



# Local Public Agency Engineering Services Agreement



Using Federal Funds?  Yes  No Agreement For  Agreement Type

### LOCAL PUBLIC AGENCY

Local Public Agency City of Peoria	County Peoria	Section Number 18-00377-00-SP	Job Number
Project Number	Contact Name Andrea Klopfenstein	Phone Number (309) 494-8816	Email aklopfenstein@peoriagov.org

### SECTION PROVISIONS

Local Street/Road Name Adams Street/Jefferson Street	Key Route FAU 6674/6673	Length	Structure Number
Location Termini William Kumpf Boulevard to Fayette Street			<input type="button" value="Add Location"/> <input type="button" value="Remove Location"/>

**Project Description**  
 The City of Peoria (CITY) received HSIP funds to change the existing one-way pedestal signals to mast arms for two-way traffic at twelve intersections in downtown Peoria - Jefferson and Liberty, Jefferson and Fulton, Jefferson and Main, Jefferson and Hamilton, Adams and Harrison, Adams and Liberty, Adams and Fulton, Adams and Main.

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 Hanson Professional Services Inc.	Contact Name Cindy Loos	Phone Number (309) 713-1402	Email cloos@hanson-inc.com
Address 7625 N. University St., Suite 200	City Peoria	State IL	Zip Code 61614

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: A full time LPA employee authorized to administer inherently governmental PROJECT activities

**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: Cost Estimate of Consultant Services
- Exhibit F: Cost Estimate of Subconsultant Services <sup>SSA</sup>
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**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~~

on a time and expense basis according to all the Standard Agreement for Professional Services between the LPA and ENGINEER dated December 11, 2018. The upper limit for compensation shall not exceed \$597,300 without prior authorization of the LPA.

~~Lump Sum~~

~~Specific Rate~~ \_\_\_\_\_ (Maximum Fee \$150,000)

~~Cost plus Fixed Fee:~~

~~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
Hanson Professional Services Inc.	37-1301332	\$551,270.00
<b>Subconsultants</b>		
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
- Millennia Professional Services	20-0886076	\$45,860.00
Subconsultant Total		\$45,860.00
Prime Consultant Total		\$551,270.00
Total for all work		\$597,130.00
Add Subconsultant		

**AGREEMENT SIGNATURES**

Executed by the LPA:

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

By  Date  By  Date

Name of Local Public Agency  Local Public Agency Type  Clerk Title

(SÉAL)

Executed by the ENGINEER:

Consultant (Firm) Name

Attest:

Hanson Professional Services Inc.

By

Date

*Lucinda Fox*

7/26/21

Title

Vice President

By

Date

*Mat Frazier*

7/26/2021

Title

Sr. Vice President

APPROVED:

Regional Engineer, Department of Transportation

Date

*Kensil A. Barnett*

9/1/2021

## 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:

The City of Peoria (CITY) received HSIP funds to change the existing one-way pedestal signals to mast arms for two-way traffic at twelve intersections in downtown Peoria - Jefferson and Liberty, Jefferson and Fulton, Jefferson and Main, Jefferson and Hamilton, Adams and Harrison, Adams and Liberty, Adams and Fulton, Adams and Main.

Hanson Professional Services Inc. shall prepare Phase 2 Final Design and Plan Preparation for converting Adams Street and Jefferson Street to two-way traffic from Walnut Street to I-74, in the City of Peoria. The proposed improvement will consist of changing the cross-section of each street to provide two-way traffic with one lane in each direction, a left turn lane, parking on both sides of the road and a bike lane on one side. New bump-outs will be constructed to reduce pedestrian crossing lengths and protect parking. The existing curb and gutter will remain except for necessary intersection improvements. This scope assumes the full-build option, except Fulton Street construction between Adams and Jefferson is not included. The documents will be prepared in English units and in accordance with IDOT's Federal Guidelines in the Bureau of Local Roads and Streets Manual.

### Services:

The Scope of Services to be provided is limited to the following:

#### Phase 2 Final Design and Plan Preparation

- A. Surveying and Mapping (Millennia)
  - 1. Establish horizontal and vertical survey control on the Illinois State Plane Coordinate System, Illinois West Datum, NAD 83 (2011) and NAVD88-vertical. Place horizontal and vertical control points. Provide Benchmark descriptions and Recovery Ties for the Control Points per the IL Department of Transportation's Recurring Special Provision for Construction Layout Stakes – Check Sheet #10, Department Responsibility Items (a) and (b).
  - 2. Conduct limited boundary surveys to determine existing right-of-way lines within the corridor limits for those parcels impacted by the project. Generally ROW will be taken from available GIS data.
  - 3. Prepare a drawing of the existing ROW in CAD format.
  - 4. Prepare plats and legal descriptions for 3 ROW parcels and 19 Temp Easements
  - 5. Complete pickup survey as required for final design
  - 6. Complete rough staking of 73 signal pole locations to coordinate with existing utilities
- B. Public Involvement
  - 1. City Council Meetings – Assume one (1)
    - a. Prepare exhibit of the project area depicting planned improvements for discussion.
    - b. Present proposed improvements and recommendations
    - c. Respond to questions
  - 2. Stakeholder Meetings – Assume five (5)
    - a. Meet with individual stakeholders to discuss impacts to their property
    - b. Prepare meeting minutes
- C. Environmental Updates
  - 1. Update Biological Clearance
  - 2. Cultural Resources Coordination with IDOT and IHPA



3. Conduct new Preliminary Environmental Site Assessment (PESA) for local streets.
4. Conduct Preliminary Site Investigation (PSI) for local streets.
5. Prepare PSI response for IDOT ROW

**D. Traffic Signal Design & Plans**

1. Traffic Signal Plans and Details (12 intersections)
  - a. Adams/Kumpf
  - b. Adams/Harrison
  - c. Adams/Liberty
  - d. Adams/Fulton
  - e. Adams/Main
  - f. Adams/Hamilton
  - g. Jefferson/Kumpf
  - h. Jefferson/Liberty
  - i. Jefferson/Fulton
  - j. Jefferson/Main
  - k. Jefferson/Hamilton
  - l. Jefferson/Fayette
2. Traffic Signal Interconnect Plans
3. Temporary Traffic Signal Plans (up to 4 locations)
4. Prepare Specifications for traffic signal items
5. QC/QA

**E. Roadway Design & Plans**

1. Curb bump out and sidewalk ramp grading design
2. Curb Bump Out Modeling for Cross Sections
3. Kumpf Blvd. Design and Modeling
4. Drainage Design
  - Field Review of existing drainage system
  - Prepare Drainage sheets (@ 1"=20' H., 1"=5' V.) and schedules.
  - Prepare Storm Water Pollution Prevention Plan (SWPPP) if required per IEPA.
  - Storm water drainage will be designed to capture and convey runoff from the proposed geometric modifications. Inlet spreads or existing storm sewer capacity will not be evaluated.
5. Title Sheet (w/ Sheet Index)
6. General Notes, Standard List, Legend/Abbrev.
7. Summary of Quantities Sheets
8. Schedule of Quantities
9. Existing/Proposed Typical Sections
10. H/V Control Schematic including control points and any required curve data
11. Control ties, TBM Locations
12. Construction Sequencing and Staging Plans
13. Removal/Relocation Plans
14. Plan / Profile Sheets with Pavement Marking and Signage (1" = 20' H & 1" = 5' V)
15. Drainage Details
16. Intersection Details
17. Sidewalk Ramp Grading Details
18. Erosion Control Plans
19. D4 Standards
20. Cross Section Sheets (at curb bump out locations)
21. Cross Section Sheets for Kumpf Blvd. turn lane additions)
22. Details (CITY Standards, special details, misc., etc.)
23. Coordinate submittal of the concept plans to the utility companies for their review.



24. Review responses and comments from utilities which are received after the concept plan submittal to determine whether utilities need to be moved or project modifications can be suggested which will resolve the conflict.
25. For locations where utilities will need to be moved, coordinate with the utility companies and the City to determine the approximate limits of relocation and approximate cost.

**F. Prefinal Plans, Specifications, and Estimates**

1. Compile/Print Plan Set
2. Quantity Calculations
3. Opinion of Probable Construction Cost
4. Estimate of Time
5. Specifications with IDOT forms
6. QC/QA

**G. Final Bid Documents**

1. Prepare response to comments
2. Revise Prefinal Plans, Specifications, and Estimates
3. Compile and submit information for IDOT Letting
4. Update Opinion of Probable Construction Cost and Estimate of Time
5. Prepare required addendums
6. QC/QA

**H. Project Management**

1. Financial and schedule controls
2. Administer project kick-off meeting with CITY
3. Administer internal kick-off meeting
4. Coordination with CITY
5. Coordination with IDOT
6. Meeting Minutes
7. Direct and Manage Work
8. Project Closeout

- I. Furnish the originals and a reasonable number of prints of all necessary plans and documents, as determined by the CITY, including five copies of any Draft Report that is being submitted for review and one copy of all meeting minutes.

- J. The CITY will provide or cause to be furnished the following:

1. Existing roadway and right-of-way plans, including existing storm sewer and sanitary sewer information.
2. The CITY will make available digital files of aerial photographs, contours, and basic topography from G.I.S. data if available.
3. Proposed Plans for any adjacent improvements
4. Plat/Easement Information

- K. The following items are not included in the scope of work but could be provided as an addendum to the contract:

1. Establishing existing ROW for the entire project area. Property lines will be established where easements and permanent ROW are required. Otherwise, GIS Parcel/ROW information will be shown.
2. ROW/Easement acquisition.
3. Construction observation activities.
4. Sewer televising
5. Utility relocation plans
6. Storm water retention/detention or storm water green infrastructure
7. Analysis or evaluation of the existing storm sewer system, it is assumed that the existing system is in acceptable condition and working appropriately.
8. Preparation of frontend specification for a local letting. It is assumed the project will be on an IDOT letting.

Local Public Agency

County

Section Number

City of Peoria

Peoria

18-00377-00-SP

**EXHIBIT B  
PROJECT SCHEDULE**

Complete Phase 2 Design and Plan Preparation for a June 2022 IDOT Letting.

City of Peoria

Peoria

18-00377-00-SP

**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 checked="" type="checkbox"/> Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	631	\$0.56	\$353.36
<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 checked="" type="checkbox"/> Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)	4	\$20.50	\$82.00
<input type="checkbox"/> Copies of Deliverables/MyIars (In-house)	Actual cost (Submit supporting documentation)			
<input type="checkbox"/> Copies of Deliverables/MyIars (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 type="checkbox"/> Recording Fees	Actual Cost			
<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 checked="" type="checkbox"/> Testing of Soil Samples	Actual Cost	10	\$800.00	\$8,000.00
<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"/> EDR Report for Special Waste	Actual Cost	1	\$500.00	\$500.00
<input checked="" type="checkbox"/> Soil Borings	Actual Cost	10	\$700.00	\$7,000.00
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<b>Total Direct Costs</b>				<b>\$15,935.36</b>

City of Peoria

Peoria

18-00377-00-SP

**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"/>
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"/>
Selection committee (titles) for this project			
Top three consultants ranked for this project in order			
1			
2			
3			
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"/>



EXHIBIT E: COST ESTIMATE OF CONSULTANT SERVICES

**PSMJ Resources, Inc** [www.psmj.com](http://www.psmj.com)  
**Hanson Professional Services Inc.**  
**18L0299A2 - One-way/Two-way Phase II**  
**Multiplier**

**1.800.537.7765 (PSMJ) info@psmj.com**

3

		\$	\$	\$	\$	100%	\$	\$	\$	\$	\$
<b>Totals</b>		\$ 535,340	\$ 61,795	\$ 597,134	100%	\$	82	\$	353	\$ 61,360	
		Labor		Expenses		Total	% of	Total	Postage	Travel	Other
		\$	\$	\$	\$	\$	%	\$	\$	\$	\$
<b>PHASE II DESIGN &amp; PLANS</b>											
A. Survey and Mapping (Millennia)		\$ 6,432	\$ 45,860	52,292	9%	\$ -	\$ -	\$ -	-	\$ 45,860	
B. Public Involvement		\$ 8,816	\$ 45	8,860	1%	\$ -	\$ -	\$ 45		\$ -	
C. Environmental Updates		\$ 21,225	\$ 15,752	36,977	6%	\$ -	\$ -	\$ 252		\$ 15,500	
D. Traffic Signal Design & Plans		\$ 236,841	\$ -	236,841	40%	\$ -	\$ -	\$ -		\$ -	
E. Roadway Design & Plans		\$ 176,090	\$ -	176,090	29%	\$ -	\$ -	\$ -		\$ -	
F. Prelinal Plans, Specifications, and Estimates		\$ 27,780	\$ 40	27,820	5%	\$ 40	\$ 40	\$ -		\$ -	
G. Final Bid Documents		\$ 23,499	\$ 42	23,541	4%	\$ 42	\$ 42	\$ -		\$ -	
H. Project Management		\$ 34,658	\$ 56	34,714	6%	\$ -	\$ -	\$ 56		\$ -	

[Click here for Help inserting rows](#)

EXHIBIT E: COST ESTIMATE OF CONSULTANT SERVICES

**PSMJ Resources, Inc** [www.psmj.com](http://www.psmj.com)  
**Hanson Professional Services Inc.**  
**18L0299A2 - One-way/Two-way Phase II**  
**Multiplier**

**1.800.537.7765 (PSMJ) info@psmj.com**

**Role:** CAL/MGKNB TMA BAB RDH CG/KM/RLA

<b>Totals</b>	\$ 144.34	3,709	435	177	835	259	85	588	535	716	79
Ave Hourly	Total	EASVIII	EASVII	EASVI	EASV	EASIV	EASIII	EASII	TVI	AV	
Rate	Hours	225.00	210.00	177.00	150.00	123.00	105.00	99.00	112.50	100.50	

Task Description

Task Description	Ave Hourly	Hours	EASVIII	EASVII	EASVI	EASV	EASIV	EASIII	EASII	TVI	AV
<b>PHASE II DESIGN &amp; PLANS</b>											
<b>A. Survey and Mapping (Millennia)</b>	\$ 201.00	32	16	-	16	-	-	-	-	-	-
<b>B. Public Involvement</b>	\$ 179.91	49	19	-	19	-	-	-	-	6	5
<b>C. Environmental Updates</b>	\$ 131.02	162	11	-	22	-	85	6	32	-	6
<b>D. Traffic Signal Design &amp; Plans</b>	\$ 153.59	1,542	18	154	777	-	-	-	279	312	2
<b>E. Roadway Design &amp; Plans</b>	\$ 127.42	1,382	181	-	-	172	-	524	168	337	-
<b>F. Prefinal Plans, Specifications, and Estimates</b>	\$ 148.56	187	46	16	-	27	-	30	40	8	20
<b>G. Final Bid Documents</b>	\$ 139.05	169	35	4	-	20	-	28	14	52	16
<b>H. Project Management</b>	\$ 186.33	186	109	3	1	40	-	-	2	1	30

Millennia Professional Services  
 Cost Estimate: Adams - Jefferson ROW

<u>Control Surveys</u>	<u>Position</u>	<u>Rate</u>	<u>Units</u>	<u>Unit Measure</u>	<u>Total</u>
w/permanent monuments	Project Manager	\$ 186.00	2	Hour	\$ 372.00
	Technician III	\$ 105.00	40	Hour	\$ 4,200.00
	Technician II	\$ 75.00	40	Hour	\$ 3,000.00
				Subtotal	\$ 7,572.00

Direct Costs:

Vehicle Day	\$ 65.00	5	Day	\$ 325.000
			Subtotal	\$ 325.000
			Total	\$ 7,897.000

<u>Research</u>	<u>Position</u>	<u>Rate</u>	<u>Units</u>	<u>Measure</u>	<u>Total</u>
	Project Manager	\$ 186.00	2	Hour	\$ 372.00
	Technician III	\$ 105.00	21	Hour	\$ 2,205.00
				Subtotal	\$ 2,577.00

Direct Costs:

Courthouse copies and fees	\$ 540.00	1	actual cost	\$ 540.00
			Subtotal	\$ 540.000
			Total	\$ 3,117.000

<u>Field Surveys</u>	<u>Position</u>	<u>Rate</u>	<u>Units</u>	<u>Measure</u>	<u>Total</u>
	Project Manager	\$ 186.00	10	Hour	\$ 1,860.00
	Technician III	\$ 105.00	63	Hour	\$ 6,615.00
	Technician II	\$ 75.00	63	Hour	\$ 4,725.00
	Technician III (Calculations)	\$ 120.00	15	Hour	\$ 1,800.00
				Subtotal	\$ 15,000.00

Direct Costs:

Vehicle Day	\$ 65.000	10	Day	\$ 650.000
			Subtotal	\$ 650.000
			Total	\$ 15,650.000

<u>Drafting</u>	<u>Position</u>	<u>Rate</u>	<u>Units</u>	<u>Measure</u>	<u>Total</u>
3 ROW Plats	Project Manager	\$ 186.00	11	Hour	\$ 2,046.00
19 Temp Ease Plats	Technician III	\$ 105.00	100	Hour	\$ 10,500.00
				Subtotal	\$ 12,546.00

Total \$ 12,546.000

<u>Additional TOPO</u>	<u>Position</u>	<u>Rate</u>	<u>Units</u>	<u>Measure</u>	<u>Total</u>
	Project Manager	\$ 186.00	2	Hour	\$ 372.00

Technician III	\$ 105.00	20 Hour	\$ 2,100.00
Technician II	\$ 75.00	20 Hour	\$ 1,500.00
			\$ -
		Subtotal	\$ 3,972.00

**Direct Costs:**

Vehicle Day	\$ 65.000	3 Day	\$ 195.000
		Subtotal	\$ 195.000
		Total	\$ 4,167.000

**Pole Staking**

<u>Position</u>	<u>Rate</u>	<u>Units</u>	<u>Measure</u>	<u>Total</u>
Project Manager	\$ 186.00	1 Hour	\$	186.00
Technician III	\$ 105.00	12 Hour	\$	1,260.00
Technician II	\$ 75.00	12 Hour	\$	900.00
			\$	-
		Subtotal	\$	2,346.00

**Direct Costs:**

Vehicle Day	\$ 65.000	1 Day	\$ 65.000
Stakes	\$ 72.00	1 Day	\$ 72.00
		Subtotal	\$ 137.000
		Total	\$ 2,483.000

Final Total \$ 45,860.000

Approved: Cindy Loos





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

CONSULTANT: Hanson  
WO NO.: 21-04 Hanson  
PROJECT: One-way/Two-way Phase II  
MASTER AGREEMENT DATE: 12/11/18

**ENGINEERING WORK ORDER  
ASSIGNMENT AGREEMENT**

MASTER AGREEMENT APPROVAL DATE: 12-11-18 AMENDMENT NO. 1 APPROVAL DATE: 04-13-21	WORK ORDER NO.: 21-04 Hanson
DATE OF ASSIGNMENT: 01-30-2019	CITY PROJECT NO. R2101
CONSULTANT: Hanson Professional Services, Inc. Consultant's Job No.: 18L0299A2	

**PROJECT NAME AND LOCATION:**

Phase II Engineering for One-way to Two-way Conversion on Adams Street and Jefferson Street from Walnut Street to I-74. Section 18-00377-00-SP

**DESCRIPTION OF WORK INVOLVED:**

See attached.

ESTIMATED START DATE: 08-1-2021	ESTIMATED COMPLETION DATE: 12-31-2022
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NOT TO EXCEED TOTAL COST OF THIS WORK ORDER =	\$597,130
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SUBMITTED: <u>Hanson Professional Services Inc.</u> CONSULTANT	
<u>Mat Fithum</u> Sr. Vice President Consultant's Signature and Title	<u>07/26/2021</u> DATE
AUTHORIZED: <u>Andrea Kloppenst</u> CITY OF PEORIA, CITY ENGINEER	<u>07/27/21</u> DATE

**See attached Master Service Agreement Work Order Budget Summary**