



Illinois Department
of Transportation

Res 24-55

Local Public Agency
Engineering Services Agreement

Using Federal Funds? ☐ Yes ☒ No

Using State Funds (Non-MFT/TBP)? ☐ Yes ☒ No

Agreement For

MFT/TBP - PE

Agreement Type

Supplement

Number

LOCAL PUBLIC AGENCY

Local Public Agency

Ford County Highway Department

County

Ford

Section Number

18-00127-00-RS

Job Number

Project Number

Contact Name

Alan Harwood

Phone Number

(217) 395-2206

Email

fordcohi@maxwire.net

SECTION PROVISIONS

Local Street/Road Name

Kempton Road / CH 9

Key Route

FAS 336

Length

2.0 miles

Structure Number

Location Termini

1200 E to 1400 E along 3700N

Add Location

Remove Location

Project Description

Pavement Overlay: Field Surveys, Pavement Design, Categorical Exclusion Category 1, Plans, Specifications & Estimates

Engineering Funding

☒ MFT/TBP ☐ State ☐ Other

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

AGREEMENT FOR

☐ Phase I - Preliminary Engineering ☒ Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name

Hampton, Lenzini and Renwick, Inc.

Contact Name

Michael Lorentz

Phone Number

(217) 546-3400

Email

mlorentz@hlreng.com

Address

3085 Stevenson Drive, Suite 201

City

Springfield

State

IL

Zip Code

62703

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

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

Regional Engineer

Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- ☒ EXHIBIT 1: Scope of Services
- ☒ EXHIBIT 2: Project Schedule
- ☒ EXHIBIT 3: Qualification Based Selection (QBS) Checklist
- ☒ EXHIBIT 4: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514)
- ☒ EXHIBIT 5 : Direct Costs Summary Sheet
- ☒ Exhibit 1.1: Scope of Services (Continued)
- ☒ Exhibit 6: Location Map
- ☒ Exhibit 7: HLR 2026 Hourly Rates

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT 1 for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are 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.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit 1 (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. 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 DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly 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 in Exhibit 1 (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit 3).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER

shall be due and payable to the ENGINEER.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

- (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
- (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

☐ Percent

☐ Lump Sum

☒ Specific Rate \$67,715.00 (Maximum Fee \$150,000)

☐ Cost plus Fixed Fee:

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. By execution of this AGREEMENT the LPA and ENGINEER certify compliance with the Drug Free Workplace (30 ILCS 580). The Drug Free Workplace Act 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 service from the DEPARTMENT unless that 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 on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an 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 contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

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 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 (5) days after such conviction.
- (b) Establishing 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 to maintain a drug free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance program; 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.
- (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.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER and LPA agree to meet the PROJECT SCHEDULE outlined in EXHIBIT 2. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

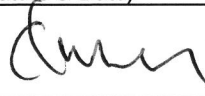
- 10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 11. For Preliminary Engineering Contracts:
 - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Hampton, Lenzini and Renwick, Inc.	36-2555986	\$67,715.00
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Subconsultant Total		
Prime Consultant Total		\$67,715.00
Total for all work		\$67,715.00

AGREEMENT SIGNATURES

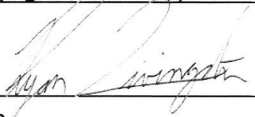
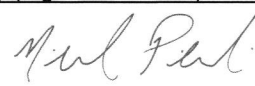
Executed by the LPA:

		Local Public Agency Type	Local Public Agency
Attest:	The		of Ford County Highway Department
By (Signature & Date)		By (Signature & Date)	
Kelsie Vaughn 9-18-26		 9-18-26	
Local Public Agency		Local Public Agency Type	Title
Ford County Highway Depa			Clerk CB chair

(SEAL)

Executed by the ENGINEER:

	Prime Consultant (Firm) Name
Attest:	Hampton, Lenzini and Renwick, Inc.

By (Signature & Date)	By (Signature & Date)
 8/31/2026	 8-31-2026
Title	Title
Chief Operating Officer	Design engineering Manager / Assistant Corporate Secretary

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Ford County Highway Department	Hampton, Lenzini and Renwick,	Ford	18-00127-00-RS

EXHIBIT 1
SCOPE OF SERVICES

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

Original Scope of Services

- a. (X) Make such detailed surveys as are necessary for the preparation of detailed roadway plans;
- b. (X) Prepare the necessary Local Agency Functional Overlay documents in accordance with the procedures adopted by the Illinois Department of Transportation, Bureau of Local Roads and Streets.
- c.(X) Make complete general plan details, special provisions, proposals and estimates of cost & time; furnish the LA with necessary electronic and paper copies of the plan & special provision booklet and estimates.

Revised Scope of Services (See attached document - Exhibit 1.1)

EXHIBIT 1.1
SCOPE OF SERVICE (Continued) – SUPPLEMENT 1
C.H. 9 (KEMPTON ROAD / 3700 N) PAVEMENT OVERLAY
SECTION 18-00127-00-RS
FORD COUNTY HIGHWAY DEPARTMENT

This scope of services is created for the Ford County Highway Department (hereinafter the "Client") relative to the CH 9 (Kempton Road / 3700 N) pavement overlay (hereinafter the "Project") as supplemental professional engineering services to the original agreement dated February 13, 2023 due to scope changes relative to the award of State funding under the Local Project Funding (LPF) program from IDOT. The following outlines the supplemental proposed Project scope of services.

PROJECT UNDERSTANDING

Hampton, Lenzini and Renwick, Inc. (HLR) has prepared this Scope of Work for engineering services based on our knowledge of the Project from the following items:

- Local Project Funding (LPF) Award Letter
- IDOT District 3 Kickoff Meeting 11/4/25

Bulleted below is a list of basic project understandings and summarized project services and tasks. Detailed explanations of project tasks are provided by field of service following this list.

- Basic Project Understandings
 - The project consists of a standard overlay in accordance with IDOT requirements on County Highway 9/3700N/Kempton Road between County Road 1200 E and Illinois Route 115.
 - The overlay will Hot-Mix asphalt in two lifts
 - Lift 1: ¾" Polymerized Hot-Mix Asphalt Binder Course IL-4.7, N50
 - Lift 2: 1-1/2" Hot-Mix Asphalt Surface Course, Mix "D", IL-9.5 N50
 - This scope of services does not include Right-of-Way (ROW) determination. HLR assumes that all roadway and sidewalk are within the existing ROW.
 - The proposed scope of sidewalk will be limited to mid-block repairs and intersection corner ramp upgrades to meet current ADA and PROWAG requirements. Corner ramp upgrades will require full details in accordance with IDOT BLRS requirements.
 - HLR assumes that there will be no conflicts with utilities, however, Utility coordination letters will be sent to all utility agencies for documentation purposes in accordance with IDOT requirements for State funded project.
 - HLR assumes that the railroad tracks within the project limits are not active and will not require coordination with any railroad agency.
 - The Client assumes the project's distance from the Leaking Underground Storage Tank (LUST) site negates any concern and that a Preliminary Environmental Site Assessment (PESA) will not be required. If the Environmental Survey Request (ESR) or IDOT determines that a PESA is necessary, additional compensation will be required.
- Project Service and Task Summary
 - Survey and Land Acquisition
 - Topographic Survey
 - Preliminary Engineering Services
 - Data Collection
 - Environmental Survey Request
 - Design Engineering Services
 - Calculations
 - Plans

- Bid Documents
- Estimate of Probable Cost
- Lump Sum Cost Breakdowns
- Estimate of Time
- Submittals and Reviews
- Consultation and Coordination
 - Kick-Off Meeting
 - Monthly Status Reports to Client
 - Utility Coordination
- Quality Assurance and Project Administration

The project limits are understood to be County Highway 9 (Kempton Road / 3700 N) from 1200 E to IL 115 (1400 E)

Schedule – Based on our project understanding, the following are project milestones desired by Client.

Notice to Proceed	February 15, 2023
Pre-Final Plans and Bid Documents	March 26, 2027
Final Plans and Bid Documents	June 7, 2027
Project Letting (State)	September 17, 2027

DETAILED SCOPE OF SERVICES

Based on our understanding of the project and the needs of the client the following services are included in the scope of service:

TASK 1: SURVEY AND LAND ACQUISITION SERVICES

A. Topographic Survey

- I. Control Points – Set ~ 7 benchmarks, one at each intersection. Control will be horizontally located with GPS on NAD 83 IL East State plane coordinates. Elevations will be based on NAVD 88 datum. No level loop will be performed.
- II. Topographic Survey – Topo of the area will be completed with a ground-based scanner/LIDAR and features will be extracted for each intersection. Limits are from 10 feet past right-of-way to 10 feet past right-of-way, 50 ft each direction from the radius returns.

Typical hard surface items such as curb and gutters, sidewalks, trees, signs, and driveways will be collected and defined in the topographic survey. This scope does not include performing the topo work during snow on the ground periods of the year.
- III. Utilities – Utility location is not part of this scope. Individual homeowner notification is not part of this scope.
- IV. Data deliverables – Features extraction linework and surface file will be delivered in a .dgn format utilizing IDOT layers and codes. Point cloud data will be delivered in a .las file.

TASK 2: PRELIMINARY ENGINEERING

A. Data Collection

- I. Document Review – HLR will review the following publicly available and/or Client provided information:
 - a. Flooding Reports
 - b. Geotechnical Report
 - c. "As-Built" Plans
 - d. Construction Plans
 - e. Existing Utility Atlases
 - f. Master Structure Report/Bridge Condition Report (BCR)
 - g. Publicly available GIS data
 - h. GIS data to be provided by Client
 - i. Technical Reports provided by the Client
 - j. Site Specific data provided by the Client
 - k. Preliminary Concept Plans
 - l. Microstation Files by Client
- II. Field Review – HLR will scheduled a field review of the project to determine site-specific constraints and document existing conditions.
- III. Geotechnical Investigation and Report – HLR will contract with Midwest Engineering and Testing to provide geotechnical services for the project. At this time, HLR anticipates the following services required for this project:
 - a. 10 – Pavement Cores
 - b. Geotechnical Report

- B. Prepare ESR and WIEs – HLR will prepare and submit an Environmental Survey Request (ESR) to obtain the latest natural resource information from various regulatory agencies, both federal and state. This information will be critical for the permitting phase and will be requested through correspondence. The ESR exhibits will include an aerial map showing the existing right-of-way and the ESR limits, National Wetland Inventory maps, Floodplain maps, historic area maps and a photo log of all structures and/or buildings that may be 50 or more years old.

C. Project Reports

- I. Categorical Exclusion Group I (BLR 19100) – The BLR 10100 form will be prepared and submitted to IDOT which will include the following:
 - a. General Exhibits (As Applicable)
 - b. Engineer's opinion of probable costs
- D. HLR will distribute electronic versions of deliverables to the Client's Project Manager for distribution to reviewers. Comments provided will be reviewed and necessary updates will be made. Disposition to comments will be provided at the next submittal. The disposition to comments will be provided based on how HLR received them:
- I. Client provides a list of comments – HLR will provide a formal disposition to comments in letter format.

- II. Client provides comment on plan and/or bid document sheets – HLR will provide written disposition to comments next to the comments provided by the Client in a different color.
- E. HLR will submit the one draft and one final version of the project report to IDOT/the Client for review and comment. This scope of work include responding to and modifying deliverables to 1 round of review comments for the submittals listed above. Increases to the number of submittals and reviews scheduled above may constitute additional work. HLR will notify the Client if additional work is anticipated. If additional work is anticipated, HLR will not proceed until additional compensation is agreed upon in writing.

TASK 3: DESIGN ENGINEERING

Based on the understanding of the project, the following additional items are necessary parts of the design scope of services:

- A. Calculations – HLR will provide backup calculations to ensure that the design meets the standard of care. Calculations necessary for this project will include:
 - I. Quantity Calculations and Documentation – HLR will quantify and document the associated units of each pay item within the plans in accordance with Chapter 64 of IDOT's Bureau of Design and Environment Manual.
- B. Plans – The plans are working drawings that show the location, configuration, and dimensions of the proposed construction activities. The plans will be prepared under the supervision of a Professional Engineer. The plan set will consist of the following drawings and the estimated number of sheets:

Alignment, Ties and Benchmarks (Update)	2 Sheet(s)
ADA Sidewalk Grading Plan	9 Sheet(s)
Mailbox Turnout Details	1 Sheet(s)

Increases to the actual number of plan sheets as compared to the estimated sheets above may constitute additional work. HLR will notify the Client if additional work is anticipated.

- C. Bid Documents – Bid Documents will be prepared for the solicitation of contractors to provide construction services. Bid Documents format will be based on the following criteria:
 - I. IDOT Format – HLR will prepare a bid document based on IDOT standard format.

HLR will prepare contract specifications and special provisions for Pre-Final and Final Plan submittals. The latest version of the IDOT "Standard Specifications for Road and Bridge Construction" and "Supplemental Specifications and Recurring Special Provisions" will be used as the basis of the construction special provisions. IDOT check sheets will be used as required by the project.

Where a project work item contains work, material, unique sequence of operations or any other requirements that are not included in the Standard Specifications, Supplemental Specifications, Recurring Special Provisions, BDE Special Provisions or Guide Bridge Special Provisions, a project specific Special Provision will be written by HLR.

- D. Estimate of Probable Cost – HLR will prepare engineering opinions of probable construction costs for each submittal. Costs will be determined using available guides and bid tabulations from similar projects. In addition, the pay item reports with awarded prices from IDOT's website

will be used to approximate current unit costs.

- E. Lump Sum Cost Breakdowns – HLR will prepare a breakdown of costs that estimates the associative costs of lump sum items that are not represented in historical data as required by IDOT to be used in the Estimate of Probable Cost.
- F. Estimate of Time – HLR will create an estimate of time using IDOT's BDE 220A Estimate of Time Required form and production rates published in IDOT's Bureau of Design and Environment manual to determine the estimated number of days needed for construction.

G. Submittal and Review Intervals

- I. HLR will prepare and submit the associated documents to the Client for review at the following intervals:

- a. Pre-Final (90%) – Plans and concepts are nearly complete and minor modifications are expected. Deliverables for this submittal will include:

- i. Plans
 - ii. Bid Documents
 - iii. Estimate of Probable Cost
 - iv. Lump Sum Breakdowns
 - v. Estimate of Time.

- b. Final (100%) – Plans are fully developed and are ready for distribution to contractors. Deliverables for this submittal will include:

- i. Plans
 - ii. Bid Documents
 - iii. Estimate of Probable Cost
 - iv. Lump Sum Breakdowns
 - v. Estimate of Time.

- II. HLR will distribute electronic versions of deliverables to the Client's Project Manager for distribution to reviewers. Comments provided will be reviewed and necessary updates will be made. Disposition to comments will be provided at the next submittal. The disposition to comments will be provided based on how HLR received them:

- a. Client provides a list of comments – HLR will provide a formal disposition to comments in letter format.
 - b. Client provides comment on plan and/or bid document sheets – HLR will provide written disposition to comments next to the comments provided by the Client in a different color.

- III. Increases to the number of submittals and reviews scheduled above may constitute additional work. Each milestone review listed above in Task 3 Item G.I includes responding to and modifying deliverables to 1 set of review comments. HLR will notify the Client if additional work is anticipated. If additional work is anticipated, HLR will not proceed until additional compensation is agreed upon in writing.

- H. Answer Construction RFI's – HLR will answer questions about the design based on Contractor RFI's that occur during construction.

TASK 4: CONSULTATION AND COORDINATION

- A. Kickoff Meeting – Kickoff Meeting with Client (assume 1 meeting).
- B. Monthly Status Report to Client - HLR will prepare and send monthly project status updates in pdf format to the Client via email. This report will include schedule, budget, outstanding issues, and any other project metrics as requested by the Client during the kick-off meeting.
- C. Utility Coordination – HLR will coordinate with utilities with determining their facility location, potential conflict determination, and resolution of those conflicts. The major work items under this task will include:
 - I. A J.U.L.I.E. Design Level Locate request will be submitted.
 - II. Project status letters will be prepared to the individual utility companies along with location map. In the event that federal funding will be used during construction, the client will provide HLR with their letterhead for transmittal to utilities.
 - III. HLR will verify the location of visible utilities identified on the atlas maps provided by the utilities. The location of underground utilities will be added to our base topography based on the information provided.
 - IV. Pre-final and Final plans will be sent to the utility companies. This submittal will include the location of known conflicts identified by the utilities.

TASK 5: QUALITY ASSURANCE AND PROJECT ADMINISTRATION

- A. Quality Assurance – HLR will provide one internal quality assurance reviews prior to the Pre-Final and Final PS&E submittals by a Professional Engineer experience with roadway design work independent from the preparation of the PS&E documents.
- B. Project management and administration will last throughout the expected duration of the project.

Management and administration are necessary to ensure the successful completion of the project. The expected activities within this task include:

- I. Project schedule/progress monitoring
 - II. Staffing, monitoring, including allocating staff as needed
 - III. Budget monitoring
 - IV. Document management
 - V. Staff coordination
 - VI. Invoicing
- C. Upon completion, this task also includes project close-out, which includes the delivery of the electronic files.
 - I. Submit necessary project files as requested by the Client.
 - II. Submit Final Invoice and project closure letter.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Ford County Highway Department	Hampton, Lenzini and Renwick,	Ford	18-00127-00-RS

**EXHIBIT 2
PROJECT SCHEDULE**

Notice to Proceed - February 15, 2023
Pre-Final Plans and Bid Documents - March 26, 2027
Final Plans and Bid Documents - June 7, 2027
Project Letting (State) - September 17, 2027

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Ford County Highway Department	Hampton, Lenzini and Renwick,	Ford	18-00127-00-RS

Exhibit 3

Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit 3. If the value meets or will exceed the small dollar threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The small dollar threshold is adjusted annually and can be found in IDOT Circular Letters. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☒ Form Not Applicable (engineering services less than the threshold)

EXHIBIT 4
COST ESTIMATE OF CONSULTANT SERVICES - SUPPLEMENT 1
PROFESSIONAL SERVICES
C.H. 9 (KEMPTON ROAD / 3700 N) PAVEMENT OVERLAY - SECTION 18-00127-00-RS
FORD COUNTY HIGHWAY DEPARTMENT

VANTAGE POINT PHASE NAME		Project Phase/Task	Employee Classification										Direct Costs	Hours	Fee	
			E6		E4		E3		T3		SUR1					
			\$230.00		\$200.00		\$185.00		\$180.00		\$135.00					
			LC	Hrs	LC	Hrs	LC	Hrs	LC	Hrs	LC	Hrs				
SURVEY	1	SURVEY AND LAND ACQUISITION SERVICES														
		Set Control								SD	4		4	\$	540.00	
		Survey (Scanned)											0	\$	-	
		Site/Route Scanning								SD	8		8	\$	1,080.00	
		Process Survey Data											0	\$	-	
		Process Scanned Data to Readable Format								PD	4		4	\$	540.00	
		Extract scan data (Feature Extraction)						LE	16				16	\$	2,880.00	
													0	\$	-	
PRELIM	2	PRELIMINARY ENGINEERING SERVICES														
		Data Collection/Review											0	\$	-	
		Field Review			RE	4	RE	4					8	\$	1,540.00	
		Geotechnical Borings and Report			RE	2						\$	6,100.00	2	\$	6,500.00
		Prepare ESR and WIEs					RW	12					12	\$	2,220.00	
		Project Reports											0	\$	-	
		Non-Federal Certification/Project Status Form (BLR 10100)				RW	2	RW	8				10	\$	1,880.00	
		Exhibits (As Applicable)				RW	2	RW	8				10	\$	1,880.00	
		Revisions based on Draft Review Comments				RW	1	RW	2				3	\$	570.00	
		Revisions based on Final Review Comments				RW	1	RW	1				2	\$	385.00	
		Cost Estimate	DE	4			DE	4					8	\$	1,660.00	
													0	\$	-	
DESIGN	3	DESIGN ENGINEERING SERVICES (Site and Roadway)														
		Calculations											0	\$	-	
		Quantity Calculations and Documentation					QT	8					8	\$	1,480.00	
		Prepare Plan Sheets											0	\$	-	
		Alignment, Ties, and Benchmarks (Update)					DE	4	DR	8			12	\$	2,180.00	
		ADA Sidewalk Grading Plan (Assume 16 corners @ 6 hours each)					DE	48	DR	48			96	\$	17,520.00	
		Mailbox Turnout Details					DE	2	DR	4			6	\$	1,090.00	
		Prepare Estimate of Probable Cost					QT	8					8	\$	1,480.00	
		Prepare Lump Sum Cost Breakdown					QT	4					4	\$	740.00	
		Prepare Estimate of Time					QT	4					4	\$	740.00	
		Revisions Based on Pre-Final Review Comments					DE	8	DR	8			16	\$	2,920.00	
		Revisions Based on Final Review Comments					DE	4	DR	4			8	\$	1,460.00	
		Bidding Assistance											0	\$	-	
		Answer Bidding Questions					DE	4					4	\$	740.00	
		Answer Construction RFI's					CC	8					8	\$	1,480.00	
													0	\$	-	
COORD	4	CONSULTATION AND COORDINATION														
		Prepare and Attend Kick-off Meeting (With Client)	CC	1			CC	2					3	\$	600.00	
		Monthly Status Report to Client			CC	8							8	\$	1,600.00	
		Utility Coordination											0	\$	-	
		Coordination Letters and Plan Submittals											0	\$	-	
		Pre-Final (Assume 4 utility agencies x 1 hours per agency)						CC	4				4	\$	740.00	
		Final (Assume 4 utility agencies x 1 hours per agency)						CC	4				4	\$	740.00	
													0	\$	-	
ADMIN	5	QUALITY ASSURANCE AND PROJECT ADMINISTRATION														
		Quality Assurance and Quality Control											0	\$	-	
		Survey QAQC	OR	2									2	\$	460.00	
		Design Engineering QAQC	OR	4									4	\$	920.00	
		Project Administration											0	\$	-	
		Survey Project Administration	PA	1									1	\$	230.00	
		Design Engineering Project Administration	PA	4	PM	40							44	\$	8,920.00	
													0	\$	-	
TOTALS				16		60		151		88		16		331	\$	67,715.00

**Exhibit 5
Direct Costs Worksheet**

Local Public Agency	County	Section Number	Job Number
Ford County Highway Department	Ford	18-00127-00-RS	
Consultant/Subconsultant Name			
Hampton, Lenzini & Renwick, Inc.			

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Per Diem (Per Federal GSA)	Up to Federal rate maximum			
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			
Air Fare	Coach rate, actual cost, requires minimum two weeks; notice, with prior IDOT approval			
Vehicle Mileage (per Federal GSA)	Up to federal rate maximum			
Vehicle Owned or Leased (No mileage charged allowed)	\$45.00/half day (4 hours or less) or \$90/full			
Vehicle Rental	Actual Cost (Up to \$55/day)			
Tolls	Actual Cost			
Parking	Actual Cost			
Overtime	Premium portion (Submit supporting documentation)			
Shift Differential	Actual Cost (Based on firm's policy)			
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			
Project Specific Insurance	Actual Cost			
Monuments (Permanent)	Actual Cost			
Photo Processing	Actual Cost			
2-Way Radio (Survey or Phase III Only)	Actual Cost			
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			
CADD	Actual Cost (Max \$15/hour)			
Web Site	Actual Cost (Submit supporting documentation)			
Advertisements	Actual Cost (Submit supporting documentation)			
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			
Recording Fees	Actual Cost			
Transcriptions (specific to project)	Actual Cost			
Courthouse Fees	Actual Cost			

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			
Testing of Soil Samples	Actual Cost	1	\$6,100.00	\$6,100.00
Lab Services	Actual Cost (Provide breakdown of each cost)			
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			
TOTAL DIRECT COSTS:				\$6,100.00



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Bloomington, Illinois 61701
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August 20, 2026

Mr. Nick Piekarski, PE, CFM
Hampton, Lenzini and Renwick, Inc.
1707 N Randall Rd. Suite 100
Elgin, IL 60123
npiekarski@hlreng.com

Re: Proposal for Coring Services
Ford County Pavement Overlays
Kempton Road / CH 9
Ford County, Illinois
MET Proposal No. B22213R

Dear Mr. Piekarski:

Midwest Engineering and Testing, Inc. (MET) is pleased to submit this proposal to provide coring services for the above-referenced project. A brief description of our understanding of the planned project and a discussion of the scope of services to be provided are included in the following paragraphs.

The proposed project involves investigation of the makeup of the pavement surfaces of a two-mile section of Kempton Road / CH 9 between 1200 E. and 1400 E. in Ford County, Illinois. The HMA surface of this road is programmed for an overlay. It is anticipated that we will encounter 3 inches HMA, 1 - 2 inches aggregate/oil, and 6 – 8 inches aggregate base.

As requested, MET proposes to advance a total of ten (10) pavement cores and shallow hand auger borings to evaluate the existing pavement cross section and subgrade conditions. At each location an electric coring machine will be utilized to advance a nominal 4-inch diameter core barrel through the existing pavement. After the core has been extracted, a hand-auger would be utilized to further advance the hole through any subbase aggregate to the soil subgrade. A subgrade soil sample will be obtained for visual classification purposes. We will also perform Dynamic Cone Penetrometer (DCP) tests on the subgrade soils commencing immediately below the existing pavement and subbase section to aid in the evaluation of the subgrade soil strength. Upon completion of the sampling the holes will be backfilled with cold-patch asphalt. Our proposal assumes that traffic control personnel and signs will be provided by MET.