



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois 62764

February 2, 2021

CIRCULAR LETTER 2021-05

MODERNIZED AND UPDATED ENGINEERING AGREEMENT FORMS AND STANDARDIZATION OF CONSULTANT COMPENSATION FORMULAS

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

PURPOSE & POLICY

With the intent and focus to modernize, update, standardize, consolidate and streamline a series of policies and forms within the Bureau of Local Roads & Streets (BLRS), the following Circular Letter summarizes a number of changes that have been implemented related to revisions of the Engineering Services Agreements and the compensation formulas for consultant services for Local Public Agencies (LPA).

In addition to the replacement of the current BLR engineering agreement forms, the current BLRS Cost Plus Fixed Fee (CPFF) formulas have been replaced by the formula used by the Bureau of Design and Environment (BDE) so as to standardize the compensation rates. This change includes incorporating the current BDE upper limits of hourly compensation and allowable direct costs.

The policy that this Circular Letter affects will be further reflected in Chapter 5 of the BLRS Manual and will be issued as part of the planned forthcoming revisions of said Manual.

EFFECTIVE DATE, MANDATORY DATE AND TRANSITION PERIOD

With the intent for the Local Public Agencies to be provided ample time to capture and apply the changes related to this Circular Letter, and to be provided time to adjust their local approval agendas and board/council meetings with the revised forms, the following dates shall apply:

Effective Date: The use and implementation of the revised forms of this policy will be effective on **February 3, 2021**. For clarity, the new forms will be posted and available on the IDOT website on this date, and at which time the existing forms will be removed.

Mandatory Date: As a series of agreements are in various states of approval and processing by the Local Public Agencies, a transition period will be provided for revisions of existing forms to the new forms and CPFF formula, with a mandatory date of **February 15, 2021** being the date all locally executed agreements and revised CPFF formal shall be used.

Transition Period: During the Transition Period, defined as the duration of time from the Effective Date to the Mandatory Date, it shall be at the sole discretion of the Local Public Agencies to enact adjustments to engineering agreements currently in process, but not yet locally executed and/or submitted to the Department, for final approval.

ELIMINATED FORMS

The following BLR forms have been eliminated, and will be removed from the Department website effective February 3, 2021:

- **BLR 05510 - Preliminary Engineering Services Agreement for Motor Fuel Tax Funds**
- **BLR 05511 - Preliminary Engineering and Construction Guidance Agreement for MFT Funds**
- **BLR 05512 - Preliminary/Construction Engineering Services Agreement for Motor Fuel Tax Funds**
- **BLR 05610 - Preliminary Engineering Services Agreement for Federal Participation**
- **BLR 05611 - Construction Engineering Services Agreement for Federal Participation**

REVISED AND UPDATED NEW FORMS

The following forms have been created to consolidate the eliminated forms and reflect the polices described in this Circular Letter:

- **BLR 05530 - Local Public Agency Engineering Services Agreement.** This form will be used for all Motor Fuel Tax, State funded, and Federally funded engineering projects except for general maintenance projects. In addition, this form now includes a Direct Costs Check Sheet (Exhibit C) which is a new requirement;
- **BLR 05513 – Cost Estimate of Consultant Services Worksheet, Fixed Raise.** This form will be used in conjunction with the new BLR 05530 for all projects using Cost Plus Fixed Fee (CPFF) compensation where the consultant employee raise schedule is set up on a fixed basis. For projects that are submitted via the BLRS process, this form is to be utilized instead of the BDE version; and
- **BLR 05514 – Cost Estimate of Consultant Services Worksheet, Anniversary.** This form will be used in conjunction with BLR 05530 for all projects using CPFF compensation where the consultant employee raise schedule is set up on an anniversary basis. For projects that are submitted via the BLR process, this form is to be used instead of the BDE version.

REVISED FORMS WEBSITE LOCATION

The revised forms can be located at the following location on the Department's website, within the Local Roads "tab":

<https://idot.illinois.gov/home/resources/Forms-Folder/>

If you have any questions regarding this circular letter, please contact Greg Lupton, Local Project Implementation Engineer at (217) 785-1670 or greg.lupton@illinois.gov.

Sincerely,



George A. Tapas, P.E., S.E.
Engineer of Local Roads and Streets

cc: Arlene Kocher, FHWA – Illinois Division
Brian Otten, Illinois Association of County Engineers
Brad Cole, Illinois Municipal League
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