



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

September 28, 2016

## **CIRCULAR LETTER 2016-21**

### **REQUIREMENTS FOR PROCUREMENT, MANAGEMENT, AND ADMINISTRATION OF ENGINEERING AND DESIGN RELATED SERVICES USING FEDERAL FUNDS**

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS  
MUNICIPAL ENGINEERS / PUBLIC WORKS DIRECTORS / MAYORS  
METROPOLITAN PLANNING ORGANIZATIONS - DIRECTORS  
TOWNSHIP HIGHWAY COMMISSIONERS  
CONSULTING ENGINEERS

On May 22, 2015 the Federal Highways Administration (FHWA) published rules regarding the procurement, management, and administration of engineering and design related services in the Federal Register. These rules were required to be implemented by June 22, 2016. FHWA has granted Illinois an extension of time to June 22, 2017 for full implementation of these rules on federally funded local public agency projects.

IDOT is in the process of updating the Bureau of Local Roads and Streets Manual. When Chapter 5 is reviewed and updated, the new requirements for procuring consulting engineering services using federal funds will be formally incorporated. Until IDOT fully implements these rules, local agencies are required to substantially comply with the following guidelines:

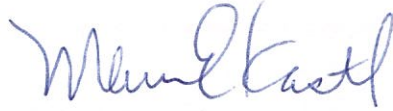
- Establish a selection committee.
- Publish the names and rankings for the top three firms when contracts are awarded.
- Discontinue the awarding contracts based on existing relationships for amounts equal to or greater than \$25,000.
- Limit master task order contracts or indefinite delivery and indefinite quantity (IDIQ) contracts to a maximum term of five years.

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If you have any questions regarding this subject, please feel free to contact the local policy and technology unit by email at [DOT.LocalPolicy@illinois.gov](mailto:DOT.LocalPolicy@illinois.gov) or by telephone at (217) 785 – 5048.

A handwritten signature in blue ink, appearing to read "Maureen E. Kastl".

Maureen E. Kastl, P.E.

Acting Engineer of Local Roads and Streets

TP/

cc: Scott McGuire, FHWA – Illinois Division  
Mike Staggs, FHWA – Illinois Division  
Eric Seibring, Illinois Association of County Engineers  
Joe Schatteman, Illinois Municipal League  
Bryan Smith, Township Officials of Illinois  
Christine Filbert, Township Highway Commissioners of Illinois