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

1. Initial Administration – Wilton Township Highway Department QBS policy and procedures assigns responsibilities to the Wilton Township Highway Commissioner for the procurement, management, and administration for consultant services.

2. Written Policies and Procedures – Wilton Township Highway Department believes their adopted QBS written policies and procedures substantially follows Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.

3. Project Description – Wilton Township Highway Department will use the following five items when developing the project description and may include additional items when unique circumstances exist.

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

4. Public Notice – Wilton Township Highway Department will post an announcement on our website www.wiltontownship.org and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on our website.

5. Conflict of Interest – Wilton Township Highway Department require consultants to submit a disclosure statement with their procedures. Wilton Township Highway Department require the use of the IDOT BDE DISC 2 Template as their conflict of interest form.

6. Suspension and Debarment – Wilton Township Highway Department will use of SAM Exclusions, IDOT's CPO's website and the three other state CPO's websites to verify suspensions and debarments actions to ensure the eligibility of firms short listed and selected for projects.

7. Evaluation Factors – Wilton Township Highway Department allows the Wilton Township Highway Commissioner to set the evaluation factors for each project, but must include a minimum of 3 criterion and stay within the established weighting range. The maximum of DBE and local presence combined will not be more that 10% on projects where federal funds are used.

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

   - **Key Staff Identified & Available (Points 1-10)** - 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 criterions 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) (Points 1-10 – x2)** - 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) (Points 1-10 – x2)** - 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 (Points 1-10 – x2)** - 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 consultant's ability and commitment to be responsive to Wilton Township Highway Department requests, meetings, and guidance? This should always be discussed when contacting references. Have they addressed these issues consistently with past projects? If they project requires a website, how well do they understand it's purposed and need?

   - **Support Staff & Subconsultants (Points 1-10)** - Experience, knowledge, availability/access to team. Prior experience with Wilton Township Highway Department, years in business, size of firm, availability to provide high level of service and strong support.

8. Selection – Wilton Township Highway Department requires a 3-person selection committee. Typically, the selection committee members include the Wilton Township Highway Commissioner, a Wilton Township Official and a technical representative from the Will County Division of Transportation. The selection committee members

must certify that they do not have a conflict of interest. Selection committee members are chosen by the Wilton Township Highway Commissioner for each project. Wilton Township Highway Department require each member of the selection committee to provide an independent score for each proposal using the form below prior to the selection committee meeting.

Ranking Criteria - Short Listed Firms			
	Firm 1	Firm 2	Firm 3
Key Staff Identified & Available			
Relevancy of Experience			
Scope (x2)			
Magnitude (x2)			
Demonstration of Understanding Work Needed (x2)			
Support Staff & Subs			
Sum Criteria Points			
Rank			

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from presentations and interviews to develop a final ranking. If there are other firms within 3.0% of the minimum score, the Wilton Township Highway Commissioner may choose to expand the short list to include more than three firms.

9. Independent Estimate – Wilton Township Highway Department will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.

10. Contract Negotiation – Wilton Township Highway Department require a 3 person team to negotiate with firms. The team consists of Wilton Township Highway Commissioner, a Wilton Township Official and a technical representative from the Will County Division of Transportation. Members of the negotiation team may delegate this responsibility to staff members.

11. Acceptable Costs – Wilton Township Highway Department require the Will 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 – Wilton Township Highway Department requires 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 – Wilton Township Highway Department require the assigned Project Manager to monitor work on the project in accordance with the contract and to file reports with the Wilton Township Highway Commissioner. The Wilton Township Highway Department procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in Wilton Township Highway Department consultant information database. Wilton Township Highway Department follows IDOT's requirements and the required submission of BLRS Form 05613 to the IDOT district at contract close-out along with the final invoice.

Adopted this 5 day of October 2025 by:

Ray Nugent Jr.
Wilton Township Highway Commissioner
County of Will, State of Illinois

Attested this 5 day of October 2025 by:
Jody Thatcher
Wilton Township Clerk

SEAL