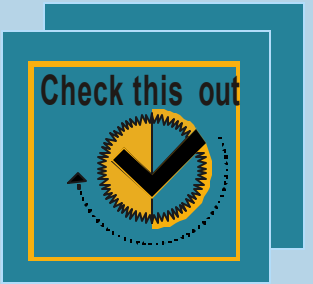
Professional Transportation Bulletin

PTB 890-168 to 890-172

June 28, 2010
July 19, 2010

Statements of Interest are due before 12:00 p.m.
on July 22, 2010
Selection Date: September 7, 2010



Illinois Department of Transportation
2300 South Dirksen Parkway, Springfield, Illinois 62764

IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: September 7, 2010

The following revisions have been made to this Professional Transportation Bulletin. If you downloaded the bulletin prior to the noted revision date, you should incorporate the revisions or download and use a new copy of the bulletin.

REVISION DATE: **July 19, 2010**

The following 3 (three) Items in the special bulletin have been withdrawn and we anticipate re-advertising in November on Professional Transportation Bulletin 158.

Item 890-168: Job No. P91-749-10, Phase I, Illiana Expressway Tiered Environmental Impact Statement (EIS) and Related Reports, Will (IL), Kankakee (IL) and Lake (IN) Counties, Region One/District One.

Item 890-169: Job No. P91-750-10, Project Manager for the Illiana Expressway Tiered Environmental Impact Statement, Will (IL), Kankakee (IL) and Lake (IN) Counties, Region One/District One.

Item 890-170: Job No. P91-762-10, Phase I Project for I-55 from I-355 to I-94, DuPage and Cook Counties, Region One/District One.

The Statement of Interest and Selection dates for 890-171 and 891-0172 remain as advertised.

State Of Illinois
Contact Information

Department Of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

The Transportation Bulletin is the official Illinois Procurement Bulletin for the Illinois Department of Transportation as authorized by Section 15-1 of the Illinois Procurement Code, 30 ILCS 500/15-1. It is available on **IDOT's WEBSITE at** http://www.dot.il.gov**.**

Professional Transportation Bulletin

The Professional Transportation Bulletin Contains information pertaining to the advertisement for offers of interest for professional services for Department of Transportation projects.

Questions concerning this Bulletin should be directed to:

Carrie Kowalski
Consultant Unit Chief
E-mail: Carrie.Kowalski@illinois.gov
Phone: 217-782-6916

Or mailing address:

Bureau of Design and Environment
2300 South Dirksen Parkway
Attn: Consultant Unit
Room 330
Springfield, IL 62764

Tentative Schedule
For
Professional Transportation Bulletins

ACTIVITY	PTB 157	PTB 158	PTB 159	PTB 160	PTB 161	PTB 162
PUBLISH PTB	**08/05/10**	**11/10/10**	**02/03/11**	**05/05/11**	**08/04/11**	**11/10/2011**
***STATEMENTS OF INTEREST ARE DUE	**08/26/10**	**12/02/10**	**02/24/11**	**05/26/11**	**08/25/11**	**12/01/11**
SELECTION MEETING	**10/20/10**	**01/26/11**	**04/20/11**	**07/20/11**	**10/19/11**	**01/25/12**

***** STATEMENTS OF INTEREST FOR PTB 890-168 to 172 MUST BE RECEIVED BETWEEN:**

Publish Date 06-28-10 & 07-22-10 (12:00 P.M. NOON)

STATEMENTS OF INTEREST RECEIVED AFTER 12:00 P.M. WILL NOT BE CONSIDERED.

Required forms for each submittal are available at http://www.dot.il.gov/desenv/deform.html

Review the Guidelines and E-mail procedures in the PTB for submittal requirements. Both are linked in the bookmarks.

We encourage the review of the FREQUENTLY ASKED QUESTIONS, located in the NEW NOTICES and the website: http://www.dot.il.gov/desenv/FAQ.html

NOTICE

Proposed Negotiation Meeting information for Items will be available at the following link: http://www.dot.il.gov/dobuisns.html

- **Region 1**
  - **Diane O'Keefe**
    - **District One**
      - **Items 890-168 to 890-170**

- **Bureau of Railroads**
  - **George Weber**
    - **Items 890-171 to 890-172**

Notice

Consultant Awards Presented at the American Council of Engineering Companies Governmental Affairs Workshop Springfield on June 4, 2010

There were 2 awards presented at the Department's program to recognize consultants providing exceptional service in the planning, design, and construction of highway projects.

Awards were presented to the following companies:

IE Consultants, Inc. for the Urban Highway Project – Phase I

IE Consultants was selected for the Phase I Engineering services for the proposed interchange at US Route 20 Bypass and Illinois Route 2 in Rockford located in Winnebago County. The project involved redesigning an existing full clover leaf interchange and providing a diamond interchange that included the replacement of the dual structures carrying US 20 over IL 2.

Alfred Benesch & Company for the Highway Structure Project – Phase II

Alfred Benesch & Company was selected for the design and preparation of contract documents for the structure carrying IL Route 15 over the Wabash River at Mt. Carmel. The new bridge is a 2,878-foot, 20-span structure with 5 spans over the Wabash River.

Introduction

STATE OF ILLINOIS
Department of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

SPECIAL PROFESSIONAL TRANSPORTATION BULLETIN
890-168 to 890-172
Publish June 28, 2010

This bulletin is the official notice of needed professional services for the Illinois Department of Transportation (IDOT).

This bulletin is sent to each professional consultant on IDOT's prequalified list. A Professional firm who is not prequalified may obtain the necessary information and forms to become prequalified from the INTERNET at: http://www.dot.gov.il/Doing Business/Consultant Services/Consultant Prequalification.

This is not an invitation for bids. Firms properly prequalified for any of the projects listed herein may indicate their desire to be considered for selection by submitting a Statement of Interest for the project to the SOIPTB@dot.il.gov e-mail address.

IDOT shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. IDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT AT THE ABOVE E-MAIL ADDRESS AND IF APPLICABLE, THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 12:00 P.M. LOCAL TIME, July 22, 2010. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.

The selection of professional consultants by IDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to:

1) Ability to complete the work in the time required and the firm's existing workload.

2) The firm's proximity to the project, when important.

3) Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.

4) Financial evaluation of the firm and its accounting methods.

5) Performance rating for past work done for IDOT, if applicable.

All members of the Consultant Selection Committee will be **unavailable** to discuss specifics of projects listed herein during the two-week period preceding the Selection Committee Meeting.

Departmental procedures ensure that all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants. Please do not send letters expressing your interest in various projects and/or correspondence concerning your firm via Overnight/Federal Express mail to members of the Consultant Selection Committee.

Guidelines for Submitting Statements of Interest (SOI)

The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. Any work being done by a consultant, prime or sub must be prequalified in the category of work they are performing.

Prequalified firms may indicate their desire to be considered for selection on any of the projects listed herein by submitting a separate Statement of Interest (SOI) for each project that includes the following:

1) A cover sheet, clearly identifying the PTB Number, Item Number, Firm Name, and IDHR number (if available, see recurring notices). No additional information is required on the cover.

2) A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)

3) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.

4) Color graphics/photographs should be limited in the submittal because the size limitation on incoming e-mail is 2 MB. Photo's etc. can create a large file so use at your discretion.

5) Complete **Exhibit A** as follows:
   a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
   b) QC/QA personnel must be different individuals than the staffing, which prepared the documents.
   c) Attach resumes of all personnel listed in a) above. Individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
   d) Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
   d) Identify proposed subconsultants and item(s) of work they will perform. If a DBE Goal is in the advertisement list the DBE subconsultant(s) and work the firm will be performing. All Subconsultants must be prequalified in the area of work they will be performing.
   e) Include Mentor Protégé data if participating.

6) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**.

7) Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.

8) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.

Guidelines for Submitting Statements of Interest (SOI)

9) **Current Obligations:** The Instructions for completing the Current Obligation documents immediately precede the Current Obligation forms. The Current Obligation Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required.

10) **Disclosure Forms A & B:** Instructions for completing **Forms A** and **B** are included on pages 1and 2 immediately preceding **Forms A** and **B**. Disclosure Forms should be a separate document from the SOI. A cover should be provided with a statement similar to the following: *"The **Form A** disclosures (or Certification Statement) and the **Form B** disclosures are being submitted for PTB # ____, Item(s): ____."* Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.

11) The **Delinquent Debt Certification** is separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included at the bottom of the Delinquent Debt document.

12) The **Disclosure of Business Operations** in Iran is a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document.

13) Exhibit A, Exhibit B, the Current Obligations Form, Disclosure Forms, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are available as electronic documents on our web site: http://www.dot.il.gov/desenv/deform.html

The following addresses may be used when a hard copy of the SOI is requested to be sent to the Central Office in the advertisement:

Illinois Department of Transportation
Bureau of Design and Environment
Ms. Janet Pisani
Acting Section Head of
Preliminary Engineering
Attn: Consultant Unit (Room 330)
2300 South Dirksen Parkway
Springfield, Illinois 62764

If SOI is required to be sent to the Region/District, use addresses as follows:

Region 1
Ms. Diane O'Keefe
District 1
201 West Center Court
Schaumburg, IL 60196

Guidelines for Submitting Statements of Interest (SOI)

Regional Engineers Continued:

Region 2

Mr. George Ryan
District 2
819 Depot Avenue
Dixon, IL 61021

Mr. George Ryan
District 3
700 East Norris Drive
P.O. Box 697
Ottawa, IL 61350

Region 3

Mr. Joseph Crowe
District 4
401 Main Street
Peoria, IL 61602

Mr. Joseph Crowe
District 5
Route 133 West
P.O. Box 610
Paris, IL 61944

Region 4

Mr. Roger Driskell
District 6
126 East Ash St.
Springfield, IL 62704

Mr. Roger Driskell
District 7
400 West Wabash
Effingham, IL 62401

Region 5

Ms. Mary Lamie
District 8
1102 Eastport Plaza Drive
Collinsville, IL 62234

Ms. Mary Lamie
District 9
State Transportation Building
P.O. Box 100
Carbondale, IL 62903

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

We require Statements of Interest (SOI) to be submitted through the e-mail system using Adobe Acrobat 5.0 or greater Software.

Electronic submittals should be made to the Central Office only. The Central Office will forward the necessary consultant information to the Regions/Districts and other Bureaus or Divisions. All electronic submittals should be addressed to SOIPTB@dot.il.gov

Each prequalified consultant firm has been assigned a unique 2 to 6 character Firm Name Code that must be used when submitting electronic Statements of Interest. This code appears on the SEFC Prequalification Page, the page that lists the prequalification categories, and is sent with your annual prequalification letter. The code is located at the top of the page and is next to the Firm Name.

It is important your e-mail appear exactly as the attached example described below: (Note: ABC Engineering is used for example purposes only. The Code for this firm is "ABC")

- The Subject Line must read: FIRM NAME, PTB NUMBER, ITEM(S)

  (Example: ABC Engineering, PTB 151, Items 4, 12, & 22) If there will be more than one e-mail please note as follows: e-mail 1 of __ the total number to be sent.)

- The first line of your e-mail should indicate your Firm Name, PTB & Items Number(s) on which your firm is submitting.

  (Example: ABC Engineering has submittals for PTB 151, Items 4, 12 and 22.)

- The second line should list the name, phone number, and e-mail of the person to contact should there be any questions regarding the submittal.

- Each attachment must be labeled as indicated below:

  1. For each Item on which you are submitting use your 2-6 character Firm Name Code, immediately followed by the 2-digit Item Number (i.e., 01 through 99). (Example: ABC04.pdf)

  2. For your firm's Current Obligation Form, use your 2-6 character Firm Name Code, followed by WL.
     (Example: ABCWL.pdf)

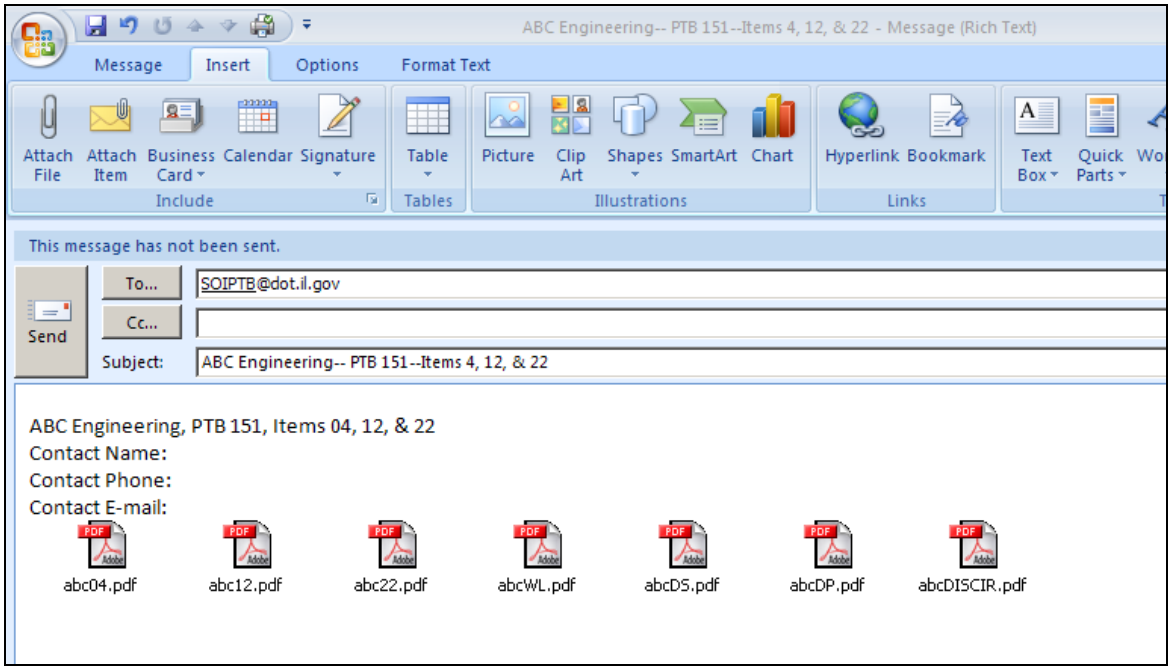
  3. For your firm's Disclosure Forms, use your 2-6 character Firm Name Code, followed by DS.
     (Example: ABCDS.pdf)

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

4. For your firm's Delinquent Debt Payment Certification, use your 2-6 character Firm Name Code, followed by DP.
   (Example: ABCDP.pdf)

5. For your firm's Disclosure of Business Operations in Iran, use your 2-6 character Firm Code, followed by DISCIR.
   (Example: ABCDISCIR.pdf)

Please review the following example e-mail:



Detail Descriptions of Attachments for electronic submittal:

- ABC04, ABC12, and ABC22 are the Statements of Interest for the submitted Items and must include Exhibit A. Following Exhibit A, include resumes of the key management personnel and project staff listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.

- ABCWL is the Current Obligation Form. Requirement: Only Prime submits one copy of the Current Obligation Form. Instructions shown on page one should not be sent.

- ABCDS is the Disclosure Forms. Requirement: Only Prime submits one copy of the Disclosure Form. Disclosure file would consist of Form A and Form B or the Form for Offerors That Have Previously Submitted Form A and Form B. The instructions should not be sent.

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

- ABCDP is the Delinquent Debt Compliance Statement. Requirement: Prime and any known subconsultants the prime will be using are required to submit this form. The forms should be converted to pdf and submitted as one pdf document, not multiple files.

- ABCDISCIR is the Disclosure of Business Operations in Iran. Requirement: Only Prime submits one copy of the form.

Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. Identify the number of e-mails being sent, (i.e. 1 of 3). Scanned images, color graphics, and photographs, which are converted to Adobe Portable Document Files (PDF) files, can become very large, use sparingly if at all.

Exhibits (A & B), Current Obligations, Disclosure Forms A & B, Delinquent Debt Certification, and Disclosure Business in Iran are available as electronic documents and may be downloaded from our web-site: http://www.dot.il.gov/desenv/deform.html. The bookmarks in the Professional Transportation Bulletin are also linked to the website.

Use the latest documents provided on the web site. The documents are labeled as follows:

- Exhibit A = BDE XHBT-A
- Exhibit B = BDE XHBT-B
- Current Obligations = BDE CUR-OB
- Disclosure Forms (A, B, and Offerors previously submitted) = DISC 2 (consultant)
- Delinquent Debt (Consultants) = BDE 3000
- Disclosure of Business In Iran= BDE 2900

We also have frequently asked questions for submitting Statements of Interest. They are located at http://www.dot.il.gov/desenv/FAQ.html

If you have questions, contact Carrie Kowalski at Carrie.Kowalski@illinois.gov.

PROFESSIONAL TRANSPORTATION BULLETIN
REQUIRED FORMS
FOR
STATEMENT OF INTERESTSUBMITTAL

The forms listed below are in Microsoft Word 2007 except for the Current Obligations, which is in Microsoft Excel.

To open Microsoft Office Word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to install the Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats and any necessary Office updates. By using the Compatibility Pack for the 2007 Office system, you can open, edit some items, and save Office Word 2007 documents in previous versions of Word.

All required forms are located at: http://www.dot.il.gov/desenv/deform.html and are shown below.

If the link next to form name below doesn't open the document, go directly to the site above.

BDE 2900	Disclosure of Business Operations in Iran	09/14/09
BDE 3000	Delinquent Debt Certification (Consultant)	
BDE CUR-OB	Consultant's Current Obligations for Statements of Interest.	10/01/08
BDE XHBT-A	Consultant Exhibits A	12/22/09
BDE XHBT-B	Consultant Exhibits B	12/01/09
DISC 2 (Consultants)	Disclosure Forms for Consultant Offers Instructions Form A, Financial Information & Potential Conflict of Interest Form B, Other Contract & Procurement Related Information Disclosure	11/07

TABLE OF CONTENTS
SPECIAL PROFESSIONAL TRANSPORTATION BULLETIN

Item #	County	Description
Region 1/District 1		
890-168	Kankakee & Will (IL) Lake (IN)	Phase I Project, Illiana Expressway Tiered Environmental Impact Statement (EIS) and Related Reports **withdrawn**
890-169	Kankakee, Will (IL) Lake (IN)	Project Manager for the Illiana Expressway Tiered Environmental Impact Statement **withdrawn**
890-170	Dupage &Cook	Phase I Project for I-55 from I-355 to I-94 **withdrawn**
Bureau of Railroads		
890-171	Various	Phase I Project – Federal Railroad Administration, Tier I Environmental Impact Statement (EIS) for Chicago to St. Louis High Speed Rail
890-172	Various	Preliminary Engineering, Final Engineering and Field Engineering surveying and design services are required for the 110 mph Chicago to St. Louis (CHISL) High Speed Rail (HSR) project

890-168 **Job No. P91-749-10, Phase I, Illiana Expressway Tiered Environmental Impact Statement (EIS) and Related Reports, Will (IL), Kankakee (IL) and Lake (IN) Counties, Region One/District One.** **withdrawn**

This project will utilize the **Cost Plus Fixed Fee (CPFF)** method of contracting.

This project requires 18% DBE participation.

The **Complexity Factor** for this project is **0.07**.

The Prime Consultant selected for this project and all subconsultants the Consultant will be using are scheduled to attend an initial meeting on **September 10, 2010,** at **9:00 A.M.** at the Region One/District One Office in **Schaumburg, IL.**

Phase I engineering services are required for the preparation of an anticipated Tiered Environmental Impact Statement (EIS) and supporting engineering reports for the Illiana Expressway. Tier One may include determining a preferred alternative and/or corridor(s) that include multiple modes, at a conceptual level of detail, and the preparation of a Tier One EIS. Tier Two will involve detailed Phase I engineering and environmental studies, including the preparation of a Tier Two EIS and supporting engineering reports, for all or portions of the preferred alternative(s) identified in Tier One. Key planning tools for Tier One may include: stakeholder outreach based upon the department's Context Sensitive Solutions (CSS) Policy, Travel Demand Modeling, a Geographic Information System (GIS) database, and economic forecasting models to support the initial project financing analyses. These tools will continue to be utilized, as well as other more project specific tools and data required to support the Phase I engineering and environmental studies in Tier Two. Firms should be familiar with both Illinois DOT and Indiana DOT policies and procedures. All work for this project will be in English units.

The Prime Consultant and their subconsultants contracted to perform Phase I engineering services outlined in this advertisement shall not be eligible to also perform Phase I engineering oversight services as a prime or subconsultant for the Illiana Expressway Tiered EIS.

The department will furnish the Consultant with existing data as available, or facilitate the collection of data as appropriate.

The estimated construction cost for this project is $3,000,000,000. The completion date for this contract will be a total 60 months, which includes 24-36 months for Tier One and 24 months for Tier Two, after authorization to proceed.

Key personnel listed on **Exhibits A** and **B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer, and obtain Indiana professional licensure within six months of contract authorization).

- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer, and obtain Indiana professional licensure within six months of contract authorization).

- The person who will perform/supervise the work in the area of the Drainage studies (must be an Illinois Licensed Professional Engineer, and obtain Indiana professional licensure within six months of contract authorization).

- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience, and obtain Indiana professional licensure for same or equivalent within six months of contract authorization).

- Person(s) who will be responsible for preparing structural concepts, must be an Illinois licensed Structural Engineer, and obtain Indiana professional licensure for same or equivalent within six months of contract authorization. The prequalification category of Structure Highway: Typical is required and may be met by the Prime and/or Sub.

- The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.

- The public involvement lead responsible for developing and supporting an overall Stakeholder Involvement process. Include a detailed description of CSS/public involvement work he/she has directed involving facilitation of public meetings and public hearings, organizing work groups and press conferences, drafting press releases and property owner contact letters, etc.

- The person(s) who will perform the work in the area of any Special Studies (Mass Transit). Must be an Illinois Licensed Professional Engineer, and obtain Indiana professional licensure within six months of contract authorization. The prequalification category of Special Transportation Studies, Mass Transit is required and may be met by the Prime and/or Sub.

Statements of Interest must also provide the approach the firm would take on this project, beginning with a description of an internal project management approach that would effectively interface with a diverse group of agency specialists and managers spread across two states. Statements of Interest must also include a proposed organizational chart for the team. In addition, specific descriptions of the Engineering, Environmental, Stakeholder Involvement/Communications and financial planning studies approach for the study should be provided, and a brief summary of the experience and qualifications (include both IL DOT and IN DOT) of the Consultant team members leading these efforts.

Prime firms must be prequalified in the following (IL DOT) categories to be considered for this project:

Location/Design Studies (New Construction/Major Reconstruction)
Environmental Reports (Environmental Impact Statements)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

After all responses have been evaluated, firms may be asked to make oral presentations during the week of August 23, 2010 in Springfield.

890-169 **Job No. P91-750-10, Project Manager for the Illiana Expressway Tiered Environmental Impact Statement, Will (IL), Kankakee (IL) and Lake (IN) Counties, Region One/District One.** **withdrawn**

This project will utilize the **Cost Plus Fixed Fee (CPFF)** method of contracting.

The **Complexity Factor** for this project is **0.035**.

The Project Management Consultant (PMC) selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **September 10, 2010** at **1:00 P.M.** at the Region One/District One Office in **Schaumburg, IL.**

A PMC is required to perform various Phase I engineering services for the management of the Illiana Expressway Tiered Environmental Impact Statement (EIS) under contract with other Consultant engineering firm(s). The PMC will be expected to perform work similar to an IDOT Project Manager and Staff. Key staff from the PMC may be expected to work in the IDOT District Office up to 5 days a week, as well as the Indiana DOT LaPorte Office as needed, and attend evening meetings as required in both States. Firms should include expertise on their team that is familiar with both Illinois DOT and Indiana DOT policies and procedures, with particular attention given to travel demand modeling, GIS Database management, and complex environmental studies. All work for this project will be in English units.

The Prime Consultant and their subconsultants contracted to perform Phase I consultant oversight services outlined in this advertisement shall not be eligible to also perform Phase I functions either as a prime or subconsultant for the Illiana Expressway Tiered EIS.

Joint Ventures will not be allowed on this project.

The Project Manager Consultant's work is expected to include:

- Manage the Illiana Expressway Phase I Consultant(s), including reviews and contract administration;
- Document and maintain files for the project, including coordination with the Illiana EIS consultant to create an Administrative Record;
- Manage and track project-level cost, schedule and budget requirements, and coordination with program-level and assigned project-level controls personnel;
- Coordinate, validate, and monitor project scope;
- Review project submittals, including but not limited to traffic and engineering studies, GIS analyses, environmental resource studies, drainage studies, Draft/Final Environmental Impact Statement, Engineering Reports and other supporting documents;
- Identify and implement all necessary coordination and communication within and outside the department; to IDOT/INDOT and stakeholders as required;
- Hold regular progress meetings and briefings for IDOT/INDOT including FHWA where details of project and progress are presented;

- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines;

- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT/INDOT;

- All other work required to oversee the Illiana Expressway Tiered EIS for the IDOT/INDOT.

The department will provide applicable department policies and procedures to the PM Consultant.

The estimated construction cost for this project is $3,000,000,000. The completion date for this contract will be a total 60 months, which includes 24-36 months for Tier One and 24 months for Tier Two, after authorization to proceed.

Key personnel listed on **Exhibit A** and **B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer, and obtain Indiana professional licensure within six months of contract authorization).

- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer, and obtain Indiana professional licensure within six months of contract authorization).

- The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.

Statements of Interest must also provide the approach the firm would take on this project and include a proposed organizational chart for the proposed PM Consultant team, as appropriate, with proposed percentage of time commitment, as well as the approach the firm would take on this project, and a summary of the pertinent experience (include both IL DOT and IN DOT) of the firm managing Phase I highway projects.

Prime firms must be prequalified in the following (IL DOT) categories to be considered for this project:

Location/Design Studies (New Construction/Major Reconstruction)
Environmental Reports (Environmental Assessment)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

890-170 **Job No. P91-762-10, Phase I Project for I-55 from I-355 to I-94, DuPage and Cook Counties, Region One/District One.** **withdrawn**

This project will utilize the **Cost Plus Fixed Fee (CPFF)** method of contracting.

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **September 17, 2010,** at **1:00 P.M.** at the Region One/District One Office in **Schaumburg.**

Phase I engineering services are required for the preparation of preliminary engineering and environmental studies (anticipated to be a Combined Design Report/Environmental Assessment) for the improvement of I-55 from approximately I-355 to I-94. The work is anticipated to include providing an additional lane in each direction and implementation of traffic management strategies.

Phase I may include but is not limited to evaluating the geometrics for safety and capacity (existing as well as projected), preparing complete bridge inspections and reports, data collection, preparation of base maps and mosaics, mapping and ground survey, crash analysis, traffic counts and projections, traffic studies including Intersection and Interchange Design Studies, traffic management analysis, drainage studies, cost estimates, financial planning, and all other work necessary to complete Phase I. A key planning tool for Phase I will include: stakeholder outreach based upon the Department's Context Sensitive Solutions (CSS) Policy. All work for this project will be in English units.

The department will make available to the Consultant microfilm data, right-of-way information (as available), crash data, utility coordination, and correspondence, archaeological, historical, biological, and special waste survey and coordination.

The construction cost for this project is estimated to be $400,000,000. The completion date for the contract will be 30 months after authorization to proceed.

Key personnel listed on **Exhibits A and B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).

- The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.

- The person in charge of the CSS/Public Involvement procedures. Include a detailed description of the CSS/Public involvement work he/she has directed involving facilitation of public meeting and public hearing, organizing work groups and press conferences, drafting press releases and property owner contract letters, etc.

- Person(s) who will be responsible for preparing structural concepts, must be an Illinois licensed Structural Engineer. In addition, the staff performing this work must be identified. The prequalification category of Structure Highway: Typical is required and may be met by the Prime and/or Sub

- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

- The person(s) who will perform the work in the area of Special Studies (Mass Transit). Must be an Illinois Licensed Professional Engineer.

Statements of Interest must also provide a proposed organizational chart for the proposed Consultant team with proposed percentage of time commitment and the approach the firm would take on this project.

Prime firms must be prequalified in the following categories to be considered for this project:

Environmental Assessment (EA)
Location/Design Studies (Reconstruction/Major Rehabilitation)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

890-171 **Job No. P-30-002-11, Phase I – Federal Railroad Administration, Tier I Environmental Impact Statement (EIS) for Chicago to St. Louis High Speed Rail, Various Counties, Bureau of Railroads.**

This project is federally funded.

This project will utilize the **Cost Plus Fixed Fee (CPFF)** method of contracting.

This project requires 25% DBE participation.

The **Complexity Factor** for the project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **September 10, 2010** at **11:00 A.M.** in the Central Bureau of Railroads in **Springfield.**

Phase I services are required for all work associated with the preparation of preliminary engineering and environmental studies for the improvement of the Chicago to St. Louis (CHISL) HSR project in the form of a Federal Railroad Administration (FRA) Tier I EIS. The Consultant's work may include but not be limited to data collection, preparation of base maps and mosaics, geometric studies, capacity analysis, bridge condition reports, railroad coordination, cost estimates, public involvement according to the CSS policy, corridor survey, and all other related work necessary to complete Phase I studies and tasks. All work for this project will be in English units.

The engineering services required may consist of only a portion of the total engineering work on the project. The Consultants activities are anticipated to be monitored by the High Speed Rail Project Manager (PM) for this project.

The completion date for this contract will be 16 months after authorization to proceed.

Key personnel listed on **Exhibit A** and **B** for this project must include:

- The person(s) who will be in charge of rail engineering, rail structures, signal engineering CADD and cost estimations. Resumes should include a brief description of recent railroad work he/she has directed.

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person in charge of the CSS/Public Involvement procedures. Include a detailed description of the CSS/Public involvement work he/she has directed involving facilitation of public meeting and public hearing, organizing work groups and press conferences, drafting press releases and property owner contract letters, etc.

- The person who will perform the QC/QA review work of all milestone submittal documents.

- The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.

Prime firms must be prequalified in the following categories to be considered for this project:

Environmental Reports (Environmental Impact Statement)
Special Transportation Studies (Railway Engineering)
Location Design Studies (New Construction/Major Reconstruction)
Structures (Railroad)

Statements of Interest must provide the approach the firm would take on this project, managing experience, etc. as well as an outline of proposed procedures to be used in meeting projects objectives. Additionally, the Consultant must be experienced in MicroStation, ArcGIS, and Primavera software systems.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

890-172 **Job No. D-30-002-11, Phase I, II & III – 110 mph Track Survey/Design for Chicago to St. Louis High Speed Rail, Various Counties, Bureau of Railroads.**

This project is federally funded.

This project will utilize the **Cost Plus Fixed Fee (CPFF)** method of contracting.

This project requires 20% DBE participation.

The **Complexity Factor** for the project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **September 9, 2010** at **11:00 P.M.** in the Central Office Bureau of Railroads in **Springfield.**

Preliminary Engineering, Final Engineering and Field Engineering surveying and design services are required for the 110 mph Chicago to St. Louis (CHISL) High Speed Rail (HSR) project. All work for this project will be in English units. Work will be focused on the Joliet to St. Louis portion of the corridor but northern design services to Chicago may be required.

Preliminary and final design surveys and plans/profiles/cross-sections (including as-built field surveying services) include, but are not limited to, railroad track alignment, at-grade crossing design, high speed curves, turnouts, bridge alignments, culverts, signal foundations and station platforms.

The completion date for this contract will be 36 months after authorization to proceed. The Consultant's activities are anticipated to be monitored by the HSR Project Manager (PM) for this project.

Key personnel listed on **Exhibit A** for this project must include:

- The person(s) who will be in charge of rail engineering, rail structures, signal engineering, CADD and cost estimations. Resumes should include a brief description of recent railroad work he/she has directed.

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development and signature of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the QC/QA review work of all milestone submittal documents.

Prime firms must be prequalified in the following categories to be considered for this project:

Special Transportation Studies (Railway Engineering)
Structures (Railroad)

Statements of Interest must include the prime Consultant experience in 110 mph combined corridor rail survey/design. Consultant must be able to obtain Insurance policies (including railroad liability) necessary to work on the UP Railroad ROW/tracks and must possess proof of UP Railroad on-track safety certifications by selection date. Statements of Interest must provide the approach the firm would take on this project, managing experience, etc. as well as an outline of proposed procedures to be used in meeting projects objectives. Additionally, the Consultant must be experienced in MicroStation, ArcGIS, and Primavera software systems, as well as LIDAR surveying and processing.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

NOTICE

State Board of Elections Certificate

EFFECTIVE May-1-10

The document, Registration with State Board of Elections (BDE 2800), is **NOT** required to be a part of the Statement of Interest submittal.

The State Board of Elections Certificate is now required as part of the firm's Statement of Experience and Financial Condition submittal.

SEFC is located at http://www.dot.il.gov/desenv/preqcons.html

To register with State Board of Elections go to
http://www.elections.state.il.us/Default.aspx

And then to Business Registration:
http://www.elections.state.il.us/BusinessRegistration/Welcome.aspx?Selected=Business%20Registration

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET
May 1, 2010

IDOT is encouraging the use of this check sheet. We continue to receive submittals with errors. With the apparent lack of quality control in the Statement of Interest submittals, we are providing a check sheet for your use. Do not submit this document; it is intended as tool to help in your quality control process. Do not send.

☐ Downloaded and used most current forms http://www.dot.il.gov/desenv/deform.html

Statements of Interest for each item must be submitted as an adobe.pdf and labeled as described in the e-mail instructions. Use your SOI CODE that's provided at the top of your SEFC prequalification sheet. This sheet is provided with your firm's prequalification letter sent out on an annual basis.

IDOT has frequently asked questions for submitting SOI's available in the PTB and at http://www.dot.il.gov/desenv/FAQ.html

☐ Followed the e-mail instructions for submitting
http://www.dot.il.gov/desenv/ptb/ptbemailinstructions.pdf

Statements of Interest for each item must contain the following and be received between the time of Publish Date and the SOI due date, at 12:00 p.m. (Note: Sending before 12:00 p.m. does not guarantee that we receive before noon.)

☐ All requested data in advertisement is included (list specific items requested in advertisement).
Reviewed advertisement and included:

_____

_____

_____

☐ **Exhibit A (BDE XHBT-A)** (required with every SOI)

- ☐ Correct PTB & Item Number (one specific to each PTB/ITEM)
- ☐ City, phone, e-mail provided
- ☐ Signed and dated
- ☐ Key personnel completed (personnel resumes attached)
- ☐ Subconsultant information, Firm name, category of work being performed, and DBE noted (if applicable) (If a DBE goal is listed, the firm(s) the prime will be using to meet this goal are shown at this location).
- ☐ Mentor Protégé information included, Firm Name that is the protégé and the category of work they will be doing.

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET
May 1, 2010

☐ **Exhibit B (BDE XHBT-B)** (when applicable)

☐ The first portion (items 1 to 3) is required when Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction categories in the **Location/Design Study** Work Category are requested in the advertisement.

☐ The second portion **Environmental Work** is to be completed when Environmental Assessment or Environmental Impact Statements categories are requested in the advertisement.

Staffing for disciplines listed below, matches staffing on Prequalified Environmental Staff document sent to your firm from IDOT.

☐ Environmental Lead

☐ Noise

☐ Water Quality

Ecology Wetlands & Associated Aquatic Resources

Biological Resources (other than Wetlands)

☐ Community Impacts

☐ Public Involvement

☐ Technical Writing

If submitting for one or ten items, each of these documents is required to be submitted as a separate adobe.pdf file for each Professional Transportation Bulletin (one for each PTB)

- Current Obligations (BDE CUR-OB) (Prime)

  ☐ Firm name

  ☐ Correct PTB #

  ☐ Item #'s listed match Items being submitted

  ☐ Dollar amounts are the most current (if selected on Previous PTB include estimated $'s)

  ☐ Phase III (construction Inspection work $'s are completed)

- Consultant Offers Disclosure Form A&B (DISC 2)(Prime)

  ☐ Firm Name

  ☐ Dated correctly

  ☐ Signed

  ☐ Review for any changes before sending Form for Offerors That Have Previously Submitted Form A

  ☐ Any changes resubmit Form A

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET
May 1, 2010

- Consultant Offers Disclosure Form A&B (DISC 2) Continued(Prime)
  - ☐ Form B completed
  - ☐ Firm Name
  - ☐ Dated correctly
  - ☐ Signed

- Disclosure of Business Operations in Iran (BDE 2900) (Prime)
  - ☐ Correct PTB #
  - ☐ Item #'s listed match Items being submitted
  - ☐ Firm Name
  - ☐ Dated correctly
  - ☐ Signed

- Delinquent Debt Certification (BDE 3000) (Prime & Subconsultants)
  - **(this is one adobe file with the prime and sub, do not submit multiple files)**
  - ☐ Correct PTB #
  - ☐ Item #'s listed match Items being submitted
  - ☐ Firm Name
  - ☐ Dated correctly
  - ☐ Signed
  - ☐ Subconsultants listed are correct and listed items are correct
  - ☐ Subconsultant's delinquent debt included
  - ☐ One Adobe file created that contains prime and subs debt certification

NOTICE

Description and Minimum Requirements for Statement of Experience and Financial Condition Quality Assurance Category

EFFECTIVE 3-1-10

The Quality Assurance category has been revised in the Description and Minimum Requirements. Per the Quality Assurance Note in the Statement of Experience and Financial Condition Questionnaire, "PCC Level III will be required for all Project Managers as of 3/1/2010."

The PCC level III class is required to become prequalified and to remain prequalified in the QA PCC and Aggregate prequalification category.

The Description and Minimum Requirements is available at http://www.dot.il.gov/desenv/preqcons.html

Notice of Consultant Engineering Mentor Protégé Program

Effective December 23, 2009
Revised 02-04-10

Firms wishing to participate in the Mentor Protégé program should indicate in their Statement of Interest e-mail the Item number(s) they are planning on participating.

For Example in the body of the E-mail message include "Firm ABC is interested in participating in the Mentor Protégé Program on items 2, 5 and 10."

Also, the Exhibit A has been modified to include Mentor Protégé data. The Exhibit A document is available on the website at http://www.dot.il.gov/desenv/deform.html

Guidelines, implementation, and a sample development plan are available on our website at http://www.dot.il.gov/consultmentor.html

Notice for Consultant Subscription Service
Effective July 1, 2009

IDOT has revised the process for distribution of information to engineering consultants. We now have a subscription service that allows the firms to add or delete, at their discretion, the staff that receives information on consultant engineering issues.

If you are currently receiving e-mails, i.e. The Press Release, notification of the PTB being published, etc., you are already a subscriber to the list. There is no need to subscribe again. You do have the option of deleting yourself from the list. See below.

http://www.dot.il.gov/desenv/ptbsubsc.html takes you to the subscription service website. The following is taken directly from the listed site:

To receive updates related to the Prequalification of Consultant Engineering Firms, the Publishing of the Professional Transportation Bulletin, or other information related to Consultant Engineering through the free subscription service; please follow the instructions for subscribing. The information for these items will be automatically e-mailed to the subscriber upon release.

Instructions to Subscribe

Please Note:
By subscribing to the IDOT-PTB list, you will receive both the
Prequalification of Consultant Engineering Firms list as well as the Professional Transportation Bulletin

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address and with the information as noted below:

1. Address the e-mail message to: listserv@lists.dot.il.gov
2. Type the letters 'sub', a space and then the subscription listname in the **body of the message**.
   Please Note: *There are no spaces in the listname.*
   Example: **sub IDOT-PTB**
   (Do Not Include Any Other Text)
3. Send the message.
4. A confirmation e-mail will be sent to you.
5. Click on the reply button and type OK in the body of the message and send the message back to IDOT.
6. Once the Department receives the OK, you will be added to the subscription list.
7. You will then receive a confirmation e-mail stating that you have been added to the list and automatically receive the publications and reports for which you have subscribed when they are published.

Instructions to Unsubscribe

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address and with the information as noted below:

1. Address the e-mail message to: listserv@lists.dot.il.gov
2. Type the letters 'signoff', a space and then the subscription listname in the **body of the message**. Please Note: There are no spaces in the listname. Example: signoff IDOT-PTB (Do Not Include Any Other Text)
3. Send the message.
4. A confirmation e-mail will be sent to you removing you from the subscription list.

Frequently Asked Questions for Submitting Statements of Interest for Professional Transportation Bulletin 4-01-10

The frequently asked questions are available at ***http://www.dot.il.gov/desenv/FAQ.html***
Professional Transportation Bulletin is available at ***http://www.dot.il.gov/desenv/ptb.html***
To become a prequalified consultant go to ***http://www.dot.il.gov/desenv/preqcons.html***

1. **Question:** Where do I submit my electronic Statement of Interest?

   Answer: As stated in each advertisement and in the E-mail Instructions all submittals go to SOIPTB@dot.il.gov

2. **Question:** When do I submit my electronic Statement of Interest (SOI)?

   Answer: The Statement of Interest due date and time are listed on the front cover of the PTB. If it is not received by 12:00 p.m. on the due date it will not be considered, that includes partial submittals. A complete submittal must be received before 12:00 p.m., which includes all required forms. If the SOI item is received at 11:59 a.m. and the forms are received in a separate e-mail at 12:01 p.m., your firm will not be considered for the PTB. Firm's have 3 weeks to submit Statements of Interest, and we accept Statements of Interest from publish date to 12:00 p.m. on the due date.

3. **Question:** Where are the latest forms?

   Answer: In the Professional Transportation Bulletin there is a bookmark titled Forms, which links to the website. There is also a link in the Guidelines, and a link in the E-mail Instructions. http://www.dot.il.gov/desenv/deform.html

4. **Question:** Why do I have to keep the footer with document name and why use the latest form?

   Answer: IDOT is ISO certified. When IDOT is audited, The ISO Auditors ask, "How do you know the correct form is being used?" The footer with the document name and revision are the proof required.

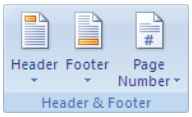
5. **Question:** The footer disappears when I insert the Exhibit A/B file. How do I keep the footer?

   Answer: There are two options

   - If you are using Microsoft Word 2003, you need to insert a section break. Per Word help, "To create a different header or footer for a section, you need to break the connection between the sections. Click in the section for which you want to create a different header or footer. On the **Header and Footer** toolbar, click **Link to Previous** to break the connection between the header and footer in the current section and the previous one."

   - If you are using Microsoft Word 2007, Starting at the beginning of the document, click in the first section for which you want to vary the

header or footer. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



Click **Edit Header** or **Edit Footer**.

On the **Headers & Footers** tab, in the **Navigation** group, click **Link to Previous** to break the connection between the header or footer in this section and the previous section.

OR

- Complete the word file, convert to adobe, and then insert the file in to your already converted PDF Statement of Interest.

6. **Question:** Does the Prime have to be prequalified in the requested categories in the advertisement or can we sub that work out?

Answer: Yes, the prime is required to have the prequalification. It states in the guidelines:
The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement.

Also, in every advertisement it states:

"The prime firm must be prequalified in the following categories to be considered for this project": This means the prime is required to be prequalified in the listed categories.

7. **Question:** In the advertisements it sometimes states:
The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer). Location Drainage prequalification category requirement may be completed by Sub and/or Prime)
The person who will be in charge of route surveys (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Surveyor). Route Surveys prequalification category requirement may be completed by Sub and/or Prime)
The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (must be an Illinois Licensed Professional Engineer). Geotechnical Services,

Structure Reports Geotechnical (SGR) prequalification category requirement may be completed by Sub and/or Prime.

How do we address this in our submittal?

Answer: In these instances, if the prime is prequalified they may use their staff. If the prime is prequalified or if not prequalified for those categories, a subconsultant that is prequalified in the requested category may be used.

For example in the **Exhibit A** if using a sub, fill out as shown
Other Required Key Staff:

Name Required Prequalification Category : Land Surveying			
*Name	John Doe @ ABC Engineering		
Category	PLS (PE, SE, LS)		
Registration #	035-123456		
Year Registered	1998	State	IL
Office Location:			
City	Chicago	State	IL

8. **Question:** The advertisement has a DBE Goal. Where & how do we address in our Statement of Interest?

Answer: In the **Exhibit A** on page 3 of 3, there is the following statement: "List Subconsultant(s) and the item(s) of work that they will perform." This is where the firm lists all subs including DBE's. Example: ABC Engineering, DBE, will perform land surveying services.

9. **Question:** The **Exhibit A** on page 3 of 3 asks:
Firm is proposing a Mentor-Protégé on this project: Yes ☐ No ☐

Name of Protégé Firm	**Areas of work (prequalification category(ies) they will be participating in**

What are we required to include in the above?

Answer: First check yes or no. If yes, include the name of the firm that will be the protégé and which prequalification category they will be mentored to do.
Example:
Firm is proposing a Mentor-Protégé on this project: Yes ☒ No ☐

Name of Protégé Firm	**Areas of work (prequalification category(ies) they will be participating in**
ABC Engineering	Location Design Studies (Rehabilitation)

10. **Question:** The advertisement states: The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts and ecology. Environmental staffing on **Exhibit B** must match the staffing presented and approved in the firm's most recent Statement of Experience and Financial Condition. Where do I find the approved staffing?

Answer: Every firm prequalified in environmental assessment receives as part of the prequalification response, a document that has a listing of who is qualified for lead and each discipline and at what level, EA or EIS. The personnel on the document titled "Prequalified Environmental Staff" are the staff that must appear on Exhibit B.

11. **Question:** The Advertisement states the required prequalification category is **Location/Design Studies (Reconstruction/Major Rehabilitation**). Is the firm required to submit an Exhibit B?

Answer: Yes, it's required per the guidelines: 6) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**. Only the first section is required for Location Design Studies,

Location/Design Study Work

This portion to be completed when projects require Location Design Studies (Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction)

For projects requiring Environmental Reports, the second portion is required

Environmental Work

This portion to be completed when projects require Environmental Reports (Environmental Assessment or Environmental Impact Statements)

The request in the advertisement for Exhibit B is done as a courtesy.

12. **Question:** The guidelines say no more than 2 pages for firm's interest in performing the work. The advertisement requests additional data such as:

- Statements of Interest must also include the proposed Quality Assurance/Quality Control (QA/QC) plan for the project design, including calculations and check-set plans and specifications as deliverables.

Or

- Statements of Interest must include details of how the Consultant will accomplish the work, a schedule for completing the work in the prescribed time, the firm's capability, and project team experience for similar projects, an organizational chart for the project, etc.

Can we go over the 2 page limit?

Answer: The guidelines also state, "8) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal." The 2 page limit is separate from the additional requirements that may be requested in the advertisement. Your firm may not be considered if not all information requested in the advertisement is provided.

13. **Question:** Can we include pictures, charts, graph's?

Answer: Yes, but we have a limitation on receiving files. Our system can only accept files under 2MB.

14. **Question:** Our Statement of Interest files are very large. Can we break up the file and send in multiple e-mails?

Answer: Yes, but first look at why it's so large. Is everything scanned; are large picture files included, etc. Converting existing files to Adobe and limiting graphics can reduce the size of a file significantly.

As stated in the E-mail Instructions,
Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. Identify the number of e-mails being sent, (i.e. 1 of 3). Scanned images, color graphics, and photographs, which are converted to Adobe Portable Document Files (PDF) files, can become very large, use sparingly if at all.

15. **Question:** Our firm wants to do a joint venture (JV). Does IDOT have a JV agreement form?

Answer: No, IDOT does not have a form. It is up to the Consultants entering into a JV to submit the JV agreement as part of the Statement of Interest. See recurring notice "**NOTICE FOR JOINT VENTURE"**

16. **Question:** What are common errors made by consultants when submitting a Statement of Interest?

Answer: Waiting until the last minute to complete the Statements of Interest and using old SOI's with no quality control check.

Required forms and typical problems	
Document	**Problem(s)**
Current Obligations Example attached BDE CUR-OB	(wrong form, addition errors, $'s not included for latest selection information, Construction Inspection work more than total work shown) (review instructions)

Required forms and typical problems continued	
Document	**Problem(s)**
Delinquent Debt Example attached BDE 3000	(not signed/dated, subconsultants not included, doesn't match first page, i.e. prime has sub working on item 2 and 4, sub lists working on 2 and 6)
Disclosure DISC 2	(not signed/dated, only partial submittal, missing form B, or no disclosure included) Disclosures **NOT UPDATED** WHICH CAUSES DELAYS. IDOT is unable to authorize the firm to do work if disclosure is not clear.
Exhibit A Example attached BDE XHBT-A	(nothing in footer to indicate which form used, old form used, not signed/dated, city not indicated, DBE and work they are performing are not listed all requested personnel in advertisement not included.
Exhibit B BDE XHBT-B	(not included, nothing in footer to indicate which form used, old form used although new revised date shown in footer) Personnel listed did not match SEFC Environmental Staffing plan)
Iran Disclosure Example attached BDE 2900	(not signed/dated or included)
Miscellaneous	(Late, partial submittal, sent to wrong e-mail address, etc.)

NEW:
The forms for Current Obligations, Delinquent Debt, Exhibit A, and the Iran Disclosures have been completed and are attached as examples of how to correctly fill out for submittal.

Illinois Department of Transportation

Consultant's Current Obligations for Statements of Interest

Firm Name ABC Engineering **PTB #** 151 **Item(s) #** 4, 12, & 22

Work For the Illinois Department of Transportation

Your Firm as Prime Consultant

PTB & Item Number	Total Project Fee (000's)	Fee Without Subconsultants		
		0-6 mos. (000's)	7-18 mos (000's)	>18 mos. (000's)
150-019	1000	500	250	250
145-001	500	400	100	
139-012	400	50		
Total as Prime		950	350	250

Your Firm as Subconsultant To:

Consultant You Are Subcontracted To	PTB & Item Number	Subcontract Amount (000's)	Fee		
			0-6 mos. (000's)	7-18 mos (000's)	>18 mos. (000's)
Jones Consults	148	100	75	25	
Masons Inc.	148	150	100		50
Total as Subconsultant			175	25	50

Note: The start date for the 0-6 months will be the date of this PTB

Firm Name ABC Engineering **PTB #** 151 **Item(s) #** 4, 12, & 22

Work By Your Transportation Staff for Other Than the Illinois Department of Transportation

	Total Agreement Amount (000's)	Fee to be Earned		
		0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
City of Chicago	N/A			
Illinois State Toll Authority	750	350	250	150
All Other Work (Public & Private)	1,000	300	400	300
Total Non-IDOT		650	650	450

Note: The start date for the 0-6 months will be the date of this PTB

Summary of Work

(DO NOT TYPE IN THIS AREA-AUTO FILL IN)

Totals for Firm	0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
As Prime (from page 1)	950	350	250
As Subconsultant (from page 1)	175	25	50
For Non-IDOT (from table above)	650	650	450
Total	1775	1025	750

Work by Your Transportation Staff for all Construciton Inspection, Phase III Projects:

	Total Agreement Amount (000's)	Fee to be Earned		
		0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
Phase III Work	500	100	300	100

Illinois Department of Transportation

Delinquent Debt Certification

PTB # 151 **&** **Item(s) #** 4, 12, & 22

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that ABC Engineering (Firm Name) with the FEIN or SSN of 555-55-5555

is in compliance with the Delinquent Payment Statement as stated above.

Jane Doe
Signature

2-17-10
Date

List all known subconsultants and the PTB item(s):

JKays Civil Firm (Item 4 & 12)
Megs Structural Creations (Items 12 & 22)

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:
Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.

Illinois Department of Transportation

Delinquent Debt Certification

PTB # 151 **&** **Item(s) #** 4 & 12

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that JKays Civil Firm (Firm Name) with the FEIN or SSN of 888-88-8888

is in compliance with the Delinquent Payment Statement as stated above.

Jessica Smith
Signature

2-16-10
Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:
Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.

Illinois Department of Transportation

Delinquent Debt Certification

PTB # 151 **&** **Item(s) #** 12 & 22

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that Megs Structural Creations (Firm Name) with the FEIN or SSN of 999-99-9999

is in compliance with the Delinquent Payment Statement as stated above.

Megan Jones
Signature

2-16-10
Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:
Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.

Illinois Department of Transportation

Consultant's Exhibit A

EXHIBIT A **PTB #** 151 & **Item #** 04

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: *Jane L. Doe*

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

Project Manager :	**Project Engineer :**
Name Sam Smith	Name John Roads
Category PE (PE, SE, LS)	Category PE (PE, SE, LS)
Registration # 062-11-1111	Registration # 062-22-1111
Year Registered 2000 State IL	Year Registered 1999 State IL
Office Location:	Office Location:
City Engineering Town State IL	City Engineering Town State IL

QC/QA Roadway :	**QC/QA Structures:**
*Name Jane Doe	*Name N/A
Category PE (PE, SE, LS)	Category (PE, SE, LS)
Registration # 062-33-1111	Registration #
Year Registered 1999 State IL	Year Registered State
Office Location:	Office Location:
City Engineering Town State IL	City State

Other Required Key Staff:

Name Required Prequalification Category : Route/Land Surveying	**Name Required Prequalification Category: Location Drainage**
*Name Jessica Smith @ JKay's Civil Firm	*Name John Roads
Category LS (PE, SE, LS)	Category PE (PE, SE, LS)
Registration # 035-11-1111	Registration # 062-22-1111
Year Registered 2002 State IL	Year Registered 1999 State IL
Office Location:	Office Location:
City Civil City State IL	City Engineering Town State IL

*If work is being done by a subconsultant, list firm name also.

EXHIBIT A CONTINUED **PTB #** 151 & **Item #** 04

Other Required Key Staff:

Name Required Prequalification Category :	**Required Prequalification Category:**
*Name	*Name
Category (PE, SE, LS)	Category (PE, SE, LS)
Registration #	Registration #
Year Registered State	Year Registered State
Office Location	Office Location
City State	City State

Name Required Prequalification Category :	**Name Required Prequalification Category:**
*Name	*Name
Category (PE, SE, LS)	Category (PE, SE, LS)
Registration #	Registration #
Year Registered State	Year Registered State
Office Location	Office Location
City State	City State

Name Required Prequalification Category :	**Name Required Prequalification Category:**
*Name	*Name
Category (PE, SE, LS)	Category (PE, SE, LS)
Registration #	Registration #
Year Registered State	Year Registered State
Office Location	Office Location
City State	City State

Name Required Prequalification Category :	**Name Required Prequalification Category:**
*Name	*Name
Category (PE, SE, LS)	Category (PE, SE, LS)
Registration #	Registration #
Year Registered State	Year Registered State
Office Location	Office Location
City State	City State

*If work is being performed by a subconsultant, list firm name also.
Attach resumes of above-listed personnel.

Management	**Professionals**		**Sub-professionals**	
Total 2	Engineers	3	Technicians	3
	Land Surveyors	1	Draftsmen	2
	Architects	0	Survey Crew	2
	Others	0	Clerical	2
	Total	4	Other	1
			Total	10
			Total Project Staff	14

EXHIBIT A CONTINUED **PTB #** 151 & **Item #** 04

Firm will complete project within estimated time listed in the project advertisement. Yes ☒ No ☐

If **Yes**, provide completion date and/or number of months. Per the advertisement 24 months

If **No**, explain:

List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) Land and Route surveying services

Firm is Proposing a Mentor-Protégé on this project: Yes ☐ No ☒

Name of Protégé Firm	**Areas of work (prequalification category(ies) they will be participating in**

Illinois Department of Transportation

Consultant's Exhibit A

EXHIBIT A **PTB #** 151 & **Item #** 12

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: *Jane L. Doe*

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

Project Manager :	**Project Engineer :**
Name Sam Smith	Name James Bridges
Category PE (PE, SE, LS)	Category PE/SE (PE, SE, LS)
Registration # 062-11-1111	Registration # 062-22-1111 & 081-11-1111
Year Registered 2000 State IL	Year Registered 99/01 State IL
Office Location:	Office Location:
City Engineering Town State IL	City Engineering Town State IL

QC/QA Roadway :	**QC/QA Structures:**
*Name Jane Doe	*Name Megan Jones @ Megs Structural Creations
Category PE (PE, SE, LS)	Category SE (PE, SE, LS)
Registration # 062-33-1111	Registration # 081-22-2222
Year Registered 1999 State IL	Year Registered 2005 State IL
Office Location:	Office Location:
City Engineering Town State IL	City Rolling Roads State IL

Other Required Key Staff:

Name Required Prequalification Category : Route/Land Surveying	**Name Required Prequalification Category: Location Drainage**
*Name Jessica Smith @ JKays Civil Firm	*Name John Roads
Category LS (PE, SE, LS)	Category PE (PE, SE, LS)
Registration # 035-11-1111	Registration # 062-22-1111
Year Registered 2002 State IL	Year Registered 1999 State IL
Office Location:	Office Location:
City Civil City State IL	City Engineering Town State IL

*If work is being done by a subconsultant, list firm name also.

EXHIBIT A CONTINUED **PTB #** 151 & **Item #** 12

Other Required Key Staff:

Name Required Prequalification Category : Structures Simple	**Required Prequalification Category:**
*Name Paul Jems	*Name
Category SE (PE, SE, LS)	Category (PE, SE, LS)
Registration # 081-11-1111	Registration #
Year Registered 2006 State IL	Year Registered State
Office Location	Office Location
City Rolling Roads State IL	City State

Name Required Prequalification Category :	**Name Required Prequalification Category:**
*Name	*Name
Category (PE, SE, LS)	Category (PE, SE, LS)
Registration #	Registration #
Year Registered State	Year Registered State
Office Location	Office Location
City State	City State

Name Required Prequalification Category :	**Name Required Prequalification Category:**
*Name	*Name
Category (PE, SE, LS)	Category (PE, SE, LS)
Registration #	Registration #
Year Registered State	Year Registered State
Office Location	Office Location
City State	City State

Name Required Prequalification Category :	**Name Required Prequalification Category:**
*Name	*Name
Category (PE, SE, LS)	Category (PE, SE, LS)
Registration #	Registration #
Year Registered State	Year Registered State
Office Location	Office Location
City State	City State

*If work is being performed by a subconsultant, list firm name also.
Attach resumes of above-listed personnel.

Management	**Professionals**		**Sub-professionals**	
Total 2	Engineers	7	Technicians	6
	Land Surveyors	1	Draftsmen	2
	Architects	0	Survey Crew	2
	Others	0	Clerical	1
	Total	4	Other	0
			Total	11
			Total Project Staff	15

EXHIBIT A CONTINUED **PTB #** 151 & **Item #** 12

Firm will complete project within estimated time listed in the project advertisement. Yes ☒ No ☐

If **Yes**, provide completion date and/or number of months. Per the advertisement 36 months

If **No**, explain:

List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) Land and Route surveying services

Megs Structural Creations (Structures Highway: Typical)

Firm is Proposing a Mentor-Protégé on this project: Yes ☒ No ☐

Name of Protégé Firm	**Areas of work (prequalification category(ies) they will be participating in**
JKays Civil Firm	Highways (Roads and Streets)

Illinois Department of Transportation

Disclosure of Business Operations in Iran

PTB # 151 **&** **Item #(s)** 4, 12, and 22

Public Act 95-0616 provides that each bid, offer, or proposal submitted for a State contract shall include a disclosure of whether or not the Company acting as the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or companies involved in consortiums or projects commissioned by the Government of Iran and either of the following conditions apply:

(1) More than 10% of the Company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the Company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and, the Company has failed to take substantial action.

(2) The Company has, on or after August 5, 1996, made an investment of $20 million or more, or any combination of investments of at least $10 million each that in the aggregate equals or exceeds $20 million in any 12-month period, which directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

The terms “Business Operations”, “Company”, “Mineral-extraction Activities”, “Oil-related Activities”, “Petroleum Resources”, and “Substantial Action” are all defined in the Act.

Failure to make the disclosure required by the Act shall cause the bid, offer, or proposal to be considered not responsive. The disclosure will be considered when evaluating the bid, offer, or proposal or awarding the contract. The name of each Company disclosed as doing business or having done business in Iran will be provided to the State Comptroller.

To be in compliance with the Disclosure of Business Operations in Iran, check the appropriate statement:

☒ **Company has no business operations in Iran to disclose.**

☐ **Company has business operations in Iran as disclosed in the attached document(s).**

The following must be signed and dated by a person authorized to execute contracts for the offeror.

THE FOLLOWING STATEMENT MUST BE SIGNED AND DATED

ABC Engineering Name of Firm (type or print)	
Jane L. Doe Name of Authorized Representative (type or print) Vice President Title of Authorized Representative (type or print) *Jane L. Doe* Signature of Authorized Representative	02-18-2010 Date

To submit, use Consultant firm code, followed by DISCIR.
Example: Firm Code "ABC" submittal would be ABCDISCIR.pdf (Required From Prime Only)

NOTICE

Change in Invoice Forms
Effective June 4, 2009

The invoice forms are available on the IDOT web site under Doing Business, Consultant Services, Consultant Forms at: http://www.dot.il.gov/desenv/consult.html

The new invoice forms were developed by a joint committee made up of ACEC members and IDOT personnel. Thanks to everyone that helped in the development of these forms.

Frequently asked questions regarding the invoices are located at http://www.dot.il.gov/desenv/FAQ.html

Additional questions can be directed to Cheryl Cathey, Cheryl.Cathey@illinois.gov

Return To: Cement and Concrete Reference Laboratory
At NIST
100 Bureau Drive, Stop 8616
Gaithersburg, Maryland 20899-8618
Phone: 301-975-6704
Fax: 301-975-2243
Email: ccrl@nist.gov

APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:

Name: Mark Gawedzinski, BMPR Pre-Qualification Coordinator
Company: Illinois Department of Transportation
Bureau of Materials and Physical Research
Address: Springfield, Illinois
Email Address: mark.gawedzinski@illinois.gov
Phone: 217-782-2799

For:
Laboratory Name: _____
Address _____
_____
Phone Number: _____
CCRL Laboratory Number _____

I hereby give permission to CCRL to release copies of proficiency sample reports:

_____ _____
Signature (mandatory) Date

_____
Print Name

_____
Print Title

_____
E-mail Address

This release remains in effect as long as this laboratory participates in the CCRL proficiency sample program.

NOTICE
Effective January 24, 2008

Illinois Department of Transportation
Requirements for Verification of Quality Assurance Consultants Enrollment in the AMRL Proficiency Assessment Program

As part of the prequalification process, Consultants wanting to become precertified as a Quality Assurance Consultant must be enrolled in the AASHTO AAP Proficiency Assessment Program. IDOT now requires consultants enrolled in the program allow IDOT access to their proficiency ratings via the AASHTO AMRL web site. In order to meet the terms of this requirement, as part of the prequalification process, each consultant is directed to the AASHTO web site at:

http://amrl.net

Log in to the site as you would to report your firms' proficiency assessment results. Once the firm has logged into the AASHTO web site, complete the following steps:

- Select the black "My Lab" tab at the top of the page.
- Then Under Lab Account in the left column, select Manage PSP Specifiers.
- Select Add New Specifier and then from the dropdown list, select IL Dept of Transportation.
- Select Configure Enrollment Specifiers.
- Make the following samples available for evaluation with unlimited time periods:

AASHTO (Illinois Modified)	ASTM	Description
AGGREGATES		
T 11 (IL)	C117	75-µm (No. 200) by Washing
T 27 (IL)	C136	Sieve Analysis of Fine and Coarse Aggregates
T 84 (IL)	C128	Specific Gravity and Absorption of Fine Aggregate (Slag Labs Only)
T 85 (IL)	C127	Specific Gravity and Absorption of Coarse Aggregate (Slag Labs Only)
HOT-MIX ASPHALT		
T 166 (IL)	D2726	Bulk Specific Gravity
T 209 (IL)	D2041	Maximum Specific Gravity
T 312 (IL)		Superpave Gyratory compaction
T 308 (IL)		Asphalt Binder Content by Ignition
CONCRETE		
T 22 (IL)	C 39	Compressive Strength of Cylinders
T 23 (IL)	C 31	Making and Curing Test Specimens in the Field
T 119 (IL)	C 143	Slump
T 121 (IL)	C 138	Weight, Yield, and Air Content
T 126 (IL)	C 192	Making and Curing Test Specimens in the Laboratory
T 152 (IL)	C 231	Air Content-Type A or B Pressure Method
T 196 (IL)	C 173	Air content by Volumetric Method (if performed)

- Select Next
- Select Finish

Once the process is complete, consultants will no longer be required to submit AASHTO AMRL Proficiency Results as part of the prequalification process.

Contact the Consultant Services Unit of the Illinois Department of Transportation, Bureau of Design and Environment at (217)-782-6916 or the Bureau of Materials and Physical Research at (217) 782-7200 if you require additional information.

David L. Lippert, P.E.
Engineer of Materials
And Physical Research

NOTICE

Construction Guides
and
Manuals – Memorandums

The Department's Construction Guides, Manuals and Memorandum are available on our web-site at the following address: http://www.dot.il.gov/dobuisns.html.

The Manual Sales Order Form is also available at the following address: http://www.dot.il.gov/desenv/orderform.html

NOTICE
DBE FIRMS AND PROJECT GOALS

The firms noted on the List of Pre-qualified Consultants on IDOT's website (www.dot.il.gov/desenv/preqcons.html) are firms certified as a DBE in specified areas. It is the responsibility of any prime consultant firm to go to the **Illinois Unified Certification Program** web site (www.dot.il.gov/ucp/ucp.html) to verify the subconsultant is certified as a DBE in the area of work the sub will be performing on a specific project. Only the pre-qualified areas of work the DBE firm is certified in as a DBE will be considered toward the project's DBE goal.

Each list of tasks specified on a DBE's Cost Estimate Consultant Services (CECS) will be verified for DBE certification beginning January 1, 2007.

If you have any questions on DBE certification, please contact Carol Lyle in the Office o Business and Workforce Diversity. Any questions on prequalification, please contact Cheryl Cathey.

“Special Notice Regarding Disadvantaged Business Enterprises”

The Illinois Department of Transportation (IDOT) has designated various projects advertised in the Professional Transportation Bulletin as requiring participation by Disadvantaged Business Enterprises (DBEs). As a condition for any firm to be considered for a project requiring DBE participation, it must subcontract a minimum of the designated percent to a DBE. Each firm’s letter must include a statement that it intends to subcontract the designated percent to a DBE. The Exhibit A in the Statement of Interest must include the DBE Consultant and the category of work they are going to perform.

To be considered as a prime consultant or subconsultant, a DBE must be prequalified with IDOT’s Division of Highways’ Bureau of Design and Environment (BDE). IDOT’s Bureau of Small Business Enterprises (SBE) maintains a Disadvantaged Business Enterprises Directory of certified DBEs for the purpose of providing a reference source to assist firms. You can view/print and download the most current listing of DBE firms at IDOT’s web site http://www.dot.il.gov under “Doing Business” “Small Business Enterprises” “Disadvantaged Business Enterprises (DBE) Program/IL UCP DBE Directory.” DBE firms who are prequalified by BDE and are interested in performing consultant work are listed under the UCP Directory by Category, Architecture/Engineering Sorted by firm. Any firm desiring to subcontract work to firms that are not certified DBEs should encourage them to become certified by contacting SBE’s Certification Section at (217) 782-5490.

Failure to assign at least the designated percent to one or more DBEs or to demonstrate that a good faith effort was made to assign the designated percent shall result in one of the following:

1. Notification to the prime consultant that the Agreement will not be signed until the percentage of DBE participation is met.

2. The Agreement will be signed with the understanding that payments to the prime consultant will be reduced by an amount determined by multiplying the total Agreement fee by the designated percent and subtracting the dollar value of DBE subcontracts.

3. Contract negotiations will be terminated.

Upon completion of the contract, should it be determined the prime consultant failed to assign the designated percent to an eligible DBE or demonstrated that a good faith effort was made to assign the designated percent as agreed upon, payment to the prime consultant will be reduced by the amount set forth in number 2 above.

A complaint regarding any decision rendered by or action by any Division or Office of IDOT pursuant to these requirements may be filed with the Secretary of IDOT.

NOTICE OF ELECTRONIC SIGNATURES

In order for us to verify your scanned in signature (on cover letters, Exhibit A, Disclosure Forms A and B, and Delinquent Payment Form) we request that you complete the Signature Certification for Electronic Submittals form and submit it to us in **hard-copy** immediately. A signature certification form must be completed for each individual that will be signing any of the above mentioned documents. **If you have previously submitted your Signature Certification and no new individual will be signing the documents you are not required to re-submit the document.**

Send Submittal to:
Illinois Department of Transportation
Ms. Cheryl Cathey
Bureau of Design and Environment
Attn: Consultant Unit (Room 330)
2300 South Dirksen Parkway
Springfield, IL 62764

If you have questions, please contact Carrie Kowalski at: Carrie.Kowalski@illinois.gov

Signature Certification for Electronic Submittal

Signature Certification For Electronic Submittals

I certify that my electronically scanned-in signature appearing in future electronic Statements of Interest and associated documents submitted by our firm is authorized to be affixed by the person doing so and will be binding on the firm.

_____ _____ _____

(Firm) (Signature) (Title)

STATE OF _____

COUNTY OF _____ I, _____

a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that

_____

known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that (he/she) signed, sealed and delivered the said instrument as a free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and Notary Seal this _____ day of _____A.D. _____.

_____

NOTARY PUBLIC

Notice
Of Requirement For
Illinois Department Of Human Rights (IDHR)
Public Contract Number

Following selection, contract all proposal packages submitted to the Illinois Department of Transportation (IDOT) must contain the firm's IDHR number and the expiration date. The Department is required by law to require this number from all parties contracting with the State of Illinois. If your firm currently does not have an IDHR number the application form may be obtained from the following web-site www.state.il.us/dhr/ or may also be obtained by contacting:

DHR, Public Contracts Section
Public Contracts Division
100 W. Randolph,
Suite 10-100
Chicago, IL 60601

or by calling: 312-814-2432 (TDD 312-263-1579)

NOTE: An IDHR public contract number is not required if the firm employs fewer than 15 employees.

NOTICE FOR JOINT VENTURE

Statements submitted by Joint Ventures will be considered. The Joint Venture, Agreement signed by all parties, must be included with the statement of interest. The Joint Venture entity will have the sum of the individual firm's prequalification, capacity and evaluation history. IDOT **does not** have a form for joint venture agreements. The firms submitting as a joint venture are required to obtain and submit the joint venture agreement.

The required insurance coverage applies to the Joint Venture entity.

The Joint Venture entity will submit one statement of interest with the following specified:

- the party who will be the managing firm
- the firm responsible for each prequalification category
- each individual firm's work left, disclosure forms and delinquent dept forms.
- the firm responsible for invoicing
- One Exhibit A plus other required documents specified in the PTB combining the information for all firms. (Indicate personnel name and firm name on exhibit A for key staff)

EXHIBIT A EXAMPLE:

Name Required Prequalification Category :
Location Drainage

*Name Mr. John Smith (ABC Engineering Assoc.)

Category PE (PE, SE, LS)
Registration # 62012345
Year Registered 1995 State IL
Office Location:
City Chicago State IL

A firm planning to submit a Statements of Interest as a joint venture is required to contact the department for a new Statements of Interest Code. Contact Carrie Kowalski by e-mail at Carrie.Kowalski@illinois.gov. The code is required so that the joint venture proposal is recognized as a joint venture.

Overtime Billing
for
Engineering Consultant Contracts

The engineering consultant firm may bill overtime in accordance with Section 2.86 of the Standard Agreement Provisions and the following. When the employee in the same pay period, has worked on more than one project, the amount premium wages charged to a project must be in direct proportion to the total number of hours the employee worked in that pay period. (i.e. total hours worked in pay period = 50 hours (10 of which are premium hours), 25 total hours for the pay period on the project, 5 hours of overtime may be charged to the project.)

NOTICE
For
Prequalification of Consultants & DBE Revisions

Prequalification:
As stated in each Professional Transportation Bulletin under the guidelines:

Consultant firms acting as prime must be prequalified in all of the advertised areas listed in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. If the prime is not prequalified in the required category(s) stated in the project advertisement, that firm's Statements of Interest cannot be considered for the item.

Within the Statements of Interest (Exhibit A page 3 of 3) the prime must identify any subconsultants and the item(s) of work they will perform. Subconsultants must be prequalified in the category of work they will be performing.

Also as stated in the Standard Agreement Provisions: 2.24 SUBLETTING, ASSIGNMENT OR TRANSFER:

Subconsultants must be prequalified in accordance with the department requirements. For specialized services that are required but which do not fall into the areas of prequalification of the department, a non-prequalified firm may be used with department approval.

DBE Participation:
The U.S. DOT regulation, 49CFR Sec. 26.55(a), states, "When a DBE participates in a contract, you count only the value of the work actually performed by the DBE toward the DBE goals." The IDOT and U.S. DOT regulations further state:

> When a DBE subcontracts part of the work its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.

Effective immediately all subconsultant proposals where a DBE is utilized for the main contract and it is necessary for them to obtain non professional services which would be listed as a direct cost, the amount of those services will not apply to the DBE goal. For example if a DBE geotechnical firm is being used and they use a non-DBE drilling company to do the borings, the cost for this work will not apply to the DBE goal.

However any direct costs incidental to doing the work, per diem, hotel costs etc. will still counted toward the goal.

NOTICE
February 7, 2008

Revised Sub-Consultants Formula

FORMULA FOR COST PLUS FIXED FEE METHOD OF COMPENSATION

Effective on projects advertised in PTB 144 (April 5, 2007) and for all supplemental agreements received on or after June 13, 2007 the fee portion of the Cost-Plus-Fixed-Fee method of compensation will change. The compensation for this method will be:

Compensation = DL+DC+OH+FF

Where FF:

For Prime Agreements is:
(0.37+ R)DL+%DL

When % is:
1 or 2 sub-consultants = 10% of Direct Labor (DL) of Subs
3 or 4 sub-consultants = 12% of Direct Labor (DL) of Subs
5 or more sub-consultants = 15% of Direct Labor (DL) of Subs

Sub-Consultants
(0.37 + R)DL

Where:
R= Complexity Factor: 0, 0.035, or 0.07
DL = Direct Labor
DC= Direct Cost
OH= Overhead Rate

NOTICE
Construction and Quality Assurance Consultants
S 33- Geotechnical Field Testing and Inspection Class

Professional Transportation Bulletin 117 included a notice that S 33 is a required class for technicians performing soil tests on construction projects. This includes consultant personnel providing Construction Inspection or Quality Assurance Testing on Department projects. The Department will schedule sessions of this class after determining the demand. Below is a description of the class and sign-up information.

Course Objectives
The student will be able to do the following: 1. Determine the Standard Dry Density and Optimum Moisture content of soil or soil mix according to AASHTO T 99. 2. Determine in-place density in accordance with approved test procedures. 3. Select the correct soil curve by the use of a one-point proctor and/or textural classification of the soils. 4. Determine the moisture content of a soil by either laboratory or field methods. 5. Perform validity checks of the soils test results. 6. Report test results in accordance with departmental requirements.

Prerequisites:
1. One year of college level technical training or six months experience, or consent of the course instructor;
2. High school math, including ability to calculate percentages.

Course Length:
Two Days, including written examination.

Cost:
There is no cost to consultants.

Location:
District One, District Eight, and other locations determined by demand.

Schedule:
As determined by demand; late fall, winter, and early spring.

To Register:
Mail or Fax a note or e-mail Brad Risinger in the Technical Training Unit. For each proposed registrant, provide name, firm name, address, phone, FAX and e-mail. Please list multiple registrants in priority order, since seating in initial classes may be limited.

Brad Risinger
IDOT- Technical Training Unit
313 Hanley Building
2300 S. Dirksen Parkway
Springfield, IL 62764
217 782-0128
FAX 217 524-7260
Brad.Risinger@illinois.gov

NOTICE OF TRAINING OPPORTUNITY
Updated 4-24-09

LAKELAND COLLEGE TRAINING COURSES

Lakeland College will be conducting QC/QA Training again this year. Please visit the web-site for further information. Information or schedules can also be obtained by contacting Marlene Browning.

Kathy Willenborg
Lake Land College
5001 Lake Land Blvd.
Mattoon, IL 61938-9336
Phone: (217) 234-5285
Fax: (217) 234-5381 E-Mail: idotqcqa@lakeland.cc.il.us
Internet Homepage: http://www.lakeland.cc.il.us/idotqcqa

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

The National Highway Institute (NHI) Course listing as well as other pertinent information is available at the following address:

http://www.nhi.fhwa.dot.gov/home.asp

NATIONAL TRANSIT INSTITUTE (NTI) COURSES

The National Transit Institute (NTI) Course listing as well as other pertinent information is available at the following address:

http://www.ntionline.com