



CITY OF WASHINGTON, ILLINOIS

City Council Agenda Communication

Meeting Date: October 17, 2022

Prepared By: Dennis Carr – City Engineer

Agenda Item: Grant/North Safe Routes to Schools Engineering Agreement

Background: IDOT awarded two SRTS projects to the City of Washington. Staff assembled a request for qualifications and received 4 proposals. Staff reviewed the proposals and began negotiating with the group lead by Terra Engineering to perform the survey, design, and land acquisition services for the SRTS projects.

The firm selection was originally planned to take place this winter with the design being done next fiscal year. IDOT is pushing to get the initial meetings done for all of the SRTS projects and have asked us to move forward with our selection. The design will begin in the current fiscal year, but a majority will be done in the next fiscal year with construction likely in 2024 or 2025, budget permitting.

Staff will work with the consultant to keep costs at a minimum this current fiscal year.

There has been a change in IDOT personnel at the review level that has increased the cost of Phase 1 engineering. The potential addition of curb on one side of the road (similar to N. Main) was once a straightforward process, but now is reviewed in the lens of a complete road project.

Fiscal Impact: The engineering agreement with Terra is for an amount not to exceed \$116,786. Staff did not budget anything for the design of the SRTS projects as they were not awarded at time of budgeting. There is some money in Roads Engineering for survey and geotechnical services that can be used to begin the work with IDOT.

Staff Recommendation: Staff recommends approval of the Engineering Services Agreement with Terra to perform the Phase 1 and Phase 2 engineering work for the two SRTS projects for a cost not to exceed \$116,786.00.

Action Requested: Approval of the engineering agreement for Terra to perform the Phase 1 and Phase 2 engineering work for the two SRTS projects.

The City of Washington requires professional Phase I and Phase II engineering services for two grant-funded projects: 1) A 5-ft wide sidewalk approximately 450-ft long on North Street from N. Main Street to just west of West Street in District 52; and 2) Phase I for a 5-ft wide sidewalk approximately 1,700-ft long on Grant Street from School Street to Washington Road (IL Rte 8) and Phase II for a 5-ft wide sidewalk approximately 850-ft Grant Street from School Street to the east. Grants were obtained through the Safe Routes to School (SRTS) program to provide federal funding for the construction portion of this project.

The proposed sidewalk is intended to be designed and constructed along the south side of Grant Street and along the north side of Main Street.

Engineering services will be performed in accordance with Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets Standards.

Phase I – Preliminary Engineering

It is assumed that North Street and Grant Street will each qualify as a State Approved Categorical Exclusions (CEs) using IDOT form BLR 19100. The following tasks will be required for Phase I Preliminary Engineering for both project locations:

- 1) Field Investigations and Data gathering
 - a) Collect available data for the project areas from the City of Washington and utility companies.
 - b) Utilize LiDAR data for survey information. Collect detailed topographical data at critical design locations and at locations where LiDAR data is found to be insufficient for design. The survey data will be collected along Grant Street from its intersection with School Street to Washington Road, and along North Street from its intersection with Main Street to its proposed east terminus.
 - c) Conduct up to three field visits (for measurements, photos, and other miscellaneous investigations).
- 2) Survey (TWM)
 - a) Topo extraction from centerline of road to 10' behind ROW (approximately 30'-40' strip) on one side of the road for both sites (~1,700' length on Grant Street and ~ 450' length on North St). Set control points in the field for future layout. Plan on one day of pickup survey.
- 3) Environmental Survey Request (ESR)
 - a) Based on the proposed alignments and the use of existing right-of-way, submit an ESR to the State for environmental clearances (wetlands, natural resources review, and cultural). The ESR will be developed in accordance with IDOT policy for both project locations.
- 4) Design the proposed sidewalk along south side of Grant St, following IDOT BLRS and PROWAG design standards, considering drainage accommodation, utility conflicts, and establishing logical connections to existing facilities.
- 5) IDOT coordination
 - a) Prepare form BLR 22410 and attachments (including a location map, functional classification map, and preliminary typical sections) and submit to IDOT prior to the Bi-monthly meeting.
 - b) Attend the Bi-monthly meeting and present the projects.
 - c) Document the meeting.
 - d) Miscellaneous IDOT clarifications and correspondence throughout the Phase I process.
- 6) Project Development Report (form BLR 19100)
 - a) Prepare Location Maps
 - b) Determine and provide narrative for the existing Conditions (width of travel, alignment, traffic control devices, utilities, jurisdiction, maintenance responsibility, drainage, terrain, access, and current land use).

- c) Prepare existing typical sections (roadway widths, ROW widths, curb and gutter, surface types).
- d) Define the Logical Termini of the proposed improvements
- e) Prepare a narrative of the proposed improvements (sidewalks, traffic control devices, drainage, utility adjustments, intersection improvements, driveway slopes, etc.)
- f) Prepare proposed typical sections.
- g) Prepare preliminary plans.
- h) Prepare form BLR 22120, documenting design elements and identifying any design variances.
- i) Prepare a preliminary estimate of cost.
- 7) Right-of-Way
 - a) Determine right-of-way needs, including temporary easements. Document these needs in the PDR.
- 8) Regulated substances (Special Waste) review
 - a) Perform a special waste level 1 and level 2 screening. Due to the urban area, it is assumed that these projects will fail the screenings and it will be necessary to prepare Preliminary Environmental Site Assessments (PESAs).
 - b) It is assumed that the PESA will indicate no recognized environmental concerns (RECs) are found for the affected properties, so no Preliminary Site Investigation (PSI) will be required.
- 9) Maintenance of Traffic
 - a) Define how vehicle traffic and pedestrians will be accommodated during construction.
- 10) Public Involvement
 - a) Prepare property owner contact letters, with exhibits if needed.
 - b) The City will gather addresses of affected owners, send the property owner letters, and respond to any comments or questions. City responses will be shared with TERRA for documentation in the Project Development Report.

Phase II – Plans, Specifications and Estimates

- 11) Prepare the following Plans in accordance with IDOT guidance:
 - a) Cover Sheet
 - b) General Notes, standards, and commitments
 - c) Summary of Quantities
 - d) Typical Sections
 - e) Schedule of Quantities
 - f) Alignment, Ties & Benchmarks
 - g) Removal Plans
 - h) Plan Sheets (with profile if necessary, 20 scale)
 - i) Drainage plans
 - j) Pavement Markings and Signage Plans
 - k) Traffic Control Plans (Maintenance of Traffic, may be handled with standard details)
 - l) Erosion and Sediment Control Plans (may be combined with landscaping plans)
 - m) Landscaping Plans
 - n) Miscellaneous Details (connection to existing culvert on North Street)
 - o) Curb ramp details
 - p) Cross Sections
- 12) Prepare and determine the pavement structure (for patching adjacent to curb ramps and curb modifications) in accordance with the Bureau of Local Roads Manual.
- 13) Prepare Project Specifications in accordance with IDOT guidelines and include the following:
 - a) Supplemental Specifications

- b) Recurring Special Provisions
- c) BDE Special Provisions
- d) Contract Special Provisions
- e) Project Specific Special Provisions
- f) Highway Standards
- 14) Prepare Quantities and Estimates which will include the following:
 - a) Quantities
 - b) Estimate of Time
 - c) Estimate of Cost
- 15) Utility Coordination
 - a) Analyze potential conflicts between the proposed improvements and the existing utilities.
 - b) Coordinate utility relocations as necessary to facilitate construction of the proposed improvements.
- 16) Right of Way
 - a) Perform boundary research, field reconnaissance, ROW line establishment.
- 17) Coordinate with IDOT PS&E review and letting.
- 18) Project administration and QAQC.

Assumptions

The following assumptions were made in the development of the above scope and man-hour estimate. Should the results of the process deviate from these assumptions, additional services will be discussed and negotiated with the City of Washington.

- It is assumed that this project will not impact a jurisdictional floodplain or jurisdictional wetlands.
- It is assumed that this project will not require special coordination, documentation and special provisions related to threatened or endangered species or cultural resources. It is assumed that the natural resources review and cultural clearance will be free of significant findings.
- It is assumed that no hydraulic analysis of culverts or storm sewers will be required.
- It is assumed that this project will not be presented at more than one Bi-Monthly FHWA/IDOT coordination meeting.
- It is assumed that the PESA will indicate that it will not be necessary to prepare a PSI for this project.
- It is assumed that Grant's Park will not be designated as a 4f property and may be used for drainage outfall.
- It is assumed that a formal public hearing or public meeting will not be required for this project. The public involvement requirement will be met by coordinating with affected property owners by mailing letters.



Agreement Type

Original

Using Federal Funds? ☒ Yes ☐ No

LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
Washington	Tazewell		
Project Number	Contact Name	Phone Number	Email
	Dennis Carr	(309) 444-1136	dcarr@ci.washington.il.us

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Grant Street		850 feet	N/A
Location Termini			
Grant St from School St to a point 850-feet to the east			
<div>Add Location</div> <div>Remove Location</div>			

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
North Street		670 feet	
Location Termini			
North St from N. Main Street to west of West St			
<div>Add Location</div> <div>Remove Location</div>			

Project Description

Engineering services for the North Street Sidewalk and Grant Street Sidewalk Safe Routes to School projects.

Engineering Funding ☐ Federal ☒ MFT/TBP ☐ State ☐ Other

Anticipated Construction Funding ☒ Federal ☒ MFT/TBP ☐ State ☐ Other

AGREEMENT FOR

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
TERRA Engineering, LTD	Eric Therkildsen	(309) 999-0123	etherkildsen@terraengineering.com
Address		City	State Zip Code
401 Main Street Ste 1560		Peoria	IL 61602

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

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Washington	TERRA Engineering, LTD	Tazewell	

Exhibit C
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	
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 type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input type="checkbox"/>	<input type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).	<input type="checkbox"/>	<input type="checkbox"/>

Instructions for BLR 05530 - Page 1 of 3
Form instructions are not to be submitted with the form

This form shall be used for a Local Public Agency (LPA) to enter into an agreement with an Engineering firm in connection with a project funded with Federal, State, and/or Motor Fuel Tax (MFT) funds. Based on the selection of type of engineering agreement and funding type, the form will change. For more information refer to the Bureau of Local Roads and Streets Manual (BLRS) Chapter 5. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS manual.

This form can also be used for structure inspections.

When filing out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Using Federal Funds?	The user must select yes or no. Based on the selection, a drop-down menu will appear. The language of the form changes based on the selection. Selecting yes indicates federal funds will be used to fund all or a portion of the engineering for this phase of this project. Selecting no indicates no federal funds will be used to fund any engineering for this phase of the project.
Agreement For	If yes was selected for using Federal Funds, select Federal PE or Federal CE from the drop-down. If no was selected for using Federal Funds, select MFT PE, MFT CE, or MFT PE-CE.
Agreement Type Number	From the drop down, select the type of agreement, types to choose from are: Original or Supplemental If the agreement is for a supplemental, insert the number of the supplemental using number 1 for the first supplemental, and increase the numbering as the supplementals increase.
Local Public Agency	
Local Public Agency	Insert the name of the LPA. This field value is used to populate the LPA name in the Agreement Signatures and the Exhibit pages.
County	Insert the name of the county in which the LPA is located.
Section Number	Insert the section number applied to this project without dashes, dashes are automatically inserted.
Job Number	Insert the job number assigned for the project, if applicable.
Project Number	Insert the project number assigned for this project, if applicable.
Contact Name	Insert the name of the LPA contact for this project.
Phone Number	Insert the phone for the LPA contact listed to the left without dashes.
Email	Insert the email for the LPA contact listed to the left.
Section Provisions	
Location	Use the add location button to add additional locations, if needed, for up to a total of five locations. If there are more than five locations, use various.
Local Street/Road Name	Insert the local street/road name.
Key Route	Insert the key route of the street/road listed to the left, if applicable.
Length	Insert the length in miles as it pertains to the location listed to the left. For a structure insert 0.01.
Structure Number	Insert the existing structure number(s) for this project.
Location Termini	Insert the beginning and ending termini as it pertains to this location for this project.
Add Location	Use this button to add additional location.
Remove Location	Use this button to remove a location added in error. Please note that at least one location is required.
Project Description	Insert a description of the work to be accomplished by this project.
Engineering Funding	Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other." The form will change based on the box(es) checked.
Anticipated Construction Funding	Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other."

Instructions for BLR 05530 - Page 2 of 3

Agreement For	Select the check box for the type of engineering the agreement is for. Phase I for Preliminary Engineering, Phase II for Design Engineering, Phase III for Construction Engineering. When Federal Funds are used, Phase I and Phase II can be selected when the agreement is for Federal PE. When Federal CE is selected, only Phase III can be selected. For MFT, the Phases can be selected based on the original selection at the top of the form for the agreement type.
Consultant	
Primary Consultant (Firm) Name	Insert the name of the primary consultant firm that will be executing this agreement. This field value is used to populate the consultant name in the Agreement Summary, Agreement Signatures and the Exhibit pages.
Contact Name	Insert the name of the contact for the firm listed to the left.
Phone Number	Insert the phone number for the contact listed to the left, without dashes.
Email	Insert the email of the contact listed to the left.
Address	Insert the address of the firm listed to the left.
City	Insert the city of the firm listed to the left.
State	Insert the state of the firm listed to the left.
Zip Code	Insert the zip code of the firm listed to the left.
Agreement Exhibits	Check all that apply, for boxes checked that do not have a description, insert the name of the exhibit.
Exhibit A	Insert the scope of services covered by this agreement/ project. This exhibit is required.
Exhibit B	Insert the project schedule that applies to this agreement/ project. This exhibit is required.
Exhibit C	Qualification Based Selection (QBS) Checklist process must be followed when the value of engineering will meet and/or exceed the threshold in 50 ILCS 510. If the process does not apply, check the form not applicable checkbox on the top of the exhibit page. If the process applies and using federal funds, complete items 1 through 13. If the process applies and using state funds, complete items 14 through 16.
Exhibit D	Cost Plus Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514). If the method of compensation was checked (under LPA Agrees item 4) as Cost Plus Fixed Fee (Anniversary Raise or Fixed Raise) in the agreement, then this exhibit is required and the correct BLR form: BLR 05514 for Fixed Raise or BLR 05513 for Anniversary Raise.
Exhibit	Use the remaining boxes and lines to add additional exhibits as needed.
LPA Agrees	
Method of Compensation	<p>Select the method of compensation for this agreement by checking the applicable box.</p> <p>If Percent is checked (this is only available when agreement is for MFT funds.), insert in the box the applicable percentage.</p> <p>If Lump Sum is checked, complete the box after lump sum showing the lump sum compensation amount. For agreements funded with federal funds the lump sum shall be determined by using the Cost Plus Fixed Fee formula.</p> <p>If Specific Rate is checked, insert the specific rate in the box. The specific rate cannot exceed \$150,000. For a federal project this is limited to testing services only.</p> <p>If Cost Plus Fixed Fee is checked, select the type of raise the agreement will use: Anniversary or Fixed. If this method is selected, BLR 05513 or BLR 05514 must be included in the exhibits.</p>

Instructions for BLR 05530 - Page 3 of 3

Agreement Summary

Prime Consultant (Firm) Name	Field populated from the Prime Consultant (Firm) Name entered on the first pages of the agreement.
TIN/FEIN/SS	Insert the Prime Consultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).
Agreement Amount	Insert the maximum agreement amount.
Subconsultant(s)	As applicable, insert the name of each subconsultant engaged in this agreement/ project. Subconsultants are defined as any firm that is required to complete a Cost Estimate of Consultant Services (CECS) Worksheet.
TIN/FEIN/SS	Insert the Subconsultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).
Agreement Amount	Insert the maximum agreement amount for the subconsultant listed to the left.
Add Subconsultant	If additional lines are needed for additional subconsultants, insert lines as needed and complete the required information.
Subconsultant Total	This field is automatically completed, it is the sum of all the agreement amounts for all subconsultants listed.
Prime Total	This field is automatically completed, it is the amount of the prime consultant fee as listed above.
Total for All	This field is automatically completed, it is the sum of the subconsultant and the prime total.

Agreement Signatures

Executed by LPA

Local Public Agency Type	From the drop down, select the type of LPA. Types to choose from are: City, County, Town, or Village.
Local Public Agency	Field populated from the Local Public Agency entered on the first pages of the agreement.
By	The LPA clerk will sign here.
By	The LPA official authorized to sign this agreement will sign and date here.
Seal of LPA	The LPA will seal the document here.
Title	Insert the title of the LPA official who signed above.

Executed by the Engineer

Prime Consultant (Firm) Name	Field populated from the Prime Consultant (Firm) Name entered on first pages of the agreement.
By	The person(s) authorized to sign this agreement from the engineering firm will sign and date here.
Title	Insert the title of the person signing above.

For Agreement using MFT or State Funds only:

Regional Engineer	Upon approval the Regional Engineer will sign and date here.
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A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.

Following approval, distribution will be as follows:

- Central Office (only for Projects using State and/or Federal Funds)
- District
- Engineer (Municipal, Consultant or County)
- Local Public Agency Clerk