

**RECORDING
NOT REQUIRED**

RETURN TO:

**CLERK, CITY OF TROY
116 E. MARKET
TROY, IL 62294**

CITY OF TROY

RESOLUTION NO. 2026 - 07

**A RESOLUTION OF THE CITY OF TROY, ILLINOIS
AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A
LOCAL PUBLIC AGENCY ENGINEERING SERVICES AGREEMENT
WITH OATES ASSOCIATES FOR THE DESIGN OF THE
TROY-O'FALLON RD. SHARED USE PATH**

**ADOPTED BY THE CITY COUNCIL OF THE
CITY OF TROY, ILLINOIS
THIS 17TH DAY OF FEBRUARY, 2026**

RESOLUTION NO. 2026-07

A RESOLUTION OF THE CITY OF TROY, ILLINOIS AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE A LOCAL PUBLIC AGENCY ENGINEERING SERVICES AGREEMENT WITH OATES ASSOCIATES FOR THE DESIGN OF THE TROY-O'FALLON RD. SHARED USE PATH

WHEREAS, the City of Troy, Illinois, endeavors to design and construct a shared use path along Troy-O'Fallon Rd from Turtle Creek to Meadowbrooke Drive that is approximately 0.35 miles in length and known to the Illinois Department of Transportation as State section number 25-00035-01-BT; and

WHEREAS, appropriate construction engineering is required to ensure the proper construction of this project.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Troy, Illinois, does hereby authorize and directs the Mayor to execute an agreement for engineering services with Oates Associates.

PASSED by the City Council of the City of Troy, Madison County, Illinois, approved by the Mayor, and deposited in the office of the City Clerk this 17th day of February, 2026.

Aldermen Vote:

Dan Dawson	<u>✓</u>	Sam Italiano	<u>✓</u>	Ayes:	<u>8</u>
Tim Flint	<u>✓</u>	Debbie Knoll	<u>✓</u>	Nays:	<u>0</u>
Elizabeth Hellrung	<u>✓</u>	Heather Stirling	<u>✓</u>	Absent:	<u>0</u>
Nathan Henderson	<u>✓</u>	Troy Turner	<u>✓</u>	Abstain:	<u>0</u>



APPROVED:

David Nonn
DAVID NONN, Mayor
City of Troy, Illinois

ATTEST:

Kim Thomas
KIM THOMAS, Clerk
City of Troy, Illinois



Collinsville

100 Lanter Ct, Ste 1
Collinsville, IL 62234
618.345.2200

St. Louis

720 Olive St, Ste 700
St. Louis, MO 63101
314.588.8381

Belleville

1 S Church St, Ste 200
Belleville, IL 62220
618.416.4688

St. Charles

820 S Main St, Ste 309
St. Charles, MO 63301
636.493.6277

January 16, 2026

Jay Keeven
City Administrator
City of Troy
116 East Market Street
Troy, IL 62294

Re: Design Engineering
Troy O'Fallon Road Shared Use Path – Ph 1
OA Project No. 225185

Dear Mr. Keeven:

This letter will serve as our agreement to perform the following services to add curb and gutter and concrete side path to the west side of Troy O'Fallon. The side path will start at the back of curb and consist of a 2' concrete buffer and an 8' shared use path. A mid-block crossing will be added to the south of the driveway at 1524 Troy O'Fallon Road, and the same curb and side path treatment will be added from the mid-block crossing south to Fair Oaks Drive. (hereinafter called the "Project") subject to the Conditions of the attached "Local Public Agency Engineering Services Agreement" (BLR 05530).

Scope: Our Scope of Services include survey and design engineering as shown on the attached detailed Scope of Services. The project is funded with FHWA, Federal Funds under the transportation Alternatives Program (TAP).

Schedule: We propose to have the project on the January 2028 IDOT letting.

Estimated Cost: \$113,694 according to the attached "Cost Estimate Worksheet".

If this proposal satisfactorily sets forth your understanding of our agreement, please complete the QBS section and sign the attached BLR 05530 in the space provided and return four copies to IDOT for processing. If you have any questions, please do not hesitate to contact us.

Sincerely,

OATES ASSOCIATES, INC.

Brandon Beckemeyer, PE
Project Manager



Local Public Agency Engineering Services Agreement

Using Federal Funds? Yes No

Agreement For
Federal PE

Agreement Type
Original

LOCAL PUBLIC AGENCY

Local Public Agency		County	Section Number	Job Number
City of Troy		Madison	25-00035-01-BT	
Project Number	Contact Name	Phone Number	Email	
	Jay Keeven	(618) 667-9924	jkeeven@troyil.us	

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
TROY O'FALLON ROAD	9393	1700 ft	
Location Termini			Add Location
TURTLE CREEK (north) MEADOWBROOKE DRIVE/Fairoaks Drive (south)			Remove Location

Project Description
 The project will add curb and gutter and a concrete side path to the west side of Troy O'Fallon Road. Off the back of curb, a 2' concrete buffer and an 8' shared use path will be added. A mid-block crossing will be added to the south of the driveway at 1524 Troy O'Fallon Road and the same curb and side path treatment will be added form the mid-block crossing to Fairoaks Drive.

Engineering Funding	<input checked="" type="checkbox"/> Federal	<input type="checkbox"/> MFT/TBP	<input type="checkbox"/> State	<input checked="" type="checkbox"/> Other	Local Match
Anticipated Construction Funding	<input checked="" type="checkbox"/> Federal	<input type="checkbox"/> MFT/TBP	<input type="checkbox"/> State	<input checked="" type="checkbox"/> Other	Local Match

AGREEMENT FOR

Phase I - Preliminary Engineering Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email	
Oates Associates Inc.	Brandon Beckemeye	(618) 619-2242	Brandon.Beckemeyer@oatesassoci	
Address	City	State	Zip Code	
1 S. Church Street	Belleville	IL	62220	

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 A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (CESCS) Worksheet (BLR 05513 or BLR 05514)
- _____
- _____
- _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A 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 for Preliminary and/or Design Engineering: 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. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. 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 United States 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.
9. 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.
10. 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 A (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 affix 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 A (Scope of Services).
11. 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 following:
 - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.

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.
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:

- Lump Sum
- Specific Rate
- Cost plus Fixed Fee: Anniversary

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. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. 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.
3. 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 save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage 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.
4. 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 material 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.
5. 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 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.

6. 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.
7. 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.
8. 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 e and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

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

9. 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 include but are not limited to: acts of God or a public enemy; act 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.

10. By execution of this AGREEMENT the LPA and ENGINEER certify compliance with the Drug Free Workplace Act (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 statue conviction for a violation occurring int he 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 of 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 B. 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 project. 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.

- 11. 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.).
- 12. 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
Oates Associates Inc.	37-1256935	\$113,694.00
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
N/A	N/A	\$0.00
Subconsultant Total		\$0.00
Prime Consultant Total		\$113,694.00
Total for all work		\$113,694.00

AGREEMENT SIGNATURES

Executed by the LPA:

The of

Attest:

By (Signature & Date)

Kimberly Thomas

By (Signature & Date)

David Miller

Name of Local Public Agency

City of Troy

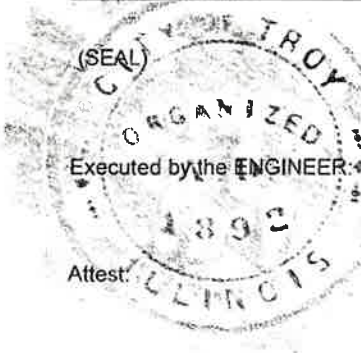
Local Public Agency Type

City

Clerk

Title

TROY MITROK



Prime Consultant (Firm) Name

Oates Associates Inc.

By (Signature & Date)

Thomas J. Lusk 1/16/26

Title

Project Principal

By (Signature & Date)

Brandon Behrens 1/16/2026

Title

Project Manager

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

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Troy	Oates Associates Inc.	Madison	25-00035-01-BT

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

**EXHIBIT A
SCOPE OF SERVICES**

FOR FEDERAL PARTICIPATION PROJECTS

See attached

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Troy	Oates Associates Inc.	Madison	25-00035-01-BT

**EXHIBIT B
PROJECT SCHEDULE**

See attached

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Troy	Oates Associates Inc.	Madison	25-00035-01-BT

**Exhibit C
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit C. 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)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes, Due date of submittal: 10/21/25

Method(s) used for advertisement and dates of advertisement

City website and newspaper

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Criteria	Weighting
Technical Approach	10%
Firm Experience	30%
Staff Capabilities (Prime/Sub)	25%
Past Performance	25%
Specialized Expertise	10%

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Selection committee (titles) for this project

Jay Keeven (City Administrator) Rob Hancock (Director of Public Works)

Top three consultants ranked for this project in order	
1	Oates Associates Inc.
2	
3	

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input type="checkbox"/>	<input type="checkbox"/>

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Troy	Oates Associates Inc.	Madison	25-00035-01-BT
16	LPA is a home rule community (Exempt from QBS).		<input type="checkbox"/>
			<input type="checkbox"/>

EXHIBIT A - SCOPE OF SERVICES

SUMMARY OF PERSON HOURS

PROJECT: Troy O'Fallon Rd. Shared Use Path
LOCATION: Troy IL
CLIENT: City of Troy
FIRM: Oates Associates, Inc.
JOB NO.: 225185
CONTRACT: Original

TASK	PRIN	SR PROF II	SR PROF I	PROF IV	PROF III	PROF II	PROF I	JR. PROF II	JR PROF	TECH III	TECH II	TECH I	TECH	TECH INTERN	ADMIN	TOTAL
1.0 FIELD SURVEYS	1				7			32		4	20	20				84
2.0 INTERSECTION DESIGN STUDY																
3.0 PROJECT DEVELOPMENT REPORT						67		2	76							145
4.0 UTILITY & RAILROAD COORDINATION						12			36							48
5.0 HYDRAULIC REPORT																
6.0 BRIDGE CONDITION REPORT																
7.0 GEOTECHNICAL REPORT																
8.0 TYPE SIZE & LOCATION PLANS																
9.0 STRUCTURE PLANS																
10.0 DRAINAGE						15		56								71
11.0 PRELIMINARY PLANS - ROAD						42		140								182
12.0 FINAL PLANS - ROAD						44		184								228
13.0 RIGHT OF WAY		2			12			24			16					54
14.0 CONSTRUCTION PHASE SERVICES																
15.0 ADMINISTRATION / MANAGEMENT		2				37		2	2							41
16.0 QA/QC						2	4									8
TOTAL:		5			19	219	4	440	114	4	36	20				861

EXHIBIT A - SCOPE OF SERVICES

ESTIMATE OF PERSON HOURS

PROJECT: Troy O'Fallon Rd. Shared Use Path
 LOCATION: Troy IL
 CLIENT: City of Troy
 FIRM: Olee Associates, Inc.
 JOB NO.: Z25195
 CONTRACT: Original

TASK	PRN	SR PROF II	SR PROF I	PROF IV	PROF III	PROF II	PROF I	SR PROF II	SR PROF I	TECH III	TECH II	TECH I	TECH INTERN	ADMIN	TOTAL	SCOPE OF WORK
3.4						25									27	assumes short PDR form
subtotal						1		2								1 traffic, structures, RFP configurations
location & existing conditions						2										2 for project, type of work, effects, variances, cost, ADA, additional notes
proposed improvement																3 summary, data, countermeasures. Won't be any for pedestrians.
crash analysis																1 impacts, displacements
right of way																1 IDDA, NRCS
prime farmland																
floodplain encroachment																
Phase I & II NPDES storm water permit requirements																
"404" permit																
special waste																
environmental survey																
Sections 401 limits																
air quality																
noise																
work zone transportation management plans																
complete streets																
maintenance of traffic																
public involvement																
coordination LA-IDOT-FHWA																
other coordination																
summary of commitments																
3.5						7									41	prepare exhibits to include with PDR
attachments & exhibits						1										1 see ROADWAY PLANS - typical sections. This is for specific labels with PDR
location 1, vicinity map, & functional classification map																5 see BRIDGE CONDITION REPORT
existing & proposed typical sections																5 see HYDRAULIC REPORTS - permits
structure marker report																20 see ROADWAY PRELIMINARY PLANS. This is for specific labels with PDR.
bridge condition report (BCR) & approval cover letter																5 not required
preliminary bridge design & hydraulic report approval letter																5 N/A
rainbow crossing drawings																2 biological, cultural & special waste sign-offs
plan & profile sheets																1 for public comments
intersection design studies (IDS)																2 insert newspaper ad & property owner/letter
spot map and/or collision diagrams																1 see - meetings (above)
SCS and IDCA coordination																1 Submitted by City
"404" permit correspondence																N/A. Won't be a detour
environmental clearance & correspondence																
property owner signoffs and/or correspondence																
public meeting notifications																
bi-monthly coordination meeting minutes																
design variance request																
detour or alternate route map																
other coordination																
3.6						16									40	submittals
subtotal						4										8 print & submit draft PDR for IDOT / FHWA review
print & submit draft PDR for IDOT / FHWA review						8										24 respond to review comments
respond to review comments						4										6 pdf, print & submit final PDR for IDOT / FHWA approval

EXHIBIT A - SCOPE OF SERVICES

ESTIMATE OF PERSON HOURS

PROJECT: Troy O'Fallon Rd. Shared Use Path
 LOCATION: Troy IL
 CLIENT: Oates Associates, Inc.
 FIRM: 223185
 JOB NO.:
 CONTRACT: Original

TASK	PRIN	SR PROF II	SR PROF I	PROF IV	PROF III	PROF II	PROF I	UR. PROF II	UR. PROF I	TECH III	TECH II	TECH I	TECH	TECH INTERN	ADMIN	TOTAL	SCOPE OF WORK
4.0 UTILITY & RAILROAD COORDINATION																	
4.1 utilities						12										38	
subtotal:						12										38	
request type, size & location of existing facilities						2										4	9. send topo drawing to utilities
verify type, size & location of existing facilities						3										12	10. send preliminary plans to utilities
confirm conflicts & verify adjustment / relocation work						2										4	11. send pre-final plans & schedule to utilities
coordinate meetings with utilities						4										8	12. City to coordinate and attend all utility meetings
review utility adjustment / relocation plans from utilities						1										6	9. Incorporate utility relocations into plans after negotiated by city
utility agreements						1										6	Excluded
4.2 railroads																	
subtotal:																	N/A
5.0 HYDRAULIC REPORT																	N/A
6.0 BRIDGE CONDITION REPORT																	N/A
7.0 GEOTECHNICAL REPORT																	N/A
8.0 TYPE SIZE & LOCATION PLANS																	N/A
9.0 STRUCTURE PLANS																	N/A
10.0 DRAINAGE						15		56								71	Expect inlets to be added and outlet to EX ditch for southern 200'. Curve in SE and will not collect.
10.1 storm sewer design						8		32								40	
subtotal:						8		32								40	
storm sewer schematic layout						2		8								10	
drainage area computations						2		8								10	
inlet computations / type, size and layout						2		8								10	
storm sewer computations / type and size						1		4								5	
final storm sewer layout						1		4								5	Included in prelim plans (Task 1.5). This is initial framework.
10.2 culvert design																	N/A
subtotal:						7		24								31	Review existing ditch capacity
10.3 ditch design						1		4								5	
schematic ditch layout						1		4								5	
drainage area computations						2		4								6	
exchange computations						1		4								5	
compute ditch capacities						1		4								5	
propose ditch profile and layout						1		4								5	
ditch lining (velocity studies)						1		2								3	

EXHIBIT A - SCOPE OF SERVICES

ESTIMATE OF PERSON HOURS

PROJECT: Troy O'Fallon Rd. Shared Use Path
 LOCATION: Troy IL
 CLIENT: City of Troy
 FIRM: Caise Associates, Inc.
 JOB NO.: 225195
 CONTRACT: Original

TASK	PRIN	SR PROF II	SR PROF I	PROF IV	PROF III	PROF II	PROF I	UR PROF II	UR PROF III	TECH II	TECH I	TECH	TECH INTERN	ADMIN	TOTAL	SCOPE OF WORK
11.0 PRELIMINARY PLANS - ROAD						42	140								182	
11.1 data collection criteria						4	8								12	
develop design criteria						1	2								3	Three sections. One for north side. Two on south side. One assist for collecting data. One for getting curbs.
develop existing & proposed typical sections						3	6								9	N/A
development costs																
11.2 horizontal alignment						3	10								13	
subtotal																
set centerline location						1	2								3	Curbs and Sidewalk
lay out pavement/shoulder/medians						1	4								5	Review during Const. Sections
review right-of-way requirements																
review utility conflicts						1	4								5	
11.3 vertical alignment						1	4								5	
subtotal																
set centerline profile						1	4								5	Match existing road profile. Profile For Info Only.
review storm sewers/ culverts/ ditches						1	4								5	Review during Const. Sections
review utility conflicts																Review during Const. Sections
develop preliminary pathways																Review during Const. Sections
11.4 preliminary design development						9	38								47	
subtotal																
pavement analysis & design						2	8								10	N/A curbs and sidewalk only
intersection / interchange geometrics design						1	4								5	Mid Block crossing including 2 ADA Ramps
develop construction staging						0	0									N/A exclude ramps along sidewalk
generalist barriers requirements						1	4								5	
generalist pavement markings						2	8								8	
utility relocation requirements						1	8								9	3 driveways to wait for ADA compliance
layout entrances						1	8								9	Review 6 six ramps for compliance assume 2 need replaced
sw ramp layouts						2	8								10	
11.5 preliminary plan development						9	34								43	
subtotal																
plan-alignment/ stationing/ curve data						1	4								5	Assume 4 plan sheets
pavement/shoulder/medians/curb/ sidewalks						1	4								5	label
intersections/ interchanges labeling						1	4								5	label widths @ 1 hr/ sh
intersection site distance						1	4								5	N/A
entrances/ access roads labeling						1	4								5	define anchors already created for midblock crossing
generalist barriers						1	2								3	label centerline, width, material on 3 driveways
bridge approach pavement																N/A
construction limits						1	4								5	N/A
right-of-way owners						1	4								5	label and review at 1 hr/ sh
benchmark/ control points						1	4								5	label and review TOP and TBMs at 1 hr/ sh
profile/ grades/ elevations/ curve data						1	4								5	label stops and curves
storm sewers/ culverts/ ditches labeling						1	4								5	Assume no walls, getting ROW
retaining walls																No parking lane
parking																N/A
structural plan coordination																

EXHIBIT A - SCOPE OF SERVICES

ESTIMATE OF PERSON HOURS

PROJECT: Troy Ofallon Rd. Shared Use Path
 LOCATION: Troy IL
 CLIENT: City of Troy
 FIRM: Ques Associates, Inc.
 JOB NO.: 223185
 CONTRACT: Original

TASK	PRN	SR PROF II	SR PROF I	PROF IV	PROF III	PROF II	PROF I	JR, PROF II	JR PROF	TECH III	TECH II	TECH I	TECH	TECH INTERN	ADMIN	TOTAL	SCOPE OF WORK
11.5						6	26	8								32	subtotal
preliminary cross-sections/earthwork						2										10	cur existing sections/develop existing cross-section elevations
proposed roadway templates						2										10	Match existing road cross section, add sidewalk
ent areas/earthwork estimate						2										10	
plot & label ROW						2										2	
11.7						10	20	4								30	subtotal
preliminary alignment						2										6	
preliminary plan						4										12	
pre-final plan (field check)						4										12	
cost estimate						4										12	refine grant cost estimate for PDIR

EXHIBIT A - SCOPE OF SERVICES

ESTIMATE OF PERSON HOURS

PROJECT: Troy O'Fallon Rd. Shared Use Path
 LOCATION: Troy, IL
 CLIENT: City of Troy
 FIRM: Oates Associates, Inc.
 JOB NO.: 23185
 CONTRACT: Original

TASK	PRIN	SR PROF II	SR PROF I	PROF IV	PROF III	PROF II	PROF I	UR PROF II	UR PROF I	TECH III	TECH II	TECH I	TECH	TECH INTERN	ADMIN	TOTAL	SCOPE OF WORK
12.6	subtotal															15	
specialty plan sheets						3		12									
pavement markings						1		4									
signing plans						1		4									
lighting plans						1		4									N/A
erosion control						1		4									
landscaping plans																	N/A
12.9	subtotal							24								30	
road plan/profile sheets						6		24									
plan, alignment/stationing/curve data						1		4									N/A
pavement/shoulders/medians						1		4									
intersections/inletchambers						1		2									
advanced access roads						1		4									
guardrail barriers						1		4									N/A
storm sewers/culverts/ditches						1		4									
construction limits						2		8									
cross-references																	
12.10	subtotal							20								26	
cross sections						5		20									
hand edits						2		8									
proposed ditched/culverts/storm sewer						1		4									
proposed ROW limits						1		4									
earthwork and areas						1		4									
matchlines/cross-references						1		2									
12.11	subtotal					10		42								52	
contract documents						1		2									
check sheets						1		2									
supplemental specifications						2		8									
infirm special provisions (ISP)						2		8									
special provisions						4		16									
estimate of time						2		8									
estimate of cost						3		12									
12.12	subtotal																
bidding documents																	
notice to contractor's																	
proposal																	
schedule of prices																	
12.13	subtotal							12								18	
final P&E submittal						4		12									
plot and assemble final plans						2		8									
copy and review final CADD files																	
copy and assemble computations																	
copy and assemble contract documents																	
final submittal and close-out						2		4									
obtaining signatures																	

EXHIBIT D - COST ESTIMATE OF CONSULTANT SERVICES

**COST ESTIMATE OF CONSULTANT SERVICES WORKSHEET
FIXED RAISE**

Local Public Agency **County** **Section Number**
 City of Troy Madison 25-00035-01-BT
Consultant (Firm) Name **Prepared By** **Date**
 Qates Associates, Inc. Brandon Beckemeyer 1/15/2026

PAYROLL ESCALATION TABLE

CONTRACT TERM **MONTHS** **OVERHEAD RATE**
 16 MONTHS 151.79%
START DATE **COMPLEXITY FACTOR**
 5/1/2026 0
RAISE DATE **% OF RAISE**
 7/1/2026 2.00%
END DATE

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	5/1/2026	7/1/2026	2	12.50%
1	7/2/2026	7/1/2027	12	76.50%
2	7/2/2027	9/1/2027	2	13.01%

The total escalation = 2.00%

EXHIBIT D - COST ESTIMATE OF CONSULTANT SERVICES



Direct Costs Check Sheet

COMPANY NAME: Oates Associates, Inc.
 PTB NUMBER: N/A
 TODAY'S DATE: January 15, 2026

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.000	\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00	\$0.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$0.00	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Recording Fees	Actual cost			\$0.00	\$0.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost			\$0.00	\$0.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00
Lab Services*	Actual cost (Provide breakdown of each cost)			\$0.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
TOTAL DIRECT COST					\$0.00

**If other allowable costs are needed and not listed, please add in the above spaces provided.*

LEGEND
 W.O. = Work Order
 J.S. = Job Specific

EXHIBIT D - COST ESTIMATE OF CONSULTANT SERVICES

Local Public Agency

City of Troy

County

Madison

Section Number

25-00035-01-BT

AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

SHEET 1 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			FIELD SURVEYS			INTERSECTION DESIGN STUDY			PROJECT DEVELOPMENT REPORT			UTILITY & RAILROAD COORDINATION			HYDRAULIC REPORT		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
PRINCIPAL	90.00	0.0			0			0			0			0			0		
SR PROF II	88.45	5.0	0.58%	0.51	1	1.19%	1.05	0			0			0			0		
SR PROF I	80.59	0.0			0			0			0			0			0		
PROF IV	75.15	0.0			0			0			0			0			0		
PROF III	66.77	19.0	2.21%	1.47	7	8.33%	5.56	0			0			0			0		
PROF II	57.55	219.0	25.44%	14.64	0			67	46.21%	26.59	12	25.00%	14.39	0			0		
PROF I	48.32	4.0	0.46%	0.22	0			0			0			0			0		
JR PROF II	42.44	440.0	51.10%	21.69	32	38.10%	16.17	0			2	1.38%	0.59	0			0		
JR PROF	36.42	114.0	13.24%	4.82	0			0			76	52.41%	19.09	36	75.00%	27.31	0		
TECHNICIAN III	59.51	4.0	0.46%	0.28	4	4.76%	2.83	0			0			0			0		
TECHNICIAN II	45.48	36.0	4.18%	1.90	20	23.81%	10.83	0			0			0			0		
TECHNICIAN I	35.55	20.0	2.32%	0.83	20	23.81%	8.46	0			0			0			0		
TECHNICIAN	25.99	0.0			0			0			0			0			0		
TECHNICIAN INTERN	22.22	0.0			0			0			0			0			0		
ADMINISTRATIVE	32.85	0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
TOTALS		861.0	100%	\$46.37	84.0	100.00%	\$44.91	0.0	0%	\$0.00	145.0	100%	\$46.26	48.0	100%	\$41.70	0.0	0%	\$0.00

