Illinois Department of Transportation

# PRIME AGREEMENT

*process for Engineering Consultants Firms*

as of April 14, 2025

# I. GENERAL

## AFTER SELECTION

- Central Office will send a CONGRATULATIONS email to the selected firm and the Department Project Manager (Department PM).
- The Department has the initial negotiation/scoping meeting. The firm and the sub-consultants are required to attend this meeting. The time and place are listed on the Advertisement and is also in the CONGRATULATIONS email.

## PRE -MEETING

- Verify date and time with the Department PM.
- Complete the Consultant Information form (**BDE1709A**) and bring it to the scoping meeting.

# II. JOB SPECIFIC PROJECTS

## NEGOTIATION/SCOPING MEETING

1. The Department PM will review the BDE 1709 at the beginning of the first scoping meeting.
2. The Department PM circulates an attendance roster showing names, affiliations and contact information.
3. Consultant is assigned the responsibility of completing the meeting minutes.
4. Provide the Consultant Information form (BDE1709A).
5. All forms can be found on the IDOT website: https://idot.illinois.gov/resources/forms.html
6. Make sure your Annual Payroll Rates have been submitted to the Department for this calendar year. If you need to update, please use the BDE 3600 template (excel version). Same with Sub-Consultants.
7. Review the Standard Agreement Provisions for Consultant Services (SAPCS) before the proposal submittal.https://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services.html
8. Consultant Utilization Plan (U-Plan) **-** Discuss any changes.
   - The Consultant U-Plan submitted with the Statement of Interest (SOI) should be followed.
   - Any deviations from the Consultant U-Plan submitted with the SOI should manually annotated on the U-Plan and the justification for the changes should be documented and included with the proposal package.
   - The Regional Engineer or Bureau Chief must approve of the changes.
   - A Good Faith Effort must be made to meet the percentages of work and DBE goal submitted on the U-Plan.
9. QA/QC Plan (mandatory for Phase I/II) – Discuss requirements with the Department PM.
10. Mentor-Protégé Plan (if applicable**)** - Discuss requirements with the Department PM.
11. Invoices will be based on the current overhead rate and actual payrates.
    - The method and timeliness of invoices will be discussed.
    - Use the overhead rate approved at the time of the service dates.
12. A Sub-Consultant agreement is required for all subs.
    - The work under the Sub-Consultant Agreement will not be authorized until receipt of the Subconsultant Agreement.
    - The Sub-Consultant Agreement template (BDE100) available on the IDOT internet site should be used - if the Prime and Subconsultant use a different agreement template, it must be reviewed by Chief Counsel and approved before the Subconsultant agreement can be authorized.
    - A copy of the Sub-Consultant Agreement and their disclosure must be uploaded to the Vendor Documents System after the agreement is executed. The Prime firm is responsible for uploading the Sub-Consultant Disclosure to the IDOT Vendor Document's Website: https://apps1.dot.illinois.gov/vendordocuments/Login.aspx

13. For all projects, the evaluation criteria are discussed and noted in the scoping/negotiation meeting minutes.
14. Notify the Department PM of any Key Personnel (staffing plan) changes. The Department PM must approve any change(s).
15. Conflicts of interest
    - Disclose any relationships firm employees (including sub-consultant employees) have with Department employees that could potentially be a conflict of interest.
    - Any changes to potential conflicts of interest should be disclosed throughout the duration of the project.
16. General Information
    - Discuss schedule dates.
17. The Department PM will discuss what is required in the proposal package by reviewing the proposal check sheet (**BDE8301**).
    - This will be submitted by the consultant in the proposal package. This form should be the 1st document in your submitted proposal package.

**To Be Included in Proposal**

**PRIME Proposal Package Contents (to be filled out by the Prime Consultant)**

| | Yes | N/A | |
|---|---|---|---|
| 1. | ☐ | | Consultant Information Sheet (BDE 1709A) |
| 2. | ☐ | | Minutes of negotiation meeting(s), attendance roster and any related emails. |
| 3. | ☐ | | Draft scope of services (also needs to be submitted in Word format to the Department PM). |
| 4. | ☐ | ☐ | Project schedule depicted as a bar chart or described in paragraph format |
| 5. | ☐ | ☐ | QA/QC Plan (Phase I and Phase II) |
| 6. | ☐ | ☐ | Mentor Protégé Plan (if Applicable) |
| 7. | ☐ | ☐ | Cost Estimate of Consultant Services (BDE 3604/3608) for Prime and all Subs (job specific only) |
| 8. | ☐ | | Itemized breakdown of direct costs (BDE 436) for Primes and all Subs (work order agreement only) |
| 9. | ☐ | | Signed Consultant Utilization Plan (originally submitted in SOI) (if any updates, please modify manually) - Department must approve modification. |
| 10. | ☐ | | Updated your current pay rates with the Department for both the Prime and Subs - Use template BDE 3600 (Do not include in proposal packet). |

1) **BDE Form 1709A Consultant Information Sheet** – This form is submitted to the Department PM in the negotiation meeting. Also include it in the proposal package.
2) **Negotiation meeting minutes/attendance roster and emails –** A detailed narrative of what was said in the Negotiation meeting should be documented and reviewed by the Department. Also include any emails related to the negotiation.
3) **Draft Scope of Work**
    - Discuss with Department PM who will be responsible for drafting the scope of work.
    - If the Consultant is responsible for the scope, a copy must be sent to the Department PM in **WORD** format via email for their approval. Here are a few items the Central Office requires:
        - No dollar amounts, task hours, and/or schedule dates in the scope.
        - No headers or footers in the scope
        - Preferably no tables or pictures in the scope.
        - CONSULTANT and DEPARTMENT should be all capitalized.
4) **Draft Narrative of Project Schedule &/or Bar chart of Project Schedule** - One of the two schedules should be in the proposal package unless determined not applicable.
5) **QAQC Plan**
6) **Mentor-Protégé Plan (if applicable)**

7) **Cost Estimate of Consultant Services (CECS)** (**job specific only**) – Use either the BDE 3608 or BDE 3604. No other cost estimate templates will be allowed.
   - Use the BDE 3608, if raises are fixed (*set date when raises are given for all employees).*
   - Use the BDE 3604, if raises are anniversary *(raises based on when employee started with firm)*.
   - The start date on the CECS should be two to three months in the future for agreement processing (unless there is a start-up agreement then use the start-up agreement executed date)
   - The raise date can't match the start date or can't be before the start date.
   - Phase III Consultation for PE II Contracts man-hours should be broken out as a separate line item. Make sure they are easily identifiable.
   - The classifications on the Rates tab must match the classifications submitted on the current BDE 3600.
   - Payrolls used in the CECS should be the Average payrolls listed on the BDE 3600 submitted to the Department. No actual payrates.
   - Sub tab – remember the direct labor total column is payroll only – no overhead.
   - If your payrates exceed the payroll cap on the AVG1 tab, please lower them under the AVG Hourly Rate column.

8) **Direct Cost – Quantities and Cost (BDE 436) -** This form identifies the Allowable Direct costs utilized on this agreement.
   - Direct Costs will be identified on the BDE436. Those cost totals should be moved to the CECS under the Direct Cost column.

9) **Consultant Utilization Plan (U-Plan) –** The U-Plan submitted with the statement of interest for this project shall be submitted as part of the proposal package.

10) **Current Payroll Rates** – Email current payrolls (including all subconsultants) to the DOT.BDE.Escalation@illinois.gov.

## SUB-CONSULTANT(s)

- All Sub-Consultants must be prequalified in the work category they are assigned.
- Submits all the following documentation to the Prime Consultant and will be included in proposal.
  - CECS (BDE 3604/3608) – job specific only
  - BDE 436
  - U-plan – need to sign their portion.

**After Department PM reviews the BDE 1709, negotiations begin.**

- The Department PM will discuss tasks with a timeline/schedule for those tasks. Hours for each task are then negotiated and form the basis of compensation using the CECS.

**After Negotiations**

- After negotiations are complete, submit the proposal package (one pdf.) to the Department PM for review.
- The Department PM will submit the proposal package to Central Office
- Central Office will process and execute the agreement.

## III. WORK ORDER PROJECTS

- Very similar process to a job specific.
- Cost estimates (CECS) are ***not*** required in the proposal but will be required for each individual work order.
- Identify all direct costs being utilized on the BDE436 with no costs. Sub-Consultants will do the same.
- The Department does list all the allowable direct costs in the agreement, but the Consultant still must get approval from the Department to use any of these direct costs on the individual work orders.
- Please note that the maximum amount allowable per work order is stated within the agreement in Section One of the Prime Agreement: "Individual Work Orders under 40% or $500,000 of the Total Agreement Amount, whichever is lesser, may be approved and authorized by the district or administrating agency without the central bureau's approval. Individual Work Orders equal to or greater than 40% or $500,000 of the Total Agreement Amount, whichever is lesser, must be reviewed, and approved by the Central Bureau of Design and Environment."
- Once the Prime agreement is authorized, the Department will negotiate each individual work order.
  - The BDE 3604/3608 cost estimate must be utilized.
  - The Department must approve the cost estimates and the direct costs.
  - Both parties should sign/date the negotiated work order.
  - If the direct cost isn't listed in Section Four of the Prime agreement, it can't be used on an individual work order.

## IV. RESOURCES

| FORM | TITLE | FORMAT | WO / JS* | RESPONSIBILITY |
|---|---|---|---|---|
| BDE 100 | Agreement for Subconsultant Services | Word | Both | Firm |
| BDE 1709 | Negotiation for Engineering Agreements & Supplements (internal) | PDF | Both | Dept. PM |
| BDE 1709A | Consultant Information | PDF | Both | Firm |
| BDE 436 | Direct Costs Check Sheet | PDF | WO | Firm |
| BDE 3600 | Annual Payroll Submittal | Excel | Both | Firm |
| BDE 3604 | CECS - Anniversary Raises | Excel | JS | Firm |
| BDE 3608 | CECS – Fixed Raises | Excel | JS | Firm |
| BDE 8301 | Proposal Check Sheet | PDF | Both | Firm |

** Agreement type: BOTH = work order and job specific / WO = work order / JS = Job Specific*