



Professional Services Contract Procurement and Processing

Public Works and
Transportation Committee

September 26, 2018

Professional Services Contracts

INTRODUCTION:

- Professional Services Contracts are awarded through a competitive and public process
- Required by law to follow a Qualifications Based Selection process
- Process has yielded a successful track record for providing quality services at a fair price
- Reselecting firms based on a satisfactory relationship is allowed by law and is a public process (used sparingly)

Professional Services Contracts

SERVICES INCLUDE:

- Architectural
- Engineering
- Land Surveying

*Providers must be professionally licensed

Professional Services Contracts

BENEFITS:

- Select the most highly qualified firm for a project
- Better quality plans and specifications for bidding and construction
- Cost effective designs
- Reduces construction delays, construction cost overruns, and litigation

Source: illinoisqbs.com

Professional Services Contracts

GOVERNING REGULATIONS AND LAWS:

- Local Government Professional Services Act (50 ILCS 510)
- IDOT's Qualifications Based Selection (QBS) Process
- The Brooks Act (40 USC 11)
- FHWA's Requirements for Procurement, Management, and Administration of Engineering and Design related Services (23 CFR 173)



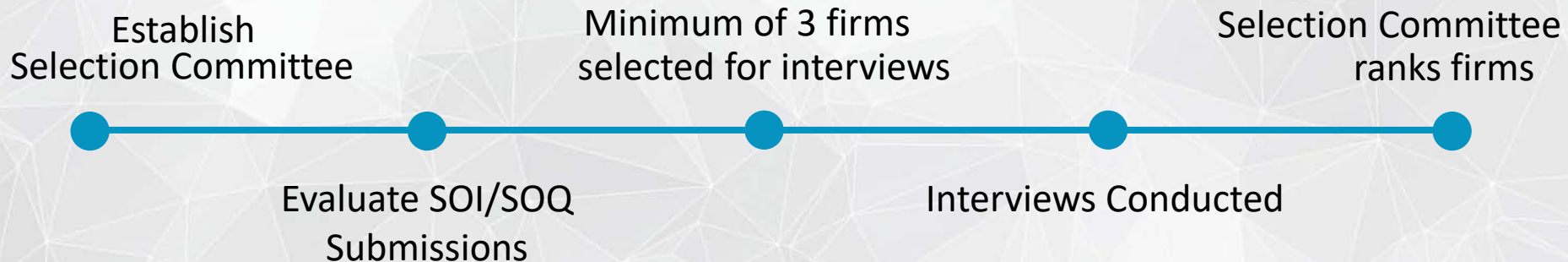
Professional Services Contracts

STEPS:

- Develop Project Scope
- Public Notice
- Evaluation
- Selection
- Negotiation
- Award

Evaluation/Selection

After receiving the Firm's Statement of Interest (SOI) and Statement of Qualifications (SOQ), the evaluation and selection process begins:



The top ranked firm is invited to enter negotiations and develop a scope and fee for a fair and reasonable price. After reaching agreement with the negotiation team, the final contract is presented to the County Board for approval.

Professional Services Contracts

PAST RELATIONSHIP SELECTIONS:

- Qualification based
- Proven performance record
- Previous experience and expertise relevant to project
- Efficient delivery of services
- Scope and fee follows negotiation process

This process is in compliance with state law. This is a public process – contracts are reviewed and approved by the County Board.

Professional Services Contracts

CONTRACT CHANGE ORDERS:

Evaluated to determine:

- If it was an unforeseen situation
- If it was included in the original scope
- If the contract change is in the best interest of the County and authorized by law
- Change order scope and fee follows the negotiation process
- Approved by the County Board in accordance with our Purchasing Ordinance

Professional Services Contracts

Conclusion:

- Professional Services Contracts are awarded through a competitive and public process
- Required by law to follow a Qualifications Based Selection process
- Process has yielded a successful track record for providing quality services at a fair price
- Reselecting firms based on a satisfactory relationship is allowed by law and is a public process (used sparingly)

The background of the slide features a low-angle, slightly faded photograph of a modern, multi-story building with a grid-like facade of windows and balconies. In the lower right foreground, a large, dark bronze statue of Abraham Lincoln is visible, shown from the chest up in profile, facing left. The statue is mounted on a dark, tiered stone pedestal.

QUESTIONS?

Construction Contract Awards

AWARDS

- Construction contracts are publicly bid
- Contractors submit sealed bids with pricing
- Contract is awarded to the low cost bidder

CHANGE ORDERS

- Quantity changes are most common reason
- Reviewed and approved by engineering, finance, and management staff
- Follow Lake County Purchasing Ordinance