



Using Federal Funds? Yes No

Agreement For: Agreement Type: Number:

LOCAL PUBLIC AGENCY

Local Public Agency: County: Section Number: Job Number:

Project Number: Contact Name: Phone Number: Email:

SECTION PROVISIONS

Local Street/Road Name: Key Route: Length: Structure Number:

Location Termini:

Project Description:

Engineering Funding: MFT/TBP State Other

Anticipated Construction Funding: Federal MFT/TBP State Other

AGREEMENT FOR

Phase I - Preliminary Engineering Phase II - Design Engineering

CONSULTANT

Consultant (Firm) Name: Contact Name: Phone Number: Email:

Address: City: State: Zip Code:

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer: Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
- Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
- In Responsible Charge Contractor: A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Direct Costs Check Sheet
- EXHIBIT D: Qualification Based Selection (QBS) Checklist
- EXHIBIT E: Cost Estimate of Consultant Services Worksheet (BLR 05513 or BLR 05514)
- EXHIBIT E: Manhours by Classification
- _____
- _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are 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.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. 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 US Department of Transportation (US DOT) assisted contract. 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.
8. 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 be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. 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 DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly 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 in Exhibit A (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See Exhibit C).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit D).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
 - (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 DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER

shall be due and payable to the ENGINEER.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

- (1) 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 in all previous partial payments made to the ENGINEER.
- (2) 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 of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

- Percent
- Lump Sum
- Specific Rate _____ (Maximum Fee \$150,000)
- Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

- DL is the total Direct Labor,
- DC is the total Direct Cost,
- OH is the firm's overhead rate applied to their DL and
- FF is the Fixed Fee.

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US 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 US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US 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 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

- 1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, 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 DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, 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 DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
- 2. That the ENGINEER shall be responsible for any all damages to property or persons 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 DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
- 3. 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 materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. 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 have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not 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 the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not 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) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has 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 indicated 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 and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 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 DEPARTMENT 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 on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an 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 contract or grant of \$5,000 or more from the DEPARTMENT, as defined 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 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 (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 to maintain 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.
- (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.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 11. For Preliminary Engineering Contracts:
 - (a) That tracing, 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, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT 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.

AGREEMENT SUMMARY

Prime Consultant	TIN/FEIN/SS Number	Agreement Amount
Midwest Engineering Associates, Inc.	27-2629787	\$100,700.77

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
- Neff Valuation	36-3887483	\$8,700.00
-		
Subconsultant Total		\$8,700.00
Prime Consultant Total		\$100,700.77
Total for all work		\$109,400.77

Add Subconsultant

AGREEMENT SIGNATURES

Executed by the LPA:

Attest: The Local Public Agency Type of Name of Local Public Agency

By (Signature & Date)

By (Signature & Date)

Name of Local Public Agency Local Public Agency Type Clerk

Title

(SEAL)

Executed by the ENGINEER:

Consultant (Firm) Name

Midwest Engineering Associates, Inc.

Attest:

By (Signature & Date)

Pat A. Ep 9/13/2021

Title

Sr. Project Manager

By (Signature & Date)

Chlyn 9/13/21

Title

Project Manager

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

City of Peoria

Peoria

16-003700-00-EG

**EXHIBIT A
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

NON-PLAN SHEET RELATED WORK AND CONTRACT DOCUMENTS ROADWAY CONTRACT

Traffic Signal Design

- New traffic signal equipment will be designed for the intersections of Glen Ave. with Dawn Dr. and Glen Park Pl.
- New signal equipment will include video detection and emergency vehicle pre-emption.
- Attend a virtual meeting to review existing traffic signal equipment with City Personnel.
- Prepare Special Provisions for any unique items not covered by the Standard Specifications, IDOT District 4 Special Provisions, or IDOT District 4 Interim Special Provisions.
- Identify and obtain the IDOT District 4 applicable Standard Special Provisions, District Special Provisions, Interim Special Provision, and BDE Special Provisions.
- The following items will be updated for inclusion of the Traffic Signals into the project:
 - Estimate of Time
 - Estimate of Cost
 - Schedules & Summary of Quantities (including listing and calculating quantities)

Land Acquisition

- Applicable Local Roads Forms are to be utilized for all Land Acquisition documents.
- It is presumed that temporary easements will be needed from 43 properties and right-of-way will be needed from up to 8 parcels.
- Preparation of the following documents needed to obtain Temporary Easements:
 - Introduction Letter
 - Temporary Easement (legal description of easement, no plat)
 - Exhibit showing construction easement
 - Affidavit of Title
 - Receipt of Conveyance Documents and Disbursement Statement
 - W-9 (only for payments over \$300 per Land Acquisition Manual)
 - Tenant's Consent documents (One release will be acquired from the Apartment Managers / Representative, individual apartment tenants will not be contacted)
- Preparation of the following documents needed to obtain ROW
 - Same documents for a TE except the applicable form for a Warranty Deed will be used instead of the TE Form
 - A Plat will be completed for each property where ROW is to be purchased
 - Release of Mortgage Document, as needed
 - Tenant's Release documents
 - Valuation Waivers or Appraisals
- Land Acquisition Services
 - A Title Commitment will be completed for properties requiring ROW acquisition.
 - Title Commitments will not be completed for Temporary Easements.
 - A lien search will be completed for properties requiring a TE.

- Communicating with Property Owners (Initial Letters, in-person meetings, etc.)
- Negotiating with land owners
- Staking ROW and or TE to show property owners, as requested
- Recording ROW documents
- Temporary Easements will not be recorded
- The following items will not be completed as part of this project:
 - Negotiators Report
 - Basis for Computing Total Approved Compensation and Offer to Purchase
 - Project and or Parcel Compliance Checklist
 - Mortgagee's Consent to Temporary Construction Easement
 - Review of Appraisals

PLAN SHEET RELATED WORK ROADWAY CONTRACT

- The plans shall be prepared in accordance with City of Peoria requirements and per Chapter 63 guidelines in the Illinois Department of Transportation's BDE Manual.
- The project will be designed per the City of Peoria's applicable policies along with Chapter 46 and all other pertinent sections of the Bureau of Local Roads & Streets Manual and applicable sections of the Bureau of Design and Environment Manual.
- Perform a QC/QA review on all submittals to ensure conformance with applicable policies.
- Submittals shall be as follows:
 - Pre-Final Plans (including Pre-Final Specifications and Estimates)
 - The City of Peoria Public Works Department shall review the above submittals and provide written comments as appropriate.
 - IDOT will review the Pre-Final Plans and provide written comments as appropriate.
 - Midwest Engineering Associates will review the comments, revise the plans and respond to the comments with a written disposition for each submittal.
 - Final Plans, Specifications and Estimates
- Traffic Signal Plans will be completed for the intersections of Glen Ave. with Dawn Dr. and Glen Park Pl.
- Plans for each intersection will include general notes, temporary traffic signal plans, removal plans, signal layout, cable layout and mast arm details.
- Update existing plan sheets to include the proposed traffic signals (e.i. Summary of Quantities, Schedules, etc.)

Local Public Agency

City of Peoria

County

Peoria

File No. 21-250

Section Number

16-003700-00-EG

**EXHIBIT B
PROJECT SCHEDULE**

10/22/2021 Submit Pre-Final PS&E

12/10/2021 Submit Final PS&E

01/26/2022 ROW Acquisition Completed

2/17/2022 Letting Date

City of Peoria

Peoria

16-003700-00-EG

**Exhibit C
Direct Costs Check Sheet**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

Item	Allowable	Quantity	Contract Rate	Total
<input type="checkbox"/> Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			
<input type="checkbox"/> Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			
<input type="checkbox"/> Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			
<input type="checkbox"/> Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			
<input type="checkbox"/> Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			
<input type="checkbox"/> Vehicle Rental	Actual cost (Up to \$55/day)			
<input type="checkbox"/> Tolls	Actual cost			
<input type="checkbox"/> Parking	Actual cost			
<input type="checkbox"/> Overtime	Premium portion (Submit supporting documentation)			
<input type="checkbox"/> Shift Differential	Actual cost (Based on firm's policy)			
<input type="checkbox"/> Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Project Specific Insurance	Actual Cost			
<input type="checkbox"/> Monuments (Permanent)	Actual Cost			
<input type="checkbox"/> Photo Processing	Actual Cost			
<input type="checkbox"/> 2-Way Radio (Survey or Phase III Only)	Actual Cost			
<input type="checkbox"/> Telephone Usage (Traffic System Monitoring Only)	Actual Cost			
<input type="checkbox"/> CADD	Actual cost (Max \$15/hour)			
<input type="checkbox"/> Web Site	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Advertisements	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			
<input checked="" type="checkbox"/> Recording Fees	Actual Cost	8	\$100.00	\$800.00
<input type="checkbox"/> Transcriptions (specific to project)	Actual Cost			
<input type="checkbox"/> Courthouse Fees	Actual Cost			
<input type="checkbox"/> Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			
<input type="checkbox"/> Testing of Soil Samples	Actual Cost			
<input type="checkbox"/> Lab Services	Actual Cost (Provide breakdown of each cost)			
<input type="checkbox"/> Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			
<input checked="" type="checkbox"/> Lien Searches	Actual Cost	43	\$500.00	\$21,500.00
<input checked="" type="checkbox"/> Title Commitments	Actual Cost	8	\$1,000.00	\$8,000.00
<input checked="" type="checkbox"/> Postage	Actual Cost	43	\$4.13	\$177.55
<input type="checkbox"/>				
<input type="checkbox"/>				
Total Direct Costs				\$30,477.55

City of Peoria

Peoria

16-003700-00-EG

**Exhibit D
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input type="checkbox"/>
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 BLRS Manual?	<input type="checkbox"/>	<input type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input type="checkbox"/>

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input type="checkbox"/>

Project Criteria	Weighting
-	

Add

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input type="checkbox"/>
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Selection committee (titles) for this project

Top three consultants ranked for this project in order

1	<input style="width: 100%;" type="text"/>
2	<input style="width: 100%;" type="text"/>
3	<input style="width: 100%;" type="text"/>

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input type="checkbox"/>
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 type="checkbox"/>	<input type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).	<input type="checkbox"/>	<input checked="" type="checkbox"/>



CITY OF
PEORIA

PROJECT: Phase II - Glen Avenue from War Memorial Drive to University Street



MAN-HOURS BY CLASSIFICATION:

DESCRIPTION	ENGINEER V	ENGINEER III	ENGINEER I	TECH. IV	TECH. III	TECH. II	FIELD TECH. II	ADMIN. II	TOTAL HOURS
1 SIGNAL DESIGN		16	80						96
2 PLANS, SPECIFICATIONS, ESTIMATES & QUANTITIES		20	26						46
3 SUBMITTALS AND MEETINGS									
PRE-FINAL SUBMITTAL		8							
FINAL SUBMITTAL - PLANS, SPECIFICATIONS, AND ESTIMATES		4							8
PLAN REVISIONS / RESPONDING TO COMMENTS		6	24						30
MEETINGS		6							6
4 LAND ACQUISITION									
CONTACT LETTER (43 LETTERS)		10						40	50
CONVEYANCE DOCUMENTS (43 T.E.'S, 8 ROW)		6		40				6	52
EXHIBITS		8	24						32
RECEIPT		8						6	14
AFFIDAVIT		8						6	14
TENANT RELEASE		8						6	14
SET TE/ROW STAKES FOR OWNER (50 estimated)		8		20				6	14
MEETING WITH OWNERS									20
INITIAL		40							
SUBSEQUENT		30						100	140
5 MANAGEMENT AND ADMINISTRATION (5%)								48	78
6 QUALITY CONTROL / QUALITY ASSURANCE (3.5%)								4	6
SUBTOTAL - HOURS:	4	192	154	60	0	0	0	216	626
BLENDED HOURLY WAGE RATES	\$61.00	\$47.02	\$31.48	\$44.21	\$37.34	\$34.57	\$28.66	\$36.46	
SUBTOTAL - COST:	\$244.00	\$9,027.84	\$4,847.92	\$2,652.60	\$0.00	\$0.00	\$0.00	\$8,307.36	\$25,079.72

x 2.8 (MULTIPLIER) = \$70,223.22

Midwest Engineering Assoc., Inc.	\$70,223.22
Total Direct Costs	\$30,477.56
TOTAL	\$100,700.77

Courtney Allyn

From: Randy Neff <rneff@neffvaluation.com>
Sent: Wednesday, September 8, 2021 9:41 AM
To: Courtney Allyn
Subject: Re: Signal Plan Exhibits

Courtney,

I estimate a fee to complete an appraisal of the Storemaster funding parcel to be \$1,500 and the fee for the other six parcels to be \$1,200 per parcel. The appraisal would most likely be completed on IDOT's valuation finding report. It would take approximately 60 days to complete the appraisals. Thank you for the opportunity to provide you with a fee estimate for our services. Let me know if you have any questions.

Randy

Randall L. Neff, MAI, SRA
Neff Valuation Group
1605 W. Candletree Drive, Suite 109
Peoria, Illinois 61614
www.neffvaluation.com
309-691-7223

On Tue, Sep 7, 2021 at 8:17 PM Courtney Allyn <CAlyn@mweainc.com> wrote:

I wanted a proposal to cover an appraisal for all 7 properties but we won't likely need the south parcel at the Glen Park Pl intersection.

Sent from my iPhone

On Sep 7, 2021, at 5:35 PM, Randy Neff <rneff@neffvaluation.com> wrote:

Courtney

Do you know how many of these parcels will need appraisals?

Randy

Randall L. Neff, MAI, SRA
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Peoria, Illinois 61614
www.neffvaluation.com



CITY OF
PEORIA
DEPARTMENT OF PUBLIC WORKS
3505 N. DRIES LANE
PEORIA IL 61604-1210
(309) 494-8800

CONSULTANT:
WO NO.: 20-05A
PROJECT:
MASTER AGREEMENT DATE: 12-11-2018

**ENGINEERING WORK ORDER
ASSIGNMENT AGREEMENT**

MASTER AGREEMENT APPROVAL DATE: 12-11-2018	WORK ORDER NO.: 20-05A
DATE OF ASSIGNMENT: 08-26-2021	
CONSULTANT: Midwest Engineering Associates, Inc.	CITY PROJECT NO.
Consultant's Job No.: 20200051	

PROJECT NAME AND LOCATION: Glen Avenue Rehabilitation from War Memorial Drive to University Street

DESCRIPTION OF WORK INVOLVED:
Additional Services for Phase II Design Engineering for Glen Avenue:
 -Design new traffic signal equipment for Dawn and Glen Park Pl. intersections
 -Provide land acquisition services

ESTIMATED START DATE: 08-20-2021	ESTIMATED COMPLETION	01-26-2022
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NOT TO EXCEED TOTAL COST OF THIS WORK ORDER =	\$109,400.77
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SUBMITTED: <u>Midwest Engineering Associates, Inc.</u>	
CONSULTANT	
<u>[Signature]</u> - Sr. Project Manager	<u>August 26, 2021</u>
Consultant's Signature and Title	DATE
AUTHORIZED: <u>[Signature]</u>	<u>09/15/21</u>
CITY OF PEORIA, CITY ENGINEER	DATE

See attached Engineering Services Agreement