

Agreement Process for Federally Funded Projects

Project Program Information(PPI) Form

A Project Program Information(PPI) form needs to be processed to initiate an Agreement. Please be sure to obtain the current version of the Project Program Information (PPI) form from the IDOT website <http://www.idot.illinois.gov/home/resources/Forms-Folder/d>.

Contact District Bureau of Local Roads and Streets Field Engineers to have a MFT Section Number assigned to the project and schedule a kick-off meeting.

Field Engineers are as follows:

- Zubair Haider at 847-705-4206 for City of Chicago; Cook County Highways projects
- Alex Househ at 847-705-4410 for North Shore Cook County; Northwest Cook County; Lake; McHenry projects
- Kevin Stallworth at 847-705-4169 for Southwest Cook County; South Cook County; Will projects
- Marilin Solomon at 847-705-4407 for North Central Cook County; Central Cook County; DuPage; Kane/Kendall projects.

The Planning Liaison should be contacted to coordinate processing of the Project Program Information Form. The Project Program Information Form must be reviewed by and submitted to IDOT via email to DOT.D1.BLRS@illinois.gov by the appropriate Planning Liaison for all state and federally funded projects (including: STATE, STP/STU, CMAQ(STA), ITEP(STE), Bridge(BRP), HPP/Demo, ARRA, ARRA Enhancement {ARE or EnRA} and SR2S) except for Township Bridge, STR and Railroad Safety programs) who will copy the sponsor upon submittal to IDOT.

Preliminary Engineering Agreements

Draft Local Agency Agreement for Preliminary Engineering utilize form BLR05310 for the joint funding agreement and corresponding Engineering Agreement form BLR05610. The Agreements should be submitted after the PPI form is returned approved. The Agreement form is available on the IDOT website at the following link under the Local Roads and Streets:

<http://www.idot.illinois.gov/home/resources/Forms-Folder/l>. The draft Agreement should be submitted for review via email to DOT.D1.BLRS@illinois.gov

Preliminary Engineering is in processed in two phase in some cases Preliminary Engineering Phase I & II can be processed in the one Agreement. However, each phase of the project is authorized separately; authorization for PE II is not approved until Design Approval is received from IDOT.

Preliminary Engineering Planning Phase I performed under a 'P' Job Number consists of:

- Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
- Prepare the necessary environmental and planning documents including the Project Development Report, Environmental Class of Action Determination or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances
- Prepare preliminary roadway and drainage structure plans and meet with representatives of the LA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
- Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.

Preliminary Engineering Design Phase II performed under a 'D' Job Number consists of:

- Make such detailed surveys as are necessary for the planning and design of the PROJECT.
- Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
- Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
- Design and/or approve cofferdams and superstructure shop drawings.
- Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
- Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
- Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
- Furnish the LA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

Construction & Construction Engineering Agreement

The draft Local Agency Agreement form BLR05310 for the joint funding agreement and corresponding Engineering Agreement form BLR05611 for construction & construction engineering. Construction engineering services performed by Local Agency employees use form BLR05612. The draft Agreement should be submitted for review via email to DOT.D1.BLRS@illinois.gov

Advanced submission of draft agreements will not expedite the review process. The Central Office submits Federal Authorization requests based on the information in the draft Agreement, therefore no changes to funding can be made after the Central Office review. The Central Office draft Agreement review will coincide with the Central Office review of the final PS&E which usually occurs 6 weeks prior to the Transportation Bulletin date listed at the following link: <http://www.idot.illinois.gov/home/resources/Forms-Folder/d>. Once the Central Office comments are forwarded to the District the Local Agency Agreement will be finalized and the Agreement signature package will be forwarded to the Local Agency for original signatures. The Local Agency should have the Agreement and corresponding Engineering Agreement (if required) signed and forward 5 copies of the Agreement back to the District office as soon as possible. The District will forward the locally signed Agreements to the Central Office for final processing.