

STATE OF ILLINOIS                    )  
  )  
COUNTY OF WINNEBAGO            )                    SS

**PAMPHLET PUBLICATION CERTIFICATION FORM**

I, Sally Jo Huggins, certify that I am the duly elected and acting Village Clerk of the Village of Winnebago, Winnebago County, Illinois.

I further certify that on FEBRUARY 14, 2023 the Corporate Authorities of the above municipality passed and approved Resolution No. 2023- 14 R, entitled, **“RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO SIGN ILLINOIS DEPARTMENT OF TRANSPORTATION DOCUMENTS RELATED TO THE EXPENDITURE OF MOTOR FUEL TAX FUNDS HELD BY THE VILLAGE FOR 2023 STREET PROJECTS”**, which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Resolution No. 2023- 06 R, including the resolution and a cover thereof, was prepared and a copy of the resolution was posted in the Village office located at 108 West Main Street, Winnebago, Illinois, commencing on February 14, 2023, and continuing for a least (10) days thereafter. Copies of the resolution were also available for public inspection upon request in the office of the Village Clerk located at the above Village office address.

**DATED** at Winnebago, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

(SEAL)

\_\_\_\_\_  
Sally Jo Huggins, Village Clerk

VILLAGE OF WINNEBAGO

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RESOLUTION NO. 2023 - 06 R

**RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO  
SIGN ILLINOIS DEPARTMENT OF TRANSPORTATION  
DOCUMENTS RELATED TO THE EXPENDITURE OF MOTOR  
FUEL TAX FUNDS HELD BY THE VILLAGE FOR 2023 STREET  
PROJECTS**

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ADOPTED BY THE BOARD OF TRUSTEES

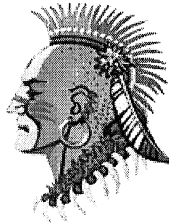
VILLAGE OF WINNEBAGO

THIS 13<sup>th</sup> DAY OF February, 2023

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Published in pamphlet form by authority of the Village Board of Trustees of the  
Village of Winnebago, Illinois, this 14<sup>th</sup> day of February, 2023

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## **VILLAGE OF WINNEBAGO**

### **RESOLUTION EXECUTIVE SUMMARY**

**Prepared by:** Village staff

**Committee:** Public Works Committee

**Committee Date:** February 7, 2023

**Resolution Title:** A Resolution to Authorize Village President to Sign Illinois Department of Transportation Documents Related to the Expenditure of Motor Fuel Tax Funds held by the Village for 2023 Street Projects

**Village Code:** Village of Winnebago Ordinances

#### **Budget Information:**

<b>Was Item Budgeted?</b> Yes	<b>Appropriation Amount:</b> Not exceed \$45,000.00
<b>If not, explain funding source:</b> N/A	
<b>ORG/OBJ/Project Code:</b> Line item # 15-46-850 <b>Budget Impact:</b> Not exceed \$45,000.00	

#### **Background Information:**

The Village of Winnebago receives funds from the State of Illinois for street maintenance and construction through the Motor Fuel Tax (MFT). These MFT funds may be used in the year that they are received or may be saved and used at a later time. These funds may be used solely for street projects or in addition to separate municipal funds in the general fund. If MFT funds are used for street projects, there are certain required documentation that is necessary to be provided to the Illinois Department of Transportation (IDOT).

With the aging of the streets throughout the Village of Winnebago, annual street maintenance is necessary to provide a safe and pleasant experience driving on the roadways in the village. Public Works Department has determined that these following streets are in need of maintenance for the 2023 budget year:

1. Greenlee Court from Mitchell Drive to the Western cul-de-sac
2. Mitchell Drive from Greenlee Court to Jessica Trail
3. Jessica Trail from Mitchell Drive to Gregory Way (does not include cul-de-sac)
4. Wallin Court from David Drive to the eastern cul-de-sac past Jarvis Drive
5. Jarvis Drive from Wallin Court to Hawkins Drive

The total estimated expense for the street maintenance including engineering costs is expected to be \$256,438.01. The amount to be used from Village MFT Funds is not to exceed \$45,000 for the time period of January 1, 2023 through December 31, 2023. The IDOT Estimate of Maintenance Costs shows the Village of Winnebago expected expenditure of MFT Funds for this project will be \$39,850. By the terms of the aforesaid IDOT Resolution for Maintenance Under the Illinois Highway Code, only those operations as listed and described on the approved IDOT Local Public Agency General Maintenance Estimate of Maintenance Costs form, are eligible for maintenance with Motor Fuel Tax funds during the specified period, but that allowed appropriation figure includes supplemental or revised estimates approved in connection with the aforesaid resolution.

**Recommendation:**

MFT Funds that are currently held by the Village of Winnebago or will be received by the Village of Winnebago be used in the amount not to exceed \$45,000 for street maintenance for the streets stated in the Background Information section. In order to utilize these MFT Funds, the Village President needs to be given authority from the Village Board to execute the following IDOT documents:

- A. Maintenance Engineering to be Performed by a Consulting Engineer**
- B. Resolution for Maintenance Under the Illinois Highway Code**
- C. Local Public Agency General Maintenance Estimate of Maintenance Costs**

**It is requested that the board authorize the Village President to sign the 3 IDOT documents listed above and authorize the expenditure of Village held MFT Funds up to the amount of \$45,000 for this project coming from line item 15-46-502 for Engineering MFT and line item 15-46-850 for MFT Road Project.**

**Contract/Invoice:**

See attached the three documents mentioned in the Recommendation part of this Executive Summary, along with Page 6 of the 2023 Budget showing MFT Funds to be expended in the amount of \$39,500 for fiscal year 2023.

**RESOLUTION NO. 2023- 026R**

**RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO SIGN  
ILLINOIS DEPARTMENT OF TRANSPORTATION DOCUMENTS  
RELATED TO THE EXPENDITURE OF MOTOR FUEL TAX FUNDS  
HELD BY THE VILLAGE FOR 2023 STREET PROJECTS**

**WHEREAS**, the Village of Winnebago maintains approximately 25 miles of streets in the village limits; and

**WHEREAS**, the Village of Winnebago does not have the means to repair all roads in the village at the same time; and

**WHEREAS**, the Village Public Works Department is tasked with the responsibility of maintaining these streets and for determining annually which roadways are in most need of maintenance and the level of maintenance for each roadway; and

**WHEREAS**, the Village of Winnebago, like most other municipalities in the State of Illinois, receives and relies upon Motor Fuel Tax (MFT) Funds to help pay for the maintenance and construction of its municipal roads; and

**WHEREAS**, the Village of Winnebago may use other funds in its General Fund to add to any MFT Funds in paying for the engineering and construction of road work in the village; and

**WHEREAS**, the Village of Winnebago intends to make repairs to the following roadways in the Village of Winnebago:

1. Greenlee Court from Mitchell Drive to the Western cul-de-sac
2. Mitchell Drive from Greenlee Court to Jessica Trail
3. Jessica Trail from Mitchell Drive to Gregory Way (does not include cul-de-sac)
4. Wallin Court from David Drive to the eastern cul-de-sac past Jarvis Drive
5. Jarvis Drive from Wallin Court to Hawkins Drive; and

**WHEREAS**, the total estimated cost for these street repairs is \$256,438.01 divided into Engineering Costs in the amount of \$29,501.72 and Street Repair Bid Contract in the amount of \$226,936.29 for the actual repair of the roads. The Village of Winnebago intends to use approximately \$39,850 in MFT Funds with \$3,850 being allocated to Engineering Expenses (Line Item – 15-46-502) for the project and \$36,000 being allocated to the street repair contract (Line Item – 15-46-850); and

**WHEREAS**, the Illinois Department of Transportation (IDOT) oversees the expenditure of MFT Funds and requires that certain forms be signed by the Village President before those MFT Funds may be used by the Village to pay for any street repair work; and

**WHEREAS**, there are 3 separate IDOT required forms to be signed by the Village President as follows:

1. Maintenance Engineering to be Performed by a Consulting Engineer
  2. Resolution for Maintenance Under the Illinois Highway Code
  3. Local Public Agency General Maintenance Estimate of Maintenance Costs;
- and

**WHEREAS**, the IDOT Resolution for Maintenance Under the Illinois Highway Code form provides appropriation of the sum of \$45,000.00 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2023 to December 31, 2023, with an indication that only those operations as listed and described on the approved IDOT Local Public Agency General Maintenance Estimate of Maintenance Costs form, including supplemental or revised estimates approved in connection with the aforesaid resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above; and

**WHEREAS**, it is the recommendation of the Village of Winnebago Public Works Department and the Village of Winnebago Public Works Committee that the Village President and Board of Trustees authorize the expenditure of these MFT Funds up to the amount of \$45,000 as stated in the IDOT documents and authorize the Village President to these stated IDOT documents and any other IDOT documents necessary to allow for this village street project to proceed without interruption.

**NOW THEREFORE, BE IT RESOLVED** by the President and the Board of Trustees of the Village of Winnebago, in the County of Winnebago, Illinois, as follows:

## **SECTION I**

The recitals set forth above are incorporated herein and made a part hereof.

## SECTION II

The Village President is authorized to execute all IDOT documents related to the expenditure of MFT Funds for the proposed street project expected to be completed in fiscal year 2023.

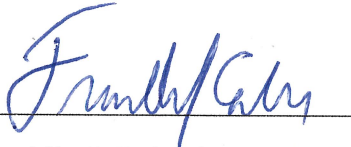
## SECTION III

The expenditure of up to \$45,000 from MFT Funds as stated in the IDOT Resolution is authorized from the Village MFT Fund Line Item: **15-46-502** for MFT Engineering related expenses and Line Item: **15-46-850** for Road Maintenance expenses.

## SECTION IV

This resolution shall be effective immediately upon its passage and approval as provided by law.

### APPROVED:



Franklin J. Eubank, Jr., President  
of the Board of Trustees of the  
Village of Winnebago, Illinois

### ATTEST:



Sally Jo Huggins,  
Village Clerk

PASSED:

2-13-2023

APPROVED:

2-13-2023

PUBLISHED IN PAMPHLET FORM:

2-14-2023



Local Public Agency

Village of Winnebago

County

Winnebago

Section Number

23-00000-00-GM

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14222), shall consist of the following:

**PRELIMINARY ENGINEERING** shall include:

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

**ENGINEERING INSPECTION** shall include:

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each maintenance group shall be applied to the total final cost of that group for the times which required engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

**SCHEDULE OF FEES**

Total of all Maintenance Operations:

☐ ≤ \$20,000 Base Fee

☒ > \$20,000 Base Fee = \$1,250.00

PLUS					
Maintenance Engineering Category	Preliminary Engineering		Engineering Inspection		Operation(s) to be Inspected
	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%		1%		
IIB	3%		3%		
III	4%		4%		
IV	5%	5%	6%	6%	1

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

BY:

Local Public Agency Signature & Date

Title

Village President

BY:

Consulting Engineer Signature & Date

Title

P.E. Seal & Date

**Approved:**

Regional Engineer, IDOT Signature & Date

## Instructions for BLR 05520

NOTE: Form instructions should not be included when the form is submitted.

This form shall be used by a Local Public Agency (LPA) to establish an agreement with a licensed professional engineer to provide engineering services for maintenance work funded in whole or in part with MFT funds.

For more information, see Chapter 5 of the Bureau of Local Roads and Street Manual (BLRS Manual).

For signature requirements, refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

Local Public Agency	Insert the name of the LPA
County	Insert the name of the county in which the LPA is located.
Section Number	Insert the section number assigned to this project.
Schedule of Fees	If the total of maintenance operations from BLR 14222 is less than \$20,000 then check the box for less than \$20,000 and insert the amount of base fee being charged by the consultant - this cannot exceed \$1,250.00. If the maintenance operations are equal to or greater than \$20,000 the base fee will be \$1,250.00 so that box should be checked. <b>ONLY ONE BASE FEE IS ALLOWED PER MAINTENANCE PERIOD.</b>
Plus	For each maintenance engineering category, there is an acceptable fee listed for preliminary engineering and engineering inspection. The acceptable fee % is the maximum that can be charged for the maintenance engineering category. Under negotiated fee % an amount needs to be inserted for the amount being charged by the consultant. The negotiated fee % cannot exceed the amount listed in the acceptable fee. For maintenance category IIA, only items that require inspection will be allowed to be charged for engineering inspection. Under operation to be inspected list the maintenance operation number from the estimate of cost which applies to the maintenance category.
Local Public Agency Signature	The LPA official will sign and date here, and insert their title.
Consulting Engineer Signature	The consulting engineer will sign and date here, and insert their title along with their PE seal and license expiration date.
IDOT Signature	Upon approval the IDOT regional engineer will sign and date here.

**A minimum of three (3) signed originals must be submitted to the Regional Engineer's District office. Following the IDOT's approval, distribution will be as follows:**

Local Public Agency Clerk  
District  
Engineer (Municipal, Consultant, County)



District	County	Resolution Number	Resolution Type	Section Number
2	Winnebago		Original	23-00000-00-GM

BE IT RESOLVED, by the President and Board of Trustees of the Village of Winnebago Illinois that there is hereby appropriated the sum of \_\_\_\_\_  
Governing Body Type Local Public Agency Type  
 Name of Local Public Agency

Forty Five Thousand and 00/100 Dollars ( \$45,000.00 )

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from

01/01/23 to 12/31/23  
Beginning Date Ending Date

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that Village of Winnebago  
Local Public Agency Type Name of Local Public Agency

shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Sally Jo Huggins Village Clerk in and for said Village  
Name of Clerk Local Public Agency Type Local Public Agency Type  
 of Winnebago in the State of Illinois, and keeper of the records and files thereof, as  
Name of Local Public Agency

provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

President and Board of Trustees of Winnebago at a meeting held on 02/13/23  
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_  
Day Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

**APPROVED**

Regional Engineer Signature & Date  
 Department of Transportation

## Instructions for BLR 14220

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number	Insert the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box, choose the type of resolution: -Original would be used when passing a resolution for the first time for this project. -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions. -Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement covered by the resolution.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Resolution Amount	Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().
Beginning Date	Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.
Ending Date	Insert the ending date of the maintenance period.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Name of Clerk	Insert the name of the LPA Clerk.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day the Clerk signed the document.
Month, Year	Insert the month and year of the clerk's signature.
Clerk Signature	Clerk shall sign here.
Seal	The Clerk shall seal the document here, if required. If a seal is required, electronic signatures should not be used.
Approved	The Department of Transportation representative shall sign and date here upon approval.

**A minimum of three (3) certified signed originals must be submitted to the Regional Engineer's District office OR email PDF completed form with electronic signatures to your local District LRS office.**

Following IDOT's approval, distribution will be as follows:

- Local Public Agency Clerk
- Engineer (Municipal, Consultant or County)



## Local Public Agency General Maintenance

Submittal Type 

### Estimate of Maintenance Costs

District Estimate of Cost for

Local Public Agency	County	Section Number	Beginning	Ending
Village of Winnebago	Winnebago	23-00000-00-GM	01/01/23	12/31/23

#### Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
Wallin Ct, Jarvis Dr, Mitchell Dr, and Greenlee Ct Maintenance	IV	Yes		LS	1	\$226,936.29	\$226,936.29	\$226,936.29
Total Operation Cost								\$226,936.29

#### Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor				
Local Public Agency Equipment				
Materials/Contracts(Non Bid Items)				
Materials/Deliver & Install/Materials Quotations (Bid Items)				
Formal Contract (Bid Items)	\$36,000.00		\$190,936.29	\$226,936.29
<b>Maintenance Total</b>	\$36,000.00		\$190,936.29	\$226,936.29

#### Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering	\$3,850.00		\$12,035.54	\$15,885.54
Engineering Inspection			\$13,616.18	\$13,616.18
Material Testing				
Advertising				
Bridge Inspection Engineering				
<b>Maintenance Engineering Total</b>	\$3,850.00		\$25,651.72	\$29,501.72
<b>Total Estimated Maintenance</b>	\$39,850.00		\$216,588.01	\$256,438.01

Remarks

#### SUBMITTED

Local Public Agency Official Signature &amp; Date

Title

County Engineer/Superintendent of Highways Signature &amp; Date

#### APPROVED

Regional Engineer Signature & Date  
Department of Transportation

## Instructions for BLR 14222 - Page 1 of 4

NOTE: Form instructions should not be included when the form is submitted

This form is used by all Local Public Agencies (LPAs) to submit their maintenance program and also submit their maintenance expenditure statements. A resolution (BLR 14220) must be submitted and approved by the Illinois Department of Transportation (IDOT) prior to incurring any expenditures. For items required to be bid the estimate of cost must be submitted prior to submittal of required bidding documents. Authorizations will be made based on the resolution and/or the approved contract/acceptance/material quotations documents.

The maintenance expenditure statement must be submitted within 3 months of the end of the maintenance period. Maintenance resolutions and estimates submitted for future maintenance periods after that date will not be processed until the delinquent maintenance expenditure statement has been submitted. Only one form needs to be completed per maintenance period, combine all operations on one form.

For additional information refer to the Bureau of Local Roads Manual (BLRS), Chapter 14. For signature requirements refer to Chapter 2, section 3.05(b) of the BLRS Manual.

For items being completed for the estimate all materials, equipment, labor and contract amounts are considered estimates. For estimates where LPA equipment is completed, an Equipment Rental Schedule (BLR 12110) must also be submitted for approval. When completing the form for the Maintenance Expenditure all items must be actual amounts spent.

**Maintenance** — From the drop down choose which type of document is being submitted. Choose Estimate of Cost if an estimate is being submitted, choose Maintenance Expenditure Statement if a maintenance expenditure statement is being submitted

**Submittal** — Choose the type of submittal, if this is the first submittal choose original, if revising a previous submittal choose, revised. If adding to a previous submittal choose supplemental.

**Estimate of Cost For** — Select the type of LPA submitting this form from the drop down. Types to choose are County, Municipality, or Road District/Township.

**Local Public Agency** — Insert the name of the Local Public Agency.

**County** — Insert the County in which the Local Public Agency is located.

**Maintenance Period**

**Beginning** — Insert the beginning date of the maintenance period.

**Ending** — Insert the ending date of the maintenance period.

**Section** — Insert the section number assigned to this project. The letters at the end of the section number will always be a "GM".

**Maintenance Operations** — List each maintenance operation separately

**Maintenance Eng. Category** — From the drop down choose the maintenance engineering category as it applies to the operation listed to the left. The definitions of the categories can be found in the BLRS Manual Chapter 14, section 14-2.04

**Maintenance Engineering Categories are:**

**Category I** — Services purchased without a proposal such as electric energy or materials purchased from Central Management Services' Joint Purchasing Program or another joint purchasing program that has been approved by the District BLRS or CBLRS.

**Category II-A** — Maintenance items that are not included in Maintenance Engineering Category I or do not require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution.

**Category II-B** — Routine maintenance items that require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance limited amounts of concrete curb and gutter repair, scour mitigation, pavement patching, and minor drainage repairs.

**Category III** — Maintenance items that are not covered by Maintenance Engineering Category I or Category II-B and require competitive bidding with a material proposal, a deliver and install proposal or material quotation.

**Category IV** — Maintenance items that are not covered by Maintenance Engineering Category I or Category II-B and require competitive bidding with a formal contract proposal.

## Instructions for BLR 14222 - Page 2 of 4

The instructions listed below only apply to the maintenance estimate of cost. For LPA's using Local Public Agency Labor and/or Local Public Agency Equipment Rental, the estimated amounts are only listed on those specific lines and are not to be included with each operation on the estimate of cost.

Insp Req — From the drop down choose No or Yes as it applies to the maintenance operation listed to the left. Items requiring no engineering inspection should be no.

Material Categories/Point of Delivery or Work Performed by an Outside Contractor — List the items for each operation on a separate line, grouping items for the same operation together, for the operation listed to the left. If work being done as a contract list work by contractor.

Unit — Insert the unit of measure for the material listed to the left, if applicable.

Quantity — Insert the quantity for the material listed to the left, if applicable.

Unit Cost — Insert the unit cost of the material listed to the left, if applicable.

Cost — No entry necessary, this is a calculated field. This is the quantity times the unit cost.

Total Maintenance Operation Cost — Insert the total of the Maintenance Operation Cost, for items done by a contract insert the estimated contract amount.

### Maintenance

Estimate of Maintenance Costs Summary — Under each item listed below, list the amount of estimated MFT funds, Rebuild Illinois (RBI) funds and local funds to be expended, if applicable. The total Estimated cost is a calculated field.

Local Public Agency Labor — Insert the estimated amount for LPA labor for all maintenance operations, if applicable.

Local Public Agency Equipment Rental — Insert the estimated amount for LPA equipment rental for all maintenance operations, if applicable.

Materials/Contracts (Non Bid Items) — Insert the estimated amount for materials and/or contracts for items the LPA is not required to bid, if applicable.

Materials/Deliver & Install, Material Quotations — For the operation listed to the left insert the estimate amount to be expended using a bidding process for material/deliver & install proposal and/or material quotations, if applicable.

Formal Contracts — Insert the total amount estimated to be expended on formal contracts. This will be for items required to be bid.

Total Estimated Cost — This is a calculated field and will be automatically filled in for each type. This is the sum of all funding for the item.

Total Maintenance Operation Cost — This is a calculated field, no entry is necessary. This is the sum of all items estimated to be expended on this operation.

Total Maintenance Cost — This is a calculated field, no entry is necessary. This is the sum of all maintenance operation costs.

Maintenance Engineering Cost Summary — For each item listed below, list under the funding type what the estimated amount to be expended for each item.

Preliminary Engineering Fee — Insert the amount of funds estimated to be expended for Preliminary Engineering, if applicable.

Engineering Inspection Fee — Insert the amount of funds estimated to be expended for Engineering Inspection, if applicable.

Material Testing Costs — Insert the dollar amount of funds estimated to be expended on material testing costs, if applicable.

### Instructions for BLR 14222 - Page 3 of 4

Advertising Costs — Insert the amount of funds estimated to be expended on advertising costs, if applicable.

Bridge Inspection Costs — Insert the amount of funds estimated to be expended on bridge inspection costs, if applicable.

Total Maintenance Engineering — This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.

Totals — This is a calculated field. It is the total of the estimated maintenance cost plus the estimated maintenance engineering cost.

These instructions apply to the Maintenance Expenditure Statement.

Maintenance Operation — Type in the name of the maintenance operation for which the amounts to the right will be completed. For a form that was completed as an Estimate of Cost and is now being changed to a Maintenance Expenditure Statement, this field will be completed from the estimate.

Maint Eng Category — From the drop down select the Maintenance Engineering Category that applies to the operation listed to the left.

LPA Labor — For the operation listed to the left insert the amount expended for LPA labor, if applicable.

LPA Equipment Rental — For the operation listed to the left insert the amount expended on LPA equipment rental if applicable.

Materials/Contracts (Non-Bid) — For the operation listed to the left insert the amount expended for materials and/or contracts that was not required to be bid, if applicable.

Materials/Deliver & Install/Material Quotations (Bid Items) — Insert the total amount expended on Materials Proposals, Deliver and Install proposals, Materials Quotations (Bid Items). This will be for items that were required to be bid.

Formal Contract — For the operation listed to the left insert the amount expended for items bid using the formal contract process, if applicable.

Total Operation Cost — This is a calculated field, it will sum the amounts expended for the operation listed to the left.

Operation Engineering Inspection Fee — For the operation listed to the left insert the amount of engineering inspection charged for this operation, if applicable.

Total Maintenance — This is a calculated field, no entry necessary. It is the sum of all maintenance operations.

Maintenance Engineering Cost Summary Preliminary Engineering Fee — Insert the dollar amount of funds spent on preliminary engineering for this maintenance section.

Engineering Inspection Fee — Insert the amount of funds expended for Engineering Inspection, if applicable.

Material Testing Costs — Insert the dollar amount of funds spent on material testing costs, if applicable.

Advertising Costs — Insert the dollar amount of funds spent on advertising costs, if applicable.

Bridge Inspection Costs — Insert the dollar amount of funds spent on bridge inspection costs, if applicable.

Total Maintenance Engineering — This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.

Total Maintenance Program Costs — Insert the total cost of the Maintenance and Maint. Engineering. The maintenance amount will be the amount from the Total Cost from the Maintenance Items table. The Maint. Eng will be the Maintenance Engineering Total from above.

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Contributions, Refunds, Paid with Other Funds — Enter the dollar amount of contributions, refunds or amounts paid with other funds for this maintenance section, if applicable, for both maintenance and maintenance engineering.

Total Motor Fuel Tax/Rebuild Illinois Portion — These are calculated fields, no entry is necessary. This is the sum of the total cost minus the amount paid with local funds.

Motor Fuel Tax Portion — Insert the amount of the total cost that was paid for with Motor Fuel Tax funds for Maintenance and Maint. Engineering, as applicable.

Motor Fuel Tax Funds Authorized — Insert the net amount of Motor Fuel Tax Funds authorized for each type.

Motor Fuel Tax Surplus/Deficit — These are calculated fields, no entry is necessary. This is the sum of the Total Motor Fuel Tax funds expended minus the amount of Motor Fuel Tax funds authorized. A positive number will result in a credit to the unobligated fund of the Motor Fuel Tax fund. A negative number means more funds were spent than authorized. If the negative number has a resolution to cover the overage, the item(s) that resulted in the overage have been approved by IDOT, and are covered in the overrun policy, this amount will be authorized. If these conditions are not met you must contact your District office for guidance.

Rebuild Illinois Portion — Insert the amount of the total cost that was paid for with Rebuild Illinois funds for Maintenance and Maint. Engineering, as applicable.

Rebuild Illinois Funds Authorized — Insert the net amount of Rebuild Illinois Funds authorized for each type.

Rebuild Illinois Surplus/Deficit — These are calculated fields, no entry is necessary. This is the sum of the Total Rebuild Illinois funds expended minus the amount of Rebuild Illinois funds authorized. A positive number will result in a credit to the unobligated fund of the Motor Fuel Tax fund. A negative number means more funds were spent than authorized. If the negative number has a resolution to cover the overage, the item(s) that resulted in the overage have been approved by IDOT, and are covered in the overrun policy, this amount will be authorized. If these conditions are not met you must contact your District office for guidance.

Difference — No entry necessary, this field is automatically calculated. It is the difference between Total Motor Fuel Tax/Rebuild Illinois Portion for Maintenance and Maint. Engineering. The fields must equal zero; if not, review the amounts inserted under Motor Fuel Tax and Rebuild Illinois need to be corrected.

Remarks — Enter remarks as applicable covering the items entered.

Certification — Upon submittal of this form as the maintenance expenditure statement the LPA official shall check this box as certification.

#### End of instructions for Maintenance Expenditure Statement

Submitted

Local Public Agency Official — The proper official shall sign, insert their title and date here. For Estimates of Cost covering a Township/Road District the road commissioner shall sign and date as Local Public Agency Official. For Municipalities the municipal official shall sign and date here.

County Engineer/Superintendent of Highways — For County project and/or Township/Road District projects the county engineer/superintendent of highways shall sign here.

Approved — Upon approval the Regional Engineer shall sign and date here. This approval is subject to change based upon a documentation review by the Department.

A minimum of three (3) signed originals must be submitted to the Regional Engineer's District office.  
Following the Regional Engineer's approval, distribution will be as follows:

Local Public Agency Clerk  
Engineer (Consultant or County Engineer)  
District File