

IDOT Region 5 - District 8/ACEC Liaison Committee Meeting

Date: November 12, 2025
Time: 9:30am-11:55am
Location: IDOT District 8 Office

I. Welcome and Introductions

- A. Housekeeping
 - a. Introductions
 - b. Attendance sheet passed around.

II. ACEC Briefing – Kevin Artl, President and CEO of ACEC Illinois (10 minutes)

- A. IDOT updates
 - a. Vehicle rate increased to \$90.
 - b. PTB 218
 - i. November letting decreased in advance of PTB 218.
 - ii. DBE recertification is causing delays in project scheduling.
 - iii. Discussions held with the Secretary and Governor to discourage delaying projects.
 - iv. The bulletin included around 35 items; ACEC noted it could have been worse.
 - v. ACEC's position is that PTB 219 must be fully populated, regardless of DBE recertification.
 - c. DBE recertification
 - i. ACEC commends IDOT's recertification process.
 - ii. DBE's should expect to be contacted regarding whether they will seek recertification or not.
 - iii. PTB 219 should have about 20 items that were pushed from 218 and should have DBE goals.
 - iv. DBE language will be removed from contracts that have already been awarded but not yet executed.
 - 1. Expectation is that team utilization will remain the same.
 - d. Meeting with transportation secretary
 - i. Hiring process improvements noted.
 - ii. Goal to reduce contract execution time to under 90 days. Looking into setting up a task force to make this possible.
 - iii. ACEC advocated for more lump sum contract opportunities, believing they benefit both IDOT and consultants.
 - e. Budget
 - i. Local Road Grants
 - 1. \$400 million in local road grants was awarded two years ago.
 - 2. MYP out in September due to evaluating requests for grants.
 - 3. Intent is to run this program again next year.
 - ii. Transit fiscal cliff
 - 1. 1% sales tax from motor fuels tax set aside for road fund and applied to transit to address \$1.5 billion fiscal cliff.

- a. Typically, this money is delayed and doesn't amount to as much as projected on paper.
 - b. These funds are not lockbox protected and had to be fought for every year.
 - 2. Rebuild Illinois typically exceeds funding expectations.
 - iii. Tollway increases anticipated.
 - B. Various upcoming ACEC events were discussed.
- III. **IDOT District 8 Update – Joe Monroe & Phil Coppernoll**
- A. Open positions have been submitted to CMS.
 - B. Recent IDOT D8 retirements discussed.
 - C. Complex projects meeting
 - a. 6 states participated.
 - i. Differences between various state's processes discussed.
 - D. Multi Year Plan Update Presentation
 - a. FY26-31
 - i. \$3.8 billion allocated for state highway projects in District 8.
 - ii. \$319 million allocated for preservation.
 - b. Completed and ongoing projects in District 8 were discussed.
 - E. Various-Variety Work Orders and Invoicing
 - a. Handout distributed.
 - b. Phil Coppernoll discussed proper practices and procedures for invoicing, particularly invoicing for various-various contracts
 - c. Must submit to DOT.D8.ConsultantInvoicing@illinois.gov.
 - i. Email subject and naming convention discussed.
 - d. Information will be sent out at kickoff meetings for projects.
- IV. **Subcommittee Reports (20 minutes)**
- A. Chairs and IDOT representation listed for each subcommittee.
 - B. Innovative Project Delivery
 - a. Currently evaluating process improvements.
 - C. Design
 - a. Met seven times; various design topics discussed.
 - D. Drainage
 - a. Schedule coordination with IDOT ongoing.
 - b. Currently working on culvert protocols and hydraulic reporting updates.
 - c. Update given on coordination with federal agencies and the effects of the federal government shutdown.
 - E. High School Outreach
 - a. Emphasis last year was to get people into high schools with E squared program.
- V. **Presentation (45 minutes)**
- Making Digital Delivery Work for You
by Michael Zorn, PE, PMP – Vice President with Lochner
John Clark, PE – Executive Vice President with Peralte-Clark
- VI. **The meeting was adjourned at 11:55 a.m.**

Work Orders & Invoices for Various-Various Contracts

- The information provided herein applies to all various-various (work order) contracts after PTB 184 initiated by IDOT D8 – Studies and Plans (D8 S&P).
- When developing a Work Order, the pay rates are limited to the maximum values shown in the agreement. This sets the upper limit for payroll and overhead for the work order. The maximum allowable rate is the current maximum determined by IDOT's Consultant Services Section in the Central Office.
- When invoicing, you are allowed to exceed the hourly rates to match your payroll, however, the maximum payroll and overhead cannot exceed the maximum allowable amount which was developed using the process in the bullet point immediately above this one.
- The rules listed above were derived from negotiations between IDOT's Consultant Services Section in the Central Office and Consultant Engineering Companies who do work for IDOT.

Work Order Process:

- The person administering the contract on behalf of D8 S&P (IDOT PM) solicits work from the Consultant. A work order is then developed. The format, focus, scope of work, schedule, etc... will vary depending on type of work and will vary from one IDOT PM to another.
- The Consultant team is responsible for preparing manhour estimates. Manhour negotiations vary from one IDOT PM to another.
- Once directed by the IDOT PM, the Consultant team shall prepare the CECS and submit it to the IDOT PM. The Consultant is responsible for selecting the correct form (BDE 3604 for Anniversary or BDE 3608 for Fixed) using the current form which is available in the following location:

<https://idot.illinois.gov/resources/forms.html>

To find form, filter the topic by selecting Design and Environment in the drop down. Follow the instructions on the forms, unless modified herein.

- The IDOT PM will review the CECS and once agreed to, will request final Consultant Signatures on the WO. The consultant will then package the signed WO, CECS, Direct Costs, etc... for signature at the District. Once signed, the IDOT PM will notify the Consultant team to proceed. Typically, a scanned copy of the executed WO is provided via email with a written message to proceed.
- IDOT PM has been instructed to pay attention to the technical mix. For some, more specialized disciplines, there are cases where more senior, higher paying positions will weigh more heavily, but in general, the CECS should use a balanced approach with the payroll identified in the agreement. Note: only job titles and payrolls listed in the

agreement can be used in the CECS and billed in invoices. A supplement is required to add job titles and their associated hourly rates.

Invoicing Process:

- Consultant should invoice regularly (monthly if possible) using the current version of the form BDE 430 which is available in the following location:

<https://idot.illinois.gov/resources/forms.html>

To find form, filter the topic by selecting Design and Environment in the drop down. Follow the instructions, unless modified herein, and check the “Work Order” box.

- Consultant should not submit more than one invoice per month for the same work order but can submit more than one invoice per month when there are multiple work orders.
- As noted above, the Consultant is allowed to bill hourly rates above the maximums shown in the agreement and the CECS, but are in no way allowed to exceed the maximum values for payroll and overhead for the Work Order.
- As noted above, only job titles listed in the agreement can be billed on an invoice. A supplement is required to add job titles.
- The prime consultant is responsible for reviewing, signing, and checking the progress of the subconsultant’s invoices. Prime consultants can combine multiple sub invoices into one but should ensure each one is approved and provide complete documentation of the sub’s invoices in the overall invoice.
- Consultant should submit invoice to following email address:

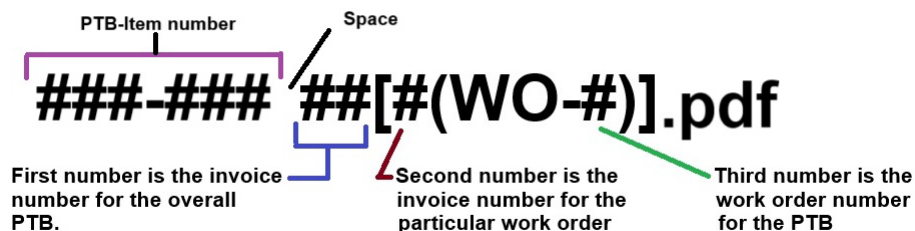
DOT.D8.ConsultantInvoicing@illinois.gov

This ensures the invoice is timestamped as received. The timestamp is the official clock for interest calculations. It’s a good idea to cc the IDOT PM to ensure the PM is aware invoices have been submitted. After being timestamped, the IDOT PM receives a copy of the invoice to review.

- The subject line in the submittal email should read as follows:

PTB ###-### Invoices

- The pdf file names should be labeled as follows:



- The reason for the naming convention is that IDOT requires certain naming conventions to track overall progress and funding. The spreadsheet is shown below.

CONTRACT SUMMARY SHEET										October 31, 2025	
CONSULTANT: <div>PTB</div>		Prime Agreement: \$ 1,000,000.00									
ROUTE Various		Less WO orders assigned: (\$800,578.00)		(total amount WO assigned)							
SECTION Various		Plus Closed/Inactive WO remainders: \$ 92.96									
COUNTY Various		Unassigned WO Fee: \$ 199,514.96		(based on open/closed invoices)							
		Contract Remaining: \$ 555,627.49		(based on reported invoice amounts)							
Work Order Assignments											
WO#	Description	Payroll	Overhead	Direct Costs	Fixed Fee	Service By Others	Total Fee	WO Earned	WO Remaining	Status	
1	<div></div>	\$5,356.00	\$9,620.00	\$0.00	\$1,768.00	\$0.00	\$16,744.00	\$16,651.04	\$92.96	Closed	
2		\$8,059.00	\$14,747.00	\$0.00	\$2,660.00	\$0.00	\$25,466.00	\$13,222.03	\$12,243.97	Open	
3		\$55,001.00	\$98,782.00	\$201.00	\$18,923.00	\$22,361.00	\$195,268.00	\$158,174.50	\$37,093.50	Open	
4		\$42,530.00	\$76,382.00	\$1,201.00	\$14,458.00	\$12,285.00	\$146,856.00	\$121,285.38	\$25,570.62	Open	
5		\$54,301.00	\$97,523.00	\$701.00	\$18,364.00	\$12,940.00	\$183,829.00	\$117,698.40	\$66,130.60	Open	
6		\$14,660.00	\$20,400.00	\$0.00	\$4,838.00	\$0.00	\$39,898.00	\$6,579.96	\$33,318.04	Open	
7		\$65,345.00	\$90,933.00	\$210.00	\$22,018.00	\$14,011.00	\$192,517.00	\$10,761.20	\$181,755.80	Open	
Insert a Row		Delete a Row	Contract Totals:	\$245,252.00	\$408,387.00	\$2,313.00	\$83,029.00	\$61,597.00	\$800,578.00	\$444,372.51	\$356,205.49
Overall Tracking			Prime		Subconsultants					DBE Services	
The Date of Period Ending	Invoice Number	Maximum Payable per WO Remaining	Invoice Total	Service By Prime	Service By Others	Service By Others	Service By Others	Service By Others	Service By Others	Amount Earned for Invoice Period per WO	
				DBE	Non-DBE	Non-DBE	Non-DBE	Non-DBE	Non-DBE		
04/30/24	11(1WO-1)	\$16,744.00	\$16,651.04	\$16,651.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,651.04	
06/30/24	21(1WO-3)	\$195,268.00	\$73,076.72	\$70,416.30	\$2,660.42	\$0.00	\$0.00	\$0.00	\$0.00	\$73,076.72	
09/03/24	3(2WO-3)	\$122,191.28	\$27,406.57	\$27,406.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,406.57	
09/03/24	4(1WO-4)	\$146,856.00	\$81,676.18	\$81,676.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$81,676.18	
09/30/24	5(3WO-3)	\$94,784.71	\$34,781.22	\$34,781.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,781.22	
10/31/24	6(4WO-3)	\$60,003.49	\$17,250.86	\$13,232.18	\$4,018.68	\$0.00	\$0.00	\$0.00	\$0.00	\$17,250.86	
10/31/24	7(2WO-4)	\$65,179.82	\$15,296.21	\$7,780.65	\$7,515.56	\$0.00	\$0.00	\$0.00	\$0.00	\$15,296.21	
10/31/24	8(1WO-5)	\$183,829.00	\$33,907.49	\$30,547.12	\$3,360.37	\$0.00	\$0.00	\$0.00	\$0.00	\$33,907.49	
12/31/24	9(5WO-3)	\$42,752.63	\$1,843.96	\$1,843.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,843.96	
10/31/24	10(3WO-4)	\$49,883.61	\$24,035.32	\$24,035.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,035.32	
12/31/24	11(2WO-5)	\$149,921.51	\$22,790.78	\$22,790.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,790.78	
01/31/25	12(4WO-4)	\$25,848.29	\$277.67	\$277.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$277.67	
01/31/25	13(3WO-5)	\$127,130.73	\$29,213.11	\$29,213.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,213.11	
01/31/25	14(1WO-6)	\$39,898.00	\$6,579.96	\$6,579.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,579.96	
03/31/25	15(4WO-5)	\$97,917.62	\$31,787.02	\$31,787.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,787.02	
01/31/25	16(1WO-2)	\$25,466.00	\$13,222.03	\$13,222.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,222.03	
05/05/25	17(6WO-3)	\$40,989.67	\$3,815.17	\$129.34	\$3,685.83	\$0.00	\$0.00	\$0.00	\$0.00	\$3,815.17	
07/31/25	18(1WO-7)	\$192,517.00	\$10,761.20	\$10,761.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,761.20	
Insert a Row		Delete a Row	Totals:	\$423,131.65	\$21,240.86	\$0.00	\$0.00	\$0.00	\$0.00		
			Percentages:	42.31%	2.12%	0.00%	0.00%	0.00%	0.00%		
										PASSWORD:	

- The IDOT PM will review and send any markups via email in pdf's. Revisions reset the timestamp; therefore revise the date on the invoice and submit the revised invoices to the following email address:

DOT.D8.ConsultantInvoicing@illinois.gov

- Tips for filling out the WO invoice: see images on following sheets
 - Prime is responsible for verifying accuracy of Sub invoices and progress report and should sign CPFF tab and progress report, unsigned invoices will be returned
 - Consultant is responsible for entering invoice information into EPAS prior to submitting invoice, be sure to include date at bottom of CPFF tab, if date is missing, invoice will be returned
 - Signatures are required, but wet signatures are not
 - After the IDOT PM has signed and approved the invoice, there are additional reviews conducted at the district level, then the invoice is forwarded to the central office for final processing and payment



** Overhead rate is the approved rate for the majority of the invoice period. Rates which are being reviewed cannot be used.

To: Lora Rensing, P.E. - Director of Highways Project Implementation
Illinois Department of Transportation
1102 Eastport Plaza Drive
Collinsville, IL 62234-6198

As of 10/31/25

Overall invoice number for the PTB (the first set of numbers in the naming convention)

These fields won't populate until you check the WO box on the progress report tab

Date: _____

From: _____
Firm Address: _____

Your firm name and address

COST PLUS FIXED FEE INVOICE

Invoice No. _____

Work Order No. _____

WO Autho. Date _____

Include the work order number (invoices can only be for one WO) and include which invoice this is for that WO for example:
1 - Invoice 5
the 5th invoice for work order 1

The date the WO is signed by IDOT

PTB / Item #	### / ###	Project	*	Consultant's Job Number this is your space to include any naming/tracking for your firm	
Route	*	County	*		
Section	*	Job No.	*		
Phase	*				
Agreement	date the agreement for the PTB item is signed / executed	Advised DBE Goal	% per the agreement		
Authorized				Overhead Rate	**

* these fields should reflect the project associated with the WO when applicable, otherwise could be the PTB information, ask IDOT PM

1) Invoice Period	IDOT PM checks to ensure work was performed after the WO Autho. Date and that supporting timesheets verify work performed between these dates	From: _____	To: _____	
2) Maximum Payable	IDOT PM checks to ensure Payroll+Overhead does not exceed max allowable (sum of column C and column D on sheet 1 of 1 on CECS). Happens because billing actual pay rates vs agreement pay rates or if technical mix was really off. IDOT can't pay more than Max Allowable. In addition, IDOT can't pay for services performed without an approved WO.	This Invoice	Previously Invoiced	Earned to Date
3) Phase I/II Labor			Prev. Inv. Date	Max allowable
Payroll		\$0.00		\$0.00
Overhead		\$0.00		\$0.00
4) Phase III Labor		\$0.00		\$0.00
Payroll		\$0.00		\$0.00
Overhead		\$0.00		\$0.00
5) Fixed Fee = 0.0000%		\$0.00		\$0.00
6) Direct Costs Prime		\$0.00		\$0.00
Subtotal		\$0.00	\$0.00	\$0.00
7) Services by others	DBE (Y/N)			\$0.00
				\$0.00
				\$0.00
8) Total invoiced for project including this invoice				\$0.00
9) Previously Invoiced			\$0.00	
10) Payment Due this invoice			\$0.00	

The % that populates here is the total invoiced divided by the maximum payable - used in checking fixed fee

I have reviewed the invoice and found it in compliance with "Invoicing Procedure Guide for Project Managers" published on the Preliminary Engineering SharePoint site. The percent of work shown as completed on this invoice matches the attached Progress Report signed by the project engineer.

I certify the costs included in this invoice have been expended in accordance with the applicable consultant agreement and the percent of work shown as completed on this invoice is correct. As the prime consultant, work invoices included in this invoice for work done by others were reviewed and approved.

Approved by IDOT PM: _____ Date: _____
Checked _____ Date: _____

Consultant: _____
By / Date: _____
(Name)
(Title)

IDOT PM will initial and date here once invoice is approved

For Subconsultant's Invoice:

Approved By: _____

Prime Consultant

Date Prime firm entered all invoice data into EPAS: _____

Consultant to enter data into EPAS before sending invoice and include date, will be returned if not done



Preliminary Engineering Progress Report

[Check here to populate additional tracking information](#)

☒ Work Order?

PTB/Item #
Route
Section
Project
County
Job No.

● This information should auto populate from the CPFF tab ●

Date
Month Ending

Invoice No.
Work Order No.
WO Autho. Date

Item	% Complete		% of Project	% of Project Complete	Date Due	Remarks
	Last Report	During This Period				
The information provided here is used to track individual task progress, overall W/O progress, and for the IDOT PM to assess what fixed fee % is reasonable						
Total for Prime Consultant (Weighted)	0.0000%	0.0000%		0.0000%		
Subconsultants						
Total for Subconsultants (Weighted)	0.0000%	0.0000%		0.0000%		
Total Project	0.0000%	0.0000%	0.0000%	0.0000%		

(For IDOT Use Only)

<input type="checkbox"/>	On Schedule	IDOT PM checks appropriate box and signs below
<input type="checkbox"/>	Behind Schedule	
<input type="checkbox"/>	Comments (Use reverse side)	

Signed _____
(IDOT Project Manager/Engineer)

Submitted By

Representing

For Subconsultant's Progress Report :

Approved By _____ Prime must submit complete invoices for Subs, but IODT PM only checks the invoice form the prime, it is the Prime's responsibility to check invoices for the Subs

Prime Consultant _____

Prime Consultant

Work this period:

Consultant should provide a detailed description of what was done, any delays, changes in scope identified, etc... IDOT PM to verify and provide additional information if necessary.

Anticipated work next period :

Consultant should provide a detailed description of what is anticipated to be done, any delays, changes in scope identified, etc... IDOT PM to verify and provide additional information if necessary.

Original to Regional Engineer / Copy to Consultant's File

BDE 430 (Rev. 11/22/23)
Attachment A