



# Illinois Department of Transportation

Office of Highways Project Implementation / Region 3 / District 5  
13473 IL Highway 133 / P.O. Box 610 / Paris, Illinois 61944

FILED

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## DISTRICT 5 LOCAL ROADS PROCESS REVIEW

*Cathy Johnson*  
COUNTY CLERK  
VERMILION CO. IL

### 2021-02 ROAD DISTRICT ENGINEERING AND ADMINISTRATION

Section 5-5.09(a) allows a County to be paid administrative and engineering costs for road district construction and maintenance. The section is derived from Illinois Statute (605 ILCS 5/6-701.3) which allows reimbursement allows the work to be performed by either an actual cost or fixed percentage basis. The County may also hire a consultant to complete the work. Using a fixed percentage basis requires a resolution adopted by the county board.

The District finds existing resolutions establishing a percentage fee for engineering and administrative costs may no longer refer to the appropriate section of the Local Roads Manual and require effort to bring the documents up to date.

The percentage basis as agreed between the county and road district is intended to simplify the effort of documenting actual costs or consultant costs. An unreasonable percentage would generate concern of fraud such that a selected percent should reasonably be sought based upon actual costs or costs to consider with consultant fees using Form BLR 05520.  
(<https://insideidot.portal.illinois.gov/sites/businessservices/idotforms/IDOT%20Original%20Forms%20Library/BLR%2005520.pdf>)

The District will require new resolutions if using the percentage basis of reimbursement for maintenance engineering for the next maintenance period. Copies of the resolution will be required as part of the maintenance package submitted at that time and for future maintenance periods.

Please note that Engineering for County Maintenance cannot be reimbursed by percentage alone. A percentage can be used as long as supporting documentation exists to show MFT eligible expenses exceed the percentage.

Kensil A Garnett  
Region 3 Engineer

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