

**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 26, 2026

Troy Turner, P.E.
City of Collinsville Public Works Department
125 South Center Street
Collinsville, IL 62234
Sent via email to: tturner@collinsvilleil.org

Re: Clay Street Shared Use Path
Collinsville, IL

Dear Mr. Turner:

Thank you for providing us with the opportunity to submit our proposal for engineering services on this project. We propose to render professional engineering services connected to "Request for Proposal – Clay Street Shared Use Path" dated December 2, 2025 (hereinafter called "The Project") and as outlined in the attached scope of work.

Our Basic Services will consist of the following:

- Topographic and right of way survey.
- Utility coordination.
- Preparation of Environmental Survey Request.
- Preliminary design of a 2,200'-long stretch of shared use path on the north side of W Clay Street that includes sidewalk and lighting improvements along W Clay Street.
- Documentation of the preliminary design in a Project Development Report.
- Final plans, special provisions, and estimates for a state letting and construction.

The detailed scope of services is provided in the attached Estimate of Person House. The work will be completed generally following Illinois Department of Transportation (IDOT) and the Federal Highway Administration (FHWA) guidelines.

Basic Services do not include a PESA or PSI, proposed right of way exhibits or negotiations, or Construction Phase Services. However, these services can be negotiated at a later date should they be desired.

The total fees for the Basic Services are estimated at \$185,290. It is our understanding that the City will use CMAQ, MFT, and Capital Improvement funds to pay for these costs. Therefore, coordination with IDOT is required and we have prepared IDOT form BLR 5530 (supersedes BLR 5510) and BLR 5514 for your review and approval. If acceptable, please sign and submit copies of this proposal to IDOT for processing.

If you have any questions regarding the proposal or the project, please do not hesitate to contact us. As always, we appreciate our continued working relationship with the City.

Sincerely,
OATES ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Sarita Melendez".

Sarita Melendez, PE
Project Manager

A handwritten signature in blue ink that reads "Thomas L. Cissell, III".

Thomas L. Cissell, III, PE
Project Principal



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 Collinsville	Madison	25-00098-03-SP	
Project Number	Contact Name	Phone Number	Email
	Troy Turner	(618) 381-1013	tturner@collinsvilleil.org

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
W Clay Street	FAU 9126	0.42	
Location Termini			Add Location
Summit Avenue to N Morrison Avenue			Remove Location

Project Description

A shared use path will be constructed along the north side of Clay Street, which includes sidewalk improvements and pedestrian lighting improvements.

Engineering Funding	☒ Federal	☐ MFT/TBP	☐ State	☒ Other	Capital Improvement Funds
Anticipated Construction Funding	☒ Federal	☐ MFT/TBP	☐ State	☒ Other	Capital Improvement Funds

AGREEMENT FOR

☒ Phase I - Preliminary Engineering ☒ Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Oates Associates, Inc.	Tom Cissell	(618) 636-0074	tom.cissell@oatesassociates.com
Address	City	State	Zip Code
100 Lanter Court, Suite 1	Collinsville	IL	62234

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: 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.

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	\$185,290.00
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Subconsultant Total		
Prime Consultant Total		\$185,290.00
Total for all work		\$185,290.00

AGREEMENT SIGNATURES

Executed by the LPA:

The

Local Public Agency Type
City

 of

Local Public Agency
City of Collinsville

Attest:

By (Signature & Date)

--

By (Signature & Date)

--

Name of Local Public Agency

City of Collinsville

Local Public Agency Type

City

Clerk

Title

Mayor

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest:

Oates Associates, Inc.

By (Signature & Date)


--

Title

Project Manager

By (Signature & Date)



Title

Project Principal

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 Collinsville	Oates Associates, Inc.	Madison	25-00098-03-SP

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 Estimate of Person Hours			

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Collinsville	Oates Associates, Inc.	Madison	25-00098-03-SP

**EXHIBIT B
PROJECT SCHEDULE**

ANTICIPATED AUTHORIZATION: April 2026
 PROJECT DEVELOPMENT REPORT SUBMITTAL: April 2027
 PRE-FINAL PSE SUBMITTAL: November 2027
 FINAL PS&E SUBMITTAL: April 2028
 ROW CERTIFICATION: March 2029
 TARGET BID LETTING: April 2029

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
City of Collinsville	Oates Associates, Inc.	Madison	25-00098-03-SP

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?	☐	☒
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?	☐	☒
3	Was the scope of services for this project clearly defined?	☐	☒
4	Was public notice given for this project?	☐	☒

If yes, Due date of submittal: _____

Method(s) used for advertisement and dates of advertisement

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5	Do the written QBS policies and procedures cover conflicts of interest?	☐	☒
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	☐	☒
7	Do the written QBS policies and procedures discuss the methods of evaluation?	☐	☒

Project Criteria	Weighting
Team Organization	10%
Project Personnel	20%
Specialized Experience	15%
Core Service Experience	30%
Current Workload	10%
Completeness of Proposal	10%
Local Presence	4%
Participation of DBEs	1%

8	Do the written QBS policies and procedures discuss the method of selection?	☐	☒
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Selection committee (titles) for this project

--

Top three consultants ranked for this project in order	
1	
2	
3	

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	☐	☒
10	Were negotiations for this project performed in accordance with federal requirements.	☐	☒
11	Were acceptable costs for this project verified?	☐	☒
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?	☐	☒

Local Public Agency		Prime Consultant (Firm) Name		County		Section Number	
City of Collinsville		Oates Associates, Inc.		Madison		25-00098-03-SP	

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)?	☐	☒
14	QBS according to State requirements used?	☐	☐
15	Existing relationship used in lieu of QBS process?	☐	☐
16	LPA is a home rule community (Exempt from QBS).	☐	☐

EXHIBIT A

ESTIMATE OF PERSON HOURS

PROJECT: Clay Street SUP
 LOCATION: Collinsville, IL
 CLIENT: City of Collinsville
 FIRM: Oates Associates, Inc.
 JOB NO.: 225200
 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	TOTAL	SCOPE OF WORK
1.0 FIELD SURVEYS					20		8	32	22		64	24			170	2,200' on north side, additional 6 ramps on south side
1.1 horizontal & vertical control <i>subtotal:</i>					2				6		20	8			36	NAD 83 (2011) & NAVD 88, GPS derived
set control point monuments in field											4				4	assume 6 control points and 6 benchmarks
set control point coordinates & elevations / GPS											4				4	
traverse between control points in field									1		4				5	
elevation loop between benchmarks in field									1		8	8			17	grade control & benchmarks
office calculations / coordinates, elevations, closure					2				4						6	
1.2 topography <i>subtotal:</i>					6				14		44				64	
locate existing utilities					2				4		4				10	mark limits, contact JULIE & measure structure depths (assume 10 & inlets only / san manholes)
topo / profile / cross sections (surface features)					2				8		32				42	750' per day & additional ramps
project photos																done with field check
supplemental field surveys					2				2		8				12	Seminary improvements & misc pickup
1.3 drone survey <i>subtotal:</i>					4				2			16			22	for aerial only (no LIDAR)
preflight					2							4			6	flight path and risk assessment
ground control targets									1			4			5	set and tie in GCP & check pnts
flight									1			4			5	
post-processing					2							4			6	tag photos & setup Aerial CAD drawing
1.4 process survey data for CADD <i>subtotal:</i>					8		8	32							48	CADD platform (AutoCAD / MicroStation)
draw existing topo					2		4	12							18	
create & process TIN surface					2		4	12							18	
field review and edit topo & TIN					4			8							12	assume PM with JR for check & 1/2 day to update
1.5 staking <i>subtotal:</i>																assume not required
2.0 INTERSECTION DESIGN STUDY																n/a

EXHIBIT A
ESTIMATE OF PERSON HOURS

PROJECT: Clay Street SUP
LOCATION: Collinsville, IL
CLIENT: City of Collinsville
FIRM: Oates Associates, Inc.
JOB NO.: 225200
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	TOTAL	SCOPE OF WORK
3.0 PROJECT DEVELOPMENT REPORT		13			66				110						189	Assume processed as CE2 due to ROW needs.
3.1 preliminary forms & submittals <i>subtotal:</i>		2			8				22						32	
review funding application					2				2						4	
initial coordination meeting data form		1			2				4						7	
environmental survey request		1			2				8						11	biological & cultural surveys only
environmental survey request - special waste					2				8						10	No work on State ROW. Complete BDE 2737
3.2 meetings <i>subtotal:</i>		6			18				16						40	
bi-monthly coordination meetings		2			4				2						8	Assume one coordination meeting
public informational meeting		2			8				8						18	Anticipate one public meeting with exhibits
public hearing															n/a	
attendance sheets, sign-off sheets, fact sheet					2				6						8	for informational meeting / public hearing
meeting minutes & memoranda		2			4										6	
3.3 report <i>subtotal:</i>					4										4	
cover sheet					1										1	
table of contents					1										1	
summary of attachments					2										2	
3.4 analysis & text <i>subtotal:</i>		2			18				13						33	
location & existing conditions					2				2						4	traffic, structures, RR, contiguous sections
proposed improvement		1			2				2						5	need, policies, type of work, affects, variances, cost, ADA, adjacent sections
crash analysis					1				2						3	summary, data, countermeasures
right of way					1				2						3	impacts, displacements
prime farmland															n/a	
floodplain encroachment															n/a	
Phase I & II NPDES storm water permit requirements															n/a	
"404" permit															n/a	
special waste					2										2	PESA, REC's, PSI (Not included. Can be negotiated later.)
environmental survey					1				2						3	rivers, wetlands, archaeological & historic endangered species, wildlife impacts
Section 4(f) lands															n/a	
air quality					1										1	TIP conformance, hot-spot analysis, COSIM
noise					1										1	
work zone transportation management plans															n/a	
complete streets															n/a	
maintenance of traffic					2										2	
public involvement					2				2						4	summarize process, any opposition?
coordination LA-IDOT-FHWA		1			2										3	
other coordination																
summary of commitments					1				1						2	

EXHIBIT A
ESTIMATE OF PERSON HOURS

PROJECT: Clay Street SUP
LOCATION: Collinsville, IL
CLIENT: City of Collinsville
FIRM: Oates Associates, Inc.
JOB NO.: 225200
CONTRACT: Original

		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	TOTAL	SCOPE OF WORK
3.5	attachments & exhibits	subtotal:	3			10				43						56	prepare exhibits to include with PDR
	location / vicinity map & functional classification map					1				2						3	
	existing & proposed typical sections									2						2	see ROADWAY PLANS - typical sections
	structure master report																
	bridge condition report (BCR) & approval cover letter																n/a
	preliminary bridge design & hydraulic report approval letter																see HYDRAULIC REPORTS - permits
	railroad crossing drawing																n/a
	plan & profile sheets		1			2				12						15	see ROADWAY PRELIMINARY PLANS
	intersection design studies (IDS)																n/a
	spot map and/or collision diagrams					1				4						5	
	SCS and IDOA coordination																
	"404" permit correspondence																n/a
	environmental clearances & correspondence					2				4						6	biological, cultural & special waste sign-offs
	property owner signoffs and/or correspondence									4						4	re: public comments
	public meeting notifications									2						2	newspaper ad & property owner letter
	bi-monthly coordination meeting minutes																see - meetings (above)
	design variance request		1			2				8						11	Assume a variance for buffer or offset to buildings will be needed.
	detour or alternate route map									1						1	sidewalk closure
	other coordination		1			2				4						7	
3.6	submittals	subtotal:				8				16						24	
	print & submit draft PDR for IDOT / FHWA review					2				4						6	
	respond to review comments					4				8						12	
	plot, print & submit final PDR for IDOT / FHWA approval					2				4						6	
4.0	UTILITY & RAILROAD COORDINATION					18				24						42	
4.1	utilities	subtotal:				18				24						42	
	request type, size & location of existing facilities					2				8						10	send topo drawing to utilities
	verify type, size & location of existing facilities					2				8						10	send preliminary plans to utilities
	confirm conflicts & verify adjustment / relocation work					2				8						10	send pre-final plans & schedule to utilities
	coordination meetings with utilities					8										8	
	review utility adjustment / relocation plans from utilities					4										4	
	utility agreements																n/a. By City
4.2	railroads	subtotal:															
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

PROJECT: Clay Street SUP
 LOCATION: Collinsville, IL
 CLIENT: City of Collinsville
 FIRM: Oates Associates, Inc.
 JOB NO.: 225200
 CONTRACT: Original

EXHIBIT A
ESTIMATE OF PERSON HOURS

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	TOTAL	SCOPE OF WORK
10.0 DRAINAGE																n/a
11.0 PRELIMINARY PLANS - ROAD		11			65				216						292	
11.1 data collection/ criteria <i>subtotal:</i>		1			4				8						13	
develop design criteria		1			2										3	
develop existing & proposed typical sections					2				8						10	Assume 4 conditions. layout walks, drive entrances
pavement cores																
11.2 horizontal alignment <i>subtotal:</i>		1			5				12						18	Alignments for reference stationing only. This will be a warping plan.
set centerline location					1				4						5	
lay out pavement/ shoulders/ medians					1				2						3	follow ex sidewalk
review right-of-way requirements		1			2				4						7	
review utility conflicts					1				2						3	
11.3 vertical alignment <i>subtotal:</i>					3				10						13	Alignments for reference stationing only. This will be a warping plan.
set centerline profile					1				4						5	
review storm sewers/ culverts/ ditches					1				4						5	
review utility conflicts					1				2						3	
develop preliminary earthwork																n/a
11.4 preliminary design development <i>subtotal:</i>		4			27				108						139	
pavement analysis & design					1										1	
intersection / interchange geometrics design		2			4				24						30	4 intersection crossings @ 6hrs/ea
develop construction staging																n/a
guardrail/ barriers requirements																n/a
signage/ pavement markings					2				8						10	new decorative signage on north and south sides of street
utility relocation requirements					4				4						8	coord with RTM on light fixture placement
layout entrances		1			8				32						41	4 CE, 7 PE
s/w ramp layouts		1			8				40						49	8 ramps on north side, 8 ramps on south side

EXHIBIT A ESTIMATE OF PERSON HOURS

PROJECT: Clay Street SUP
LOCATION: Collinsville, IL
CLIENT: City of Collinsville
FIRM: Oates Associates, Inc.
JOB NO.: 225200
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	TOTAL	SCOPE OF WORK
11.5 preliminary plan development <i>subtotal:</i>		2			8				30						40	Assume 500'/sheet, so 5 P/P sheets
plan- alignment/ stationing/ curve data									2						2	
pavement/ shoulders/ medians/ curbs/ sidewalks		1			1				2						4	
intersections/ interchanges labeling					1				4						5	
intersection site distance		1			2				8						11	intersection sight triangles @ 4 intersections
entrances/ access roads labeling									2						2	
guardrail/ barriers															n/a	
bridge approach pavement															n/a	
construction limits									2						2	
right-of-way/ owners					1				4						5	
benchmarks/ control points					1				2						3	
profile- grades/ elevations/ curve data									2						2	
storm sewers/ culverts/ ditches labeling															n/a	
retaining walls															n/a	
parking															n/a	
lighting plan coordination					2				2						4	
11.6 preliminary cross-sections/ earthwork <i>subtotal:</i>		1			8				36						45	Approx 88 cross sections (every 25')
cut existing sections/ develop existing cross-section elevations		1			4				20						25	10-12 sheets
proposed roadway templates					2				8						10	
end areas/ earthwork estimate																not in scope
plot & label ROW					2				8						10	
11.7 submittals <i>subtotal:</i>		2			10				12						24	
preliminary alignment					2				2						4	
preliminary plan		1			2				2						5	
pre-final plan (field check)					4				4						8	
cost estimate		1			2				4						7	
12.0 FINAL PLANS - ROAD		13			82				181						276	
12.1 cover sheet <i>subtotal:</i>					2				9						11	
location map/ project limits									2						2	
index of sheets									1						1	
standard drawings index					1				2						3	Review and document list.
general notes					1				4						5	
12.2 quantities <i>subtotal:</i>		1			9				48						58	
pay items & code numbers					1				4						5	
pavement schedule & quantities					1				4						5	
entrances schedule & quantities					1				4						5	
storm sewer schedule & quantities																
pavement markings schedule & quantities					1				4						5	
removals schedule & quantities					1				4						5	
earthwork schedule & quantities																
other schedules & quantities					2				12						14	
summary of quantity schedule		1			2				16						19	

EXHIBIT A
ESTIMATE OF PERSON HOURS

PROJECT: Clay Street SUP
LOCATION: Collinsville, IL
CLIENT: City of Collinsville
FIRM: Oates Associates, Inc.
JOB NO.: 225200
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	TOTAL	SCOPE OF WORK
12.3 typical sections <i>subtotal:</i>					1				4						5	
existing/ proposed typical sections - label pay-items/ thicknesses					1				4						5	4 unique conditions.
structural pavement design table																n/a
12.4 construction detail sheets <i>subtotal:</i>		2			6				24						32	
side streets & entrances					1				4						5	
pavement details					1				4						5	
s/w ramp details/ sheets		2			4				16						22	refine preliminary
drainage structures																Not included.
retaining walls																Not included.
guardrail/ barriers																n/a
survey tie points																
12.5 intersection/ interchange sheets <i>subtotal:</i>		2			4				16						22	warping plans for ADA compliance @ 4 intersections
intersection/ interchange geometrics/elevations - checking/labeling		2			4				16						22	
pavement joint layouts																
ramp profiles/ superelevation tables																
ramp terminal details																
intersection/ interchange cross-section layout																
12.6 maintenance of traffic <i>subtotal:</i>		1			2				8						11	
develop construction staging																n/a. Contractor won't have to stage sidewalk work.
staging notes																
staging details																
detour plans		1			2				8						11	sidewalk detour
traffic control plans																
12.7 traffic signal plans <i>subtotal:</i>					1				4						5	
plan view																
cable diagram																
legends																
general notes																
detail proposed signal faces																
phase designation diagram																
sequence of operations table																
sign panel details					1				4						5	
12.8 specialty plan sheets <i>subtotal:</i>		1			3				12						16	
pavement markings					1				4						5	
signing plans		1			2				8						11	
lighting plans																by RTM
erosion control																Not included. Expect to be less than 1 acre of disturbance.
landscape plans																n/a. No trees added in this section

EXHIBIT A

ESTIMATE OF PERSON HOURS

PROJECT: Clay Street SUP
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 JOB NO.: 225200
 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	TOTAL	SCOPE OF WORK
12.9 road plan/profile sheets <i>subtotal:</i>		2			7				16						25	5 sheets at ~4 hrs/sheet
plan- alignment/ stationing/ curve data					1				2						3	
pavement/ shoulders/ medians					1				2						3	
intersections/ interchanges		1			2				4						7	
entrances/ access roads		1			2				4						7	
guardrail/ barriers																
storm sewers/ culverts/ ditches																
construction limits									2						2	
cross-references					1				2						3	sheet references
12.10 cross sections <i>subtotal:</i>					4				12						16	
hand edits					2				8						10	
proposed ditches/ culverts/ storm sewer																
proposed ROW limits					1				2						3	
earthwork end areas																
matchlines/ cross-references					1				2						3	
12.11 contract documents <i>subtotal:</i>		4			29				18						51	
check sheets					1				2						3	
supplemental specifications		1			4										5	
interim special provisions (BDEs)		1			4										5	
special provisions		2			16										18	
estimate of time					2				8						10	
estimate of cost					2				8						10	
12.12 bidding documents <i>subtotal:</i>																Not included
12.13 final PS&E submittal <i>subtotal:</i>					14				10						24	
plot and assemble final plans					2				4						6	
copy and review final CADD files					1				2						3	
copy and assemble computations					1				4						5	
copy and assemble contract documents					4										4	
final submittal and close-out					4										4	
obtaining signatures					2										2	
13.0 RIGHT OF WAY					14			22			8				44	Negotiations/Acquisitions to be negotiated later.
13.1 survey <i>subtotal:</i>					14			22			8				44	
research record information					2			4							6	plats and deeds from courthouse (assume 25 deeds)
review title reports					4			2							6	Assume 7
review locations in field / set survey limits					2			2							4	review ROW info from previous projects
locate and tie existing monumentation								2			8				10	Seminary to Hesperia set from streetscape, survey from Hesperia to Summit
reconcile monumentation with record information					2			4							6	incorporate ROW from streetscape project
establish existing ROW & property lines					4			8							12	Hesperia to Summit
13.2 documents <i>subtotal:</i>																Not included. To be negotiated later.
13.3 submittals <i>subtotal:</i>																Not included. To be negotiated later.
13.4 negotiations / acquisitions <i>subtotal:</i>																Not included. To be negotiated later.

EXHIBIT A
ESTIMATE OF PERSON HOURS

PROJECT: Clay Street SUP
LOCATION: Collinsville, IL
CLIENT: City of Collinsville
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JOB NO.: 225200
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	TOTAL	SCOPE OF WORK
14.0 CONSTRUCTION PHASE SERVICES																May be negotiated later.
15.0 ADMINISTRATION / MANAGEMENT		2			48				2						52	24 month schedule (not including ROW acquisition time)
15.1 subtotal:		2			48				2						52	
scope of work reviews					4										4	
scheduling					10										10	0.5-hr/mo
budget control					10										10	0.5-hr/mo
manpower planning					10										10	0.5-hr/mo
project team meetings (including start-up meeting)		1			2				2						5	
contract administration		1			2										3	subconsultant (RTM)
billings					10										10	0.5-hr/mo
16.0 QA/QC		20			22										42	May be included in other tasks for small projects.
16.1 QA/ QC plan subtotal:		2			4										6	adapt company plan to project
Develop QAQC Documentation Log and Plan		2			4										6	
16.2 submittal reviews subtotal:		18			18										36	
geotechnical reports																
drainage reports																
structure reports / TS&L drawings																
preliminary structure plans																
preliminary road plans		6			6										12	
pre-final plans		4			4										8	
final plans		4			4										8	
final documents		4			4										8	

EXHIBIT B PROJECT SCHEDULE

PROJECT: Clay Street SUP
LOCATION: Collinsville, IL
CLIENT: City of Collinsville
FIRM: Oates Associates, Inc.
JOB NO.: 225200
CONTRACT: Original

TASK	MONTHS	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026	Nov 2026	Dec 2026	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027	Jun 2027	Jul 2027	Aug 2027	Sep 2027	Oct 2027	Nov 2027	Dec 2027	Jan 2028	Feb 2028	Mar 2028	Apr 2028	May 2028	Jun 2028	Jul 2028	Aug 2028	Sep 2028
FIELD SURVEYS	1.1																														
PROJECT DEVELOPMENT REPORT	1.3																														
UTILITY & RAILROAD COORDINATION	0.3																														
PRELIMINARY PLANS - ROAD	1.9																														
FINAL PLANS - ROAD	1.8																														
RIGHT OF WAY	0.3																														
ADMINISTRATION / MANAGEMENT	0.3																														
QA/QC	0.3																														

MILESTONE	INITIAL OA SUBMITTAL	ANTICIPATED APPROVAL
ANTICIPATED AUTHORIZATION:	Apr 1, 2026	
PROJECT DEVELOPMENT REPORT TO DISTRICT:	April 30, 2027	June 30, 2027
PRE-FINAL PLANS TO DISTRICT:	November 30, 2027	February 15, 2028
FINAL PLANS TO DISTRICT:	Apr 14, 2028	April 28, 2028
LETTING:	Apr 20, 2029	

EXHIBIT D
COST ESTIMATE OF CONSULTANT SERVICES WORKSHEET
FIXED RAISE

Local Public Agency	County	Section Number
City of Collinsville	Madison	25-00098-03-SP
Consultant (Firm) Name	Prepared By	Date
Oates Associates, Inc.	Sarita Melendez	1/23/2026

PAYROLL ESCALATION TABLE

CONTRACT TERM	24	MONTHS	OVERHEAD RATE	151.79%
START DATE	4/1/2026		COMPLEXITY FACTOR	
RAISE DATE	7/1/2026		% OF RAISE	3.00%
END DATE	3/31/2028			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	4/1/2026	7/1/2026	3	12.50%
1	7/2/2026	7/1/2027	12	51.50%
2	7/2/2027	4/1/2028	9	39.78%

The total escalation = 3.78%

PAYROLL RATES

NOTE: RATES ARE AS OF JULY 1, 2025

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Local Public Agency

City of Collinsville

County

Madison

**EXHIBIT D
Section Number**

25-00098-03-SP

COST ESTIMATE WORKSHEET

Exhibit D Cost Estimate of Consultant Services Worksheet Fixed Raise

OVERHEAD RATE 151.79%**COMPLEXITY FACTOR** 0

TASK	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	DIRECT COSTS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
FIELD SURVEYS	170	7,779	11,808		2,567		22,154	11.96%
INTERSECTION DESIGN STUDY		-	-		-		-	0.00%
PROJECT DEVELOPMENT REPORT	189	9,729	14,768	200	3,211		27,908	15.06%
UTILITY & RAILROAD COORDINATION	42	2,112	3,206		697		6,015	3.25%
PRELIMINARY PLANS - ROAD	292	13,409	20,353	12,210	4,425		50,397	27.20%
FINAL PLANS - ROAD	276	13,447	20,411	12,210	4,437		50,505	27.26%
RIGHT OF WAY	44	2,271	3,448	2,450	750		8,919	4.81%
CONSTRUCTION PHASE SERVICES		-	-		-		-	0.00%
ADMINISTRATION / MANAGEMENT	52	3,515	5,335		1,160		10,010	5.40%
QA/QC	42	3,294	5,001		1,087		9,382	5.06%
		-	-		-		-	0.00%
Subconsultant DL					0		-	
TOTALS	1107	55,556	84,330	27,070	18,334	-	185,290	100.00%

139,886

City of Collinsville

Madison

25-00098-03-SP

City of Collinsville

Madison

25-00098-03-SP

City of Collinsville

Madison

25-00098-03-SP