	
Firm C	10	20	20	20	20	10	100	1	

Key Staff Identified & Available - Is the P.M. declared available for the subject project and any assistants and support staff named? Utilize personal knowledge or professional references to quantify this criteria value. Does staff appear to be a good fit for job? Qualifications, number of people and work assignments appropriate to proposed project?

Relevancy of Experience (Scope) - Previous jobs managed by firm and staff similar in scope? Suggest calling project sponsors for feedback. Rate by # of jobs and how closely they mirror project. How well is this presented in the proposal? What is their prior experience, number of projects, years of experience with websites, if applicable? Does key staff possess the experience or any special training/education?

Relevancy of Experience (Magnitude) - Previous jobs managed by firm and staff similar in magnitude? Suggest calling project sponsors for feedback. Rate by # of jobs and how closely they mirror project. How well is this presented in the proposal?

Demonstration of Understanding Work needed - How well does proposal interpret the nature of services needed with respect to completing a successful project? Do they address major as well as minor points? How well does the proposal convey that the public should be the highest priority customer? How much focus is placed on the consultants ability and commitment to be responsive to KDOT requests, meetings, and guidance? This should always be discussed when contacting references. Have they addressed these issues consistently with past projects? If the project requires a website, how well do they understand it's purpose and need?

Interview - How well did the consultants represent themselves? Were there intangibles that were illuminated in the interview that would allow their company to stand out? Was the slated PM in attendance and actively participating or leading the presentation? How were their communication skills? Appearance, good listener? Strong communicator? Likeable personality or distant? Ability to convey concepts/thoughts easily? Eye contact, body language, attitude? How well did they present the information of the other 5 categories being rated?

Support Staff & Subconsultants-Experience, knowledge, availability/access to team. Prior experience with KDOT, years in business, size of firm, availability to provide high level of service and strong support.

Most Recent Evaluation - This should be filled in by the KDOT P.M. prior to scoring. The overall score (poor through excellent) should be listed from the most recently completed evaluation. This score should be thought of in general during scoring all areas. The level to which this effects a score is dependent on each person scoring the firm.

Appendix D Consultant Evaluation Forms



Kane County Division of Transportation
 41W011 Burlington Road, St. Charles, IL 60175

Consultant Evaluations

Evaluation Date: _____

Phase I Phase II-Design Phase II-Const Other _____ (Check one)

Evaluator: _____ Reviewer: _____

Sub-Consultants and Work Type: _____

Project: _____

Limits: _____

Description: _____

Prequalification Categories Required for Subject Work: _____

Project Manager: _____

Prime's Overall Evaluation: _____ (must reflect sum of individual ratings)

Fatal Flaws:

Did the submittals contain any of the following errors that required significant re-work or schedule delays? (Provide explanation for any fields with response checked as 'Yes')

Significant structural deficiencies? Yes No ;

Fail to identify significant environmental impacts? Yes No ;

Substandard geometrics for the specified design criteria? Yes No ;

Inaccurate survey information? Yes No ;

Did the consultant?

Display inappropriate behavior in dealing with the public (citizens, businesses, elected officials) or other agencies? Yes No ;

Provide false information in the report documentation? Yes No ;

Cause the letting date, design approval or any other established major milestones to be delayed due to late submittals? Yes No ;

Rater to use following scale: Excellent / Good / Satisfactory / Needs Improvement / Poor



Kane County Division of Transportation
41W011 Burlington Road, St. Charles, IL 60175

Any rating of Excellent or Poor must be accompanied by comment(s) which support the rating.

Timeliness: _____
Comments on Strengths/Weakness in Timeliness:

Completeness: _____
Comments on Strengths/Weakness in Completeness:

Quality and Accuracy: _____
Comments on Strengths/Weakness in Quality and Accuracy:

Cooperation and Project Management: _____
Comments on Strengths/Weakness in Project Management:

Public/Agency Coordination: _____
Comments on Strengths/Weakness in Public/Agency Coordination:

Innovation: _____
Comments on Strengths/Weakness in Innovation:

Project Administration Budget/Supplemental/Invoicing: _____
Comments on Strengths/Weakness in Project Administration Budget /Supplemental /Invoicing:

Comments on Consultant's Overall Performance and Any Other Aspects Not Covered Above:

Rater to use following scale: Excellent / Good / Satisfactory / Needs Improvement / Poor
Page 2 of 2



Kane County Division of Transportation
41W011 Burlington Road, St. Charles, IL 60175

Phase III Consultant Evaluations

Evaluation Date: _____

Evaluator: _____ Reviewer: _____

Sub-Consultants and Work Type: _____

Project: _____

Limits: _____

Description: _____

Prequalification Categories Required for Subject Work: _____

Project Manager: _____

Prime's Overall Evaluation: _____ (must reflect sum of individual ratings)

Fatal Flaws:

Did the submittals contain any of the following errors that required significant re-work or schedule delays? (Provide explanation for any fields with response checked as 'Yes')

Significant structural deficiencies? Yes No ;

Fail to identify significant design flaws? Yes No ;

Work outside of established highway right-of-way? Yes No ;

Inaccurate survey information? Yes No ;

Did the consultant?

Display inappropriate behavior in dealing with the public (citizens, businesses, elected officials) or other agencies? Yes No ;

Provide false information in the report documentation? Yes No ;

Cause the project completion date or any other established major milestones to be delayed due to late submittals? Yes No ;

Rater to use following scale: Excellent / Good / Satisfactory / Needs Improvement / Poor



Kane County Division of Transportation
 41W011 Burlington Road, St. Charles, IL 60175

Any rating of Excellent or Poor must be accompanied by comment(s) which support the rating

Quality, Accuracy and Timeliness of Documentation (pay estimates, change orders, diary, etc): _____ Comments:

Completeness: _____
 Comments:

Effective Use of Staff and Time Management Skills: _____
 Comments:

Diligence in and ability to anticipate and identify issues/conflicts with schedule and plan/field condition: _____ Comments:

Public, Agency and Contractor Coordination : _____
 Comments:

Innovation: _____
 Comments on Strengths/Weakness in Innovation:

Project Administration Budget/Supplemental/Invoicing: _____
 Comments:

Comments on Consultant's Overall Performance and Any Other Aspects Not Covered Above:

Rater to use following scale: Excellent / Good / Satisfactory / Needs Improvement / Poor
 Page 2 of 2

Appendix E Requesting KDOTQBS Access

Appendix E - Requesting Access and login

Goal: To outline the procedures for any user to request access to the KDOT QBS system for Consultant or Kane County Division of Transportation Employees.

Information required completing:

KDOT Employee

- Contact Information

Consultant

- Contact Information and Prequalification Document

Use Constraints: None

Browser Compatibility: Internet Explorer 8.x or higher, Google Chrome or Mozilla Firefox.

Assumptions: User has access to a PC.

Primary User: Consultants and KDOT Staff

User Support: Steve Coffinbargar

Technical support: Kurt Lebo and Chris Ardelean

Steps:

1. Enter the following URL -
<http://gcitdiistest3/KDOTQBS/default.aspx>

The screenshot shows a web browser window displaying the 'Kane County Division of Transportation Qualifications Based Selection' sign-in page. The page has a dark green header with the title 'Kane County Division of Transportation Qualifications Based Selection' and a breadcrumb trail 'KDOT Home / Kane County Government'. On the left side, there is a vertical menu with three buttons: 'Sign In', 'Request Access', and 'Recover Password'. The main content area is titled 'Sign In' and contains the text 'Welcome, please sign in.' Below this, there are input fields for 'Email' and 'Password', followed by a 'Log In' button. At the bottom of the main content area, there are links for 'Request Access' and 'Forgot your password?'. The page also includes a timestamp 'Page loaded at: 10/15/2012 3:25 PM' in the top right corner.

Figure 1

2. Click the Text “ Request Access”

Request Access Page loaded at: 10/15/2012 3:27 PM

Please enter the following information about yourself and your company.

Company Name:

Title (optional):

First Name:

Last Name:

Address:

City:

State:

Zip:

Email:

Access Type:

Reason for Request:

For security purposes please type the following text: (text is all lowercase a-z)

Figure 2

3. Fill in all fields as indicated in figure 2 above.

a. Access Type Definitions

- i. Consultant – Any outside vendor or Firm that will use the Application in response to Requests for proposals. Consultant Access requires the user to enter 2 additional fields; Consultant Expertise and a signed PDF copy of the statement of Qualifications.

Access Type:

Consultant Expertise:

Signed Upload:

Figure 3

- ii. KDOT Employee - Any KDOT Employee that will be using the application to post requests for Proposals.
4. Upon submitting the form you will receive an email to your registered email that will read as shown below. An email is also sent to the Kane County Division of Transportation login Administrator, notifying them of your request.

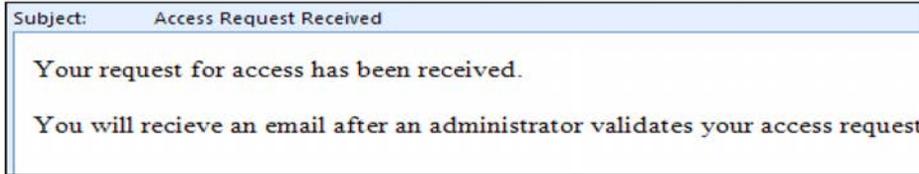


Figure 4

5. Approval or Denial of Request for access.

a. Denial

- i. You will receive an email from the system administrator stating that your access has been denied.

b. Approval

- i. You will receive an email as follows

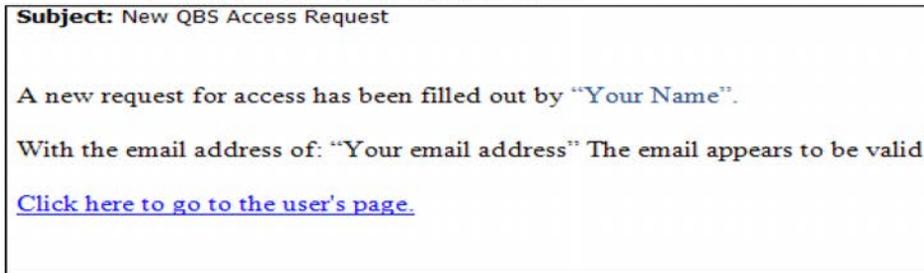


Figure 5

6. Create your username and Password

- a. Click the text "Click here to the user's page". As shown in figure 6 below.



Figure 6

7. You are now ready to sign into the application. If you have been directed away from the main page go to <http://gcitdiistest3/KDOTQBS/default.aspx>.



The screenshot shows a web application interface for the Kane County Division of Transportation Qualifications Based Selection. The page has a dark green header with the title "Kane County Division of Transportation Qualifications Based Selection". Below the header, there is a light gray sidebar on the left with three buttons: "Sign In", "Request Access", and "Recover Password". The main content area is white and contains a "Sign In" section. At the top of this section, it says "Sign In" and "Welcome, please sign in." Below this, there are two input fields: "Email:" and "Password:". To the right of the "Password:" field is a "Log In" button. At the bottom of the sign-in section, there are two links: "Request Access" and "Forgot your password?". In the top right corner of the main content area, it says "Page loaded at: 10/15/2012 5:40 PM".

Figure 7

The Screens and information you see are dependent on your User Right. Consultants only have access to data they have posted.

Users have the ability to reset their own password. You must know your username. Your username is your email name.

Users have the ability to update selected fields in their profile including name and address. Users cannot modify their email address.

Appendix F Responding to a Request for SOI using KDOTQBS

Appendix F – Responding to a Request for SOI using KDOTQBS

Goal: To outline the procedures for Vendors to respond to a Statement of Interest.

Information required for completing:

- Statement of Interest (PDF less than 200 mb file size, and no special characters)
- Proposal (PDF less than 200 mb file size, and no special characters)

Browser Compatibility: Internet Explorer 8.x or higher, Google Chrome or Mozilla Firefox.

User Support: Steve Coffinbargar

Project Specific Support: Individual Project Manager for subject project

Steps:

1. Login to the application – <http://kdotqbs.countyofkane.org>
2. Sign in
 - a. Enter your username and password. Your username is your email address. Your password was created the first time you logged in. If you have forgotten your password you may reset it by using the “Recover Password” option on the home page.
3. Click the SOI button on the left side of the page. Projects that have been advertised are listed here. Click “Details” to see project specifics and read the request for SOI.

	Date Posted	Due Date	Project	Attachments
Details	10/15/2012 8:42 PM	01/01/2013 5:00 PM	Kurt Test Project B	requestforstatementofinterest.pdf
Details	10/15/2012 8:30 PM	10/15/2012 12:00 AM	Kurt Lebo Test Project A	requestforstatementofinterest.pdf

Figure 1

4. Upload a Statement of Interest.

- a. Click the details button next to the Item of interest. (see figure)



Figure 2

- b. Upload your statement of Interest. (See figure 2) (Must be a single PDF Document no greater than 200 mb file size).
- i. Browse to the location of your PDF.
 - ii. Choose upload SOI.
 - iii. You will see the following message
 - iv. Choose OK
- c. Upon Choosing OK your Statement of Interest will be submitted to the Kane County Division of Transportation for consideration.

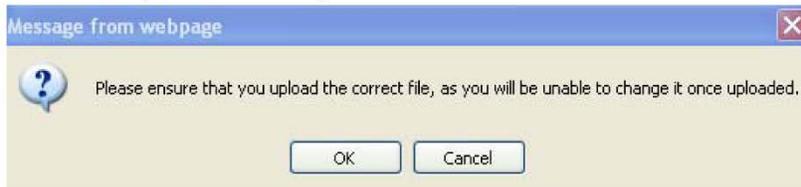


Figure 3

If the deadline for posting a Statement of Interest has passed, the option to upload an SOI will not be available.

Post due date, the Kane County Division of Transportation will review all vendor submittals and shortlist 3+ firms for interviews. Selected firms will receive an email notifying them they have been shortlisted and are required to submit a proposal and schedule an interview.

5. Upload a Proposal.

- a. Click the details button next to the Item of interest. (see figure 1)

The screenshot shows a web page titled "SOI Details" with a timestamp "Page loaded at: 10/15/2012 6:59 PM". It contains a table with the following data:

Project Manager	KDOT Test Employee
Date Posted	10/15/2012 6:42 PM
Due Date	01/01/2013 5:00 PM
Proposal Due Date	01/29/2013 12:00 AM
Project	Kurt Test Project B
Limits	here to there
Service Type	Studies
Project Scope	studying a Study
Email Sent	True
Firms Contacted	1
Shortlist Published	False
Scores Published	False
Attachments	requestforstatement of interest.pdf

Below the table, there is a text instruction: "If you are interested in this project, please upload a Statement of Interest. You can only upload one file in PDF format. Please ensure that you upload the correct file, as you will be unable to change it once uploaded." At the bottom, there is a file input field, a "Browse..." button, and an "Upload SOI" button.

Figure 4

- b. Upload your proposal. (See figure 2) (must be a single PDF Document)
 - i. Browse to the location of your PDF.
 - ii. Choose upload Proposal.
 - iii. You will see the following message
 - iv. Choose OK
- c. Upon Choosing OK your Proposal will be submitted to the Kane County Division of Transportation for consideration.

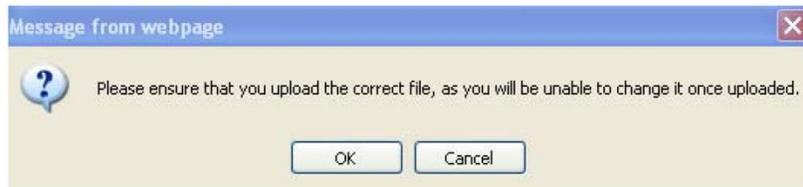


Figure 5

Appendix G Frequently Asked Questions

1. What are the County's thoughts on teaming?

Team with another firm only if it makes sense. Also, a teaming approach is a way for a new firm to get their foot in the door.

2. Does the County encourage/discourage having the Consultant that completed Phase II also do the Phase III work?

Our preference is to have a different firm complete the Phase III.

3. Does the County have a set schedule of advertisements for new engineering work throughout the year?

No, we advertise whenever a project is ready to move forward.

4. Do local Firms receive preference?

No, however they usually have historical knowledge and familiarity with a project/land owner or other possible project challenges which may be advantageous in the selection process.

5. Our firm has learned that our SOI or Interview was unsuccessful. What is the most appropriate way for us to reach out to the County for a debriefing or feedback?

Reach out to the KDOT project manager or the County Engineer with a phone call or email. KDOT has always kept an open door policy regarding these matters.

6. What are some Dos and Don'ts for creating an SOI, Proposal or Interview?

Do:

- Offer solutions, provide a clear approach and an eye catching format in your SOI. Provide specific examples and break up the text.
- Target those engineering professionals that will be reviewing the document i.e.; design, construction, traffic permitting, planning.
- Tell us what you see in the project. State your concerns and the complications involved. Suggest solutions and provide creative alternatives based upon your previous experience.
- Assign staff that is very familiar with the Federal funding process, when appropriate.
- Provide strong graphic designs with presentation materials and use photos smartly.
- A site visit by the project manager or resident engineer. Convince us you've looked at the job.
- Allow your companies' unique abilities and corporate culture to be seen.
- Pay attention to spelling and grammar.

Don't:

- Cut and paste our written scope. Instead, use the opportunity to provide engineering solutions.
- Follow these instructions too literally. While you would meet our minimum requirements your SOI or Proposal will be too generic to compete well.
- Email the document to the KDOT PM instead of uploading it to QBS.
- Provide more than 2 pages in the SOI. A transmittal memo should NOT be included.

- Provide mismatched project experience. Instead, provide examples with relevant scale and client.
- Sell us on a project manager or team that will not be working on the project.
- Go with a boring format or provide too much text.

7. Is there a consolation prize for the 2nd place firm on a selection?

Not at this time, but the County Engineer is open to suggestions!

8. How do I determine if my Contractor Disclosure Statement in regards to campaign contributions is up to date?

The Contractor Disclosure Statement is good for 12 months. Contact the KDOT at (630) 584-1170 to verify if your statement is up to date.

9. How do I change my firm’s email address in your QBS system?

Login, choose “Modify Profile” from the left side of the page and choose “Change Email” at the top of the page.

KDOT Home | Kane County Government

Kane County Division of Transportation Qualifications Based Selection

Page loaded at: 09/30/2015 1:37 PM

Home

SOI List

Project Deadlines

SQPD

Users

Modify Profile

FAQ

Sign Out

Contact:
Mr. Steve Coffinbargar
Assistant Director of
Transportation
coffinbargarsteve@co.kane.il.us

**Kane County Division of
Transportation**
41W011 Burlington Road
St. Charles, IL 60175
Ph: 630-584-1170
Fax: 630-584-5265

User Profile

Change Email

[Consultant History Report](#)

Email	lebokurt@co.kane.il.us
CompanyName	Kane County Division of Transportation
Title	IT / GIS Manager
First Name	Kurt
Last Name	Lebo
Address	41W011 Burlington Road
City	St. Charles
State	IL
Zip	60185
Phone	(630) 584-1170
Qualifications File	
Sign Up Comments	Need administrative access
Approval Status	Approved
Edit	

PERMISSIONS

	Permission	Value
Remove	Admin	

Permission Type: - Select a Permission -

[Add Permission](#)

Site best viewed in a modern browser with a screen resolution of 1024x768 or higher.