

PARTNERING FOR GROWTH AGREEMENT

For Design Section Engineer (DSE) Services

General information included in this template for use in developing a Partnering for Growth Agreement is shown in red text. The information is based on guidelines published by the Illinois State Toll Highway Authority (Tollway). Refer to the Tollway's website for the latest guidelines, policies and procedures. Example responses are shown in blue text. The general information text and example responses should be deleted from the template prior to submittal of the Partnering for Growth Agreement to the Tollway.

**Prepared for:
Illinois State Toll Highway Authority (Tollway)**

Mentor Firm: Prime Consultant
Address

Protégé Firm: Subconsultant
Address

Project: Name
Project No.
County
PSB # / Item

This Partnering for Growth Agreement is designed to enhance the professional service capabilities of the Protégé firm, a certified Disadvantage Business Enterprise, Minority Business Enterprise, Women Business Enterprise (DBE) by participating in specific project tasks and business related activities with meaningful instruction and assistance from the Mentor firm.

A DBE means a business certified by the Illinois Unified Certification Program as a DBE, or certified by the City of Chicago or Cook County as an M/WBE, or certified by the U.S. Small Business Administration (SBA) as an 8(a) business.

Among the goals for the Protégé firm as a result of this agreement are a thorough understanding of the Tollway's policies and procedures to manage and execute Design Section Engineer (DSE) work, an increase in the capacity to perform professional engineering and environmental services work, enhancement of working relationships with the Tollway and other consultant engineering firms, and becoming or remaining a self-sufficient, competitive, and profitable business.

I. PLAN CONTENTS

The procedures to identify and evaluate the goals and progress of the Partnering for Growth Agreement (hereinafter referred to as "Agreement") are provided on the following pages.

A. AREAS OF ASSISTANCE

The Partnering for Growth Agreement is initiated by identifying areas of assistance deemed most beneficial to the Protégé based on collaboration with the Mentor. This includes review of how the Protégé’s capabilities and long-term business goals align with the project scope. The areas of assistance may pertain to engineering and environmental services, quality assurance and quality control, public involvement activities, business training and development, or other areas important to the Protégé’s professional development.

Refer to Table 1 for suggestions regarding areas of assistance. The table identifies possible mentoring options and typical business activities associated with DSE work.

Areas of assistance other than those shown in Table 1 can be identified. The Agreement should include specific goals and objectives and only the areas of assistance included as part of the project.

The Protégé desires mentoring in the following areas:

- *Area of Assistance #1—Highways (Roads and Streets)*
- *Area of Assistance #2—Structures (Advanced Typical)*
- *Area of Assistance #3—Quality Assurance/Quality Control*

Briefly explain why these areas were selected.

Table 1 Potential Areas of Assistance Mentor To Provide Protégé	
Highways	
Freeways	Roads and Streets
Aeronautics	
Design	
Structures	
Highway: Simple	Highway: Complex
Highway: Typical	Railroad
Highway: Advanced Typical	Movable
Structures: Major River Bridges	
Steel Girder	Cont. / Cant. Truss
Tied Arch	Cable Stayed Girders
Segment Concrete Box Girders	
Special Plans	
Pumping Stations	Traffic Signals

**Table 1
Potential Areas of Assistance Mentor To Provide Protégé
(Continued)**

Lighting	Signal Coordination & Timing
<i>Geotechnical Services</i>	
Subsurface Explorations	Structure Geotechnical Report
General Geotechnical Services	Complex Geotechnical / Major Foundation
<i>Special Transportation Studies</i>	
Mass Transit	Railway Engineering
<i>Special Services</i>	
Surveying	Architecture
Aerial Mapping	Landscape Architecture
Electrical Engineering	Hazardous Waste
Mechanical Engineering	Asbestos Abatement Surveys
Sanitary Engineering	Subsurface Utility Engineering
<i>Personnel</i>	
Lending of personnel by Mentor to Protégé (special expertise)	Special work site arrangements based on needs of project
<i>Training / Development</i>	
Mentor assessment of Protégé activities / skills relative to project assignments	Mentor to recommend to Protégé training needs and training opportunities
Mentor to assist Protégé in the knowledge and understanding of Tollway standard policies and procedures	Mentor to present to the Protégé their internal design procedures (Microstation, plan preparation, file naming, directory setup, etc.)
Protégé to participate in Mentor's internal training programs / seminars	
<i>Management</i>	
Guidance in IDOT prequalification categories	Obtaining insurance, and other business needs
Money Management—Budgeting, cash flow, book keeping, accounting	Contract preparation, documentation, and management
Business collaborations / marketing	Compliance with laws & regulations
<i>Quality Assurance / Quality Control</i>	
Project Procedures Manual	Compliance with stated procedures
Internal review of project deliverables	Record keeping
<i>Other Topics / Unique Project Circumstances</i>	
Mentor to extend to Protégé opportunities for relevant training	Mentor to ensure Protégé is familiar with Tollway standard policies and procedures.

B. MENTORING AND HOURS

Tasks originate from the areas of assistance identified by the Protégé and Mentor. They represent a part of a project deliverable or business management function that can be easily defined and quantified.

The areas of assistance may be in areas where the Protégé is seeking eventual prequalification by IDOT. It may be that the Protégé will focus on specific tasks related to the prequalification category, rather than all the work associated with the prequalification category.

- Area of Assistance #1: Highways (Roads and Streets)*
Tasks: Through development of roadway plan sheets by the Protégé, Mentor to provide assistance with development of horizontal and vertical alignments, roadside safety, typical cross sections, and maintenance of traffic plans.
- Area of Assistance #2: Structures (Advanced Typical)*
Tasks: Protégé to provide assistance with preparation of curved bridges, requiring advanced analysis and non-standard support requirements.
- Area of Assistance #3: Quality Assurance/ Quality Control*
Tasks: Assist Protégé with preparation of an internal, comprehensive QA/ QC manual for use by design staff and plan checkers that establishes a standard procedure for documenting how a project deliverable is reviewed, revised, and back-checked.

Establish workhours corresponding to specific goals and objectives. Tasks and hours are subject to Tollway approval during project scoping negotiations.

Compile specific tasks and associated workhours for each area of assistance in a table. Develop a consistent format for similar tasks. An example is provided in Table 2.

Protégé hours spent under mentoring tasks for Areas of Assistance count toward the DBE goal of the project.

TABLE 2
Workhour Estimate

Area of Assistance #1 Mentor Hours	Totals	Principal	Sr. Proj. Manager	Proj. Mgr.	Engr 4	Engr 3
Development of roadway plan & profile sheets, including development of horizontal & vertical alignments and roadside safety analysis	38		2	16	16	4
Development of roadway typical sections sheets	10			2	8	
Development of MOT sheets	20			8	8	4
Total Hours - Mentor	68	0	2	26	32	8

Area of Assistance #1 Protégé Hours	Totals	Principal / PM	Engineer			
Development of roadway plan & profile sheets, including the development of the horizontal & vertical alignments and roadside safety analysis	40	24	16			
Development of roadway typical sections sheets	20	8	12			
Development of MOT sheets	40	24	16			
Total Hours - Protégé	100	56	44			

Area of Assistance #1 Combined Hours	Totals	Mentor	Protégé
Total Combined Hours	168	68	100

- 1) Repeat tables above for each Area of Assistance
- 2) Area of Assistance hours spent by Protégé count toward the project's DBE goal

Summarize the workhours for all the areas of assistance in a table. An example is shown in Table 3. Separate hours for Partnering for Growth Progress Meetings in the Agreement and denote as a separate task in the Work Estimate spreadsheets. Invite the Tollway Project Manager to the meeting and maintain minutes to monitor Protégé development.

**TABLE 3
Areas of Assistance—Workhour Summary**

Workhour Summary - Mentor	Totals	Principal	Sr. Proj. Mgr.	Proj. Mgr.	Engr 4	Engr 3	Engr 2
Area of Assistance #1	68		2	26	32	8	
Area of Assistance #2	12			8	4		
Area of Assistance #3	14	2	4	4			4
Area of Assistance #4	20	6	6	4			4
Total Hrs -Mentor	114	8	12	42	36	8	8

Workhour Summary – Protégé	Totals	Principal / PM	Engr				
Area of Assistance #1	100	56	44				
Area of Assistance #2	24	12	12				
Area of Assistance #3	16	8	8				
Area of Assistance #4	30	24	6				
Total Hrs - Protégé	170	100	70				

Hours for Partnering for Growth Meetings	Totals	Mentor Proj. Mgr.	Protégé Principal
2-hour meeting per month for 12 month project	48	24	24
Total Hours	48	24	24

Summary Combined Hours	Totals	Mentor	Protégé
Total Combined Hours for all Areas of Assistance and Progress Meetings	332	138	194

Area of Assistance hours spent by Protégé count toward the project's DBE goal

Detail in the Agreement any property, equipment, supplies or other services that are sold, rented, or donated to the Protégé by the Mentor during the course of the Partnering for Growth Agreement.

C. KEY DELIVERABLES

Identify key deliverables for certain tasks identified in the Agreement will be established. Protégé goals and a schedule to complete the work will be established for each task. Please note not all tasks will have Key Deliverables.

Some of the tasks may be measured utilizing Benchmarks as noted in Section D. The specific tasks and the associated scope of work will be accompanied by an interim schedule that is compatible with the schedule for the overall project

Using the example provided in Section B, a sample of a Protégé goal and schedule may be similar to the description below:

Area of Assistance: Highways (Roads & Streets)
Task: Assistance with development of horizontal and vertical alignments, typical cross sections, and roadside safety.

Deliverable: Preparation of plan and profile sheets showing proposed design for a specific roadway segment.

Protégé Goal: Learn Tollway procedures for developing horizontal and vertical alignments; typical cross sections; and maintenance of traffic plans per the MUTCD Manual. Evaluate proposed roadway design against Tollway criteria.

Schedule: The work will be completed in accordance with the schedule established for the project. The estimated date of completion is xx/xx/xxxx.

D. BENCHMARKS

Establish benchmarks to monitor the progress of specified tasks when Key Deliverables are not the appropriate or best way to do so. The benchmarks should identify the individuals involved in the task for the Mentor and Protégé, and provide a schedule to complete the task.

A sample description of a benchmark related to structure design activities may be similar to:

Area of Assistance: Structures (Advanced Typical)
Task: Protégé to become familiar with design of structures (Highway: Advanced Typical) based on Tollway Standards and mentored by (list individuals of mentoring firm).

Benchmark: The Protégé (list the individuals) will have the opportunity to demonstrate this knowledge by assisting with the preparation of Type, Size, and Location Plans, review of the Structure Geotechnical Report, and assistance with structure design. The Mentor will facilitate coordination with the Tollway to better acquaint Protégé staff with Tollway structural engineers and managers.

Schedule: The work will be completed in accordance with the schedule established for the project. The estimated date of completion is xx/xx/xxxx.

E. RESPONSIBILITIES

Define responsibilities for each task by the individuals in charge of managing and executing the work, and for those responsible for quality assurance and control to ensure compliance with the quality control plan.

For mentoring activities that pertain to project management, a sample definition of task responsibilities may be similar to the following:

***Mentor:** Will attend regularly scheduled meetings with the Protégé, regularly review Protégé's business and implementation plans, identify key organizational problems and business challenges, offer advice on the best ways to achieve success, identify critical steps towards meeting goals, respond promptly to the Protégé's request for assistance on significant business problems, and document progress of the work and achievements, etc. in the manner described in the Agreement.*

***Protégé:** Will attend regularly scheduled meetings with Mentor and expedite specific progress steps, implement goals and objectives developed with the Mentor and accept reasonable suggestions to improve management or operation of its business, utilize the assistance of one-on-one supportive services consultants suggested by the Mentor or the Tollway, share business operations information, monitor progress of the work, and document progress of the work in the manner described in the Agreement.*

F. EVALUATION

The Mentor and Protégé shall submit quarterly progress reports indicating the status of their progress toward each of the Agreement's stated tasks and goals. The reports will indicate the steps taken during the quarter to further the Agreement. The quarterly reports are due to the Tollway within 2 weeks of the end of each quarter. The end of quarters are the last day of March, June, September, and December.

The Mentor and Protégé will each prepare a Final Report outlining the achievements, areas of experience gained towards prequalification areas, successes, failures, observations and any future recommendations. The Tollway will evaluate the Partnering for Growth collaboration using the following criteria:

- Satisfactory progress toward the stated goals of the Agreement,
- Improved competency of the Protégé in the areas of assistance,
- Decreased reliance on the Mentor by the Protégé for technical knowledge, equipment, personnel, and
- Increased numbers of projects in relation to number of advertised projects with consultants, other than the Mentor, and/or increased Statements of Interest submitted as a prime consultant.

The final report is due during Project Closeout. **(The final report trigger date should be based on the Partnering for Growth Plan.)** The reports shall be submitted to the Tollway Project Manager and to the Office of Diversity.

The reports submitted by the Mentor shall list all tasks for which the Mentor has received (or applied for) D/M/WBE credit for using the Protégé as a D/M/WBE subconsultant.

G. DURATION

Specify in the Partnering for Growth Agreement the maximum time frame for which the Plan will remain in effect.

The duration of the Partnering for Growth Agreement will start with the execution of the subconsultant agreement with (name Protégé) and the associated Partnering for Growth Agreement and will continue through completion of the Project (PSB XXX-XXX) estimated to begin (date) and last (XX) months.

II. KEY PERSONNEL

The following are the key personnel relative to the Partnering for Growth Agreement:

Identify the Mentor's key personnel, including the experience of the key personnel responsible for training and coordinating the assistance provided to the Protégé.

The Mentor's key personnel shall be involved in the initial assessment of the proposed activities the protégé will provide during the course of the project.

Key personnel are anticipated to remain involved throughout the project. This may be an evaluation criterion used to measure the success of the project.

Key personnel shall be identified on the SOI organization chart.

III. TERMINATION OF AGREEMENT

The Partnering for Growth relationship will be terminated by mutual consent or the Tollway due to the following:

- The Protégé no longer meets the eligibility standard for certification as a DBE
- Either party has failed or is unable to meet its obligations under the Agreement
- The Protégé is not progressing or is not likely to progress in accordance with the Plan
- The Protégé has reached a satisfactory level of self-sufficiency to compete without utilizing the Partnering for Growth Program
- The Plan or provisions contained in it are contrary to the requirements of federal, state or local law or regulation
- The relationship has continued for the life of the project

IV. WRITTEN AGREEMENTS

List any agreements between Mentor and the Protégé including the subconsultant agreement.

Besides the subconsultant agreement there are no written agreements between (Mentor) and (Protégé).

V. REQUIREMENTS

_____ and _____ will comply with all conditions
Mentor Firm Protégé Firm
described above.

_____ Signature for Mentor Firm Signature for Protégé Firm

ATTACHMENTS

Include the following items as attachments to the Partnering for Growth Plan.

- Key Personnel Resumes
- Copies of the Executed Written Agreements, as applicable
- Work-Hour Estimates supporting Mentor/Protégé labor costs