

Professional Transportation Bulletin

Special Bulletin

October 6, 2005



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

IMPORTANT NOTICE SPECIAL PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: **November 18, 2005**

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

REVISION DATE: October 14, 2005.

890-148: Deleted the required category "Special Services: Quality Assurance"

890-150: Revised to allow Joint Ventures.

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
Phone: 217-782-6916

Or mailing address:

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

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 138 | PTB 139 | PTB 140 | PTB 141 | PTB 142 | PTB 143 | PTB 144 |
|--------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| PUBLISH PTB | 13-Oct-05 | 19-Jan-06 | 20-Apr-06 | 20-Jul-06 | 12-Oct-06 | 11-Jan-07 | 05-Apr-07 |
| STATEMENTS OF INTEREST ARE DUE | 27-Oct-05 | 02-Feb-06 | 04-May-06 | 03-Aug-06 | 26-Oct-06 | 25-Jan-07 | 19-Apr-07 |
| SELECTION MEETING | 04-Jan-06 | 05-Apr-06 | 28-Jun-06 | 04-Oct-06 | 03-Jan-07 | 28-Mar-07 | 20-Jun-07 |

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.

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)

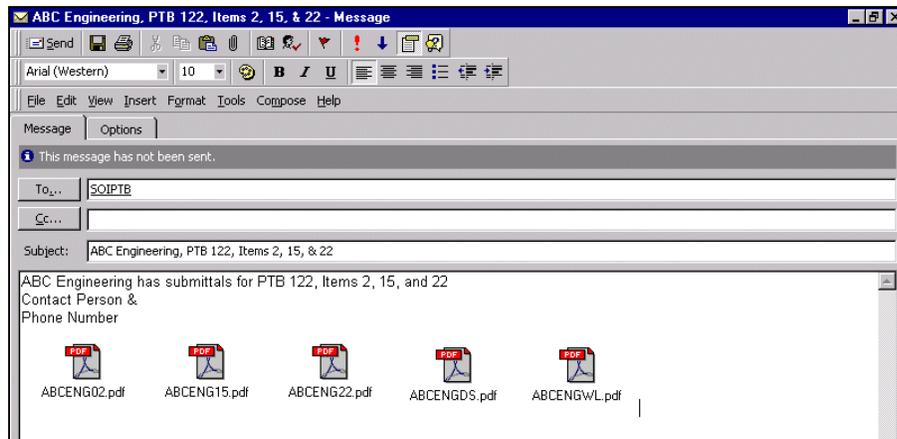
2) For your firm's Current Obligation Form, use your 2-6 character Firm Name Code, followed by WL.

(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

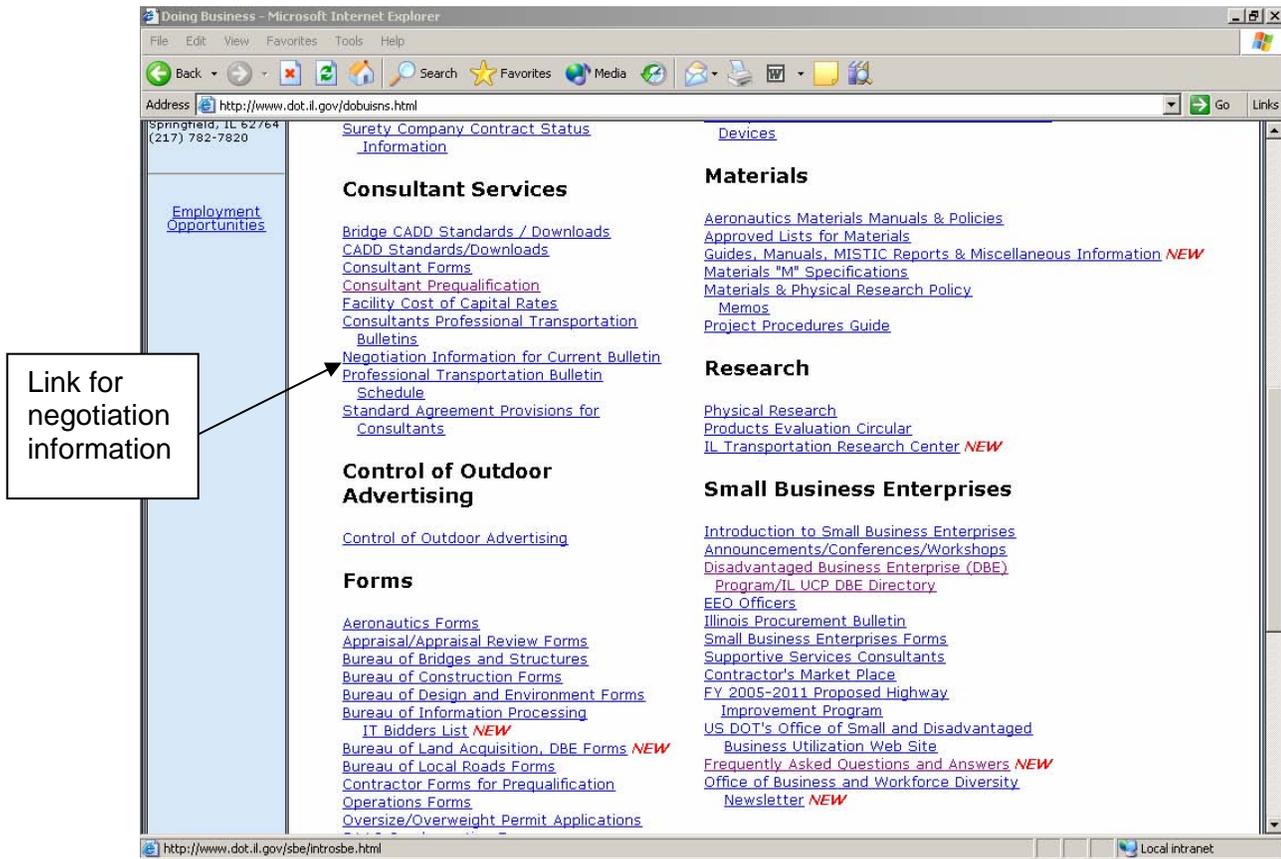
Complete the Word documents then convert them to Adobe PDF for the submittal.

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.

NOTICE

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



- **Region 1**
 - **Diane O’Keefe**
 - **District One**
 - **Items 890-148 to 890-151**
- **Region 2**
 - **Christine Reed**
 - **District 2**
 - **Item 890-152**
- **Region 3**
 - **Joseph Crowe**
 - **Districts 4 & 5**
 - **Item 890-152**
- **Region 4**
 - **Christine Reed**
 - **District 6 & 7**
 - **Item 890-153**
- **Region 5**
 - **Mary Lamie**
 - **District 8**
 - **Items 890-154 to 890-156**
 - **District 9**
 - **Item 890-157**
 - **Bureau of Design and Environment**
 - **Michael Hine**
 - **Item 890-158**

TECHNICAL TRAINING ANNOUNCEMENT IDOT AND PROFESSIONAL ENGINEERING ORGANIZATION'S PARTNERSHIP

The Illinois Department of Transportation will be continuing the technical training partnership with the professional engineering organizations during this training year from October 1, 2005 to June 30, 2006. The Department's Program Development Technical Training classes will once again be the main training program used in the partnership. The PD training program covers all areas of Phase I & II and has been training IDOT employees since 1995. The PD Training Program consists of 18 technical classes taught by IDOT personnel and 4 highly specialized classes presented by the University of Illinois and Northwestern University

The professional engineering organizations will be able to select classes based on their membership request to partner with the Department from the PD Training Schedule for Fiscal Year 06. The classes selected by the professional organization will be approved by the Department and the PD Steering Committee. To receive a copy of the PD FY 06 Training Schedule and class descriptions please contact the IDOT employees below. You can also contact your professional organization to see what classes they will be partnering with IDOT.

The Department hopes that the training partnership will help train the professional engineers and technicians in gaining a better understanding of the policies and procedure in all areas of Phase I & II and to help in creating a network of communication and the sharing of engineering knowledge.

The Department will continue to issue Professional Development Hours for all classes in which the participants attend. The technical training and the issuance of PDH's puts the Department in the fore front of ensuring that technical training is of high priority to the Department.

For more information about the partnering with the Department, please contact David D. Palia in District One at 847-705-4264 or by e-mail at paliadd@dot.il.gov or Brad Risinger in Employee Services at 217-782-3708 or by e-mail at risingerbd@dot.il.gov in the Central Office.

Introduction

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

SPECIAL PROFESSIONAL TRANSPORTATION BULLETIN
October 6, 2005

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

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

This is not an invitation for bids. Firms properly prequalified for any of the projects listed herein may indicate their desire to be considered for selection by submitting a Statement of Interest for the project.

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 IF APPLICABLE, THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 4:30 P.M. LOCAL TIME, October 20, 2005. 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 brief statement of the firm's interest in performing the work. (Should not be longer than 2 pages)
- 3) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- 4) No color graphics/photographs should be included in the submittal because of the size limitation on incoming e-mail is 2 MB.
- 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 (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.
- 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**.

Guidelines for Submitting Statements of Interest (SOI)

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

Regional/District copies should be addressed as follows:

Region 1

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

Region 2

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

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

Region 3

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

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

Region 4

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

Ms. Chris Reed
District 7
400 West Wabash
Effingham, IL 62401

Region 5

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

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

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

TABLE OF CONTENTS
Special PTB

| <u>ITEM #</u> | <u>COUNTY</u> | <u>DESCRIPTION</u> |
|--|----------------------|--|
| <u>REGION 1 / DISTRICT 1</u> | | |
| 890-148 | Various | Phase I , II and/or III work for Various Local Agency's Projects |
| 890-149 | Various | Phase I Environmental Project Management for Various Projects |
| 890-150 | Various | Phase I Project Management Work for Various Projects |
| 890-151 | Various | Phase II Project Management Work for Various Projects |
| <u>REGION 3 / DISTRICT 4 & 5</u> | | |
| 890-152 | Various | Local Roads Project Management Work for Various Projects |
| <u>REGION 4 / DISTRICT 6 & 7</u> | | |
| 890-153 | Various | Local Roads Project Management Work for Various Projects. |
| <u>REGION 5 / DISTRICT 8</u> | | |
| 890-154 | Various | Bridge Inspection Engineering Services |
| 890-155 | Various | Phase I and II Land Acquisition Work for Various Projects |
| 890-156 | Various | Phase I and/or II Project Management Work for Various Projects. |
| <u>REGION 5 / DISTRICT 9</u> | | |
| 890-157 | Various | Bridge Inspection Engineering Services |
| <u>BUREAU OF DESIGN & ENVIRONMENT</u> | | |
| 890-158 | Various | Various Utility Coordination Projects |

890-148 Job No. C-91-086-06, Phase I , II and/or III work for Various Local Agency's Projects, Various Counties, Region One/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 **November 21, 2005** at **10:30 A.M.** at the District One Office in **Schaumburg**.

Phase I, II, and/or III engineering services, are required for an engineering manager. The Consultant Project Manager (PM) will support IDOT staff in managing local agency projects. This work may involve working directly with the local agency and/or its' consulting firm. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Consultants managing projects are prohibited from managing contracts they or their subconsultants have been contracted to do. Consulting engineering firms managing a Phase I Consultant may not be managed by that same Phase I Consultant if performing the Phase II work.

Joint Ventures will not be allowed on this project.

The PM will be expected to perform work similar to an IDOT Local Roads Project Engineer & staff. Key staff from the PM may be required to perform the work in the District offices. This work may include engineering, technical, engineering management, project controls, and some administrative services to assist in bringing completion and closeout to projects as expeditiously as possible.

The work anticipated for Phase I projects may include, but not be limited to:

- Manage and/or coordinate Local Agency preliminary engineering projects assigned, including reviews in accordance with IDOT and Federal standards and contract administration.
- Manage and/or coordinate environmental work effort as related to assigned projects.
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented.
- Manage the Illinois Structure Information System.
 - Ensure local agencies meet National Bridge Inspection Standards; input bridge bi-annual, 24 month or 48 month interval inspections.
 - Coordinate delinquency status with Central Office; strive for zero percent delinquency.
 - Organize and maintain filing system.
- Create database of all available structure numbers.
- All other work as required to manage Phase I projects.

The work anticipated for Phase II projects may include, but not be limited to:

- Manage and/or coordinate Local Agency preliminary engineering projects assigned, including reviews in accordance with IDOT and Federal standards and contract administration.
- Manage and track project-level cost, schedule and budget requirements, and coordination with program-level and assigned project-level controls personnel.

- Coordinate, validate, and monitor project scope.
- Identify and implement all necessary coordination and communication within and outside the Department; to IDOT and stakeholders as required.
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines.
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT.
- Field review of signal and lighting projects; take photos, look for utility conflicts and examine post and pole locations.
- All other work as required to manage Phase II projects.

The work anticipated for Phase III projects may include but not be limited to:

- Coordinate jobsite Quality Control (QC) activities with jobsite Quality Assurance (QA) activities.
- Manage and/or perform jobsite QA activities, which may include paperwork review and approval of job-specific QC/QA plans.
- All other work as required to manage Phase III projects.

Project Controls and Administrative Functions may include but not be limited to:

- Office review and submittal of required documents for federal and state reimbursement of engineering, construction and right-of-way costs for assembling and maintaining various status reports, and for coordination with local.
- Submittal of state clearinghouse and sub-state clearinghouse reviews and keeping an updated record of the Project Control Numbers and provide them to Local Agencies, Consultants, Bureau of Land Acquisition and Central Office; process Clearing House Notices
- Review and record approved joint agreement and engineering agreement data, including, invoice reimbursement and maintenance of related records.
- Assist the Federal Aid Program Engineer in preparing accomplishment report for executive committee of the council of mayors.
- Prepare project cost audits and expedite the resolution of project accounting issues as directed by IDOT policies and procedures.

The department will furnish the PM with all department procedures, standards and specification, traffic safety and planning data and any other available documents:

The completion date for this contract will be 12 to 18 months after authorization to proceed. The department has the option to renew the contract for an additional 12 to 18 months.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer, that individual-in-charge of the day-to-day program management work (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents must have experience working on Local Roads projects.

- Personnel responsible for any jobsite QC/QA activities in Phase III shall have a minimum of Level II QC/QA training as required by the department. The training shall be specific to the activities undertaken.

Statements of Interest must also provide the approach the firm will take on this project, managing experience, Local road project experience and management experience (must have a minimum of three years of local roads experience). Also disclose any previous or open contracts with any local agencies.

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

Highway (Roads and Streets)
Location/Design Studies (Reconstruction/Major Rehabilitation)
Special Services (Construction Inspection)

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

890-149 Job No. P-91-085-06: Phase I Environmental Project Management for Various Projects, Various Counties, Region One/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 a negotiation meeting on **November 22, 2005 at 9:00 A.M.** at the District one office in **Schaumburg**.

A Consultant Project Manager (PM) is required for Phase I environmental services. The PM Consultant will support various IDOT Phase I projects which are either in-house or under contract with other consultant engineering firms. The PM Consultant will be expected to perform work similar to an IDOT environmental specialist, and report to the Environmental Studies Unit Head. Key staff from the PM Consultant may be expected to perform work in the District Offices. The work may include Air, Noise, Biological, Cultural, Water Quality, Special Waste coordination, Wetland analysis/reviews, and other work as necessary to ensure that assigned projects are completed in accordance with established schedules and budgets. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The PM Consultant is prohibited from providing the above Phase I environmental services for projects on which they have a contract with the department and/or are acting as a subconsultant. Additionally, the PM Consultant, if selected for Phase II work, may not be managed by any of the Consultants for which they are providing the above services during Phase I.

Joint Ventures will not be allowed on this project.

The completion date for this contract is anticipated to be within 18 to 24 months after authorization to proceed. The department has the option to renew the contract for an additional 18 to 24 months.

The PM Consultants' work may include preparation and/or reviews of technical analysis, public coordination, administrative services, and other work as necessary to ensure assigned projects are brought to completion in accordance with established schedules. It is anticipated that the PM Consultant will be involved in a variety of projects of varying complexity.

The work anticipated for Phase I projects may include, but not be limited to:

- Analysis or Review of Air, Noise, Biological, Cultural, Water Quality, Special Waste coordination, and Wetland issues;
- Coordination with program-level and assigned project-level controls personnel;
- Identify and implement all necessary coordination and communication within and outside the department; to IDOT, other environmental resource agencies, and stakeholders as required;
- Assist in regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented;
- Assist in the resolution of environmental issues, drawing upon necessary resources and experts in applicable disciplines;
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT;
- All other work as necessary and required for Phase I projects.

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

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

- The persons who will be the Environmental Lead, and be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, special waste, socio-economics and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recent Statement of Experience and Financial Condition.
- The person(s) who will perform the QC/QA review work of all milestone reviews and/or submittals.

Statements of Interest must also provide a proposed organization chart for the proposed PM Consultant team with proposed percentage of time commitment, as well as the approach the firm would take on this project, and a summary of the pertinent experience of the firm supporting the environmental aspects of Phase I highway projects.

Firms must be prequalified in the **Environmental Reports (Environmental Assessment)** 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.

890-150 Job No. P-91-084-06: Phase I Project Management Work for Various Projects, Various Counties, Region One/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 a negotiation meeting on **November 22, 2005** at **1:30 P.M.** at the District One Office in **Schaumburg**.

A Project Management (PM) Consultant is required for Phase I engineering services. The PM Consultant will be assigned to manage various IDOT phase I projects which are under contract with other consultant engineering firms. 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 PM Consultant is prohibited from managing projects for which they or their subconsultants are contracted with the department for Phase I engineering. Additionally, the PM Consultant, if selected for Phase II work, may not be managed by a Consultant that they managed during Phase I.

Joint Ventures will be allowed on this project.

The completion date for this contract will be 18 to 24 months after authorization to proceed. The department has the option to renew the contract for an additional 18 to 24 months.

The PM Consultant will be expected to perform work similar to an IDOT Project Manager & Staff, and report to the Consultant Studies Unit Head. Key staff from the PM Consultant may be expected to perform work in the district offices. The work may include engineering, engineering management, public coordination, administrative services, and other work as necessary to ensure assigned projects are brought to completion in accordance with established schedules. It is anticipated that projects of varying complexity will be assigned to the PM Consultant.

The work anticipated for Phase I projects may include, but not be limited to:

- Manage phase I consultant projects as assigned, including reviews and contract administration;
- Manage and track project-level cost, schedule and budget requirements, and coordination with program-level and assigned project-level controls personnel;
- Coordinate, validate, and monitor project scope;
- Identify and implement all necessary coordination and communication within and outside the department; to IDOT and stakeholders as required;
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented;
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines;
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT;
- All other work as necessary and required to manage Phase I projects.

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

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer, that individual-in-charge of the day to day program management work (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Drainage Engineer, that individual-in-charge of the day to day program management work relative to development of the location drainage study, as appropriate (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer).
- The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, socio-economics and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recent Statement of Experience and Financial Condition.

Statements of Interest must also provide a proposed organization chart for the proposed PM Consultant team with proposed percentage of time commitment, as well as the approach the firm would take on this project, and a summary of the pertinent experience of the firm managing Phase I highway projects.

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

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

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

SOIPTB@dot.il.gov.

890-151 Job No. D-91-087-06: Phase II Project Management Work for Various Projects, Various Counties, Region One/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 a negotiation meeting on **November 22, 2005** at **10:30 A.M** at the District One Office in **Schaumburg**.

Phase II engineering services are required for an engineering manager. The Consultant Project Manager (PM) will manage various department Phase II projects, which are under contract with other consultant engineering firms. Work orders under the blanket agreement will be negotiated and authorized on an as-needed basis. All work for this project may be in either English or metric units.

The PM and their staff will be expected to perform work similar to an IDOT Project Engineer & staff. The PM and their staff may be expected to perform the work in the district offices. This work may include engineering, technical, management, and administrative services to assist bringing to completion as expeditiously as possible numerous projects

Consultants managing projects are prohibited from managing contracts they or their subconsultants have been contracted to do. Consulting Engineering firms managing a Phase I Consultant may not be managed by that same Phase I Consultant if performing the Phase II work.

Joint Ventures will not be allowed on this project.

The work anticipated for Phase II projects may include but not be limited to:

- Manage the engineer consultant projects assigned, to ensure that all plans are prepared within the framework of department policies and procedures; per standard specifications and all other applicable manuals; Standard Provisions Agreement for Consultant Services; the agreement with the Consultant and the applicable schedules. This will also include providing necessary technical guidance, if needed, to the plan preparation Consultant and advising the department on staging, construction scheduling and contract management;
- Manage and track project-level cost, schedule and budget requirements, and coordination with program-level and assigned project-level controls personnel;
- Coordinate, validate, and monitor project scope;
- Identify and implement all necessary coordination and communication within and outside the department;
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented;
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines;
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT;
- Participate in the review of plans for conformance with approved design reports; environmental documents; current standards, policies, procedures and practices;
- Ensure all utility coordination takes place in time and all utility impacts have been addressed and are coordinated with the District One Utilities Unit;
- Ensure all external and internal requests for answers, plans, information and reports are dealt with in the allowable time frame;

- Coordinate and participate in construction related activities concerning the Bureau of Design. This may encompass answering requests for information, plan clarifications, additions and deletions to the contract or any other field questions;
- All other work as required to manage Phase II projects.

The department will provide all department procedures, standards and specifications, survey information, Project Reports, microfilm and all other available documents.

It is anticipated that this contract will have project with construction costs from \$50,000,000 to \$75,000,000. The anticipated completion date of the project will be 24 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 12 months

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 assume the duties of Project Engineer, that individual-in-charge of the day-to-day program management work (must be an Illinois Licensed Professional Engineer). The person's resume must include in detail the work experience relating to Design Project Management as a Senior Project Manager. The resume should also include plan review experience and experience in various phases of plan development such as cost estimation, project control, scheduling, and other contract document preparation. The Project Manager will be required to be personally involved from the start of the projects through coordination during the construction phase.
- The person(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer).

Statements of Interest must also provide the approach the firm would take on this project, and the Consultant's managing experience for this type of work.

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

Highways (Freeways)
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.

890-152 Job No. D-94-051-06 Local Roads Project Management Work for Various Projects, Various Counties, Region Three/Districts Four and Five.

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 **November 21, 2005** at **10:30 A.M.** at the District Four office in **Peoria**.

Engineering Services are required for an engineering manager. The Consultant Project Manager (PM) will manage various IDOT local agency processes and/or projects throughout Region Three. This work may involve working directly with the local agency and/or its' Consultant firm. Work orders under the blanket agreement will be negotiated and authorized on an as needed basis. All work for this project may be in either English or metric units.

Consultants managing projects are prohibited from managing contracts they or their subconsultants have been contracted to do. Consulting engineering firms managing a Phase I consultant may not be managed by that same Phase I Consultant if performing the Phase II work.

Joint Ventures will not be allowed on this project.

The PM will be expected to perform work similar to the IDOT Local Roads' staff. The PM may be expected to perform the work in the district offices. This work may include engineering, technical, management, and administrative services to assist bringing to completion as expeditiously as possible numerous projects.

The work may include:

- Manage all facets of Local Agency Phase I, II, and III engineering projects as assigned, including:
 - Review of deliverables for compliance with departmental policies
 - Monitoring the project scope, schedule, and budget
- Identify and implement all necessary coordination and communication within and outside the department; to IDOT and stakeholders as required;
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented;
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines;
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT;
- Provide engineering judgment and analysis in the review of county, township, and municipal, federal, MFT, and TBP programs to ensure departmental and statutory obligations are being fulfilled as it relates to the proper expenditure of funds. This includes a complete review of the local agencies' accounting practices and documenting discrepancies;
- All other work as required to manage the Local Roads Projects.

The completion date of the project 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 **Exhibits A and B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer);
- The person who will assume the duties of Project Engineer, that individual-in-charge of the day-to-day program management work (must be an Illinois Licensed Professional Engineer).
- The person who will perform and/or review bridges and structures (must be an Illinois Licensed Structural Engineer).

Statements of Interest must also provide the approach the firm will take on this project, managing experience, Local road project experience and management experience. Also, disclose any previous or open contracts with any local agencies.

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

Highway (Roads and Streets)
Bridges (Advanced Typical)
Special Services (Construction Inspection)

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

890-153 Job No. P-97-006-06: Local Roads Project Management Work for Various Projects, Various Counties, Region 4/Districts 6 and 7.

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 **November 22, 2005** a **10:00 A.M.** at the District Seven Office in **Effingham**.

Engineering services are required for an engineering manager. The Consultant (PM) will manage various IDOT local agency processes and or special projects. This work may involve working directly with the local agency and/or its consultant firm. Work orders under the blanket agreement will be negotiated and authorized on an as-needed basis. All work for this project may be in either English or metric units.

Consultants managing projects are prohibited from managing contracts they or their sub-consultants have been contracted to do. Consulting Engineering firms managing a Phase I Consultant may not be managed by that same Phase I Consultant if performing the Phase II work.

Joint Ventures will not be allowed on this project.

The PM will be expected to perform work similar to the IDOT Local Roads staff. The PM may be expected to perform the work in the district offices. This work may include engineering, technical, engineering management, and administrative services to assist executing and bringing to completion as expeditiously as possible numerous projects.

The work may include but not be limited to:

- Manage all facets of Local Agency Phase I, II and III engineering projects as assigned, including:
 - Review of deliverables for compliance with Department policies
 - Monitoring the project scope, schedule and budget
- Identify and implement all necessary coordination and communication within and outside the department; to IDOT and stakeholders as required;
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented;
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines;
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT;
- Provide engineering judgment and analysis in the review of County, Township and Municipal Federal, MFT and TBP programs to ensure Departmental and Statutory obligations are being fulfilled as it relates to the proper expenditure of funds. This includes a complete review and auditing of the local agencies accounting practices and documenting discrepancies.
- Must subscribe to the Local Roads subscription service and attend the annual auditors meeting.
- All other work as required to manage Local Roads Projects.

The completion date of the project 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 **Exhibits A and B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer, that individual-in-charge of the day-to-day program management work (must be an Illinois Licensed Professional Engineer).
- The person will perform and/or review bridges and structures (must be an Illinois Licensed Structural Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer).

Statements of Interest must also provide the approach the firm will take on this project, managing experience, Local road project experience and management experience. Also, disclose any previous or open contracts with any local agencies.

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

Highways (Roads and Streets)
Structures (Highway Bridges: Typical)
Location/Design Studies (Reconstruction/Major Rehabilitation)

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

890-154 Job No. D-98-011-06 Bridge Inspection, Various Bridges, Various Locations, Region 5/District 8.

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 **November 21, 2005** at **1:00 P.M.** at the District 8 Office in **Collinsville**.

Engineering services are required for the performance of bridge inspections at various locations throughout District 8. The bridge inspections may be required for any or all of the following purposes:

- to identify deteriorated concrete bridge elements located over traveled ways;
- to perform safety inspections, as required by the National Bridge Inspection Standards, for bridges directly under the jurisdiction of the department;
- to perform safety inspections, as required by the National Bridge Inspection Standards, for bridges that are directly under the jurisdiction of local agencies and have been selected by the department for inspection;
- To provide inspection services during emergency response situations to assist the district in assessing present conditions.

Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-need basis. Work for this project will be in English units. When information obtainable from existing bridge plans is in metric units, the work for this project will be in English units with metric units provided in adjacent parentheses.

Joint Ventures will not be allowed on this project.

Projects include but are not limited to the inspection of structures to identify deteriorated concrete bridge elements over traveled ways, structures under IDOT jurisdiction to satisfy National Bridge Inspection Standards, structures under the jurisdiction of local agencies to satisfy National Bridge Inspection Standards.

The department will furnish the Consultant with any available as-built plans, microfilm plans, field notes, previous inspection data, and any other available information pertinent to the inspection of the bridges. The Consultant may obtain information regarding the National Bridge Inspection Standards by obtaining a copy of Title 23, Code of Federal Regulations, Part 650, Subpart C.

The Consultant's work may include accomplishments of one or more of the following tasks per Work Order at each selected location:

- The completion and submittal to the department of all documentation required to satisfy the National Bridge Inspection Standards as specified in the department's Structure Information and Procedure Manual.
- A summary of all significant deficiencies noted during inspection and general recommendations in regard to the urgency for and manner of addressing the deficiencies.
- A structure plan view identifying the relative conditions of various areas of overhead concrete bridge elements.

- The collection of specific damage or deterioration information for various situations as illustrated in the Structural Services Manual.
- The evaluation of any identified structural damage or structural deterioration, where repairs will be recommended or the rating will change, shall be coordinated with the District's Bridge Maintenance Engineer and the Bureau of Bridges and Structures.

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:

- Key personnel resumes must indicate experience, training and engineer licensing.
- The person who will assume the duties of Project Manager / Project Engineer for all aspects of the work (must be an Illinois Licensed Professional Engineer and have successfully completed a comprehensive bridge inspection training course approved by the Federal Highway Administration).
- The person who will act as a Team Leader to supervise inspections performed to satisfy National Bridge Inspection Standards (must meet the qualifications specified for Team Leaders by the National Bridge Inspection Standards).
- The person who will perform the QC/QA review work prior to the submittal of documents (must be an Illinois Licensed Structural Engineer with bridge inspection experience).

Statements of Interest must also include the following:

- Firms experience with the types of bridge inspection services specified (National Bridge Inspection Standards, overhead concrete bridge elements, and emergency assessments).
- A statement indicating the sources used to provide project personnel with Federal Highway Administration approved comprehensive bridge inspection training and the schedule for providing training for project personnel in need of such training.

Persons required to have comprehensive bridge inspection training approved by the Federal Highway Administration may do so by attending the ten day training course presented by the National Highway Institute titled "Safety Inspection of In-Service Bridges", Course Number 130055A.

Firms must be prequalified in the **Structures Highway: Typical** 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.

890-155 Job No. R-98-003-06 Phase I and II Land Acquisition Work for Various Projects, Various Counties Region 5/District 8.

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 scope of services meeting on **November 22, 2005 at 2:00 P.M.** at the District Eight Office in Collinsville.

Phase I and II engineering services are required for a Consultant Project Manager (PM) to develop and manage a comprehensive right-of-way delivery program for District 8. This may include a comprehensive review of the district's multi-year highway improvement program and development of an integrated right-of-way acquisition program that ensures the highway improvement program is not delayed by associated land acquisition activities. All work performed will be in accordance with department Land Acquisition Policies and Procedures Manual and the Federal requirements at 23 CFR Subchapter H, Part 710. The project will require close intimate working relationships within the department and with the engineering consultant firms under contract with the department. The Consultant may be required to conduct this work in the District 8 office.

Joint Ventures will not be allowed on this project.

Consultants managing projects are prohibited from managing contracts they or their subconsultants have been contracted to do. Consulting Engineering firms managing a Phase I Consultant may not be managed by that same Phase I Consultant if performing the Phase II work.

The project may also consist of, but not limited to, the following:

1. Fully assess all district right-of-way work elements and existing available resources required to meet targeted highway project delivery dates.
2. Prepare a right-of-way delivery plan, and schedule, consistent with the district's proposed highway improvement program schedule.
3. Manage and track activities for all required right-of-way functions necessary to meet highway project delivery dates.
4. Provide professional and technical expertise and management in the following right-of-way areas
 - a. Land Surveys
 - b. ROW plats and legal descriptions
 - c. Appraisal
 - d. Appraisal Specialty report preparation
 - e. Appraisal Review
 - f. Negotiation and pre condemnation activities
 - g. Relocation
 - h. Record retention and data entry
 - i. Payment processing
 - j. Property management – preconstruction and excess
 - k. Parcel inventory and data management

5. Develop ROW plats, legal descriptions, documents, records and other associated materials as may be required to accomplish ROW program delivery.
6. Develop and execute quality control program for all aspects of services provided.
7. Qualified staff to represent the department in court proceedings as necessary in condemnation cases.

The department will furnish the Consultant with available plans, aerial photograph, existing Right-of way plats and plans, the annual and multi-year program and any other available applicable data.

The completion date for this contract will be 36 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 the Project Engineer, that individual in charge who is directly involved in the management of the project. (must be an Illinois Licensed Professional Engineer). This individual must possess extensive experience in highway planning, design, right-of-way engineering and project delivery. Experience with Illinois Eminent Domain practices and procedures are critical.
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer with adequate experience).

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

Special Services (Land Surveys)

Location/Design Reports (Reconstruction/Major Rehabilitation)

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

890-156 Job No. D-98-012-06: Phase I and/or II Project Management Work for Various Projects, Region 5/District 8

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 **November 22, 2005 at 10:00 A.M.** at the District 8 Office in **Collinsville**.

An engineering manager is required for Phase I and/or II engineering services. The Consultant Project Manager (PM) will manage various department Phase I and/or II projects, which are under contract with other consultant engineering firms. Work orders under the blanket agreement will be negotiated and authorized on an as needed basis. All work for this project may be in either English or metric units.

Consultants managing projects are prohibited from managing contracts they or their subconsultants have been contracted to do. Consulting Engineering firms managing a Phase I Consultant may not be managed by that same Phase I Consultant if performing the Phase II work.

Joint Ventures will not be allowed on this project.

The PM will be expected to perform work similar to a department Studies and Plans Project Engineer and staff. The PM may be expected to perform work in the district office. This work may include engineering, technical, engineering management, and administrative services to assist bringing to completion as expeditiously as possible numerous projects.

Work for the project may include, but not be limited to:

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

The department will provide all IDOT procedures, standards and specification and furnish traffic safety and planning data and any other available data.

The completion date for this contract will be 24 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer, that individual-in-charge of the day-to-day program management work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer).
- The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, socio-economics and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recent Statement of Experience and Financial Condition.

Statements of Interest must also include the approach the firm will take on the project, managing experience for Phase I and/or II projects.

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

Special Studies (Location Drainage)
Location/Design Studies (Reconstruction/Major Rehabilitation)
Environmental Reports (Environmental Assessment)
Highways (Freeways)

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

890-157 Job No. P-99-002-06, Bridge Inspection, Various Bridges, Various Locations, Region 5/District 9

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 **November 21, 2005** at **1:00 P.M.** at the District 9 Office in **Carbondale**.

Engineering services are required for the performance of bridge inspections at various locations throughout District 9. The bridge inspections may be required for any or all of the following purposes:

- to identify deteriorated concrete bridge elements located over traveled ways;
- to perform safety inspections, as required by the National Bridge Inspections Standards, for bridges directly under the jurisdiction of the department;
- to perform safety inspections, as required by the National Bridge Inspections Standards, for bridges that are directly under the jurisdiction of local agencies and have been selected by the department for inspection;
- To provide inspection services during emergency response situations to assist the district in assessing present conditions.

Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-need basis. Work for this project will be in English units. When information obtainable from existing bridge plans is in metric units, the work for this project will be in English units with metric units provided in adjacent parentheses.

Joint Ventures will not be allowed.

Projects include but are not limited to the inspection of structures to identify deteriorated concrete bridge elements over traveled ways, structures under IDOT jurisdiction to satisfy National Bridge Inspection Standards, structures under the jurisdiction of local agencies to satisfy National Bridge Inspection Standards.

The department will furnish the Consultant with any available as-built plans, microfilm plans, field notes, previous inspection data, and any other available information pertinent to the inspection of the bridges. The Consultant may obtain information regarding the National Bridge Inspection Standards by obtaining a copy of Title 23, Code of Federal Regulations, Part 650, Subpart C.

The Consultant's work may include accomplishments of one or more of the following tasks per Work Order at each selected location:

- The completion and submittal to the department of all documentation required to satisfy the National Bridge Inspection Standards as specified in the department's Structure Information and Procedure Manual.
- A summary of all significant deficiencies noted during inspection and general recommendations in regard to the urgency for and manner of addressing the deficiencies.

- A structure plan view identifying the relative conditions of various areas of overhead concrete bridge elements.
- The collection of specific damage or deterioration information for various situations as illustrated in the Structural Services Manual.
- The evaluation of any identified structural damage or structural deterioration, where repairs will be recommended or the rating will change, shall be coordinated with the District's Bridge Maintenance Engineer and the Bureau of Bridges and Structures.

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:

- Key personnel resumes must indicate experience, training and engineer licensing.
- The person who will assume the duties of Project Manager / Project Engineer for all aspects of the work (must be an Illinois Licensed Professional Engineer and have successfully completed a comprehensive bridge inspection training course approved by the Federal Highway Administration).
- The person who will act as a Team Leader to supervise inspections performed to satisfy National Bridge Inspection Standards (must meet the qualifications specified for Team Leaders by the National Bridge Inspection Standards).
- The person who will perform the QC/QA review work prior to the submittal of documents (must be an Illinois Licensed Professional Engineer with bridge inspection experience).

Statements of Interest must also include the following:

- Firms experience with the types of bridge inspection services specified (National Bridge Inspection Standards, overhead concrete bridge elements, and emergency assessments).
- A statement indicating the sources used to provide project personnel with Federal Highway Administration approved comprehensive bridge inspection training and the schedule for providing training for project personnel in need of such training.

Persons required to have comprehensive bridge inspection training approved by the Federal Highway Administration may do so by attending the ten day training course presented by the National Highway Institute titled "Safety Inspection of In-Service Bridges", Course Number 130055A.

Firms must be prequalified in the **Location/Design Studies: Rehabilitation** 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.

890-158 Job No. P-30-004-06 Various Utility Coordination Projects, Various Routes, Various Counties, Statewide.

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 scope of services meeting on **November 22, 2005** at **10 A.M.** at the Harry Hanley Building, Bureau of Design and Environment, **Springfield**.

Engineering services are required for utility Coordination and Relocation on a programmatic basis Statewide. Work Orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

These services may consist of reviewing and identifying in the annual program, major and/or sensitive projects with complex utility relocations; identification of required utility relocations within projects at various development stages; relocation coordination throughout the life of the project between designers, construction personnel, IDOT and utilities to assure the utilities are relocated within the project's schedule. As appropriate, recommend when high level meetings between the department and utilities will be advantageous.

These services may also include reviewing past or current projects to ascertain justifications of cost increases on reimbursable utility relocations, justification of the contractor's delay claims and project accelerations insofar as they relate to utility conflict issues.

The Department will furnish the Consultant with a copy of the *Proposed Improvements for Illinois Highways*, plans, authorizations, claims, a copy of *ACCOMMODATION OF UTILITIES ON RIGHT-OF-WAY* and various departmental policies relative to utility relocation coordination.

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.

Firms must provide the following within their statements of interest:

- List of major projects in which the firm participated in the identification and resolution of complex utility conflicts and the methods and techniques utilized to avoid design and/or construction delays.
- List any experiences with innovative techniques involving the identification and/or resolution of utility conflicts.
- Demonstrate satisfactory experience in the identification and resolution of utility conflicts as they pertain to highway improvements, verification of the associated relocation costs (when applicable) and the accomplishment of these tasks within the project's design and construction schedules.

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 the Project Engineer, that individual in charge who is directly involved in the coordination (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

Firms must be prequalified in one or both of the following categories to be considered for this project:

Location/Design Reports (Reconstruction/Major Rehabilitation)

and/or

Special Services (Subsurface Utility Engineering)

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

NOTICE ALLOWABLE DIRECT COSTS

The allowable direct costs will be effective February 1, 2005.

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 | 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 |
| 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://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2005&contentType=GSA_BASIC&contentId=17943&queryState=Illinois&noc=T
- ** 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 is 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
2-way radio

Actual Cost
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).

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:

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

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 I and II Primes and supplements for projects selected prior to PTB 127 = 3.0

(Except Phase II of Phase I/Phase II projects authorized after May 21, 2003)

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

All Primes and supplements for projects selected after March 1, 2004 or later and Phase II of Phase I/Phase II projects authorized after March 1, 2004 - 2.80.

**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
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>

NOTICE

Consultant Performance Evaluations

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

| Final Evaluation | Action | Duration |
|--|--|----------|
| Receives 1 needs improvement 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 poor 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 needs improvement in a prequalification category | Loss of prequalification in that category. | 1-year |
| Receives 2 poor 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 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 3rd 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.

The following schedule is attached for your use:

| Firm Name beginning with: | 2005 Submittal | 2006 Submittal | 2007 Submittal |
|---------------------------|-------------------|-------------------|-------------------|
| A through E | Corp. & Financial | Corp. & Financial | Entire SEFC |
| F through N | Entire SEFC | Corp. & Financial | Corp. & Financial |
| O through Z | Corp. & Financial | Entire SEFC | Corp. & Financial |

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

“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 FOR DOCUMENTATION OF CONTRACT QUANTITIES

Information regarding the Documentation of Contract Quantities can now be found on our web site (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.

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

Special Plans Lighting

This notice is important for Consultants who are, or wish to be, prequalified in the Special Plans (Lighting) category. The following changes have been incorporated into the Description and Minimum Requirements for prequalification and the attached questionnaire has been included in the Statement of Experience and Financial Condition.

The Lighting prequalification category has been revised as follows:

“4. Special Plans

b. Lighting

This work consists of the design of roadway and associated lighting systems. The firm must demonstrate the in-house ability to complete lighting system design for all applicable lighting design categories. These categories are as follows:

- Continuous Freeway Lighting,
- Complete Interchange Lighting,
- Partial Interchange Lighting,
- Major Urban Arterial Lighting, Streetscape Lighting,
- Tunnel Lighting, Bridge Lighting,
- Overhead Sign Lighting,
- Underpass/Overpass Lighting,
- Highmast Tower Lighting,
- And other lighting systems as required

The minimum personnel requirements are one individual with a minimum of 5 years of lighting design experience in the categories listed above. In addition to design experience in roadway lighting systems, the individual must have a thorough knowledge of the department’s lighting policies and procedures. This person will preferably be an Illinois Licensed Professional Engineer, a graduate electrical engineer and an active member of the IESNA.

This individual must also possess electrical design experience or a second individual with these qualifications must be on staff. For electrical design experience, the individual will as a minimum, be knowledgeable in all aspects of lighting circuit design and the proper application of the National Electrical Code (NEC).

These individuals shall be personally involved and directly responsible for the lighting system design. This shall include design calculations and final plan review. Computer capabilities shall include the necessary software and supporting equipment to design and draft lighting plans to the department’s standards.”

IMPLEMENTING THE NEW PREQUALIFICATION CATEGORY

Firms desiring to be prequalified in **Special Plans (Lighting)** should submit the information requested in the attached questionnaire.

Since the Lighting prequalification category has been modified, firms currently prequalified in this category will be required to submit the Questionnaire For Lighting to become prequalified in Lighting. Submittal must be received September 01, 2005.

QUESTIONNAIRE FOR LIGHTING

1. **Firm Experience.** The firm must supply the following information for recent highway lighting projects they have completed Describe **no more than 5** representative examples in each lighting category Completed During Last **Five** Years Only. If there is a category that has not been completed list none completed in last 5 years.

a) Complete the following Table by listing the successfully completed highway lighting projects that were designed and completed entirely in-house within the last five years. If client is IDOT include PTB and Item Number. List no more than 5 projects per lighting category.

| | Lighting Category | Location | Client | Project Manager | Year Design Complete |
|----------------|----------------------|---|----------------|-----------------|----------------------|
| *Example only: | Continuous Freeway | I-55 , from South Grand to IL 104 | IDOT (105-13) | Mary Smith | 2001 |
| | Complete Interchange | | | | |
| | Partial interchange | | | | |
| | Major Urban Arterial | | | | |
| *Example only: | Streetscape | Main street, from 1 st to 4 th street | City of Quincy | John Doe | 2003 |
| *Example only: | Streetscape | Oak Rd, from Maple to Sunset | City of Jerome | Jane Johnson | 2002 |
| *Example only: | Tunnel | No Lighting projects completed. | | | |
| | Bridge | | | | |
| | Overhead Sign | | | | |
| | Underpass/Overpass | | | | |
| | Highmast Tower | | | | |

b) Provide a project summary for no more than three of the most recent highway lighting projects, which have been completed.

- i) Each project summary shall include a brief description of the project, along with location, size & scope, time to completion, your firm’s project manager, name of client, contact person for this client with telephone number, and full description of any work that has been sub-consulted.
- ii) The project summary shall include the name of the individual(s) performing the calculation for the lighting design, voltage drop analysis, and circuit orientation.

2. **Staff Experience.** For each person reviewing, managing or performing work on highway lighting projects for your firm provide the following:

a) Identify whether this person is an Illinois Licensed Professional Engineer (include license number) and/or a graduate electrical engineer (include University).

QUESTIONNAIRE FOR LIGHTING (Continued)

- b) List individual's most recent past lighting experience; include experience in each of the categories of lighting design and the number of completed projects they have personally designed in each category.
 - c) List the lighting design software programs that this individual is knowledgeable in and proficient in using.
3. **Computer Programs.** Identify only the programs that are owned and maintained in-house along with the name(s) of those individuals that have a thorough understanding of their use.
- a) List all lighting design software programs used for photometric calculations.
 - b) List all other software used in support of lighting design, i.e., voltage drop calculations.
4. **Submittals.** Along with the items listed above, also submit the following documents to provide a sample of the quality of design documents your firm produces for highway lighting projects:
- a) Computer printouts, 1 or 2 pages only, for the programs listed in item 3 above from a recent project.
 - b) A luminaire performance table used to specify the photometric requirements of a roadway luminaire from a recent project.
 - c) A sample circuit diagram showing the layout/circuit orientation of the branch lighting circuits from a recent project.
 - d) Sample drawing, 1 or 2 pages only, showing commonly used lighting details, i.e., lighting controller schematic, electric service details.

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

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

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

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

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

NOTICE FOR JOINT VENTURE

Statements submitted by Joint Ventures will be considered. The Joint Venture, Agreement signed by all parties, must be included with the statement of interest. The Joint Venture entity will have the sum of the individual firm's prequalification, capacity and evaluation history.

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. (Indicate personnel name and firm name on exhibit A for key staff)

EXHIBIT A EXAMPLE:

Name Required Prequalification Category :

| | |
|--------------------------|--|
| <u>Location Drainage</u> | |
| *Name | <u>Mr. John Smith (ABC Engineering Assoc.)</u> |
| Category | <u>PE</u> (PE, SE, LS) |
| Registration # | <u>62012345</u> |
| Year Registered | <u>1995</u> State <u>IL</u> |
| Office Location: | |
| City | <u>Chicago</u> State <u>IL</u> |

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.

NOTICE

Beginning with PTB 135 and all subsequent bulletins, the maximum hourly rate for **project managers and principals** will be \$70/hour. This rate may be used on all supplemental agreements received in the central bureau of Design and Environment on or after May 1, 2005 upon concurrence by the IDOT project manager.

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
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
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

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
of
Statement of Experience and Financial Condition

The current Statement of Experience and Financial Condition and the Description and Minimum Requirements have been revised and are available at the following address:
<http://www.dot.state.il.us/desenv/preqcons.html>

These documents are effective September 2005 and must be used for prequalification. Consultants interested in submitting additional information may do so at any time, but must use these most recent documents.

The revisions consist of clarifications and most significantly the following:

- Aeronautics Category: This category has been broken into 3 separate subcategories (shown below) and now requires a questionnaire to be completed.
 - Aeronautics:
 - Planning & Special Services
 - Design
 - Construction Inspection
- Structures' category: The last 10 years of Firm experience will be considered instead of 5 years and the Orthotropic Girder and Plate Girder category are deleted and replaced with the one category, "Steel Girder".
- Environmental Categories: The Simple Environmental Assessment and the Complex Environmental Assessment have been combined into one Category (Environmental Assessment the last 10 years of Firm experience will be considered instead of 5 years for Environmental Assessment and for Environmental Impact Statements. Note, if your firm is currently prequalified in SEA or CEA you will remain prequalified in the new EA category.
- Lighting: This category has been changed significantly. Please see the notice for Lighting. Firms will be required to submit the new questionnaire to be considered for this category. If you do not resubmit your firm will not remain prequalified for Lighting.
- Railway Engineering: The requirement of having a former employee of a Class I Railroad has been revised to having a licensed Illinois Professional Engineer with Class I Railroad carrier experience in design, construction and rehabilitation of mainline railroad track.
- Hazardous Waste: The last 10 years of Firm experience will be considered instead of 5 years. Required technical staff went from 3 or 4 more required to 2 or more individuals.

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

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
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>