**Section 1000.140 Evaluation Procedures**

a) In making its recommendations, the selection committee will consider, among others:

1) The A/E's qualifications.

2) The ability of professional personnel submitted by the A/E.

3) The A/E's past record and experience.

4) The prior performance of the A/E on CDB professional services agreements.

5) The willingness of the firm to meet time requirements.

6) The location of the project relative to the firm's place of business.

7) The results of preliminary evaluations performed by CDB staff.

8) The current work load of the A/Es and their prior selections by CDB.

9) References.

10) Interviews conducted with the A/Es.

11) Minority, women, persons with disabilities or veteran ownership of the A/E and the consultants.

b) For each project with an estimated total project cost of $1,000,000 or more, the CDB Diversity Contracting Unit will set MBE/WBE/PBE/VBE participation goals with approval of the Commission on Equity and Inclusion. Goals will be established in conformance with procedures set by the Commission on Equity and Inclusion. The goals for each project will be described in the CDB Professional Services Bulletin.

c) In no case shall the committee, prior to selecting an A/E for negotiation, 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: Amended at 49 Ill. Reg. 1578, effective January 27, 2025)