

Written Policies and Procedures

Oak Lawn Park District receives federal funds, which may be used to fund the engineering and design related consultants' services. Our written policies and procedures as described herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration – Oak Lawn Park District QBS policy and procedures assigns responsibilities to the Superintendent of Parks and Planning to handle the day-to-day management and administration. The Superintendents office will work with the administration office for the procurement.
2. Written Policies and Procedures – Oak Lawn Park District 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 – Oak Lawn Park District 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 – Oak Lawn Park District will post an announcement on our website **www.olparks.com** 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 – Oak Lawn Park District requires consultants to submit a disclosure statement with their procedures. Oak Lawn Park District requires the use of the IDOT BDE DISC 2 Template as their conflict-of-interest form.
6. Suspension and Debarment – Oak Lawn Park District 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 – Oak Lawn Park District allows the following Superintendent of Parks and Planning to set the evaluation factors for each project but must include a minimum of five (5) criterion and stay within the established weighting range. The maximum of DBE and local presence combined will not be more than 10% on projects where federal funds are used. Project specific evaluation factors will be included at a minimum in the Request for Proposals.
 - Consultant Experience 10-30%
 - Staff Capabilities 10-20%
 - Technical Approach 10-30%
 - Work Load Capacity 10- 20%
 - In-State or Local Presence 10%
8. Selection – Oak Lawn Park District requires a three-person selection committee. Typically, the selection committee members consist of the Executive Director, Superintendent of Parks and Planning, and an outside consultant. The selection

committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Executive Director for each project. The selection committee members individually review and score each proposal prior to the selection 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 Superintendent of Parks and Planning 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
Consultant Experience					
Staff Capabilities					
Technical Approach					
Work Load Capacity					
In-State or Local Presence					
Total	100%				

9. Independent Estimate – Oak Lawn Park District will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation – Oak Lawn Park District requires a two-person team to negotiate with firms. The team consists of the Executive Director and Finance Director. Members of the negotiation team **may** delegate this responsibility to staff members.
11. Acceptable Costs – Oak Lawn Park District requires the Finance Director to review the contract costs and the indirect cost rates to ensure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing – Oak Lawn Park District requires the Superintendent of Parks and Planning to be 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 – Oak Lawn Park District requires the assigned Superintendent of Parks and Planning to monitor work on the project in accordance with the contract and to file reports with the Executive Director. The Oak Lawn Park District procedures require an evaluation of the consultant's work at the end of each project. These reports are maintained in Oak Lawn Park District consultant information database. Oak Lawn Park District follows IDOT's requirements and the required submission of Form [BLR 05613](#) to the IDOT district at contract close-out along with the final invoice.