

Local Public Agency City of Aurora	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Federal Participation	C O N S U L T A N T	Consultant Patrick Engineering Inc.
County Kane				Address 4970 Varsity Drive
Section 16-00312-BT				City Lisle
Project No. 2IEV(098)				State IL
Job No. D-91-251-16				Zip Code 60532
Contact Name/Phone/E-mail Address Robert Greene 630-256-3241 rgreene@aurora-il.org	Contact Name/Phone/E-mail Address Jarrod Cebulski 630-795-7468 icebulski@patrickco.com			

THIS AGREEMENT is made and entered into this _____ day of _____, 2019 between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LPA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

Project Description

Name Edgelawn Drive Bikeway project Route _____ Length 3.9 mi. Structure No. N/A

Termini Indian Trail to Virgil Gilman Trail, project extends east out via Priarie Street, LeGrande Blvd, Garfield and Gladstone Ave.

Description Bike Lane Addition, Bike Route, Signange, Pavement Markings, ADA ramps and extending the shoulders to fit the bike lane.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LPA for the proposed improvement herein described.
2. To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LPA or STATE.
3. To complete the services herein described within 180 calendar days from the date of the Notice to Proceed from the LPA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
4. The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
5. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
6. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
7. That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.
8. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LPA.

9. The undersigned certifies neither the ENGINEER nor I have:
- a. employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT,
 - b. agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - c. paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - d. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - e. have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - f. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - g. have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
11. To submit all invoices to the LPA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).
13. Scope of Services to be provided by the ENGINEER:
- Make such detailed surveys as are necessary for the planning and design of the PROJECT.
 - Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
 - Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
 - Design and/or approve cofferdams and superstructure shop drawings.
 - Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
 - Prepare the necessary environmental and planning documents including the Project Development Report or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
 - Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
 - Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
 - Prepare preliminary roadway and drainage structure plans and meet with representatives of the LPA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
 - Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
 - Furnish the LPA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

II. THE LPA AGREES,

1. To furnish the ENGINEER all presently available survey data and information
2. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
 CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or
 CPFF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor

Specific Rate (Pay per element)

Lump Sum _____

3. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum o money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).
5. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

III. IT IS MUTALLY AGREED,

1. That no work shall be commenced by the ENGINEER prior to issuance by the LPA of a written Notice to Proceed.
2. That tracings, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LPA or to the STATE, without restriction or limitation as to their use.

3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LPA and the STATE before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the STATE; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LPA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
9. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by,
- f. Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

10. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
11. When the ENGINEER is requested to complete work outside the scope of the original AGREEMENT, a supplemental AGREEMENT will be required. Supplements will also be required for the addition or removal of subconsultants, direct costs, the use of previously unspecified staff, and other material changes to the original AGREEMENT.

Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
Patrick Engineering Inc.	36-3008281	\$45,986.17
Sub-Consultants:	TIN Number	Agreement Amount
Sub-Consultant Total:		0
Prime Consultant Total:		\$45,986.17
Total for all Work:		\$45,986.17

Executed by the LPA:

City of Aurora

(Municipality/Township/County)

ATTEST:

By: _____
 _____ Clerk

By: _____
 Title: _____

(SEAL)

Executed by the ENGINEER:

ATTEST:

Patrick Engineering Inc.

By: Janod J. Gehl
 Title: Transportation Manager

By: Patrick A. Cavity
 Title: President

Exhibit A - Preliminary Engineering

Route: SEE ATTACHED
 Local Agency: _____
 (Municipality/Township/County)
 Section: _____
 Project: _____
 Job No.: _____

*Firm's **approved rates** on file with IDOT'S Bureau of Accounting and Auditing:
 Overhead Rate (OH) 0.00 %
 Complexity Factor (R) 0.00
 Calendar Days _____

Method of Compensation:
 Cost Plus Fixed Fee 1 14.5%[DL + R(DL) + OH(DL) + IHDC]
 Cost Plus Fixed Fee 2 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
 Cost Plus Fixed Fee 3 14.5%[(2.3 + R)DL + IHDC]
 Specific Rate
 Lump Sum

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House Direct Costs (IHDC)	Profit	Total
Totals		0.00							



**Illinois Department
of Transportation**

**Engineering Payment Report
(Submit with Final Invoice)**

Prime Consultant

Name Patrick Engineering Inc.
 Address 4970 Varsity Drive, Lisle
 Telephone 630-795-7200
 TIN Number _____

Project Information

Local Agency City of Aurora
 Section Number 16-00312-00-BT
 Project Number 2IEV(098)
 Job Number D-91-251-16

This form is to verify the amount paid to the Sub-consultant on the above captioned contract. Under penalty of law for perjury or falsification, the undersigned certifies that work was executed by the Sub-consultant for the amount listed below.

Sub-Consultant Name	TIN Number	Actual Payment from Prime
N/A		
Sub-Consultant Total:		
Prime Consultant Total:		
Total for all Work Completed:		

Signature and title of Prime Consultant

Date

Note: The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under state and federal law. Disclosure of this information is REQUIRED and shall be deemed as concurring with the payment amount specified above.

For information about IDOT's collection and use of confidential information review the department's [Identity Protection Policy](#).

Exhibit C Federal Qualification Based Selection (QBS) Checklist

Local Public Agency City of Aurora
 Section Number 16-00312-00-BT
 Project Number 2IEV(098)
 Job Number D-91-251-16

The LPA must complete Exhibit C, if federal funds are used for this engineering agreement and the value will exceed \$25,000. The LPA must follow federal small purchase procedures, if federal funds are used and the engineering agreement has a value less than \$25,000.

Form Not Applicable (engineering services less than \$25,000)

1.	Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2.	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06(e) of the <i>BLRS Manual</i> ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, IDOT's approval date: _____		
3.	Was the scope of services for this project clearly defined? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
4.	Was public notice given for this project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Due date of submittal: <u>01/18/2019</u> Method(s) used for advertisement and dates of advertisement: <u>Public notice was posted on City's website on December 27, 2018</u>		
5.	Do the written QBS policies and procedures cover conflicts of interest? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
6.	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
7.	Do the written QBS policies and procedures discuss the method of evaluation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Criteria for this project	Weighting	Criteria for this project Weighting
	<u>Technical Approach</u>	<u>10 %</u>	<u>Work Load Capacity</u> <u>10%</u>
	<u>Firm Experience</u>	<u>10 %</u>	<u>Past Performance</u> <u>30%</u>
	<u>Specialized Expertise</u>	<u>10 %</u>	_____ %
	<u>Staff Capabilities</u>	<u>30 %</u>	_____ %
8.	Do the written QBS policies and procedures discuss the method of selection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Selection committee (titles) for this project: <u>City Traffic Engineer, Engineering Coordinator and Transportation Engineer.</u> Top three consultants selected for this project in order: 1) <u>Patrick Engineering Inc.</u> 2) <u>HR Green Inc.</u> 3) <u>AEG - Atlas Engineering Group, Ltd.</u> If less than 3 responses were received, IDOT's approval date: _____		
9.	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
10.	Were negotiations for this project performed in accordance with federal requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
11.	Were acceptable costs for this project verified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> LPA will rely on IDOT review and approval of costs.		
12.	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

13. Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, record retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? Yes No

CITY OF AURORA

Phase II Services for

**Edgelawn Drive Bikeway Project
Indian Trail to Virgil Gilman Trail**

**Proposal by:
Patrick Engineering Inc.**

May 3, 2019



Edgelawn Drive Bikeway Project
Indian Trail to Virgil Gilman Trail with extension through Prairie Street,
LeGrande Boulevard, Garfield Avenue, Gladston Avenue terminating at
the intersection of Gladstone Avenue and Galena Boulevard
City of Aurora
Section 16-00312-00-BT
Phase II Scope of Work

PROJECT UNDERSTANDING

The City of Aurora (City) is seeking to provide a marked bicycle route within a primarily residential area connection Indian Trail to the Virgil Gilman Trail and other neighborhood areas by leveraging federal funds to provide pavement marking, signing, and some areas of pavement widening to support on-road and off-road bicycle accommodations. In order to accomplish this, the City is seeking Phase II engineering services for the Edgelawn Drive Bikeway Project. The Patrick Team will develop the full set of bid documents, including contract plans, specifications, and cost estimates, for the successful construction of this project for the City.

It is mandatory that this project be processed in a manner that would continue to make it eligible for the use of CMAP Congestion Mitigation and Air Quality (CMAQ) funds. In order to achieve this goal, Patrick will develop the plans in accordance with all IDOT, FHWA, and CMAP guidelines.

General

1. The Phase II Plans will follow the recommended scope of work as described in the approved Phase I Project Development Report (PDR).
2. The limits of the bicycle route will match the limits in the Phase I PDR.
3. The project will be designed using the English units system and English size borders and plan sheet paper will be used. Plan sheets will be developed in AutoCAD format following the AutoCAD format sent to Patrick by the City.
4. A Preliminary Environmental Site Assessment (PESA) was prepared by Huff & Huff in May 2017. The PESA indicates that a Preliminary Site Investigation (PSI) is not required.
5. A Wetland and Waters of the U.S. Investigation Report was prepared by Tierra Ecological Consultants in April 2017. Based on this report, there will be no impacts to wetlands by the project.

Work Task 1 – Contract Plan Preparation

The contract plans will include the following:

1. Title/Cover Sheet
2. Index of Sheets & List of City/State Standards
3. General Notes
4. Summary of Quantities
5. Schedule of Quantities (path, earthwork, signing, etc.)
6. Existing and Proposed Typical Sections
7. Alignment and Ties Plan at 1" = 100' scale and Horizontal Alignment Control Points with Ties
8. Plan and Profile Sheets at 1" = 40' scale (2 window view/plan over profile) (includes drainage and landscaping)
9. IDOT standards for Maintenance of Traffic
10. Erosion and Sediment Control 1" = 40' scale (2 window view/ plan over plan)

11. Drainage and Utilities Sheets will be included in the Plan and Profile Sheets (it is assumed that no proposed utilities will be included as part of this project)
12. Drainage Calculations
13. Landscaping, Path Marking and Signing Plans will be included in the Plan and Profile Sheets. The landscaping will be a basic design to include seeding or sodding and tree/shrubbery locations, if required.
14. Miscellaneous Details
15. Cross-Sections at 50' intervals and at all critical locations such as cross culverts and driveways

Special Provisions will be prepared for Preliminary, Prefinal, and Final Submittals. Special Provisions will include City documents and IDOT documentation. A BD220 Estimate of Time and bar chart will be prepared. The associated estimate of cost will also be prepared. This task includes preparation of required IDOT forms for submittals and the bid documents.

Work Task 2 – Pick-up Survey

Pick-up survey will not be required.

Work Task 3 – Meetings/Field Checks/Coordination

It is anticipated that meetings with City, IDOT, and other stakeholders will be required. A detailed list of the anticipated meetings is shown under Work Task 3 in the manhour breakdown. Meetings include direct costs for vehicle usage, hours for attending the meeting and preparation of meeting minutes. Field checks are anticipated for roadway, drainage, and a plan-in-hand field check.

Work Task 4 – Geotechnical

Geotechnical work will not be required.

Work Task 6 – Administration and QA/QC

The QA/QC task includes the implementation of QA/QC plan throughout the course of this project, including ensuring that reviews are conducted for accuracy, correctness, and completeness of all deliverables prior to submission to the client or other agencies.

The Administration task includes the overall project administration, including managing the day-to-day work effort, work force allocation, budget oversight, schedule oversight, and project reporting and invoicing. Progress reports will be submitted to the City each month.

Assumptions:

- 1.) No additional right-of-way required for this project.
- 2.) No floodplain encroachment.
- 3.) Soil disturbance will be less than one acre.
- 4.) No waters regulated by Section 404 within project and therefore no 404 permit required.
- 5.) No PSI Required.
- 6.) Project not within an archaeological or historic preservation site.
- 7.) Project does not involve any threatened or endangered species.
- 8.) No 4(f) lands.
- 9.) No Work Zone Transportation Management Plans required.
- 10.) All permitting fees will be paid by the owner.
- 11.) No structural work required.
- 12.) No Post-contract coordination, field trips, utility review, RFIs, etc.

Phase II Contract Plans		<u>Sheets</u>	<u>Manhours</u>	
	<u>ITEM</u>			
1	<u>Contract Plan Preparation</u>			
	Review of Phase I Recommended Concepts		16	16
	Title/Cover Sheet	1	4	
		Subtotal Sheets	1	Subtotal MH's 4
	Index of Sheets & City/State Standards	1	4	
		Subtotal Sheets	1	Subtotal MH's 4
	General Notes	1	4	
		Subtotal Sheets	1	Subtotal MH's 4
	Summary of Quantities	2	6	
		Subtotal Sheets	2	Subtotal MH's 12
	Schedule of Quantities (1 path, 1 earthwork, 1 signing)	3	4	
		Subtotal Sheets	3	Subtotal MH's 12
	Typical Sections	<u>Sheets</u>	<u>Manhours</u>	
	Existing/Proposed Typical Sections	6	2	
		Subtotal Sheets	6	Subtotal MH's 12
	Alignment and Ties (Scale 1"=100')	<u>Sheets</u>	<u>Manhours</u>	
		1	4	
		Subtotal Sheets	1	Subtotal MH's 4
	Plan and Profile Sheets (Scale 1"=40')	<u>Sheets</u>	<u>Manhours</u>	
	Plan and Profile Sheets (include drainage and landscaping) (widening)	6	8	
	Plan and Profile Sheets (include drainage and landscaping) (non-widening)	37	2	
		Subtotal Sheets	43	Subtotal MH's 122
	Erosion and Sediment Control Plans (Scale 1"=40') (2 views/sheet)	<u>Sheets</u>	<u>MHs</u>	
	Erosion Control General Notes	1	2	
	Erosion Control Plans	6	2	
		Subtotal Sheets	7	Subtotal MH's 14
	Drainage Calculations		<u>MHs</u>	
	Hydraulic Calculations, check of drainage		16	
	Schedule of Quantities		0	
			Subtotal MH's	16
	Miscellaneous Details	<u>Sheets</u>	<u>MHs</u>	
	Miscellaneous Path/Roadway Details	4	0.5	
		Subtotal Sheets	4	Subtotal MH's 2
	Cross Sections (@ 100' intervals) (1 hr/X-Section)	<u>No. Sections</u>	<u>MHs</u>	
	Edgelawn Drive (sta. 5+00 to sta. 30+00)	50	50	
	Total Cross-Sections	50		
	w/ 3 X-S's per sheet - Total Sheets	17	Subtotal MH's	50
	Quantity Calculations		<u>MHs</u>	
			28	
			Subtotal MH's	28

Phase II Contract Plans					
Special Provisions				MHs	
	Prepare Special Provisions (For Prelim, Prefinal & Final Submittals)			28	
				Subtotal MH's	28
Estimate of Time				MHs	
	Prepare BD220 & Bar Chart			4	
	Prepare Estimate of Cost			8	
				Subtotal MH's	12
IDOT Bidding/Letting/Award Forms				MH's	
	Preparation of Required IDOT Forms			4	
				Subtotal MH's	4
TOTAL CONTRACT PLAN PREPARATION SHEETS = 86				TOTAL MH'S =	344
				ESTIMATED DIRECT COSTS =	\$ 423
Materials and Reproduction					
Pre-Final Submittal					
	150 sheets of specs	X 6 sets	X \$0.10 per sheet =	\$ 75	
	86 copies 1/4 size	X 6 sets	X \$0.25 per sheet =	\$ 129	
Final Submittal					
	150 sheets of specs	X 6 sets	X \$0.10 per sheet =	\$ 90	
	86 copies 1/4 size	X 6 sets	X \$0.25 per sheet =	\$ 129	
2 Pick-up Survey				MHs	
Control Work					
	Confirm Project Control For Corridor				
	Office work to adjust and review control				
Pickup Surveys					
	Pickup Survey for Drainage				
	Office Work to Support Pickup Surveys				
	Office Work for Creating, merging, and Editing Terrain Model				
Determine Horizontal Alignment and Stationing					
	Create Alignment and Stationing based on available centerline data				
Set Horizontal Alignment Points with Ties					
	Layout key alignment points				
Geotechnical Boring Locations					
Locate Borings and provide results					
Limited Tree Survey					
Survey Tree-line for general location					
Import Trees into CAD					
Tabulate Data					
Project Management, Coordination of Work					
				Subtotal Manhours =	0
				Estimated Direct Cost =	\$ -
	Travel - 8 trips @ \$65/vehicle day				

Phase II Contract Plans					
3	<u>Meetings/Field Checks/Coordination</u>				
	Agency Meetings	<u>Meetings</u>	<u>MHs</u>		
	IDOT Kick-off Meeting (1 meeting - 1 person)	1	2		
	City Plan Review Meeting (1 meeting - 1 person)	1	2		
	Plan-in-Hand Field Review Meeting (1 meeting - 2 people)	1	8		
	Other Meetings				
	Miscellaneous Meeting (1 meeting - 1 person)	1	2		
	Utility Coordination		12		
	Field Checks	<u>Field Checks</u>			
	Roadway	1	4		
	Drainage	1	4		
		Total Meetings / Field Checks	6		
		TOTAL MEETINGS / FIELD CHECK / COORDINATION MH'S =		34	
		ESTIMATED DIRECT COSTS = \$		400	
	Materials and Reproduction (100 pages x \$0.10/page)		\$ 10		
	Vehicle Usage				
	6 vehicle days X \$65/day		\$ 390		
4	Geotechnical		<u>MHs</u>		
	Drilling and Lab Oversight and Coordination				
	Analysis and Reporting				
		Subtotal Manhours =		0	
		ESTIMATED DIRECT COSTS = \$		-	
	Travel (1 day x \$65/day)				
	Drilling				
	Lab Testing				
5	Administration and QA/QC		<u>MHs</u>		
	Administration, Management, Invoicing		12		
	Perform QA/QC on Submitted Documents		12		
		Subtotal Manhours =		24	
		ESTIMATED DIRECT COSTS = \$		33	
	Materials and Reproduction (200 8-1/2x11 pages x \$0.10/page)		\$ 20		
	Materials and Reproduction (50 11x17 pages x \$0.25/page)		\$ 13		
SUMMARY OF WORKHOURS AND DIRECT COSTS				<u>Workhours</u>	<u>Direct Costs</u>
1	Contract Plan Preparation		344	\$	423
2	Pick-up Survey		0	\$	-
3	Meetings/Field Checks/Coordination		34	\$	400
5	Geotechnical		0	\$	-
6	Administration and QA/QC		24	\$	33
	TOTALS:		402		\$856

**PAYROLL ESCALATION TABLE
FIXED RAISES
COST PLUS FIXED FEE**

FIRM NAME Patrick Engineering, Inc.
PRIME/SUPPLEMENT Prime

DATE 10/31/19
PTB NO. N/A

CONTRACT TERM 9 MONTHS
START DATE 1/1/2020
RAISE DATE 1/1/2020

OVERHEAD RATE 1.4253
COMPLEXITY FACTOR 0
% OF RAISE 0.00%

ESCALATION PER YEAR

1/1/2020 - 1/1/2020	1/2/2020 - 10/1/2020			
0	9			
9	9			
= 0.00%	100.00%			
= 1.0000				

The total escalation for this project would be: 0.00%

PAYROLL RATES

FIRM NAME Patrick Engineering, Inc **DATE** 10/31/19
PRIME/SUPPLEMENT Prime
PSB NO. N/A

ESCALATION FACTOR **0.00%**

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Principal	\$70.00	\$70.00
Project Manager	\$70.00	\$70.00
Project Engineer 3/4	\$59.24	\$59.24
Project Engineer 1/2	\$44.28	\$44.28
Staff Engineer 3	\$40.09	\$40.09
Staff Engineer 2	\$34.37	\$34.37
Staff Engineer 1	\$29.72	\$29.72
Survey Manager	\$66.00	\$66.00
Project Surveyor	\$39.39	\$39.39
Staff Surveyor	\$33.92	\$33.92
Admin Assistant	\$26.97	\$26.97
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

**COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES**

FIRM Patrick Engineering, Inc.
 PSB N/A
 PRIME/SUPPLEMENT Prime

OVERHEAD RATE 1.4253
 COMPLEXITY FACTOR 0

DATE 10/31/19

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	Contract Plan Preparation	344	13,368.48	19,054.09	423.00	4,946.34				37,791.91	82.18%
	Pick-up Survey									0.00	
	Mtgs./Field Checks/Coord.	34	1,479.14	2,108.22	400.00	547.28				4,534.64	9.86%
	Geotechnical									0.00	
	Admin & QA/QC	24	1,297.40	1,849.18	33.00	480.04				3,659.62	7.96%
	TOTALS	402	16,145.02	23,011.50	856.00	5,973.66	0.00	0.00	0.00	45,986.17	100.00%

AVERAGE HOURLY PROJECT RATES

FIRM Patrick Engineering, Inc.
 PSB N/A
 PRIME/SUPPLEMENT Prime

DATE 10/31/19

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			Contract Plan Preparation			Pick-up Survey			Mtgs./Field Checks/Coord			Geotechnical			Admin & QA/QC		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	70.00	0																	
Project Manager	70.00	20	4.98%	3.48	10	2.91%	2.03				4	11.76%	8.24				6	25.00%	17.50
Project Engineer 3/4	59.24	32	7.96%	4.72	22	6.40%	3.79										10	41.67%	24.68
Project Engineer 1/2	44.28	62	15.42%	6.83	44	12.79%	5.66				14	41.18%	18.23				4	16.67%	7.38
Staff Engineer 3	40.09	111	27.61%	11.07	101	29.36%	11.77				10	29.41%	11.79						
Staff Engineer 2	34.37	87	21.64%	7.44	87	25.29%	8.69												
Staff Engineer 1	29.72	86	21.39%	6.36	80	23.26%	6.91				6	17.65%	5.24						
Survey Manager	66.00	0																	
Project Surveyor	39.39	0																	
Staff Surveyor	33.92	0																	
Admin Assistant	26.97	4	1.00%	0.27													4	16.67%	4.50
		0																	
		0																	
		0																	
		0																	
		0																	
		0																	
TOTALS		402	100%	\$40.16	344	100.00%	\$38.86	0	0%	\$0.00	34	100%	\$43.50	0	0%	\$0.00	24	100%	\$54.06

COMPANY NAME: Patrick Engineering

 PTB NUMBER: **N/A**

 TODAY'S DATE: **10/22/2019**

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.000	\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	X	6	\$65.00	\$390.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$0.00	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Recording Fees	Actual cost			\$0.00	\$0.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost			\$0.00	\$0.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00
Lab Services*	Actual cost (Provide breakdown of each cost)			\$0.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Copies (8-1/2x11)		X	1,950	\$0.10	\$195.00
Copies (11x17)		X	1,082	\$0.25	\$270.50
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
TOTAL DIRECT COST					\$855.50

*If other allowable costs are needed and not listed, please add in the above spaces provided.

LEGEND

W.O. = Work Order

J.S. = Job Specific



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

July 19, 2019

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

Jeffrey Schuh, PE
PATRICK ENGINEERING, INC.
4970 Varsity Drive
Lisle, IL 60532

Dear Jeffrey Schuh, PE,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2018. Your firm's total annual transportation fee capacity will be \$33,600,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 142.53% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Office of Quality Compliance and Review in a pre-award audit.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2019. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
Jack Elston, P.E.
Bureau Chief
Bureau of Design and Environment

SEFC PREQUALIFICATIONS FOR PATRICK ENGINEERING, INC.

CATEGORY	STATUS
Special Studies - Traffic Signals	X
Special Studies - Traffic Studies	X
Transportation Studies - Railway Engineering	X
Special Services - Construction Inspection	X
Hydraulic Reports - Waterways: Typical	X
Special Studies - Location Drainage	X
Hydraulic Reports - Waterways: Complex	X
Hydraulic Reports - Pump Stations	X
Special Services - Surveying	X
Location Design Studies - New Construction/Major Reconstruction	X
Special Services - Electrical Engineering	X
Highways - Roads and Streets	X
Location Design Studies - Rehabilitation	X
Special Services - Subsurface Utility Engineering	X
Highways - Freeways	X
Location Design Studies - Reconstruction/Major Rehabilitation	X
Special Services - Sanitary	X
Special Studies - Feasibility	X
Special Studies - Safety	X
Structures - Highway: Simple	X
Structures - Highway: Advanced Typical	X
Structures - Highway: Typical	X
Structures - Railroad	X
Structures - Highway: Complex	A
Geotechnical Services - Subsurface Explorations	X
Geotechnical Services - General Geotechnical Services	X
Geotechnical Services - Structure Geotechnical Reports (SGR)	X
Environmental Reports - Environmental Assessment	X
Airports - Design	X
Special Services - Hazardous Waste: Advance	X
Special Services - Hazardous Waste: Simple	X

X	PREQUALIFIED
A	NOT PREQUALIFIED, REVIEW THE COMMENTS UNDER CATEGORY VIEW FOR DETAILS IN EPAS.
S	PREQUALIFIED, BUT WILL NOT ACCEPT STATEMENTS OF INTEREST