

# REVISED Professional Transportation Bulletin

PTB 134

October 21, 2004

Revised: December 13, 2004



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

# IMPORTANT NOTICE: PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

**Selection Date: January 19, 2005**

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.

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REVISION DATE: December 13, 2004

The Selection for Professional Transportation Bulletin 134 will be on January 19, 2005. All initial/scoping meeting dates will be also be scheduled for a week later to compensate for the change.

**STATE OF ILLINOIS**  
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: [kowalski1@dot.il.gov](mailto:kowalski1@dot.il.gov)  
Phone: 217-782-6916

Or mailing address:

Bureau of Design and Environment  
2300 South Dirksen Parkway  
Room 330  
Springfield, IL 62764

Questions concerning file downloads and/or subscription Service information should be directed to:

Roseanne Nance e-mail: [nancer@dot.il.gov](mailto:nancer@dot.il.gov).

## TIPS & TOOLS

### To save:

To save a section "right click" on the link and select "save target as". To save   the entire bulletin select "Download Complete Bulletin". This will save the self-extracting zip file.

### To access web links:

The first time the web links are accessed the Internet browser will need to be set. *This will only have to be done one time.* When a web link is clicked on, a dialog box will appear:

"A Web Browser has not been specified. Do you want to configure the web link".

#### Click YES.

Another dialog box will appear. Select the drop down list "connection type" then select an Internet browser. (IDOT employees choose Internet Explorer.)

### Using Tools:



To see previous view



To scroll through pages

### To copy information from the Adobe .PDF file and paste it into a word processing application:

To view toolbar (if not open) **CLICK** Window on the menu bar then **CLICK** Show Tool Bar in the drop down box.

Select the text tool (Capital T) from your toolbar and highlight the text you want to copy. Open word processing application and paste.

To paste in Word. Open new document in Word **CLICK** Edit on the menu bar then **CLICK** Paste in the drop down box.

In order to make the information more legible, change your left and right margins to 1". You may have to put in some returns at the ends of the lines in the appropriate places to make it easier to read.

# Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 135	PTB 136	PTB 137	PTB 138	PTB 139
<b>PUBLISH PTB</b>	03-Feb-05	28-Apr-05	21-Jul-05	13-Oct-05	19-Jan-06
STATEMENTS OF INTEREST ARE DUE	17-Feb-05	12-May-05	04-Aug-05	27-Oct-05	02-Feb-06
<b>SELECTION MEETING</b>	13-Apr-05	06-Jul-05	28-Sep-05	04-Jan-06	05-Apr-06

## **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 4.0 version or greater.

Electronic submittals should be made to the Central Office only. The Central Office will forward the necessary consultant information to the Districts and other Bureaus or Divisions. All electronic submittals should be addressed to [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

Each prequalified consultant firm has been assigned a unique 2 to 6 character Firm Name Code which must be used when submitting electronic Statements of Interest.

It is important that your e-mail appear exactly like the attached sample described below:  
(Note: ABC Engineering is used for example purposes only.)

- The Subject Line **must** read: FIRM NAME, PTB NUMBER, ITEMS

(Example: ABC Engineering PTB 122, Items 2, 15, & 22) If there will be more than one e-mail please note as follows: 1 of the total number etc.

(No additional data or extra characters -- # signs, parentheses, etc. -- should appear in the subject line.)

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

(Example: ABC Engineering has submittals for PTB 122, Items 2, 15, and 22.)

- The second line should list the name and phone number of your firm's contact person.
- 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: ABCENG02.pdf)

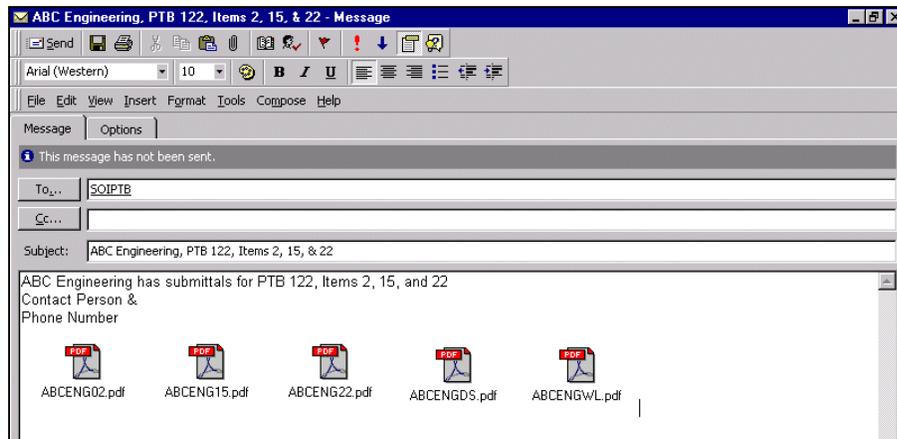
2) For your firm's Current Obligation Form, use your 2-6 character Firm Name Code, followed by WL.

(Example: ABCENGWL.pdf)

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

(Example: ABCENGDS.pdf)

Please review the following example:



- ABCENG02, ABCENG15 and ABCENG22 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 it next, followed by resumes of individuals listed on page 2 of Exhibit B.
- ABCENGWL is the Current Obligation Form. Only one copy of the Current Obligation Form is required. Do not send the instructions.
- ABCENGDS is the Disclosure Forms. Include a cover sheet with PTB #\_\_\_ & Item(s) \_\_\_\_, Form A, Form B and Form for Offerors That Have Previously Submitted Form A. Only one copy of the Disclosure Forms is required. Do not send the instructions.

The size limitation on an incoming e-mail is 2 MB. If you exceed this limit, you must separate contents into multiple e-mail. 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) can be very large.

Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The file should then be converted to a PDF.

The Exhibits, Current Obligation and Disclosure Forms are available as word documents and should be downloaded from our web-site: <http://www.dot.il.gov/desenv/deform.html> The bookmarks for the Exhibits, Current Obligations and Disclosure forms are also linked to the web-site.

The Word documents are labeled as follows:

Exhibits = EXHAB  
Current Obligation Form = CURRENT OBLIGATIONS  
Disclosure Forms = DISC2

Complete the Word documents then convert them to Adobe PDF for the submittal.

**Do not send zipped files, as we do not have the software to open them.**

If you have questions about electronic submittals, please contact Carrie Kowalski at KOWALSKICL@dot.il.gov.

If you have questions about the use of the Adobe Acrobat software, please contact Mike Gillette at GILLETTEMR@dot.il.gov.

**NOTICE  
FOR  
CHANGE IN DIRECT LABOR MULTIPLIER**

Effective for the DIRECT LABOR MULTIPLIER METHOD OF COMPENSATION:

**FOR PROJECTS SELECTED AFTER MARCH 1, 2004** THE DIRECT LABOR MULTIPLIER USED FOR THE PRIME AND SUPPLEMENTAL AGREEMENTS ASSOCIATED WITH THESE PROJECTS WILL BE **2.80** IN THE COMPENSATION EQUATION:

$DLM = [(2.80 + R) \times \text{direct labor}] + \text{direct costs}$

R= complexity factor given in the advertisement.

**IF THE PROJECT WAS SELECTED PRIOR TO MARCH 1, 2004** THE DIRECT LABOR MULTIPLIER FOR ALL PRIME AND SUPPLEMENTAL AGREEMENTS ASSOCIATED WITH THE PROJECT IS AS FOLLOWS:

Phase 1 and 2 Primes and supplements for projects selected prior to PTB 127-3.0 (except Phase 2 of Phase 1/Phase 2 projects authorized after May 21, 2003)

Phase 3 primes for projects selected prior to PTB 127-2.80

All Primes and supplements for projects selected on PTB 127 or later and Phase 2 of Phase 1/Phase 2 projects authorized after May 21, 2003- 2.85

# NOTICE FOR CURRENT OBLIGATIONS DOCUMENT

The Current Obligations form has been revised to include work left for Phase III, Construction work, projects.

The following has been added to the document:

## **“Current Obligations For All Construction Inspection, Phase III projects**

For any Phase III work your firm has with IDOT or any other agency(s) please complete the table at the bottom of page 2 of 3. This is only to show Phase III work and the amounts should already be included in the work shown above. If your firm does not have any Phase III work mark **None** and submit.

## **Work By Your Transportation Staff For All Construction 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				

The new form is available for download at the following site:  
<http://www.dot.il.gov/desenv/deform.html>

# NOTICE

## New Email Addresses and Web Address at IDOT

Effective April 2, IDOT's external Internet address and email addresses were changed. The name was changed from **dot.state.il.us** to **dot.il.gov**, and from **username@nt.dot.state.il.us** to **username@dot.il.gov**.

Outlook Web Access (**idotowa.dot.state.il.us**) and the listserv (**lists.dot.state.il.us**) new address will become **idotowa.dot.il.gov** and **lists.dot.il.gov**.

Therefore the **SOIPTB@nt.dot.state.il.us** has been revised to **SOIPTB@dot.il.gov**.

## NOTICE

All IDOT required Consultant forms have been revised and are now available on the internet (<http://www.dot.il.gov/desenv/consult.html>).

These forms are required for all submissions to the department occurring on and after October 1, 2004. If you have any questions please call Cheryl Cathey at (217) 782-7557.

## NOTICE

Statements submitted by Joint Ventures will be considered beginning with PTB 134. 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.

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 and disclosure forms.
- the firm responsible for invoicing
- One Exhibit A plus other required documents specified in the PTB combining the information for all firms.

A firm planning to submit a Statements of Interest as a joint venture should contact the department for a new Statements of Interest Code. E-mail Carrie Kowalski at [kowalski@dot.il.gov](mailto:kowalski@dot.il.gov).

# NOTICE

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

Springfield, IL 62764  
(217) 782-7820

[Employment Opportunities](#)

[Surety Company Contract Status Information](#)

**Consultant Services**

[Bridge CADD Standards / Downloads](#)  
[CADD Standards/Downloads](#)  
[Consultant Forms](#)  
[Consultant Prequalification](#)  
[Facility Cost of Capital Rates](#)  
[Consultants Professional Transportation Bulletins](#)  
[Negotiation Information for Current Bulletin Professional Transportation Bulletin Schedule](#)  
[Standard Agreement Provisions for Consultants](#)

**Control of Outdoor Advertising**

[Control of Outdoor Advertising](#)

**Forms**

[Aeronautics Forms](#)  
[Appraisal/Appraisal Review Forms](#)  
[Bureau of Bridges and Structures](#)  
[Bureau of Construction Forms](#)  
[Bureau of Design and Environment Forms](#)  
[Bureau of Information Processing](#)  
[IT Bidders List \*\*NEW\*\*](#)  
[Bureau of Land Acquisition, DBE Forms \*\*NEW\*\*](#)  
[Bureau of Local Roads Forms](#)  
[Contractor Forms for Prequalification](#)  
[Operations Forms](#)  
[Oversize/Overweight Permit Applications](#)

**Materials**

[Aeronautics Materials Manuals & Policies](#)  
[Approved Lists for Materials Guides, Manuals, MISTIC Reports & Miscellaneous Information \*\*NEW\*\*](#)  
[Materials "M" Specifications](#)  
[Materials & Physical Research Policy](#)  
[Memos](#)  
[Project Procedures Guide](#)

**Research**

[Physical Research](#)  
[Products Evaluation Circular](#)  
[IL Transportation Research Center \*\*NEW\*\*](#)

**Small Business Enterprises**

[Introduction to Small Business Enterprises Announcements/Conferences/Workshops](#)  
[Disadvantaged Business Enterprise \(DBE\) Program/IL UCP DBE Directory](#)  
[EEO Officers](#)  
[Illinois Procurement Bulletin](#)  
[Small Business Enterprises Forms](#)  
[Supportive Services Consultants](#)  
[Contractor's Market Place](#)  
[FY 2005-2011 Proposed Highway Improvement Program](#)  
[US DOT's Office of Small and Disadvantaged Business Utilization Web Site](#)  
[Frequently Asked Questions and Answers \*\*NEW\*\*](#)  
[Office of Business and Workforce Diversity](#)  
[Newsletter \*\*NEW\*\*](#)

[Devices](#)

http://www.dot.il.gov/sbe/introsbe.html

- **District 1**
  - Diane O'Keefe
  - Items 1 – 5
- **District 7**
  - Stan Grabski
  - Item 11
- **Bureau of Bridges & Structures**
  - Ralph Anderson
  - Item 16
- **District 3**
  - John Kos
  - Items 6 - 8
- **Bureau of Operations**
  - Joe Hill
  - Items 12 - 14
- **District 4**
  - Joseph Crowe
  - Items 9 - 10
- **Office Planning & Programming**
  - Randy Blankenhorn
  - Item 15

# NOTICE

## Upgrade of Microstation and Geopak

The Illinois Department of Transportation is upgrading the CADD environment to Microstation and Geopak Version 8.5.X.

The tentative schedule for the conversion is from August 2004 through March 2005. The District order may be revised so Consultants should contact the District to verify the conversion date.

### **2004**

District 2: August 9 – 13  
District 6: August 23 - 27  
District 3: September 13 - 17  
District 1: September 27 - October 8  
District 4: October 18 - 22  
District 5: November 15 - 19  
District 7: December 6 – 10

### **2005**

District 8: January 3 – 7  
District 9: January 24 - 28  
Bridge Office/OP&P: February 14 - 18  
Aerial Surveys/D&E: February 28 - March 4

The version of Microstation/Geopak to be used to prepare deliverables will be determined by the status of the conversion for the district affected and will be negotiated with each district contract.

Microstation Version 7 and Geopak 2001 will be supported until further notice.

Questions concerning contracts and/or the conversion should be addressed to the appropriate District.

# NOTICE

## Consultant Performance Evaluations

**Policy for engineering consultant firms performing less than satisfactory on Final Evaluations.**

Final Evaluation	Action	Duration
Receives 1 <b>needs improvement</b> in a prequalification category	Suspended from submitting a Statement of Interest requiring the evaluated category* (and any higher level category in the same work type)***	1-year
Receives 1 <b>poor</b> in a prequalification category	Suspended from submitting a Statement of Interest requiring the evaluated category* (and any higher level category in the same work type)***	5-years

**A consultant firm receiving two less than satisfactory final evaluations in the same category in a 5 year period will also lose prequalification.**

Final Evaluation	Action	Duration
Receives 2 <b>needs improvement</b> in a prequalification category	Loss of prequalification in that category.	1-year
Receives 2 <b>poor</b> in a prequalification category	In addition to the loss of prequalification in that category for 1 year. Suspended from submitting a Statement of Interest requiring the evaluated category.* (and any higher level category in the same work type)*** From date of second offense.	5-years

\*This also includes subconsultant work.

\*\*\* For example: If the final evaluation is poor in Structures (Highway: Simple), the firm will be suspended from submitting Statements of Interest for all structure categories. If the poor final evaluation is in Structures (Highway: Typical), the firm would not be suspended from submitting for Structures (Highway: Simple).

**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  
of  
Statement of Experience  
and Financial Condition**

**The Statement of Experience and Financial Condition was revised August 23, 2004.**

The Structural Questionnaire has been revised to clarify the information needed for the review of the structural categories.

The current Statement of Experience and Financial Condition and the Description and Minimum Requirements are available at the following address:

<http://www.dot.il.gov/desenv/pregcons.html>

# **NOTICE**

## **CONSULTANT PREQUALIFICATION**

### **SUBMITTAL TIMES**

Effective January 1, 2004, firms currently prequalified will be required to submit the entire Statement of Experience and Financial Condition every 3<sup>rd</sup> year instead of the current 2 year schedule.

Consultant firms will still be required to submit the Corporate and Financial portion of the Statement of Experience and Financial Condition annually.

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.

Firms may also continue to request additional categories of prequalification at any time.

There will be some overlapping of the two year versus three year submittals for the first year.

The following schedule is attached for your use:

Firm Name beginning with:	2004 Submittal	2005 Submittal	2006 Submittal
A through E	Entire SEFC	Corp. & Financial	Corp. & Financial
F through N	Corp. & Financial	Entire SEFC	Corp. & Financial
O through Z	Corp. & Financial	Corp. & Financial	Entire SEFC

The Corporate and Financial Portion of the Statement of Experience and Financial Condition consists of pages 1, 2 and 10 through 20.

# NOTICE

## ALLOWABLE DIRECT COSTS

**The allowable direct costs will be effective February 1, 2004.**

The following costs are allowable when requested by the Department and included in the contract. The costs are allowable when it is customary for the firm to bill for the cost and it can be itemized in the firm's billing and accounting systems.

Per Diem	Conus Rate ( Maximum)
Lodging	Conus Rate (Maximum)
Air Fare	Coach rate with 2 weeks notice as approved
Vehicles	
Mileage	\$0.36/mile or federal travel rate* maximum
Daily Rate (owned or leased the same)	\$36 /day- District 1 \$32/day- downstate
Overtime	Premium portion
Tolls	Actual Cost
Film and Film Processing**	Actual Cost
Overnight Delivery/Postage Courier Service	Actual Cost
Copies of Deliverables and Mylars	Actual Cost
Specific insurance – required for project	Actual Cost
GPS Equipment –When requested by Department*** (rented or owned)	\$100/day 12.50/hr
CADD	Actual Costs ( Maximum of \$15.00/Hr)
Monuments – Permanent	Actual Cost
Payment for Newspaper Ads	Actual Cost
Web Site	Actual Cost
Facility Rental for Public Meetings & Exhibits/Renderings & AV equipment/transcriptions	Actual Cost
Recording fees	Actual Cost
Courthouse fees	Actual Cost
Testing of Soil Samples	Actual Cost
Lab Services (excluding Phase III normal construction inspection such as beam breaks, cylinder breaks, pavement cores)	Actual Cost
Equipment rental specific for a project (snooper for bridge inspection, noise meter, etc.)	Actual Cost
Specialized equipment – on an as needed basis with prior approval	Actual Cost
Traffic Systems	Actual Cost
Mobile Phone (for traffic system implementation)	
Telephone Usage (for traffic system monitoring)	
Storm sewer cleaning and televising	Actual Cost
Traffic control and protection	Actual Cost
Aerial photography and mapping	Actual Cost
Utility exploratory trenching	Actual Cost

# NOTICE ALLOWABLE DIRECT COSTS

- \*website for Conus and federal rates  
<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>
- \*\* Use of digital cameras verses film cameras is encouraged when firms own digital cameras and the discussion of their use will be part of the negotiations. Film & copies will be reimbursed at actual costs.
- \*\*\* On all agreements authorized after January 1 2005, GPS Equipment will be considered tools of the trade.

## PHASE III

Phase III Communications:

Cell Phones (maximum of 3 without additional approval. Personal phones that do not remain on the job site are not allowable)	\$70/month/phone (Maximum)
radio communication	Actual cost
2-way radio	Actual Cost

**Vehicles (Only for Vehicles assigned to project)  
DAILY RATE ONLY**

\$36 /day- District 1  
\$32/day- downstate

The number of days will be calculated as follows:  
For extended stay \*\* - Number of days on job site plus one day to travel to and from job site  
Weekly (hotel) – Number of days on job site plus one day to travel to and from job site per week.

Shift Differential Actual cost based on firm policy

\* \*\*Extended Stay Status applies to individuals on the project over 20 consecutive working days .  
The decision whether individuals will stay over the week-end will be made after the Contractor's schedule is available and shall be made jointly by the Consultant Liaison and the IDOT Resident.

NOTES:

For Construction inspection contracts beam and cylinder breaks are not reimbursable.  
Overtime to employees traveling to and from the site will be allowable depending on the firms policy and limited to the Department's policy (see Departmental Order 4-1).

**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

RisingerBD@dot.il.gov

# Introduction

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

**PROFESSIONAL TRANSPORTATION BULLETIN #134**  
**October 21, 2004**

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.state.il.us/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.

IDOT shall not discriminate on the basis of 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 THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 4:30 P.M. LOCAL TIME, November 4, 2004. 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.

All Items on this bulletin will utilize the **Direct Labor Multiple** method of contracting unless otherwise shown as Cost Plus Fixed Fee.

# Guidelines for Submitting Statements of Interest (SOI)

Firms 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.

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. No additional information is required on the cover.
- 2) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- 3) No color graphics/photographs should be included in the submittal.
- 4) A brief statement of the firm's interest in performing the work. (Should not be longer than 2 pages)
- 5) Complete Exhibit A as follows: (This should follow the Table of Contents in the SOI)
  - a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement.
  - b) 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.
  - c) 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. Subconsultants must be prequalified in the area of work they will be performing.
- 6) Projects involving Location Design Studies (Reconstruction/Major Reconstruction and New Construction/Major Reconstruction) and all Environmental Reports (Simple Environmental Assessment, Complex 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) Any other information specifically requested in the project advertisement should be included where specified in the submittal.
- 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, sent to the Central Bureau of Design and Environment, is required.

# Guidelines for Submitting Statements of Interest (SOI)

- 10) Instructions for completing **Forms A** and **B** are included on pages 1 and 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, 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) Exhibit A, Exhibit B, the Current Obligations Form, and the Disclosure Forms are available as word documents on our web site: <http://www.dot.il.gov/desenv/deform.html>. The Disclosure is labeled as DISC2. The Exhibits are labeled as EXHAB. The Current Obligations are labeled CURRENT OBLIGATIONS.

The following addresses may be used when a hard copy of the SOI is requested 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

District copies should be addressed as follows:

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

Mr. Gregory Mounts  
**District 2**  
819 Depot Avenue  
Dixon, IL 61021

Mr. John P Kos  
**District 3**  
700 East Norris Drive  
P.O. Box 697  
Ottawa, IL 61350

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

Mr. David Clark  
**District 5**  
Route 133 West  
P.O. Box 610  
Paris, IL 61944

Ms. Chris Reed  
**District 6**  
126 East Ash St.  
Springfield, IL 62704

Mr. Stan Grabski  
**District 7**  
400 West Wabash  
Effingham, IL 62401

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

Mr. Thomas Zerrusen  
**District 9**  
State Transportation Building  
P.O. Box 100  
Carbondale, IL 62903

To verify that the Department has received your Statements of Interest you may call (217)785-4784.

**TABLE OF CONTENTS**  
**PTB 134**

<b><u>ITEM #</u></b>	<b><u>COUNTY</u></b>	<b><u>DESCRIPTION</u></b>
<b><u>DISTRICT 1</u></b>		
1.	COOK/WILL	Perform construction inspection services for all improvements of I-80 at I-55.
2.	COOK	Perform construction inspection services for Palatine Road over IL 83 in Prospect Heights.
3.	WILL	Provide land surveying services to prepare land acquisition documents along IL 59 from IL 126 to US 52.
4.	VARIOUS	Perform land surveys for various locations throughout District One.
5.	COOK	Perform construction inspection services for improvements on I-90 at Nagle Avenue.
<b><u>DISTRICT 3</u></b>		
6.	VARIOUS	Perform various Phase I/II services on various projects throughout District Three.
7.	GRUNDY	Provide Phase I/II services for IL 47 from Main Street to Benton Street in Morris.
8.	KANKAKEE	Provide Phase I/II services for improvement of the intersection of IL 50 and Armour Road in Bradley.
<b><u>DISTRICT 4</u></b>		
9.	VARIOUS	Provide various Phase I/II services on various projects throughout District Four.
10.	PEORIA	Perform construction inspection services for west bound lanes of I-74 from Sterling Avenue to Forrest Hill Avenue and War Memorial Drive.
<b><u>DISTRICT 7</u></b>		
11.	MARION/ RICHLAND/CLAY/ LAWRENCE	Perform a Feasibility Study for upgrading US 50 from I-57 at Salem to east of Lawrenceville.

**BUREAU OF  
OPERATIONS**

- |     |         |   |
|-----|---------|---|
| 12. | VARIOUS | Perform state-wide inspections on overhead sign structures.                               |
| 13. | VARIOUS | Provide SCAT services for various locations within Districts Two, Three, Four, and Five.  |
| 14. | VARIOUS | Provide SCAT services for various locations within Districts Six, Seven, Eight, and Nine. |

**OFFICE OF  
PLANNING AND  
PROGRAMMING**

- |     |         |  |
|-----|---------|--|
| 15. | VARIOUS | Perform traffic data collection throughout District One. |
|-----|---------|--|

**BUREAU OF  
BRIDGES &  
STRUCTURES**

- |     |         |  |
|-----|---------|--|
| 16. | VARIOUS | Perform structural steel shop fabrication inspections. |
|-----|---------|--|

1. **Job No. C-91-425-90, I-80 at I-55, Cook/Will Counties, District One.**

**This project requires 25% DBE participation.**

The **Complexity Factor** for this project is **0.003**.

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 **January 13, 2005 at 10:00 A.M.** in the Bureau of Construction Conference Room at the District One Office in **Schaumburg**.

Phase III engineering services are required for all the improvements of I-80 at I-55. Work is anticipated to include reconstruction of loop ramps, partial reconstruction of frontage roads in the NE quadrant and west of I-55 where the frontage road goes under I-80. Structure and related work includes I-80 over the frontage road. Work is also anticipated to include construction of an auxiliary lane along I-55 north of I-80 for NB and SB traffic. All work for this project will be in English units.

The following structures are included in this project:

- 099-0043, carries WB I-80 over the Frontage Road
- 099-0308, carries SB I-55 to WB I-80 Ramp A over the Frontage Road
- 099-0042, carries EB I-80 over the Frontage Road

The department will furnish the Consultant with Plans and Specifications.

The estimated construction cost for this project is \$18,500,000. The Consultant's work includes providing staff, vehicles and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with departmental policies for this project.

The Consultant will perform on site inspection, layout (including design changes), provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties requiring the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The Consultant must complete and submit final measurements, calculations and final contract record documents to the department no later than six (6) weeks after the completion of the project. This work must be completed within 12 months after authorization to proceed.

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

- The Liaison Engineer.
- The Materials Coordinator.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The Survey Chief.

Firms must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

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](mailto:SOIPTB@dot.il.gov).

2. **Job No. C-91-018-05, FAP 305 (Palatine Road) over IL 83, Cook County, District One.**

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

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 **January 13, 2005** at **2:00 P.M.** in the Construction Conference Room at the District One Office in **Schaumburg**.

Phase III engineering services are required to assist the department resident engineers & technicians on the bridge replacement and reconstruction of Palatine Road over IL 83 located in the City of Prospect Heights. The existing 5-span nine cell box beam structure will be removed and replaced with a 3-span continuous steel plate girder superstructure with a reinforced concrete deck. It is also expected that the existing piers and abutments will be removed and replaced. The interchange of IL 83 and Palatine Road will be reconstructed in order to provide a single point urban diamond interchange. Reconstruction will be provided on Palatine Road approaching the proposed structure as well as the adjacent frontage roads. Proposed reconstruction will also be provided on IL 83. Additional work may include combination concrete curb and gutter, sidewalks, retaining walls, lighting, temporary and permanent traffic signals. Four (4) to eight (8) engineers and/or engineering technicians are anticipated to be required during the 2005 & 2006 construction seasons. Typical assignments will include but are not limited to general construction inspection and documentation, drainage, patching, bridge structures, bridge painting and providing general assistance as a member of a field crew. Survey and layout services may be required. All work for this project will be in English units.

The following structures are included in this project:

- 016-1031, Palatine Road over IL 83 (old Structure Number)
- 016-2812, Anticipated new Structure Number

The department will furnish the Consultant with Plans and Specifications.

The estimated construction cost for this project is \$5,000,000. The Consultant's work includes providing vehicles for personnel use on the construction site and also for traveling between material plants and weigh scales. The Consultant shall also provide their own equipment and cell phones. The Consultant shall be held responsible for the overall proficiency in the work assigned. The personnel shall have a good working knowledge of Department Specifications for Road and Bridge Construction, the Department Construction Manual and documentation and inspection procedures. This work must be completed within 12 months after authorization to proceed.

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

- Project Manager.
- Inspectors.

Firms must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

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](mailto:SOIPTB@dot.il.gov).

3. **Job No. R-91-067-01, IL 59, Land Surveys from IL 126 to US 52, Will County, District One.**

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

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 **January 13, 2005 at 10:30 A.M.** at the District One Office in **Schaumburg**.

Phase II engineering services are required for land surveying services to prepare land acquisition documents for approximately 115 parcels along IL 59 from approximately IL 126 to US 52 in Will County. All work for this project will be in English units.

The department will furnish the Consultant with alignment data, title reports, existing right-of-way plats, and proposed right-of-way requirements.

The Consultant's work includes field and office resources to prepare a statutory plat of highway, legal descriptions and field staking of the same. This work must be completed within 90 days after authorization to proceed.

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

- The person who will be in charge of the surveying (must be an Illinois Licensed Professional Land Surveyor).

Firms must be prequalified in the **Special Services (Land Surveys)** category to be considered for this project.

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](mailto:SOIPTB@dot.il.gov).

**4. Job No. D-91-055-05, Various Land Surveys, Various Counties, District One.**

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

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 **January 14, 2005 at 10:30 A.M.** at the District One Office in **Schaumburg**.

Phase II engineering services are required for land surveying services under a blanket agreement for performing miscellaneous land surveys along various routes in various counties in District One. The work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The department will furnish the Consultant with alignment data, title reports, existing right-of-way plats, and proposed right-of-way requirements as each work order is negotiated.

The Consultant's work includes field and office resources to prepare statutory plats of highway, legal descriptions and field staking of the same. They must also have a QA/QC plan to review internal work as well as assigned IDOT projects. The completion date for this contract will be 24 months after authorization to proceed.

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

- The person who will be in charge of the surveying (must be an Illinois Licensed Professional Land Surveyor).

Firms must be prequalified in the **Special Services (Land Surveys)** category to be considered for this project.

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](mailto:SOIPTB@dot.il.gov).

5. **Job No. C-91-096-97, I-90 at Nagle Avenue, Cook County, District One.**

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

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 **January 13, 2005** at **8:00 A.M.** in the Bureau of Construction Conference Room at the District One Office in **Schaumburg**.

Phase III engineering services are required to assist department resident engineers and technicians on I-90 at Nagle Avenue. The roadway work consists of pavement widening, resurfacing, reconstruction and bridge superstructure replacement. The retaining wall work consists of placing soldier piles, timber lagging and concrete fascia for a new structure along the north side of Gregory Avenue. Four (4) to eight (8) engineers and or engineering technicians are anticipated to be required during the 2005 construction season. Typical assignments may include, but are not limited to, general construction inspection and documentation, including PCC & bituminous concrete paving operations, drainage, patching, bridge structures, bridge painting and providing general assistance as a member of a field crew. Survey and layout services may be required. All work for this project will be in metric units.

The following structures are included in this project:

- 016-0708, Nagle Avenue over I-90 (old Structure Number)
- 016-W779, Anticipated new Structure Number

The department will furnish the Consultant with Plans and Specifications.

The estimated construction cost for this project is \$3,300,000. The Consultant's work includes providing vehicles for personnel use on the construction site and also for traveling between material plants and weigh scales. The Consultant shall also provide their own equipment and cell phones. The Consultant shall be held responsible for the overall proficiency in the work assigned. The personnel shall have a good working knowledge of Department Specifications for Road and Bridge Construction, the Department Construction Manual and documentation and inspection procedures. This work must be completed within 12 months after authorization to proceed.

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

- Project Manager.
- Inspectors.

Firms must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

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](mailto:SOIPTB@dot.il.gov).

6. **Job No. P-93-009-05, Phase I and/or II Work for Various Projects, Various Counties, District Three.**

**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 **January 13, 2005 at 10:00 A.M.** in the District Three Office in **Ottawa**.

Phase I and/or Phase II engineering services are required for various projects in District Three. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project will be in English units.

The Phase I work, if required, may consist of conducting route surveys, land surveys, hydraulic surveys, hydraulic analysis, geometric studies, environmental studies, preparing Project Reports, and preparing and/or reviewing geotechnical reports including soils, pavement and foundation recommendations. This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analysis, bridge condition reports, preparing and/or reviewing hydraulic reports, type, size and location drawings, and other related work and exhibits necessary to produce the Project Reports.

The Phase II work, if required, may consist of conducting route surveys, land surveys, hydraulic analysis, geometric studies, preparation of type, size and location drawings, structure plans, roadway plans, and any other related work to complete final plans, specifications and estimates as necessary.

The various proposed projects may consist of simple patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing and/or new roadway projects.

The department will furnish the Consultant with any available as-built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photos, boring logs, and any other available information.

It is anticipated this contract will include approximately three (3) to fifteen (15) different projects with estimated construction costs ranging up to \$10,000,000. The engineering services required may consist of only a portion of the total engineering work on a certain project. The completion date for this contract will be 18 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 18 months.

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

- The person who will assume 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 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).

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

**Location/Design Studies (Rehabilitation)**  
**Highways (Road & Streets)**  
**Structures (Highway Bridges: Typical)**  
**Special Studies (Location Drainage)**

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](mailto:SOIPTB@dot.il.gov).

7. **Job No. P-93-058-02, IL 47, From Main Street to Benton Street in Morris, Grundy County, District Three.**

**This project requires 15% 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/negotiation meeting on **January 13, 2005** at **10:00 A.M.** in the District Three Office in **Ottawa**.

Phase I and Phase II engineering services are required for this project. Phase I engineering services will support the preparation of a Project Report (anticipated to be a Categorical Exclusion) for widening and resurfacing, addition of a bi-directional turn lane, curb and gutter and sidewalks on IL 47 from Main Street to Benton Street in Morris. Phase II will be negotiated for the preparation of preliminary and final contract plans, special provisions and estimates near the completion of Phase I. All work for this project will be in English units.

The Consultant's Phase I work will include data collection, ground surveys, traffic analysis, geometric studies, intersection design studies, drainage studies, cost estimates, minor right of way work and all other work necessary to complete the Project Report.

The department will furnish the Consultant with any available as-built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photography, and other information.

The estimated construction cost for the project is \$1,600,000. The completion date for Phase I will be 18 months after authorization to proceed. Phase II must be completed within 12 months after authorization to proceed with Phase II.

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

- The person who will assume the duties of the 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 the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

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

**Highways (Roads & Streets)**  
**Location/Design Studies (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](mailto:SOIPTB@dot.il.gov).

8. **Job No. P-93-010-05, IL 50, Intersection with Armour Road in Bradley, Kankakee County, District Three.**

**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/negotiation meeting on **January 13, 2005** at **2:00 P.M.** in the District Three Office in **Ottawa**.

Phase I and Phase II engineering services are required for this project. Phase I includes the preparation of a Project Report (anticipated to be a Categorical Exclusion) for the improvement of the intersection of IL 50 and Armour Road in Bradley. Improvements are anticipated to include the intersection of Arthur Burch Drive with Armour Road, west of IL 50. Phase II will be negotiated for the preparation of preliminary and final contract plans, special provisions and estimates near the completion of Phase I. All work for this project will be in English units.

The Consultant's Phase I work will include data collection, ground surveys, traffic counts (may use the district's equipment), traffic analysis, signal optimization, crash analysis, geometric studies, alternate design studies, intersection design studies, drainage studies, cost estimates, environmental studies, public involvement, minor right of way work and all other work necessary to complete the Project Report.

The department will furnish the Consultant with any available as-built plans, microfilm plans, field notes, survey points, accident statistics, agency coordination, existing right-of-way plans, unit prices for the cost estimate, aerial photography, and other information.

The estimated construction cost for the project is \$2,500,000. The completion date for Phase I will be 18 months after authorization to proceed. Phase II must be completed within 12 months after authorization to proceed with Phase II.

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

- The person who will assume the duties of the 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 the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

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

**Highways (Roads & Streets)**  
**Location/Design Studies (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](mailto:SOIPTB@dot.il.gov).

9. **Job No. D-94-016-05, Phase I and/or II for Various Projects, Various Routes, Various Counties, District Four.**

**This project requires 25.00% DBE participation.**

The **Complexity Factor** for this 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 negotiation meeting on **January 17, 2005 at 10:00 A.M.** at the District Four Office in **Peoria**.

Phase I and/or Phase II engineering services are required for various projects in District Four. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project will be in English units.

The Phase I work, if required, may consist of preparing Bridge Condition & Hydraulic Reports, conducting route and land surveys, performing simple environmental assessments, completing geometric studies and writing Project Reports (Categorical Exclusion projects only). Work on this project includes full hydraulic surveys and other miscellaneous surveys required to complete the Hydraulic Reports. The capability and experience to perform computer hydraulic analysis using either the WSPRO or HEC-RAS program is required. This work includes data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analysis and any other related work and exhibits to produce the Project Report, as necessary.

The Phase II engineering services, if required, may include conducting route and land surveys, performing drainage studies, completing geometric studies, preparing bridge and/or roadway plans, creating necessary right-of-way documents and any other work necessary to complete final plans, specifications, and estimates, as necessary.

The various proposed projects may consist of preparing contract plans for patching, resurfacing, widening, bridge repair, bridge replacement, drainage improvements and other similar types of projects.

The department will furnish the Consultant with any available as-built plans, microfilm, plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photographs, boring logs, existing Bridge Condition & Hydraulic Reports, and other necessary information. Existing information will be given to the Consultant by the department in Micro-Station and GEOPAK format.

It is anticipated that this contract will include approximately three (3) to ten (10) different projects. The engineering services required may consist of only a portion of the total engineering work on a certain project. The completion date for this contract will be 30 months after authorization to proceed.

Key personnel listed on **Exhibit A** 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, the 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/supervise the work in the area of hydraulic calculations and the preparation of the Hydraulic Reports (must be an Illinois Licensed Professional Engineer).

- The person who will perform/supervise the work in the area of structure plan preparation (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QA/QC review of all milestone submittal documents (must have adequate plan review experience and be an Illinois Licensed Professional Engineer for roadway work and/or an Illinois Licensed Structural Engineer for structural work).
- The person who will be in charge of land surveys (must be an Illinois Licensed Land Surveyor).
- The person who will be in charge of route surveys (must be an Illinois Licensed Land Surveyor or an Illinois Licensed Professional Engineer).

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

**Hydraulic Reports (Waterways: Typical)**  
**Location/Design Studies (Rehabilitation)**  
**Highways (Roads & Streets)**  
**Structures (Highways: Typical)**  
**Special Services (Route Surveys)**

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

10. **Job No C-94-009-02, FAI 74 (I-74), Westbound Lanes from West of Sterling Ave. to North of Forrest Hill Ave. and War Memorial Dr., Peoria County, District Four.**

**This project requires 25% DBE participation.**

The **Complexity Factor** for this project is **0.003**.

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a Scoping Meeting on **January 13, 2005** at **1:30 P.M.** at the District Four Office in **Peoria**.

Phase III engineering services will be required for the major reconstruction project of I-74 in Peoria. This contract includes all items associated with the major urban reconstruction of I-74 in Peoria. This contract includes reconstruction of I-74 (westbound lanes) from West of Sterling Avenue to North of Forrest Hill Avenue and War Memorial Drive interchange, including widening and resurfacing of War Memorial Drive from Sterling Avenue to West Univeristy Avenue. All work will be in English units.

Phase III engineering services are required for the inspection, supervision, checking of construction staking, engineering layout, QA field materials inspection, and all forms of project documentation for roadway reconstruction. The Consultant will be responsible for all nuclear density testing associated with bituminous and earthwork operations. The Consultant will be responsible for all field concrete testing.

The Consultant will be required to furnish an Illinois Licensed Professional Engineer or a District approved Technician to act as Liaison Engineer. The Liaison Engineer will report directly to the District's Resident Engineer assigned to the project. The Consultant will furnish an adequate staff to perform duties required to fulfill its engineering requirements. Work is anticipated to consist of performing on-site inspection, engineering layout, verification on contractor staking and maintain documentation in a timely manner in accordance with State Specifications and Guidelines.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant, or one of their Sub-consultants, on the same project or on material coming from the same plant are prohibited.

The Consultant will also provide their own vehicles, cell phones, computers, tools of the trade and any other equipment deemed necessary to perform the work. Overnight lodging may be required.

The estimated construction cost for this contract is \$35,600,000. The completion date for the contract will be 24 months after authorization to proceed.

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

- The Liaison Engineer.
- The Materials Coordinator.
- The Documentation Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Certificate.). **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**

- The Materials QA Technician.
- Inspectors.

Firms must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people listed above, must be submitted electronically to the Central Bureau of Design & Environment at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

11. **Job No. P-97-020-03, FAP 327 (US 50), From Salem to Lawrenceville, Various Counties, District Seven.**

**This project requires 12% DBE participation.**

The **Complexity Factor** for this project is **0.003**.

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 **January 14, 2005 at 10:00 A.M.** at the District Seven Office in **Effingham**.

Phase I Engineering services are required for the preparation of a Feasibility Study for upgrading US 50 to four lanes from approximately I-57 at Salem to east of Lawrenceville. The project length is approximately 72 miles. The report will be utilized by the District in planning and programming future Phase I and II projects. All work will be in English units.

The Consultant is expected to prepare and analyze macro-level information with respect to the major social, economic, environmental and engineering issue area described in the current IDOT Bureau of Design and Environment Manual. The issue areas to be addressed include, but are not limited to, the following: wetlands, historic districts and/or structures, archaeological resources, socio-economic issues, topography/soils, known natural resources (including but not limited to, threatened and endangered species), water quality, floodplains, 4(f) and 6(f) properties, prime farmland, existing and proposed transportation facilities and networks, existing and proposed land use, zoning data and noise impacts. The Consultant's work may also include data collection, capacity analysis, preliminary intersection design studies, cost estimates, accident analysis, road user benefit analyses, public involvement and related work necessary to produce the required Feasibility Study.

The department will furnish the Consultant with the existing plans, aerial mapping information, aerial mapping accident information, current traffic data, traffic projections and existing right of way plans.

The estimated construction cost for this project is \$330,000,000. The Consultant's work will include all data needed for the district to plan and program future improvement along this corridor. The completion date for this project will be 30 months after authorization to proceed.

Key personnel listed on **Exhibit A** 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 a 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's name and key support staff that will be performing the work on the Feasibility Study must be identified.
- The person who will perform QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).
- The person in charge of the Context Sensitive Solutions (CSS) aspects of this project must be identified as well as any support staff.

The Statements of Interest must also include the Location Design/Study portion of **Exhibit B**. The approach to public involvement must also be briefly described, one page or less.

Firms must be pre-qualified in the following categories to be considered for this project.

**Location/Design Reports (Reconstruction/Major Rehabilitation)  
Special Studies (Feasibility)**

Statements of Interest, including resumes of the key people listed above, must be submitted electronically to the Central Bureau of Design & Environment at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

**12. Job No. D60-033-05, Statewide Sign Structure Inspection, Bureau of Operations.**

**This project requires 25% DBE participation.**

The **Complexity Factor** for this project is **0.003**.

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting scheduled on **January 13, 2005 at 10:30 A.M.** at the Central Bureau of Operations office in Springfield.

Engineering services are required for planning, organizing and performing detailed structural inspections on simple aluminum span trusses, aluminum cantilever trusses, Vierendeel type steel span trusses, Vierendeel type steel cantilever trusses and bridge mounted sign structures. The number of overhead sign structures to be inspected is approximately 100. The detail structural inspection shall include rating of all components, evaluation of conditions and preparation of an inspection report including a prioritized summary of repairs. The use of ultra sonic testing equipment to spot check the wall thickness of end supports for aluminum trusses and the chords for Vierendeel steel trusses will be required. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis. All work for this project will be in English units.

The Consultant shall provide all manpower, equipment, vehicles, materials and the appropriate traffic control for each structure to satisfactorily complete the work. The work shall be done in accordance with the Sign Structure Inspection Manual, the Manual of Uniform Traffic Control Devices and any department policies or procedures governing the work.

The inspector should have basic knowledge of sign truss nomenclature, experience in structural inspection, be able to read and interpret shop drawings, be physically able to work at heights, and operate an automatic camera and other specialized testing equipment. The Consultant should have a licensed Structural Engineer who has the expertise in welding and weld details on sign structures and is capable of making recommendations on structural repairs.

The Consultant must have all documentation and completed the inspection of all structures. The completion date for this project will be 12 months after authorization to proceed.

Key personnel listed on **Exhibit A** 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 the work in the area of structure plan preparation documents (must be an Illinois Licensed Professional Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittals (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).

Firms must be prequalified in **Structures (Highway: Typical)** to be considered for this project.

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](mailto:SOIPTB@dot.il.gov).

13. **Job No. D60-031-05, Traffic Signal Coordination and Timing (SCAT), Districts 2, 3, 4, and 5, Bureau of Operations.**

**This project requires 25% DBE participation.**

The **Complexity Factor** for this project is **0.003**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are to attend a negotiation meeting scheduled on **January 14, 2005 at 1:30 P.M.** at the Central Bureau of Operations Office in Springfield.

Engineering services are required to ensure signal optimization is achieved at various isolated traffic signal and traffic signal system locations within Districts 2, 3, 4, and 5. Work orders under the blanket agreement will be negotiated and authorized on an as need basis. All work for this project will be in English Units.

The project will include accomplishment of one or more of the following tasks for each selected location:

- Data Collection - Field collection of traffic counts, turning movements, signal phasings, signal timings, equipment inventory, and other data needed to qualify existing operating conditions and determine signal optimization alternatives.
- Data Analysis - Appropriate computer models such as HCS, SIGNAL, Synchro, TRANSYT 7F, PASSER II, and CORSIM shall run on the database for each of the selected locations. Recommendations for optimal signal operation plans shall be generated utilizing the existing signal equipment and also with minor recommended equipment enhancements. Engineering judgment shall be used to select the final plan to be recommended for implementation.
- Implementation - The approved optimization plan shall be placed in operation and any necessary fine-tuning adjustment shall be made.
- Evaluation - A study of the effectiveness of the optimization plan shall be conducted. Benefits shall be estimated in terms of travel delay reductions, fuel savings, and reduction in carbon monoxide emissions.

Recommendations for further enhancements to the optimization plan and/or equipment modifications may be requested for locations where the operation is still unsatisfactory.

The department will furnish the Consultant with manuals, plans, or other available information. The completion date for this contract will be 24 months after authorization to proceed.

The Consultant shall be prepared to provide technical assistance on signal coordination issues at the department's request.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the 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 the work necessary to prepare traffic signal coordination and timing operation plans.
- The person who has the necessary expertise with traffic signal equipment and who will recommend equipment enhancements, implement the optimization plans, and recommend any fine-tuning adjustments.
- The person who will conduct the evaluation of the optimization plans.
- The person who will perform the QC/QA review work for all milestone submittal documents.

Firms must be prequalified in the **Special Studies [Signal Coordination & Timing (SCAT)]** category and furnish a list of projects they have done involving traffic signal system coordination and timing.

A brief outline of proposed procedures to be used to accomplish the project objectives needs to be provided with the Statements of Interest.

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

14. **Job No. D-60-032-05, Traffic Signal Coordination and Timing (SCAT), Districts 6, 7, 8 and 9, Bureau of Operations.**

**This project requires 25% DBE participation.**

The **Complexity Factor** for this project is **0.003**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are to attend a negotiation meeting scheduled on **January 14, 2005 at 10:30 A.M.** at the Central Bureau of Operations Office in Springfield.

Engineering services are required to ensure signal optimization is achieved at various isolated traffic signal and traffic signal system locations within Districts 6, 7, 8 and 9. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis. All work for this project will be in English units.

The project will include accomplishment of one or more of the following tasks for each selected location:

- Data Collection - Field collection of traffic counts, turning movements, signal phasings, signal timings, equipment inventory, and other data needed to qualify existing operating conditions and determine signal optimization alternatives.
- Data Analysis - Appropriate computer models such as HCS, SIGNAL, Synchro, TRANSYT 7F, PASSER II, and CORSIM shall run on the database for each of the selected locations. Recommendations for optimal signal operation plans shall be generated utilizing the existing signal equipment and also with minor recommended equipment enhancements. Engineering judgment shall be used to select the final plan to be recommended for implementation.
- Implementation - The approved optimization plan shall be placed in operation and any necessary fine-tuning adjustment shall be made.
- Evaluation - A study of the effectiveness of the optimization plan shall be conducted. Benefits shall be estimated in terms of travel delay reductions, fuel savings, and reduction in carbon monoxide emissions.

Recommendations for further enhancements to the optimization plan and/or equipment modifications may be requested for locations where the operation is still unsatisfactory.

The department will furnish the Consultant with manuals, plans, or other available information. The completion date for this contract will be 24 months after authorization to proceed.

The Consultant shall be prepared to provide technical assistance on signal coordination issues at the department's request.

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

- The person who will assume the duties of the Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of the 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 the work necessary to prepare traffic signal coordination and timing operation plans.
- The person who has the necessary expertise with traffic signal equipment and who will recommend equipment enhancements, implement the optimization plans, and recommend any fine-tuning adjustments.
- The person who will conduct the evaluation of the optimization plans.
- The person who will perform the QC/QA review work of all milestone submittal documents.

Firms must be prequalified in **Special Studies [Signal Coordination & Timing (SCAT)]** and furnish a list of projects they have done involving traffic signal system coordination and timing.

A brief outline of proposed procedures to be used to accomplish the project objectives needs to be provided with the Statements of Interest.

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

15. **Job No. HP-75-43P-05-1, Field Collection of Traffic Data on Various Routes for Various Counties, District One.**

**This is a Federally Funded Project.**

**This project requires 20% DBE participation.**

The **Complexity Factor** for this 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 negotiation meeting on **January 14, 2005 at 1:00 P.M.** at the Central Office in **Springfield**.

Engineering services are required for collection of various types of field traffic counts in District One. This will entail obtaining accurate machine and manual traffic counts and submitting this data to the department's project manager for processing.

In 2005, the Consultant will collect 24-hour machine volume/classification counts and 12-hour manual classification counts at locations on the state primary system throughout District One. In addition, the Consultant's work in 2005 will include collecting 24-hour machine volume counts at locations throughout DuPage and McHenry counties.

The Consultant's work in 2006 will include collecting 24-hour machine volume counts at locations throughout Cook and Kane counties.

In both 2005 and 2006, 24-hour machine volume counts will be required at structures and railroad crossings to meet federal and state guidelines. In addition, 48-hour machine volume, and 12-hour manual counts will be made in Cook, DuPage, Kane, Lake, McHenry and Will Counties as required by the Highway Performance Monitoring System.

All counts must be collected between 12:00 noon on Monday and 12:00 noon on Friday of the same week and not on the day before, the day of, or the day after a state holiday.

The department requires that the 24-hour and 48-hour machine volume/classification counts be collected with passive magnetic sensors (lane counters) and not with road tubes. The department also prefers that all other volume counts be collected with passive magnetic sensors where possible.

Interested firms should submit the following information:

1. A proposal describing in detail how the Consultant would accomplish the work, including any work that would be performed by a subconsultant(s) and a schedule which allows for completion of that work by October 31 of each calendar year (2005 and 2006).
2. A general description of the firm listing the location of major offices, number of employees in each major office and number of employees with actual experience in gathering traffic count data.
3. Detailed résumé of person(s) who will be assigned as the Consultant's project manager. Include current assignment, location of office of assignment and percentage of time each month to be devoted to this project.
4. A description of traffic studies projects where field traffic data was collected by the firm within the past five years. Provide the name, title, address and telephone number of the individual in the hiring organization who supervised your firm's work on each project. The

department reserves the right to contact any of the named individuals to determine performance on the listed project(s).

5. Pertinent information on each subconsultant.
6. A brief statement of the firm's interest in performing this work.
7. An outline of procedures the firm will have in place to provide quality control/quality assurance for this project.

The department will furnish count site location maps and a list of traffic count locations for the Consultant's use in developing a count schedule approved by the department's project manager.

The Consultant must furnish all equipment and dependable and knowledgeable staff necessary to collect traffic count data in a manner that is safe to the public and the Consultant's employees. The machine counters used must be certified in advance by the project manager in District One. The Consultant must demonstrate a thorough knowledge of traffic counting procedures and the capability to furnish equipment and personnel to accomplish the project.

Field traffic data will be supplied to the department electronically in a Microsoft Access database table and in hard copy to the department's project manager. Field traffic data obtained by the Consultant must be submitted to the department's project manager within ten working days of completion of the count.

Machine counts conducted with passive magnetic sensors (lane counters) will be paid for as follows:

- 1-3 lane counters – 1 pay unit
- 4-6 lane counters – 2 pay units
- > 6 lane counters – 3 pay units

Manual classification counts will be paid for per 12 man-hours. For example, two people counting simultaneously at one location for 12 hours will be considered two pay units. The department's project manager may require the Consultant to recount specific locations at the Consultant's expense if any of the following conditions are found during review of the count data:

1. Machine malfunctioned.
2. Machine assigned 10% or more of total traffic to the "unclassified" category.
3. Traffic count was conducted at the wrong location or for the wrong duration.
4. Traffic count was affected by an abnormal occurrence such as a construction detour, special event or other cause that could be recognized by the Consultant's personnel.
5. Traffic count was not continuous (and simultaneous if more than one machine was used at a count location) over the minimum duration specified.
6. Traffic counter used to collect the data was not certified.
7. Documentation was not complete.
8. The quality control check detects any deviation from the data collection procedures outlined in the *AASHTO Guidelines for Traffic Data Programs*, the *FHWA Traffic Monitoring Guide* and the *IDOT Traffic Monitoring Program*.

Listed below is the estimated number of counts in each category that will be collected. This number may vary either way by ten percent.

	Category	Estimated Pay Units		Total Pay Units
		Year 2005	Year 2006	
1.	24-hour volume/classification	2,900	2,700	5,600
2.	48-hour volume	70	80	150
4.	12-hour manual classification	240	100	340

Firm must be prequalified in the **Special Studies (Traffic)** category to be considered for this contract.

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

16. Job No. C-30-001-05, Various Routes, Various Counties, Structural Steel Shop Fabrication Inspection, Statewide.

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **January 13, 2005 at 10:30 A.M.** at the Central Bureau of Bridges and Structures office in **Springfield**.

Attachment A, showing our Inspection Requirements, is enclosed for your consideration. If you are interested in providing these services for IDOT, please provide the following information: 1) your firm's previous experience with this type of work and IDOT specifications; 2) names of key personnel along with one page resumes indicating technical and managerial qualifications; 3) availability of inspection personnel and your firm's anticipated workload during the next two years; 4) branch office locations; 5) your firm's calculated burden and overhead rate:

Since, the location and duration of projects to be covered by this contract are uncertain, we are providing the following estimated annual requirements:

<u>Inspector Qualifications</u>	<u>Straight Time (Hours)</u>	<u>Overtime (Hours)</u>
CWI and UT Level II (Shop)	100	20
CWI (Shop)	1000	100
Non CWI (Shop)	350	50
UT Level II (Field)	20	0
Inspection Manger (Site Meeting)	10	0

Services will also require an estimated: 120 days of per diem and possibly 10,000 miles of travel.

Each inspector is expected to be a member of the agency's inspection staff. The use of personnel from the local area hired for inspection shall be prohibited unless approved by the department.

The contract will be monitored and administered by the IDOT Bureau of Bridges and Structures.

If you have any questions concerning the project, please contact Mr. Jon Edwards in the Bureau of Bridges and Structures at 217/782-3586. Procedural questions regarding Statements of Interest may be directed to Ms. Carrie Kowalski in the IDOT Bureau of Design and Environment's Consultant Unit at 217/782-6916.

Two copies of the Statement of Interest, including resumes of key people, must be received by the Bureau of Design and Environment prior to 4:30 p.m. central time, November 4, 2004, to be given consideration.

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

## ATTACHMENT A

### INSPECTION REQUIREMENTS

#### SECTION I - INSPECTORS

1. Quality Assurance (QA) Inspectors shall be fully-trained employees of the CONSULTANT, experienced in the inspection of materials, workmanship and procedures involved in the work. The use of personnel temporarily hired for inspection shall be prohibited unless approved by the Department. QA Inspectors may not be in any position of self-interest, direct or indirect, with the producers or processors of the work involved. The name and address of each inspector employed in this work shall be filed by the CONSULTANT with the DEPARTMENT, together with a brief summary of qualifications. When more than one inspector is assigned to a project, the CONSULTANT shall designate one as the lead inspector, who will assume the responsibility of coordinating the inspection effort and filing all reports in addition to inspection duties. The CONSULTANT shall not change inspectors on the project without prior notification to the DEPARTMENT. The DEPARTMENT shall have the right to order the removal of any inspector from the DEPARTMENT'S work for failure to perform to the satisfaction of the DEPARTMENT.
2. The inspectors shall personally make all inspections and reports as required for quality assurance (QA) of fabrication on assigned projects. They shall perform special tests, examinations and re-inspections when required by the DEPARTMENT.
3. Each inspector shall be familiar with the approved shop drawings and DEPARTMENT standard specifications pertaining to the fabrication inspected, as well as applicable codes and specifications of the American Welding Society and ASNT.
4. No variations from the approved shop drawings or the Contract specifications and supplements shall be permitted by the inspector, except upon specific instructions by the DEPARTMENT.
5. Each inspector assigned to a project shall be a Certified Welding Inspector (CWI), unless otherwise approved or specified by the Department, and well versed in applicable fabrication, non-destructive testing (including MT and RT interpretation), cleaning and/or shop painting techniques. Non-certified inspectors shall have at least one year of prior, supervised experience with the agency.
6. Inspectors shall be assigned and monitored by an Inspection Manager who is qualified to perform all tasks assigned to supervised inspectors. If the Engineer requests the Inspection Manger personally attend a prefabrication conference or on-site meeting, or perform sophisticated inspection services, the Inspection Manager will be billed at the overtime rate for a CWI & UT II (Shop) plus per diem and/or mileage, based on location and duration.
7. For ongoing projects, shop inspectors will be reimbursed for per diem or daily mileage and travel time from/to their home address, whichever is less. This allows per diem and mileage to be charged only for travel days at the beginning and end of a particular project, for intermittent inspection, or for prolonged periods of inactivity at a shop. Per diem will be paid through weekends and shop holidays if it is less than estimated charges for the inspector to travel home and return to the shop.
8. Field (construction site) QA Inspectors will be reimbursed for per diem, and daily mileage/travel time for up to 40 miles or travel time to/from their home to the field site work, whichever is less.

## SECTION II - CONDUCT OF INSPECTORS

QA Inspectors shall perform their duties under the contract in a courteous manner. They shall maintain fair and professional relations with personnel of the shops inspected and direct formal communication to the shop's Quality Control staff or management, as appropriate. QA Inspectors will not perform Quality Control duties for the shop or direct production personnel, except to note hazardous conditions that might result in injury or damage.

## SECTION III - SHOP INSPECTION

QA Inspections typically cover steel or aluminum fabrication, but other materials may occasionally be involved.

Any shop error or material deficiency observed which, in the opinion of the inspector, may be cause for rejection shall be reported to the Contractor's QC or production management and the DEPARTMENT. Inspectors shall verify that repairs are made or report inadequate corrections to the DEPARTMENT. Inspections in the shop shall verify: the condition of materials, workmanship, dimensional accuracy, quality of welding, the proper application of heat, accuracy of punching, reaming and assembly, proper torque of bolts, fit of machine finished joints, conformance of cleaning and painting to the contract specifications, etc. QA Inspectors shall identify significant or recurring defects and document the adequacy of the Contractor's corrective actions and Quality Control Plan.

The following list is not all-inclusive, but shows typical inspector activities to verify compliance with contract requirements.

1. General surface inspection as material is processed and exposed to view, noting imperfections. View cut edge of plates for indications of internal defects.
2. Observe thermal cutting and computer numerically controlled (CNC) equipment to determine if it appears to be performing properly.
3. Check the mill identification, sizes of sections and thickness of plates, verifying that approved materials are used, with special attention to the use and location of Fracture Critical Material.
4. Determine that dies and punches are in acceptable condition, of correct size, and used within the limits set by the contract, the manufacturer or industry practice as appropriate.
5. Check that reamed holes are cylindrical, that burrs are removed and no chips or drillings remain between shop contract surfaces.
6. Periodically monitor the installation and tightening of high strength bolts to insure that the selected tightening procedure is properly used. Each day that bolts are to be installed, inspection wrenches shall be calibrated in a device indicating bolt tension prior to testing.
7. Steel templates for reaming or drilling shall have hardened bushings positioned based on the inscribed centerlines used to locate each template, and they shall be properly secured.
8. Bolted splice plates shall be properly fitted and secured prior to reaming or drilling. Parts assembled for drilling or reaming holes to full size shall be aligned and secured after verifying proper hole spacing and edge distances.

9. Techniques used in assembling beams, girders, trusses, rigid frames or arches shall not damage members, and the desired geometry (camber, horizontal curvature, etc.) shall be verified before reaming, unless otherwise approved by the Engineer.
10. Field bolted splices and other reamed assembled (RA) or drilled assembled (DA) elements shall be plainly match-marked, and the match-marking diagrams shall be checked. Erection (piece and match) marks shall be made with low or mini-stress dies in areas of members and splice plates specified on the shop drawings.
11. Check pins, bushings and pin holes for size, location and surface finish. Obtain certification of pin and bushing material and any required heat treatment process.
12. All finished members shall be free of general or localized twists, bends, kinks or other distortions exceeding contract tolerances.
13. All loose pieces are to be bolted or otherwise secured for shipment, and small parts properly cushioned and boxed or otherwise secured against loss and damage in transit.
14. Check for "lefts" or "rights" and for number of parts.
15. Surfaces to be shop primed shall be properly cleaned and surface profile verified prior to painting. Priming must be done within 24 hours of cleaning and prior to any surface rusting.
16. ILDOT approved batches of paint are to be applied in accord with the contract and manufacturer's product data sheet. Obtain certification of paint batch approval by the Department. Monitor mixing of components, humidity, metal and air temperature and application patterns.
17. All thermal cutting shall be mechanically guided. No hand flame cutting shall be allowed without the approval of the DEPARTMENT. No unauthorized corrections are to be made by flame cutting, and re-entrant cuts must be radiused in accord with contract requirements.
18. Verify QC measurements for center to center of bearings, camber and sweep. Make random checks of stiffener and lateral bracing locations as well as their hole layouts. If errors are found, require more complete dimension checks by QC to define extent of the problem.
19. Check workmanship of welded members in accordance with requirements of applicable welding specifications.
20. Check that splice plates and fills are properly positioned before drilling or reaming. No chips, drillings or sand shall remain between shop bolted components.
21. Mill test reports should be obtained from the contractor's QC or the DEPARTMENT and correlated with the material used in the structure. A material assignment sheet may be obtained from QC or developed by the QA Inspector. Mill reports or independent lab tests must verify satisfactory toughness testing for "CVN", "NTR" or Fracture Critical material. The material grade (e.g.: Gr. 36, 50, 50W for US Customary or Gr. 250, 345 or 345W for metric) must comply with the shop drawings. All steel material shall be certified on the mill report to be domestically produced ("Melted and Manufactured in the USA" or similar).

22. Report significant fabrication deficiencies (e.g.: requiring substantial removal and replacement of welds or paint, mislocated holes, misaligned members) on the daily log, including their cause and correction. Proposals to correct errors potentially affecting the adequacy of the member shall be submitted by the QC to the DEPARTMENT prior to beginning repairs.
23. Any erection devices or aids shown on the approved shop drawings shall warrant the same inspection as required for the project, but mill test reports and evidence of domestic origin are not required for temporary items not purchased by the DEPARTMENT.

#### SECTION IV - WELDING

##### Prior to Welding:

1. The QA Inspector shall verify the current qualifications of each welder for the project and, if not in full accord with the specifications, require qualification. Welder qualification shall be performed in accord with the applicable AWS code (D1.1, D1.2 or D1.5), and the QA Inspector shall witness preparation of the test plates, the welding and testing of the coupons in the fabricator's shop. (In the absence of test facilities in the shop, the fabricator shall forward the properly identified coupons to a testing laboratory acceptable to the Department). Also, discuss with quality control the method of identifying each welder's work noting that no permanent indications (die stamps, welded figures) shall be allowed on finished work.
2. Ensure weld procedures are ILDOT approved and that the procedure is understood by the welders, welding foremen and quality control.
3. Prior to fitting welded joints, examine the condition of the material, especially for defects or contamination in the joint area.
4. Check joints that are to be welded, including root face, angle of bevel, the alignment of the parts to be joined, and the uniformity and size of root openings.
5. When applicable, ensure run-off tabs are of adequate length, shape and size to allow full weld throat the entire length of the joint.
6. Check surfaces to be welded for cleanliness as required by specifications. Make sure stipulated surfaces are free of mill scale, rust, oil, grease or other foreign material that would be detrimental to welding.
7. Visually inspect tack welds for cleanliness and flaws. They are to be as small as practical. No temporary welds are allowed on any flange or web solely for positioning or restraint. Tack welds on flanges and webs must be incorporated in the final weld.
8. Review weld joints shown on the shop drawings for potential restraint conditions which may require weld sequencing or heating parameters not on the approved weld procedure, and notify QC and the DEPARTMENT of such situations.
9. Review shop report forms utilized for nondestructive testing and discuss any concerns with Quality Control.
10. Discuss with Quality Control the condition and calibration of welding equipment. Verify amperage and voltage gauges are periodically checked for accuracy and adjusted or

replaced if necessary, and that calibration equipment is periodically certified and properly utilized.

#### During Welding:

1. Ensure the correct types and sizes of weld consumables are utilized, are in satisfactory condition and are stored properly to prevent damage. Bridge welding requires low-hydrogen processes, so consumables must be reconditioned or replaced after exposure, as provided by the specifications.
2. Periodically observe the technique and performance of welders to ensure procedures and techniques conform to the contract requirements. For fracture critical joints, plan for periodic inspection of multiple-pass welds. Arrange with the QC for the foreman to notify the QA Inspector before such work will be performed.
3. Ensure welding is done in accordance with the approved procedures, periodically verifying that the current, amperage, voltage, travel speed, preheat and interpass temperatures are within tolerances. Amperage and voltage gauges shall be checked regularly (once or twice per week for equipment used daily), and adjusted or replaced as required.
4. Ensure welds start in the groove or other area where weld is to be deposited, and not on the base metal outside of such areas. Tack welds shall be located and sized (after grinding) to be completely incorporated in the production weld unless they are made with preheat using an approved weld procedure. Cracked tack welds shall be removed before welding over their location.
5. Inspect root passes with special care, especially flange and web butt joints. On subsequent passes, observe if split layer technique is properly used where required.
6. Verify that the root and intermediate passes are cleaned and deficiencies corrected before succeeding weld passes. Wire brushing, grinding or chipping may be used to remove slag between weld passes, but no unspecified peening or distorting ("caulking") of weld metal by hammering shall be permitted without the specific approval of the DEPARTMENT and under very carefully controlled conditions. (Slag removal with pneumatic tools or chipping hammers used as intended do not constitute peening).
7. After butt welds of flanges for built-up members have cooled, the parts joined should be in alignment. If not, alignment corrections shall be made prior to assembly of member. Minor misalignment may be corrected by the controlled application of heat. If misalignment is significant, corrective work shall be done using methods approved by the Engineer.
8. Ensure that welds of proper size, length and location conform to the drawings. If welds are to be ground smooth and flush, final finishing should be parallel to the direction of the main stress in a member. All welds shall terminate in a satisfactory manner.

#### After Welding:

1. Welds shall be cleaned of slag and given a thorough examination by QC. When blast cleaning is required, a general examination of welds and material shall be done after blasting and before painting.

2. Any weld geometry exceeding welding code limits shall be corrected to meet tolerances. Ends of repair welds shall transition smoothly into existing welds.
3. Excess metal at butt welds shall be removed by grinding. Plate thickness or width transitions shall be sloped as shown on the shop drawings with smooth transitions at the toe of the slope. Over-grinding at this toe must be corrected using Engineer-approved methods before NDT.
4. All runoff tabs shall be removed without damaging permanent material. Flame-cutting may be used, provided the final preparation of edge is done by grinding.

#### SECTION V - RADIOGRAPHY AND RADIOGRAPHIC INSPECTION

1. All radiography and radiographic inspection shall be performed by the Contractor for the DEPARTMENT in accordance with the Contract.
2. The QA Inspector shall verify that radiographs are numbered in accordance with the requirements of the Radiograph Sheet and that all radiograph film numbers are recorded on the sheet corresponding to joint locations in the structure.
3. The QA Inspector shall review all radiograph reports and duly sign them when in agreement with the report. If the QA Inspector and the Contractor cannot agree with respect to the report, the Engineer will review any film in question, and provide a determination of acceptability. Once the report is signed, the QA Inspector shall keep the complete original set of reports and film until fabrication is complete and then submit all reports and radiographs to the DEPARTMENT for filing. On large structures, submittals may be on interim basis as required by the DEPARTMENT.

#### SECTION VI - MAGNETIC PARTICLE INSPECTION

1. The QA Inspector shall ensure magnetic particle inspection (MT) is done in accordance with ASTM E 709 and the Contract.
2. The Contractor performs the MT for the DEPARTMENT and submits a report to the QA Inspector of all findings. The QA Inspector shall periodically witness the testing and, if satisfied as to the technique and results, shall sign the reports, retaining the originals, giving the fabricator one and forwarding one to the DEPARTMENT. The Inspector shall keep a complete set of the original reports and forward them to the DEPARTMENT at the end of the project.

#### SECTION VII - ULTRASONIC INSPECTION

Unless otherwise directed by the Engineer, all ultrasonic testing (UT) required shall be performed by the Contractor in accordance with the Contract. The Contractor is to submit a report to the QA Inspector of all findings. The QA Inspector shall periodically witness the UT, including set-up and recalibration, and if satisfied with the technique and the test results, shall sign the UT reports. The QA Inspector witnessing the UT shall be familiar with its proper application. If the Engineer requires QA verification testing of the Contractor's findings or to examine areas not requiring UT in the Contract, the QA Inspector must be qualified as a Level II in UT by testing, training and experience in accord with the current edition of the American Society for Nondestructive Testing Recommended Practice No. SNT-TC-1A.

UT may also be required at field locations utilizing the Consultant's equipment when requested by the DEPARTMENT. (The Department shall provide access, traffic control and assistance as required).

For UT performed by the Contractor, the QA Inspector shall include the original reports in the project file and return one signed copy to the fabricator. For UT performed by the QA Inspector, a copy shall not be provided to the Contractor unless directed by the Engineer. The Inspector shall forward the original UT reports to the DEPARTMENT at the end of the project.

#### SECTION VIII - SHOP CLEANING AND PAINTING

1. QA Inspectors shall carefully review the ILDOT Standard Specifications and Contract Special Provisions covering the cleaning and painting of structural steel in the shop and verify that requirements are met. In case of disagreements on interpretation or acceptance, the Engineer will provide guidance.
2. No structural steel will be cleaned or painted in the shop until fabrication has been accepted by the inspector. Blast cleaned surfaces shall have proper profile and cleanliness. Primer must be applied within 24 hours and before any rust is visible.
3. The shop coat(s) shall be inspected for proper mixing, application, dry film thickness of individual or multiple coats and uniform coverage. Unless otherwise provided for small batches, the inspector shall have an approved test report issued by the Department for the batch of paint used. If not, the fabricator Contractor must submit samples taken from the batch (with the QA Inspector witnessing) and submitted to the Bureau of Materials and Physical Research for testing prior to painting. Paint must be applied when the temperature and humidity are within acceptable limits and during the manufacturer's prescribed pot life. Paint may only be thinned in accord with the manufacturer's guidelines.
4. Special attention shall also be given to shop installed bolts. Cleaning, profile, subsequent primer coverage and adhesion shall be carefully monitored. For mechanically galvanized bolts, some galvanizing may remain after blast cleaning, as long as primer adhesion is not impaired. For black ASTM A490 bolts in painted areas, if blasting does not produce adequate profile due to the hard surface, exposed bolt surfaces must be cleaned and spot primed with a suitably adherent coating before priming the adjacent steel.
5. After shop painting, care shall be taken in the handling, storage and shipping of material to avoid damage or contamination (oil, etc.) of the surface. All damage noted shall be repaired in accord with Contract requirements and the paint manufacturers' guidelines prior to shipment.

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

The following consultant firms were selected by the Consultant Selection Committee September 29, 2004, to provide services for the Department as advertised in Professional Transportation Bulletin 133 that is dated July 22, 2004.

**1. Job No. C-91-305-04, Construction Engineering, Various Routes, Various Counties, District One.**

FIRM: PRIMERA ENGINEERS, LTD.

CITY: CHICAGO, IL

Perform construction inspection services for various projects in District One.

**2. Job No. P-91-275-04, Drainage Studies and Hydraulic Reports, Various Routes, Various Counties, District One.**

FIRM: CHRISTOPHER B. BURKE ENG., LTD.

CITY: ROSEMONT, IL

Perform drainage studies & hydraulic reports for various projects in District One.

**3. Job No. P-91-372-04, Route Surveys, Various Routes, Various Counties, District One.**

FIRM: CLAASSEN, WHITE & ASSOCIATES, P.C.

CITY: JOLIET, IL

Perform routes surveys for various locations in District One.

**4. Job No. P-91-308-04, Bridge Inspection, Various Routes, Various Counties, District One.**

FIRM: BRIGHTON A&E, INC.

CITY: ARLINGTON HEIGHTS, IL

Provide various Phase I services for bridge inspections for locations throughout District One.

**5. Job No. R-92-024-04, Land Surveys, Various Routes, Various Counties, District Two.**

FIRM: ASC/AMERICAN SURVEYING CONSULTANTS, P.C. CITY: DIXON, IL

Perform Land Surveying services at various locations in District Two.

**6. Job No. C-92-142-04, Construction Inspection, Various Routes, Various Counties, District Two.**

FIRM: SHAH ENGINEERING, INC.

CITY: CHICAGO, IL

Perform construction inspection services for various projects in District Two.

**7. Job No. C-92-143-04, Construction Inspection, Various Routes, Various Counties, District Two.**

FIRM: FEHR-GRAHAM & ASSOC. LLC

CITY: FREEPORT, IL

Perform construction inspection services for various projects in District Two.

**8. Job No. P-93-046-04, Phase I and/or II for Various Projects, Various Counties, District Three.**

FIRM: CHAMLIN & ASSOC., INC.

CITY: PERU, IL

Perform Phase I/II engineering services for various projects in District Three.

**9. Job No. P-93-047-04, Land and Route Surveys, Various Routes, Various Counties, District Three.**

FIRM: RENWICK & ASSOC., INC.

CITY: OTTAWA, IL

Perform Route and Land Surveying services at various locations in District Three.

**10. Job No. P-93-048-04, Various Bridge Condition Reports, Hydraulic Reports and Type, Size & Location Drawings, Various Counties, District Three.**

FIRM: ESCA CONSULTANTS, INC.

CITY: URBANA, IL

Perform various Phase I services for Bridge Condition Reports, Hydraulic Reports & TSL Drawings in District Three.

**11. Job No. P-93-050-04, I-80, From IL 71 Interchange to East of Seneca Interchange, LaSalle and Grundy Counties, District Three.**

FIRM: CONSOER, TOWNSEND, ENVIRODYNE, INC.

CITY: CHICAGO, IL

Provide Phase I services for the reconstruction of I-80 from the IL 71 Interchange to east of the Seneca Interchange.

**12. Job No. P-94-022-04, Geotechnical Investigations for the IL 336 Macomb Bypass, McDonough County, District Four.**

FIRM: SCI ENGINEERING, INC.

CITY: FAIRVIEW HEIGHTS, IL

Provide Geotechnical Services for the IL 336 Macomb Bypass.

**13. Job No C-94-010-02, FAI 74 (I-74), Illinois River to East of Washington Street, Tazewell County, District Four.**

FIRM: V3 INFRASTRUCTURE SERVICES, LTD

CITY: WOODRIDGE, IL

Provide Construction Inspection services for I-74 from the IL River to East of Washington Street.

**14. Job No. P-98-025-04, Land Surveying, Various Routes, Various Counties, District Eight.**

FIRM: ENGINEERING DESIGN SOURCE, INC.

CITY: O'FALLON, IL

Perform Land Surveying services at various locations in District Eight.

**15. Job No. D-30-004-04, Preparation of Structural Contract Plans and Inspections Various Routes, Various Counties, Statewide, Bureau of Bridges and Structures.**

FIRM: GREENE & BRADFORD, INC., OF SPFLD.

CITY: SPRINGFIELD, IL

Provide Phase II services for the preparation of Structure Plans throughout the State.

## **“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.

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 Availability of the English Survey Manager Database**

An updated English Survey Manager Database (idote.smd) is available on the IDOT web site. The location of this file is on the CADD Support Home Page under Geopak Files>Database Files.

### Highlight of changes:

A new category, Default Survey Codes, has been added to the hierarchical database structure. This category contains a 900 series of "default" point codes.

### The additions are as follows:

900-909	Default 2d point Level 1, Color 1 (blue), TH=7.5 TW=7.5 DTM Control – Not included
910-919	Default 3d point Level 1, Color 1 (blue), TH=7.5 TW=7.5 DTM Control – Not included
920-929	Default 2d string Level 1, Color 1 (blue), TH=7.5 TW=7.5 Linear Feature – Level 1, Color 1 (blue) DTM Control – Not included
930-939	Default 3d string Level 1, Color 1 (blue), TH=7.5 TW=7.5 Linear Feature – Level 1, Color 1 (blue) DTM Control – Include as Spot and Break

These additions have default symbologies with field comments enabled which will allow surveyors the ability to add miscellaneous point codes to the database. These point codes can then be manipulated while in the point edit or chain edit modes of Geopak.

An updated informational database in HTML format will also be available on the CADD Support Home Page under "Survey Point Code Descriptions". This is available in English and Metric formats. Also included in this group is a Readme file, which details the use for this information.

## **NOTICE OF TRAINING OPPORTUNITY**

### ***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.

Marlene K. Browning  
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](mailto: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/default.asp>

**Notice  
Concerning  
Exhibits A and B  
Current Obligations  
Disclosure Forms A and B**

Please review the documents listed above and use the latest version when submitting a Statement of Interest for the Professional Transportation Bulletin.

The Exhibits, Current Obligations and Disclosure Forms are available as Word documents and may be downloaded from our web-site:

<http://www.dot.il.gov/desenv/deform.html>

The bookmarks, listed in the bulletin, for the Exhibits, Current Obligations and Disclosure forms are also linked to the web-site.

The Word documents are labeled as follows:

Exhibits = **EXHAB**

Current Obligation Form = **CURRENT OBLIGATIONS**

Disclosure Forms = **DISC2**

## **NOTICE OF ELECTRONIC SIGNATURES**

In order for us to verify your scanned in signature (on cover letters, Exhibit A and Disclosure Forms A and B) 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 me at or Carrie Kowalski at  
KOWALSKICL@dot.il.gov

[Signature Certification for Electronic Submittal](#)



## NOTICE FOR DOCUMENTATION OF CONTRACT QUANTITIES

Information regarding the Documentation of Contract Quantities can now be found on our web site ([www.dot.il.gov](http://www.dot.il.gov)) under Public Partners. The registration form, registration process and class format is available.

If you have questions regarding this class or the content on the web page, please email [cbctraining@dot.il.gov](mailto:cbctraining@dot.il.gov).

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/](http://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**  
**Quality Assurance Testing / Complex Consultants**

This notice is important for consultants who are, or wish to be, prequalified in the Quality Assurance (QA) Testing category. The requirement for accreditation of QA Testing laboratories has been phased in over the last two years. QA Testing labs must be fully accredited to be considered for any new contracts or to renew prequalification.

Note: Neither prequalification nor accreditation is required for consultants working directly for contractors, performing Quality Control (QC) activities.

Synopsis of requirements:

- The laboratory must be accredited under the AASHTO Accreditation Program (AAP). The AAP requires on-site inspections and participation in proficiency sample programs. The Portland cement concrete (PCC) inspections and proficiency programs are conducted by the Cement and Concrete Reference Laboratory (CCRL). The hot-mix asphalt (HMA) programs are conducted by the AASHTO Materials Reference Laboratory (AMRL). Either CCRL or AMRL can conduct the aggregate program for your lab. Both AMRL and CCRL are scheduled to be in Illinois this year.
- The laboratory shall be accredited in all of the test procedures specified in Bureau of Materials and Physical Research (BMPR) Policy Memorandum "Minimum Private Laboratory Requirements for Construction Materials Testing or Mix Design." The current policy (2001-01) can be found in the Manual of Test Procedures for Materials. An update is scheduled to be published soon and may be viewed or downloaded from the Department's Web site.
- Personnel performing materials testing for aggregate, PCC, and HMA shall have completed the appropriate QC/QA trained technician classes. Personnel performing soils field tests shall have completed IDOT class S-33, "Standard Earth Density."

The description of the prequalification categories, the SEFC, and the BMPR Policy Memo may be viewed or downloaded from the IDOT Internet Site: <http://www.dot.state.il.us>

Information about the AAP accreditation and AMRL programs may be found on the AMRL Web Site: <http://patapsco.nist.gov/amrl/home/index.asp>

Information about the CCRL inspection and proficiency sample programs may be found on the CCRL Web Site: <http://www.bfrl.nist.gov/862/ccrl/front.htm>

Questions may be addressed to your District Materials Engineer or the Central Bureau 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.state.il.us/dobuisns.html>

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