1. Call meeting to order........................................Richard Hill, Chairman

2. Roll Call.

3. Review meeting minutes of regular meeting on April 11, 2022.

4. Review and consider minutes of past Executive Sessions.

5. Public comment.

6. Consider claims for the May 17, 2022 Board meeting

7. Old Business:

8. New Business:
   (a) Discuss and act on Woodford County Culvert Bids, Section 22-00000-04-GM.
   (b) Discuss and act on bids for Olio Township Culvert, Section 21-11150-00-DR.
   (c) Discuss and act on bids for County Highway 13 Culvert, Section 21-00177-00-DR.
   (d) Discuss and act on bids for County Highway 12, Section 21-00178-00-SC.
   (e) Discuss and act on Woodford County Highway Department Qualifications Based Selection Policy.

9. Other:
   Personnel
   Equipment

10. Executive Session.

11. Action coming out of Executive Session.

12. Motion to Adjourn.
1. **Call meeting to order**
The meeting was called to order by Chairman Hill at 8:02 A.M.

2. **Roll Call.**
Richard Hill, Dan Steffen, Nick Miller, Dave Meinhold all present. Donald Tolan is excused. Also present are County Engineer Conrad Moore, and alternate Jerry Smith. Dustin Koenig is present also.

3. **Review meeting minutes of regular meeting on March 7, 2022.**
Motion to approve March minutes made by Steffen, seconded by Meinhold. *Motion passed.*

4. **Review and consider minutes of past Executive Sessions.**
None

5. **Public comment.**
None

6. **Consider claims for the April 19, 2022, Board meeting**
Motion to approve April claims made by Miller, seconded by Meinhold. Two new tires were purchased for truck #203. The truck ran over a boulder and the tire was not repairable. The extra tire was kept as a spare. Fire extinguishers is an annual claim. All fire extinguishers have to be inspected and certified yearly. Mr. Smith was asked how often the trash is picked up – it is done every Monday and then again later in the week. The bill for emptying the dumpster is a quarterly expense. The title search payments are for the right-of-way on Highway 13. Approximately 85% of the right-of-way is completed. We are waiting on trust matters to be cleaned up. The oil pan on truck #13 had to be replaced. That truck will be replaced within the next few years. We have a piece machine and had to purchase another coil for it. *Motion passed.*

7. **Old Business:**
None

8. **New Business:**
   (a) Discuss and act on Woodford County and Various Townships Seal Coat bids, Section 22-XX000-154CM
Motion to accept the low bid from Steffen 3D made by Meinhold, seconded by Miller. When there is a single bidder, we need to look and see if the quote is in line with past quotes, oil prices, etc. Oil prices are too volatile to lock in at this time. *Motion passed.* Mr. Steffen abstained from voting.
Road and Bridge Committee
Woodford County Highway Department – Roanoke IL
Monday, April 11, 2022
MINUTES
8:00 A.M.

(b) Discuss and act on Woodford County Highway 23 HMA bids, Section 22-00000-01-GM.

Motion to accept the low bid for section 22-00000-01-GM made by Miller, seconded by Meinhold. This is for hot mix on the Metamora Washington blacktop. Motion passed.

(c) Discuss and act on Various Townships Calcium Chloride bids, Section 22-XX000-01-GM.

Motion to approve Sialeo Ltd. bid for calcium chloride made by Steffen, seconded by Meinhold. This is used on gravel roads to help keep the dust down. Motion passed.

(d) Discuss and act on Greene Township Aggregate Surface bid, Section 22-05000-01-GM.

Motion to accept the low bid for aggregate from Steffen 3D made by Miller, seconded by Meinhold. Motion passed. Mr. Steffen abstains from the vote.

(e) Discuss and act on Anti-spall compound quotes.

Motion to approve low bid from Sherwin Industries for anti-spall compound made by Steffen, seconded by Smith. This is used to spray the bridge decks to keep from spalling. Motion passed.

(f) Discuss and act on Aggregate Material quotes (LOB Pit).

Motion to approve all bids up to $9,750 for aggregate material made by Miller, seconded by Meinhold. Bids were received on two different rocks, one white and one brown. The Highway Department will use the most advantageous location to the job. Motion passed.

(g) Discuss and act on Material Storage Bins.

Motion to authorize the purchase of new storage bins up to $5,000 made by Steffen, seconded by Miller. They have to reorganize the stock piles for the new building. One area will hold the spray patch chips and cold patch while another area will hold CA 6. Motion passed.

(h) Discuss and act on jib crane and hoist purchase for new shop building.

Motion to authorize the purchase of a jib crane and hoist for $18,334.71 made by Miller, seconded by Steffen. This expense will be rolled into the new building. But the price does not include labor for installation. The specs of the new building include the anchor bolts for the crane and foundation. However, we have to pick out the crane we wish to purchase so the bolts can be put in the proper place. The construction manager will make sure the bolts are set in the foundation at the right spots. Motion passed.

(i) Discuss and act on Snow Plow Truck Pricing Surcharge.

Motion to approve the surcharge of $3,500 for truck 206 which is on order made by Steffen, seconded by Miller. Discussion on how are hands are tied with these surcharges. Maintenance on the old truck is increasing, so the surcharge is equivalent to the increase in maintenance costs. Today the buyer has no leverage when purchasing a truck. Motion passed.
(j) Discuss and act on Snow Plow Truck purchase.

The snow plow truck will replace the last International we have. The bids are based on Sourcewell prices. This truck will be built in 2023, making it a 2024 model. The price is a projected price. We have paid approximately $244,000 for the truck that is currently being built, so this quote is in line with that. The trade in value is less, but we are trading a truck that has a steel frame and an older motor. The committee has concerns that the price will increase, and that contracts aren’t worth the paper they are written on. Mr. Koenig stated that all trucking companies are having the same issues, and the price quoted is an estimate. We have the option of backing out if the price increases beyond an amount we are comfortable with. We have to get in line to have the truck built. It was asked if the prices go down, will we see a decrease in price. The 2025 model will have an emission bump, so that will increase the price further, so best to purchase it now. Discussion on how first contract was not honored, company backed out, and how to avoid this from happening again. Discussion on DEF issues. The highway department budgets for new equipment every year, and what is not used is rolled over to the next year. By 2024, when the truck is to be paid for, there will be enough money in the budget to cover its costs. The down payment for the County getting a slot in the line for building is $3,000. Motion to purchase a new truck, authorize the down payment of $3,000, and have final payment of truck in 2024 made by Meintner, seconded by Steven. Motion passed.

(k) Discuss and act on 495 Santa Fe Trail.

Last October the Highway Department became aware of an entrance that had been installed without an entrance permit. The entrance had been installed on the east side of the house. There was already an entrance on the west side of the house. Mr. Moore met with the owner and informed him that the east entrance was not allowed. This entrance violated several ordinance parts, and no culvert had been installed. The owner informed Mr. Moore that he recently bought the house, and the previous owner had informed him that at one time there had been an entrance on the east side. The new owner just added rock to redo that entrance. The County took over that road and purchased right-of-way in 1988. At the time the County took over the road, there was no entrance on the east side. Discussion on how a new home being built would need to ask for a variance if they choose to put in a circle drive. The owner was sent a written request to remove the east entrance by the end of April. He informed the Highway Department that he is handicapped and the new entrance allows him to enter his home at the main level, while on the west entrance he has to enter at the basement level. Several photos were provided of the entrance. Since the County took over the road in 1988, there has been no east side access. The committee feels bad, but they have to follow the rules. The burden is on the owner to prove he had an east side access before 1988. The correct way to handle this would have been for the owner to get a permit and apply for a variance. There is liability for where the entrance is placed. The County’s standpoint would be that there was no entrance there when the County took over the road and purchased the right-of-way. Once an entrance is taken out, it is out from there on in. If he doesn’t take the entrance out, and the County has to remove it, does the County charge him for the removal? This was a question that the State’s Attorney would need to answer. It was suggested that a copy of the research Mr. Moore did on the entrance be forwarded to the owner. While so far the communication with the owner had been cordial, it was suggested that it may
take a turn so it might be a good idea to take a deputy along the next time they approach the owner.

9. Other:
   Township Bridge Fund Audit Summary
   Township Motor Fuel Tax Fund Audit Summary

   Mr. Moore presented the IDOT audit for the Township MFT funds and the Township Bridge Funds and the accounts are in good standing. The reports are at the Highway Department or the County Clerk's office if anyone would like to review them.

10. Executive Session.

11. Action coming out of Executive Session.

12. Motion to Adjourn.
   Motion to adjourn made by Miller, seconded by Stefan. Motion passed.
   Meeting adjourned at 9:35 A.M.

Submitted by: Deb Breyman

Richard Hill, Chairman
Road and Bridge Committee
CLAIMS SUMMARY SHEET FOR THE WOODFORD COUNTY HIGHWAY DEPARTMENT

Following are the totals of all claims for each fund of the Woodford County Highway Department approved at the May 9, 2022 Road and Bridge Committee meeting. The individual claims for each fund will be submitted for approval and payment at the May 17, 2022 County Board Meeting. This summary sheet is prepared at the request of the County Clerk.

<table>
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<tr>
<th>Fund</th>
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<td>County Highway Fund</td>
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Submitted and Approved by the Road & Bridge Committee at the meeting held:

May, 2022

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L-Claims
The Committee for Woodford County have met and approved the following Claims.

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Approved by

County Engineer

Submitted for approval.

DATED: Tuesday, May 3, 2022
The Committee for Woodford County have met and approved the following Claims.

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Approved by

County Engineer

Submitted for approval.

DATED: Monday, May 2, 2022
The Committee for Woodford County have met and approved the following Claims.

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<td>JASON R BRADLE CHECK:</td>
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<td>STEPHEN FRANCIS SCHAMP, TRUST</td>
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CHECK TOTAL: 150.00

TOTAL CLAIMS: 23,995.30

Approved by

__________________________
County Engineer

Submitted for approval.

DATED: Monday, May 2, 2022
The Committee for Woodford County have met and approved the following Claims.

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<tr>
<th>DATE</th>
<th>VENDOR NAME</th>
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<tbody>
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CHECK:  

CHECK TOTAL: 0.00

TOTAL CLAIMS: 0.00

Approved by

County Engineer

Submitted for approval.

DATED: Monday, May 2, 2022
The Committee for Woodford County have met and approved the following Claims.

<table>
<thead>
<tr>
<th>DATE</th>
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<th>DESCRIPTION</th>
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**CHECK:**

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<tr>
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**TOTAL CLAIMS:**

0.00

Approved by

County Engineer

Submitted for approval.

DATED: Monday, May 2, 2022
The Committee for Woodford County have met and approved the following Claims.

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENDOR NAME</th>
<th>DESCRIPTION</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
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CHECK:

<table>
<thead>
<tr>
<th>CHECK TOTAL:</th>
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</table>

TOTAL CLAIMS: 0.00

Approved by County Engineer Submitted for approval.

DATED: Monday, May 2, 2022
Memo

To: Chairman Hill and Members of the Woodford County Road & Bridge Committee
From: Conrad Moore, P.E., County Engineer
CC: File
Date: May 6, 2022
Re: May 2022 Agenda Item 8(a) (Culvert Materials Bid Acceptance)

Background:
The Highway Department solicits material bids on an annual basis for culvert pipe and related materials. The quotations are summarized on the attached bid tabulation.

Purpose:
The culverts will be used for various cross-road and entrance culverts as needed throughout the County.

Applicable Rules:
Woodford County Purchase Ordinance

Other Information:
It is anticipated that culvert pipe will be paid for using County Highway Funds.

Bids were received from 2 vendors as summarized on the attached bid results.

Recommendation:
The County Engineer recommends the Road and Bridge Committee accept the lowest bid as summarized on the attached bid results and authorize the County Engineer to execute the necessary documents.
## BID TAB FOR
SECTION 22-00000-04-GM

WOODFORD COUNTY
SECTION 22-00000-04-GM
LETTING DATE May 5, 2022 @ 10 AM

File saved as ... 22-00000-04-GM Bid Tab

<table>
<thead>
<tr>
<th>LOW BID</th>
<th>BIDDER NO. 1</th>
<th>BIDDER NO. 2</th>
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<tr>
<td></td>
<td>Contech Engineered Solutions</td>
<td>Metal Culverts, Inc.</td>
</tr>
<tr>
<td></td>
<td>1509 W. Mt. Vernon</td>
<td>711 Heisenger Rd.</td>
</tr>
<tr>
<td></td>
<td>Metamora, IL 61548</td>
<td>Jefferson City, MO 65102</td>
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<tr>
<td></td>
<td>Jeff Majors</td>
<td>Bret Mathews</td>
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<tr>
<td></td>
<td>309-367-4108</td>
<td>1-573-681-2707</td>
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<th>TOTAL</th>
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<tr>
<td>CSCP 12&quot; Diameter (Aluminized)</td>
<td>100</td>
<td>FOOT</td>
<td>$18.50</td>
<td>$1,850.00</td>
<td>$22.25</td>
<td>$2,225.00</td>
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<tr>
<td>CSCP 15&quot; Diameter (Aluminized)</td>
<td>100</td>
<td>FOOT</td>
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<td>$2,220.00</td>
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<td>100</td>
<td>FOOT</td>
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<td>CSCP Band 12&quot;x2' (Galvanized)</td>
<td>4</td>
<td>EACH</td>
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<td>EACH</td>
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<tr>
<td>CSCP Band 18&quot;x2' (Galvanized)</td>
<td>4</td>
<td>EACH</td>
<td>$55.94</td>
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<td>CS ADE 48&quot;x44' Type 1 (Aluminized)</td>
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<td><strong>TOTAL:</strong></td>
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<td><strong>$13,934.40</strong></td>
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<td><strong>$17,990.00</strong></td>
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</table>
RESOLUTION # 2021/22-048

WOODFORD COUNTY HIGHWAY DEPARTMENT
RESOLUTION FOR SECTION 22-00000-04-GM

WHEREAS, bids for various pipe culverts were advertised and opened by the Woodford County Engineer at the Highway Department in Roanoke, Illinois on May 5th, 2022, for county maintenance, and

WHEREAS, the low bidder for Section 22-00000-04-GM (CULVERTS) is:

Lowest Bidder: Contech Engineered Solutions LLC, Metamora, IL
Amount of Bid: $13,934.40

AND WHEREAS, the Road and Bridge Committee of the Woodford County Board upon reviewing said bids, recommends the award to the lowest bidder as listed herein,

THEREFORE BE IT RESOLVED, by the Woodford County Board, State of Illinois, hereby accepts and awards to the lowest bidder as recommended herein and authorizes the County Engineer to execute the necessary documents.

I, Dawn Kupfer, County Clerk in and for said County of Woodford, in the State of Illinois, and keeper of the records and files thereof, as provided by Statute, do hereby certify the foregoing to be a true, perfect and complete copy of the resolution adopted by the County Board of Woodford County, at its regular meeting held at Eureka, Illinois on May 17, 2022.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed the seal of said County at my office in Eureka, in said County, this 17th day of May, 2022.

(SEAL)

ATTEST:

Dawn Kupfer – Clerk of the Woodford County Board
John Krug – Chairman of Woodford County Board
Memo

To: Chairman Hill and Members of the Woodford County Road & Bridge Committee

From: Conrad Moore, P.E., County Engineer

CC: File

Date: May 6, 2022

Re: May 2022 Agenda Item 8(b) (21-1150-00-DR Contract Award)

Background:
An existing culvert located on 800 N Rd (4-H Park Rd) near Eureka is in need of culvert liner. Woodford County Highway Department received bids on May 5, 2022. The bid tabulation results are attached.

Purpose:
Repair of Woodford County's infrastructure.

Applicable Rules:
Woodford County Purchase Ordinance

Other Information:
The project was budgeted for in FY2022 and will be paid for using a combination of:

50% Olio Township Funds

50% County Bridge Funds (Line Item 002-670-6900-002).

Bids were received from 3 contractors as summarized on the attached bid results.

Recommended Action:
The Highway Department recommends approval of the County bid from the letting on May 5, 2022 as summarized on the attached bid tabulation and resolution, forward the recommendation to the full County Board for approval, and authorize the County Board Chairman to enter into a contract with the low bidder on behalf of Woodford County.
RESOLUTION # 2021/22-049

WOODFORD COUNTY HIGHWAY DEPARTMENT
RESOLUTION FOR AWARD OF
SECTION 21-11150-00-DR
OLIO TOWNSHIP CULVERT LINER

WHEREAS, the Woodford County Highway Department advertised for bids, and the bids were publically opened and read for said project on May 5, 2022, and

WHEREAS, the low bid received was $29,500.00 from JC Dillon, Inc. of Peoria, Illinois, and

WHEREAS, the County Engineer and the Road & Bridge Committee with concurrence from the Olio Township Highway Commissioner recommend the award of a contract to the said low bidder as stated herein.

THEREFORE, BE IT RESOLVED, by the Woodford County Board, State of Illinois, that the Chairman be authorized to enter into a contract with JC Dillon, Inc. of Peoria, Illinois for said project in the amount of Twenty-Nine Thousand Five Hundred Dollars ($29,500.00).

I, Dawn Kupfer, County Clerk in and for said County of Woodford, in the State of Illinois, and keeper of the records and files thereof, as provided by Statute, do hereby certify the foregoing to be a true, perfect and complete copy of the resolution adopted by the County Board of Woodford County, at its monthly meeting held at Eureka, Illinois on May 17th, 2022.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed the seal of said County at my office in Eureka, in said County, this 17th day of May, 2022.

(SEAL)

ATTEST:

Dawn Kupfer – Clerk of the Woodford County Board

John Krug – Chairman of Woodford County Board
BID TAB FOR
SECTION 21-11150-00-GM

WOODFORD COUNTY
OLIO ROAD DISTRICT
SECTION 21-11150-00-DR
LETTING DATE May 5, 2022 @ 10 AM

File saved as ... 21-11150-00-DR Bid Tab

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<td>Cured-in-Place Pipe Lining 42&quot;</td>
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<td><strong>-30.59%</strong></td>
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Memo

To: Chairman Hill and Members of the Woodford County Road & Bridge Committee

From: Conrad Moore, P.E., County Engineer

CC: File

Date: May 6, 2022

Re: May 2022 Agenda Item 8(c) (21-00177-00-DR Contract Award)

Background:
An existing culvert located on 1800 E Rd (CH 13) north of Roanoke is in need of repair and extension. Woodford County Highway Department received bids on May 5, 2022. The bid tabulation results are attached.

Purpose:
Repair of Woodford County’s infrastructure.

Applicable Rules:
Woodford County Purchase Ordinance

Other Information:
The project was budgeted for in FY2022 and will be paid for from the following line item:

County Bridge Funds (Line Item 002-650-6513-002).

Bids were received from 2 contractors as summarized on the attached bid results.

Recommended Action:
The Highway Department recommends approval of the County bid from the letting on May 5, 2022 as summarized on the attached bid tabulation and resolution, forward the recommendation to the full County Board for approval, and authorize the County Board Chairman to enter into a contract with the low bidder on behalf of Woodford County.
RESOLUTION # 2021/22-050

WOODFORD COUNTY HIGHWAY DEPARTMENT
RESOLUTION FOR AWARD OF
SECTION 21-00177-00-DR
CH 13 CULVERT

WHEREAS, the Woodford County Highway Department advertised for bids, and the bids were publicly opened and read for said project on May 5, 2022, and

WHEREAS, the low bid received was $78,770.70 from Knapp Concrete Contractors, Inc. of Goodfield, Illinois, and

WHEREAS, the County Engineer recommends the award of a contract to the said low bidder as stated herein.

THEREFORE, BE IT RESOLVED, by the Woodford County Board, State of Illinois, that the Chairman be authorized to enter into a contract with Knapp Concrete Contractors, Inc. of Goodfield, Illinois for said project in the amount of Seventy-Eight Thousand Seven Hundred Seventy and 70/100 dollars ($78,770.70).

I, Dawn Kupfer, County Clerk in and for said County of Woodford, in the State of Illinois, and keeper of the records and files thereof, as provided by Statute, do hereby certify the foregoing to be a true, perfect and complete copy of the resolution adopted by the County Board of Woodford County, at its monthly meeting held at Eureka, Illinois on May 17th, 2022.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed the seal of said County at my office in Eureka, in said County, this 17th day of May, 2022.

(SEAL)

ATTEST:

Dawn Kupfer – Clerk of the Woodford County Board

John Krug – Chairman of Woodford County Board
# BID TAB FOR
SECTION 21-00177-00-DR

**LOW BID**

WOODFORD COUNTY  
SECTION 21-00177-00-DR  
LETTING DATE May 5, 2022 @ 10 AM

### File saved as ... 21-00177-00-DR Bid Tab

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<th>TOTAL</th>
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<td>CU.YD.</td>
<td>$50.00</td>
<td>$3,400.00</td>
<td>$52.00</td>
<td>$3,536.00</td>
<td>$168.79</td>
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<td>Erosion Control Blanket</td>
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<td>SQ. YD.</td>
<td>$3.00</td>
<td>$2,601.00</td>
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<td>Temporary Erosion Control Seeding</td>
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<td>POUND</td>
<td>$20.00</td>
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<td>$28.80</td>
<td>$518.40</td>
<td>$11.39</td>
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<td>$40.00</td>
<td>$160.00</td>
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<td>Concrete Removal</td>
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<td>CU. YD.</td>
<td>$1,000.00</td>
<td>$10,100.00</td>
<td>$400.00</td>
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<td>POUND</td>
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<td>$17,100.00</td>
<td>$2.30</td>
<td>$13,110.00</td>
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<td>$10,203.00</td>
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<td>Expansion Bolts 3/4 Inch</td>
<td>62</td>
<td>EACH</td>
<td>$60.00</td>
<td>$3,720.00</td>
<td>$86.00</td>
<td>$5,332.00</td>
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<td>Concrete Box Culverts</td>
<td>26.4</td>
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<td>$52,800.00</td>
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<td>$31,680.00</td>
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<td>$17,000.00</td>
<td>$17,000.00</td>
<td>$4,600.00</td>
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<td>$920.00</td>
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<td>Porous Granular Embankment, Special</td>
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<td>TON</td>
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<td>$9,660.00</td>
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<td>ACRE</td>
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<td>$1,980.00</td>
<td>$8,322.78</td>
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**TOTAL:** $122,841.00  

**-35.88%**  

**AS READ:** $136,193.62  

**10.76%**

V:\County\21-00177-00-DR CH 13 Culvert\21-00177-00-DR Bid Tab.xlsx
Memo

To: Chairman Hill and Members of the Woodford County Road & Bridge Committee

From: Conrad Moore, P.E., County Engineer

CC: File

Date: May 6, 2022

Re: May 2022 Agenda Item 8(d) (21-00178-00-SC Contract Award)

Background:
Banta Road (CH 12) near Low Point is in need of repair and crown correction. Woodford County Highway Department received bids on May 5, 2022. The bid tabulation results are attached.

Purpose:
Repair and maintenance of Woodford County's infrastructure.

Applicable Rules:
Woodford County Purchase Ordinance

Other Information:
The project was budgeted for in FY2022 and will be paid for from the following line item:

    County Highway Funds (Line Item 001-620-6151-002).

Bids were received from 1 contractor as summarized on the attached bid results.

Recommended Action:
The Highway Department recommends approval of the County bid from the letting on May 5, 2022 as summarized on the attached bid tabulation and resolution, forward the recommendation to the full County Board for approval, and authorize the County Board Chairman to enter into a contract with the low bidder on behalf of Woodford County.
RESOLUTION # 2021/22-051

WOODFORD COUNTY HIGHWAY DEPARTMENT
RESOLUTION FOR AWARD OF
SECTION 21-00178-00-SC
COUNTY HIGHWAY 12

WHEREAS, the Woodford County Highway Department advertised for bids, and the bids were publically opened and read for said project on May 5, 2022, and

WHEREAS, the low bid received was $65,041.35 from R.A. Cullinan & Son, a Division of United Contractors Midwest, Inc. of Tremont, Illinois, and

WHEREAS, the County Engineer recommends the award of a contract to the said low bidder as stated herein.

THEREFORE, BE IT RESOLVED, by the Woodford County Board, State of Illinois, that the Chairman be authorized to enter into a contract with R.A. Cullinan & Son, a Division of United Contractors Midwest, Inc. of Tremont, Illinois for said project in the amount of Sixty-Five Thousand Forty-One and 35/100 dollars ($65,041.35).

I, Dawn Kupfer, County Clerk in and for said County of Woodford, in the State of Illinois, and keeper of the records and files thereof, as provided by Statute, do hereby certify the foregoing to be a true, perfect and complete copy of the resolution adopted by the County Board of Woodford County, at its monthly meeting held at Eureka, Illinois on May 17th, 2022.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed the seal of said County at my office in Eureka, in said County, this 17th day of May, 2022.

(SEAL)

ATTEST:

Dawn Kupfer – Clerk of the Woodford County Board
John Krug – Chairman of Woodford County Board
BID TAB FOR  
SECTION 21-00178-00-SC 

WOODFORD COUNTY  
SECTION 21-00178-00-SC  
LETTING DATE May 5, 2022 @ 10 AM

File saved as ... 21-00178-00-SC Bid Tab

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<th>ITEM</th>
<th>QTY.</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leveling Binder (Special)</td>
<td>610</td>
<td>SQ. YD.</td>
<td>$30.00</td>
<td>$18,300.00</td>
<td>$39.37</td>
<td>$24,015.70</td>
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<td>Bituminous Surface Removal (Special)</td>
<td>13,907</td>
<td>SQ. YD.</td>
<td>$3.00</td>
<td>$41,721.00</td>
<td>$2.95</td>
<td>$41,025.65</td>
</tr>
</tbody>
</table>

**TOTAL:** $60,021.00 $65,041.35

**8.36%**

BIDDER NO. 1
R.A. Cullinan & Son  
121 W. Park St.  
P.O. Box 166  
Tremont, IL 61568  
Ken Volk  
309-696-8965
Memo

To: Chairman Hill and Members of the Woodford County Road & Bridge Committee

From: Conrad Moore, P.E., County Engineer

CC: File

Date: May 6, 2022

Re: May 2022 Agenda Item 8(e) (QBS Policy)

Background:
Woodford County Highway Department is charged with design engineering and construction engineering for various highway and bridge construction projects. The costs for these various phases is an eligible expense for the County's available federal funds. From time to time, depending on the Department's workload and staffing, consultant procurement for design engineering and construction engineering may be necessary, and said consultant services could be paid for with federal funds with a 20% local match.

For consultant services to be eligible for federal funds, the Department must follow federal guidelines when procuring consultant services. The Department must have a Qualifications Based Selection (QBS) policy in place and follow said policy when procuring consultant services to be paid for with federal funds.

Purpose:
Design engineering and construction engineering to be paid for with federal funds.

Applicable Rules:
Woodford County Purchase Ordinance
IDOT Bureau of Local Roads & Streets Policy for using federal funds for consultant services.

Other Information:
Woodford County is the recipient multiple grants for construction projects and those projects will need to be administered over the next several years and may require the services of a consultant to effectively administer those projects and ensure strict construction compliance. With an anticipated increase in federal funding allotments to the County, additional future projects could arise and the need for consultant services could be seen at that time depending on the Department's staffing and workload at the time.

Recommended Action:
The Highway Department recommends approval of the QBS policy and forwarding the policy to the County Board for approval.
RESOLUTION # 2021/22–052

WOODFORD COUNTY HIGHWAY DEPARTMENT
RESOLUTION APPROVING AND ADOPTING A QUALIFICATIONS BASED SELECTION POLICY

WHEREAS, from time to time the Woodford County Highway Department (Department) has the need to procure consultant engineering services for preliminary engineering and construction engineering for various projects sponsored by Woodford County, and

WHEREAS, from time to time the Department may use federal funds for said services, and

WHEREAS, policies for using federal funds for said services require the Department to have in place an approved Qualifications Based Selection (QBS) policy, and

WHEREAS, the County Engineer along with guidance from the Illinois Department of Transportation (IDOT) has developed a QBS policy that meets the requirements of the IDOT Bureau of Local Roads and Streets Manual.

THEREFORE, BE IT RESOLVED, that the County Board of the County of Woodford, State of Illinois, hereby approves and adopts the QBS Policy as presented and attached to this resolution.

I, Dawn Kupfer, County Clerk in and for said County of Woodford, in the State of Illinois, and keeper of the records and files thereof, as provided by Statute, do hereby certify the foregoing to be a true, perfect and complete copy of the resolution adopted by the County Board of Woodford County, at its regular meeting held at Eureka, Illinois on May 17, 2022.

IN TESTIMONY WHEREOF, I have hereto set my hand and affixed the seal of said County at my office in Eureka, in said County, this 17th day of May, 2022.

(SEAL)

ATTEST:

Dawn Kupfer – Clerk of the Woodford County Board
John Krug – Chairman of Woodford County Board
Introduction and Purpose

The Woodford County Highway Department receives federal funds, which may be used to fund engineering and design related consultant's services. Our written policies and procedures as described herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

Initial Administration

The Woodford County Highway Department QBS policy and procedures assigns responsibilities to itself for the procurement, management, and administration for consultant services. The County Engineer shall ultimately be responsible for these duties, with staff working underneath the County Engineer to assist.

Written Policies and Procedures

The Woodford County Highway Department believes that this adopted QBS policies and procedures substantially follows section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.

Project Description

The Woodford County Highway Department will use the following 5 items when developing the project description and may include additional items when unique circumstances exist.

1) Describe in general terms the need, purpose, and object of the project;
2) Identify the various project components;
3) Establish the desired timetable for the effort;
4) Identify any expected problems;
5) Determine the total project budget.

Public Notice

The Woodford County Highway Department will post an announcement on our website, www.woodford-county.org, or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, or at least two times in the newspaper or on a continuous deploy on our website.
Conflict of Interest

The Woodford County Highway Department will require consultants to disclose any conflicts of interest that may impact their submission using Form BDE DISC 2 template as a conflict of interest form.

Suspension and Debarment

The Woodford County Highway Department will use SAM exclusions, IDOT's CPO's website, and three other state CPO's websites to verify suspensions and debarment actions, to ensure the eligibility of firms short listed and selected for projects.

Evaluation Factors

The Woodford County Highway Department allows the County Engineer to set the evaluation factors and percentages for each project, but must include a minimum of 5 criterion. The maximum of DBE if used and local presence combined will not be more than 10% on projects where federal funds are used. Project specific evaluation factors will be included at a minimum in the Request for Proposals. The County Engineer reserves the right to alter these percentages if desired, or add a category, as long as it is described in the Request for Proposal.

1) Technical Approach 25%
2) Firm Experience 25%
3) Staff Capabilities 25%
4) Work Load Capacity 20%
5) Local Presence 5%.

Selection

The Woodford County Highway Department will require at least a 2 person selection committee. Typically, the selection committee members include County Engineer and a Highway Department staff member. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the County Engineer for each project. The Woodford County Highway Department will require each member of the selection committee to provide an independent score for each proposal using the scoring criteria above prior to the selection committee meeting.

The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion to develop a final ranking.
Independent Estimate

The Woodford County Highway Department will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate will be used in negotiation.

Contract Negotiation

The Woodford County Highway Department will require a 1 person team to negotiate with firms. The team consists of the County Engineer. The County Engineer reserves the right to adjust the number of members on the negotiation team. Members of the negotiation team may not delegate this responsibility to other staff members. If a contract cannot be negotiated with the selected firm, then the consultant with the second highest evaluation score becomes the new selected firm. Sealed cost proposals of unsuccessful bidders will be returned to the unsuccessful bidders.

Acceptable Costs

The Woodford County Highway Department will require the County Engineer to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT for further review.

Invoice Processing

For projects using federal funds the Woodford County Highway Department will require an assigned staff member to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

Project Administration

The Woodford County Highway Department will require an assigned staff member to monitor work on the project in accordance with the contract, and to verbally report to the County Engineer. The assigned staff member shall monitor all aspects of the consultant's work including evaluation, close-out, record retention, and managing any contract violations or disputes. The Woodford County Highway Department follows IDOT's requirements and the required submission of Form BLR 05613 to the district at contract close-out along with the final invoice.