



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

May 7, 2002

Engineering Agreements and Invoices

#02-07

COUNTY ENGINEERS/SUPERINTENDENT OF HIGHWAYS  
MUNICIPAL ENGINEERS OR DIRECTORS OF PUBLIC WORKS  
CONSULTING ENGINEERS

The bureau has revised the agreements for federally participating preliminary and construction engineering projects utilizing a consulting firm (BLR 4351 Preliminary Engineering Services Agreement for Federal Participation revised 4/02 and BLR 4352 Construction Engineering Services Agreement for Federal Participation revised 4/02). These forms are now available on the [IDOT Internet site](#) and the LAN system. Attached are guidelines for your use in completing the forms.

Changes to the agreements include the following:

- Both agreements have added a section to include the contact personnel of the local agency and the consulting firm. A phone number and, if available, an e-mail address would be helpful in the event additional information is required.
- Both agreements have incorporated the Certification of the Engineer and the Certification of the Local Agency to limit the number of required signatures. Both agreements have incorporated the revised Drug Free Workplace Act language.
- Both agreements now limit the consulting firm to a Cost Plus Fixed Fee or Specific Rate for compensation.
- Both agreements have a revised Exhibit A, which is self-computing if required information is completed.

Please immediately begin utilizing the revised BLR 4351 and BLR 4352 forms for all projects and dispose of all previous versions. All engineering agreements in this office and those that have already been negotiated will be accepted until June 30, 2002.

If you have any questions, please contact Dan Atteberry at 217/785-1675.

Sincerely,

A handwritten signature in black ink that reads "Darrell W. McMurray".

Darrell W. McMurray, P.E.  
Engineer of Local Roads and Streets

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District Personnel:

When submitting invoices for construction engineering, we ask the district to indicate the contract award price on the invoice or transmittal memorandum.

This will be used by our Fiscal Control Unit as a check to ensure the engineering costs remain under the federal 15 percent construction engineering participation limit.

Attachment

## REQUIRED INFORMATION

- |                       |   |   |
|-----------------------|---|---|
| Local Agency          | - | Whoever signs agreement   |
| Section No.           | - | 11-digit MFT number   |
| Project No.           | - | Multi alphanumeric  |
| Job No.               | - | Alpha prefix – 7-digit number   |
| Contact Name          | - | Project manager<br>(phone number and/or e-mail requested)   |
| Consultant            | - | Title of firm and address required  |
| Contact Name          | - | Project manager<br>(phone number and/or e-mail requested)   |
| Name                  | - | Local name of improvement site  |
| Route                 | - | Federal route (if applicable)   |
| Length                | - | Improvement length (if applicable)  |
| Structure No.         | - | If applicable   |
| Termini               | - | From and to or over   |
| Description           | - | Limited description of proposed scope of improvement  |
| <u>BLR 4351 only</u>  |   |   |
| I.10.                 | - | Please check applicable boxes for proposed scope of services  |
| II.2.                 | - | Please check appropriate box for compensation basis and complete figure for upper limit of compensation |
| <u>BLR 4352 only</u>  |   |   |
| I.1.                  | - | Please check applicable boxes for proposed scope of services  |
| II.4.d.               | - | Please complete with applicable figures   |
| <u>Signature Page</u> | - | To be signed by lawfully authorized personnel of both the local agency and the consultant               |
| <u>Exhibit A</u>      | - | Please complete the route, local agency, section, project numbers section                               |
|                       | - | The information in the upper right-hand corner is required.*  |
- \*This will enable the cost estimate mathematics to be completed automatically.