

## COVER LETTER

September 4, 2024

Mr. Russell Lubash, P.E.  
Traffic Engineer  
City of Joliet  
Public Works Department  
150 W Jefferson Street  
Joliet, IL 60432

**Re:** [CTMS Ph A – Supplement 1 \(CTMS Ph B\)](#)

Dear Mr. Lubash,

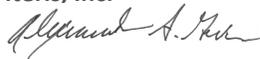
**Iteris, Inc.** (Iteris) is pleased to submit the enclosed supplement for additional Phase I, II, and III services to add design and construction support services to support Phase B of the implementation of the City's Advanced Traffic Management System.

I have included form BLR 05530, which includes as Exhibits the proposed Scope of Work and form BDE 436. Form BLR 05513 or 05514 (Cost Estimate of Consultant Services, or CECS) is not included, since the compensation method is Specific Rate and not Cost Plus Fixed Fee (CPFF). A cost estimate based on Specific Rates is included in their place.

I have also included a Confirmation of Officers from Iteris, Inc. This document authorizes Cliff Heise, our Regional Vice President of Consulting Solutions, Central Region, to sign the agreement without a second signature of attestation.

Thank you for the opportunity to continue working with the City of Joliet. Please contact Cliff Heise at **(703) 623-6709** or [cdh@iteris.com](mailto:cdh@iteris.com), or the designated Project Manager, **Mr. Alex Garbe**, at **(815) 621-2979** or [agarbe@iteris.com](mailto:agarbe@iteris.com), with any questions.

Sincerely,  
**Iteris, Inc.**



Alexander Garbe, PE, PTOE  
Principal Engineer  
Mobility Professional Services



Local Public Agency Engineering Services Agreement

Using Federal Funds? [ ] Yes [x] No Agreement For: MFT PE-CE Agreement Type: Supplement Number: 1

LOCAL PUBLIC AGENCY

Local Public Agency: City of Joliet County: Will Section Number: 21-00546-00-TL Job Number: Project Number: Contact Name: Russell A. Lubash, PE Phone Number: (815) 724-4200 Email: rlubash@joliet.gov

SECTION PROVISIONS

Local Street/Road Name: Various Key Route: N/A Length: N/A Structure Number: N/A Location Termini: N/A Add Location Remove Location

Project Description: Implementation of the City of Joliet's Advanced Traffic Management System.

Engineering Funding: [ ] MFT/TBP [ ] State [x] Other Rebuild Illinois Anticipated Construction Funding: [ ] Federal [ ] MFT/TBP [ ] State [x] Other Rebuild Illinois

AGREEMENT FOR

[x] Phase I - Preliminary Engineering [x] Phase II - Design Engineering [x] Phase III - Construction Engineering

CONSULTANT

Prime Consultant (Firm) Name: Iteris, Inc. Contact Name: Alex Garbe Phone Number: (815) 621-2979 Email: agarbe@iteris.com Address: 1700 Carnegie Avenue, Suite 100 City: Santa Ana State: CA Zip Code: 92705

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.

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.

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
Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge: A full time LPA employee authorized to administer inherently governmental PROJECT activities
Contractor: Company or Companies to which the construction contract was awarded

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 (CECS) Worksheets (BLR 05513 or BLR 05514 )
- EXHIBIT E : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**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 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:
  - (a) 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.
  - (b) For Construction Engineering: The ENGINEER shall submit invoices, based on the ENGINEER's progress reports, to the LPA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work to date. Such invoices shall represent the value, to the LPA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
7. 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 US 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.
8. 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 not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. 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 affixed 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).
10. For Construction Engineering Contracts:
  - (a) For Quality Assurance services, provide personnel who have completed the appropriate STATE Bureau of Materials QC/QA trained technical classes.
  - (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the STATE Bureau of Materials "Manual of Test Procedures for Materials," submit STATE Bureau of Materials inspection reports; and verify compliance with contract specifications.
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 COSTS 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 Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. For Construction Engineering Contracts:
  - (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
  - (b) To submit approved forms BC 775 and BC 776 to the DEPARTMENT when federal funds are utilized.
4. 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.
  - (c) For Non-Federal County Projects - (605 ILCS 5/5-409)
    - (1) 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 in all previous partial payments made to the ENGINEER.
    - (2) 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 STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
5. 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

Percent

Lump Sum

Specific Rate                      \$182,196.13 (Maximum Fee \$150,000)

Cost plus Fixed Fee:              Fixed

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.

**Field Office Overhead Rates:** Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds \$1,000,000 for any project duration.

6. 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. 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 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.

2. The 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 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. 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.
3. 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 materials 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.
4. 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 prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for 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.
5. 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.
6. 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.
7. 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, local) terminated for cause or default.
8. Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, 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 included but are not limited to: acts of God or a public enemy; acts 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. This certification is required by 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 or

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 those 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 the 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 statute conviction for a violation occurring in the workplace no later than five (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 to 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) 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, LPA and the DEPARTMENT 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.
13. For Construction Engineering Contracts:
  - (a) That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
  - (b) That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provide 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.
  - (c) That any differences between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
  - (d) That in the event that engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent or inadequate, the STATE

- shall have the right to supplement the engineering and inspection force or to replace the engineers or inspectors employed on such work at the expense of the LPA.
- (e) Inspection of all materials when inspection is not provided at the sources by the STATE Central Bureau of Materials, and submit inspection reports to the LPA and STATE in accordance with the STATE Central Bureau of Materials "Project Procedures Guide" and the policies of the STATE.

**AGREEMENT SUMMARY**

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Iteris, Inc.	95-2588496	\$182,196.13
Subconsultants		Agreement Amount
Subconsultant Total		
Prime Consultant Total		\$182,196.13
Total for all work		\$182,196.13

**AGREEMENT SIGNATURES**

Executed by the LPA:

Attest: The  Local Public Agency Type of  Local Public Agency

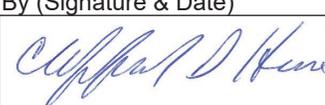
By (Signature & Date)  By (Signature & Date)

Local Public Agency  Local Public Agency Type  Clerk Title

(SEAL)

Executed by the ENGINEER:

Attest:  Prime Consultant (Firm) Name

By (Signature & Date)  Digitally signed by Clifford D. Heise Date: 2024.09.04 15:56:57 -05'00' By (Signature & Date)

Title  Title

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Joliet	Iteris, Inc.	Will	21-00546-00-TL

**EXHIBIT A  
SCOPE OF SERVICES**

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

See attached Scope of Services

August 27, 2024

Russell A. Lubash, P.E., Traffic Engineer  
Joliet City Hall  
150 W Jefferson Street  
Joliet, IL 60432

**Re: Joliet CTMS Improvement Project – Phase B; Scope of Work Version 1.0**

Dear Mr. Lubash:

Iteris is pleased to present this proposal for consulting services to develop a detailed design for Phase B of the CTMS project defined in the CTMS Master Plan. It is understood that the exact details of the Phase B design project are preliminary and subject to change.

The scope of work below uses content from Iteris’ detailed proposal submitted on September 27, 2021, and from the Phase A Scope of Work (v.2.1) submitted on November 15, 2021. Marketing material that was used in the proposal is not used in this scope.

**Work Plan**

The following paragraphs describe the tasks Iteris plans to provide for ITS planning and design services for Phase B of the City’s CTMS.

**TASK 11. PROJECT MANAGEMENT | MEETINGS AND COORDINATION**

Mr. Alex Garbe (PM) will continue to be the principal contact with the City and other stakeholders per the City’s direction. As part of the Project Management task, Mr. Garbe will communicate regularly with City staff regarding project status. Should questions arise throughout the project, Mr. Garbe will be available to City staff and will also be available for special coordination meetings with other stakeholders and neighboring agencies.

**Project Kick-off Meeting**

Shortly after receipt of Notice to Proceed (NTP), a project kick-off meeting will take place, which will be attended by representatives from the Iteris Team, City, and other project stakeholders, as appropriate. The purpose of this meeting will be to ensure that participants understand and support project goals, and everyone understands the scope of work and schedule.



**Task 11 Deliverables**

- Kick-off Meeting and Minutes
- Detailed Schedule
- Monthly Invoices

**TASK 12. FIELD RECONNAISSANCE & DATA COLLECTION**

Iteris completed the Field Reconnaissance and Data Collection under Phase A. Task 12 will be used to confirm any details from the inventory and plans developed in Phase A, as needed. Iteris will also collect existing data from stakeholders and adjacent agencies.

### TASK 12.1. Field Reconnaissance and Equipment Inventories

Iteris will complete an inventory and evaluation of the existing CTMS. Iteris will conduct fieldwork and discuss the system with City staff to document the City's traffic signal system, including such elements listed below.

- The general street network and configuration
- Location and distribution of traffic signals and other ITS field devices
- Communications system routing and infrastructure locations (including communications media, cabinet connections, etc., and communications architecture back to City facilities/TMC (as needed to supplement on-going fiber mapping task))
- Traffic signal controller hardware and software versions at the intersection
- Type of vehicular and pedestrian detection
- Central traffic management hardware and software
- TMC locations and infrastructure
- Speed/Red Light Running enforcement systems

### TASK 12.2. Collection and Review of Existing Data and Information

In parallel with Task 12.1, Iteris will collect existing documentation from the City, IDOT, and other stakeholder agencies related to as-built drawings of the traffic signal system assets. This will include the items identified below that the City is able to provide.

1. As-builts for the traffic signals and existing communications network
2. Traffic signal operations/signal timing sheets
3. Utility information and agreements
4. Agreements with IDOT and other agencies related to shared operations of traffic signals
5. Aerials
6. Traffic count data

In addition to the items referenced above, it is important to collect existing information from the City's IT department, as well as that of IDOT and stakeholder agencies. It is important to understand that this project will upgrade the City's traffic signal system and communication system from Serial to Ethernet. An understanding of the City's IT department's management of IP addressing and VLAN, and other IT standards, will feed into this project. This is equally important for the traffic signals that are shared with IDOT and other agencies, and how best to upgrade these traffic signals to Ethernet under the premise of a shared traffic signal.



#### Task 12 Deliverables

- Inventory Database Updates (if needed)

## TASK 13. MASTER PLAN UPDATE

A CTMS Master Plan was developed in Phase A of the CTMS development. In Task 13, Iteris will update the Master Plan, as needed, based on any changes that result in the design of Phase B. At minimum, it is anticipated that the Master Plan will need to be revised to accurately reflect the definition of Phase B, once its limits are known.

The Master Plan objective is to develop a multi-phase process and provide core strategies and a "roadmap" for upgrading the City's traffic signal system to the new citywide CTMS, including a plan for improved citywide communications to the traffic signals and possibly other City assets to achieve a Smart City digital backbone. Iteris will prepare the draft and final revised Master Plan, based on the details of the other project tasks,

including client and stakeholder meetings comments. The Master Plan will detail the phased deployment of the recommended infrastructure solutions including existing and planned future infrastructure base maps, traffic signal system upgrades, current and future roadside ITS devices, and other strategies as appropriate, while also addressing future needs.

The CTMS Master Plan will serve as the City’s Project Development Report (PDR) that will serve as the basis for the design of the Phase B Project (Task 15) and future phases.



**Task 13 Deliverables**

- Draft Master Plan (Revised)
- Final Master Plan (Revised)

**TASK 14. CTMS CENTRAL SOFTWARE PROCUREMENT**

Central Software is being procured under Phase A. CTMS Central Software Procurement Services (Task 14) are not anticipated to be needed at this time for Phase B.

**TASK 15. DESIGN ENGINEERING - PLANS, SPECIFICATIONS, AND ESTIMATES (PS&E)**

The precise limits of Phase B of the CTMS Project will be decided in consultation with the City, based on the priorities of the City and funding available to the City at the time of the design.

Iteris’ scope and fee assumes the existing hybrid fiber has functioning single mode fiber, and that no new fiber interconnect or interconnect conduit is required. The fiber needs to be tested by others.

**TASK 15.1. 35% Conceptual Design (Base Sheet Preparation)**

For the Phase B project, Iteris will complete a thorough field inventory (traffic signals and communication infrastructure) and complete base design sheets at 40 scale. If necessary, Iteris will update and finalize the Phase B project design report (PDR) with a preliminary 35% conceptual design showing recommended conduit placement, splice points, fiber termination equipment, city facility connections, and Ethernet equipment. The report will include a conceptual construction cost estimate. The Phase B PDR will identify any potential issues, solutions, and opportunities for each phase of the project. The improvement recommendations and concept plans will be approved by the City before proceeding to the next step.



**Task 15.1. Deliverables**

- Base Plans at 40 scale
- 35% Conceptual Plans and Estimate

**TASK 15.2. Traffic Signal System Modification Plans**

Following approval of project deliverables (Task 15.1), Iteris will initiate the detailed design, in compliance with IDOT’s BLRS (Bureau of Local Roads and Streets) standards (required to be compliant with the MFT (Motor Fuel Tax) and specifications (Task 15.3). City standards will be incorporated where appropriate, but IDOT BLRS will take precedence. The plans will include all existing and proposed traffic signal facilities pertaining to the new communications network, traffic signal upgrades, and ITS deployments, accompanied by detailed general and construction notes, conductor schedules, fiber assignments, and necessary details for the construction of the CTMS. The design plans will be submitted for City review up to three times at 65%, 95%, and final progress level. Iteris will be available for any additional round of City review and addressing comments.

The detailed design of the communication improvements will be developed at 40-scale using 10-scale blowups for the individual cabinet upgrades (excluding traffic signals receiving modifications beyond cabinet upgrades, which will have individual plan sheets for each traffic signal). Any new conduits containing fiber optic cable will include a trace wire that can also serve as a future pull wire. The final PS&E for communications improvements will be included in the total PS&E package of the project.

### Traffic Signal Improvements - Design Elements

Detailed design activities for the traffic signal improvements will be based on the following requirements and design elements:

- New Advanced Traffic Signal Controllers – based on the CTMS vendor procurement.
- New detection systems, if applicable.
- IP CCTV cameras at strategic locations determined in the Master Plan.
- DMS and other ITS devices, if part of Phase B recommendations.
- Traffic signal modifications (rewire) or full traffic signal upgrades, if part of Phase B recommendations.

The detailed design of the signal improvements will be developed at 20-scale and will include all existing signal features such as conduit, signal poles, conductors, pull boxes, etc. The final PS&E for communications improvements will be included in the total PS&E package of the project.

### Utility Coordination

Iteris will research and establish the record location of all utilities within the project limits. Utility coordination on the project will be ongoing and will generally consist of the following subtasks:

- Iteris will request a utility contact list from the City. Notify each utility in writing, of the City's proposed plans and schedule and request copies of record drawings or atlas maps of existing and proposed facilities within the project boundary.
- Obtain existing dry and wet utility plans/records within the project limits. Once the plans are completed, Iteris will send them to all utility companies affected by the project.
- Obtain plans showing the location and size of all utility lines and appurtenances within the project area.
- Prepare a Utility Notification Log to track utility company contacts and responses including contact information and dates of all outgoing and incoming correspondence.
- 35%, 65%, and 95% plans prepared in Task 6 will be submitted to any affected utility companies for their review and comment.

### Fiber Assignment - Design Elements

The communication design will include comprehensive fiber assignment schematics that show in detail the fiber strands assignment for each use from every device. The design will provide fiber assignment schematics showing the fiber strand assignments by color/strand number and their routing. Since the communication architecture will be Ethernet/IP on fiber (supported by wireless/cellular), the same strand of fiber will also be used for other devices deployed at the signalized intersection, including future CCTV cameras or any other ITS devices along the corridor. The fiber assignment plans will be submitted in combination with the design.

This submittal will reflect all applicable comments provided by the reviewing parties. The final design plans will show all necessary information in adequate detail to permit construction and indicate and delineate all details necessary for a construction contractor. Final construction cost estimates will be provided in the form

of a bid schedule. A detailed breakdown of project tasks, materials, components, etc. will be included in the bid package. The bid package will include detailed bid item descriptions for each bid listed in the bid schedule and prepared for soliciting construction bids. The item descriptions and quantities will be used as a basis to prepare the project bid list, and technical specifications will be prepared for all the work items needed to complete this project.

Iteris will prepare an engineer's construction cost estimate to be included in the 95% and final submittals. A final Contract Item List (Bid Sheet) for all work items shown on the plans will be prepared for the final submittal. The cost estimate will include quantities and unit costs with backup information as necessary.



### Task 15.2. Deliverables

- 65%, 95%, and Final PS&E (Digital Files Included)

### Task 15.3. – Proposal Booklet and Specifications

Iteris will prepare specifications and contract documents according to the most recent IDOT specifications and special provisions. These specifications will be submitted along with the plans to the City with the 95% and final submittals for approval. Iteris will develop required technical special provisions relating to the design work that does not already exist. These specifications will follow the IDOT specification format and clearly describe the work to be performed, the materials to be used, and the process to be followed.

A complete proposal booklet will be prepared for project letting. This booklet will follow all MFT procedures laid out in the IDOT Bureau of Local Roads & Streets Manual and will include all required forms to ensure proper funding of the project.

### Task 15.4. – Permits

Throughout plan development, Iteris will identify any areas of work where a permit from another agency will be required. Permits will be required for any proposed work within the right-of-way of a jurisdiction other than the City of Joliet. While others may arise during the project, it is known that IDOT Highway Permits will be required as part of this project. Much of the proposed work will be taking place within state right-of-way, which will require the project to follow the IDOT Highway Permitting process. Other possible permits could include Will County, Railroad, or other neighboring municipalities.

The IDOT Highway Permitting process requires that all plans be prepared following the IDOT Highway Standards and follow current MUTCD and District-specific guidelines. This includes the IDOT District 1 Traffic Signal Design Guidelines and District 1 Highway Standards. The permitting process with IDOT should start in the early stages of the design task. To initialize the process, a letter including the proposed improvement description, location maps, and detailed drawings must be sent to the District permit office. The review process can add a significant amount of time to this project, so this letter and plans will be sent as early as possible. After comments are received, Iteris will incorporate the changes and prepare the final permit forms. The actual Highway permit will not be approved until after the project is "let" and the Contractor is known.

## TASK 16. ASSISTANCE DURING BID PROCESS AND CONSTRUCTION ENGINEERING

It is anticipated that the City will award one contract for Phase B of the CTMS to acquire additional licenses for the CTMS software and to construct the field improvements based on the plans, specifications and estimates developed in Task 15, which will be a low bid procurement. Alternatively, portions of the project could be procured directly by the City, including the additional CTMS software licenses.

### Task 16.1. – Bid Assistance

In support of this task, Iteris will conduct the following activities:

- Attend pre-bid meeting (if necessary).
- Respond to bidders' questions on the PS&E package and CTMS RFP.
- Assist with preparations of addendum(s).

### Task 16.2. – Construction Engineering

Iteris will provide construction engineering services to the City. During construction, Iteris staff will help the City staff approve traffic control, review RFIs, daily reports, etc. Iteris will make on-site inspections to check the quality and quantity of the work performed by all trades, as needed. As necessary, Iteris will inspect construction to evaluate the Contractor's compliance with the intent of the construction documents. In support of this task, Iteris will conduct the following activities:

- Attend the pre-construction meeting and provide technical guidance regarding the PS&E package.
- Review project construction schedule.
- Respond to Requests for Information (RFIs) and, if necessary, revise and/or modify plans based on construction changes made in the field.
- Make regular site visits to observe construction activities.
- Be available for construction site visits to assist with the resolution of problems that arise during construction.
- Participate in the final walkthrough ensuring compliance with construction requirements and providing a thorough "punch-list" of items that must be corrected and/or completed to satisfy the project requirements.
- Prepare As-Built plans.

Given the nature of the work, it is assumed that full-time on-site observation is not necessary. Iteris plans to be on-site on average one day per week during construction. Accordingly, a field office will not be necessary.

Following construction, Iteris will coordinate with the City Construction Manager to develop as-built drawings. The City will provide Iteris with the red-line markups of changes made during construction and Iteris will transfer that information to the CAD drawings to provide the City with full-sized reproducible as-built plans.

## TASK 17. SYSTEM INTEGRATION

### Task 17.1. – System Integration

Iteris will provide full integration services for all proposed network devices and upgrades proposed in this project. This is work required for Phase B. This involves the activities to make the system fully operational and all the system elements are tested, configured, and all connections made to make all the individual project elements operate as a fully functional system. This begins with bench testing all the project elements to ensure each piece of hardware operates independently and then as a system when connected. This ensures the system operates effectively prior to being deployed in the field. The following are the steps involved in the integration process.

Iteris will complete the following activities for the Phase B project:

1. Creation of VLAN and IP addressing schema.
2. IP Network hardware configuration.
3. Assist in acceptance testing.

Additional services that Iteris can conduct include the following integration activities (not included in the current scope or fee):

- Iteris will work with City, IDOT, and other local agencies to ensure communication exists between the CTMS and shared traffic signals.
- Complete bench testing of all IP devices before turnover to the contractor for installation.
- Perform a one-day training to City staff on the City’s newly implemented traffic signal communication network and software and ITS devices.
- Create Acceptance Test Plan and conduct end-to-end acceptance testing.

Iteris will provide documentation on all network devices configured, including IP addressing and passwords, to ensure effective turnover of the traffic signal communication system to City staff.

**Task 17.2. – Hardware Procurement (Optional Task)**

Based on the details of the design in Task 15, the City may elect to have Iteris procure select hardware for the project. This hardware could include the IP hardware, such as Ethernet switches. The type, quantity and cost for the hardware will be defined during Task 15. In Phase A, this task was more efficiently completed by City staff. It is assumed that City staff will perform this work again for Phase B. If the City chooses to have Iteris perform this work, additional fees will be needed. Thus, this task is not included in the current scope and fee.

 **Task 17 Deliverables**

- System Integration Network Diagrams
- VLAN and IP Schema Documentation

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Joliet	Iteris, Inc.	Will	21-00546-00-TL

**EXHIBIT B  
PROJECT SCHEDULE**

N/A

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Joliet	Iteris, Inc.	Will	21-00546-00-TL

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

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. 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)

City of Joliet

CTMS Improvement Project - Phase B

Proposed Fee Schedule: version 1.0

TASK			Alex Garbe Project Manager	Christos Achillides Advisor	Cliff Heise Senior Advisor	Brien Funk Task Lead - Design	Adam Dancyk Task Lead - Master Plan	Tuan Nguyen Systems Integration	Kristal Bassett Senior Project Engineer	Anthony Maravillas Project Engineer	Elijah Vignet-Kotze Associate Engineer	Thomas Zugell Assistant Engineer	TOTAL HOURS	TOTAL COST	ODC	
		FY25 Rates	\$261	\$264	\$308	\$238	\$239	\$229	\$180	\$138	\$163	\$138				
		FY26 Rates	\$271	\$275	\$320	\$248	\$249	\$238	\$187	\$144	\$169	\$144				
		FY27 Rates	\$282	\$286	\$333	\$258	\$259	\$248	\$195	\$150	\$176	\$149				
FY25 Rates	<b>Task 11</b>	<b>Project Management (6 months excluding Construction)</b>	<b>18</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>\$ 9,823</b>	<b>\$ 200</b>	
	11	Project Kick-off Meeting	6			6	4	2					18	\$ 4,409	\$ 200	
	11	Project Admin	12	4	4								20	\$ 5,414		
	<b>Task 12</b>	<b>Field Reconnaissance and Data Collection</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>32</b>	<b>\$ 6,032</b>	<b>\$ 200</b>	
	12.1	Field Reconnaissance and Equipment Inventories				8						8	16	\$ 3,012	\$ 200	
	12.2	Collection and Review of Existing Data and Information					8					8	16	\$ 3,020		
	<b>Task 13</b>	<b>Master Plan Update</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>\$ 4,904</b>	<b>\$ -</b>	
	13	CTMS Master Plan	2		2		10	6					20	\$ 4,904		
	<b>Task 15</b>	<b>Design Engineering - PS&amp;E for ATMS Phase 1</b>	<b>20</b>	<b>4</b>	<b>4</b>	<b>96</b>	<b>24</b>	<b>26</b>	<b>8</b>	<b>220</b>	<b>48</b>	<b>70</b>	<b>520</b>	<b>\$ 91,433</b>	<b>\$ -</b>	
	15.1	35% Conceptual Design	4	4	4	16	8		8	20	20		84	\$ 16,524		
	15.2	65% Traffic Signal System Design - Communications				8	8	12		40	12	12	92	\$ 15,713		
	15.2	65% Traffic Signal System Design - Traffic Signals				16				20	16	16	68	\$ 11,397		
	15.2	95% Traffic Signal System Design - Communications					4	8		24			36	\$ 6,108		
	15.2	95% Traffic Signal System Design - Traffic Signals				8				24			32	\$ 5,226		
	15.2	95% Traffic Signal System Design - Detail Sheets				2				12			14	\$ 2,136		
	15.2	Final Traffic Signal System Design - Communications	4				4	6		16			30	\$ 5,586		
	15.2	Final Traffic Signal System Design - Traffic Signals	4			4				16			24	\$ 4,208		
	15.2	Final Traffic Signal System Design - Detail Sheets				2				8			10	\$ 1,583		
	15.2	Utility Coordination				4				12		12	28	\$ 4,271		
	15.2	3rd Party Agency Coordination	4			4				8			16	\$ 3,102		
15.3	Proposal Booklet and Specifications - 95% Design	2			8							30	\$ 5,191			
15.3	Proposal Booklet and Specifications - Final Design	2			4						10	16	\$ 2,856			
15.4	Permits				20				20			40	\$ 7,533			
FY26 Rates	<b>Task 16</b>	<b>Assistance During Bid Process and Construction Engineering</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>93</b>	<b>0</b>	<b>0</b>	<b>185</b>	<b>\$ 36,846</b>	<b>\$ 2,600</b>	
	16.1	Bid Assistance	8			8	4		8			28	\$ 6,298	\$ 100		
	16.2	Construction Engineering	20			40	12		85			157	\$ 30,548	\$ 2,500		
	<b>Task 17</b>	<b>System Integration</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>124</b>	<b>\$ 28,159</b>	<b>\$ 2,000</b>	
	17.1	Systems Integration	12				12	80				20	124	\$ 28,159	\$ 2,000	
17.2	Hardware Procurement (Optional)											0	\$ -			
<b>SUB-TOTAL</b>			<b>80</b>	<b>8</b>	<b>10</b>	<b>158</b>	<b>74</b>	<b>114</b>	<b>8</b>	<b>313</b>	<b>48</b>	<b>106</b>	<b>919</b>	<b>\$ 177,196</b>	<b>\$ 5,000</b>	
													ODCs (Travel, expenses, etc.)		\$ 5,000.00	
													<b>TASK 1 - TASK NAME SUB-TOTAL</b>		<b>\$ 182,196.13</b>	



**Direct Costs Check Sheet**

Prime Consultant Name	PTB Number	State Job Number(s)
Iteris, Inc.		N/A
<input checked="" type="checkbox"/> Prime <input type="checkbox"/> Supplement		Date <u>09/04/24</u>

Consultant  
 Iteris, Inc.

Item	Allowable	Utilize <small>W.O. Only</small>	Quantity <small>J.S. Only</small>	Contract Rate	Total
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	<input type="checkbox"/>	5	\$59.00	\$295.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)	<input type="checkbox"/>	5	\$113.00	\$565.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost	<input type="checkbox"/>	5	\$12.50	\$62.50
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval	<input type="checkbox"/>	1	\$250.00	\$250.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	<input type="checkbox"/>	1,500	\$0.67	\$1,005.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	<input type="checkbox"/>	30	\$65.00	\$1,950.00
Vehicle Rental	Actual cost (Up to \$55/day)	<input type="checkbox"/>	5	\$55.00	\$275.00
Rental Vehicle Fuel	Actual cost (Submit supporting documentation)	<input type="checkbox"/>	130	\$4.25	\$552.50
Tolls	Actual cost	<input type="checkbox"/>	25	\$1.00	\$25.00
Parking	Actual cost	<input type="checkbox"/>	20	\$1.00	\$20.00
Overtime	Premium portion (Submit supporting documentation)	<input type="checkbox"/>			
Shift Differential	Actual cost (Based on firm's policy)	<input type="checkbox"/>			
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Project Specific Insurance	Actual cost	<input type="checkbox"/>			
Monuments (Permanent)	Actual cost	<input type="checkbox"/>			
Photo Processing	Actual cost	<input type="checkbox"/>			
2-Way Radio (Survey or Phase III Only)	Actual cost	<input type="checkbox"/>			
Telephone Usage (Traffic System Monitoring Only)	Actual cost	<input type="checkbox"/>			

Item	Allowable	Utilize W.O. Only	Quantity J.S. Only	Contract Rate	Total
CADD	Actual cost (Max \$15/hour)	<input type="checkbox"/>			
Website	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Advertisements	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Recording Fees	Actual cost	<input type="checkbox"/>			
Transcriptions (specific to project)	Actual cost	<input type="checkbox"/>			
Courthouse Fees	Actual cost	<input type="checkbox"/>			
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)	<input type="checkbox"/>			
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)	<input type="checkbox"/>			
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)	<input type="checkbox"/>			
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)	<input type="checkbox"/>			
Testing of Soil Samples*	Actual cost (Provide breakdown of costs to the Department for approval)	<input type="checkbox"/>			
Lab Services*	Actual cost (Provide breakdown of cost for each lab service to the Department's PM for approval)	<input type="checkbox"/>			
Equipment and/or Specialized Equipment Rental*	Actual cost (Rental - 2-3 quotes needed / Owned - provide depreciated value for IDOT approval)	<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
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		<input type="checkbox"/>			
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		<input type="checkbox"/>			
		<input type="checkbox"/>			
				Total Direct Cost	\$5,000.00

\*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