



**Illinois Department  
of Transportation**

**Local Public Agency Resident  
Construction Supervisor/ In  
Responsible Charge**

Deputy Director Division of Highways  
Regional Engineer  
Department of Transportation

County Kane  
Municipality City of Aurora  
Section 15-00308-00-SW  
Route Sidewalks  
Contract No. TBD  
Job No. C-91-111-16  
Project SRTS-4009 (345)

, Illinois

- I recommend the following individual as a local public agency employee qualified to be resident construction supervisor and to be in responsible charge of this construction project.
- I certify that I am in responsible charge as defined by the department of this construction project. Since the local public agency does not have a local public agency employee qualified to be the resident construction supervisor, I am recommending a consulting engineer to serve as resident construction supervisor.

6/12/17  
Date

Eric E. Fint ROAD & BRIDGE COORD.  
Signature and Title (for the Local Public Agency)

Eric Rose

Applicants Name (Type or Print)

The following describes my educational background, experience and other qualifications to be resident construction supervisor of this construction project for the Local Public Agency.

**For Consultants:** I certify that my firm is prequalified in Construction Inspection and my Documentation of Contract Quantities certificate number is 17-12522.

University of Missouri – Rolla, BSCE May 1991  
Licensed Professional Engineer in the State of Illinois, No. 062-053192 exp. 11/30/2017  
IDOT Certifications:  
IDOT S-33 Geotech Field Testing & Inspection  
IDOT ICORS  
IDOT LA Resident Engineering  
IDOT Project Finalization

I have performed RE services for IDOT Local Agency projects for over 26 years including road and bridge projects, and underground utility projects. I have extensive knowledge in plan reviews, construction administration, construction documentation, construction observation, underground utility installation inspections, multiple agency coordination, and public relations for IDOT and municipal projects, including roadway and bridge reconstruction and rehabilitation, retaining wall construction, box culvert construction, underground utility construction, intersection reconstruction, traffic signal installation, roadway lighting installation and streetscape improvements.

6/9/2017  
Date

Eric Rose  
Signature of Applicant

Consultant Resident Engineer  
Job Title of Applicant

Based on the above information and my knowledge of the applicant's experience and training, it is my opinion that the applicant is qualified to serve as the resident construction supervisor on this construction project.

Approved

\_\_\_\_\_ Date

\_\_\_\_\_ Deputy Director Division of Highways Regional Engineer

cc: Engineer of Local Roads and Streets, Central Bureau of Local Roads and Streets  
Engineer of Construction, Central Bureau of Construction  
Resident Construction Supervisor  
Local Public Agency

## Instructions for Preparation of Form BC 775

23 CFR 635.105 requires that the state transportation department (STD) has responsibility for the construction of all Federal-aid projects, and is not relieved of such responsibility by authorizing performance of the work by a local public agency or other Federal agency.

When a project is located on a street or highway over which the STD does not have legal jurisdiction, or when special conditions warrant, the STD, while not relieved of overall project responsibility, may arrange for the local public agency having jurisdiction over such street or highway to perform the work with its own forces or by contract. In those instances where a local public agency elects to use consultants for construction engineering services, the local public agency shall provide a full-time employee of the agency to be in responsible charge of the project.

The full-time local public agency employee in responsible charge of the project shall perform the following duties and functions:

- Administer inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of projects;
- Maintain familiarity of day to day project operations, including project safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Review financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The Department of Transportation, in accordance with the requirements, requires the local public agency to identify the local public agency employee who will be in responsible charge of each Federal-Aid project which will be constructed under the supervision of the county, municipality or other public agency. County Engineers, Municipal Engineers, and full-time local public agency employees registered as a professional engineer should be identified in the pre-construction meeting minutes. All other resident construction supervisors must submit their qualifications on this form for approval by the department. Resident construction supervisors who are consultants shall be certified in Documentation of Contract Quantities and their firm shall be prequalified in Construction Inspection.

This form will be completed by the applicant, endorsed by a representative of the local public agency, and submitted to the Deputy Director Division of Highways, Regional Engineer prior to the start of construction. This signatory for the local public agency should be the County Engineer or Municipal Engineer, as applicable. In the event a municipality does not have a Municipal Engineer, the applicant will be recommended by the appropriate municipal authority.

If a consultant is named on this form, the approved form will be included as an attachment to the appropriate construction engineering consultant agreement.

This document should be discussed as part of the preconstruction conference and a copy of the approved form retained with the preconstruction meeting minutes.