

Village of Island Lake
QBS Written Policies and Procedures-2020

The Village of Island Lake receives federal funds, which may be used to fund the engineering and design related consultant 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 – The Village of Island Lake QBS policy and procedures assigns responsibilities to its public works director and Village Board for the procurement, management, and administration of its related consultant services.
2. Written Policies and Procedures – The Village of Island Lake believes their adopted QBS written policies and procedures substantially follow Section 5-5 of the *BLRS Manual* and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description – The Village of Island Lake 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 – The Village of Island Lake will post an announcement on our website www.villageofislandlake.com and/or publish an ad in the Daily Herald, Lake County edition of its newspaper. 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 the Village website.
5. Conflict of Interest – The Village of Island Lake requires consultants to submit a disclosure statement with their procedures. The Village of Island Lake requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form.
6. Suspension and Debarment – The Village of Island Lake will use 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 – The Village of Island Lake has set the evaluation factors for each project, including a minimum of five (5) criterion within the established weighting range.

Project specific evaluation factors will be included in the Request for Proposals.
8. Selection – The selection committee of the Village of Island Lake consists of the appointed Public Works Committee members who will certify that they do not have a conflict of interest. The Village of Island Lake requires each member of the selection

committee to provide an independent score for each proposal using the form below prior to the selection committee meeting.

		Firm 1		Firm 2		Firm 3	
Criteria	Weighting	Points (1 to 10)	Score *	Points (1 to 10)	Score *	Points (1 to 10)	Score *
Technical Approach	20%						
Firm Experience	30%						
Staff Capabilities	20%						
Past Performance	20%						
Local Presence	10%						
Total **	100%						

* Score for each Firm = Weighting x Points rated for each Firm.

** Total Score is the sum of the five individual Scores for each Firm.

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 [xx%] of the minimum score, the selection committee may choose to expand the short list to include more than three firms.

9. Independent Estimate – In 2017, the Village of Island Lake prepared an independent in-house estimate for the project. That estimate may be used in the negotiation.
10. Contract Negotiation – The Village of Island Lake Village Board will negotiate with firms. The Village Board may delegate this responsibility to the Public Works Director or other person(s).
11. Acceptable Costs – The Village of Island Lake requires the selected professional 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 – The Village of Island Lake requires the selected professional 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 – The Village of Island Lake requires the assigned selected professional to monitor work on the project in accordance with the contract and to file reports with the Public Works Director. The Village of Island Lake procedures

require an evaluation of the consultant's work at the end of each project. These reports are maintained in the Village of Island Lake's consultant information database. The Village of Island Lake 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.

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