



Local Agency Project Contract Administration

February 10, 2015

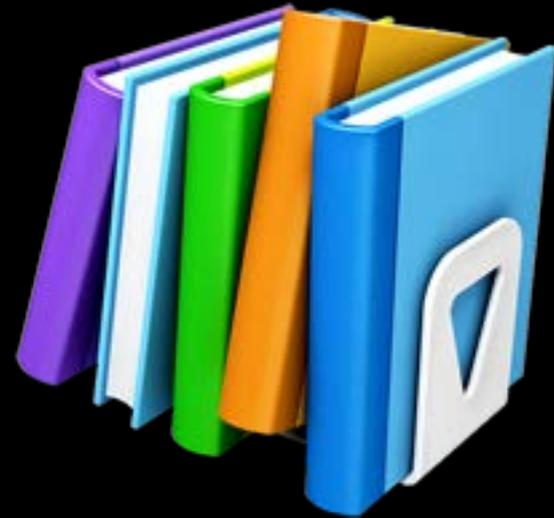
Course Overview

- Agreements
- Provisions
- Engineering Proposal Package
- Invoice Process
- Construction Administration
- Project Finals and Close-out



Course Materials

- Class Booklet*
- Forms*
- Presentation*



*Forms & Presentation available on the IDOT website:
<http://www.idot.illinois.gov/home/resources/Forms-Folder/a>

IDOT website

<http://www.idot.illinois.gov>

Randall S. Blankenhorn, Acting Secretary

A-Z INDEX FAQ EMPLOYMENT RESOURCES CONTACT HELP

Bruce Rauner, Governor

Randall S. Blankenhorn, Acting Secretary

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Bruce Rauner, Governor



Illinois Department of Transportation

resources

What are you searching for?



ABOUT IDOT

TRANSPORTATION SYSTEM

DOING BUSINESS

TRAVEL INFORMATION

Course Material
& IDOT Forms
Select
'RESOURCES'

Winter Road Conditions

See how the roads look before heading out this winter!

[Winter Road Conditions Map](#)



Winter Road Conditions

Check out our Winter Road Conditions map when the weather is bad to see how the roads look.



Congratulations!

IDOT employee wins exceptional service award.



Zero Fatalities

Safety is our number one priority and we stand committed to reducing the fatalities on Illinois' roadways.

→ [Transportation Safety](#)

→ [Studies & Projects](#)

News



→ [Transportation Safety](#)

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News





Illinois Department
of Transportation

WHY WE ARE HERE?

PRESENTED BY: TEMI LATINWO

IDOT – Audit Finding

- May 9, 2014 Audit Report No. 14-03-002
- Erroneous / Duplicate billings
- Improper Billing of Federal Participating Costs
- Lack of IDOT Approvals for Contract Change Orders



Federal Highway Administration (FHWA)

- 9/4/2014, Illinois inactive rate - 11.6%
- Chicago Projects inactive rate - 7.4%
- FHWA's national target - 2%

IDOT Invoice Timeline

Invoices processed Fiscal Year 2013:

- Chicago – 453
- Other Local Agencies – 2229 excluding State Let Contracts

FHWA Authorization to 1st Invoice
State Goal - 180 days

Fiscal Year(s) 2012 & 2013

- D1 LA Construction – 146 days
- D1 LA Engineering – 135 days
- CDOT Construction – 364 days
- CDOT Engineering – 354 days

Project Close out Statistics

Illinois Department of Transportation
 Analysis of Project Closed Within The Last 10 Years

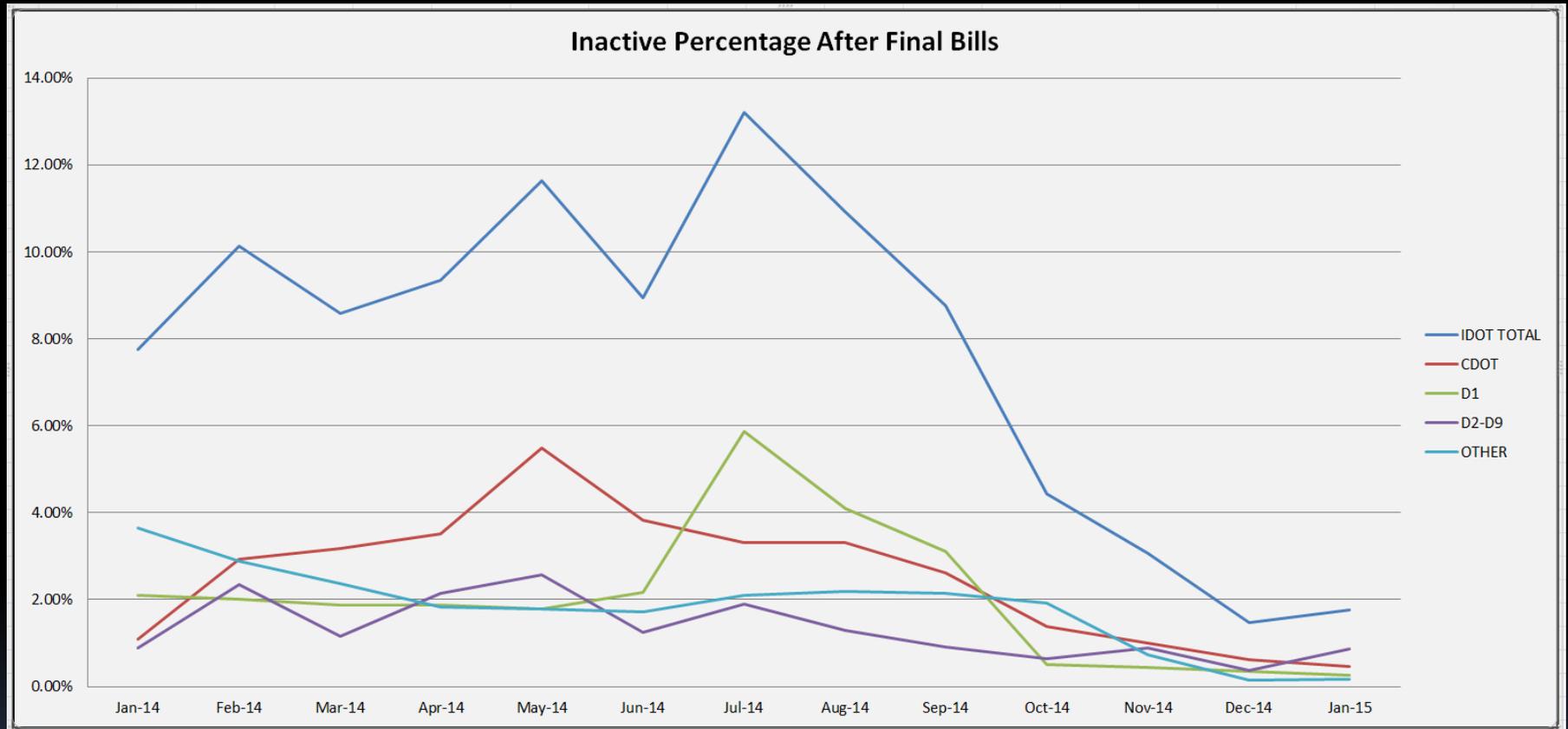
Description	Count	Total		Average		Years	
		Dollars	Years	Dollars	Years	Max	Min
Contract >= \$1M	2418	11,529,179,476.33	11639.7	4,768,064.30	4.8	33.6	1.0
Contract <\$1M	3837	1,615,039,060.89	14325.4	420,911.93	3.7	13.6	0.8
Design	401	109,045,347.81	2513.3	271,933.54	6.3	17.8	0.6
Preliminary Engineering	948	1,151,936,521.65	6736.3	1,215,122.91	7.1	51.0	0.3
ROW	137	176,543,090.00	1581.8	1,288,635.69	11.5	27.3	1.5
Locally Let - <i>CPOT only</i>	257	843,555,258.21	2839.5	3,282,316.18	11.0	26.5	2.5

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ROW	137	176,543,090.00	1581.8	1,288,635.69	11.5	27.3	1.5
Preliminary Engineering	948	1,151,936,521.65	6736.3	1,215,122.91	7.1	51.0	0.3
Design	401	109,045,347.81	2513.3	271,933.54	6.3	17.8	0.6

IDOT Inactive Project Analysis

ILLINOIS DEPARTMENT OF TRANSPORTATION		ANNUAL APPORTIONMENT:		\$ 1,372,231,384.00
ANALYSIS OF INACTIVE PROJECTS	End of	January	2015	
IDOT INACTIVE AMOUNTS BY DISTRICT:				
DISTRICT	# OF PROJ	AMOUNT	% OF TOTAL INACTIVE	IDOT INACTIVE
DISTRICT 1 BREAKDOWN:				
CITY OF CHICAGO	77	6,303,519.92	64.51%	0.46%
OTHER DISTRICT 1	168	3,468,007.59	35.49%	0.25%
TOTAL	245	9,771,527.51	100.00%	0.71%
CITY OF CHICAGO BREAKDOWN BY UNEXPENDED AMOUNT:				
GREATER THAN \$150K	9	4,645,346.24	73.69%	0.34%
GREATER THAN \$100 & LESS THAN \$15	37	1,658,173.58	26.31%	0.12%
LESS THAN \$100	31	0.10	0.00%	0.00%
TOTAL	77	6,303,519.92	100.00%	0.46%

IDOT Inactive Project Trend



➤ As of January 2015 inactive rate of 1.76%



Illinois Department
of Transportation

WHERE TO BEGIN?

Agreements

- Local Agency Agreement
- Engineering Agreement



Agreement Provisions

State and Federal Policy and Regulations

➤ State

- Joint Committee on Administrative Rules (JCAR)
- Illinois Office of the Comptroller (IOC)

➤ Federal

- United States Code (U.S.C.)
- FHWA Code of Federal Regulations (CFR)

State Comptroller's Policy

State Obligation expires:

- **4 years** if the project costs do not exceed \$1,000,000
- **6 years** if the project costs exceed \$1,000,000
- Amendment Agreement & Affidavit required extend obligation

United States Code (U.S.C.) Code of Federal Regulations (CFR)

United States Code (U.S.C.)

- Section 102(b) of Title 23,

Code of Federal Regulations (CFR)

- Part 630.112(c)(2) of Title 23
- Requirements for repayment of Preliminary Engineering cost if ROW or Construction is not initiated 10 years after Federal Authorization
- Unless FHWA has granted a time extension

Code of Federal Regulations (CFR)

- 23 CFR 630 Subpart A
- Financial Integrity Review and Evaluation (FIRE) Program
 - Project Inactive
 - Invoice on a quarterly basis
 - FIRE Reporting criteria
 1. 12 months or older with an unexpended balance greater than \$500,000 or more.
 2. 24 months or older with an unexpended balance of \$50,000 to \$500,000.
 3. 36 months or older with an unexpended balance of less than \$50,000.

Code of Federal Regulations (CFR)

- 23 CFR 630.106(4)
 - The State shall maintain a process to adjust project cost estimates.
 - Adjustments to federal obligation occurs 90 days after project costs has decreased by \$250,000 or more.



Code of Federal Regulations (CFR)

- 2 CFR Part 1200 referred to as the "Supercircular"
- Effective date: 12/26/14

Code of Federal Regulations (CFR)

- 2 CFR 200.309
 - Period of performance
 - Start Date
 - Federal authorization date
 - End Date
 - Project Schedules
 - No additional costs are eligible for reimbursement after established End Date
 - Unless FHWA has granted a time extension



Where to begin

ENGINEERING AGREEMENTS

PRESENTED BY: ZUBAIR HAIDER

Definitions & Concepts

Engineering Services Agreement

- Project specific Agreement
 - Addendum/Supplement to the Agreement for additional work
- Master Task Order
 - Project Specific Task Order
 - Supplemental Task Order for additional work

Engineering Proposal Package

- Boiler plate with terms and conditions (City provides it. Must comply with Federal and State rules, regulations, policies, and procedures depending on type of funds being utilized.)
- Detail of Scope of the Services (Should be Project Specific)
- Cost Estimate of Consultant Services CECS (BLR 5610 for Design Engineering, or 5611 for Construction Engineering), with one of the Cost plus Fixed fee formula identified.
- Breakdown and detail of Direct Cost
- Payroll Rates, showing Maximum Hourly Rates of each Classification.
- Pay Roll Escalation Table and Factor

Engineering Proposal Package

- Liability Insurance
- Drug-free work place Certification
- Statement of Experience & Financial Condition (SEFC) letters
- DBE/MBE/WBE Certification Letter (issued by IDOT, Metra, CTA, Pace, or City)
- DBE for federal funded projects (schedule C and D)
- MBE and WBE for State and City funded jobs (schedule C and D)
- Disclosure of Retained Parties & Economic Disclosure

Detail of Scope

The original
excavation
Flyover
I-90
CTA

Current

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I-190 Collector Distributor
Estimate of Additional Man-Hours for
Preparation of Contract Documents
Cumberland Flyover Phase II Engineering

Supplement No. 9

No.	Description
8.	Typical Sections Existing and Proposed East River Road
10.	Maintenance of Traffic MOT Concept Studies Tollway Lane Closure Staging for EB Update of MOT Additional Meetings Additional Tollway
12.	Removal Plans
13.	Plan & Profile Plan and Profile Cumberland Flyover
14.	Drainage & Utilities Plan and Profile
20.	Lighting Plans Temporary Lighting Plan Sheets (1"=10') Removal Lighting Schematic Diagrams Underdeck Lighting Other Electrical Details Standard Details Coordination Meetings Special Provisions Photometric and Electrical Photometric and Electrical Tollway Lighting Requirements
21.	Cross Sections Cross Sections (Vertical) East River Road
26.	Structure Plans See Attached Structural Cumberland Flyover East River Road Beam Fabrication
Total	

I-190 Collector Distributor Roadway System

Estimate of Additional Man-Hours for
Preparation of Contract Documents
Cumberland Flyover Phase II Engineering

Supplement No. 9

No.	Description
26.	Structure Plans
1	C
A	C
S	
2	E
C	
3	B
A	C

I-190 Collector Distributor Roadway System
Estimate of Additional Man-Hours for
Geotechnical Investigation
Cumberland Flyover Phase II Engineering

Date: September 10, 2014

Supplement No. 9 Request for Additional Services

No.	Description	No. of Sht.	Mhr./Sht.	Mhrs.	No. Dwgs.	Total Mhrs.
1.	Geotechnical Investigation					299
	Administration					
	Meetings			14		
	SGR Bridges			20		
	SGR Retaining Walls			98		
	Roadway and Signs Geotechnical Report			16		
	Field Engineer, Layout, Permits, Joint Meetings			69		
	QA/QC			68		
	Total			14		
						299

Preliminary Engineering Agreement

Local Agency	 LOCAL AGENCY	 Illinois Department of Transportation
County		
Section		
Project No.		
Job No.	9. The undersigned certifies neither the EN	
Contact Name/Phone/E-mail	a. employed or retained for commission than a bona fide employee working b. agreed, as an express or implied person in connection with carrying of paid, or agreed to pay any sum or ENGINEER) any AGREEMENT.	
THIS AGREEMENT is made between the Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.		
Name	II. THE LOCAL AGENCY AGREES:	
Termini	1. To furnish the Consultant with all necessary data and information for the design of the project.	
Description	2. To pay the Consultant's fees as shown on the attached schedule of fees.	
I. THE ENGINEER AGREES:		
1. To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LA for the proposed improvement herein described.		
2. To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LA or STATE.		
3. To complete the services herein described within _____ calendar days from the date of the Notice to Proceed from the LA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.		
4. The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.		
5. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.		
6. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.		
7. That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.		
8. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.		

Local Agency	 LOCAL AGENCY	 Illinois Department of Transportation	Preliminary Engineering Services Agreement For Federal Participation	 CONSULTANT	Consultant
County					Address
Section					City
Project No.					State
Job No.					Zip Code
Contact Name/Phone/E-mail Address					Contact Name/Phone/E-mail Address

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

Project Description

Name _____ Route _____ Length _____ Structure No. _____

Termini _____

Description _____

Agreement Provisions

I. THE ENGINEER AGREES,

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

Page 1 of 7
Printed on 1/28/2015 8:00:55 AM

BLR 05610 (Rev. 11/21/13)

FIRST FOUR PAGES ARE NOT MANDATORY

Construction Engineering Agreement

Local Agency	LOCAL AGENCY  Illinois Department of Transportation Construction Engineering Services Agreement For Federal Participation	Consultant
County		Address
Section		City
Project No.		State
Job No.		Zip Code
Contact Name/Phone/E-mail Address		Contact Name/Phone/E-mail Address

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

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

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

Project Description

Name _____ Route _____ Length _____ Structure No. _____

Termini _____

Description: _____

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the engineering services for the LA, in connection with the PROJECT hereinbefore described and checked below:
 - a. Proportion concrete according to applicable STATE Bureau of Materials and Physical Research (BMPR) Quality Control/Quality Assurance (QC/QA) training documents or contract requirements and obtain samples and perform testing as noted below.
 - b. Proportion hot mix asphalt according to applicable STATE BMPR QC/QA training documents and obtain samples and perform testing as noted below.
 - c. For soils, to obtain samples and perform testing as noted below.
 - d. For aggregates, to obtain samples and perform testing as noted below.

NOTE: For 1a. through 1d. the ENGINEER is to obtain samples for testing according to the STATE BMPR "Project Procedures Guide", or as indicated in the specifications, or as attached herein by the LA; test according to the STATE BMPR "Manual of Test Procedures for Materials", submit STATE BMPR inspection reports; and verify compliance with contract specifications.

Breakdown and Detail of Direct Cost

FIRM:

Cumberland Flyover - Supplement # 9

81208U

9/11/2014

DIRECT COSTS

2. PRINTING / REPORT REPRODUCTION / SUPPLIES / DELIVERIES:

47 drawings x \$0.85/print	*	\$39.95
Photocopies Specifications 85 pages @ \$0.10/pg	*	\$8.50
	*	
Overnight deliveries (1 @ \$25.00)	*	\$25.00
UPS mail	*	\$1.55

TOTAL DIRECT COSTS **\$75.00**

Payroll Rates

EXHIBIT A WAGE RATE CLASSIFICATION

JULY 2013 - JULY 2017

Job Title	MAXIMUM HOURLY RATE				
	2013	2014	2015	2016	2017
Vice President	\$70.00*	\$70.00*	\$70.00*	\$70.00*	\$70.00*
ENGINEERING/DESIGN					
Director of Operations, Group Director Principal Engineer, Senior Project Manager	\$70.00*	\$70.00*	\$70.00*	\$70.00*	\$70.00*
Department Manager, Senior Technical Advisor Chief Transportation Planner	\$70.00*	\$70.00*	\$70.00*	\$70.00*	\$70.00*
Project Manager II	\$70.00*	\$70.00*	\$70.00*	\$70.00*	\$70.00*
Asst Department Manager, Section Manager Senior Project Eng/Senior Squad Leader Chief Planner	\$70.00*	\$70.00*	\$70.00*	\$70.00*	\$70.00*
Project Manager I, Senior Staff Engineer Project Engineer/Squad Leader, Principal Trans	\$66.00	\$69.00	\$70.00*	\$70.00*	\$70.00*
Engineer II, Senior Transportation Planner	\$52.00	\$54.00	\$56.00	\$58.00	\$60.00
Engineer II, Transportation Planner Department Staff Engineer	\$42.00	\$44.00	\$46.00	\$48.00	\$50.00
Engineer I, Asst Transportation Plnr Engineer	\$35.00	\$36.00	\$38.00	\$40.00	\$42.00
Inten Engineer, Inten Technician	\$21.00	\$22.00	\$23.00	\$24.00	\$25.00
ENGINEERING/CONSTRUCTION					
Dept Manager, Const Prog Mgmt Construction Project Manager	\$70.00*	\$70.00*	\$70.00*	\$70.00*	\$70.00*
Senior Resident Engineer, Survey Manager	\$70.00*	\$70.00*	\$70.00*	\$70.00*	\$70.00*
Resident Engineer, Senior Inspector	\$66.00	\$63.00	\$65.00	\$67.00	\$70.00*
Senior Field Representative, Senior Field Techn Senior Resident Const Rep	\$55.00	\$57.00	\$59.00	\$61.00	\$63.00
Field Technical Specialist III	\$46.00	\$48.00	\$50.00	\$52.00	\$54.00
Field Tech Specialist II, Party Chief	\$39.00	\$41.00	\$43.00	\$45.00	\$47.00
Inspector III, Document Controls Specialist	\$36.00	\$37.00	\$39.00	\$41.00	\$43.00
Field Tech Specialist I, Inspector II	\$33.00	\$34.00	\$36.00	\$38.00	\$40.00
Inspector I, Instrument Technician	\$25.00	\$26.00	\$27.00	\$28.00	\$29.00
Asst Resident Technical Spec	\$51.00	\$53.00	\$55.00	\$57.00	\$59.00

adway Study
services

2016	2017
\$70.00	\$70.00
\$70.00	\$70.00
\$65.60	\$68.80
\$62.57	\$65.70
\$39.14	\$41.10

Payroll Escalation Table

DF-624-039
REV 12/04

PAYROLL ESCALATION TABLE FIXED RAISES

FIRM NAME _____
PRIME/SUPPLEMENT _____

DATE 11/03/14
PTB NO. _____

CONTRACT TERM 18 MONTHS
START DATE 6/1/2014
RAISE DATE 7/1/2014

OVERHEAD RATE 144.67%
COMPLEXITY FACTOR 0
% OF RAISE 3.00%

ESCALATION PER YEAR

6/1/2014 - 7/1/2014	7/2/2014 - 7/1/2015	7/2/2015 - 12/1/2015		
<u>1</u> 18	<u>12</u> 18	<u>5</u> 18		
5.56%	68.67%	29.47%		
1.0369				
The total escalation for this project would be:			3.69%	

PAYROLL RATES

FIRM NAME _____ DATE 11/03/14
PRIME/SUPPLEMENT supplement #9
PSB NO. _____
ESCALATION FACTOR 3.69%

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Group Director	\$88.20	\$70.00
Department Manager	\$80.64	\$70.00
Section Manager	\$69.54	\$70.00
Senior Project Manager	\$83.84	\$70.00
Senior Technical Advisor	\$72.26	\$70.00
Project Manager II	\$60.36	\$62.59
Senior Project Engineer	\$63.76	\$66.11
Engineer III	\$41.74	\$43.28
Engineer II	\$33.56	\$34.80
Engineer	\$27.81	\$28.84
Technician Specialist	\$50.48	\$52.34
Project Administrator	\$28.00	\$29.03

Certificate of Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/23/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

1-816-960-9000		CONTACT NAME:	
		PHONE (LOCAL NO. EXT.):	FAX (LOCAL NO.):
		E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE			NAME
INSURER A: Lloyd's of London			
INSURER B:			
INSURER C:			
INSURER D:			
INSURER E:			
INSURER F:			

COVERAGES CERTIFICATE NUMBER: 33333815 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR. NO.	TYPE OF INSURANCE	ADD'L SUBR. INSTR. NO.	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR (NEW AGGREGATE LIMIT APPLIES PER POLICY)					EACH OCCURRENCE \$ DAMAGE TO RENTALS \$ PREMISES (SEE ENDORSEMENT) \$ MED EXP (SEE ENDORSEMENT) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					OWNERS SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE DED. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER (EXCLUDED EXCEPT (Mandatory in NH)) (If no description of operations below)					WC STAT. TORT LIMITS <input type="checkbox"/> <input type="checkbox"/> ER EL EACH ACCIDENT \$ EL OVERAGE - EA EMPLOYEE \$ EL OVERAGE - POLICY LIMIT \$
A	Professional Liability		00146LDUSA1404553	05/31/14	05/01/15	Per Claim \$ 5,000,000 Annual Aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Phase I & II Design Engineering Services for the Distribution Roadway System.

CERTIFICATE HOLDER City of Chicago Department of Purchases City Hall, Room 403 121 North LaSalle Street Chicago, IL 60602	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

Certificate of Liability Insurance

INSURANCE CERTIFICATE OF COVERAGE

Named Insured: _____
 Address: _____
 Chicago IL 60606
 (City) (State) (Zip)

CA/CN Initials: _____
 Specification #: B89064604
 RFP: _____
 Project #: _____
 Contract #: _____

Description of Operations/Location	Phase I & II Design Engineering Services for	Distribution Roadway
------------------------------------	--	----------------------

The insurance policies and endorsements indicated below have been issued to the designated named insured with the policy limits as set forth herein covering the operation described within the contract involving the named insured and the City of Chicago. The Certificate issuer agrees that in the event of cancellation, non-renewal or material change involving the indicated policies, the issuer will provide at least sixty (60) days prior written notice of such change to the City of Chicago at the address shown on this Certificate. This certificate is issued to the City of Chicago in consideration of the contract entered into with the named insured, and it is mutually understood that the City of Chicago relies on this certificate as a basis for continuing such agreement with the named insured.

Type of Insurance	Insurer Name	Policy Number	Expiration Date	Limits of Liability All Limits in Thousands
General Liability <input type="checkbox"/> Claims made <input checked="" type="checkbox"/> Premises-Operations <input checked="" type="checkbox"/> Explosion/Collapse Underground <input checked="" type="checkbox"/> Products/Completed-Operations <input checked="" type="checkbox"/> Blanket Contractual <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury <input type="checkbox"/> Pollution	Liberty Insurance Corporation	TB7-261-433035-214	01/01/16	Per Occurrence \$ 1,000 General Aggregate \$ 2,000 Products/Completed Operations Aggregate \$ 2,000
Automobile Liability <input type="checkbox"/> Excess Liability <input checked="" type="checkbox"/> Umbrella Liability	Liberty Mutual Fire Insurance Company	AS2-641-433035-204	01/01/16	CSL Per Occurrence \$ 1,000
Worker's Compensation and Employer's Liability	Liberty Mutual Fire Insurance Company	WA2-64D-433035-665	01/01/16	Each Occurrence \$ 5,000 Statutory/Illinois Employers Liability \$ 1,000
Builders Risk/Course of Construction				Amount of Contract
Professional Liability				\$
Owner Contractors Protective				\$
Other Valuable Papers				\$

- a) Each insurance policy required by this agreement, excepting policies for worker's compensation and professional liability, will read: "The City of Chicago is an additional insured as respects operations and activities of, or on behalf of the named insured, performed under contract with or permit from the City of Chicago."
- b) The General, Automobile and Excess/Umbrella Liability Policies described provide for severability of interest (cross liability) applicable to the named insured and the City.
- c) Workers Compensation and Property Insurers shall waive all rights of subrogation against the City of Chicago.
- d) The receipt of this certificate by the City does not constitute agreement by the City that the insurance requirements in the contract have been fully met, or that the insurance policies indicated by this certificate are in compliance with all contract requirements.

Name and Address of Certificate Holder and Recipient of Notice

Certificate Holder/Additional Insured: _____
 Signature of Authorized Rep: 

City of Chicago
 Department of Procurement Services
 121 N. LaSalle, #403
 Chicago, IL 60602

Agency/Company: _____
 Address: 9393 W. 110th Street, Suite 600, Overland Park, KS 66210
 Telephone: 913-982-3650

FOR CITY USE ONLY
 NAME OF CITY DEPARTMENT REQUESTING CERTIFICATE (USING DEPT) _____
 ADDRESS _____ ZIP CODE _____

Prime's Drug Free Workplace Certification

STATE OF ILLINOIS DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act (111. Rev. Stat., Ch. 127, par. 152.31 1). The Drug Free Workplace Act, effective January 1, 1992, 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 services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

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

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

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

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Printed Name of Organization

Signature of Authorized Representative

Printed Name and Title

Date

Statement of Experience & Financial Condition Letter (SEFC)



Illinois Department of Transportation
2300 South Dirksen Parkway / Springfield, Illinois / 62764

September 15, 2014

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2013. Your firm's total annual transportation fee capacity will be \$84,000,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 144.67% are approved on a provisional basis. The actual rate used in agreement negotiations may be determined by our Office of Quality Compliance and Review in a pre-award audit.

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

Your firm is prequalified until December 31, 2014. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
John Baranzelli
Acting Bureau Chief
Bureau of Design & Environment

DBE, MBE, & WBE Certification Letters



Illinois Department of Transportation

Office of Business & Workforce Diversity
2300 South Dirksen Parkway / Springfield

September 26, 2012

CERTIFIED-RETURN RECEIPT RE

Chicago, IL 60606

The Illinois Department of Transportation "No Change Affidavit" for your firm continues to meet DBE eligibility goals.

In order to remain certified and in good standing, you must file a No Change Affidavit. IDOT will send you a letter for your firm's next anniversary date.

Should the submitted information of your firm be found to be in violation of the Bureau of Small Business Enterprise

Note: Pursuant to 49 CFR Part 26.109(c), in circumstances affecting your firm's certification, you must provide written notification to IDOT within 30 days. If you fail to make timely notification, your certification will be terminated.

If you have any questions, please contact the Bureau of Small Business Enterprises at 217/782-5490.

Sincerely,

Debra A. Clark, Acting Bureau Chief
Bureau of Small Business Enterprises



547 W. Jackson Blvd. Chicago, Illinois 60651 (312) 329-3000

July 13, 2012

205 W. Wacker Dr., STE 1450
Chicago, IL 60606-1212

Dear Mr. Chen:

Metra has reviewed your annual *No Change Affidavit* and supporting documentation and is pleased to inform you that your firm continues to meet the Disadvantaged Business Enterprise (DBE) program certification requirements set forth in 49 CFR Subpart D 26.61. Your next No Change Affidavit is due July 15, 2013. Notify us within sixty (60) days prior to this date.

This certification allows your firm to participate as a DBE in the Illinois Unified Certification Program. Participating agencies include the Illinois Department of Transportation, the City of Chicago, Metra and Pace.

If there is any change in circumstances during the course of your certification that affect standards, disadvantaged status, ownership, or control requirements or any material change in your initial application, you must provide written notification to this agency within thirty (30) days of the change. Failure to provide this information is grounds for removal of certification pursuant to 49 CFR 26.109(c).

The Directory is used by prime contractors/consultants, as well as other agencies, to solicit projects. The Directory can be accessed on the Internet at www.metramil.com, under the DBE Program. Your firm's name will appear in the IL UCP DBE Directory under the following:

NAICS Code: 541330, 541370, 541380, 541350

Specialty: 541330-Civil Engineering, Construction Inspection

541370-Land Surveying

541380-Non Destruction Testing

541350-Building Inspection Services

Your participation on contracts will only be credited toward DBE contract goals when your firm is performing a Useful Function (CUF) in its approved area(s) of specialty.

Sincerely,

Janice R. Thomas, CPPB
Director
Office of DBE Administration

JRT:gbbg



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

NOV 10 2014

Chicago, IL 60604

Dear Syed Shujauddin Kazi:

We are pleased to inform you that your firm has been recertified as a Minority Business Enterprise ("MBE") by the City of Chicago ("City"). This MBE certification is valid until 04/01/2018; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your annual No-Change Affidavit 60 days before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's annual No-Change Affidavit is due by 04/01/2015, 04/01/2016 and 04/01/2017. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on 04/01/2018. You have an affirmative duty to file for recertification 60 days prior to the date of the five year anniversary date. Therefore, you must file for recertification by 02/01/2018.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification within 10 days of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note - you shall be deemed to have had your certification lapse and will be ineligible to participate as a MBE if you fail to:

121 NORTH LASALLE STREET, ROOM 806, CHICAGO, ILLINOIS 60602

DBE for Federal Funded Projects (Schedule C)

SCHEDULE C-1

Letter of Intent from DBE to Perform
as Subcontractor, Supplier and/or Consultant

Name of Project/Contract: _____

Specification Number: North Segment Phase 1

From: _____

(Name of DBE Firm)

To: _____

(Name of Prime Contractor - Bidder/Proposer)

and the city of Chicago:

The DBE status of the undersigned is confirmed by the attached letter of Certification from the IDOT dated July 13 2012.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

Professional Surveying Services and Construction Inspection.

The above described performance is offered for the following price and described terms of payment:

\$214,187.70

If more space is needed to fully describe the DBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, and will do so within (3) three working days of receipt of a signed contract from the City of Chicago.

(Signature of Owner or Authorized

Name / Title (Print)

4/12/2013

Date

Summary of DBE Proposal

IV. Summary of DBE Proposal:

DBE Firm Name	Dollar Amount of Participation		Percent Amount of Participation	
	In proposed Amendment	In Total Contract As Amended	Amend	Contract
_____	\$ _____	\$ _____	_____	9.74 %
_____	\$ _____	\$ _____	_____	8.74 %
_____	\$ _____	\$ _____	_____	1.62 %
_____	\$ _____	\$ _____	_____	4.38 %
_____	\$ _____	\$ _____	_____	3.53 %
_____	\$ _____	\$ _____	_____	%
_____	\$ _____	\$ _____	_____	%
_____	\$ _____	\$ _____	_____	%
Total DBE Participation:	\$ _____	\$ _____	_____	%

To the best of my knowledge, information and belief, the facts and representations contained in this Schedule are true, and no material facts have been omitted.

The contractor designates the following persons and their DBE Liaison Officer:

Name: _____ Phone Number: _____

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct and that I am authorized on behalf of the contractor to make this affidavit.

Signature of Affiant (Date)

State of Illinois

County of Cook

This instrument was acknowledged before me on _____ (date)

by _____ (name/s of person/s)

as DBE Liaison Officer (type of authority, e.g., officer, trustee, etc.)

of _____ (name of party on behalf of whom instruments was executed).

(Seal)

Signature of Notary Public



MBE & WBE for State and City Funded Jobs (Schedule C)

SCHEDULE C-1
Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant

Name of Project/Contract: _____

Specification Number: _____

From: _____ MBE: Yes _____; No _____
(Name of MBE/WBE Firm) WBE: Yes _____; No _____

To: _____ and the City of Chicago:

The undersigned intends to perform work in connection with the above projects as a:

_____ Sole Proprietor _____ Corporation
_____ Partnership _____ Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of September 25, 2014 to November 30, 2014 for a period of one year.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract.

_____ Professional Engineering Services for Civil, Electrical and Structural.

The above described performance is offered for the following price and described terms of payment:

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, and will do so within three (3) working days of receipt of a signed contract from the City of Chicago.

(Signature of Owner or Authorized Agent)

Name/Title (Print)

October 9, 2014
Date

Phone

MBE & WBE for State and City Funded Jobs (Schedule D)

 **SCHEDULE D-1**
Compliance Plan Required for MBE/WBE Utilization

FOR
NON-CONSTRUCTION

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan
Phone Number: _____

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

III. Summary of MBE/WBE Proposal

A. MBE Proposal (Direct & Indirect)

Schedule D-1: Prime Contractor Affidavit-MBE/WBE Compliance Plan

The Prime Contractor designates the following person as its MBE/WBE Liaison Officer:

(Name- Please Print or Type) (Phone) _____

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, THAT NO MATERIAL FACTS HAVE BEEN OMITTED, AND THAT I AM AUTHORIZED ON BEHALF OF THE PRIME CONTRACTOR TO MAKE THIS AFFIDAVIT.

(Name of Prime Contractor - Print or Type) State of: Illinois

(Signature) County of: Cook

(Name/Title of Affiant - Print or Type)

(Date)

On this ____ day of _____, 20__ the above signed officer _____
(Name of Affiant)

personally appeared and, known by me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained

IN WITNESS WHEREOF, I hereunto set my hand and seal.

OFFICE OF PUBLIC SIGNATURE
ELIZABETH CARMIGNANI
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES
03/27/2016

SEAL:

Commission Expires: 3/27/16

%

%

Total

%

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Disclosure for Retained Parties & Economic Disclosure

CER

CITY OF CHICAGO

EDS Number: 61645
Certificate Printed on: 11/06/2014

Disclosing Party:
Filed by:

Matter: Phase I and Phase II Design
Engineering Service
Collector-Distribution Roadway
Applicant:
Specification #: B89064604
Contract #

The Economic Disclosure Statement is required by the City. Please provide a copy of all required documents pertaining to this Certificate and other required documents to the City or consult with your City

A copy of the EDS may be viewed online at <https://webapps1.cityofchicago.org/eds/>. Search. Prior to contract award, the information is not available to the City, but is still subject to the public release of information act after contract award.

4. The Contractor understands and agrees as follows:

a. The information provided herein is a material inducement to the Contractor to enter into this contract. The Contractor may rely on the information provided herein. Furthermore, if the information provided herein is false, incomplete, or inaccurate, the City may terminate the Contractor's participation in the contract or other contracts or transactions with the City.

b. If the Contractor is uncertain whether a disclosure is required, the Contractor must either ask the Contract Administrator or his or her representative to make the disclosure.

c. This Disclosure of Retained Parties form, some or all of its attachments may be made available to the public on the Internet, in print, or otherwise. The Contractor waives and releases any potential claims against the City in connection with the public release of information contained in this Disclosure of Retained Parties form and any attachments.

Under penalty of perjury, I certify that I am authorized to execute this form on behalf of the Contractor and that the information disclosed here

Signature _____ Date _____

Vice President _____

Name (type or print) _____ Title _____

Subscribed and sworn to before me
this _____ day of _____, 2014.



Page | 2

RETURN THIS -DISCLOSURE OF RETAINED PARTIES-FORM WITHIN 7 CALENDAR DAYS OF CITY NOTIFICATION

DISCLOSURE OF RETAINED PARTIES

A. Definitions and Disclosure Requirements

- As used herein, "Contractor" means a person or entity who has any contract or lease with the City of Chicago (the "City").
- Pursuant to Executive Order 97-1, every city contract and lease must be accompanied by a disclosure statement providing certain information about attorneys, lobbyists, accountants, consultants, subcontractors, and other persons whom the Contractor has retained or expects to retain with respect to the contract or lease. In particular, the Contractor must disclose the name of each such person, his or her business address, the nature of the relationship, and the amount of fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the Contractor's regular payroll.
- "Lobbyist" means any person (a) who for compensation or on behalf of any person other than himself undertakes to influence any legislative or administrative action, or (b) any person whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

B. Certification

Contractor hereby certifies as follows:

- This Disclosure relates to the following transaction:
Specification or other identifying number: _____
Description of goods or services to be provided under Contract: Professional Engineering Services
- Name of Contractor: _____
- EACH AND EVERY attorney, lobbyist, accountant, consultant, subcontractor, or other person retained or anticipated to be retained by the Contractor with respect to or in connection with the contract or lease is listed below. Attach additional pages if necessary. NOTE: You must include information about certified MBE/WBEs you have retained or anticipate retaining, even if you have already provided that information elsewhere in the contract documents.

NAME	BUSINESS ADDRESS	RELATIONSHIP (attorney, lobbyist, subcontractor, etc.)	FEES (indicate whether paid or estimated)
_____	_____	Sub Contractor	_____

CHECK HERE IF NO SUCH PERSONS HAVE BEEN RETAINED OR ARE ANTICIPATED TO BE RETAINED: _____

Statement of Final Cost

CITY OF CHICAGO
STATEMENT OF FINAL COST
FOR FEDERAL AID PROJECTS

Date: November 08, 2011

Project Description Harbor Drive Ext(USX SO WORKS)
Federal Project No. N/A City Section No. 00-B0216-00-PV
State Job Number D-88-026-00 CDOT Project No. B-0-216
City Fund Number: 0598-P2000

TYPE OF WORK	EXPENSE	EXPENSE	PARTICIPATING	NON-	TOTAL COST
	CODE	FUNCTION CODE	(FED FUNDS)	PARTICIPATING (CITY FUNDS)	
Consultant Preliminary Engineering In House Services	CENG	382	\$628,402.10	\$0.00	\$628,402.10
City of Chicago Construction Engineering In House CDOT Supervision	CENG	163	\$42,424.07	\$0.00	\$42,424.07
Total Amount			\$670,826.17	\$0.00	\$670,826.17

Chicago Department of Transportation

Comptroller's Office

State Job# D-88-026-00
Fund/Project# 0598-P2000
CDOT # B-0-216

CONSULTANT ENGINEERING
ANNUAL CONTRACTS

A. EPSTEIN & SONS INTL, INC

\$628,402.10

TOTAL: \$628,402.10
GRAND TOTAL: \$628,402.10

Engineering Agreement

- For new agreement using federal funds, work MUST not start before agreement is approved by IDOT.
- No additional work should be started without approval of the Addendum/Supplement from IDOT. In exceptional situations a prior approval from IDOT-District 1-BLRS can be requested if it is eminent that the construction will have to be halted to await IDOT's approval.
- Note: Prior approval is only applicable to Construction Engineering agreements.



Where to begin

SUPPLEMENTAL ENGINEERING AGREEMENTS

Engineering Agreement Supplements

Address changes to the previously approved Engineering Agreement.

- payroll rates,
- Overhead (O/H) rate, changes to Statement of Experience & Financial Condition (SEFC)

- request for time extension

If there is no changes to the scope, work can continue on the project.

Engineering Agreement Supplements

- Inform IDOT
 - As soon as possible
 - In writing
- Be specific
- Be timely
 - Notifications
 - Submittals
- Discuss
 - Impacts to scope, schedule, budget
 - Impacts to DBE goals



Illinois Department
of Transportation

INVOICE PROCESS

PRESENTED BY: NEPHTALI RIVERA-MARTINEZ

Reviewing & Processing Invoices

- IDOT Invoice Processing Checklist
- Cost Plus Fixed Fee Invoice
- Supplement



IDOT Invoice Processing Checklist

IDOT INVOICE PROCESSING CHECKLIST

THE FOLLOWING MUST BE IN-PLACE PRIOR TO SUBMITTING REQUEST FOR REIMBURSEMENT:

DOCUMENT
Individual Project Agreement (IPA) and Amendment, if applicable
Contract Award
Force Account Approval(s) including Railroad Force Account, if applicable
In-House Cost Approval(s)
Consultant Engineering Agreement(s)

THE FOLLOWING MUST BE ANSWERED PRIOR TO SUBMITTING REQUEST FOR REIMBURSEMENT:

PRE-CHECKLIST QUESTIONS
Is it a duplicate?
Has it already been paid?
Is the funding split correct?
Is an affidavit needed?

CONTRACTOR PAYMENTS (CONSTRUCTION ONLY – FUNCTION CODE: < >)

DOCUMENT	ATTACH & SEND	ON FILE
INVOICE LEVEL		
1. BLR 05620 (Invoice Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Request for Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PAYMENT VOUCHER LEVEL		
3. Order Payment Voucher	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Summary of Estimate (Long Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Approved Line Item Changes (LIC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Approved Proposed Contract Modifications (PCM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. CDOT Contract Payment Voucher (Records & Estimate's Pay Estimate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. CDOT Engineering Report of Work Completed (IDOT Field Engineer's Pay Estimate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Subcontractor Payment Certification (Lien Waiver)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Approved Authorization of Contract Change – BC 22, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Prepared by: CGN Last Updated: 10/21/2014 Page 1|3

Completeness check (sign/ date) _____

48 CFR 16.306 – Cost-Plus-Fixed-Fee Contracts

- Cost-plus-fixed-fee Invoice
- BLR 05621 Form*

INVOICE

Sold to _____ Ship to _____

Quantity	Price	Amount

*BLR 05621 form can be found on IDOT's Website:

<http://www.idot.illinois.gov/home/resources/Forms-Folder/>

Engineering Approval Letter

- Springfield may adjust CECS Values
- Request new CECS from consultant
- Carry over *new* values into invoices

... your proposal was decreased by \$5,259, from \$421,345 to \$416,086 for the following reasons:



Illinois Department of Transportation
2300 South Dirksen Parkway / Springfield, Illinois / 62764

January 1, 2011

SUBJECT: PRELIMINARY ENGINEERING
Consultant Agreements
Prime Agreement
Phase II
FAP 123 (IL 123)
Section 345-R
Lee County
Job Nos. D-92-555-01
PTB#: 123-987

Mr. Donald Duck
The Donald Group, Inc
123 Some Street
Town City, IL 61234

Dear Mr. Duck,

Enclosed are original copies of a Prime Agreement for Phase II engineering services for the structure removal and replacement located on IL1, which work is hereinafter referred to as the PROJECT. This is Phase II of a Phase I/II rollover.

Your firm was given authorization for a Start-up Agreement on November 1, 2010. This Prime Agreement supersedes and includes all of the costs previously negotiated at the time the Start-up Agreement was authorized.

Based upon an audit evaluation performed by the department, your proposal was decreased by \$5,259, from \$421,345 to \$416,086 for the following reasons:

The Donald Group, Inc – Payroll is reduced by \$717 as a result of limiting the Senior Project Manager classification's average hourly rate to the state's maximum of \$60.00. (Firms are allowed two titles, generally the Principal and the Project Manager, to earn \$70.00/hour, and in this instance, the Principal and the Senior Project Manager-Structural, were chosen by your firm as those two, so the Senior Project Manager was reduced to \$60.00/hour.)

Since payroll was reduced, profit was also reduced by \$4,542. Profit was reduced to a greater extent because Some Engineering applied the 10% toward Subs total cost instead of just their payroll.

Subs – Costs can be supported as submitted.

Local Agency
Cost Plus Fixed Fee Invoice
Form BLR 05621

CPFF Invoice Instructions

COST PLUS FIXED FEE INVOICE INSTRUCTIONS

To expedite processing your invoices, please follow these guidelines when preparing & submitting invoices for payment:

1. Complete the worksheets in order of appearance. Project information and totals feed into progressive worksheets. Complete where shaded grey or yellow only.
2. When necessary, add lines for additional items, employees and/or subconsultants. Buttons are provided in each worksheet to add rows.
3. Use appropriate invoice form for the type of contract you have. Please make sure you use the latest form.

Note: The most recent invoices posted on the internet do not have a retainage line. As of November 2003, we no longer retain from the consultants. Please download the latest version of the invoice form.

4. Submit two complete packages (with attachments) and two copies of the invoice form. The Progress Report and Invoice sheets must be SIGNED and DATED by the appropriate consultant staff prior to submittal.

Note: PTB and Job number from original selection must appear on all pages of invoice. Do NOT use the construction project number.

Please note: Meals can be charged only if associated with travel. If overnight travel, per diem should be used in ¼ day increments in accordance with the Illinois State Travel Control Board (http://www.state.il.us/cms/2_services_oth/trvliquid.htm).

Note: Direct costs must be negotiated & included in your agreement to be reimbursable. Please do not submit direct costs that cannot be processed. If a direct cost needs to be added, a supplemental agreement must be approved.

5. Subconsultants should submit the proper state invoice form to the prime consultant for payment. A copy of each subconsultant invoice MUST be signed as approved by the prime consultant and included with the invoice from the prime consultant as documentation for Services by Others. The subconsultant Progress Report MUST also be signed as approved, verifying the subconsultant has completed the percentage of work they are invoicing the prime consultant for.
6. Do NOT include copies of timecards nor receipts unless requested for special circumstances
7. When approved overhead changes, submit a copy of the approval letter with the first affected invoice.
8. To PRINT the CPFF Invoice with attachments, key in "Ctrl+p". Otherwise select the appropriate sheets and select File then Print from the pull down menu. The sheets should be submitted in the following order:
 - CPFF Invoice
 - Progress Report
 - Personnel Summary
 - Direct Cost Summary

Note: Final print should be set to print document in black & white so that shading in fields will not be shown.

**DISTRICT 1
COST PLUS FIXED FEE INVOICE
CONSULTANT INSTRUCTIONAL GUIDE**

GENERAL

- ✓ Use the latest form COST PLUS FIXED FEE INVOICE (BLR 05621) available on the IDOT website
- ✓ Complete the worksheets in order of appearance (Progress Report→Personnel→Direct Cost→Invoice)
 - Information and totals filter into progressive worksheets
- ✓ Complete where shaded grey or yellow only
- ✓ Project information must be filled out on each worksheets
 - Do not use the construction number for the job number
- ✓ Do **NOT** manually manipulate cells (formulas or values) in a worksheet
 - There is no need to manipulate these cells
- ✓ If you feel a cell must be manipulated, you must submit a memo detailing the manipulation
- ✓ **All** manipulations must be approved by Project Manager prior to use
- ✓ Use provided buttons in worksheet to add additional rows
- ✓ Revise invoice numbers and dates
- ✓ When two or more jobs are included under the same contract, provide individual progress reports and a summary progress report. Use the summary to calculate the invoice values. Submit only one invoice.

START-UP

The Start-Up items should be done once at the beginning of the project and should stay constant throughout the duration of the project. Filling in all the cells completely at the beginning saves time when filling out later invoices.

Progress Report

- ✓ List all tasks
 - If a task needs to be added, a supplemental agreement must be approved
 - If a task needs to be added, add it to the end of the task list
- ✓ List all subconsultants
 - Total for Prime Consultant & Total for Subconsultants must equal 100%

Personnel Summary

- ✓ Include names of **ALL** employees who may work on the project
- ✓ Do not delete names if they did not work on the project during that period

- If an employee is added midway through the project, add them to the end of the list
- ✓ Use provided button in worksheet to add additional rows

Direct Cost Summary

- Direct costs must be negotiated & included in your agreement to be reimbursable
- Include **ALL** approved direct cost tasks on the Direct Cost Summary sheet
 - If DC not used during that period, leave blank or place a zero (0) in the appropriate cell
- Do not submit direct costs that cannot be processed
- If a direct cost needs to be added, a supplemental agreement must be approved

SUBMITTAL

- ✓ Complete and submit the "**Consultant Invoice Submittal Check Sheet**"
 - "**CTRL+p**" will print out the appropriate sheets for the BLR 05621 Package; submit one hardcopy
 - The Progress Report and Invoice sheets must be **SIGNED** and **DATED** by the consultant prior to submittal
 - If the overhead percentage rate changes, submit a copy of the approval letter with the first affected invoice
 - **ALL** manipulations must be documented in detail and submitted with the affected invoice packet
 - The Prime Consultant is responsible for the submittal of **ALL** electronic invoices, their own and their subs
 - Save files as CPFF_ConsultantName_Job#_Invoice#_Street Name-Section Number.xlsm

Invoice

➤ Four sheets:

1) CPFF Invoice

2) Engineering Progress Report

3) CPFF Personnel Summary for Period

4) CPFF Direct Cost Summary for Period

Illinois Department of Transportation

COST PLUS FIXED FEE INVOICE

Date: 12/28/10 Invoice No. 2
Work Order No. _____

To: Mr. Paul A. Lee
Illinois Department of Transportation
618 Depot Ave.
Dixon, Illinois 61021

From: The Donald Group, Inc.
Firm Address: 123 Some Street
Town City, Illinois 61234

PTB / Item # 123987 Project _____
Route FAP 123 (IL 123) County Lee
Section 345-R Job No. D-02-555-01 Consultant's Job Number
Phase 2 Job No. 1234-56789

For Professional Services performed as set forth in the Agreement dated 07/19/10 (insert)

Illinois Department of Transportation

Engineering Progress Report

Invoice Agency _____ Date December 8, 2010
Section _____ Month Ending November 28, 2010
Project No. _____ Invoice No. 2
County Lee Work Order No. _____
Route _____

Item	% Complete		% of Project	% of Project Complete	Date Due	Remarks
	Last Report	During This Period				
Roadway	4.0000%	0.0000%	3.9400%	0.1530%		
General	10.0000%	10.0000%	1.9900%	0.3900%		
Schedule & Quantities	1.0000%	1.0000%	5.3100%	0.1060%		
Typical Sections	50.0000%	10.0000%	2.5600%	0.3300%		
Plan & Profiles	5.0000%	20.0000%	9.9100%	2.2525%		
Drainage & Erosion Control	0.0000%	2.0000%	7.4500%	0.1485%		
Intersection Plans	5.0000%	2.0000%	3.3600%	0.2373%		

5) Payroll & Overhead
6) Filed Fee = 6.0748%
7) Direct Costs Prime
8) Services by others
9) Total invoiced for project including
10) Previously Invoiced
11) Payment Due this invoice

Approved: _____
Accepted By: _____
Checked: _____
Distribution: 2 complete packages plus 2 copy

Illinois Department of Transportation

Cost Plus Fixed Fee Personnel Summary for Period

Firm Name: The Donald Group, Inc. From: 11/01/10 To: 11/28/10
PTB / Item # 123987 Invoice No. 2
Route FAP 123 (IL 123) Section 345-R Work Order No. _____
County Lee Job No. D-02-555-01

Employee	Classification	Regular Hours	Overtime Premium Hours	Hours	Rate*	Direct Salaries Total	Premium Rate	Overtime Premium Cost
Grantley	Project Manager	41.00		41.00	\$60.00	\$2,460.00		
Flabozz	Sr. Technician	0.00	0.00	0.00	\$10.00	\$17.00		
Miley	Sr. Technician	20.75	20.75	41.50	\$10.00	\$661.50		
Mic	Sr. Technician	90.00	90.00	180.00	\$10.00	\$1,800.00		
Dave	Sr. Engineer				\$10.00			
Tom	Project Engineer	2.25	2.25	4.50	\$41.65	\$187.50		
Sam	Sr. Technician							
Ben	Sr. Engineer							
John	Sr. Engineer							

Total Labor excluding QC/GA: _____
QC/GA: _____

Item	Unit	Rate	Quantity	Total	Remarks
Overtime Premiums (See Personnel Summary)				\$0.00	
Message		\$0.50		\$0.50	
Copies of Unallowable/Allowable				\$10.00	
CAIRO		\$10.00		\$10.00	
Copies B&W @ 1/2" x 11"		\$0.15	222.00	\$34.50	
Copies Color @ 1/2" x 11"		\$1.50	3.00	\$4.50	
Copies B&W 11" x 17"		\$0.25	204.00	\$51.00	
Bond Photo 24" x 36"		\$5.00		\$5.00	
Total for period				\$2,267.00	

Printed 9/28/2013

**COST PLUS FIXED FEE
INVOICE**

Date: 12/08/10 Invoice No. 2
Work Order No. _____

To: _____

From: The Donald Group, Inc.
Firm Address: 123 Some Street
Town City, Illinois 61234

Route _____	Project _____	Consultant's Job Number 1234-56789
Section _____	County _____	
Phase <u>II</u>	Job No. _____	

For Professional Services performed as set forth in the Agreement dated: 9/21/2010
& Supplemental Agreement(s) dated: _____

1) Invoice Period	From: <u>11/01/10</u>	To: <u>11/28/10</u>		
	This Invoice	Previously Invoiced	Earned to Date	Max allowable
2) Maximum Payable				\$1,604,590.90
3) Direct Salaries	\$12,184.03	\$17,650.25	\$29,834.28	\$282,744.97
4) QC/QA	\$0.00		\$0.00	\$15,372.90
5) Payroll & Overhead				
this invoice				
average	<u>161.8700%</u>			
	\$19,722.29	\$28,570.46	\$48,292.75	\$482,563.40
6) Fixed Fee = 6.0748%	\$8,311.71	\$394.45	\$8,706.16	\$136,822.71
7) Direct Costs Prime	\$2,367.05	\$2,549.05	\$4,916.10	\$67,765.75
8) Services by others				
Huey, Inc.	\$9,525.93	\$2,583.43	\$12,109.36	\$217,738.32
Dewey, Inc.	\$1,140.99		\$1,140.99	\$86,495.30
Louie, Inc.	\$20,475.03		\$20,475.03	\$315,087.55
9) Total invoiced for project including this invoice			<u>\$125,474.07</u>	
10) Previously Invoiced		<u>\$51,747.64</u>		
11) Payment Due this invoice		<u>\$73,727.03</u>		

I have reviewed the invoice and found it in compliance with "The Simple Guide To Consultant Payments" published on the Consultant Engineering Sharepoint site. The percent of work shown as completed on this invoice matches the attached Progress Report signed by the project engineer.

I certify the costs included in this invoice have been expended and the percent of work shown as completed on this invoice is correct. As the prime consultant, work invoices included in this invoice for work done by others were reviewed and approved.

Approved _____

Date: _____

Consultant: The Donald Group, Inc.

Accepted By: _____

Date: _____

By / Date:

(Name) Mr. Donald Duck

Checked _____

Date: _____

(Title)

President

Distribution: 2 complete packages plus 2 copies of invoice form to Liaison Engineer.

CPFF - INVOICE

PURPLE

- Constants
 - Address Blocks
 - Sub-consultants
 - Max Allowable
 - Overhead Rate

ORANGE

- Varies with each invoice
 - Dates
 - Invoice Number
 - Fixed Fee %
 - This Invoice
 - Previously Invoiced
 - Earned to Date



COST PLUS FIXED FEE INVOICE

Date: 12/08/10
 Invoice No. 2
 Work Order No.

To:

From: The Donald Group, Inc.
 Firm Address: 123 Some Street
 Town City, Illinois 61234

Route _____ Project _____
 Section _____ County _____
 Phase II _____ Job No. _____
 Consultant's Job Number
 1234-56789

For Professional Services performed as set forth in the Agreement dated 9/21/2010 & Supplemental Agreement(s) dated:

1) Invoice Period From: 11/01/10 To: 11/28/10

	This Invoice	Previously Invoiced	Earned to Date	Max allowable
2) Maximum Payable				\$1,604,590.00
3) Direct Salaries	\$12,184.03	\$17,650.25	\$29,834.28	\$282,744.97
4) QC/QA	\$0.00		\$0.00	\$15,372.90
5) Payroll & Overhead this invoice average 161.8700% 161.87%	\$19,722.29	\$28,570.46	\$48,292.75	\$482,563.40
6) Fixed Fee = 6.0748%	\$8,311.71	\$394.45	\$8,706.16	\$136,822.71
7) Direct Costs Prime	\$2,367.05	\$2,549.05	\$4,916.10	\$67,765.75
8) Services by others Huey, Inc. Dewey, Inc. Louie, Inc.	\$9,525.93 \$1,140.99 \$20,475.03	\$2,583.43	\$12,109.36 \$1,140.99 \$20,475.03	\$217,738.32 \$86,495.30 \$315,087.55
9) Total invoiced for project including this invoice			\$125,474.67	
10) Previously Invoiced		\$51,747.64		
11) Payment Due this invoice	\$73,727.03			

I have reviewed the invoice and found it in compliance with "The Simple Guide To Consultant Payments" published on the Consultant Engineering Sharepoint site. The percent of work shown as completed on this invoice matches the attached Progress Report signed by the project engineer.

I certify the costs included in this invoice have been expended and the percent of work shown as completed on this invoice is correct. As the prime consultant, work invoices included in this invoice for work done by others were reviewed and approved.

Approved _____ Date: _____
 Accepted By: _____ Date: _____
 Checked _____ Date: _____

Consultant: The Donald Group, Inc.
 By / Date: _____
 (Name) Mr. Donald Duck
 (Title) President

Distribution: 2 complete packages plus 2 copies of invoice form to Liaison Engineer.

GREEN

- Max Allowable, Payroll & OH Rate
- Values listed in Agreement
- Constants throughout project unless modified by Supplement



COST PLUS FIXED FEE INVOICE

Date: 12/08/10 Invoice No. 2
Work Order No. _____

To: _____

From: The Donald Group, Inc.
Firm Address: 123 Some Street
Town City, Illinois 61234

Route _____	Project _____	Consultant's Job Number 1234-56789
Section _____	County _____	
Phase <u>II</u>	Job No. _____	

For Professional Services performed as set forth in the Agreement dated: 9/21/2010
& Supplemental Agreement(s) dated: _____

1) Invoice Period	From: <u>11/01/10</u>	To: <u>11/28/10</u>		
	This Invoice	Previously Invoiced	Earned to Date	Max allowable
2) Maximum Payable				\$1,604,590.90
3) Direct Salaries	\$12,184.03	\$17,650.25	\$29,834.28	\$282,744.97
4) QC/QA	\$0.00		\$0.00	\$15,372.90
5) Payroll & Overhead this invoice average	\$19,722.29	\$28,570.46	\$48,292.75	\$482,563.40
	<u>161.8700%</u>	<u>161.87%</u>		
6) Fixed Fee = 6.0748%	\$8,311.71	\$394.45	\$8,706.16	\$136,822.71
7) Direct Costs Prime	\$2,367.05	\$2,549.05	\$4,916.10	\$67,765.75
8) Services by others				
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Louie, Inc.	\$20,475.03		\$20,475.03	\$315,087.55
9) Total invoiced for project including this invoice			<u>\$125,474.67</u>	
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I certify the costs included in this invoice have been expended and the percent of work shown as completed on this invoice is correct. As the prime consultant, work invoices included in this invoice for work done by others were reviewed and approved.

Approved _____ Date: _____ Consultant: The Donald Group, Inc.

Accepted By: _____ Date: _____ By / Date: _____
(Name) Mr. Donald Duck
(Title) President

Checked _____ Date: _____

Distribution: 2 complete packages plus 2 copies of Invoice form to Liaison Engineer.

**COST PLUS FIXED FEE
INVOICE**

Date: 12/08/10 Invoice No. 2
Work Order No. _____

To: _____ From: The Donald Group, Inc.
Firm Address: 123 Some Street
Town City, Illinois 61234

Route _____	Project _____	Consultant's Job Number 1234-56789
Section _____	County _____	
Phase <u>II</u>	Job No. _____	

For Professional Services performed as set forth in the Agreement dated: 9/21/2010
& Supplemental Agreement(s) dated: _____

1) Invoice Period	From: <u>11/01/10</u>	To: <u>11/28/10</u>		
	This Invoice	Previously Invoiced	Earned to Date	Max allowable
2) Maximum Payable				\$1,804,590.90
3) Direct Salaries	\$12,184.03	\$17,650.25	\$20,834.28	\$282,744.97
4) QC/QA	\$0.00		\$0.00	\$15,372.90
5) Payroll & Overhead				
this invoice	<u>161.8700%</u>			
average	<u>161.87%</u>			
	\$19,722.29	\$28,570.46	\$48,292.75	\$482,563.40
6) Fixed Fee = 6.0748%	\$8,311.71	\$394.45	\$8,706.16	\$136,822.71
7) Direct Costs Prime	\$2,367.05	\$2,549.05	\$4,916.10	\$67,765.75
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I certify the costs included in this invoice have been expended and the percent of work shown as completed on this invoice is correct. As the prime consultant, work invoices included in this invoice for work done by others were reviewed and approved.

Approved: _____ Date: _____ Consultant: The Donald Group, Inc.

Accepted By: _____ Date: _____ By / Date: _____

Checked: _____ Date: _____ (Name) Mr. Donald Duck

(Title) President

Distribution: 2 complete packages plus 2 copies of invoice form to Liaison Engineer.

#1 Total (B-G)

#2 Payroll (B) Total *minus* QC/QA Reviews

#3 QC/QA Reviews

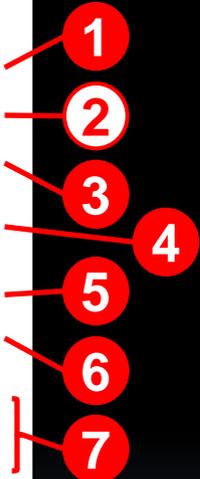
#4 OH & FB (C) Total

#5 Fixed Fee (E) Total

#6 Direct Cost (D+F) Total

#7 Services by others (G) Total

#8 Payroll and OH %



Fiscal Agency _____
 Section _____
 Job No. _____
 Project No. _____
 County _____
 Route _____

 Date December 8, 2010
 Month Ending November 28, 2010
 Invoice No. 2
 Work Order No. _____

Engineering Progress Report

Item	% Complete		% of Project	% of Project Complete	Date Due	Remarks
	Last Report	During This Period				
Roadway	4.0000%	0.0000%	3.9400%	0.1576%		
General	10.0000%	10.0000%	1.9900%	0.3980%		
Schedule & Quantities	1.0000%	1.0000%	5.3100%	0.1062%		
Typical Sections	50.0000%	10.0000%	0.5600%	0.3360%		
Plan & Profiles	5.0000%	20.0000%	9.0100%	2.2525%		
Drainage & Erosion Control	0.0000%	2.0000%	7.4800%	0.1496%		
Intersection Plans	5.0000%	2.0000%	3.3900%	0.2373%		
Cross Sections	0.0000%	10.0000%	13.6700%	1.3670%		
Plan Revisions	0.0000%	0.0000%	5.3100%	0.0000%		
Special Provisions	0.0000%	0.0000%	0.5700%	0.0000%		
Meetings and Field Checks	3.0000%	2.0000%	2.4800%	0.1240%		
QC/QA	0.0000%	0.0000%	2.9000%	0.0000%		
Administration	10.0000%	2.0000%	3.1100%	0.3732%		
Subconsultants DL	0.0000%	2.0000%	1.6500%	0.0330%		
Total for Prime Consultant	1.6951%	3.8393%	61.3700%	5.5344%		
Subconsultants						
Huey, Inc.	0.0000%	1.8347%	5.4300%	0.0996%		
Dewey, Inc.	1.2011%	5.6725%	13.5700%	0.9327%		
Louie, Inc.	0.0000%	6.9593%	19.6300%	1.3661%		
Total for Subconsultants	0.1630%	2.2355%	38.6300%	2.3984%		
Total Project	1.8581%	6.0748%	100.0000%	7.9328%		

(For District Use Only)

<input type="checkbox"/>	On Schedule
<input type="checkbox"/>	Behind Schedule
<input type="checkbox"/>	Comments (Use reverse side)
Signed _____	(District Project Manager/Engineer)

 Submitted By Donald Duck
 Representing The Donald Group, Inc.
 For Subconsultant's Progress Report :
 Approved By _____
 Prime Consultant The Donald Group

 Work this period : _____

 Anticipated work next period : _____

 Original to Regional Engineer
 Copy to Consultant's File

Fiscal Agency _____
 Section _____
 Job No. _____
 Project No. _____
 County _____
 Route _____

Date December 8, 2010
 Month Ending November 28, 2010
 Invoice No. 2
 Work Order No. _____

Item	% Complete		% of Project	% of Project Complete	Date Due	Remarks
	Last Report	During This Period				
Roadway	4.0000%	0.0000%	3.9400%	0.1576%		
General	10.0000%	10.0000%	1.9900%	0.3980%		
Schedule & Quantities	1.0000%	1.0000%	5.3100%	0.1062%		
Typical Sections	50.0000%	10.0000%	0.5600%	0.3360%		
Plan & Profiles	5.0000%	20.0000%	9.0100%	2.2525%		
Drainage & Erosion Control	0.0000%	2.0000%	7.4800%	0.1496%		
Intersection Plans	5.0000%	2.0000%	3.3900%	0.2373%		
Cross Sections	0.0000%	10.0000%	13.6700%	1.3670%		
Plan Revisions	0.0000%	0.0000%	5.3100%	0.0000%		
Special Provisions	0.0000%	0.0000%	0.5700%	0.0000%		
Meetings and Field Checks	3.0000%	2.0000%	2.4800%	0.1240%		
QC/QA	0.0000%	0.0000%	2.9000%	0.0000%		
Administration	10.0000%	2.0000%	3.1100%	0.3732%		
Subconsultants DL	0.0000%	2.0000%	1.6500%	0.0330%		
Total for Prime Consultant	1.6951%	3.8393%	61.3700%	5.5344%		
Subconsultants						
Huey, Inc.	0.0000%	1.8347%	5.4300%	0.0996%		
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Total for Subconsultants	0.1630%	2.2355%	38.6300%	2.3984%		
Total Project	1.8581%	6.0748%	100.0000%	7.9328%		

(For District Use Only)

On Schedule
 Behind Schedule
 Comments (Use reverse side)

Signed _____
(District Project Manager/Engineer)

Submitted By Donald Duck
 Representing The Donald Group, Inc.
 For Subconsultant's Progress Report :
 Approved By _____
 Prime Consultant The Donald Group

Work this period : _____

Anticipated work next period : _____

Original to Regional Engineer
Copy to Consultant's File

- Running Total for ENTIRE project up to and including the last report
- % Complete only for THIS period, NOT a running total
- Total % of Project should equal 100%

YELLOW



Fiscal Agency _____
 Section _____
 Job No. _____
 Project No. _____
 County _____
 Route _____

Date December 8, 2010
 Month Ending November 28, 2010
 Invoice No. 2
 Work Order No. _____

✓ Check

➤ When an Item is complete, the value in the orange column will equal the value in the yellow column

Item	% Complete		% of Project	% of Project Complete	Date Due	Remarks
	Last Report	During This Period				
Roadway	4.0000%	0.0000%	3.9400%	0.1576%		
General	10.0000%	10.0000%	1.9900%	0.3980%		
Schedule & Quantities	1.0000%	1.0000%	5.3100%	0.1062%		
Typical Sections	50.0000%	10.0000%	0.5600%	0.3360%		
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Cross Sections	0.0000%	10.0000%	13.6700%	1.3670%		
Plan Revisions	0.0000%	0.0000%	5.3100%	0.0000%		
Special Provisions	0.0000%	0.0000%	0.5700%	0.0000%		
Meetings and Field Checks	3.0000%	2.0000%	2.4800%	0.1240%		
QC/QA	0.0000%	0.0000%	2.9000%	0.0000%		
Administration	10.0000%	2.0000%	3.1100%	0.3732%		
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Total for Prime Consultant	1.6951%	3.8393%	61.3700%	5.5344%		
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Total for Subconsultants	0.1630%	2.2355%	38.6300%	2.3984%		
Total Project	1.8581%	6.0748%	100.0000%	7.9328%		

➤ Check task percentages against deliverables received

(For District Use Only)

On Schedule
 Behind Schedule
 Comments (Use reverse side)
 Signed _____
 (District Project Manager/Engineer)

Submitted By Donald Duck
 Representing The Donald Group, Inc.
 For Subconsultant's Progress Report :
 Approved By _____
 Prime Consultant The Donald Group

Work this period : _____

Anticipated work next period : _____

Original to Regional Engineer
Copy to Consultant's File

BLUE



Engineering Progress Report

Fiscal Agency _____
 Section _____
 Job No. _____
 Project No. _____
 County _____
 Route _____

Date December 8, 2010
 Month Ending November 28, 2010
 Invoice No. 2
 Work Order No. _____

✓ Check Totals

Column A + Column B
 =
 Column C

Item	% Complete		% of Project	% of Project Complete	Date Due	Remarks
	Last Report	During This Period				
Roadway	4.0000%	0.0000%	3.9400%	0.1576%		
General	10.0000%	10.0000%	1.9900%	0.3980%		
Schedule & Quantities	1.0000%	1.0000%	5.3100%	0.1062%		
Typical Sections	50.0000%	10.0000%	0.5600%	0.3360%		
Plan & Profiles	5.0000%	20.0000%	9.0100%	2.2525%		
Drainage & Erosion Control	0.0000%	2.0000%	7.4800%	0.1496%		
Intersection Plans	5.0000%	2.0000%	3.3900%	0.2373%		
Cross Sections	0.0000%	10.0000%	13.6700%	1.3670%		
Plan Revisions	0.0000%	0.0000%	5.3100%	0.0000%		
Special Provisions	0.0000%	0.0000%	0.5700%	0.0000%		
Meetings and Field Checks	3.0000%	2.0000%	2.4800%	0.1240%		
QC/QA	0.0000%	0.0000%	2.9000%	0.0000%		
Administration	10.0000%	2.0000%	3.1100%	0.3732%		
Subconsultants DL	0.0000%	2.0000%	1.6500%	0.0330%		
Total for Prime Consultant	1.6951%	3.8393%	61.3700%	5.5344%		
Subconsultants						
Huey, Inc.	0.0000%	0.8300%	5.4300%	0.0996%		
Dewey, Inc.	0.0000%	1.6700%	13.5700%	0.9327%		
Louie, Inc.	0.0000%	0.5300%	19.6300%	0.9911%		
Total for Subconsultants	0.1630%	2.2355%	38.6300%	2.3984%		
Total Project	1.8581%	6.0748%	100.0000%	7.9328%		

(For District Use Only)

On Schedule
 Behind Schedule
 Comments (Use reverse side)

Signed _____
 (District Project Manager/Engineer)

Submitted By Donald Duck
 Representing The Donald Group, Inc.
 For Subconsultant's Progress Report :
 Approved By _____
 Prime Consultant The Donald Group

Work this period : _____

Anticipated work next period : _____

Original to Regional Engineer
 Copy to Consultant's File

BLUE

- “Total % Complete During This Period” is used to calculate Fixed Fee
- Fixed Fee *includes* work done by sub-consultants
- ✓ Check Fixed Fee % of Project Complete against Earned to Date (until Supplement is added)

Fiscal Agency _____
 Section _____
 Job No. _____
 Project No. _____
 County _____
 Route _____

Date December 8, 2010
 Month Ending November 28, 2010
 Invoice No. 2
 Work Order No. _____

Item	% Complete		% of Project	% of Project Complete	Date Due	Remarks
	Last Report	During This Period				
Roadway	4.0000%	0.0000%	3.9400%	0.1576%		
General	10.0000%	10.0000%	1.9900%	0.3980%		
Schedule & Quantities	1.0000%	1.0000%	5.3100%	0.1062%		
Typical Sections	50.0000%	10.0000%	0.5600%	0.3360%		
Plan & Profiles	5.0000%	20.0000%	9.0100%	2.2525%		
Drainage & Erosion Control	0.0000%	2.0000%	7.4800%	0.1496%		
Intersection Plans	5.0000%	2.0000%	3.3900%	0.2373%		
Cross Sections	0.0000%	10.0000%	13.6700%	1.3670%		
Plan Revisions	0.0000%	0.0000%	5.3100%	0.0000%		
Special Provisions	0.0000%	0.0000%	0.5700%	0.0000%		
Meetings and Field Checks	3.0000%	2.0000%	2.4800%	0.1240%		
QC/QA	0.0000%	0.0000%	2.9000%	0.0000%		
Administration	10.0000%	2.0000%	3.1100%	0.3732%		
Subconsultants DL	0.0000%	2.0000%	1.6500%	0.0330%		
Total for Prime Consultant	1.6951%	3.8393%	61.3700%	5.5344%		
Subconsultants						
Huey, Inc.	0.0000%	1.8347%	5.4300%	0.0996%		
Dewey, Inc.	1.2011%	5.6725%	13.5700%	0.9327%		
Louie, Inc.	0.0000%	6.9593%	19.6300%	1.3661%		
Total for Subconsultants	0.1630%	2.2355%	38.6300%	2.3984%		
Total Project	1.8581%	6.0748%	100.0000%	7.9328%		

(For District Use Only)

On Schedule
 Behind Schedule
 Comments (Use reverse side)

Signed _____
(District Project Manager/Engineer)

Submitted By Donald Duck
 Representing The Donald Group, Inc.
 For Subconsultant's Progress Report : _____
 Approved By _____
 Prime Consultant The Donald Group

Work this period : _____

 Anticipated work next period : _____

ORANGE

- Should be relatively consistent throughout the duration of the project
- Employee Names & Classifications
- Rate for each Classification as listed in the Agreement

Firm Name The Donald Group, Inc.

From: 11/01/10 To: 11/28/10

Local Agency _____
 Section Number _____
 Job Number _____
 Project Number _____
 County _____
 Route _____

Invoice No. 2

Work Order No. _____

Employee	Classification	Regular Hours	Overtime Premium Hours	Hours	Rate**	Direct Salaries Total	Premium Rate	Overtime Premium Cost
Silverster	Project Manager	49.00		49.00	\$60.00	\$2,940.00		
R.Rabbit	Sr. Technician	0.50		0.50	\$35.60	\$17.80		
Mickey	Sr. Technician	20.75		20.75	\$28.03	\$581.62		
Mini	Sr. Technician	99.00		99.00	\$28.50	\$2,821.50		
Daisy	Jr. Engineer				\$26.08			
Tom	Project Engineer	2.25		2.25	\$41.48	\$93.29		
Jerry	Jr. Technician	53.50		53.50	\$21.98	\$1,174.86		
Sam	Jr. Engineer	64.50		64.50	\$26.08	\$1,682.16		
Darla	Jr. Engineer	112.00		112.00	\$25.65	\$2,872.80		
Total Labor excluding QC/QA		401.50		401.50		\$12,184.03		
QC/QA								
Total Labor for QC/QA						\$0.00		
TOTAL LABOR						\$12,184.03		



Firm Name The Donald Group, Inc.

From: 11/01/10 To: 11/28/10

Local Agency _____
Section Number _____
Job Number _____
Project Number _____
County _____
Route _____

Invoice No. 2

Work Order No. _____

CPFF - Direct Cost Summary for Period

Item	Max Allowable Rate	Rate	Quantity	Total	Remarks
Overtime Premium (See Personnel Summary)				\$0.00	
Mileage	\$0.50	\$0.50			
Copies of Deliverables/Mylars		\$18.00			
CADD	\$15.00	\$10.00	225.75	\$2,257.50	
Copies B&W 8 1/2" x 11"		\$0.15	227.00	\$34.05	
Copies Color 8 1/2" x 11"		\$1.50	3.00	\$4.50	
Copies B&W 11" x 17"		\$0.25	284.00	\$71.00	
Bond Plots 24" x 36"		\$5.00			
Total for period				\$2,367.05	

GREEN

- Max Allowable Rate
- Rate as listed in the Agreement



**Cost Plus Fixed Fee
Direct Cost Summary
for Period**

Firm Name The Donald Group, Inc.
 PTB/Item # 123/987
 Route FAP 123 (IL 123)
 Section 345-R
 County Lee
 Job No. D-92-555-01

From: 11/01/10 To: 11/28/10
 Invoice No. 2
 Work Order No. _____

Item	Max Allowable Rate	Rate	Quantity	Total	Remarks
Overtime Premium (See Personnel Summary)				\$0.00	
Mileage	\$0.50	\$0.50			
Copies of Deliverables/MyIars		\$18.00			
CADD	\$15.00	\$10.00	225.75	\$2,257.50	
Copies B&W 8 1/2" x 11"		\$0.15	227.00	\$34.05	
Copies Color 8 1/2" x 11"		\$1.50	3.00	\$4.50	
Copies B&W 11" x 17"		\$0.25	284.00	\$71.00	
Bond Plots 24" x 36"		\$5.00			
Total for period				\$2,367.05	

Supplemental Engineering Approval Letter

- IDOT may adjust
CECS Values
- No *new* CECS
 - Mark up file copy
or
 - Request new
CECS from
consultant
- Carry over *new*
values into invoices



September 20, 2011

SUBJECT: PRELIMINARY ENGINEERING
Consultant Agreements
First Supplemental Agreement
Phase II
FAP 123 (IL 123)
Section 345-R
Lee County
Job No. D-92-555-01
PTB #123-987

Mr. Donald Duck
The Donald Group, Inc.
123 Some Street
Town City, IL 61234

Dear Mr. Duck,

Enclosed are original copies of a First Supplemental Agreement for engineering services, which provide for provide additional man-hours for turn lanes east of Quacks Road, alignment and subsurface drainage corrections.

We have prepared the agreement in accordance with your cost estimates and direct costs for a total agreement amount of \$198,231.

Based upon an audit evaluation performed by the department, your payroll was reduced by \$272 as a result of the consultant using a higher escalation factor than what the department calculated.

The consultant's escalation was higher because of a different contract term 12 months vs. 10 months.

Since payroll was reduced overhead and profit were also reduced by \$22,753 and \$113.

Huey – Payroll was reduced by \$123 as a result of the consultant using a higher escalation factor than the department.

The consultant's escalation was higher because of a different contract term 12 months vs. 10 months. The consultant also used the wrong escalation for anniversary instead of fixed.

Since payroll was reduced overhead and profit were also reduced by \$141 and \$46 respectively.

Dewey – Overhead was reduced by \$64 as a result of the consultant using a higher overhead rate than what the department has on file.

Louie – The costs can be supported as submitted.

Supplement Altered Invoice #13 Value Adjustments



COST PLUS FIXED FEE INVOICE

Date: 11/07/11 Invoice No. 13
Work Order No. _____

To: _____ From: The Donald Group, Inc.
Firm Address: 123 Some Street
Town City, Illinois 61234

Route _____	Project _____	Consultant's Job Number 1234-56789
Section _____	County _____	
Phase <u>II</u>	Job No. <u>D-92-555-01</u>	

For Professional Services performed as set forth in the Agreement dated: 9/21/2010 (start-up)
& Supplemental Agreement(s) dated: Sup 1 10-1-11

1) Invoice Period	From: <u>10/01/11</u>	To: <u>10/30/11</u>				
	This Invoice	Previously Invoiced	Earned to Date	Max allowable		
2) Maximum Payable					\$1,802,822.00	
3) Direct Salaries	\$10,576.26	\$222,216.08	\$232,792.34	\$389,596.00		
4) QC/QA	\$870.71	\$6,308.66	\$7,179.37	\$17,892.00		
5) Payroll & Overhead						
this invoice						
average	<u>125.0000%</u>	<u>151.15%</u>				
	\$14,308.71	\$348,414.53	\$362,723.24	\$509,360.00		
6) Fixed Fee = 3.3587%	\$5,384.94	\$82,781.93	\$88,166.87	\$160,328.00		
7) Direct Costs Prime	\$2,480.00	\$42,283.00	\$44,763.00	\$76,446.00		
8) Services by others						
Huey, Inc.	\$3,983.05	\$223,725.89	\$227,708.94	\$245,349.00		
Dewey, Inc.	\$0.00	\$42,150.95	\$42,150.95	\$88,163.00		
Louie, Inc.	\$11,293.25	\$116,490.77	\$127,784.02	\$315,688.00		
9) Total invoiced for project including this invoice			<u>\$1,133,268.73</u>			
10) Previously Invoiced		<u>\$1,084,371.81</u>				
11) Payment Due this invoice		<u>\$48,896.92</u>				

I have reviewed the invoice and found it in compliance with "The Simple Guide To Consultant Payments" published on the Consultant Engineering Sharepoint site. The percent of work shown as completed on this invoice matches the attached Progress Report signed by the project engineer.

I certify the costs included in this invoice have been expended and the percent of work shown as completed on this invoice is correct. As the prime consultant, work invoices included in this invoice for work done by others were reviewed and approved.

Approved IDOT Rep. _____ Date: _____ Consultant: The Donald Group, Inc.
Accepted By: _____ Date: _____ By / Date: _____
(Name) Mr. Donald Duck
(Title) President
Checked _____ Date: _____

Distribution: 2 complete packages plus 2 copies of invoice form to Liaison Engineer.

➤ Consultant should adjust the forms to reflect new values

“Progress Report 13” after Supplement

Additional compensation adjusts the total % Complete for the project



PTB/Item # 123/987
 Route FAP 123 (IL 123)
 Section 345-R
 Project No. _____
 County Lee
 Job No. D-92-555-01

Date November 7, 2011
 Month Ending October 30, 2011
 Invoice No. 13
 Work Order No. _____

Item	% Complete		% of Project	% of Project Complete	Date Due	Remarks
	Last Report	During This Period				
Roadway	45.0000%	15.0000%	3.9400%	2.3640%		
General	60.0000%	0.0000%	1.9900%	1.1940%		
Schedule & Quantities	50.0000%	0.0000%	5.3100%	2.6550%		
Typical Sections	80.0000%	0.0000%	0.5600%	0.4480%		
Plan & Profiles	75.0000%	0.0000%	9.0100%	6.7575%		
Drainage & Erosion Control	75.0000%	0.0000%	7.4800%	5.6100%		
Intersection Plans	75.0000%	0.0000%	3.3900%	2.5425%		
Cross Sections	75.0000%	0.0000%	13.6700%	10.2525%		
Plan Revisions	25.0000%	25.0000%	5.3100%	2.6550%		
Special Provisions	0.0000%	25.0000%	0.5700%	0.1425%		
Meetings and Field Checks	62.0000%	3.0000%	2.4800%	1.6120%		
QC/QA	35.0000%	5.0000%	2.9000%	1.1600%		
Administration	61.0000%	4.0000%	3.1100%	2.0215%		
Subconsultants DL	58.0000%	3.0000%	1.6500%	1.0065%		
Total for Prime Consultant	37.9667%	2.4543%	61.3700%	40.4210%		
Subconsultants						
Huey, Inc.	88.8399%	1.4000%	13.5700%	12.2456%		
Dewey, Inc.	78.2752%	0.0000%	5.4300%	4.2503%		
Louie, Inc.	38.5291%	3.6394%	19.6300%	8.2777%		
Total for Subconsultants	23.8692%	0.9044%	38.6300%	24.7736%		
Total Project	61.8359%	3.3587%	100.0000%	65.1946%		

(For District Use Only)

On Schedule
 Behind Schedule
 Comments (Use reverse side)
 Signed _____
 (District Project Manager/Engineer)

Submitted By Donald Duck
 Representing The Donald Group, Inc.
 For Subconsultant's Progress Report : _____
 Approved By _____
 Prime Consultant The Donald Group

Work this period : _____

Anticipated work next period : _____

Original to Regional Engineer
 Copy to Consultant's File

Chicago Submittal

- Invoice form BLR05620 attached to invoice sheet
- Repeats info from invoice



Invoice

Date 2/10/15

Central Office Use Only	
Schedule No.: _____	Item No.: _____
Payable: <u>Chicago City of</u> <u>Dept of Finance/GPAD Div</u> <u>121 N LaSalle St – 7th Floor</u> <u>Chicago, Illinois 60602</u>	Engineer of Local Roads and Streets

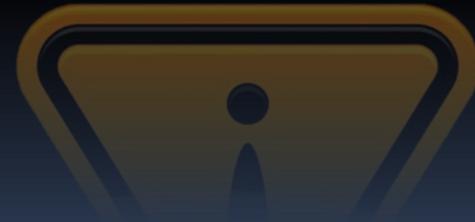
Payment No.:	<u>13</u>
Obligation No.:	<u>AL12345</u>
Service Dates (From, To):	<u>10/1/30 to 10/30/11</u>
Agreement Date:	<u>9/21/10</u>
Job No.:	<u>D-88-555-01</u>
Section No.:	<u>345-R</u>
Improvement Location:	<u>IL 1</u>
Improvement Description:	<u>Design Engineering – Improvement</u>
Max. Reimbursement:	<u>\$1,802,822.00</u>
Previous Reimbursement:	<u>\$1,084,371.81</u>
Total Amount:	<u>\$48,896.92</u>
Invoice Amount:	<input type="text" value="\$48,896.92"/>

District Local Roads and Streets Engineer

*BLRS 05620 form can be found on IDOT's Website:
<http://www.idot.illinois.gov/home/resources/Forms-Folder/>

Engineering Invoice Issues

- For Prime and Sub-Consultant
 - Missing Documents
 - Overhead Rate
 - Fixed Fee
 - Payroll Rates
 - Service Dates
 - Non-participatory items



Missing Documents

- Progress Report
- Invoice Summary
- Invoice Detail
- Direct Cost
 - Receipts
 - Mileage Log



Overhead Rate

- Not matching agreement
 - FHWA authorization letter
 - “Statement for Experience and Financial Condition” (SEFC)



Fixed Fee

- Not matching agreement
 - FHWA authorization letter
 - Increasing fixed fee
 - Prior to supplement approval
 - Adding Direct Cost Dollars
- Incorrect calculation
 - Must use:
 - $FF = (\text{Max. FF}) \times (\% \text{ complete per period})$



Payroll Rate

- Per Agreement Employee Classification
- Max allowable \leq \$70.00 /hr.
- Actual hourly rates (dot not include overhead rate)



Service Dates

- Service Dates Overlapping
- Two Invoice with same service dates
- Service dates prior to the FHWA authorization date
- Service dates after Obligation End Date
 - 4 years if less than \$1,000,000.00
 - 6 years if over \$1,000,000.00
 - Expired obligation requires Amendment/Affidavit



PROJECT FINALS AND CLOSE-OUT

PRESENTED BY: ZUBAIR HAIDER

Engineering Close-out

- Preliminary Engineering (Phase I) close-out initiates after Design Approval
- Design Engineering (Phase II) close-out initiates after Construction is Awarded
- When Phase I and II are processed together, close-out initiates at Construction Award
- Right of Way close-out initiates as soon as final invoice is received.

Engineering Project Close-out - Forms

- Final Report, Notice of Completion and Acceptance of Improvement Constructed Under the Illinois form BLR 13510
- Final Invoice form BLR 05620
- Statement of Final Cost
- The forms listed above are processed and approved by the District Local Roads Field Engineer and are to be forwarded along with request for final reimbursement.(if necessary)

Final Invoice form BLR 05620



Invoice

Date 2/10/15

Central Office Use Only

Schedule No.: _____ Item No.: _____

Payable:

Chicago City of
Dept of Finance/GPAD Div
121 N LaSalle St – 7th Floor
Chicago, Illinois 60602

Engineer of Local Roads and Streets

Payment No.: 13 FINAL
Obligation No.: AL12345
Service Dates (From, To): 10/1/30 to 10/30/11
Agreement Date: 9/21/10
Job No.: D-88-555-01
Section No.: 345-R
Improvement Location: IL 1
Improvement Description: Design Engineering – Improvement
Max. Reimbursement: \$1,802,822.00
Previous Reimbursement: \$1,084,371.81
Total Amount: \$48,896.92
Invoice Amount: \$48,896.92

District Local Roads and Streets Engineer

Statement of Final Cost

CITY OF CHICAGO
STATEMENT OF FINAL COST
FOR FEDERAL AID PROJECTS

Date: November 08, 2011

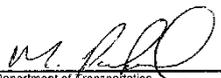
Project Description Harbor Drive Ext(USX SO WORKS)

Federal Project No. N/A City Section No. 00-B0216-00-PV

State Job Number D-88-026-00 CDOT Project No. B-0-216

City Fund Number: 0598-P2000

TYPE OF WORK	EXPENSE	EXPENSE	PARTICIPATING	NON-	TOTAL COST
	CODE	FUNCTION CODE	(FED FUNDS)	PARTICIPATING (CITY FUNDS)	
Consultant Preliminary Engineering In House Services	CENG	382	\$628,402.10	\$0.00	\$628,402.10
City of Chicago Construction Engineering In House CDOT Supervision	CENG	163	\$42,424.07	\$0.00	\$42,424.07
Total Amount			\$670,826.17	\$0.00	\$670,826.17


Chicago Department of Transportation

 11/8/11
Comptroller's Office

State Job# D-88-026-00
Fund/Project# 0598-P2000
CDOT # B-0-216

CONSULTANT ENGINEERING
ANNUAL CONTRACTS

A. EPSTEIN & SONS INTL, INC \$628,402.10

TOTAL: \$628,402.10
GRAND TOTAL: \$628,402.10

?

Questions



Course Evaluation



➤ Contact Information:

➤ Agreements

- Temi Latinwo
- Bureau: Local Roads & Streets
- Phone: 847-705-4179
- Email: Temi.Latinwo@illinois.gov

➤ Construction Administration

- Merry Ellen Mack
- Bureau: Construction
- Phone: 847-705-4465
- Email: MaryEllen.Mack@illinois.gov

➤ Invoice Forms

- Nephtali Rivera-Martinez
- Bureau: Local Roads & Streets
- Phone: 847-705-4559
- Email: Nephtali.Rivera-Martinez@illinois.gov

➤ Project Finals and Close-out

- Zubair Haider
- Bureau: Local Roads & Streets
- Phone: 847-705-4206
- Email: Zubair.Haider@illinois.gov

➤ Project Finals and Close-out

- Adam N. Nedoss
- Bureau: Construction
- Phone: 847-705-4277
- Email: Adam.Nedoss@Illinois.gov

➤ Project Finals and Close-out

- Erica L. DeYoung
- Bureau: Construction
- Phone: 847-846-4356
- Email: Erica.DeYoung@illinois.gov



Illinois Department
of Transportation

Lunch Break

12:00-1:00

February 10, 2015



Local Agency Project Contract Administration

February 10, 2015



Illinois Department
of Transportation

CONSTRUCTION ADMINISTRATION

PRESENTED BY: MARY ELLEN MACK

CONSTRUCTION INVOICE ISSUES

PRESENTED BY: ADAM NEDOSS

PROJECT FINALS AND CLOSE-OUTS

PRESENTED BY: ERICA DEYOUNG



Illinois Department
of Transportation

CONSTRUCTION ADMINISTRATION

PRESENTED BY: MARY ELLEN MACK

MPA vs PSR3A

- Funding Obligation documents differ
 - IDOT's MPA – Modified Project Agreement
 - CDOT's PSR₃A – CDOT project management
- Invoices generated by different accounting system
 - Funding strips do not align with each other
 - Invoices are based on PSR₃A that do not match MPA obligations
 - Costs cannot be appropriately reconciled

Draft, Amendment # 1

R

DEPARTMENT OF TRANSPORTATION - WORK ORDER ASSIGNMENT

Accounting use only

Dpt#: Distribution:
MFT#: Financial
OH %: Control

DEC 01 4 2005

[Signature]
EMP

CAPS STRIP

PRR 2/05

\$ 3,937,780

BUDGET AMOUNT
Check if revised

WORK ORDER NO.	WORK TASK (20 characters)	CAPS STRIP								BUDGET AMOUNT Check if revised	
		BFY	FUND	DPT	ORGAN	APPR	OBJT	RPT-C PROJ	SUB PHS		
339	CONTRACT CONSTRUCTION (CMAQ)	04	0636	84	2040	0540	0540	C4005	763	\$4,269,102.89	
832	CONSTRUCTION - OEMC	04	0636	84	2040	0540	0540	C4005	834	\$0.00	
335	CONSTRUCTION SUPERVISION - CONSULTANT	04	0636	84	2040	0140	0140	C4005	653	\$228,859.00	
334	CONSTRUCTION SUPERVISION - DE	04	0636	84	2040	0140	0140	C4005	562	\$40,000.00	
831	CONSTRUCTION SUPERVISION - BOE	04	0636	84	2040	0140	0140	C4005	533	\$40,000.00	
338	QUALITY ASSURANCE - CONSULTANT	04	0636	84	2040	0140	0140	C4005	663	\$25,000.00	
333	QUALITY ASSURANCE - IN-HOUSE	04	0636	84	2040	0140	0140	C4005	564	\$5,000.00	
332	RECORDS AND ESTIMATES	04	0636	84	2040	0140	0140	C4005	563	\$10,000.00	
901	CONTINGENCY	04	0636	84	2040	0140	0140	C4005	900	\$810,288.11	X

Funding Path

- The funding path for a State project travels straight from IPA to MPA to Award Report to ICORS to Pay Estimate to FHWA reimbursement.
 - MPA – Modified Project Agreement (Obligation Document)
 - Fund codes used to obligate federal funding
 - Funding is split based on funding source and type of work
 - IDOT develops funds codes for pay items to align with obligation
- The funding path for a City Project travels from IPA to PSR₃A to Invoice.
 - PSR₃A fund codes do not align with obligation
 - Funding strips are created for comptroller payments
 - Contingency line changes based on contract modifications
- Funding appropriation is required for each fund source.

Observations / Recommendations

- Different Funding Documents lead to unbalanced obligation costs.
- Different Funding Strips lead to inconsistent project accounting.
- Recommend use of the Local Agency Agreement to properly define costs and project requirements
- Recommend process for PSR_{3A} to mirror MPA
- Recommend plans include fund codes for type of work listed in MPA

ICORS Fund Code Tracking

ICORS Rewrite 2014 - [Cost Breakdown]

File Setup Diary Qty Book Authorizations Materials Reports Window Resident

Type a question for help

Contract: 62542
 County: WILL
 Section: 2002-11ER
 Route: FAP332.876 (L1394.1)
 District: 01

**Illinois Department of Transportation
 Contract Cost Summary**

Resident: Erica DeYoung
 Supervisor: Michael J. Wiese, P
 Field Office Phone: (708)367-1093
 Job Number: C-91-366-02
 Project: ACF-ACBHF-000

					Adjusted Total Price
Subjob	A	FASID	07ACL01	CcsCode 19710002A	7,866.95
Subjob	A	FASID	07ACL01	CcsCode 197Y0301	202,813.69
Subjob	A	FASID	07ACL01		210,680.64
Subjob	A	FASID	07PCL01	CcsCode 197Y0313	8,393.80
Subjob	A	FASID	07PCL01		8,393.80
Subjob	A	FASID	L1CEL01	CcsCode 19710002A	0.00
Subjob	A	FASID	L1CEL01	CcsCode 197X0712	1,869,158.14
Subjob	A	FASID	L1CEL01		1,869,158.14
Subjob	A	FASID	L23EL01	CcsCode 19710002A	5,860,094.94
Subjob	A	FASID	L23EL01	CcsCode 197Y0311	352,480.71
Subjob	A	FASID	L23EL01	CcsCode 197Y0300	600.00
Subjob	A	FASID	L23EL01		6,213,175.65
Subjob	A				8,301,408.23
Grand Total					8,301,408.23

Wednesday, January 28, 2015 Page 1 of 1

Page: 14 of 1 No Filter



Plan Reviews

- Necessary by all departments/bureaus
- Comments need to be included in plans or a written disposition is provided
- Provide enough time to incorporate comments
- Global review is necessary to ensure that all federal requirements are included
- Review of funding for locally funded items

ROLE OF RESIDENT ENGINEER

- ✓ Inspector not observer
- ✓ Prior to Preconstruction Meeting
- ✓ Prior to Starting Construction
- ✓ Reports to be Submitted Weekly
- ✓ Reports to be Submitted Periodically
- ✓ Additional Information
- ✓ Authorizations
- ✓ Documentation



Prior to Preconstruction Meeting

- Review Contract Plans and Specifications
- Gather Initial Measurements
- Submit Prior Approvals for Missing Items
- Set up Construction Files
- Set up Diary
- Set Up Field Books
- Receive IDOT Booklet



Prior to Construction

- Review Progress Schedule
- Review Request for Subcontractor Approval (BC 260 and BC 260A)
- Obtain Dump Site Letter from Contractor (BDE 2289) and submit to IDOT
- Made Sure RCAs Signs are Erected
- Ensure Bulletin Board is Installed
- Send in Project Start/Stop Form along with First Weekly Report
- Submit BSE 725
- Review Award Report

Reports to be Submitted WEEKLY

- Weekly Reports – necessary to determine progress
 - Controlling Item stated from Progress Schedule
 - Working Day / Workable Day
 - Description if Partial work days charged
- Erosion Control Reports
- BSE 725 and 726 – Traffic Control Inspection
 - Daytime
 - Nighttime
- Material Inspection Reports

ICORS Daily Diary

The screenshot displays the 'ICORS Rewrite 2014' application window. The main menu includes File, Setup, Diary, Qty Book, Authorizations, Materials, Reports, Window, and Resident. A search bar on the right prompts the user to 'Type a question for help'. The central window, titled 'Diary Entries for Contract 60N63', shows the 'Illinois Construction Records System (ICORS)' interface. The entry details are as follows:

Date:	07/30/2014	Wed
Controlling Item:	Extra Work	
Persons Working:	10	Hours Worked: 10.00
Weather:	54-79 sun with periods of clds	
Working Days Charged:	0.00	Prior: 0.25
Workable Days:	0.00	Prior: 77.75
Weekly Report Number:	45	

Weekly Report Paragraph:
IPC completed work making sure that the medians drain correctly and that all the areas that were fixed last year are landscaped properly from Route 1 to Richton Rd. Drove the job at 7 and 3 all was ok. Job is complete

Additional Paragraphs:
2 operators, 1 foreman, 5 laborers 2 semis

Buttons for 'Print This Entry' and a cursor icon are visible on the right side of the entry form. The footer of the window shows 'frmDiary' on the left and '1/28/2015 8:05:53 AM' on the right. At the bottom of the application, a record navigation bar shows 'Record: 307 of 307' and a search field.

ICORS Weekly Report

ICORS Rewrite 2014 - [Weekly Report of Resident Engineer]

File Setup Diary Qty Book Authorizations Materials Reports Window Resident

Type a question for help

Illinois Department of Transportation

Weekly Report of Resident

Count: 1051
Score: 104-854

Report No: 45 Week Ending: 02/20/14 % Complete: 100.0
 Contract Price: \$7,227,652.24 Estimated Completion Date: 5/15/2014
 Contract: Inquadra Paving Corporation District: 01
 Contract Completion Date: 09/20/2013 Contract Working Days: 5.00 Contract No.: 87063
 Item Limit Extended To: 1/20/2013 Average Number of Newrow Working: 5 Job No.: C-01-235-11
 Project: N/A

Execution: 06/25/2013 Start: 07/01/2013 Reports Submitted: 01/11/2014 Reports Resurveyed: 04/10/2014 Significant Completion: 10/16/2013
 Resident Name: Silvia DeYoung

Day	Date	Hours Worked	Controlling Item	Working Days Charged	Working Days	Provide summary of Contractor's and Subcontractor's operations each day. Worked a Complete performance with Progress Schedule. A reason must be provided when less than a full working day is charged.
Sun	2/27/2014	0.00	Site Work	0.00	0.00	No work. Waiting on area to dry up so that the remaining area work can be completed. No traffic control in place.
Mon	2/28/2014	0.00	Site Work	0.00	0.00	No work. Waiting on area to dry up so that the remaining area work can be completed. No traffic control in place.
Tue	2/28/2014	5.00	Site Work	0.00	0.00	SP grading the area that was adjacent to street, fixing the drainage structure in the median hole, removing and making sure that the median is draining correctly. Drive the job at Road 2 off on.
Wed	3/03/2014	10.00	Site Work	0.00	0.00	SP completed work making sure that the median drain assembly and that all the area that was final layout are landscaped properly from Road 1 to Racine Rd. Drive the job at 7 and 7 all work. Job is complete.

Total This Week: 0.00 0.00
 Previous Total: 0.25 17.75
 Total To Date: 0.25 17.75

Will Contractor Complete project on time at present rate of progress? Yes
 If no - Why? _____
 Have you discussed rate of progress with Contractor this week? Yes
 If no - Why? _____

Eng: Regional Engineer
 S.E. Contractor
 Surr. Construction
 Project File

Resident: _____ (TS) 307-1052

NOTE: If the Contractor disagrees with the working days charges, detailed reasons must be expressed in writing to the Regional Engineer within 7 days after receipt of report. SC 235 (Rev. 02/08/09)

Printed: 1/23/2015 7:45:27 AM

Page: 14 of 1 Filtered



Reports to be Submitted Periodically

- Pay Estimates
 - Authorization of Contract Changes
 - RE Final Quantities
 - Contractor Evaluation Forms
- 

Daily Quantities in ICORS

ICORS Rewrite 2014

File Setup Diary Qty Book Authorizations Materials Reports Window Resident

Type a question for help

Daily Quantities - Contract 60T19

Illinois Construction Records System (ICORS)

DQ Number: 434 Post to Qty Book

Date: 12/12/2014 Record is Locked Print this Quantity

Contractor: roquois Paving Corp ↓ ↕

Pay Item Key: FRC00100-MS30L01-0310004 -A ROADWAY RESTORATION

Qty Inspected: 9,292.870 DOLLAR Estimate or Final: Final ↓

Ok to Post Posted

Evid. of Inspection: N/A ↓

Location: 30 and Western

Source of Progress Doc: see IDR # 180

MISTIC Code: ↓ Desc 1: ↓

Producer Code: ↓

Paid on Estimate Nbr: 8

DQ Tag: ↓

frmDailyQuantity 1/28/2015 8:17:30 AM

Record: 434 of 434 ▶▶▶ No Filter Search

Pay Estimates in ICORS

ICORS Rewrite 2014

File Setup Diary Qty Book Authorizations Materials Reports Window Resident

Type a question for help

Pay Estimate Calculation - Contract 60T19

Illinois Construction Records System (ICORS)

This form is used for creation of new pay estimates. Select "Print a Test Estimate" if you want to check the data before posting. The test estimate produces only a printed copy of the estimate.

When you are confident that the data is correct, then select "Print Estimate and Post".

You have 3 options available. You can print a hardcopy only (not usually recommended), you can write the necessary files to a diskette that can be mailed to the Central Office, or you can create files on your hard drive that can be emailed.

Pay Estimate Number:

Pay Estimate Date:

Action to Take

- Print a Test Estimate
- Print Estimate and Post

Destination

- Hardcopy Only
- Electronic

If you are going to be emailing your Pay Estimate, you must be logged on to the network using Dial Up Networking, otherwise Outlook cannot be started.

Go

frm0900RunPayEst

1/28/2015 8:16:36 AM



Authorizations

- Previous submittal method
- New BC 22 submittal method
- Construction Memorandum 4
- Participating vs. Non-Participating
- Signature level

Authorization Form – BC 22



Illinois Department of Transportation

Contract Adjustment FHWA Exempt
 Change Order Non-Exempt
 Consultant Major Change
 In-House Minor Change

Authorization No. **15**
Sheet 1 of 1

Authorization of Contract Changes

Date: 8/11/2014
County: Cook
Section: 07-E6148-00-BR

Route: Ashland Ave.
District: One
Contract No.: 81336
Job No.: C-89-043-12
Project No.: M-6000
CDOT Proj: E-6-148
PCM 9

Contractors Name: **Capitol Cement Co., Inc.**
Address: 6231 North Pulaski Road
CityStateZip: Chicago, IL 60646

The following change from the plans in the construction of the above designated section of highway improvement is authorized and directed. The estimated quantities are shown below at the awarded contract prices except as indicated. The first addition of an item not in the original contract under the fund type or county as indicated by an asterisk.

Item No.	Pay Item	Unit	Quantity	Unit Price	A/D	Addition	Deduction
PCM 9	Furnish and install approx. 1300 SY of geotechnical fabric around the porous granular embankment layer in the landscaped medians on Ashland Ave.	LS	1	\$5,000.00		\$5,000.00	
Amount of original contract:				\$11,360,270.24	Totals	\$5,000.00	\$0.00
Net Change to date:		\$779,529.64	Percent	6.87%	Net Change	\$5,000.00	

Project location: Ashland & Denbig

Description and Reason: Geotech Fabric

Determination:

SEP 19 2014
Date: _____
Regional Engineer

Date: _____
Engineer of Construction

Date: _____
Director of Highways, Chief Engineer

THE STATE OF ILLINOIS
By the Department of Transportation

Erica J. Borggren, Acting Secretary Date _____

Tony Small, Director of F&A Date _____

Michael A. Forti, Chief Counsel Date _____

Date: 9/17/14
Commissioner of Transportation

Date: 8/27/14
Chief Const. Engineer CDOT

FHWA: Acceptable to Proceed: Yes No FHWA Participation: Yes No

Date: _____
FHWA Representative

BC 22 (Rev. 01/01/14)

AUTHORIZATIONS

- Follow Construction Memorandum
 - No. 14-4 for Contract Changes
 - (see IDOT website)
- Contract changes require written prior approval before work can begin
- Article 104.02 of the Standard Specifications requires all changes be authorized in writing by the Engineer before the work begins



Authorizations for Contract Changes

- Forms

- Form BC-2256 (Prior Approval Authorization of Contract Change)
 - RAFF (Request for Additional Federal Funding)
 - Form BC-329 (Resident's Memo)
 - Form BC-22 (Authorization of Contract Changes)
- 

Authorizations in ICORS

ICORS Rewrite 2014

File Setup Diary Qty Book Authorizations Materials Reports Window Resident

Type a question for help

Authorizations - Contract 60T19

Illinois Construction Records System (ICORS)

AuthNum: 16 Letter: A Subjob: Auth Date: 11/01/2014 Approved: Date Posted in BCM: 01/07/2015

Change Order
 Contract Adjustment
 Major Change
 Minor Change

Record Locked

Unlock Print

Current Resident: Erica DeYoung Current Supervisor: Michael Water, PE

Determination: G1
 The undersigned determine that the change is germane to the original contract as signed, because provision for this work is included in the original contract.

Location and Reason: US Route 30 at Western Ave. in Chicago Heights and Olympia Fields in Cook County. To balance to field measured quantity to date. See attached.

New	PayItemKey	Category	Qty	Add/Deduc	Status
<input type="checkbox"/>	20200100-MS30L01-0310004 -A	01	3.910	A	Accepted
<input type="checkbox"/>	35501316-MS30L01-0310004 -A	01	45.460	A	Accepted
<input type="checkbox"/>	40603335-MS30L01-0310004 -A	01	13.660	A	Accepted
<input type="checkbox"/>	42300400-MS30L01-0310004 -A	01	136.340	A	Accepted
<input type="checkbox"/>	42400200-07COL01-0310021 -A	01	543.060	A	Accepted

Record: 1 of 13 No Filter Search

Mark All Accepted Mark All Pending

frmAuthorization 1/28/2015 8:13:12 AM

Record: 19 of 22 No Filter Search

Net Cost of Section in ICORS

ICORS Rewrite 2014 - [rptNetCostOfSection]

File Setup Diary Qty Book Authorizations Materials Reports Window Resident

Type a question for help

Contract: 0016 Illinois Department of Transportation Resident: Alex DuYoung
 County: COOK Bureau of Construction - Division of Highways Supervisor: Richard J. Wata P
 Section: 2011-040-TS Final Authorization Summary Field Office Phone: (708) 647-1092
 Route: FAU 2017 Net Cost of Section Job Number: C-91-644-1-1
 District: 01 Project: MSP-2027(8)

Contract Price: \$192,729.24

Authorization	Date Approved	Additions	Deductions
1	04-02-2012	\$152,000.00	\$0.00
2	10-02-2012	\$12,470.92	\$4,621.10
3	08-01-2012	\$1,678.32	\$0.00
4	09-18-2012	\$406.50	\$0.00
5	02-13-2013	\$302.80	\$0.00
6	02-06-2013	\$470.00	\$0.00
7	02-21-2013	\$1,811.50	\$0.00
8	02-21-2013	\$1,200.00	\$0.00
1 A	02-28-2013	\$1,294.66	\$0.00
2 A	07-02-2013	\$408.09	\$0.00
3 A	07-02-2013	\$0.00	\$282.14
9	04-12-2012	\$0.00	\$20,688.47
10	02-02-2013	\$0.00	\$1,148.00

Authorization Totals: \$22,842.97 \$27,122.71
 Net Additions or Deductions: \$1,707.24
 Net Cost of Section: \$202,426.70

Wednesday, January 23, 2013 Page: 1 of 1
 Report Name: rptNetCostOfSection CF-720-005

Page: 1 of 1 No Filter

ICORS Holdback Report

The screenshot shows the 'ICORS Rewrite 2014 - [Holdbacks]' application window. The menu bar includes File, Setup, Diary, Qty Book, Authorizations, Materials, Reports, Window, and Resident. The toolbar contains various icons for file operations and navigation. The main content area displays a report with the following details:

Contract:	60R19	State of Illinois	Resident:	Erica DeYoung
County:	COOK	Department of Transportation	Supervisor:	Michael Water, PE.
Section:	11-Y-A	ICORS System	Field Office Phone:	(708)367-1093
Route:	FAP 353	Holdback Report	Job Number:	C-91-046-12
District:	01		Project:	N/A

<u>Qty Book Page</u>	<u>Hold back Qty</u>
X6020096-07G0L01-A	0.50
Hold% for Restrictor Plate Certification	

The status bar at the bottom shows 'Page: 1' and 'No Filter'.

Additional Information

- Extensions of Time
 - Delay based on Progress Schedule
 - # of Days Delayed = # of Days Extended
- Progress Meetings
 - Coordination with IDOT, Local Agency and Contractor
- <http://www.idot.illinois.gov/home/resources/Forms-Folder>

Top 10 Documentation Issues

1. Resident is NOT ready for the final audit!
2. Records not well organized / Cannot locate the required documentation.
3. Errors the Checker did not catch!
4. Quantity Book incomplete or missing.
5. Spreadsheets missing required information.
6. HMA documentation deficiencies.
7. Diary cover sheet missing or incomplete.
8. Field Book index is missing or incomplete.
9. Depth Checks missing or not cross-referenced.
10. Progress review deficiencies have not been corrected.



CONSTRUCTION INVOICE ISSUES

PRESENTED BY: ADAM NEDOSS



Construction Invoice Submittals: A Practical Visual Guide to Successful Invoice Submittals

- Highlighting issues previously observed that caused invoices to be rejected.
 - Contract Construction, Consultant Engineering and Force Account Construction.
- 

Phase One of Invoice Review

Does the RFP Match the I.P.A.?

Do the key data points match the I.P.A.?

Is this contractor approved on this contract?

Is the funding split correct and is the funding per the agreement?

REQUEST FOR PAYMENT

Date: 10/03/14 Page 1 of 1

Please address the reimbursement to the following address and reference the Chicago Invoice Number:

FROM: City of Chicago - Department of Finance
Grant and Project Accounting Division - CDOT Unit
421 North LaSalle Street, Suite 700
Chicago, Illinois 60602

TO: Christopher J. Holt, P.E.
Illinois Department of Transportation
Division of Highways - District 1
201 West Center Court
Schaumburg, IL 60195-1096

State Job Number: C-88-043-12 Section Number: 07-E6148-00-BR
Federal Project Number: HD-M-8000(360) CDOT Project Number: E-6-148

GPAD Fund/Project Number: 0910-C6022
Chicago Invoice Number: IN 14GP84 3252

Line Item	Func Code	Payee	Voucher Number	Service Dates	Expenditure Amount
1		CAPITOL CEMENT CO INC	PV84148441387	8/31/14-8/28/14	\$553,425.29
3					
4					
5					
6					
7					
8					
10					
11					
12					

Less City Match: 0% CURRENT INVOICE TOTAL: \$653,425.29

Disbursement Period: September 9, 2014

201	Summary	Grantor Share	100% City Match	0%
Approved Budget	\$11,750,270.24	\$11,750,270.24	\$0.00	\$0.00
Cumulative Balance	\$5,315,396.47	\$5,315,396.47	\$0.00	\$0.00
Funds Available	\$6,434,873.77	\$6,434,873.77	\$0.00	\$0.00

I hereby certify the above is a true and accurate statement of disbursements made by the City of Chicago on highway projects.

[Signatures]
Supervisor of Accounting Director of Accounting Assistant Comptroller

DISTRICT 1 USE ONLY
Reviewed for Project Scope and Local Agency Authorization
Professional Services / Approved to Pay / Date: PE #10
Construction / Approved to Pay / Date: Mary Ellen Mackay 8-9-14

PROJECT CONTROL USE ONLY

Vendor Number: _____ Federal Authorization Date: _____
Obligation Number: _____ Appropriation Number: _____
Location: _____
Project Control / Approved to Pay / Date: _____

Are the service dates valid per the agreement and do they match the supporting documentation?

I.P.A.

Do the key data points match the IPA?

Service dates can't be prior to the executed IPA*

INDIVIDUAL PROJECT AGREEMENT

FOR THE VIADUCT REMOVAL AT
ASHLAND AVENUE (FAU 2853)
OVER PERSHING ROAD

FEDERAL PROJECT NO.: HD-M-6000(360)
CITY SECTION NO.: 07-E6148-00-BR
STATE JOB NO.: C-88-043-12
CDOT JOB NO.: E-6-148
TIP ID.: 01-03-0014

(AMENDMENT NUMBER 3)

This Amendment Number Three to an Individual Project Agreement is entered into this 26th day of September, 2014 by and between the State of Illinois, acting through its Department of Transportation ("State") and the City of Chicago, acting through its Department of Transportation ("City").

WHEREAS, the Department of Transportation of the State of Illinois, under Chapter 605 ILCS 5/4-409, as currently in effect, may enter into a written contract with any other highway authority for the jurisdiction, maintenance, administration, engineering, or improvement of any highway or portion thereof; and

WHEREAS, on November 16, 2011, the City Council passed an ordinance (Council Journal pages 14497 through 14498), Section 8 of which authorizes the Mayor of the City or the Commissioner of the Chicago Department of Transportation, subject to the review of the Corporation Counsel to execute Individual Project Agreements or amendments thereto; and

WHEREAS, on January 18, 2013, the City and the State entered into such an Individual Project Agreement, thereby providing \$9,484,078 in Federal Surface Transportation Program funds, \$2,371,020 in State Only Chicago Commitment funds, and \$693,000 in Federal Earmark Section #112 2006 Surface Transportation Project funds (for a total of \$12,548,098 for costs associated with the construction and construction engineering/supervision for the above-referenced Project); and

WHEREAS, on August 13, 2013, the City and the State entered into an Amendment Number One to the aforementioned Individual Project Agreement as executed on January 18, 2013, which revised the estimated line-item costs and funding, as set forth in the "Project Cost" and "Project Funding" sections of the aforementioned Individual Project Agreement, without altering either the total estimated cost or the division of financial responsibilities for costs associated with the construction and the construction engineering/supervision of the above-referenced Project; and

I.P.A.

Funding split must accurately reflect the agreement and totals to be reimbursed may not exceed the agreement.

THE PARTIES HERETO MUTUALLY AGREE, that the "Project Cost" and "Project Funding" sections of the aforementioned Individual Project Agreement, as amended on March 7, 2014, be hereby revised to read as follows:

PROJECT COST

Construction

Contract Construction	\$ 14,089,000
Force Account Construction	\$ 160,000
<i>Subtotal</i>	<i>\$ 14,249,000</i>

Construction Engineering

Construction Engineering/Supervision	\$ 1,121,000
--	--------------

TOTAL **\$ 15,370,000**

PROJECT FUNDING

Construction

Federal Earmark Section #112 2006 Surface Transportation Project (lump sum not to exceed \$616,339 to be used first)	\$ 616,339
--	------------

Federal-Aid Share (STP) (80% not to exceed \$10,906,129 to be used second)	\$ 10,906,129
---	---------------

State Funds – State Only Chicago Commitment (20% not to exceed \$2,726,532 to be used second as match for Federal-Aid Share (STP) funds)	\$ 2,726,532
--	--------------

Subtotal

	<i>\$ 14,249,000</i>
--	----------------------

Construction Engineering

Federal Earmark Section #112 2006 Surface Transportation Project (lump sum not to exceed \$76,661 to be used first)	\$ 76,661
---	-----------

Federal-Aid Share (STP) (80% not to exceed \$835,471 to be used second)	\$ 835,471
--	------------

State Funds – State Only Chicago Commitment (20% not to exceed \$208,868 to be used second as match for Federal-Aid Share (STP) funds)	\$ 208,868
--	------------

Subtotal

	<i>\$ 1,121,000</i>
--	---------------------

TOTAL **\$ 15,370,000**

Contract Construction RFP

REQUEST FOR PAYMENT

Date
10/03/14

Page
1 of 1

Please address the reimbursement to the following address and reference the Chicago Invoice Number:
FROM: City of Chicago - Department of Finance
 Grant and Project Accounting Division - CDOT Unit
 121 North LaSalle Street, Suite 700
 Chicago, Illinois 60602

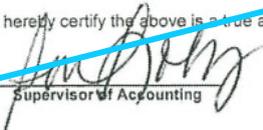
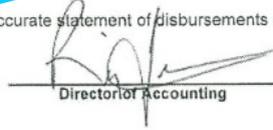
TO: Christopher J. Holt, P.E.
 Illinois Department of Transportation
 Division of Highways - District 1
 201 West Center Court
 Schaumburg, IL 60196-1096

State Job Number C-88-043-12	Section Number 07-E6148-00-BR	GPAD Fund/Project Number 0810-C6022
Federal Project Number HD-M-6000(360)	CDOT Project Number E-6-148	Chicago Invoice Number IN 14GP84 3252

Line Item	Func Code	Payee	Voucher Number	Service Dates	Expenditure Amount	
1	201	CAPITOL CEMENT CO INC	PV84148441387	5/31/14-6/28/14	\$653,425.29	
2						
3						
4						
5						
6						
7						
8						
10						
11						
12						
Less City Match					0%	\$0.00
Disbursement Period September 9, 2014					CURRENT INVOICE TOTAL	\$653,425.29

201	Summary	Grantor Share	100%	City Match	0%
Approved Budget	\$11,750,270.24	\$11,750,270.24			\$0.00
Cumulative Balance	\$5,315,396.47	\$5,315,396.47			\$0.00
Funds Available	\$6,434,873.77	\$6,434,873.77			\$0.00

I hereby certify the above is a true and accurate statement of disbursements made by the City of Chicago on highway projects.


DISTRICT 1 USE ONLY

Reviewed for Project Scope and Local Agency Authorization

Professional Services / Approved to Pay / Date

PE #10
 Mary Ellen Mack 12-9-14
 Construction / Approved to Pay / Date

PROJECT CONTROL USE ONLY

Vendor Number	Federal Authorization Date
Obligation Number	Appropriation Number
Location	
Project Control / Approved to Pay / Date	

Ensure that function code is correct.

Ensure that supporting documents support the invoice total.

Order Payment Voucher

PV84148441761

Copy (Comptroller)



City of Chicago
Office of City Comptroller
Room 700
121 N. LaSalle Street
Chicago, IL 60602
Order Payment Voucher

Copy (Comptroller)

418-726-70
a/a/a/y
Part
9/19/11

CAPITOL CEMENT CO INC

PO Number	Release Number	Voucher Number	Voucher Total	Vendor Number	Page
28737		PV84148441761	653,425.29	142032 A	1

Remittance Address:
CAPITOL CEMENT CO INC 01
8231-33 NORTH PULASKI
CHICAGO, IL 60646

Release Date:

Delivered To:
084- CDOT RM400
30 N. LA SALLE ST.
ROOM 400
Chicago, IL 60602
Prepared By: PHILLIPS, J. 4-4024
Cmptrl Approval Date:

Vendor Inv #: 28737-10 Type: STANDARD Date: 8/1/2014 Rcvd By: Rcvd Date:

TRKG# 2052105 - (FOR THE PERIOD FROM 05/31/14 TO 06/28/14) - RECONSTRUCTION OF ASHLAND AVE. AT PERSHING RD. E-6-148

Ln	Commodity / Description	Qty Received	Unit of Meas.	Unit Cost	Total Cost
1	00000 MONEY LINE FOR E-6-148 / Reconstruction of Ashland Ave. at Pershing Rd.	603,425.29	USD	1.000	603,425.29

Invoice No 28737-10 Total: 603,425.29

Vendor Inv #: 28737-10 Type: STANDARD Date: 8/1/2014 Rcvd By: Rcvd Date:

TRKG# 2052105

Ln	Commodity / Description	Qty Received	Unit of Meas.	Unit Cost	Total Cost
1	00000 MONEY LINE FOR E-6-148 / Reconstruction of Ashland Ave. at Pershing Rd.	50,000.00	USD	1.000	50,000.00

Invoice No 28737-10 Total: 50,000.00

Grand Total: 653,425.29

Entered By		Dept Certification of Receipt		Dept Certification of Contract Prices	
Auditor's Approval		I hereby certify that the invoices have not been previously vouchered and that the goods or services indicated were received and that the account is approved from appropriations as shown above.		I hereby certify that the Department Project Manager has verified the work, services or goods for which payment is sought are as described in the contract and at the price charged in the contract.	
Received By		Authorized Signature	Date	Commissioner or Dept Head	Date

The sum of supporting order payment vouchers must match the total of the invoice.

Summary of Estimate PCM Form

If a PCM was included in the invoice it must be indicated on this form.

If a PCM is released on an estimate it must have an approved participating status.



CITY OF CHICAGO
DEPARTMENT OF TRANSPORTATION
DIVISION OF ADMINISTRATION

CHICAGO, ILL. MONTHLY EST. NO. _____ 10
SHEET NO. _____ OF _____
DEPARTMENT V.O. NO. _____
CDOT PROJECT NO. _____ E-6-148
IDOT CONTRACT NO. _____ 81336
JOB NO.: _____ C-88-043-12
SPECIFICATION NO. _____ 109587

TO Capitol Cement Co., Inc.
6231 North Pulaski Road
Chicago, IL 60646

FOR WORK ON ACCOUNT OF Reconstruction of Ashland Ave at Pe
LOCATION 0
CONTRACT NO. 28737
IDOT CONTRACT NO. 81336 C-88-043-12
AS PER CONTRACT DATED 10-Oct-13
FOR THE PERIOD FROM 5/31/2014 To 6/28/2014

ITEM NO.	DESCRIPTION OF ITEM OR CHANGE ORDER	EST QTY	UOM	CONT. PRICE	RELEASED TOTAL	CURRENT ESTIMATE		TOTAL ESTIMATE TO-DATE	
						Qty / % comp	\$ AMOUNT	Qty / % comp	\$ AMOUNT
CM 1	PCM 1 T.E.1 Req# 89004	1	LS	\$0.00	\$0.00				
CM 2	PCM 2 Req#	1	LS	\$150,000.00	(not released)				
CM 3	PCM 3 Req#	1	LS	\$21,847.14	(not released)				
CM 4	PCM 4 Req#	1	LS	\$39,850.00	(not released)				
CM 5	PCM 5 Req#	1	LS	\$30,000.00	(not released)				
CM 6	PCM 6 NP Req#	1	LS	\$31,520.00	(not released)				
CM 7	PCM 7 Req#	1	LS	\$41,250.00	(not released)				
CM 8	PCM 8 Req#	1	LS	\$47,350.00	(not released)				
TOTAL OF PCM'S					\$361,817.14	\$0.00		\$0.00	\$0.00

Summary of Estimate LIC Section

If a LIC was included in the invoice cost it must be indicated on this form.

If a LIC is released on an estimate it must have an approved participating status.



CITY OF CHICAGO
DEPARTMENT OF TRANSPORTATION
DIVISION OF ADMINISTRATION

CHICAGO, ILL
MONTHLY EST. NO. 10
SHEET NO. 01
DEPARTMENT V.O. NO. _____
CDOT PROJECT NO. E-6-148

TO Capitol Cement Co., Inc.
6231 North Putaski Road
Chicago, IL 60646

FOR WORK ON ACCOUNT OF Reconstruction of Ashland Ave at Pershing Rd
LOCATION 0

CONTRACT NO. 28737 SPECIFICATION NO. 109587
IDOT CONTRACT NO. 81336 C-88-043-12
AS PER CONTRACT DATED 10-Oct-13
FOR THE PERIOD FROM 5/31/2014 TO 6/28/2014

ITEM NO.	DESCRIPTION OF ITEM OR CHANGE ORDER	EST QTY	UOM	CONT. PRICE	RELEASED TOTAL	CURRENT ESTIMATE		TOTAL ESTIMATE TO-DATE	
						Qty / % comp	\$ AMOUNT	Qty / % comp	\$ AMOUNT
R1	LIC 1 Req# 89887	1	LS	\$26,750.00	\$26,750.00				
	LIC 2 Req# 89887	1	LS	(\$18,507.50)	(\$18,507.50)				
	LIC 3 Req# 89887	1	LS	(\$25,555.00)	(\$25,555.00)				
R2	LIC 4 NP Req#	1	LS	\$158,900.00					
R3	LIC 5 Req#	1	LS	\$87,075.00					
	LIC 6 Req#	1	LS	\$21,750.00					
R4	LIC 7 Req#	1	LS	\$162,300.00					
Total of LIC				\$412,712.50	(\$17,312.50)				

Contract Payment Voucher

CHICAGO DEPARTMENT OF TRANSPORTATION

CONTRACT PAYMENT VOUCHER

Project Number E-6-148 Contract Number 28737 Payment Number **10** Pay Status 51.9%

Project Description RECONSTRUCTION OF ASHLAND AVE AT PERSHING RD Contract Original Amount \$11,350,270.24

Vendor Name CAPITOL CEMENT CO INC Specification Number 109587

Invoice To Date 08/28/14 IDOT Contract Number 81336

Invoice From Date 05/31/14 FA Project Number M-6000

Contract Approved Date 10/10/13 Payment Amount **\$853,425.29**

Payment # must match estimate #.

Payment amount must match estimate amount.

Line items should match RE's pay estimate and definitely not exceed those quantities.

Item No	Item Description	UOM	Bid Qty	Unit Price	Net Changes Apprv	Total Price including Net Changes	Current Qty	Total Current Amount	Accumulated Qty	Total Accumulated Amount
1	1-TREE REMOVAL (0 TO 6 UNITS DIAMETER)	UNIT	43.00	\$15.00	0.00	\$645.00	0.00	\$0.00	0.00	\$0.00
2	2-TREE REMOVAL (6 TO 15 UNITS DIAMETER)	UNIT	60.00	\$25.00	0.00	\$1,500.00	0.00	\$0.00	0.00	\$0.00
3	3-TREE PROTECTION	EACH	29.00	\$100.00	0.00	\$2,900.00	0.00	\$0.00	26.00	\$2,600.00
4	4-EARTH EXCAVATION	CU YD	8,992.00	\$8.00	0.00	\$71,936.00	1,092.30	\$12,738.40	2,522.50	\$20,180.00
5	5-REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	CU YD	1,318.00	\$20.00	0.00	\$26,360.00	0.00	\$0.00	17.20	\$344.00
6	6-FURNISHED EXCAVATION	CU YD	1,317.00	\$1.00	0.00	\$1,317.00	0.00	\$0.00	0.00	\$0.00
7	7-POROUS GRANULAR EMBANKMENT, SUBGRADE	CU YD	1,268.00	\$18.00	0.00	\$22,824.00	0.00	\$0.00	17.20	\$309.60
8	8-POROUS GRANULAR EMBANKMENT	CU YD	5.00	\$125.00	0.00	\$625.00	0.00	\$0.00	3.60	\$450.00
9	9-TRENCH BACKFILL	CU YD	2,035.30	\$50.00	0.00	\$101,765.00	1,361.80	\$68,080.00	2,263.70	\$113,185.00
10	10-TOPSOIL FURNISH AND PLACE, 6"	SQ YD	6,090.00	\$8.33	0.00	\$50,729.70	753.40	\$6,275.82	753.40	\$6,275.82
11	11-PULVERIZED TOPSOIL MIX	CU YD	810.00	\$50.00	0.00	\$40,500.00	0.00	\$0.00	0.00	\$0.00
12	12-EXPLORATION TRENCH 48" DEPTH	FOOT	500.00	\$50.00	0.00	\$25,000.00	0.00	\$0.00	223.00	\$11,150.00

RE's Pay Estimate

Quantities should match the Contract Payment Voucher.

CITY OF CHICAGO
DEPARTMENT OF TRANSPORTATION
DIVISION OF ENGINEERING
Reconstruction of Ashland Avenue at Pershing Road
E-6-148
PAY ESTIMATE: LINE ITEM BREAKDOWN

PROJECT: Reconstruction of Ashland Avenue at Pershing Road
PROJECT NO.: E-6-148
CONTRACT NO.: 28737
SPECIFICATION NO.: 109587
GENERAL CONTRACTOR: Capitol Cement Company, Inc.
ESTIMATE NO.: 9
ESTIMATE DATE: 6/30/2014
BID AMOUNT: \$11,350,270.24
TO DATE AMOUNT: \$6,105,358.05
THIS ESTIMATE AMOUNT: \$748,181.38
% TO DATE: 53.79%
% ESTIMATE AMOUNT: 6.59%

PROJECT: Reconstruction of Ashland Avenue at Pershing Road
PROJECT NO.: E-6-148
CONTRACT NO.: 28737
SPECIFICATION NO.: 109587
GENERAL CONTRACTOR: Capitol Cement Company, Inc.
ESTIMATE NO.: 9
ESTIMATE DATE: 6/30/2014

RE's Pay Estimate

Quantities should match contract payment voucher.

No.	Description	BidQty.	Unit	CurrentQt y.	To DateQt y.	UnitPrice	BidAmount	CurrentAmount	To DateAmount
1	TREE REMOVAL (6 TO 6 UNITS DIAMETER)	43	UNIT	0	0	\$15.00	\$645.00	\$0.00	\$0.00
2	TREE REMOVAL (6 TO 15 UNITS DIAMETER)	60	UNIT	0	0	\$25.00	\$1,500.00	\$0.00	\$0.00
3	TREE PROTECTION	29	EACH	0	26	\$100.00	\$2,800.00	\$0.00	\$2,600.00
4	EARTH EXCAVATION	6992	CU YD	1592.9	2522.5	\$8.00	\$71,936.00	\$12,738.40	\$20,180.00
5	REMOVAL AND DISPOSAL OF UNSUITABLE MATERIAL	1318	CU YD	0	17.2	\$20.00	\$26,360.00	\$0.00	\$344.00
6	FURNISHED EXCAVATION	1317	CU YD	0	0	\$1.00	\$1,317.00	\$0.00	\$0.00
7	POROUS GRANULAR EMBANKMENT, SUBGRADE	1268	CU YD	0	17.2	\$18.00	\$22,824.00	\$0.00	\$309.60
8	POROUS GRANULAR EMBANKMENT	6	CU YD	0	3.6	\$125.00	\$625.00	\$0.00	\$450.00
9	TRENCH BACKFILL	2035.3	CU YD	1361.8	2263.7	\$66.00	\$101,765.00	\$68,090.00	\$113,185.00
10	TOPSOIL FURNISH AND PLACE, 6"	6090	SQ YD	753.4	760.4	\$8.33	\$50,729.70	\$6,275.82	\$6,275.82
11	PULVERIZED TOPSOIL MIX	810	CU YD	0	0	\$56.00	\$40,500.00	\$0.00	\$0.00
12	EXPLORATION TRENCH 48" DEPTH	500	FOOT	0	223	\$56.00	\$25,000.00	\$0.00	\$11,150.00
13	SEEDING, CLASS 1A	0.3	ACRE	0	0	\$7,670.00	\$2,301.00	\$0.00	\$0.00
14	SEEDING, CLASS 7	0.1	ACRE	0	0	\$7,670.00	\$767.00	\$0.00	\$0.00
15	NITROGEN FERTILIZER NUTRIENT	75	POUND	0	0	\$3.00	\$225.00	\$0.00	\$0.00
16	PHOSPHORUS FERTILIZER NUTRIENT	75	POUND	0	0	\$3.00	\$225.00	\$0.00	\$0.00
17	POTASSIUM FERTILIZER NUTRIENT	75	POUND	0	0	\$3.00	\$225.00	\$0.00	\$0.00
18	EROSION CONTROL BLANKET	970	SQ YD	0	0	\$2.25	\$2,182.50	\$0.00	\$0.00
19	SODDING, SALT TOLERANT	4045	SQ YD	0	0	\$10.00	\$40,450.00	\$0.00	\$0.00
20	SUPPLEMENTAL WATERING	100	UNIT	0	0	\$75.00	\$7,500.00	\$0.00	\$0.00
21	PERIMETER EROSION BARRIER	351	FOOT	0	0	\$1.25	\$438.75	\$0.00	\$0.00
22	INLET FILTERS	63	EACH	0	48	\$100.00	\$6,300.00	\$0.00	\$4,800.00
23	AGGREGATE FOR TEMPORARY ACCESS	200	TON	0	512.8	\$45.00	\$9,000.00	\$0.00	\$27,576.00
24	SUBBASE GRANULAR MATERIAL, TYPE B 6"	24946	SQ YD	1957.2	8463.8	\$7.00	\$174,622.00	\$13,700.40	\$59,246.60
25	PORTLAND CEMENT CONCRETE BASE COURSE 9"	20846	SQ YD	1957.2	8459.8	\$47.50	\$994,935.00	\$92,967.00	\$401,840.50
26	HIGH-EARLY-STRENGTH PORTLAND CEMENT CONCRETE BASE COURSE, 9"	1000	SQ YD	0	0	\$52.50	\$52,500.00	\$0.00	\$0.00
27	BITUMINOUS MATERIALS (PRIME COAT)	8.5	TON	0	0	\$200.00	\$1,700.00	\$0.00	\$0.00
28	AGGREGATE (PRIME COAT)	102	TON	0	0	\$10.00	\$1,020.00	\$0.00	\$0.00
29	TEST STRIP (STONE MATRIX ASPHALT)	2	EACH	0	0	\$3,000.00	\$6,000.00	\$0.00	\$0.00
30	HOT-MIX ASPHALT SURFACE REMOVAL - BUTT JOINT	600	SQ YD	0	0	\$10.00	\$6,000.00	\$0.00	\$0.00
31	TEMPORARY RAMP	3500	SQ YD	51.1	606	\$14.00	\$49,000.00	\$1,135.40	\$8,484.00
32	POLYMERIZED HOT-MIX ASPHALT BINDER COURSE, STONE MATRIX ASPHALT, N80	2938	TON	0	0	\$93.50	\$274,703.00	\$0.00	\$0.00
33	POLYMERIZED HOT-MIX ASPHALT SURFACE COURSE, STONE MATRIX ASPHALT, N80	3353	TON	0	0	\$119.00	\$399,007.00	\$0.00	\$0.00
34	HOT-MIX ASPHALT SURFACE REMOVAL, 2"	606	SY	0	0	\$12.00	\$7,272.00	\$0.00	\$0.00
35	MATERIAL TRANSFER DEVICE	3169	TON	0	0	\$6.50	\$20,598.50	\$0.00	\$0.00
36	HIGH-EARLY-STRENGTH	1375	SQ YD	330.3	711.1	\$55.00	\$75,825.00	\$18,166.50	\$39,110.50

Approved Authorization (BC's)



Illinois Department of Transportation

Authorization No. 15
Sheet 1 of 1

Authorization of Contract Changes

<input type="checkbox"/> Contract Adjustment	<input type="checkbox"/> FHWA Exempt
<input type="checkbox"/> Change Order	<input type="checkbox"/> Non-Exempt
<input type="checkbox"/> Consultant	<input type="checkbox"/> Major Change
<input type="checkbox"/> In-House	<input type="checkbox"/> Minor Change

Date: 8/11/2014
County: Cook
Section: 07-E6148-00-BR

Route: Ashland Ave.
District: One
Contract No.: B1336
Job No.: C-89-043-12
Project No.: M-6060
CDOT Proj: E-6-148
PCM 9

Consultants Name:

Contractor: Capitol Cement Co., Inc.
Address: 6231 North Pulaski Road
City/State/Zip: Chicago, IL 60646

The following change from the plans in the construction of the above designated section of highway improvement is authorized and directed. The estimated quantities are shown below at the awarded contract prices except as indicated. The first addition of an item not in the original contract under the fund type or county as indicated by an asterisk.

Item No.	Pay Item	Unit	Quantity	Unit Price	A/D	Addition	Deduction
PCM 9	Furnish and install approx. 1300 SY of geotechnical fabric around the porous granular embankment layer in the landscaped medians on Ashland Ave.	LS	1	\$5,000.00		\$5,000.00	
				\$11,360,270.24	Totals	\$5,000.00	\$0.00
Amount of original contract:						\$5,000.00	\$0.00
Net Change to state: \$779,529.64				Percent	6.87%	Net Change	\$5,000.00

Project location: Ashland & Deshig

Description and Reason: Geotech Fabric

Determination:

SEP 19 2014
Date: _____
Deputy Director Division of Highways
Regional Engineer

Date: _____
Engineer of Construction

Date: _____
Director of Highways, Chief Engineer

THE STATE OF ILLINOIS
By the Department of Transportation

Erica J. Borggren, Acting Secretary Date _____

Tony Small, Director of F&A Date _____

Michael A. Forti, Chief Counsel Date _____

FHWA: Acceptable to Proceed: Yes No FHWA Participation: Yes No

Commissioner of Transportation: _____ Date: 9/17/14

Chief Const. Engineer CDOT: _____ Date: 9/27/14

#C 22 (Rev. 01/01/14)

Chicago Ledger

Obligation Balance and Obligation #

Chicago Project Ledger 10.20.2014.xlsxm [Read-Only] - Microsoft Excel

Check Out Required To modify this server workbook, you must check it out. Check Out

CurrentSIN C-88-043-12

State Job #	C-88-043-12	CE Limit	\$1,121,000.00	Obligation #	CH13027	Oblig Balance	= Oblig Life Amt - Running Total
Fed Project #	HD-ACM.6000(360)	CE Available	\$1,121,000.00	Obligation Amt	\$15,370,000.00	Remaining Fund Balance	= Agreement Amt - Federal Amt
Section #	07-E6148-00-BR	Vendor #	051261	Fiscal Year	2015	NTE Balance	= NTE Total - Federal Amt
						CE Available	= CE Limit - Expenditures (only applicable Func Codes)

Current Obligation Balance: \$13,242,230.24

Federal Fund Cod	Expended Amt	Federal	State/Local	Remaining Fund Balance	NTE Balance	Obligation Num	Voucher Number	Expended Amt	Running Expended Amt	Obligation Balance
L23E	\$ 2,127,769.76	\$ 1,702,215.81	\$ 425,553.95	\$ 10,039,384.19	N/A	CH13027	ZC00031	\$ 1,474,344.47	\$ 1,474,344.47	\$ 13,895,655.53
						CH13027	ZC00136	\$ 653,425.29	\$ 653,425.29	\$ 13,242,230.24

SJN C-88-043-12 All Funds on Project

Fed Fund Code	Participating Percent	NTE Amount	Agreement Amt
L23E	80%	\$ -	\$ 11,741,600.00
LY6A	100%	\$ 693,000.00	\$ 693,000.00

Summary Main FPC FOA FADM Lookups

Ready Calculate

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Chicago Ledger

Invoice # and
Invoice \$ amount
paid

Chicago Project Ledger 10.20.2014.xlsm [Read-Only] - Microsoft Excel

Check Out Required To modify this server workbook, you must check it out. Check Out

State Job Number	Appropriation	E-Obj	Obligation Num	Vendor Num	Chicago Invoice Number	Invoice Date	Voucher Number	Voucher Date	Federal Participating?	Federal Fund Code	Func 201	Total Expended Amt	CE Expended Amt	Obligation Amt	Fed %	State/Local %
C-88-043-12	011-49442-7900-1010	7721	CH13027	051261	IN13GP843423	5/8/2014	ZC00031	8/12/2014	Yes	L23E	\$ 1,474,344.47	\$ 1,474,344.47	=	\$ 15,370,000.00	80%	20%
C-88-043-12	011-49442-7900-1010	7721	CH13027	051261	IN14GP843252	11/7/2014	ZC00136	1/8/2015	Yes	L23E	\$ 653,425.29	\$ 653,425.29	=	\$ 15,370,000.00	80%	20%

Ready Calculate

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Documents required for a successful submittal of a construction invoice

- Order Payment Voucher
- Summary of Estimate (Long Form)
- PCM Estimate Form
- LIC Estimate Form
- Contract Payment Voucher (Records & Estimate's Pay Estimate)
- RE's Pay Estimate (Report of Work Completed)
- Subcontractor Payment Certification

Typical issues that have been observed that will not allow an invoice to proceed

- Costs are not in agreement with the IPA.
- Request for payment may show incorrect funding split.
- No funds remaining.
- Project is de-obligated.
- Incorrect vital information that pertains to project identification.
- Supporting documentation doesn't match the invoice.
- Invoice has been previously paid.
- Required signatures on the documents are missing.
- Charges on invoice are not approvable. This could be non-participating authorizations, incorrect calculations or service dates.

Consultant Construction Engineering Invoice Issues

- For Prime and Sub-Consultant
 - Missing Documents
 - Overhead Rate
 - Fixed Fee
 - Payroll Rates
 - Service Dates
 - Agreement should be uploaded to SharePoint



Engineering Invoice Issues: (Missing Documents)

- For Prime and Sub-Consultant
 - Invoice Summary
 - Invoice Detail
 - Direct Cost
 - Receipts
 - Mileage Log



Engineering Invoice Issues: (Overhead Rate)

- What to avoid:
 - Overhead Rate not matching agreement
 - Adjust per FHWA authorization letter
 - Adjust per “Statement for Experience and Financial Condition” (SEFC)
 - Submit SEFC if using updated Overhead



Engineering Invoice Issues: (Service Dates)

- What to avoid:
 - Service Dates Overlapping
 - Two Invoices with same service dates
 - Service dates prior to the FHWA authorization date
 - Service dates after Obligation End Date
 - If less than \$1,000,000.00 = 4years
 - If over \$1,000,000.00 = 6 years
 - Expired obligation requires Amendment/Affidavit

Documents required for a successful submittal of a consultant construction engineering invoice

- Vendor Cumulative Report
- Billing Report (GPAD)
- Order Payment Voucher
- Voucher for Professional Services
- Vendor Invoice
- Invoice Summary for both Prime & Sub-consultants
- Invoice Details for bot Prime & Sub-consultants
- Certified Timesheets
- Subcontractor/ Sub-consultant Payment Certification

Force Account Work

Invoice must adhere to the IPA

THE PARTIES HERETO MUTUALLY AGREE, that the "Project Cost" and the "Project Funding" sections of the aforementioned Individual Project Agreement, as executed on October 21, 2011, are hereby revised to read as follows:

PROJECT COST:

Contract Construction.....	\$ 25,300,000
Force Account Construction (City).....	\$ 500,000
Force Account Construction (Railroad).....	\$ 650,000
Construction Engineering/Supervision.....	\$ 3,700,000
TOTAL.....	\$ 30,150,000

PROJECT FUNDING:

Federal Aid Share (STP) (80% of \$14,997,500).....	\$ 11,998,000
Federal Aid Share (HPP) Transportation Equity Act for the 21 st Century (Section 1601/1602 # 674, High Priority Funds (80% of \$2,002,500).....	\$ 1,602,000
State Share (Match for Federal Funds) (20% of \$17,000,000).....	\$ 3,400,000
State Funds.....	\$ 13,150,000
TOTAL.....	\$ 30,150,000

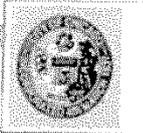
Based upon this formula, State (matching) financial participation, referred to herein as, "State Share, (Match for Federal Funds)", shall be limited to a maximum of \$3,400,000 and other State financial participation, referred to herein as "State Funds", shall be limited to a maximum of \$13,150,000. Any funds required in excess of the above-stated amounts will be provided by the City or by amendment to this Agreement

THE PARTIES HERETO FURTHER MUTUALLY AGREE, that all items contained in the original Individual Project Agreement and any subsequent executed Amendment which are not in conflict with this Amendment shall remain in full force and effect.

THE PARTIES HERETO FURTHER MUTUALLY AGREE, that this Amendment shall be binding and inure to the benefit of the parties hereto, their successors and assigns.

Interfund Settlement Voucher

A signed interfund settlement voucher must be included.



CITY OF CHICAGO
INTERFUND SETTLEMENT VOUCHER

W 13-0106

DEPARTMENT OF WATER MANAGEMENT SELLER

DATE 13-Feb-14

DEPARTMENT OF TRANSPORTATION

This voucher is drawn to liquidate indebtedness arising out of services and/or materials delivered by seller account. The details of transactions are contained in valid bill of cost which heretofore have been rendered and which are summarized below.

WORK ORDER/TICKET A-27508	DEPOSIT # 26047	PROJECT NO. 08-08-33	LOCATION PAID	U.S. ROUTE S. HARBOR AVE TO EAST 79TH SOUTH SHORE DR. 79TH FARRAGUT 86TH & 87TH STREET.
FEB 25 2014				\$138,439.92
CITY COMPTROLLER'S OFFICE CHICAGO, IL				

CERTIFICATE FOR SELLER'S ACCOUNT:
I certify that to my best knowledge, amount
invoiced is correct.

Antta Haro
For Creditor's Account

Approved: *Antta Haro*

APPROVAL FOR BUYER'S ACCOUNT/S

I have reviewed the cost bills upon which this voucher is based and I approve payment from accounts shown below.

Approved: _____

C R E D I T							
BFY	FUND	DEPT	ORGN	REF. SRC.	SUB REV.		AMOUNT
	13	290	88	2025	5721		\$138,439.92
TOTAL							\$138,439.92
C H A R G E							
BFY	FUND	DEPT	ORGN	APPR	OBJ.	PROJ/REPT. CATS.	AMOUNT
		638	84	2125	0540	0540 US041873	138,439.92
TOTAL							\$138,439.92

Interfund Settlement Voucher



CITY OF CHICAGO
OFFICE OF CITY COMPTROLLER
INTERFUND SETTLEMENT VOUCHER

Copy (File)

V2713MMW1301080

DEPARTMENT OF WATER MANAGEMENT AS SELLER PRINT DATE: 07/13/2009

AS BUYER INVOICE DATE: 02/24/2014

This voucher is drawn to liquidate indebtedness arising out of services and/or materials delivered by seller account. The details of transactions are contained in valid bills of cost which heretofore have been rendered and which are summarized below.

PAID

FEB 25 2014

Invoice Memo		Invoice Specifications			CHICAGO OFFICE	LINE AMOUNT
LINE #	LINE DESCRIPTION	UOM	QTY. INVOICED	UNIT PRICE		
1	088-Water Management	EA	1	138,440		138,439.92
TOTAL:						\$138,439.92

CREDIT											AMOUNT
BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR		
013	0200	0882025	9899	305721	0000	00000000	000000	000000	0000		138,439.92
TOTAL:											138,439.92

CHARGE												AMOUNT
BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	REF PO #	Dist #	
011	0636	0842125	0540	220540	0000	US041873	000000	000000	0000	28047	1	138,439.92
TOTAL:												138,439.92

copy

<p>Certificate for Seller Account</p> <p>I certify that, to my best knowledge, amounts invoiced are correct.</p> <p>_____</p> <p style="text-align: center;">For Seller Account</p>	<p>APPROVAL FOR BUYER ACCOUNT OR ACCOUNTS</p> <p>I have received the cost bills upon which this voucher is based and I approve payment from accounts show above thereof.</p> <p>Approved: _____</p>
--	--

Itemized Statement of Work



CITY OF CHICAGO
DEPARTMENT OF WATER MANAGEMENT
FISCAL SERVICES
333 South State Street, Room 410
Chicago, Illinois 60604-3971

19 - 01 06

SOUTH A 27508

ITEMIZED STATEMENT

Department of Transportation
301 N. LaSalle St., Room 700
Chicago, Illinois 60602

FUND	DEPT.	ORG	REV.SRC
200	88	2025	6721

DATE	QTY. HRS.	DESCRIPTION	UNIT PRICE	AMOUNT	TOTAL	GRAND TOTAL
		Street Improvement				
		Water Main Installation - Private Contractor				
		U.S. Route 41 Relocation Project				
		U.S. Route 41 - S. Harbor Av. to E. 79th St.				
		Including Ewing Av. Mackinaw Av., Avenue "C", 83rd St.				
		South Shore Dr. 79th St., Farragut Av. 85th St. & 87th St.				
		B.E.S. Project No. 06-08:033				
		Labor				
	83.27	Laborer (Top)	\$35.20	\$3,283.10		
	166.70	Hoisting Eng. T/G	\$45.10	\$7,022.07		
	177.80	Truck Driver	\$33.85	\$8,018.53		
	8.00	Foreman	\$46.75	\$374.00		
	46.75	Plumber	\$44.75	\$2,092.06		
	225.38	Laborer (Top) (after 7/1/12)	\$38.20	\$8,159.76		
	44.50	Foreman (after 7/1/12)	\$47.00	\$2,091.50		
	110.66	Plumber/Caulker (after 7/1/12)	\$45.00	\$4,974.75		
	28.47	Laborer (Btm) after 7/1/12)	\$36.55	\$910.93		
	18.00	Bricklayer	\$40.68	\$732.24		
		TOTAL LABOR		\$35,677.94		
		LABOR ADDITIVE 107.38%	107.38%	\$38,310.97	\$73,988.91	
		Overtime Labor				
	1.99	Truck Driver	\$60.78	\$101.04		
	1.99	Laborer (Top) (after 7/1/12)	\$54.30	\$108.06		
	1.99	Foreman (after 7/1/12)	\$70.60	\$140.30		
	1.99	Plumber (after 7/1/12)	\$67.50	\$134.33	\$483.72	
		Overhead charges on OT				
	1.99	Truck Driver	\$33.05	\$67.36		
	1.99	Laborer (Top) (after 7/1/12)	\$36.20	\$72.04		
	1.99	Foreman (after 7/1/12)	\$47.00	\$93.53		
	1.99	Plumber (after 7/1/12)	\$45.00	\$89.55		
		Overtime charges on overtime	107.38%	\$322.48		346.28
		City Trucks/Equipment & Hired Trucks/Equipmt.				
	127.79	Utility Truck	\$26.24	\$3,353.21		
	64.50	WS 817R	\$21.00	\$1,354.50		
	58.50	WS 699R	\$17.23	\$1,007.98		
	69.00	WS 706R/708R/707R	\$17.23	\$1,188.87		
	4.00	Dump - WD 1650	\$41.82	\$167.28		
	24.00	WD 5201	\$28.85	\$692.40		
	45.00	Barricade Type 1	\$0.60	\$27.00		
	3.00	Arrowboard	\$10.00	\$30.00		
	1.50	WD 2601/2602	\$17.59	\$26.39		
	4.20	SW 2201	\$30.05	\$126.21		
		TOTAL CITY & HIRED TRUCKS/SEQ.				\$7,873.81
		Material Used				
		TOTAL MATERIAL		\$15,169.98		
		MATERIAL HANDLING - 45.49%	45.49%	\$6,900.82	\$22,070.80	
		Job Site				\$1,860.65
		Backfill Material				
		Disposal Cost				\$294.00
		Total Disposal Costs				
		Engineering Cost				
		Design				\$21,775.30
		Construction Inspection II				\$9,513.11
		Water Quality				\$133.32
		TOTAL COST				\$138,439.92
		COST OF JOB		\$138,439.92		
		IGPO		(\$188,000.00)		
		BALANCE AVAILABLE		(\$29,560.08)	UNDERRUN	

Documents required for a successful submittal of a force account invoice since adopting the checklist

- Signed Interfund Settlement Voucher
- Itemized Statement of Work
- BC 635
- Equipment Watch (Rental Rates)
- Material Invoices
- Certified Timesheets



PROJECT FINALS AND CLOSE-OUT

PRESENTATION BY ERICA DEYOUNG



Closeouts for Federally Funded Projects

- Timing
- Forms
- Steps



Timing

- 100% Weekly Report from the RE
- Field Audit by IDOT Documentation Engineer
- Job Boxes Turned into Records & Estimates
- Audit Completed By Records & Estimates
- IOC Letter Received From Procurement
- Final Voucher Sent Out to Contractor
- Final Papers Prepared
- Project Closed Out



Forms Required

- BC 71 Final Inspection Report of State Road Work
 - Bureau of Construction Final Inspection Report
 - Contract Finalization Procedure Resident Engineer's Checklist
 - BLR 13231 Engineer's Final Pay Estimate
- 



Forms Required (Continued)

- Cost Breakdown
- Net Cost of Section
- Material Certification
- Statement of Final Cost

Weekly Report



Weekly Report of Resident

County: COOK
Section: 08-D8101-00-BT

Report No: 73 Week Ending: 1/10/2015 % Complete: 76.90
Contract Price: \$53,738,951.84 Estimated Completion Date: 5/27/2015

Route: THE BLOOMINGDALE TRAIL CDOT E-2-524

District: 1
Contract No. 81335

Contractor: Walsh Construction Company
Contract Completion Date: 05/28/2015 Contract Working Days: 433.00
Time Limit Extended To: Average Number of Persons Working: 6

Job No. C-88-017-13
Project: CMM-6000 (418)

Execution 08/20/2013 Start 08/20/2013

Reports Suspended: Reports Resumed

Significant Completion:

Resident Name: Chief Constr. Engineer

Day	Date	Hours Worked	Controlling Item	Working Days Charged	Workable Days	Provide summary of Contractor's and Subcontractor's operations each day. Compare performance with Progress Schedule. A reason must be provided when less than a full working day is charged.
Sun	1/4/2015	0.00	ASHLAND SUPERSTRUCTURE	1.00	1.00	NO WORK.
Mon	1/5/2015	0.00	ASHLAND SUPERSTRUCTURE	1.00	1.00	INSTALLED AERIAL CABLE WITH MESSENGER WIRE AT MARSHFIELD; INSTALLED 1-1/4" GALVANIZED STEEL CONDUIT ATTACHED TO STRUCTURE @ HOYNE FOR SERVICE CONNECTION; INSTALLED GCFI OUTLET AS REQUESTED BY WALSH @ LEAVITT UNDERPASS TO POWER GROUND HEATER.
Tue	1/6/2015	0.00	ASHLAND SUPERSTRUCTURE	1.00	1.00	NO WORK.
Wed	1/7/2015	0.00	ASHLAND SUPERSTRUCTURE	1.00	1.00	NO WORK.
Thu	1/8/2015	0.00	ASHLAND SUPERSTRUCTURE	1.00	1.00	NO WORK.
Fri	1/9/2015	0.00	ASHLAND SUPERSTRUCTURE	1.00	1.00	NO WORK.
Sat	1/10/2015	0.00	ASHLAND SUPERSTRUCTURE	1.00	1.00	NO WORK.

Total This Week: 7.00 7.00
Previous Total: 501.00 501.00
Total To Date: 508.00 508.00

Will Contractor Complete project on time at present rate of progress? Yes
If no - Why?
Have you discussed rate of progress with Contractor this week?: Yes
If no - Why?

Orig: Regional Engineer
c.c.: Contractor
Bur. Construction
Project File

Resident

NOTE: If the Contractor disagrees with the working day charges, detailed reasons must be expressed in writing to the Regional Engineer within 7 days after receipt of report.

Printed 1/20/2015 3:05:43 PM

BC 239 (Rev. 02/06/09)

BC 71



Illinois Department of Transportation

Final Inspection Report of State Road Work

County COOK
 Section 88-87106-00-RS
 Route 106 JUN 25 PM4:06
 District ONE
 Contract No. 5236
 Job No. B-7-106
 Project Lake st.reconstruction
 IDOT 81219

Director of Highways
 Chief Engineer
 Department of Transportation
 Springfield, Illinois

Contractor G & V CONSTRUCTION CO.
371 S. EVERGREEN
 Address BENSENVILLE, IL 60106

On 10/27/2005, final inspection was made of work designated and same was found to be completed substantially in accordance with all of the requirements of the plans, specifications and contract. The improvement begins at Station 122+10.82 and ends at Station 138+79.11. Gross length 1,668.29FT (0.32 MILE). The work is located between (nearest town) CHICAGO and (nearest town) CHICAGO on (marked route) EAST OF ROUTE 1.

Nature of Improvement	Surface or Bridge Type	Width	Summary of Length Built			Within Corporate Limits of	Station to Station
			Net Length	Width	Shoulders Type		
Reconstruction of Lake street starts at the station 122+10.82 and ends at station 138+79.11 from union street to canal street in the city of Chicago which includes pavement removal & track removal, resurfacing, composite pavement reconstruction, new traffic signal and lighting system, removal of sidewalks and vaulted sidewalks, placement of retaining walls in the vaulted areas & backfilling with P.G.E., construction of single and double faced barrier walls under the viaduct, reconstruction of portion of the Main sewer line and new drainage system, construction of new sidewalks and Landscaping.							
Total							

* Describe nature of improvements as (1) PCC Pavement; (2) WARS; (3) Resurfacing; (4) Bridge Widening; (5) Bridge Repairs; (6) Bridge (new); (7) Prepared, Openion and questions should be noted. Use above space for remarks and comments. If additional space is necessary use additional BC-71 forms.

General Information

Date contract awarded 4/30/2004 Construction began 6/25/2004 Construction completed 1/12/2006
 Punch List Completed 12/16/2005 Date pavement opened to traffic 5/1/2005
 Was work completed under traffic? yes Contract time limit 333 + 234 WD's Working days used 567CD
 Extension(s) 1 Liquidated damages (days) 0 Working days added by authorization(s) PCM#15
 Subcontractors ALDRIDGE ELEC., JEM

Resident and Inspectors Ali Shamseddin(RE), Roy Garcia(Assist. RE), Mike Murphy(field engineer)

Bonding Company EMPLOYERS MUTUAL CASUALTY CO., 1815 S. meyers Rd, Oak Brook, IL 60181

Final inspection made by Ali Shamseddin, Joseph Veldrich, King Pows 12/16/2005
 (State Personnel) (Date)

Diwane O'Keefe 1-12-07
 Regional Engineer (Date)

Passed Engineer of Construction Date

Contract Price \$2,978,877.45
 Additions \$476,348.74
 Deductions \$408,809.36
 Total Cost \$2,977,017.83

IL 604-0394

BC 71 (Rev. 2/05)
 ISO 9001:2002

Bureau of Construction Final Inspection Report



Illinois Department of Transportation

**BUREAU OF CONSTRUCTION
FINAL INSPECTION REPORT**

Route: Diversey, Webster Cortland Bridge Contract No.: 81234
 Section: 04-E4217-00-PA Job Number: C-88-043-04
 Project: E-4217 Supervisor: Mary Ellen Mack
 County: Cook 031 Area Engineer: Erica DeYoung

Date of Final Inspection: July 20, 2006

Type of Work: Painting

Location: Bridges: Chicago, Diversey, Webster, Cortland

Contractor: Era Valdivia Contractors

REPRESENTATIVES OF FINAL INSPECTION

Construction Sayed Alayem
 Maintenance _____
 Maintenance (Bridge) _____
 Maintenance (Landscaping) _____
 Traffic (Signals) _____
 Traffic (Striping) _____
 Electrical _____
 Local Agencies Chuck Sham
 FHWA _____

Project Accepted? Yes No

Project Accepted Mary Ellen Mack Supervisor on 3/14/06 Date

Contract Commitments have been met Yes No N/A

If No, explain: _____

Is this route a jurisdictional transfer Yes No

Supervisor Mary Ellen Mack

Signature
Mary Ellen Mack

Print Name

cc: Area Engineer: Erica DeYoung
 Project Control Manager Di Carlson
 G. Herchenrader (for typing) Georgia Herchenrader

RE's Checklist

County: Cook
Section: 99-E0000-00-BR
Route: FAU, FAI, FAP
District: 1
Contract: 81000
Job Num: C-88-000-00
Project: M-0000(000)
CDOT Project: E-0-000
Spec No: 0

Contract Finalization Procedure Resident Engineer's Checklist

For Federally Funded Projects
Final Papers Checklist

Completed by (Initials)	Date	N/A	Item
ED	1/22/2008	**	1 Completion Date Memo
ED	1/22/2008	**	2 Final Inspection Arranged Memo
ED	1/22/2008	**	3 Final Punch List File Letter
ED	3/3/2008	**	4 BC - 71, Final Inspection Report
ED	2/26/2008	**	5 Update of Final Punch List
ED	3/3/2008	**	6 Punch List Completion Letter
ED	3/10/2008	**	7 Submittal of Record Drawings
ED	3/10/2008	**	8 List of Final Quantities
ED	2/18/2008	**	9 Bureau of Construction Final Inspection Report
		ED	10 Final Report of Surface Variations
ED	1/22/2008		11 Forms BT-725 and BC-726; Traffic Control Inspection Reports
ED	1/22/2008		12 Vendor Performance Evaluation
ED	9/10/2007		13 BC - 2184, Piling Diagram Report
ED	9/1/2007		14 BD - 757, Test Pile Driving Record
ED	1/22/2008		15 Notice of Revised Structural Clearance
ED	11/30/2007		16 Weekly Independent Wt. Checks on file for Bit & Agg tonnage items (Adjustment to final quantity if required)
ED	4/15/2008		17 Striping Inspection Form
		ED	18 Notice of Termination (NPDES Form Terminating Permit)
ED	8/22/2008		19 RE's list of special releases required from contractor (ie, dump sites)
ED	4/15/2008		20 Submittal of All Materials Inspection
ED	4/15/2008		21 Box Index List
		ED	22 Hazardous Materials Files
ED	4/15/2008	**	23 This check sheet. Note: <* *> indicates required form on all contracts.

All ** items need to be placed in the final papers folder. The remaining that were done need to be in the job box.
 Please put a note in the final papers folder that tells where the items are located if they aren't in the final papers folder.

BLR 13231

STATE OF ILLINOIS
ENGINEER'S FINAL PAYMENT ESTIMATE

Route: _____ County: _____ Cost: _____
 Local Agency: _____ City of Chicago
 Section: _____ 98-B1726-00-R2
 Date of Completion: _____ 1/12/2006
 IDOT Project No.: _____ 81219
 IDOT Job Number: _____ C-98-027-89

Estimate No. 15 & Final
 Payable To: Name G & V Construction
 Address 371 S. Evergreen St., Bensenville, IL 60106
 Project Name Lake St. Reconstruction
 CDOT Project No. B-7-106 CDOT Contract No. 5236

Items No.	Awarded		Deducted		Completed		
	Quantity	Values	Quantity	Quantity	Quantity	Unit Price	Values
1-EARTH EXCAVATION	1453	\$35,662.00	-1453	0	0	\$24.00	\$0.00
2-POROUS GRANULAR EMBANKMENT	1971	\$38,420.00	-1445.07	526	0	\$20.00	\$10,518.00
3-STABILIZATION STONE	287	\$7,830.00	-287	0	0	\$30.00	\$0.00
4-SAND CUSHION 3 INCH	437	\$437.00	1374.1	1831.1	0	\$1.00	\$1,831.10
5-TRENCH BACKFILL	818	\$14,832.00	274.72	992.72	0	\$24.00	\$23,929.28
6-SUB-BASE GRANULAR MATERIAL TYPE B 2"	8962	\$94,101.00	531.4	9493.4	0	\$10.50	\$99,690.70
7-PORTLAND CEMENT CONCRETE BASE COURSE 2"	6098	\$240,397.00	539.97	5546.03	0	\$39.50	\$218,689.16
8-HIGH-EARLY-STRENGTH PORTLAND CEMENT CONCRETE BASE COURSE 3"	500	\$23,000.00	449.5	949.5	0	\$46.00	\$43,899.40
9-BITUMINOUS MATERIALS (PRIME COAT)	1624	\$2,667.00	-249	1275	0	\$1.75	\$2,231.25
10-AGGREGATE (PRIME COAT)	16	\$1,500.00	-9.45	5.52	0	\$100.00	\$958.00
11-MIXTURE FOR CRACKS, JOINTS, AND FLANGEWAYS	9	\$1,800.00	-9	0	0	\$200.00	\$0.00
12-LEVELING BINDER (HAND METHOD) SUPERPAVE N60	6	\$600.00	169.7	175.7	0	\$100.00	\$17,570.00
13-BITUMINOUS CONCRETE BINDER COURSE, SUPERPAVE, IL 13.0, N70 1-3/4"	1110	\$56,810.00	-32.4	1077.6	0	\$51.00	\$54,967.60
14-BITUMINOUS CONCRETE SURFACE COURSE, SUPERPAVE MIX 12", N70 1-1/2"	739	\$39,167.00	13.62	752.92	0	\$53.00	\$39,904.76
15-BITUMINOUS BUTT JOINT RAMPS	43	\$4,300.00	7.23	50.23	0	\$100.00	\$5,020.00
16-PORTLAND CEMENT CONCRETE PAVEMENT 10"	1494	\$62,328.00	532.88	2018.08	0	\$42.00	\$84,875.36
17-PORTLAND CEMENT CONCRETE PAVEMENT 12"	186	\$10,230.00	1.5	187.5	0	\$55.00	\$10,312.50
18-PROTECTIVE COAT	7795	\$8,236.00	-7795	0	0	\$0.60	\$0.00
19-POC DRIVEWAY AND ALLEY PAVEMENT, 8 INCH	487	\$17,278.00	-134.9	332.4	0	\$37.00	\$12,266.80
20-PAVEMENT FABRIC	2287	\$15,783.30	-831.9	1455.1	0	\$6.00	\$10,040.10
21-PORTLAND CEMENT CONCRETE SIDEWALK 5 INCH	48390	\$142,750.60	40943.74	52.96	0	\$120,784.00	
22-PORTLAND CEMENT CONCRETE SIDEWALK 5 INCH, SPECIAL	660	\$2,040.00		1872.76	0	\$3.40	\$6,387.56
23-PORTLAND CEMENT CONCRETE SIDEWALK 8 INCH, SPECIAL	1841	\$6,627.80		106.57	0	\$3.60	\$669.85
24-BITUMINOUS SURFACE REMOVAL (VARIABLE DEPTH)	2385	\$13,713.75		2451.7	0	\$5.75	\$14,087.28
25-PAVEMENT REMOVAL	6823	\$162,312.50		7303.55	0	\$24.50	\$178,937.75
26-DRIVEWAY AND ALLEY PAVEMENT REMOVAL	414	\$7,038.00		290.4	0	\$17.00	\$4,936.80
27-RAILROAD TRACK REMOVAL	2158	\$58,386.00		2126.3	0	\$27.00	\$57,410.10
28-COMBINATION CURB AND GUTTER REMOVAL	3363	\$13,116.70		1754.1	0	\$3.90	\$6,840.89

PCM# 14	Install Preformed Thermoplastic Bike Symbols and Arrows at Sta. 107+14 and Sta. 138+72	\$1,754.00
PCM # 15	Time Extension - 437 Cal Days	\$0.00
PCM # 16		\$4,000.00
PCM# 25		\$4,255.24
PCM# 45		\$2,854.20
PCM# 55		\$502.00
PCM # 115		\$5,947.48
LIC # 3		\$15,943.82
LIC # 7		\$6,297.46
Final Adj. LIC		\$1,256.53
Total Miscellaneous Extras and Credits		\$176,614.69
Total Value of Completed Work		
Miscellaneous Debits		
Auth. SC #	PCM #	LIC #
		Description
		Values
	PCM # 15	
	PCM # 35	
	PCM # 55	
	PCM # 65	
	PCM # 75	
	PCM # 165	
	LIC # 1	
	LIC # 2	
	LIC # 4	
	LIC # 5	
	LIC # 6	
Total Miscellaneous Debits		(\$157,874.31)
Net Cost of Section		\$2,997,017.83
Previous payments		
Net Amount Due		

Signed: _____
 Chief Engineer

Signed: *Thomas J. Kane*
 Commissioner of Transportation

Approved: _____
 Regional Engineer

 Date

 Date

 Date

BLR 13231

Cost Breakdown

Rev. 06/01/97
 5/98 B0-213-0A

STATE OF ILLINOIS
 DEPARTMENT OF TRANSPORTATION

ESTIMATE OF COST

Contract # 81272
 Route Various
 Section 06-B6109-00-RS
 County Cook

DATE: 1/27/2015

Landscaping

CODE NUMBER	ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
2	SOODING, SALT TOLERANT	1081	SQ YD	\$ 6.50	\$ 6,996.50
59	TREE INSTALLATION, TREE PITS AND PARKWAYS	168	EACH	\$ 490.00	\$ 82,320.00
56	TOPSOIL, 4"	110	CU YD	\$ 40.00	\$ 4,400.00
				Subtotal	\$ 78,496.50

Roadway

CODE NUMBER	ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
1	EARTH EXCAVATION	145	CU YD	\$ 1.00	\$ 145.00
3	SUB-BASE GRANULAR MATERIAL, TYPE B, 8"	211	SQ YD	\$ 5.00	\$ 1,055.00
4	BITUMINOUS MATERIALS (PRIME COAT)	34	TON	\$ 215	\$ 7,310.00
5	AGGREGATE (PRIME COAT)	17	TON	\$ 1.00	\$ 17.00
6	LEVELING BINDER (HAND METHOD), N70	0	TON	\$ 150.00	\$ -
7	POLYMERIZED LEVELING BINDER (MACHINE METHOD), IL 4.75, N50	6342	TON	\$ 110.00	\$ 697,620.00
8	CONSTRUCTING TEST STRIP	0	EACH	\$ 2,500.00	\$ -
9	TEMPORARY RAMP	36	SQ YD	\$ 5.00	\$ 180.00
10	HOT-MIX ASPHALT SURFACE COURSE, MIX 12", N70	6904	TON	\$ 90.00	\$ 621,360.00
11	PROTECTIVE COAT	0	SQ YD	\$ 1.50	\$ -
12	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	22015	SQ FT	\$ 7.00	\$ 154,105.00
13	DRIVEWAY AND ALLEY PAVEMENT, REMOVE AND REPLACE, 6 INCH PAVEMENT REMOVAL AND REPLACEMENT, 10.5 INCH, (HIGH EARLY STRENGTH)	240	SQ YD	\$ 65.00	\$ 15,600.00
14		2111	SQ YD	\$ 100.00	\$ 211,100.00
15	MAINTENANCE OF ACCESS TO ABUTTING PROPERTY	0	TON	\$ 10.00	\$ -
16	HOT-MIX ASPHALT SURFACE REMOVAL, VARIABLE DEPTH	121956	SQ YD	\$ 3.35	\$ 408,537.60
17	CURB REMOVAL	68	FOOT	\$ 6.00	\$ 408.00
18	COMBINATION CURB AND GUTTER REMOVAL	8674	FOOT	\$ 6.00	\$ 52,044.00
19	SIDEWALK REMOVAL	19982	SQ FT	\$ 2.00	\$ 39,964.00
20	PAVEMENT REMOVAL	0	SQ YD	\$ 15.00	\$ -
21	CLASS C PATCH, TYPE I, 9"	0	SQ YD	\$ 15.00	\$ -
22	CLASS C PATCH, TYPE II, 9"	0	SQ YD	\$ 15.00	\$ -
23	CLASS C PATCH, TYPE III, 9"	43	SQ YD	\$ 15.00	\$ 645.00
24	CLASS C PATCH, TYPE IV, 9"	0	SQ YD	\$ 15.00	\$ -
25	CATCH BASINS TO BE ADJUSTED	178	EACH	\$ 400.00	\$ 71,200.00
26	MANHOLES TO BE ADJUSTED	57	EACH	\$ 400.00	\$ 22,800.00
27	MANHOLES TO BE ADJUSTED (SPECIAL)	0	EACH	\$ 400.00	\$ -
28	INLETS TO BE ADJUSTED	43	EACH	\$ 400.00	\$ 17,200.00
29	VALVE VAULTS TO BE ADJUSTED	42	EACH	\$ 400.00	\$ 16,800.00
30	ADJUSTING RING	0	EACH	\$ 175.00	\$ -
31	ADDITIONAL MASONRY	7	EACH	\$ 75.00	\$ 525.00
32	FRAMES	37	EACH	\$ 175.00	\$ 6,475.00
33	LIDS	218	EACH	\$ 125.00	\$ 27,250.00
34	FRAMES, SPECIAL	0	EACH	\$ 265.00	\$ -
35	LIDS, SPECIAL	0	EACH	\$ 250.00	\$ -
36	CONCRETE CURB, TYPE B	8	FOOT	\$ 29.00	\$ 232.00
37	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-B, 12	8956	FOOT	\$ 25.00	\$ 223,900.00
38	ENGINEER'S FIELD OFFICE	9	CAL MO	\$ 4,000.00	\$ 36,000.00
39	TRAFFIC CONTROL COMPLETE	1	L SUM	\$ 124,000.00	\$ 124,000.00
40	SHORT TERM PAVEMENT MARKING	8001	FOOT	\$ 1.00	\$ 8,001.00
41	SHORT TERM PAVEMENT MARKING - LETTERS AND SYMBOLS	0	SQ FT	\$ 3.00	\$ -
42	THERMOPLASTIC PAVEMENT MARKING - LETTERS AND SYMBOLS	693	SQ FT	\$ 3.50	\$ 2,425.50
43	THERMOPLASTIC PAVEMENT MARKING - LINE 4"	33581	FOOT	\$ 0.65	\$ 21,827.65

Landscaping \$ 78,496.50
 Roadway \$ 3,288,891.59
 Lighting \$ -
 Signals \$ 23,024.00
Grand Total \$ 3,390,412.09

44	THERMOPLASTIC PAVEMENT MARKING - LINE 6"	8052	FOOT	\$ 0.85	\$ 6,844.20
45	THERMOPLASTIC PAVEMENT MARKING - LINE 8"	1747	FOOT	\$ 1.00	\$ 1,747.00
46	THERMOPLASTIC PAVEMENT MARKING - LINE 12"	4038	FOOT	\$ 2.00	\$ 8,076.00
47	THERMOPLASTIC PAVEMENT MARKING - LINE 24"	5877	FOOT	\$ 3.50	\$ 20,569.50
48	PAINT PAVEMENT MARKING - LETTERS AND SYMBOLS	0	FOOT	\$ 2.00	\$ -
49	PAINT PAVEMENT MARKING - LINE 4"	0	FOOT	\$ 0.40	\$ -
50	PAINT PAVEMENT MARKING - LINE 6"	0	FOOT	\$ 0.80	\$ -
51	PAINT PAVEMENT MARKING - LINE 24"	0	FOOT	\$ 2.50	\$ -
52	PAVEMENT MARKING REMOVAL	0	SQ FT	\$ 3.00	\$ -
53	CONCRETE PAVEMENT SCARIFICATION	11	SQ YD	\$ 10.00	\$ 110.00
54	SAND CUSHION, VARIABLE DEPTH	0	SQ FT	\$ 5.00	\$ -
57	BIKE SYMBOL, PREFORMED THERMOPLASTIC	14	EACH	\$ 300.00	\$ 4,200.00
58	BIKE ARROW, PREFORMED THERMOPLASTIC	12	EACH	\$ 300.00	\$ 3,600.00
59	STENCIL, BIKE AND ARROW SYMBOL	0	EACH	\$ 450.00	\$ -
62	POLYMERIZED HOT-MIX ASPHALT SURFACE COURSE, MIX 12", N60	3662	TON	\$ 110.00	\$ 402,820.00
63	TRAINEES	532	HOUR	\$ 0.80	\$ 425.60
PCM 1	CLEAN DRAINAGE STRUCTURE	1	L SUM	\$ 39,000.00	\$ 39,000.00
PCM 1S	ADJUSTED CONTRACT MODIFICATION FOR PCM 1	1	L SUM	\$ 18,041.621	\$ 18,041.621
PCM 2	CONTROLLED LOW STRENGTH MATERIAL	1	L SUM	\$ 6,000.00	\$ 6,000.00
PCM 2S	ADJUSTED CONTRACT MODIFICATION FOR PCM 2	1	L SUM	\$ 16,000.00	\$ 16,000.00
PCM 3	INSTALL JEFFERY LEVELING BINDER, N60	1	L SUM	\$ 9,000.00	\$ 9,000.00
PCM 3S	ADJUSTED CONTRACT MODIFICATION FOR PCM 3	1	L SUM	\$ 17,614.231	\$ 17,614.231
PCM 4	GRANULAR MATERIAL, TYPE B	1	L SUM	\$ 2,000.00	\$ 2,000.00
PCM 4S	ADJUSTED CONTRACT MODIFICATION FOR PCM 4	1	L SUM	\$ 11,784.201	\$ 11,784.201
PCM 5	SIDEWALK UNDER THE VIADUCT ON JEFFERY BLVD NEAR 95TH STREET	1	L SUM	\$ 10,500.00	\$ 10,500.00
PCM 5S	ADJUSTED CONTRACT MODIFICATION FOR PCM 5	1	L SUM	\$ 5,684.75	\$ 5,684.75
PCM 10	TRAFFIC CONTROL AND PROTECTION	1	L SUM	\$ 10,000.00	\$ 10,000.00
PCM 10S	ADJUSTED CONTRACT MODIFICATION FOR PCM 10	1	L SUM	\$ 1638.951	\$ 1,638.951
				Subtotal	\$ 3,288,891.59

Lighting

CODE NUMBER	ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
					Subtotal

Traffic Signals

CODE NUMBER	ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
60	RED LIGHT PHOTO ENFORCEMENT LOOP REPLACEMENT	1	L SUM	\$ 20,000.00	\$ 20,000.00
61	DETECTOR LOOP REPLACEMENT	144	FOOT	\$ 21.00	\$ 3,024.00
				Subtotal	\$ 23,024.00

Material Cert



CHICAGO DEPARTMENT OF TRANSPORTATION
CITY OF CHICAGO

Abdul Z. Dahhan, P.E.
Bureau Chief of Materials
IDOT, Region-1, D-1
201 West Center Court
Schaumburg, IL 60196

RE: Project Description: Arterial Street Resurfacing AR-52
(central Area)
CDOT Project No.: B-6-113
CDOT Spec No.: 77666
City Section No.: 06-B6113-00-RS/CCHICAGO
REQ No.: N/A
RFQ No.: 3476
State Job No.: C-88-021-08

The Chicago Department of Transportation (CDOT) hereby certifies that all materials incorporated into the work as represented by the quantities completed to date, as shown on the Records and Estimates Final Quantities, have been satisfactorily inspected and documented in accordance with the rules and regulations of the Chicago Department of Transportation and the Illinois Department of Transportation (IDOT).

The results of the tests on acceptance samples indicate the materials incorporated in the construction work, and the construction operations controlled by sampling and testing were in close conformity with the approved plans, specifications, and IDOT procedures.

Originated by Cynthia M. Williams
CDOT Quality Assurance Manager

1/27/15

Date

Christopher Kent, P.E.
Chief Construction Engineer

1/27/15

Date

Dan Burke, S.E., P.E.
CDOT Chief Engineer / Deputy Commissioner

1/27/15

Date

Copy: A. Berube, Construction
Z. Haider, Local Roads
M. Pakshir, CDOT Records & Estimates

Statement of Final Cost

81214

CITY OF CHICAGO
STATEMENT OF FINAL COST
FOR FEDERAL- AID PROJECTS

Effective Date: 09/30/2010

Project Description: LAKE STREET UNION AVENUE TO CANAL STREET

Federal Project Number: ACM-6000(060)

City Section Number: 02-B2323-06-YL

State Job Number: C-88-027-99

Public Works Project Number: B-2-323

Fund Number: 0636-C3020

TYPE OF WORK	EXPENSE		NON-PARTICIPATING	TOTAL
	CODE	PARTICIPATING		
Construction Contract	CENG	\$2,997,017.83		\$2,997,017.83
Construction Engineering (OT Supervision)	CENG	\$87,776.30		\$87,776.30
Leakage of Water	SFTY	\$40,817.83		\$40,817.83
Consultant Engineering and Architectural Contracts	CENG	\$312,967.40		\$312,967.40
Grand Total		\$3,438,579.36	\$0.00	\$3,438,579.36

City Department of Transportation

Comptroller's Office 11-24-10

Job Completion Notice



Illinois Department
of Transportation

State Job Completion Notice

To: Project Control Section
2300 South Dirksen Parkway
Springfield, Illinois 62764

Date 02 05 2013
Mo. Day Year

Contract #: 81219

Bureau/District Responsibility Code: 9140

Job Number C-88-027-98

County Code No. 031

Non-Federal-Aid Job

Route _____

Federal-Aid Job

Section 02-B2323-00-TL

Federal Project No. ACM-6000-060

The above Federal-Aid Project was accepted by the Federal Highway Administration on:

Mo. Day Year

Work on the above job has been completed and no further costs are expected to be incurred after

02 05 2013
Mo. Day Year

If Job Number is for Preliminary Engineering, list all related construction job numbers and dates of the contract awards.

Construction State
Job Number(s)

Date of
Award(s)

_____	_____
_____	_____
_____	_____

Remarks: _____

Net Cost of Section: \$ 2997,017.83

Initiated by: Di Carlson

Approved by: Karen Starks/dc

Distribution of Copies:

- Original to Bureau of Accounting and Auditing
- One copy to Central Bureau of Local Roads & Streets if applicable.
- One copy to Central Bureau of Bridges & Structures when job involves a structure.
- One copy to District Administrative Manager if needed.
- One copy to be retained by originating office.

IL 494-0584

AA-308 (Rev. 0/98)

Steps to Close

- Resident Engineer
 - Completes the 100% Weekly and the Report of Completion
 - Creates the BC 71
 - Creates the Bureau of Construction Final Inspection Report
 - Completes the RE Checklist and all of its requirements
 - Calls for the final audit with Velma



Steps to Close

- Records and Estimates
 - Completes the Audit
 - Sends Quantities to Procurement
 - Prepares BLR 13231
 - Creates any outstanding BC's
 - Prepares Final Voucher
 - Sends Final Quantities to the contractor, Materials and Engineering
 - Removes all Unencumbered Money
 - Closes the project
- 



Steps to Close

- Procurement
 - Reviews the Final Quantities for Compliance
 - Issues the IOC Letter



Steps to Close

- CDOT Materials
 - Receives Final Quantities from Records and Estimates
 - Audits the Project to ensure all material is in compliance
 - Issues Material Cert



Steps to Close

- Engineering / RE / Project Manager
 - Receives Final Quantities from Records and Estimates
 - Prepares the Cost Breakdown



Steps to Close

- Comptroller
 - Reviews the costs of the project
 - Prepares the Statement of Final Cost



Steps to Close

➤ IDOT

- Prepares the Net Cost of Section
- Works to process all BC's and Time Extensions
- Compiles all final papers
- Ensures all Costs Match on all Paperwork
- Creates the Job Completion Notice
- Sends Final Papers to Springfield and all parties who need to get them

?

Questions



Course Evaluation



➤ Contact Information:

➤ Agreements

- Temi Latinwo
- Bureau: Local Roads & Streets
- Phone: 847-705-4179
- Email: Temi.Latinwo@illinois.gov

➤ Construction Administration

- Merry Ellen Mack
- Bureau: Construction
- Phone: 847-705-4465
- Email: MaryEllen.Mack@illinois.gov

➤ Invoice Forms

- Nephtali Rivera-Martinez
- Bureau: Local Roads & Streets
- Phone: 847-705-4559
- Email: Nephtali.Rivera-Martinez@illinois.gov

➤ Project Finals and Close-out

- Zubair Haider
- Bureau: Local Roads & Streets
- Phone: 847-705-4206
- Email: Zubair.Haider@illinois.gov

➤ Project Finals and Close-out

- Adam N. Nedoss
- Bureau: Construction
- Phone: 847-705-4277
- Email: Adam.Nedoss@Illinois.gov

➤ Project Finals and Close-out

- Erica L. DeYoung
- Bureau: Construction
- Phone: 847-846-4356
- Email: Erica.DeYoung@illinois.gov