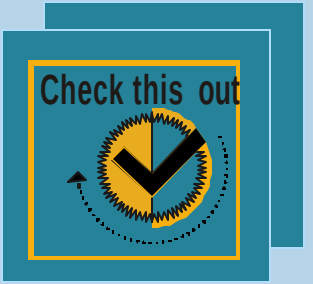
Professional Transportation Bulletin

PTB 890-165 to 890-167

December 23, 2009
Revised Jan. 4, 2010

Statements of Interest are due before 12:00 p.m.
on January 13, 2010
Selection Date: February 10, 2010



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

IMPORTANT NOTICE
SPECIAL PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: February 10, 2010

The following revisions have been made to this Special 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: January 4, 2010

Item 890-166: Revised DBE Goal to 30%

Item 890-167: Revised DBE Goal to 30%

Exhibit A has been revised and is available at: http://www.dot.il.gov/desenv/deform.html

BDE XHBT-A	Consultant Exhibits A	12/22/09

State Of Illinois
Notice For 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
Room 330
Springfield, IL 62764

Tentative Schedule
For
Professional
Transportation Bulletins

ACTIVITY	PTB 155	PTB 156	PTB 157	PTB 158	PTB 159	PTB 160	PTB 161
PUBLISH PTB	02/04/10	05/06/10	08/05/10	11/10/10	02/03/11	05/05/11	08/04/11
***STATEMENTS OF INTEREST ARE DUE	02/25/10	05/27/10	08/26/10	12/02/10	02/24/11	05/26/11	08/25/11
SELECTION MEETING	04/21/10	07/21/10	10/20/10	01/26/11	04/20/11	07/20/11	10/19/11

***** STATEMENTS OF INTEREST FOR SPECIAL PTB 890-165 TO 890-167 MAY BE SUBMITTED BETWEEN: Publish Date (12-23-09) & 1-13-10 (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

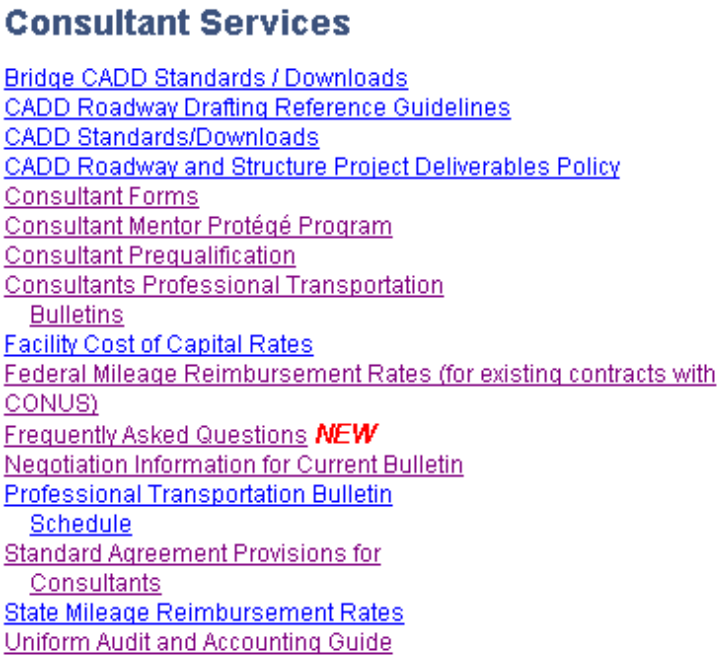
Review the Guidelines and E-mail procedures in the PTB for submittal requirements. Both are linked in the bookmarks.

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

Link for negotiation information



- **Region 5**
  - **Mary Lamie**
    - **District 9**
      - **Item 890-165**
- **Bureau of Railroads**
  - **George Weber**
    - **Items 890-166 & 890-167**

Notice of
Consultant Engineering
Mentor Protégé Program

Effective January 4, 2010

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 is 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

Contact Cheryl Cathey at cheryl.cathey@illinois.gov with any questions.

Illinois Department of Transportation

Consultant's Exhibit A

EXHIBIT A **PTB #** _____ & **Item #** _____

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the _____ of the firm of _____
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) (state)

Signature: _____
Print Name: _____ Phone: _____ Fax: _____
Date: _____ E-mail: _____

Project Manager :	**Project Engineer :**
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

QC/QA Roadway :	**QC/QA Structures:**
*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

Other Required Key Staff:

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 done by a subconsultant list firm name also.

EXHIBIT A CONTINUED **PTB #** _____ & **Item #** _____

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	_____	Engineers	_____	Technicians	_____
		Land Surveyors	_____	Draftsman	_____
		Architects	_____	Survey Crew	_____
		Others	_____	Clerical	_____
		Total	_____	Other	_____
				Total	_____
				Total Project Staff	

EXHIBIT A CONTINUED **PTB #** _____ & **Item #** _____

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

If **Yes**, provide completion date and/or number of 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.

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

FREQUENTLY ASKED QUESTIONS

The frequently asked questions are also available at: ***http://www.dot.il.gov/desenv/FAQ.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?

   Answer: Anytime between publish date and the 12:00 p.m. date listed on the front cover. If it is not received by 12:00 p.m. on the due date it will not be considered, that includes partial submittals. If your firm is sending multiple e-mails and part is received at 11:59 a.m. and the other at 12:01 p.m. the e-mail received at 12:01 will not be considered.

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

   Answer: In the Professional Transportation Bulletin there is a bookmark titled Forms, which links to the website, a link in the Guidelines, and a link in the E-mail Instructions. Link: 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, 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."

   OR

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

5. **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.**

FREQUENTLY ASKED QUESTIONS

Question 5 continued:

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.

6. **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 for 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

7. **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.

FREQUENTLY ASKED QUESTIONS

8. **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.

9. **Question:** The Advertisement state 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 Reconstruction and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**. The request in the advertisement for Exhibit B is done as a courtesy.

10. **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.

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

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

12. **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.

Question 12 continued:

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.

13. **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"**

14. **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.

Document	**Problem(s)**
Current Obligations	(wrong form, addition errors, $'s not included for latest selection information, Construction Inspection work more than total work shown) (review instructions)
Delinquent Debt	(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	(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	(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	(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 Env. Staffing plan)
Iran Disclosure	(not signed/dated or included)
Registration with State Board Elections	(not signed/dated or included) copy of time stamped certificate or actual certificate was not included.
Miscellaneous	(Late, partial submittal, sent to wrong e-mail address, etc.)

Introduction

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

SPECIAL PROFESSIONAL TRANSPORTATION BULLETIN
890-165 to 890-167
Publish Date December 23, 2009

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 ADDRESS AND IF APPLICABLE, THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 12:00 P.M. LOCAL TIME, JANUARY 13, 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) 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) 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) The Registration with State Board of Elections is a separate document. Only one document for each prime is required. The Consultant is required to register as a business entity with the State Board of Elections, the time stamped certificate or the Registration Certificate is required to be a part of the document.

14) All forms are available 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 in the in the advertisement:

Illinois Department of Transportation
Ms. Cheryl Cathey
Bureau of Design and Environment
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 147, 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 147, 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.

- If the firm is participating in the mentor protégé program, include the statement: Firm ABC is interested in participating in the Mentor Protégé Program on items 2, 5, and 10.

- 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)

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

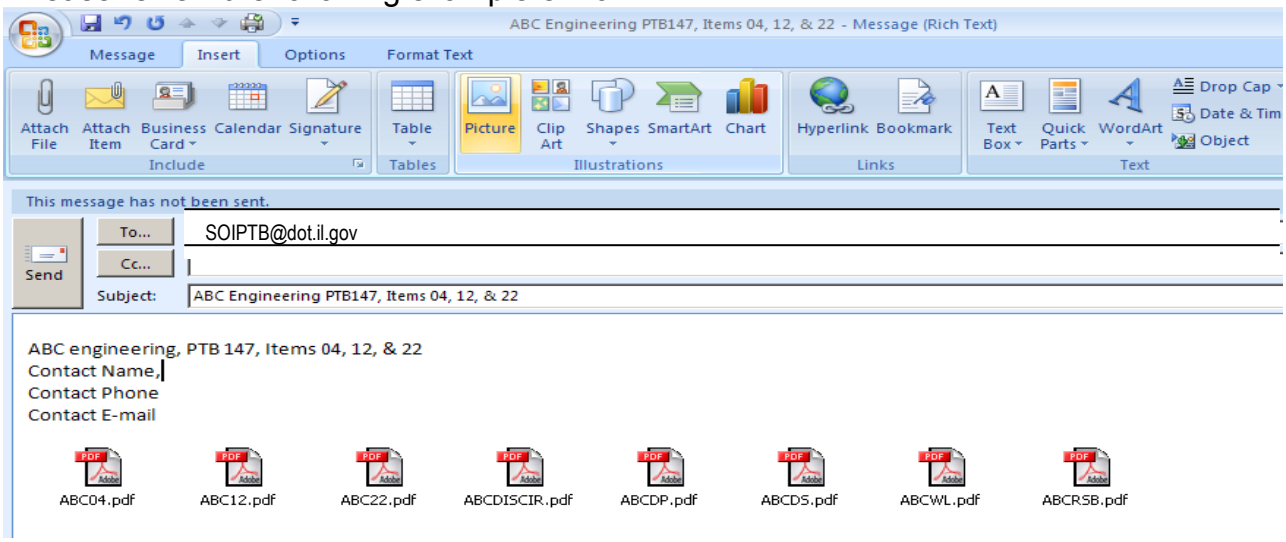
3. For your firm's Disclosure Forms, use your 2-6 character Firm Name Code, followed by DS.
   (Example: ABCDS.pdf)

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)

6. For your firms Registration with State Board of Elections, use your 2 to 6 character Firm Code, followed by RSB. (Example: ABCRSB.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.

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

- 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.

- 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.

- ABCRSB is the Registration with State Board of Elections. Requirement: Only Prime submits one copy of the form. The document should contain the form and the time-stamped certificate of registration or the actual registration certificate.

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, Disclosure Business in Iran, and Registration with State Board of Elections 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
- Registration with State Board of Elections = BDE 2800

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

PROFESSIONAL TRANSPORTATION BULLETIN

REQUIRED FORMS FOR STATEMENT OF INTEREST SUBMITTAL

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

Forms appear on the page as follows:

BDE 2800	Registration with State Board of Elections	10/19/09
BDE 2900	Disclosure of Business Operations in Iran	9/14/09
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 PTB 890-165 to 167

Item #	County	Description
Region 5/District 9		
890-165	Williamson	Phase I/II Project for I-57 & IL 13 Interchange & IL 13 from west of Halfway Road to Carbon Street
Bureau of Railroads		
890-166	Various	Project Manager for the FRA HSIPR Program, specifically the Chicago to St. Louis Corridor.
890-167	Various	Project Manager for the CREATE Project

890-165 **Job No. D-99-040-10, Phase I/II for I-57 & IL 13 Interchange & IL 13 from W. of Halfway Rd. to Carbon St., Williamson County, Region 5/District Nine**

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

This project requires 16% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 11, 2010** at **1:00 P.M.** at the Region 5/District Nine office in **Carbondale**.

Phase I & Phase II engineering services are required for the preparation of an Interchange Type Study, Access Justification Report (AJR) and associated traffic studies, Interchange Design Study, preliminary and final roadway and structure plans, specifications, estimates and any other required work for the reconstruction of the I-57/IL 13/Morgan Ave. interchange and reconstruction of IL 13 from west of Halfway Rd. to Carbon St. in Marion. It is anticipated that the new interchange will have a single point configuration with traffic signals on IL 13. Additionally, flyover ramps and additional structures may be required to provide full access to Morgan Avenue. All work for this project will be in English Units.

The following structures are anticipated to be included in this project:

- S.N. 100-0008 (existing) S.N. 100-0088 (proposed) I-57 North Bound Lanes over IL 13
- S.N. 100-0009 (existing) S.N. 100-0089 (proposed) I-57 South Bound Lanes over IL 13

The department will provide the Consultant with alignment data, vertical data, existing mapping and contours, pavement hardshots, existing structure plans, Bridge Condition Reports, and a final Project Report for the previously proposed reconstruction of the existing cloverleaf interchange.

The estimated construction cost for this project is $50,000,000. The completion date for this contract will be 30 months after authorization to proceed.

Key personnel listed on **Exhibits A & 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 assume the duties of Project Engineer, that individual in charge who is directly involved in the development of contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.

- 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 prime firm must be prequalified in the following categories to be considered for this project:

Structures (Highway: Advanced Typical)
Highways (Freeways)
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.

890-166 **Job No. D-30-002-10 Program Manager HSIPR Program in Illinois, Various Counties, (Central Bureau of Railroads).**

This project is federally funded.

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

This project requires 30% DBE participation.

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

The Consultants who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 12, 2010** at **10:00 A.M.** at the Harry R. Hanley Building, Bureau of Railroads in **Springfield**.

Phase I, II, III, and long-term maintenance oversight services are required for the FRA's HSIPR in Illinois, predominately the Chicago to St. Louis corridor. The Consultant Program manager (PM) will manage various projects, which are under contract with other Consultant engineering firms. Work orders under the blanket agreement will be negotiated and authorized on an as-needed basis. All work for this project may be in either English or metric units.

Joint Ventures will not be allowed on this project.

The PM will be expected to perform work similar to an IDOT Section Chief & staff. This work may include but is not limited to engineering, technical, management, land acquisition, environmental, and administrative services to assist in bringing to completion as expeditiously as possible the program intent.

The Consultant and/or their subconsultants on the project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultant may not manage another firm if the relationship was reversed during another phase of work.

The work anticipated under this program may include, but not be limited to:

- Manage Consultant projects assigned, including reviews and contract administration
- Manage and track project-level cost, schedule and budget requirements, and coordination with IDOT program-level and assigned project-level controls personnel
- Validate, and monitor project scope
- Identify and implement all necessary coordination and communication within and outside the department, to IDOT and other stakeholders as required
- Hold regular progress meetings and briefings for IDOT including FRA where details of project and progress are presented
- Facilitate and expedite the resolution of technical/service issues, drawing upon necessary resources and experts in applicable disciplines

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

- All other work as required to manage program.

The department will make available all applicable IDOT/FRA/Railroad procedures, standards and specifications, and any other available documents.

The completion date for this contract will be 36 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 36 months.

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

- The person who will assume the duties of Program Manager for all aspects of the work documents.(include applicable railway experience)

- The person who will assume the duties of Program Engineer, that individual-in-charge (must be an Illinois Licensed Professional Engineer) include applicable railway experience).

- The Environmental Lead, who will be responsible for the oversight of the environmental work effort and the 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 who will assume the duties of fiscal reporting oversight for the Program in accordance with GAO guidelines for ARRA funds

- The person who will assume the duties of service operations/equipment oversight, that individual-in-charge, include all applicable railway experience

- The person(s) who will perform the QC/QA review work of all milestone submittals & include all applicable railway experience

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 project objectives. Additionally, the Consultant must be experienced in MicroStation, ArcGIS, and Primavera software systems. Consultants are also required to furnish a list of related railroad experience done in the last five years.

The prime firm must be prequalified in the following categories to be considered for this project:

Location and Design Studies (New Construction/Major Reconstruction)
Special Transportation Studies (Railway Engineering)
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 first week of February 2010 in Springfield.

890-167 **Job No. D-30-003-10 Program Manager CREATE Program, Various Counties, Region One/District One (Central Bureau of Railroads).**

This project is federally funded.

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

This project requires 30% DBE participation.

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

The Consultants who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 12, 2010** at **1:30 P.M.** at the Harry R. Hanley Building, Bureau of Railroads in **Springfield**.

Phase I, II, III and long-term maintenance oversight services are required for the CREATE Program in Illinois. The Consultant Program Manager (PM) will manage various projects, which are under contract with other Consultant engineering firms. Work orders under the blanket agreement will be negotiated and authorized on an as-needed basis. All work for this project may be in either English or metric units.

Joint Ventures will not be allowed on this project.

The PM will be expected to perform work similar to an IDOT Section Chief & staff. This work may include but is not limited to engineering, technical, management, land acquisition, environmental and administrative services to assist in bringing to completion as expeditiously as possible various elements of the Program.

The Consultant and/or their subconsultants on the project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultant may not manage another firm if the relationship was reversed during another phase of work.

The work anticipated for under this contract may include, but not be limited to:

- Manage engineering Consultant projects assigned, including reviews and contract administration
- Manage and track project-level cost, schedule and budget requirements, and coordination with IDOT program-level and assigned project-level controls personnel
- Validate and monitor project scope
- Identify and implement all necessary coordination and communication within and outside the department; to IDOT and other CREATE stakeholders as required
- Hold regular progress meetings and briefings for IDOT including FHWA where details of the 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

- All other work as required to manage the Program.

The department will make available all IDOT, FHWA and other applicable procedures, standards and specifications, and any other available documents.

The completion date for this contract will be 36 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 36 months.

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

- The person who will assume the duties of Program Manager for all aspects of the work documents. (include applicable railway experience)

- The person who will assume the duties of ProgramEngineer, that individual-in-charge (must be an Illinois Licensed Professional Engineer) and include applicable railway experience).

- The Environmental Lead, who will be responsible for the oversight of the environmental work effort and the 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(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer) & include applicable railway experience.

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 project objectives. Additionally, the Consultant must be experienced in MicroStation, ArcGIS, and Primavera software systems. Consultants are also required to furnish a list of related railway experience completed in the last five years

The prime firm must be prequalified in the following categories to be considered for this project:

Location and Design Studies (New Construction/Major Reconstruction)
Special Transportation Studies (Railway Engineering)
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 first week of February 2010 in Springfield.

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET
November 12, 2009

In a continued effort to receive correct and complete Statements of Interest 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. The check sheet may be used at the firm's discretion. Do not send.

☐ Download 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.

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. (also, review e-mail instructions)

☐ 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 Statement of Interest)

- ☐ 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).

☐ **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

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET
November 12, 2009

- ☐ 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 Professional Transportation Bulletin)

- Current Obligations (BDE CUR-OB) (Prime)
  - ☐ Firm name
  - ☐ Correct PTB #
  - ☐ Item #'s listed match Items being submitted
  - ☐ Dollar amounts are the most current
  - ☐ 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
  - ☐ Form B completed
  - ☐ Firm Name
  - ☐ Dated correctly
  - ☐ Signed
- Registration with State Board of Elections (BDE2800) (Prime)
  - ☐ Correct PTB #
  - ☐ Item #'s listed match Items being submitted
  - ☐ Firm Name
  - ☐ Dated correctly
  - ☐ Signed
  - ☐ Time-stamped certificate of registration or registration certificate included

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET
November 12, 2009

- 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
CONSULTANT PREQUALIFICATION

November 12, 2009

For firms currently prequalified, the entire Statement of Experience and Financial Condition (SEFC) is required to be submitted every three (3) years.

Firms not prequalified (new firms or firms that lost prequalification) are required to submit the entire Statement of Experience and Financial Condition. Consultant firms are required to submit the corporate and financial portion of the Statement of Experience and Financial Condition annually to remain prequalified.

Firms that meet the requirements for prequalification receive a letter after the review of the Statement of Experience and Financial Condition that notes the firm's Annual Fee capacity, provisional overhead rate and the date the firm's prequalification ends. The last paragraph of the letter states if the entire or only the corporate and financial portion of the Statement of Experience and Financial Condition is required to remain prequalified. There is a schedule of submittal times in the Statement of Experience and Financial Condition.

All engineering consulting firms are responsible for resubmitting the correct portion (entire or corporate and financial) of the Statement of Experience and Financial Condition to remain prequalified. The department **will not** send reminders to submit the Statement of Experience and Financial Condition.

Firms are required to report to this office any additions or deletions of licensed professional staff or any other key personnel that would affect the firm's prequalification in a particular category. Notice of changes must be submitted within 15 calendar days of the change.

Once a firm is prequalified, they may request additional categories of prequalification at any time.

The most current Statement of Experience and Financial Condition is required to be submitted for review. An outdated SEFC will not be reviewed. The firm will be contacted and asked to submit the current SEFC. The most current Statement of Experience and Financial Condition (SEFC), Description and Minimum Requirements and a listing of all prequalified consultants are available on the Department's website.
http://www.dot.il.gov/desenv/preqcons.html

NOTICE
of
Statement of Experience and Financial Condition
Revised January 2, 2010

We have updated the Statement of Experience and Financial Condition and the Description and Minimum Requirements. Both documents are available at http://www.dot.il.gov/desenv/preqcons.html.
The new SEFC is effective January 2, 2010. We will accept the SEFC dated 02-27-08 until December 31, 2009. The SEFC dated 02-27-08 will not be accepted after December 31, 2009. Firms will be required to submit the January 2, 2010 document after December 31, 2009.

The new effective date is January 2, 2010. There have been revisions to the Environment Section since we added to the web site with a January 1, 2010 date.

The other General SEFC changes were for clarification; additionally the following has been revised:

- Pages 2 and 3 consist of instructions for completing the Statement of Experience and Financial Condition

- Page 4 contains information on how to register on line at, http://www.dot.il.gov/desenv/ptbsubsc.html to receive updates related to the Prequalification of Consultant Engineering Firms

- Page 7, has been developed to list licensed personnel in a table format

- Page 10, the list of prequalification categories has been revised. The Bituminous Mix Design and the QA Aggregate/HMA/PCC categories have been deleted.

- Page 14 & 17, now requests the Illinois registered managing agent(s) for each firm license

- Page 16 & 18, now requests additional information regarding firm insurance.

- Pertinent areas of the Description and Minimum Requirements and related Questionnaires were also revised for the Environmental Assessment, EIS, Lighting, Geotechnical, and Aerial Survey categories as well as clarifications for other categories.

NOTICE
Of
DOCUMENTATION OF CONTRACT QUANTITIES

Registration for the Documentation of Contract Quantities for **Consultant Certification** will begin approximately October 15, 2009. This class is through the Illinois Center for Transportation (ICT) and coordinated by Mary J. Fries of the University of Illinois at mjfries@illinois.edu or phone (217) 552-2432.

Please register for classes and retests at http://ict.illinois.edu/home/documentation_certification.html

Contact Leslie Sweet Myrick at lsweet@illinois.edu or phone (217) 893-0705 x225 for any questions dealing with registration, certification, and cancellations.

This is also a reminder to make sure a current email address is on file in the Certification database so reminders can be forwarded when certificates expire. All email updates should be sent to lsweet@illinois.edu.

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.

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