

The Shelby County Highway Department (SCHD) plans to reconstruct Structure 087-3041 located on County Highway 40 (Greezy Road). Along with the Reconstruction of the structure the highway department will complete vertical and horizontal alignment improvements immediately upstream and downstream of the bridge. In order to proceed with Phase I and II engineering, the county decided to hire an engineering consultant to handle the design.

Submissions will be due by end of day, July 26th, 2024.

Shelby County Highway Department Qualification Based Selection Procedure.

1. Initial Administration – Shelby County Highway Department has a County Engineer. The Engineer’s office has two engineering technicians and an administrative assistant, who will handle the day-to-day management and administration. The County Engineer’s office will work with the Road and Bridge Committee in procurement.
2. Written Policies and Procedures – Shelby County Highway Department believes their written procedures substantially follows Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from FHWA is not required.
3. Project Description – Shelby County will use the following five items when developing the project description and may include additional items under unique circumstances.
 - 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.

Project Description:

The scope of services desired is to have Phase I and II engineering provided for the removal and reconstruction of 087-3041 and realignment between 0100N and 250N. County Highway 40/ Greezy Road is the primary transportation corridor from Beecher City North toward Cowden or Mode. This reconstruction is necessary because the existing bridge is heavily deteriorated and the roads flood creating a dangerous condition. The major components of the design are reconstruction of the bridge, roadway and pavement design, base and subbase repair, traffic control, and drainage. Phase I is expected to last 18 months and Phase II is expected to last another 12 months. Minimizing impacts to local residents is an important consideration in the design of this project. Because this road serves both a school and local farming industry. The total budget for this project \$1,500,000.

4. Public Notice – Shelby County Highway Department procedures requires the county to post an announcement on the county’s website (<https://shelbycounty-il.gov/>) and publish an ad in the Shelbyville Eagle, a newspaper with appropriate circulation. The item will be advertised at least 14 days prior to the acceptance of proposals and at least twice in the newspaper and will be on continuous display on the county’s website for.

“Shelby County Highway Department is accepting proposals from consultants for Phase I and Phase II engineering design of Shelby County Highway 40 and Structure 087-3041 bridge reconstruction between 0100N and 250N road. The evaluation criteria and weighting for this project is as follows: technical approach - 30%, firm experience - 20%, staff capabilities - 20%, work load capacity - 20%, and local presence - 10%.

Consultants should request a proposal packet from the county. The packet contains a detailed description of the project, conflict of interest forms, and specific requirements for the format and content of their submission.

Proposal responses are due July 26th, 2024 by end of day at the Shelby County Highway Department building at 1590 State Highway 16, Shelbyville, IL 62565. The technical proposal must not contain any cost information. All proposals shall include a conflict of interest form.

Proposals will be evaluated and at least three consultants will be selected to interview for this project. Interviews of consultants for this project will be held the week of August 5th.”

5. Conflict of Interest – Shelby County’s procedures require consultants to submit a disclosure statement with their procedures. The county uses the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment – Shelby County’s procedures require verification of suspension and debarment actions to ensure the eligibility of firms short listed and selected for projects. The county uses the SAM Exclusions, IDOT’s CPO’s website and the three other state CPO’s websites to verify suspensions and debarments.
7. Evaluation Factors – Shelby County’s procedures for QBS allow the County Engineer to set the evaluation factors for each project but will include a minimum of five criterion and stay within the established range. The maximum of DBE and local presence requirements combined cannot be more that 10% on projects where federal funds are being used. Project specific evaluation factors will be included at a minimum in the Request for Proposals.

For this project the County Engineer set the following selection criteria and weighting.

Technical Approach	30%
Firm Experience	20%
Staff Capabilities	20%
Work Load Capacity	20%
Local Presence	10%

The county is requiring interviews with the top three firms. The interviews will be used to adjust the preliminary scores selection committee members individually develop based on the proposal.

8. Selection – Shelby County’s procedures require a five-person selection committee. Typically, the selection committee members include the members of the Road and Bridge Committee. The selection committee members will certify that they do not have a conflict of interest. The selection committee members individually review and score each proposal prior to the selection committee meeting which will be the Road and Bridge Committee meeting. Their scores are averaged for a committee score which is used to establish a short list of three firms. If there are other firms within 10% of the minimum score, the public works director may choose to expand the short list to include more than 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.

Criteria	Weighting	Points	Firm 1	Firm 2	Firm 3
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<i>Technical Approach</i>	<i>30%</i>	<i>30</i>			
<i>Firm Experience</i>	<i>20%</i>	<i>20</i>			
<i>Staff Capabilities</i>	<i>20%</i>	<i>20</i>			
<i>Work Load Capacity</i>	<i>20%</i>	<i>20</i>			
<i>Local Presence</i>	<i>10%</i>	<i>10</i>			
<i>Total</i>	<i>100%</i>	<i>100</i>			

9. Independent Estimate – Shelby County’s staff will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is to be used in the negotiation.
10. Contract Negotiation – Shelby County’s procedures require the County Engineer to negotiate with firms.
11. Acceptable Costs – Shelby County’s procedures 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.
12. Invoice Processing – Shelby County’s procedures require the project manager 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 – Shelby County’s procedures require the assigned project manager to monitor work on the project in accordance with the contract and to file reports with the County Engineer. The county’s procedures require an evaluation of the consultant’s work at the end of each project. These reports are maintained in the county’s consultant information database. The county follows IDOT’s requirements and they require submission of Form [BLR 05613](#) to the IDOT district at contract close-out along with the final invoice.