



Illinois Department of Transportation

Division of Aeronautics

1 Langhorne Bond Drive / Capital Airport / Springfield, Illinois / 62707-8415

Administrative Bulletin

2013-02

August 16, 2013

To: Airport Sponsors, Consultants and Agencies doing business with the Division of Aeronautics

From: Susan R. Shea, Ph.D.
Director, Aeronautics

Subject: Locally-let Project & Local Procurement Guidance.
THIS GUIDANCE SUPERCEDES AB 2010-01 (2/11/10)
Procedure Only

When considering projects as local-lets, all projects with an estimated construction cost greater than \$25,000, that are eligible to be let by IDOT, must be let by IDOT.

Projects that cannot be accommodated on an IDOT letting, and must be locally-let include, but are not limited to, the following:

- All new building construction and building renovations and repairs (SRE, ARFF, aircraft hangars, and general aviation terminal buildings)
- Snow removal and fire fighting vehicle procurements
- Fuel farm facility installations
- Projects with an estimated construction cost of \$25,000 or less

NOTE – There is no state participation for locally-let projects and procurements.

IMPORTANT – In order to meet eligibility requirements, all projects must first be formally requested through the transportation improvement proposal (TIP) process and then programmed (prior to project commencement). In addition, Sponsors must meet all required state and federal consultant selection guidance and mandatory contract provisions in order for professional services fees to be considered eligible. This guidance is published in FAA AC 150/5100-14 (latest) and may be found at:

http://www.faa.gov/airports/resources/advisory_circulars/

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The following procedure has been established to ensure all federally mandated requirements are met for locally-let projects and procurements:

1. Sponsor makes written TIP request to program project – Contact: Programming Engineer, Rick Borus at 217-785-0056.
2. Once you receive written confirmation (Program Letter) that your project has been programmed, please contact our Local Projects Engineer Scott, Paden at Scott.Paden@illinois.gov or call 217-785-5564 for assistance initiating your project.
3. Consultant executes agreement with sponsor for preliminary assessment and schematic design.
4. Pre-design meeting is conducted – Contact: Local Projects Engineer, Scott Paden at 217-785-5564.
5. Consultant/sponsor completes engineering report and submits to Division for review of scope and costs.
6. Consultant/sponsor prepares engineering agreement for review of allowable costs by Division.
7. Sponsor submits FAA Form 7460 to Division for review – Contact: Airspace Specialist, Robert Hahn at 217-524-1580 with questions.
8. Sponsor prepares 80% bid package and submits to Division (attn.: Scott Paden) for review – Contact your consultant for assistance. Upon review, consultant completes 100% bid package and submits to Division.
9. Sponsor publicly advertises project and provides Division with proof of advertisement.
10. Sponsor solicits, opens and reviews bids – Contact your consultant for assistance.
11. Sponsor requests, in writing, Aeronautics' concurrence to award to lowest responsive bidder – Contact: Local Projects Engineer, Scott Paden.
12. Division initiates limited agency agreement.
13. Sponsor issues NTP (copy Division attn. Scott Paden) and makes all payments to the contractor and consultant.

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14. Sponsor submits progress payment reimbursement request package –
Contact: Local Projects Engineer, Scott Paden at 217-785-5564.
Packages must include:
 - a. Contractor invoice.
 - b. Verification of payment (canceled check or photocopy of same from bank – both sides).
 - c. Properly executed applicable FAA/IDA checklists certifying collection of all required paper work (payrolls, certifications, etc...) or acceptance.
 - d. Sponsors are reminded that the checklists are not comprehensive and **ALL GRANT TERMS AND CONDITIONS ARE THE RESPONSIBILITY OF THE SPONSOR AND MUST BE MET.**
15. Sponsor conducts final inspection of project and upon completion of punchlist provides letter of final acceptance to contractor (copy Division attn.: Scott Paden, Local Projects Engineer).
16. Division reimburses sponsor for federal share and credits the local share – Contact: Contract Section Manager, Christina Pearce at 217-785-4569 with questions.