

**ILLINOIS DEPARTMENT OF TRANSPORTATION
MENTOR-PROTÉGÉ PROGRAM
ENGINEERING CONSULTANT IMPLEMENTATION**

Revised October 2014

This document serves as the blueprint for the mechanics of the Mentor-Protégé Program (Program), the purpose of which has been set forth in a document titled Mentor-Protégé Program Guidelines (Guidelines). This Mentor-Protégé Program can only be used on on-federally funded engineering projects. The Protégé must be a certified DBE engineering firm prequalified in at least one category.

Enrollment in the Program

All parties wishing to participate in the Mentor-Protégé Program request the project be considered for the Mentor-Protégé Program in the Illinois Department of Transportation (IDOT) project's statement of interest. After the selection, and at or before the first negotiation meeting, a draft work plan is sent to the project's Project Manager. A final work plan must be signed by the principals of each firm prior to the execution of a start-up or prime agreement. The Plan must certify that each firm's highest level of management have received, reviewed and agreed to abide with the spirit and letter of all rules and Guidelines of the Program. IDOT verifies the applicant meets the Program's minimum qualifications for acting as either a Mentor or Protégé. The plan also includes an analysis of any risks and steps in resolving any delays, project changes which may occur. Each party is notified in writing, within thirty (30) days of submission of its application (date of actual receipt by IDOT), whether it has been deemed eligible to participate in the Program. Once approved, the plan may be revoked by IDOT for cause as specified below.

Commencing the Mentor-Protégé Collaboration

All Mentor-Protégé collaborations commence with the approval of the signed Mentor-Protégé Development Plan (Plan). The Protégé and Mentor both attend the scoping and negotiation meeting(s). Both firms also are included in the start-up agreement.

Mentor/Protégé Firms' Commitment

Mentor and Protégé Firm leadership must be involved at the on-set of project to discuss identified risks, throughout the project to ensure compliance with the plan and during a review at end of project.

IDOT Oversight

IDOT oversight is conducted by the IDOT project manager and or project team.

The parties submit quarterly progress reports indicating the status of their progress toward each of the Plan's stated goals. The reports indicate the steps taken during the quarter to further the Plan. The reports also lists all projects for which the Mentor has received (or applied for) DBE credit for using the Protégé as a DBE. The quarterly reports are signed and dated by an authorized principal of each firm. The Mentor and Protégé each submit an annual report regarding the Program and accomplishments for the year. Both the Mentor and Protégé indicate in their reports the status of each goal outlined in the Plan; including the percent accomplished, and how the Mentor specifically assisted the Protégé in reaching the stated goal/accomplishment.

Failure to timely submit reports, or submission of incomplete reports, is possible grounds for dissolution of Mentor-Protégé collaboration. If at any time IDOT determines that the Guidelines of the Program or the spirit thereof are not being adhered to by the parties or that satisfactory progress is not being made, IDOT reserves the right to revoke its approval of the Mentor-Protégé

collaboration, thereby invalidating the Plan and/or any individual participant's enrollment in the Program. Reasonable progress is expected, though this will vary according to each Plan. Any finding that the parties have failed to make reasonable progress toward goals stated in the Plan. is communicated with the parties, in writing, within thirty (30) days of submission of the report. If one report (or failure to submit a report) indicates a failure to progress as expected, the parties are given written notice that the Mentor-Protégé collaboration is in jeopardy of being revoked and the underlying reasons. The parties have an additional quarter to rectify their prior inaction or failure to progress. Two successive quarters deemed not to have yielded reasonable progress is grounds for revocation of the collaboration.

DOT annually evaluates the Mentor-Protégé collaboration using the following criteria:

- Satisfactory progress toward the stated goals of the Plan;
- Improved competency of the Protégé in specific aspects of highway engineering;
- Decreased reliance on the Mentor by the Protégé for technical knowledge, equipment, personnel; and,
- Increased numbers of projects in relation to number of advertised projects with consultants, other than the Mentor, and/or increased Statements of Interest submitted as a prime consultant.

Program participants agree that interpretation of the Guidelines or regulations rests with IDOT. Parties are encouraged to seek interpretation of any provision they find ambiguous or confusing. If both participants so desire, they may jointly appeal any adverse decisions to the Secretary of the Illinois Department of Transportation for reconsideration. These requests are in writing and the Secretary's determination is final.

DBE Goals and Administrative Costs

During the first scoping meeting, the Mentor indicates where the Protégé is working as a subconsultant and to what extent. This ensures appropriate credit is given to the Mentor for that project's DBE goal. A fully-executed and approved Plan must be in place at the time of submission of the proposal package in order for a Mentor-Protégé collaboration to be recognized in connection with any particular project. All regulations must be adhered to in the use of the Protégé as a DBE subconsultant. A Mentor may have more than one Protégé at a time; goal reduction is not cumulative on any single project, regardless of the number of Protégés on that project.

Hours may be added to the project specifically for mentoring the protégé. The number of hours, along with the associated tasks, is specifically delineated in the Plan.

Terminating the Mentor-Protégé Collaboration

Reasons for terminating the Mentor-Protégé collaboration are delineated herein and within the attached Guidelines. The Mentor-Protégé collaboration may be terminated by either party or IDOT or completion of the project. For termination prior to the project completion, IDOT will notify both parties in writing. A Mentor-Protégé collaboration is terminated effective on the date the written notification of the termination is sent by any party or IDOT; this date is evidenced by postmark, date/time stamp of electronic mail, date of correspondence, etc. IDOT's decision to terminate Mentor-Protégé collaboration is final.

Re-enrollment

Either party remains eligible to enter into a new Plan with any participant unless the participant was a firm where the Plan was terminated by IDOT for violation of these regulations.