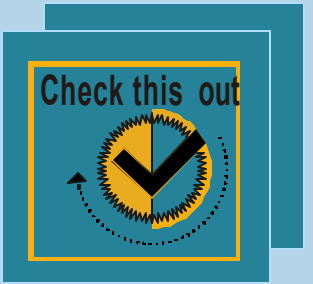
Professional Transportation Bulletin

PTB 160 **May 5, 2011**

Statements of Interest are due before 12:00 p.m.
on May 26, 2011
Selection Date: July 20, 2011



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

IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: July 20, 2011

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

REVISION DATE: There are no revisions as of May 5, 2011

State Of Illinois
Contact Information

Department Of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

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

Professional Transportation Bulletin

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

Questions concerning this Bulletin should be directed to:

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

Or mailing address:

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

Tentative Schedule
For
Professional Transportation Bulletins

ACTIVITY	PTB 161	PTB 162	PTB 163	PTB 164	PTB 165	PTB 166	PTB 167
PUBLISH PTB	**08/04/11**	**11/10/2011**	**02/02/2012**	**05/03/2012**	**08/09/2012**	**11/08/2012**	**02-07-13**
***STATEMENTS OF INTEREST ARE DUE	**08/25/11**	**12/01/11**	**02/23/2012**	**05/24/2012**	**08/30/2012**	**11/29/2012**	**02-28-13**
SELECTION MEETING	**10/19/11**	**01/25/12**	**04-18-2012**	**07/18/2012**	**10/24/2012**	**01/23/2013**	**04-24-13**

***** STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN: Publish Date 05-05-11 & 05-26-11 (12:00 P.M. NOON)**

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

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

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

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

NOTICE

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

Link for negotiation information

Consultant Services

Bridge CADD Standards / Downloads
CADD Roadway Drafting Reference Guidelines
CADD Standards/Downloads
CADD Roadway and Structure Project Deliverables Policy
Consultant Forms
Consultant Mentor Protégé Program
Consultant Prequalification
Consultants Professional Transportation Bulletins
Facility Cost of Capital Rates
Federal Mileage Reimbursement Rates (for existing contracts with CONUS)
Frequently Asked Questions ***NEW***
Negotiation Information for Current Bulletin
Professional Transportation Bulletin Schedule
Standard Agreement Provisions for Consultants
State Mileage Reimbursement Rates
Uniform Audit and Accounting Guide

- **Region 1**
  - **Diane O'Keefe**
    - **District One**
      - **Items 1 - 6**
- **Region 2**
  - **Eric Therkildsen**
    - **District 2**
      - **Items 7 - 8**
    - **District 3**
      - **Items 9 - 10**
- **Region 3**
  - **Joseph Crowe**
    - **District 4**
      - **Items 11- 13**
    - **District 5**
      - **Items 14-15**
- **Region 4**
  - **Roger Driskel,**
    - **District 7**
      - **Item 16**
- **Region 5**
  - **Mary Lamie**
    - **District 8**
      - **Items 17 -20**
- **Bureau Design & Environment**
  - **Scott Stitt**
    - **Items 21-22**
- **Bureau of Operations**
  - **Aaron Weatherholt**
    - **Item 23**
- **Bureau Of Bridges & Structures**
  - **Carl Puzey**
    - **Items 24-25**
- **Division of Public & Intermodal Transportation(Bureau of Railroads)**
  - **George Weber**
    - **Items 26-29**

NOISE POLICY MEETING NOTICE

The Illinois Department of Transportation is planning a Noise Policy Meeting to discuss new Highway Traffic Noise procedures/requirements. As background, on July 13, 2010 the Federal Highway Administration (FHWA) published a Final Rule titled "*Procedures for Abatement of Highway Traffic Noise and Construction Noise*" (23 CFR Part 772).

The FHWA, Illinois Division, formally approved IDOT's revised Noise Analyses Policy on April 1, 2011. The new policy is **effective June 29, 2011**, and a meeting to discuss changes to IDOT's Noise Policy is planned. This optional noise policy meeting will be held from 10:00 AM to 12 Noon June 29, 2011 at the Harry R. Hanley Building Auditorium in Springfield, IL.

The revised Noise Policy and updated Highway Traffic Noise Assessment Manual will be posted on the Department's web site, mid-June.

NOTICE
Route & Land Survey Categories
Effective 4-28-11

This notice is important for consultants who are, or wish to be, prequalified in the Survey prequalification category. The Surveying categories have been revised to one survey category. IDOT will no longer have route survey and land survey. There will be one survey category, Special Services (Surveying).

This change is being implemented per the requirements of the Illinois Department of Financial and Professional Regulation. Based on the 225 ILCS 330/5 Illinois Professional Land Surveyor Act of 1989 we must require an Illinois Licensed Professional Land Surveyor as well as the firm itself being a licensed land survey firm.

Firms currently prequalified in both of the categories, route and land survey, will automatically be prequalified in the new Surveying category. The firm is not required to submit any additional data.

Firms prequalified in only **one** of the current (route or land surveying) categories **are not prequalified** to do any surveying work, on existing, current, or future contracts.

To become prequalified firms are required to apply for prequalification in the new category. This will require an Illinois Licensed Professional Land Surveyor & support staff (including resumes), the firm's Department of Financial & Professional Regulation License, which includes Land Survey, and the applicable project descriptions.

This is effective immediately for existing contracts and all future contracts.

The description of the prequalification category and the SEFC may be viewed or downloaded from the IDOT Internet Site: http:// www.dot.il.gov

NOTICE

The following consultant firm was selected by the Department of Natural Resources on April 6, 2011 to provide services for the Department as advertised in Professional Transportation Bulletin 158 that is dated November 10, 2010.

42. DNR Project – 1: Upgrades to Automatic Operation System of Sinnissippi Dam, Whiteside County, Department of Natural Resources.

FIRM: Not Selected, Received Zero Statements of Interest for this Item.

43. DNR Project 2: Engineering Services for Plans, Specifications, Cost Estimates, and Operations and Maintenance Manuals for Replacement of Sluice Gates, Construction of Access Bridge and Lock Expansion at Stratton Lock and Dam, McHenry County, Department of Natural Resources.

FIRM: HANSON PROFESSIONAL SERVICES, INC.

NOTICE

METHOD OF PAYMENT

Effective 01-26-11

All future projects, beginning with PTB 159, will utilize the **Cost Plus Fixed Fee (CPFF)** method of compensation.

CPFF formula:
Compensation = DL+DC+OH+FF

Where FF:

<u>For Prime Agreements is:</u>
(0.37+ R)DL+%DL

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

<u>For Sub-Consultants</u>
(0.37 + R)DL

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

Introduction

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

PROFESSIONAL TRANSPORTATION BULLETIN #160
Publish May 5, 2011

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

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

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

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

STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT AT THE ABOVE E-MAIL ADDRESS AND IF APPLICABLE, THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 12:00 P.M. LOCAL TIME, May 26, 2011. 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 are **unavailable** to discuss specifics of projects listed herein.

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 and/or e-mails expressing your interest in various projects and/or correspondence concerning your firm to members of the Consultant Selection Committee.

Guidelines for Submitting Statements of Interest (SOI)

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

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

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

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

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

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

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

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

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

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

Guidelines for Submitting Statements of Interest (SOI)

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

10) Instructions for completing Disclosure **Forms A** and **B** are included on pages 1and 2 immediately preceding **Forms A** and **B**. Disclosure Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.

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

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

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

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

Illinois Department of Transportation
Bureau of Design and Environment
Chief of Preliminary Engineering
Attn: Consultant Unit (Room 330)
2300 South Dirksen Parkway
Springfield, Illinois 62764

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

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

Region 2
Mr. Eric Therkildsen
District 2
819 Depot Avenue
Dixon, IL 61021

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

Guidelines for Submitting Statements of Interest (SOI)

Regional Engineers Continued:

Region 3

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

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

Region 4

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

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

Region 5

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

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

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

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

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

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

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

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

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

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

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

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

- Each attachment must be labeled as indicated below:

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

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

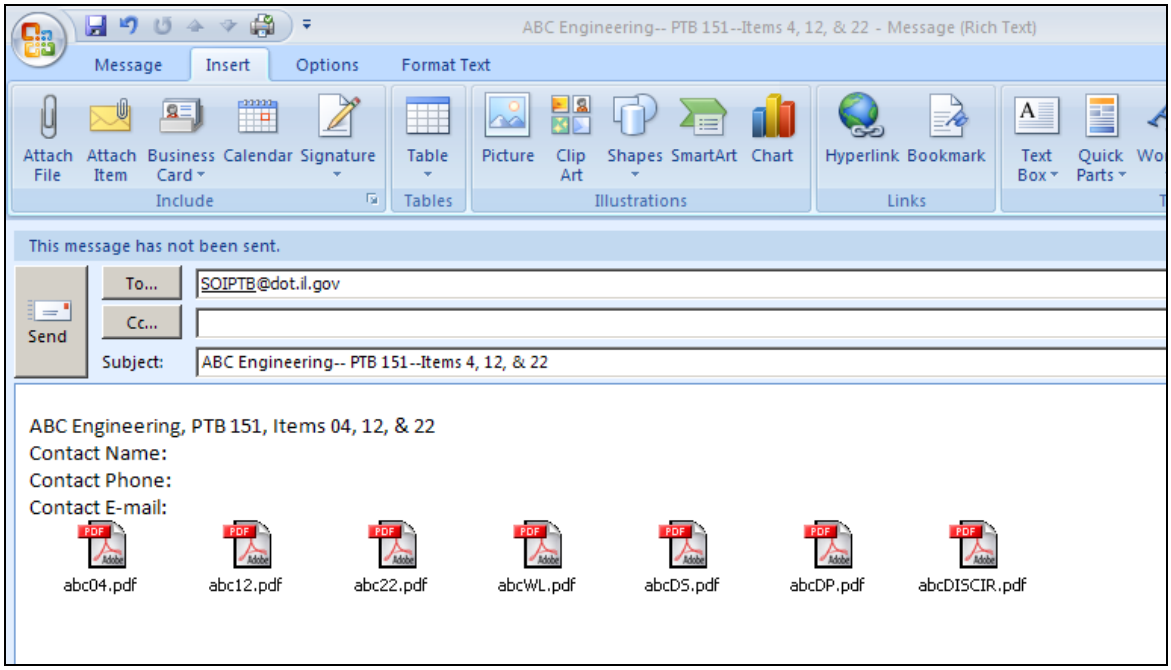
  3. For your firm's Disclosure Forms, use your 2-6 character Firm Name Code, followed by DS.
     (Example: ABCDS.pdf)

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

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

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

Please review the following example e-mail:



Detail Descriptions of Attachments for electronic submittal:

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

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

- ABCDS is the Disclosure Forms. Requirement: Only Prime submits one copy of the Disclosure Form. Disclosure file would consist of Form A and Form B.

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

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

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

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

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

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

- Exhibit A = BDE XHBT-A
- Exhibit B = BDE XHBT-B
- Current Obligations = BDE CUR-OB
- Disclosure Forms (A & B) = BDE DISC 2 Template (Consultants)
- Delinquent Debt (Consultants) = BDE 3000
- Disclosure of Business In Iran= BDE 2900

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

If you have procedural questions regarding the submittal process, please contact Carrie Kowalski at Carrie.Kowalski@illinois.gov.

PROFESSIONAL TRANSPORTATION BULLETIN
REQUIRED FORMS
FOR
STATEMENT OF INTEREST SUBMITTAL

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

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

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

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

BDE 2900	Disclosure of Business Operations in Iran	09/14/09
BDE 3000	Delinquent Debt Certification (Consultant)	
BDE CUR-OB	Consultant's Current Obligations for Statements of Interest.	10/01/08
BDE XHBT-A	Consultant Exhibits A	12/22/09
BDE XHBT-B	Consultant Exhibits B	12/01/09
BDE DISC 2 Template (Consultants)	Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure	8/12/10

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Item #	County	Description
Region 1/District 1		
1.	Various	Various Subsurface Utility Engineering Projects
2.	Kane & Kendall	Phase III Project for Briarcliff Road to US 34 West of IL 31 (West Lake St.) to East of BNSF RR
3.	Various	Various Phase II Projects
4.	Various	Various Phase I Projects
5.	Various	Various Traffic Study Projects
6.	Various	Various Survey Projects
Region 2/District 2		
7.	Various	Phase III (Construction Inspection) for Various Projects
8.	Various	Phase III (Construction Inspection) for Various Projects
Region 2/District 3		
9.	Various	Phase III Quality Assurance Testing Projects
10.	Kendall	Phase III Projects for IL 47, from N. of US 34 to IL 71 in Yorkville
Region 3/District 4		
11.	Tazewell	Phase III (Construction Inspection) for IL 8, from Summit Drive to 0.3 Miles West of Business 24
12.	McDonough	Phase III (Construction Inspection) for US 136 over IL 336 and for Adams St. over IL 336
13.	Various	Various Survey Projects
Region 3/District 5		
14.	Various	Various Geotechnical Investigation Projects
15.	Various	Various LiDAR and Photogrammetry Projects.
Region 4/District 7		
16.	Various	Various Phase I/II Projects

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Item #	County	Description
Region 5/District 8		
17.	Madison	Phase I/II Project for Proposed Route from Homer Adams Parkway to Seiler Road
18.	St. Clair	Phase III (Construction Inspection) for Relocated IL 3 and the Proposed Interchange at Relocated IL 3 and Relocated I-70 in Fairmont City.
19.	Various	Various Phase I/II Projects
20.	Various	Phase III (Construction Inspection) for Various Projects.
Bureau of Design and Environment (BDE)		
21.	Various	Various Phase I/II Projects for Department of Natural Resources
22.	Statewide	Various Statewide Waste Assessment Investigations.
Bureau of Operations		
23.	Various	Various District One Sign and Tower Structure Inspection Projects.
Bureau of Bridges and Structures (BBS)		
24.	Statewide	Various Structural Engineering Projects
25.	Statewide	Various Structural Engineering Projects
Division of Public and Intermodal Transportation (DPIT)		
26.	Various	Phase I/II Architectural and Engineering Services for Passenger Railroad Stations along the Chicago-St.-Louis High Speed Rail Corridor.
27.	Various	Phase I/II Services for the Chicago-St. Louis High Speed Rail Program.
28.	Will	Project Management Oversight and Construction Inspection Services for the Joliet MRTC Project.
29.	Cook	Phase I services for CREATE Project.

1. **Job No. D-91-516-11, Various Subsurface Utility Engineering Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 20% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 27, 2011** at **10:00 A.M.** at the Region One, District One Office in **Schaumburg.**

Engineering services are required for subsurface utility engineering on approximately 30 to 40 various projects throughout the district. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis. The Consultant shall respond within 24 hours to the district after receiving each work order assignment to discuss the scope of work, negotiate hours of work, equipment required and direct cost. After the department gives the Consultant authority to proceed, the Consultant shall commence work within 10 calendar days. All work for this project may be in either English or metric units.

The project includes providing the District with existing utility location information in written documents and electronic CADD files for the various projects assigned. This information shall be obtained by researching all utility company's records, which have facilities in the area, and by performing actual field surveys to verify and map at the appropriate quality level of all existing utilities on the assigned project. Field surveys are to be performed to horizontally locate above ground utility features, including but not limited to poles, manholes, valve boxes, meters, utility designation markings, etc. The Consultant shall also determine the existence, and approximate horizontal position of underground utilities through the application of appropriate surface geophysical methods (QL B data). The exact horizontal and vertical locations of underground utilities shall also be determined by actually physically locating them (exposing and surveying) at designated spots with use of compressed air vacuum excavating equipment insured not to damage existing utilities (QL A data). The ability to determine the extent the proposed roadway improvements affects the existing utilities is also required.

Utility coordination activities at the District office are also anticipated. Under the direction of the District's Utility Coordinator, this work will require coordinating the location, relocation and adjustment of public and private utility facilities, implementing the 90-day law, investigating and approving utility permit applications and preparing/negotiating utility reimbursable work agreements so as to facilities timely completion of the District's highway improvement program and utility accommodate on the departments right-of-way, all in an assigned geographical area. The assigned individual(s) will work from the District office, on an as needed basis.

The department will furnish the Consultant with any available survey notes, alignment data, cross ties, design CADD files and bench marks.

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 experienced in managing multiple subsurface utility engineering projects in urban environments).

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

- The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category may be completed by Prime and/or Sub).

- The person who will assist the District's Utility Coordinator (must have applicable utility coordination experience and 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).

Statements of Interest must also include satisfactory experience in the activities required for this work by the firm and its' employees. Experience should include research of the location of utilities, above and underground, knowledge of the equipment/techniques necessary to locate the utilities, the surface geophysical techniques, such as, electromagnetic, magnetic, sonic, etc., the excavation by use of test holes using compressed air vacuum excavation or comparable non-destructive equipment (Hydro excavating is prohibited) and the ability to provide staff and equipment for simultaneous projects at different locations.

The prime firm must be prequalified in the **Special Services (Subsurface Utility Engineering)** 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.

2. **Job No. C-91-390-11, US-30 – Briarcliff Rd. to US 34 & West of IL 31 (West Lake St.) to East of BNSF RR, Phase III Project, Kane and Kendall Counties, Region One/District One.**

This project requires 25% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 25, 2011** at **9:00 A.M.** at the Region One/District One Office in **Schaumburg.**

Phase III engineering is required for the improvement of US 30 - Briarcliff Rd. to US 34 & west of IL 31 (West Lake Street) to east of BNSF RR. Work includes, but is not limited to, pavement reconstruction to provide a 5-lane cross section consisting of two 12-foot through lanes with an 18-foot continuous center median; drainage improvement; installing noise walls; intersection improvement; traffic signal modernization; bridge replacement; roadway reconstruction; bridge widening; roadway widening & resurfacing; ramp realignment; new traffic signal. Pavement for bridge replacement and roadway reconstruction will be Portland Cement Concrete (PCC). Pavement for the widening, resurfacing and ramps will be full depth Hot-Mix Asphalt (HMA). All other incidental and collateral work necessary to complete the improvement as shown in the plans and as described herein is included in this project.

The following Structures may be included:

S.N. 047-0301 - [US 30 over Waubansee Creek]
S.N. 045-0039 - [US 30 over IL 31 & BNSF RR]

The department will furnish the Consultant with Plans and Specifications.

The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant is prohibited. At the negotiations meeting, the Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The anticipated construction completion date for this contract will be October 31, 2013, plus 5 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

- The Liaison Engineer (An Illinois Licensed Professional Engineer is preferred).
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (QA HMA, PCC and Aggregate Certified)
- The Survey Chief.

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

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

3. **Job No. D-91-506-11, Various Phase II Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 15% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 22, 2011** at **10:00 A.M.** at the Region One, District One Office in **Schaumburg.**

Phase II engineering services are anticipated to require plan preparation, plan review, and surveying on various projects throughout District One. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project will be in English units.

Work may include contract plan preparation for various projects involving roadway and/or bridge improvements, preparation of miscellaneous plan and structure details, review of plans by Consultants and local agency Consultants for roadway and bridge reconstruction projects, obtaining pavement composition cores for resurfacing projects and providing supplemental field and bridge deck surveying for various projects.

The department will furnish the Consultant with available microfilm, pavement patching survey, bridge repair notes, and other available information.

The estimated construction cost of these projects may range from $200,000 to $3,000,000. The completion date for this contract will be 24 months after authorization to proceed.

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

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

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

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

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

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

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

Highways (Roads & Streets)
Structures (Highway: Typical)
Special Services (Surveying)

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.

4. <u>Job No. P-91-526-11, Various Phase I Projects, Various Routes, Various Counties, Region One, District One.</u>

This project requires 15% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 26, 2011** at **1:00 P.M.** at the Region One, District One Office in **Schaumburg.**

Phase I engineering services are required for the preparation of various Phase I preliminary engineering and environmental studies throughout District One. Work may include but not be limited to new studies for intersections, small highway segments, bridges, and/or assisting the District in completing on-going Phase I studies and tasks. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project will be in English units.

The department will furnish the Consultant with any relevant and available information such as accident data, existing and projected traffic data, utility coordination, right-of-way data, archaeological, historical, and special waste survey coordination.

The Consultant's work may include data collection, preparation of base maps and mosaics, geometric studies, safety studies including accident analysis, capacity analysis including intersection design studies, route as well as stream surveys, Categorical Exclusion Reports, bridge inspections and condition reports, drainage studies including Hydraulic Reports, cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks.

The cumulative cost of construction of these projects is anticipated to be in excess of $20,000,000. The completion date for this contract will be 36 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 36 months.

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

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

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

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

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

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

- The 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 water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.

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

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

Location Design Studies (Reconstruction/Major Rehabilitation)
Structures (Highway: Complex)

The prime Consultant must be prequalified in **Environmental Reports (Environmental Assessment)** and must perform all of the environmental work using staff that has been presented in the firm's most recently approved Statement of Experience and Financial Condition or your firm may use a single subconsulting firm that is prequalified in **Environmental Reports (Environmental Assessment)** to perform all of the environmental work. The subconsultant's staff must be the same as presented in their most recently approved Statement of Experience and Financial Condition.

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.

5. Job No. P-91-500-11, Various Traffic Studies, Various Routes, 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 **July 29, 2011** at **9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required for collection of manual 12 hour intersection traffic counts, special traffic studies including but not limited to Origin/Destination and Occupancy as well as special category studies, assisting in the retrieval, processing and delivery of traffic crash related data packages, and other traffic related data collection and processing tasks as needed. This work may occasionally require Consultant staff work at the District's office using the District's databases. This work will be monitored by District One's Bureau of Programming Data Bank Unit. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project will be in English units.

The Consultant's Statement of Interest must demonstrate a thorough knowledge of traffic counting principles and the capability of furnishing equipment and personnel to accomplish this work effort. The Consultant will provide the department with raw intersection traffic count data in both electronic and hard copy formats as required. Intersection traffic count data obtained by the Consultant must be received by the department within ten (10) working days of the completion of the count.

If any of the following QC/QA issues are found during the department's review of the count data submitted the department may require the Consultant to recount locations at the Consultant's expense:

- Counts are found to be taken at the wrong location
- The traffic count was adversely affected by the abnormal occurrences such as a construction detour, special event, or other cause that could be recognized by the Consultant's personnel
- The traffic count was not continuous over the minimum duration specified

The completion date for this contract will be 48 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(s) who will be directly performing the required work.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

The prime firm must be prequalified in the **Special Studies (Traffic)** 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.

6. Job No. D-91-525-11, Various Survey Projects, Various Routes, 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 **July 22, 2011** at **9:00 A.M.** at the Region One/District One Office in **Schaumburg.**

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

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

The Consultant's work includes field and office resources to prepare statutory plats of highway, legal descriptions, and field staking of same. Some GIS and database work may be required. A QA/QC plan to review internal work as well as assigned IDOT projects is required. The completion date for this contract will be 24 months after authorization to proceed.

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

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

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

The prime firm must be prequalified in the **Special Services (Surveying)** 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.

7. **Job No. C-92-125-11, Various Phase III Projects, Various Routes, Various Counties, Region Two/ District Two.**

This project requires 15% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 26, 2011** at **10:30 A.M.** at the Region Two, District Two Office in **Dixon.**

Phase III engineering services are required to provide construction inspection for various projects in District Two. 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 Consultant will provide sufficient staff to perform all of the engineering services required to complete these projects. The project may include the inspection and documentation of pay quantities, on-site material testing, and material quality assurance testing, construction staking layout as required, and all other work required to complete the project. The Consultant will be responsible for the completion of the work in accordance with the plans and specifications.

The Consultant will assist the Resident Engineer with all documentation of the project. The various proposed projects may consist of patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, vertical/horizontal realignment, and/or new roadway projects.

The department will furnish the Consultant with a Resident Engineer for the project, all necessary plans, specifications, related forms for record keeping. It is anticipated that the department will do all off site material inspection for the project.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and subconsultant(s) will disclose all current relationships with contractors.

The estimated construction costs for these projects may range from $200,000 to $12,000,000. The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the project. The completion date for this contract will be 30 months after authorization to proceed.

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

- The Liaison Engineer

- The Materials QA Technician/Inspector(s) - Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of experience with materials inspection.

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

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

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

8. **Job No. C-92-126-11, Various Phase III Projects, Various Routes, Various Counties, Region Two/District Two.**

This project requires 15% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 26, 2011** at **1:30 P.M.** at the Region Two, District Two Office in **Dixon.**

Phase III engineering services are required to provide construction inspection for various projects in District Two. 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 Consultant will provide sufficient staff to perform all of the engineering services required to complete these projects. The project may include the inspection and documentation of pay quantities, on-site material testing, and material quality assurance testing, construction staking layout as required, and all other work required to complete the project. The Consultant will be responsible for the completion of the work in accordance with the plans and specifications.

The Consultant will assist the Resident Engineer with all documentation of the project. The various proposed projects may consist of patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, vertical/horizontal realignment, and/or new roadway projects.

The department will furnish the Consultant with a Resident Engineer for the project, all necessary plans, specifications, related forms for record keeping. It is anticipated that the department will do all off site material inspection for the project.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and subconsultant(s) will disclose all current relationships with contractors.

The estimated construction costs for these projects may range from $200,000 to $12,000,000. The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the project. The completion date for this project will be 30 months after authorization to proceed.

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

- The Liaison Engineer

- The Materials QA Technician/Inspector(s) - Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of experience with materials inspection.

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

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

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

9. <u>Job No. C-93-084-11, Various Quality Assurance Testing Projects, Various Counties, Region Two, District Three, Ottawa.</u>

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 **July 22, 2011 at 10:00 A.M.** at the Region Two, District Three office in **Ottawa.**

Phase III engineering services are anticipated to perform the quality assurance inspection responsibilities of prestressed and precast producers, and possibly other quality assurance testing assignments. The project includes Quality Assurance Testing in accordance with the <u>Standard Specifications for Road and Bridge Construction</u>. Work orders under the blanket agreement will be negotiated and authorized by department on an as needed basis. All work for this project will be in English units.

Quality Assurance (QA) oversight and Contractor's or Producer's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiations meeting, the prime Consultant, and subconsultant(s) will disclose all current relationships with contractors and producers.

The Consultant's work is anticipated to include:

- The daily QA inspection of Prestress Engineering Corporation (PEC) located at 15606 E. 3200 North Road, Blackstone, IL 61313 and the daily QA inspection of Illini Precast, LLC located at 2655 East US 6, Marseilles, IL 61341.

  The Consultant will complete all of the duties of the department inspector as detailed in the *Manual for Precast Prestressed Concrete Products*, section 1.3 Quality Assurance. Additionally, the Consultant QA plant inspector must be Precast/Prestressed Concrete Institute (PCI) certified and must have completed all relevant QC/QA training or if not certified must be registered to become PCI certified. Inspector(s) must have completed the following training courses:

  1. IDOT 3-day Mixture Aggregate Technician or 5-day Aggregate Technician Course
  2. ACI Concrete Field Testing Technician – Grade I
     - The Consultant is not required to take the IDOT only portion (1st day) of the three day training class. The ACI portion is taught on the second and third days.
     - The Consultant is advised to check with PCI regarding the completion of the ACI training in order to take the PCI training.
  3. PCI Level I & II – Quality Control Personnel Certification Program

- Providing on-site QA inspection of Illinois and out-of-state prestressed and precast producers on an as-needed basis within the jurisdiction of District 3.

  The Consultant will complete all of the duties of the department inspector. The Consultant QA plant inspector will complete all relevant QC/QA training and complete all duties as detailed in the *Manual for Precast Prestressed Concrete Products*, section 1.3 Quality Assurance and the Bureau of Materials and Physical Research Policy Memorandum Quality Control/Quality Assurance Program for Precast Concrete Products. For prestress facilities, the Consultant QA plant inspector must be PCI certified and must have completed all

relevant QC/QA training or if not certified must be registered to become PCI certified. Inspector(s) must have completed or be registered for the following training courses:

1. IDOT 3-day Mixture Aggregate Technician or 5-day Aggregate Technician Course
2. ACI Concrete Field Testing Technician – Grade I
    - The Consultant is not required to take the IDOT only portion (1st day) of the three day training class. The ACI portion is taught on the second and third days.
    - The Consultant is advised to check with PCI regarding the completion of the ACI training in order to take the PCI training.
3. PCI Level I & II – Quality Control Personnel Certification Program

For information concerning the courses 1 and 2, contact the following:
Lake Land College
5001 Lake Land Blvd.
Mattoon, IL 61938-9366
Phone # 217-234-5285

For information concerning the course for item 3, contact the following:
PCI
200 West Adams Street
Suite #2100
Chicago, IL 60606
Phone # 312-786-0300

Weekly assignments will be furnished by department representatives located in District 3, Ottawa. The Consultant will maintain records and submit documentation of all QA activities weekly to District 3 representatives.

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:

- Project Manager who will oversee all aspects of the work (must be an Illinois Licensed Professional Engineer).
- ACI Grade 1 and PCI Level I and Level II Testing Technicians.
- Materials QA Technicians.

Statements of Interest must also include the Consultants Certificate of Completion for the previously listed training courses.

The prime firm must be prequalified in the **Special Services (Quality Assurance: QA PCC & Aggregate)** 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.

10. <u>Job No. C-93-085-11, IL 47, from North of US 34 to IL 71 in Yorkville, Phase III Project, Kendall County, Region Two/District Three</u>

This project requires 20% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 22, 2011** at **1:00 P.M.** at the Region Two, District Three Office in **Ottawa**.

Phase III engineering services are required for the reconstruction of IL 47 from north of US 34 to IL 71 in Yorkville. Work includes but is not limited to construction inspection of storm sewer, curb and gutter, sidewalks, new retaining walls, additional lanes and pavement reconstruction to provide two traffic lanes in each direction.

The Consultant will perform on-site inspection, provide construction staking/layout when not provided for in the contract plans, verify construction staking/layout, provide on-site geotechnical and material inspection, prepare records, maintain documentation, and any other duties that would require the services of an engineer to complete this project in a timely basis and in accordance with State specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same consultant or one of their subconsultants on the same project or on material coming in from the same plant is prohibited. At the negotiations meeting, the Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The Consultant's work includes but is not limited to providing staff, vehicles, and appropriate testing and survey equipment necessary to complete this project. The Consultant will furnish an assistant Resident Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the department policies for this project.

The department will furnish the Consultant with Plans and Specifications.

The anticipated construction completion date for this project is August 31, 2014. The Consultant must complete and submit final measurements, calculations, and final contract record documents to the department no later than six (6) weeks after completion of this project.

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

- The Assistant Resident Engineer (minimum 10 years experience as a Resident Engineer is desired). A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.

- The Inspectors. (1 to 4 individuals to perform on-site inspection, survey and QA inspection.) A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.

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

Statements of Interest, including the 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.

11. Job No. C-94-015-10, Construction Inspection for IL 8, from Summit Drive to 0.3 Miles West of Business 24 (Contract #68370) in Tazewell County Region Three/District Four

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 22, 2011** at **10:00 A.M.** at the Region Three, District Four Office in **Peoria**.

Phase III engineering is required for the improvement IL 8 from Summit Drive to 0.3 miles west of Business 24 located in Washington, Construction Contract #68370. The project is scheduled for the January 20, 2012 letting. Construction consists of the reconstruction of the existing lanes of pavement as well as the addition of two new lanes. The project will also include earthwork and drainage work and any other miscellaneous improvements required to complete the project.

Phase III engineering services are required for the inspection, supervision, materials testing (including, but not limited to, PCC, HMA and embankment testing), materials certification and all documentation for this project. The Consultant staff will report to a District Resident Engineer/Technician on this project. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants, on the same project or on material coming from the same plant is prohibited. At the negotiation meeting, the prime Consultant and subconsultants(s) will disclose all current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project. Overnight lodging may be required.

The construction project is scheduled for a fall 2013 completion. The completion date for the contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** of the Statement of Interest for this project must include:

- The Liaison Engineer (with current IDOT Construction Documentation certificate)
- The Construction Inspector(s) (with current IDOT Construction Documentation certificate)

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

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

12. Job No. C-94-157-11, Construction Inspection for US 136 over IL 336 and for Adams Street over IL 336, McDonough County Region Three/District Four

This project requires 25% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 22, 2011** at **1:30 P.M.** at the Region Three, District Four Office in **Peoria**.

Phase III engineering services are required for the construction of a new structure carrying US 136 (Jackson St.) over IL 336, west of Macomb and the construction of a detour runaround, Construction contracts #68A40. Phase III engineering services are also required for, Contract 68A41, which consists of the construction of a new structure carrying Adams St. over IL 336, 1 mile north of US 136.

Phase III engineering services are required for the inspection, supervision, materials testing (including, but not limited to, PCC, HMA and embankment testing), materials certification and all documentation for this project. The Consultant staff will report to a District Resident Engineer/Technician on this project. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants, on the same project or on material coming from the same plant is prohibited. At the negotiation meeting, the prime Consultant and subconsultants(s) will disclose all current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project. Overnight lodging may be required. Overnight lodging may be required.

The construction projects are scheduled for a summer 2013 completion. The completion date for the contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** of the Statement of Interest for this project must include:

- The Liaison Engineer (with current IDOT Construction Documentation certificate)
- The Construction Inspector(s) (with current IDOT Construction Documentation certificate)

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

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

13. Job No. P-94-014-11 Various Survey Projects, Various Routes, Various Counties, Region Three/District Four

This project requires 25% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 22, 2011** at **10:30 A.M.** at the Region Three, District Four Office in **Peoria**.

Phase I and II surveying services are required for various design and land acquisition projects throughout District Four. Work Orders under the blanket agreement will be negotiated and authorized on an as-needed basis. All work on this project will be in English Units.

The department will provide any existing plans, R.O.W. documents, and any other pertinent data required for the completion of individual projects.

The completion date for this contract will be 24 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 24 months.

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

- The person who will be in charge of Surveys (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QA/QC review work of all milestone submittal documents, (must be an Illinois Licensed Professional Land Surveyor)

The prime firm must be prequalified in the **Special Services (Surveying)** 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.

14. <u>Job No. P-95-050-11, Various Geotechnical Investigations, Various Routes, Various Counties, Region Three/ District Five</u>

This project requires 10% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 28, 2011** at **10:30 A.M.** at the Region Three, District Five Office in **Paris.**

Phase I and/or II engineering services are required for roadway and structure borings, geotechnical investigations, coring and core evaluations of structures and pavement for investigations, preparation of Geotechnical Reports, and specialized geotechnical analysis and design as needed at various locations in District Five. 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 Consultant's work is expected to include all management, layout, provisions for traffic control, drilling, laboratory testing, analysis, drafting, and report preparation necessary for Geotechnical Reports or other projects as assigned. All work shall be in accordance with the Department's Geotechnical Manual.

The department will furnish the Consultant with plan and profile drawings, plus a cover sheet and typical cross-sections, or CADD files containing these drawings; proposed storm sewer invert elevations; alignment ties, grade information, and elevations; proposed pavement structures; and name and address of private property owners, where applicable. Soil borings and lab data shall be reported by the Consultant using the current versions of Gint, Microstation, and Geopak software.

The Consultant must own or have access to a conventional drill rig. In addition, a track-type, all-terrain vehicle, drill rig shall be available upon request. All drill rigs shall have an automatic type hammer.

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

The completion date for this contract will be 18 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 18 months.

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

- The person who will perform the duties of Senior Soils Engineer for all aspects of the work (must be an Illinois Licensed Professional Engineer).

- The person who will perform the duties of Project Soils Engineer (the individual who is directly in charge of the development of the reports).

- The drilling technician who performs the logging in the field (a minimum of five years experience is desired).

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

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

Geotechnical Services (Subsurface Explorations)
Geotechnical Services (General Geotechnical Services)
Geotechnical Services (Structure Geotechnical Reports (SGR))

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.

15. Job No. P-95-052-11, Various LiDAR, and Photogrammetry Projects, Various Routes, Various Counties, Region 3/District 5

This project requires 10% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 27, 2011** at **10:00 A.M.** at the Region 3/District 5 Office in **Paris, Illinois**.

The main emphasis of the services required is the collection of Light Detection and Ranging (LiDAR) data to support the generation of a high resolution Digital Terrain Model (DTM) that will be used as base data for regional hydrologic modeling projects and for engineering location studies. LiDAR data captured for this project will need to be of high resolution and quality. Aerial Photography and other photogrammetric services may be required on an as needed basis. Work orders under the blanket agreement will be negotiated and authorized on an as needed basis.

The Consultant's work is anticipated to include providing the following services:
Light Detection and Ranging (LiDAR) – The consultant will be required to perform the necessary flying and LiDAR acquisition, processing, terrain modeling, and elevation map preparation for the selected area. The Consultant will be required to collect Light Detection and Ranging (LiDAR) data to support the generation of a high resolution Digital Terrain Model (DTM) and 2 foot contour mapping that will be used as base data for regional hydrologic modeling projects and for engineering location studies. LiDAR data captured for this project will need to be of high resolution and quality.

The Consultants work may also include providing the following services:
Ground Control During Collection – The consultant shall determine points to be occupied and provide GPS observations on the agreed upon control points. Consultant flight crew and IDOT will be in close communication for timing of observations.
QA/QC Shots –

- Each county will be divided into areas based on townships
- Each area (township) will have at least one (1) shot (XYZ and picture) for each of the following five (5) categories:
  1. Tall Grass – two(2) locations per area
  2. Short Grass
  3. Brush (short)
  4. Woods (timber area)
  5. Tall Buildings
- A roadway cross section will be taken at each of the above noted points. The cross section will include a shot at the edge, center, and edge of the roadway.

Terrestrial and Mobile LiDAR – The consultant may be requested to obtain LiDAR data for projects selected by the Department using a terrestrial and or mobile LiDAR scanner.

Photography Acquisition – The Consultant will be required to acquire vertical aerial photography of projects selected by the department. The aerial photography shall be obtained according to

the specifications titled "Illinois Department of Transportation Specifications for Vertical Aerial Photography" revised November 1, 1994. The department requires a copy of the latest Calibration Report from the U.S. Geological Survey for each Consultant's camera used on department projects.

Topographic Mapping – The Consultant may be requested to prepare topographic mapping using CADD technology, including analytical triangulation. The mapping shall be prepared as per the latest version of the department's manual titled "CADD Roadway Drafting Reference Guide."

Orthophoto Production – The Consultant may be requested to produce digital images, digital mosaics, and orthophotos.
IDOT may provide the tiling scheme layout.

PROJECT REQUIREMENTS

- **Project Area:** The data will be acquired for an area in the East Central part of the state, which may include, but is not limited to Edgar, Vermilion, Douglas, DeWitt, Champaign, Piatt and McLean Counties.
- **Performance Standards**: The underlying performance standards for this project are the Federal Emergency Management Agency's (FEMA's) "Guidelines and Specifications for Flood Hazard Mapping Partners, Appendix A: Guidance for Aerial Mapping and Surveying" in support of generating accurate 2 foot contours. This document will be referred to as "FEMA's Appendix A" in the remainder of this document. The most current version of FEMA's Appendix A can be obtained from the following website: (http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm). Portions of this specification may exceed FEMA's specifications and therefore the more stringent requirements must be met. If a performance standard is not covered in this specification, FEMA's standards govern and must be met.
- **LiDAR Acquisition Specifications:** The LiDAR acquired by the Consultant for the project shall conform to the specifications set forth in the following paragraphs.
    1. The flight height above the average elevation of the ground shall be such that the LiDAR data will produce a nominal post spacing of one (1) meter.
    2. LiDAR system shall be capable of collecting multiple discrete returns, minimum of three returns per pulse.
    3. The horizontal positions shall be based upon the North American Datum of 1983/2007 (NAD 83/NSRS2007) adjustment as referenced to the Illinois State Plane Coordinates System, East Zone, in United States Survey Feet.
    4. The vertical elevation data shall be referenced to the North American Vertical Datum of 1988 (NAVD88) adjustment, in United States Survey Feet.
    5. The vertical Root Mean Square Error (RMSE) of the digital elevation data shall be no more than 18.5 centimeters (7.25inches) relative to NAVD8; and 12.5 centimeter RMSE in open terrain.
    6. The LiDAR data points shall be reported to the nearest hundredth of a foot.

7. Special Acquisition Conditions: LiDAR shall be acquired under these conditions:
    - During the leaf off season
    - While no snow is on the ground
    - While the area between the ground and aircraft is cloud free and fog free
    - During non-flood conditions, while the rivers remain within their channels at or below normal levels
    - Time of day is not a concern
    - Earth-surface data voids due to failure to adequately capture initial data are unacceptable and shall be sufficient reason for rejection of the entire data set.

- **Deliverables may include but are not limited to:**
  All Return, First Return, and Last Return elevation data in fully compliant v1.2 or v1.3 LAS format; Bare Earth elevation data as ASCII files in comma-delimited XYZI formatted data; and a county-wide data layer containing 2-foot contours as noted below.
    1. All Return, First Return and Last Return and Bare Earth elevation data points shall represent the topographic surface and shall be reported to the nearest hundredth (0.01) foot.
    2. **Raw Point Cloud**
        i. Fully compliant LAS v1.2 or v1.3, Point Record Format 1, 3, 4 or 5
        ii. LAS v1.3 deliverables with waveform data are to use external "auxiliary" files with the extension ".wdp" for the storage of waveform packet data. See the LAS v1.3 Specification for additional information.
        iii. Geo-reference information included in all LAS file headers.
        iv. GPS times are to be recorded as Adjusted GPS Time, at a precision sufficient to allow unique timestamps for each return.
        v. Intensity values (rescaled to 8-bit).
        vi. Full swaths, all collected points to be delivered.
        vii. 1 file per swath, 1 swath per file, file size not to exceed 2GB.
    3. **Classified Point Cloud**
        i. Fully compliant LAS v1.2 or v1.3, Point Record Format 1, 3, 4 or 5
        ii. LAS v1.3 deliverables with waveform data are to use external "auxiliary" files with the extension ".wdp" for the storage of waveform packet data. See the LAS v1.3 Specification for additional information.
        iii. Geo-reference information included in all LAS file headers.
        iv. GPS times are to be recorded as Adjusted GPS Time, at a precision sufficient to allow unique timestamps for each return.
        v. Intensity values (rescaled to 8-bit).
        vi. Tiled delivery, without overlap (tiling scheme TBD)

vii. Classification Scheme (minimum):
    - Code Description
    - 1-Processed, but unclassified
    - 2-Bare-earth ground
    - 7-Noise (low or high, manually identified, if needed)
    - 9-Water
    - 10-Ignored Ground (Breakline Proximity)

4. **Breakline Data** – Breaklines shall be generated from the LiDAR intensity returns for edge of water boundaries, roads, and other pertinent features as defined in FEMA's Appendix A, A.4.2.3 and delivered as a collection of files that are subdivided using the Illinois Department of Transportation's tiling scheme in MicroStation 3d format or a format approved by the Department of Transportation.
5. **Mass Points** – Points at cartographic locations, high-low points, toe, and crests, saddles, buttes, street intersections, etc. The data shall be delivered as a collection of files that are subdivided using the Illinois Department of Transportation's tiling scheme in MicroStation DGN format or a format approved by the Department of Transportation.
6. **Project Level Metadata:** Project level and collection level metadata shall be delivered that fully comply with Federal Geographic Data Committee (FGDC) metadata format standard in XML format and as a pdf or word document. Metadata shall describe the project, data acquisition methods, system calibration, processing methods, and statistical validation process and results. Project documentation will include control point and flight diagram information from the LiDAR acquisition flight. The metadata may include but is not limited to:
    - Collection Report detailing mission planning and flight logs.
    - Survey Report detailing the collection of control and reference points used for calibration and QA/QC.
    - Processing Report detailing calibration, classification, and product generation procedures including methodology used for breakline collection and hydro-flattening.
    - QA/QC Reports (detailing the analysis, accuracy assessment and validation of:
    - The point data (absolute, within swath, and between swath)
    - The bare-earth surface (absolute)
    - Other optional deliverables as appropriate
    - Control and Calibration points: All control and reference points used to calibrate, control, process, and validate the lidar point data or any derivative products are to be delivered.
    - Product metadata (FGDC compliant, XML format metadata). One file for each:
    - Project
    - Lift

- Tiled deliverable product group (classified point data, bare-earth DEMs, breaklines, etc.). Metadata files for individual tiles are not required.

7. **Tiles:** All tiled deliverables will be 2000' x 2000' tiles according to the tile layout provided. Each tile shall have a minimum overlap of 10 feet beyond the tile boundary. Each tile's name will be derived from the lower left corner coordinates of the boundary and rounded to the even thousand. Example: Lower left corner: 766,000E, 770,000N. Name of tile: 766_770. **

8. **LiDAR Tile Layout Diagram.** This file will be provided in Microstation V8 and/or ESRI shapefile format.

The completion date for this contract will be 18 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 18 months

The **Statement of Interest** and **Exhibit A** must include the following:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be a Certified Photogrammetrist)

- The person who will perform the QA/QC review work of all milestone submittals (must be a Certified Photogrammetrist)

- The person who will manage the field GPS and QA/QC points and procedures. (must be an Illinois Licensed Professional Land Surveyor)

- A proposal describing in detail how the Consultant will accomplish the LiDAR work, including equipment and software to be used and any work that would be performed by a subconsultant. This will also include an estimated timeline for acquisition and delivery, and estimated number of control points for acquisition.

- A description of similar LiDAR projects completed by the firm within the last 5 years. Provide the contact information for the person/entity that the work was completed for; the Department reserves the right to contact any of the named individuals to determine the performance on the listed project(s).

The prime firm must be prequalified in the **Special Services (Aerial Mapping)** category and possess the in-house capabilities to perform LiDAR services to be considered for this project.

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

16. <u>Job No. D-97-021-11, Various Phase I/II for Projects, Various Routes, Various Counties, Region Four, District Seven</u>

This project requires 14% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a Scope of Services meeting on **July 24, 2011** at **1:30 P.M.** in the Region Four, District Seven Office in **Effingham**.

Phase I/II engineering services are required for various projects throughout District Seven. 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 English or metric units.

Phase I work, if required, may consist of conducting surveys, hydraulic surveys, hydraulic analysis, geometric studies, preparing bridge condition reports, and preparing project reports (categorical exclusion projects only). This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analysis, bridge condition reports, TS&L, structure plans, and any other related work and exhibits necessary to produce the Project Report, as necessary.

Phase II work, if required, may consist of conducting surveys, hydraulic analysis, geometric studies, preparation of TS&L structure plans, roadway plans, necessary right-of-way documents, and any other related work to complete final plans, specifications, and estimates, as necessary.

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

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

The estimated construction costs of each project may range from $100,000 to $3,500,000. It is anticipated that this contract will include approximately 3 to 15 different projects. The engineering services required may consist of only a portion of the total engineering work on a certain project. The completion date for this contract will be 36 months after authorization to proceed.

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

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

- The person(s) who will perform the duties of Project Engineer who will be directly involved and responsible in the development of the reports and/or plans (must be an Illinois Licensed Professional Engineer).

- The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category requirement may be completed by the Prime and/or Sub.

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

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

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

Highways (Roads & Streets)
Location Design Studies (Rehabilitation)
Structures (Highway: Typical)

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.

17. <u>Job No. P-98-011-11, Phase I/II Project for Proposed Route from Homer Adams Parkway to Seiler Road in Madison County, Region Five/District Eight.</u>

This project requires 20% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 25, 2011** at **1:30 P.M.** at the Region Five/District Eight office in Collinsville**.**

Phase I and II services are required to perform all work associated with the preparation of the preliminary engineering report and environmental study anticipated to be processed as an Environmental Impact Statement (EIS) and preparation of contract plans, special provisions, and estimates for the improvement involving the potential new construction of a north-south alignment in the Alton/Godfrey area. The potential new alignment will have at grade crossings with various intersections and a structure carrying the new alignment over the Union Pacific Railroad. The new alignment will also potentially include an interchange with IL-255. All work for this project will be in English units.

Phase I engineering services are required to complete a Combined Design Report and Environmental Impact Statement (EIS) for an Alton/Godfrey Expressway. Specific tasks include, but are not limited to, pick up survey, data collection, crash analyses, geometric studies including intersection design studies, drainage studies, public involvement, preliminary plan and profile work, environmental studies to complete an Environmental Impact Statement, Traffic Management Analysis (to be included in the Combined Design Report), and all other work necessary to complete the Phase I portion of the project.

This project will include Context Sensitive Solutions (CSS), which will require a high degree of public involvement and working closely with district staff. The Consultant should anticipate needing to have key project staff, including but not limited to, the Project Manager and Project Engineer, in the district 2-5 days a week during periods in the project schedule. The district may provide the Consultant the opportunity to work out of the district office during those times in order to reduce travel time and costs.

The Phase II engineering services may include but not be limited to roadway plan preparation for possible widening, reconstruction and/or new construction; structure work including the possibility new bridge construction; intersection improvements and geometric modifications; a new highway drainage system; and all other work as required to complete the plans, specifications and estimates for the project.

The department will furnish the Consultant with any available as-built plans, microfilm plans, existing and projected 20 year traffic data, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photos, boring logs, utility coordination and correspondence; right-of-way data, as available; and archaeological, historical, biological survey as well as hazardous waste coordination and any other available information.

The estimated construction cost for this project is $ 75,000,000. The completion date for Phase I will be 48 months after authorization to proceed. Phase II will be negotiated near the completion of Phase I. Phase II work must be completed within 48 months after authorization to proceed with Phase II.

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

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

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

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

- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer). Location Drainage category and/or any Hydraulic categories required may be completed by Sub and/or Prime.

- The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.

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

- The 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 water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.

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

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

Location Design Studies (New Construction/Major Reconstruction)
Highways (Roads & Streets)
Structures (Highway: Typical)

The prime must be prequalified in **Environmental Reports (Environmental Impact Statement)** and must perform all of the environmental work using staff that has been presented in your most recently approved Statement of Experience and Financial Condition or your firm may use a single subconsulting firm that is prequalified in **Environmental Reports (Environmental Impact Statement)** to perform all the environmental work. The

subconsultant's staff must be the same as presented in their most recently approved Statement of Experience and Financial Condition.

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

After all responses have been evaluated, firms may be asked to make oral presentations at some time in the two weeks prior to selection in Springfield.

18. Job No. C-98-062-11, Construction Inspection for Relocated IL 3 and the Proposed Interchange at Relocated IL 3 and Relocated I-70 in Fairmont City, St. Clair County, Region Five, District Eight.

This Project requires 20% DBE participation

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 22, 2011** at **10:00 A.M.** at the District Eight Office in **Collinsville.**

Phase III engineering services are required for construction inspection, supervision, material testing, record maintenance and construction layout for Relocated IL 3 and constructing a new interchange at Relocated IL 3 and Relocated I-70 in Fairmont City. All work for this project may be in either English or metric units.

The department will furnish the Consultant with construction plans and specifications.

The department will provide a Resident Engineer to direct the Contractor and to complete pay estimates and change orders. The Resident Engineer will direct/coordinate the activities of the Consultant staff. The Consultant may be required to furnish a liaison Resident Engineer to work directly with the IDOT Resident Engineer and provide a staff to perform the engineering services required for this project or provide staff to supplement the department's staff. The Consultant's work force shall be adequate to allow completion of this project in a timely manner and in accordance with the Department's Standard Specifications for Road and Bridge Construction. The Consultant may be required to furnish all of the construction supervision, engineering layout, on-site inspection, maintenance of records and documentation, and perform other duties as directed by the engineer.

The Consultant will perform on site inspection and provide construction layout as directed by the engineer. The Consultant will also maintain records and documentation and perform any other duties as directed by the engineer to complete this project on a timely basis in accordance with the Department's Standard Specifications for Road and Bridge Construction.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant may be required to furnish a laptop computer equal to the latest type used by Region 5/District Eight for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant is prohibited. At the negotiations meeting, the Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The Consultant must complete and submit final measurements, calculations, and contract record documentation to the department no later than six (6) weeks after completion of the project as required. The project is scheduled for construction during the 2010 to 2013 construction seasons. The completion date for this contract will be 48 months after authorization to proceed.

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

- The Liaison Engineer.
- Engineering Technician(s)
- The Materials Coordinator(s) Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and detail of experience with materials inspection.
- Proportioning Technician(s) Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and detail of experience with materials inspection.
- Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician.
- The Survey Chief.
- Nuclear Density Inspector(s) Include evidence of appropriate QC/QA density training and nuclear license.

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

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

19. **<u>Job No. P-98-060-11/D-98-060-11, Various Phase I and/or II Projects, Various Routes, Various Counties, Region Five / District Eight.</u>**

This project requires 15% DBE participation.

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using, is scheduled to attend the scope of services meeting on **July 25, 2011** at **9:00 A.M.** at the Region Five/District Eight Office in **Collinsville.**

Phase I and/or Phase II engineering services are required for various projects throughout the District. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. Consultant staff may be required to perform work at the District Eight office in Collinsville. All work for this project will be in English units.

Phase I work, if required, may consist of conducting surveys, utility coordination, hydraulic survey/analysis, conducting geometric studies and reviews, preparing TS&L plans, preparing Bridge Condition Reports, preparing Structure Geotechnical Reports, soils analyses, and preparing Project Reports (Categorical Exclusion projects only). This work may include data collection, cost estimates, traffic management analysis, crash analysis, development of alternative alignments preparing environmental and hazardous waste documents, infrared testing of bridge decks and other related work and exhibits necessary to produce the Project Report, as necessary. This work could include amending or updating existing Project Reports.

Projects may include public involvement. Public involvement may include coordinating and leading informational meetings and public hearings, preparing exhibits for meetings and hearings, and evaluating and incorporating comments from those meetings into a report.

Phase II work, if required, may consist of geometric studies, structure plans, roadway plans, and any other related work to complete final plans, specifications, and estimates, as necessary.

The various proposed projects may consist of simple roadway patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, roadway widening and resurfacing, roadway reconstruction, and design on new roadway alignments. Projects may also include design of partial access controlled and access controlled highways on existing and/or new alignments. This work may include preparing Bridge Condition Reports, preparing Type, Size and Location drawings for structures, conducting surveys, preparing structural geotechnical reports, providing soil borings and analysis for various roadway, foundation and other geotechnical reports, pavement cores to verify existing pavement condition, composition and thicknesses, checking traffic signal or highway lighting warrants, utility coordination, traffic signal, highway lighting and signing plans, developing construction staging and maintenance of traffic and traffic management plans (TMP'S) and any other related work and exhibits as necessary to complete final plans, specifications, estimates of time and estimates of cost, as necessary.

In addition, the Consultant may also be required to provide Computer Aided Drafting Design (CADD) support. It is anticipated that one or more CADD persons from the Consultant may be required to conduct work in the District 8 office 3-5 days per week.

The work may include preparing draft local agency, utility, and railroad agreements. In addition, the Consultant may be required to assist in developing a project financial plan or project management plan.

All work prepared by the Consultant must be compatible with department software and readily duplicated on department hardware.

The department will furnish the Consultant with any available as-built plans, microfilm plans, field notes, traffic data, crash statistics, agency coordination, existing right-of-way plans, aerial photos, boring logs, location design reports, and other information deemed applicable to the Consultant's work.

The estimated construction costs of each project may range from $100,000 to $5,000,000. It is anticipated that this contract will include approximately 5 to 20 different projects. The completion date for this contract will be 48 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 work (must be an Illinois Licensed Professional Engineer).

- The person(s) who will perform the duties of Project Engineer who will be directly involved and responsible in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

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

- The person(s) who will provide CADD support (3-5 years experience using Microstation and Geopak in a Civil Drafting environment, be proficient in evaluating and editing tin models, and have a working knowledge of MS Excel and MS Word is desired).

- The person who will perform/supervise the work in the area of hydrologic/hydraulic analysis and modeling for culverts and bridges (must be an Illinois Licensed Professional Engineer).

- The person who will be in charge of geotechnical engineering (must be either an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer). The Geotechnical Services (SGR) prequalification category(s) may be completed by the Prime and/or Sub.

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

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

Highways (Roads and Streets)
Structures (Highway: Typical)
Hydraulic Reports (Waterways: Typical)
Location/Design Studies (Rehabilitation)

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

20. Job No. C-98-063-11, Construction Inspection for Various Projects, Various Routes, Various Counties, Region 5/District 8.

This project requires 15% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 26, 2011** at **10:00 A.M.** at the Region 5/District 8 office in **Collinsville.**

Phase III engineering services are required for construction inspection, supervision, engineering layout, material testing, and record maintenance throughout District 8. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The department will furnish the Consultant with the construction plans and specifications.

The department will provide a Resident Engineer to direct the Contractor and to complete pay estimates and change orders. The Resident Engineer will direct/coordinate the activities of the Consultant staff. The Consultant may be required to furnish a liaison Resident Engineer to work directly with the IDOT Resident Engineer and provide a staff to perform the engineering services required for these projects or provide staff to supplement the Department's staff. The Consultant's work force shall be adequate to allow completion of these projects in a timely manner and in accordance with the Department's Standard Specifications for Road and Bridge Construction. The Consultant will be required to furnish all of the construction supervision, engineering layout, on-site inspection, maintenance of records and documentation, and perform other duties as directed by the engineer.

The Consultant will perform on-site inspection and provide construction layout as directed by the engineer. The Consultant will also maintain records and documentation and perform any other duties as directed by the engineer to complete this project on a timely basis in accordance with the Department's Standard Specifications for Road and Bridge Construction.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant may be required to furnish a laptop computer equal to the latest type used by Region 5/District Eight for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant is prohibited. At the negotiations meeting, the Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The estimated construction cost of these projects may range from $100,000 to $10,000,000. The Consultant must complete and submit final measurements, calculations, and contract record documentation to the department no later than six (6) weeks after completion of each project as required. The various projects are scheduled for construction during the 2011, 2012, 2013 and 2014 construction seasons. The completion date for this contract will be 48 months after authorization to proceed.

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

- The Liaison Engineer
- The Materials Coordinator(s) Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and detail of experience with materials inspection.
- Proportioning Technician(s) Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and detail of experience with materials inspection.
- The Document Technician (the person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician
- The Survey Chief
- Nuclear Density Inspector(s) Include evidence of appropriate QC/QA density training and nuclear license.

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

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

21. <u>Job No. P-30-009-04, Various Phase I/II Projects, Various Routes, Various Counties, Statewide, Department of Natural Resources and Department of Historic Preservation.</u>

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 **August 23, 2011** at **10:00 A.M.** at the Harry R. Hanley Building, Bureau of Design and Environment in **Springfield.**

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

Phase I work, if required, may consist of conducting surveys, hydraulic surveys, hydraulic analysis, geometric studies, and preparing Project Reports (Categorical Exclusion projects only). This work includes data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analysis, and other related work and exhibits necessary to produce the Project Report as necessary.

Phase II work may consist of conducting surveys, hydraulic analysis, geotechnical investigations (including foundations boring), roadway plans, bridge repair plans, right-of-way plats and plan preparation, and any other related work to complete final plans, special provisions, and estimates as necessary.

The various proposed projects may consist of simple patching and resurfacing, bridge repair, bridge rehabilitation, roadway work with storm sewer, widening and resurfacing and/or new roadway projects, which may include preparation of plats & plans for right-of-way acquisition. IDNR or IHPA will furnish the Consultant with available as-built plans, microfilm, field notes, existing right-of-way plans, aerial photos, boring logs, and other information necessary for the Consultant to accomplish his work. Also provided, are the horizontal and vertical control points, existing construction and right-of-way plans and existing aerial photography. Electrical system modifications and landscaping plans may be required.

The estimated construction cost for these projects range from $200,000 to $4,000,000. The Consultant's work will consist of either complete projects or a portion of the total engineering work on a certain project. The completion date for this contract will be 18 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 18 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 perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

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

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

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

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

Highways (Roads & Streets)
Location/Design Studies (Rehabilitation)
Special Services (Surveying)
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.

22. <u>Job No. P30-002-12 Various Statewide Waste Assessment Investigations, Studies, and Designs, Bureau of Design and Environment</u>.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **August 17, 2011** at **1:30 P.M.** at the Harry R. Hanley Building, Central Office Bureau of Design and Environment (BDE) in Springfield.

The department has contracted with the Illinois State Geological Survey (ISGS) to conduct preliminary environmental site assessments (PESA's) of property proposed for highway use. ISGS conducts land-use history investigations; researches federal, state, and local records; conducts field surveys; and determines if the property has Recognized Environmental Conditions (RECs), de minimis conditions, or no RECs. Work orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis.

Based on PESA results, districts work with the Environment Section of the Bureau of Design and Environment (BDE) to decide whether additional analyses or other remediation actions are necessary.

The department will furnish the PESA and, as available, Project Reports, field survey data, soil survey data, and plans of the existing and proposed transportation facility.

Engineering services are required to perform "Preliminary Site Investigations" (PSI's), and when necessary Detailed Site Investigations (DSI's) which are identical to CERCLA RI/FS's. PSI's will entail investigations of sites potentially containing regulated substances. A variety of sites may be investigated (i.e., old, abandoned, or improperly closed landfills, chemical manufacturing sites, metal plating/fabricating sites, dry cleaning/service stations, storage tank sites and buildings and structures, containing potential contamination).

Also, provisions for laboratory and field testing including geophysical surveys when needed will be required for a wide variety of regulated substances including but not limited to: soil and water quality parameters including contaminants i.e., PCB's, pesticides, heavy metals, organics and radioactive wastes.

Additional work will include conducting surveys and testing, if applicable, of stored materials, tank contents, and containers to determine whether regulated substances are present. Evaluation, summarization, and reporting on PSI's, DSI's, laboratory analysis and survey work are included as an important part of this work.

ANTICIPATED WORK SUMMARIES FOR THE VARIOUS TYPES OF INVESTIGATIONS REQUIRED:

POTENTIAL WASTE SITES AND UST-LUST SITES

Engineering services are required to perform PSI's and on occasion, DSI's (RI/FS's), remedial design, which may include UST removal, and construction oversight of sites suspected to contain regulated substances, UST-LUST's and/or unsecured materials of concern. The PSI's are to include verification of subsurface geologic and hydrologic conditions, identification of chemical contamination and identification of the extent of chemical contamination, when feasible.

Preliminary site investigations include items of work such as work plans, health and safety plans, surface geophysical investigations, trenching, drilling, sampling, chemical analysis, and reporting. Laboratory testing, including quality assurance/quality control is considered to be the responsibility of the Consultant.

MISCELLANEOUS SURVEYS AND TESTING

Engineering services to perform environmental surveys and/or testing on an as-needed basis will include assignments such as conducting surveys and testing of stored materials, tank contents, containers, and environmental media (e.g., surface water, soil, air, and groundwater). The work may also include assignments such as reviewing and evaluating existing property-specific information, providing technical expertise on an as-needed basis, corrective actions in order to achieve “No Further Remediation” clearance, and other ad hoc environmental-related tasks within the scope of services normally provided by a hazardous waste Consultant.

EMERGENCY RESPONSE OVERSIGHT

Engineering services are required to perform emergency response oversight. Oversight shall include but not be limited to review of health and safety plans, drilling, sampling, chemical analysis, waste classification, reporting, and coordinating the release with the proper authorities (IEPA, IEMA, U.S. EPA, Corps of Engineers, or other State or Federal Agencies). Laboratory testing, including quality assurance/quality control is considered to be the responsibility of the Consultant. The Consultant should be prepared to perform any task to minimize the release and cleanup. The goal of these work assignments is to obtain closure for the release from the proper State and Federal Agencies.

ENVIRONMENTAL PLANS FOR OPERATIONS FACILITIES

Engineering services maybe required to review current operational facilities on current practices that impact the environment, investigate past practices, and make recommendations for mitigation and improvements. Assist with the development of an environmental management system, which will provide a framework for practices, procedures, and processes to manage the Bureau of Operations’ Environmental Program.

EXTRANET

To help the Department facilitate in the review of work plans and PSI reports and project tracking, the Consultant will be required to upload all information regarding each work order and to provide any technical assistant necessary to ISGS in the maintenance of the extranet site

hosted by ISGS. Information uploaded shall include but not be limited to draft and final work plans, draft, and final PSI reports, budget information, analytical results, site location maps, site photographs, and progress reports.

As a task is identified, the Department will request the Consultant to prepare an outline of the work phases and technical approach, personnel requirements, detailed cost breakdown, and a schedule that is consistent with the task request.

When a task order is awarded for investigation, the Consultant will be fully responsible for the sampling, testing and reporting.

For performance of this work, the Consultant will be required to assign the necessary full-time staff described in its Statement of Interest and in many cases (except emergency response oversight), to respond with a draft work plan within 15 working days, conduct field work within 10 working days after authority to proceed, draft report within 3 months after the authority to proceed, and final report two (2) weeks following IDOT comments. For emergency response oversight, the Consultant will be required to respond in four hours.

CONFIDENTIALITY:

(1) Unless otherwise directed by IDOT, the Consultant shall hold all information provided by IDOT and the results of the work performed by the Consultant confidential and shall not disclose the same to any third party except where required by governmental regulatory agencies or as otherwise required by law. Documents shall be marked "Confidential," "Attorney Work Product," "Attorney-Client Privileged," or as directed by IDOT. The confidentiality provisions herein shall survive any termination or expiration of this agreement. The Consultant shall retain the right to disclose necessary information for financial, tax and insurance audits as required, subject to a confidentiality agreement with the auditor. Specific information concerning the work performed will not be disclosed without IDOT's prior approval.

(2) It is understood that: (i) you will make a reasonable effort to be available upon reasonable advance notice; (ii) you will keep confidential all information obtained, or analyses developed, in connection with this litigation or any related litigations with respect to which we may seek your advice and counsel; (iii) you will use such confidential information solely in connection with your engagement by IDOT; (iv) you will preserve any written materials, including e-mails generated or received by you in connection with this engagement, as such materials are potentially discoverable in litigation; (v) you will not in the future consult for, or otherwise represent, any other person or entity with an interest adverse to IDOT's interests in or concerning the pending litigation, or the events or occurrences out of which the pending litigation arises; and (vi) you will keep confidential your retention by IDOT, unless and until you are identified in court papers as a testifying expert or we otherwise authorize you to breach this confidentiality.

(3) It is specifically understood that if you are later designated a testifying expert, all documents that you create may become discoverable, including drafts and notes prepared prior to the time that your opinion or report is finalized.

"Therefore, you agree that: (i) you will not prepare any draft opinion or report without our consent (regardless of whether the draft is for internal purposes or to share with others); (ii) you will not share any draft opinion or report, or any notes, with any other person without our consent; (iii) every draft opinion or report will bear the following legend: 'THIS IS A PRELIMINARY DRAFT. IT HAS BEEN PREPARED BASED ON PRELIMINARY

INFORMATION AND ASSUMPTIONS. NO ONE MAY RELY ON THIS DRAFT. IT IS SUBJECT TO CHANGE AS ADDITIONAL INFORMATION BECOMES AVAILABLE OR IS CLARIFIED'; (iv) all notebooks or individual pages of notes will bear the following legend: 'THESE NOTES ARE INCOMPLETE AND HAVE BEEN PREPARED FOR PERSONAL USE ONLY. NO ONE MAY RELY ON THEM FOR ANY PURPOSES. IT IS SUBJECT TO CHANGE AS ADDITIONAL INFORMATION BECOMES AVAILABLE OR IS CLARIFIED'.

The completion date for this contract (excluding emergency response oversight) will be 14 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 14 months

Statements of Interest must include the following:

1. The location of the office from which the majority of work on this project will be performed.

2. An organization chart showing the Administrative/Managerial Staff of the office and a flow chart of key Technical/Professional Staff, including field and risk assessment staff that will be assigned to this project. Similarly, information of subconsultants' location/organization should be provided.

3. The name of the laboratory that will be used for this project. (The selected firm must have the capability of using either in-house or subcontracted laboratory facilities which are qualified to work on IEPA sites. The laboratory shall have an approved IEPA quality assurance plan and follow that plan in performing the analyses.)

4. A statement of your firm's ability to do the work in-house, or if necessary, what work is to be subcontracted. Indicate item(s) of work which would be subcontracted and the proposed subcontractors).

5. A description of your mobilization plan to be used upon notification that a work order has been authorized.

6. A discussion of your organizational and management practices to maintain established schedules, avoid cost overruns, and inform IDOT of the status of work orders.

The prime firm must be prequalified in **Special Services (Hazardous Waste)** and be familiar with IDOT contracts to be considered for this project. In addition, they must comply with the following:

1. Use laboratory facilities that are accredited by the IEPA under 35 Illinois Administrative Code 186.

2. Use appropriately licensed and certified equipment and appropriately licensed and registered subconsultants.

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.

23. Job No. D-60-034-12, Various District One Sign and Tower Structure Inspection Projects, Various Routes, Various Counties, Bureau of Operations.

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting scheduled on **July 27, 2011** at **1:00 P.M.** at the Harry R. Hanley Building in the Central Bureau of Operations office in **Springfield**.

Engineering services are required for the inspection of sign and tower structures throughout District One. The Consultant's work is expected to consist of data collection, analysis, and evaluation for typical overhead sign structures and for high mast lighting towers and any other work required to complete the inspections. Work orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis.

Trusses shall be inspected by mounting them from the shoulder, unless otherwise directed by the department. This will require shoulder closure in accordance with Highway Standards 212-701101-02 or 212-7011.06 and as directed by the Engineer. The appropriate traffic control shall be provided for each High Mast Lighting Tower to be inspected. Freeway lane closures for truss inspection shall be kept to a minimum and will only be permitted by the Engineer on a case by case basis where roadway geometry, traffic and other conditions dictate. Shoulder closures or partial ramp closures will not be permitted on weekdays (Monday thru Friday) from 5:00 a.m. to 9:00 a.m. and from 3:00 p.m. to 7:00 p.m. Lane closures along District 1 Interstates/Freeways are normally not permitted during the day. Exact allowable lane closure hours, if needed, will be determined by the expressway traffic Operations Engineer.

Overhead Sign Structure Inspections may consist of:

Phase 1 Data Collection

Data Collection shall include performing a detailed structural inspection of all components of an overhead sign structure.

I. The department will typically provide:

A. List of overhead sign structures to be inspected complete with structure inventory number and location.
B. List of district contacts.
C. Sample copy of inspection reports, if needed.
D. Copy of the Illinois Highway Design Standards for Traffic Control, if needed.

II. The Consultant is expected to provide:

A. Proposed inspection schedule.
B. Progress report effective the 1st of the month, submitted by the 10th with written narratives to discuss work completed the past month and work expected the following month.
C. Manpower, equipment, vehicles, and materials to complete the detailed inspections and any necessary nondestructive testing.
D. The appropriate traffic control for each structure is to be inspected.

E. Computerized database, compatible with the department's computer programs, for each structure inspected.
F. Photographs of typical deteriorated overhead sign structure components.
G. Draft copy of a completed overhead sign structure inspection report.
H. The necessary equipment to spot check the wall thickness of suspected deteriorated supports.

Phase 2 –Data Analysis

III. Using the data collected for each overhead sign structure inspected the Consultant shall complete the inspection report form, rating all components of the overhead sign structure and evaluating the overall condition of the structure.

Phase 3 – Evaluation

IV. Using the data collected, a comprehensive report shall be prepared. The report shall prioritize the inspected structures for repair. Two (2) copies of the report, in hard copy and in electronic media, shall be submitted.

V. All data collected and used in the analysis of the overhead sign structures and a copy of the computer database developed will be given to the department.

High Mast Lighting Tower Inspections may consist of:

Phase 1 Data Collection

Data Collection shall include performing a detailed structural inspection of all components of a High Mast Lighting Tower including foundation. The inspection shall be based on and in accordance with Federal Highway Administration (FHWA NHI 05-036) Guidelines on the Inspection and Maintenance of Ancillary Highway Structures. Inventory data shall be collected which includes date of installation, manufacturer, installation contractor, plate thickness, number of anchor rods, anchor rods diameter, rodent screen/grout pad, tower material, tower coating, type of tower splices, Distance between bottom of leveling nut and top of foundation, light fixtures, camera and miscellaneous attachments etc. Location information and GPS in Latitude and Longitude (decimal degrees) shall be collected in the specified format, and non-destructive tests performed, per listed requirements.

I. The department will typically provide:

A. List of High Mast Lighting Tower to be inspected complete with Tower inventory number and location.
B. List of district contacts.
C. Sample copy of inspection reports.
D. Copy of the Illinois Highway Design Standards for Traffic Control, if needed.
E. Templates in electronic form.

II. The Consultant shall provide:

A. Proposed inspection schedule. Work and access must be coordinated with IDOT Electrical Maintenance Contractor.

B. A Structural analysis by Structural Engineer and all reports shall be stamped with his/her license.
C. A Professional Engineer registered in the State of Illinois who has taken the NHI/FHWA course "Inspection and Maintenance of Ancillary Highway Structures" with five years experience to conduct the inspections.
D. Progress report effective the 1st of the month, submitted by the 10th with written narratives to discuss work completed the past month and work expected the following month.
E. Manpower, equipment, vehicles, and materials to complete the detailed inspections.
F. The necessary equipment to spot check the wall thickness and measure each flat side on the tower 2" above base plate and one at 12" from base plate.
G. The necessary equipment to perform ultrasonic testing, and conduct an ultrasonic test of all ~~of~~ anchor rods.
H. A test of suspected welds and deteriorated welds with dye penetrant.
I. The appropriate traffic control per IDOT Traffic Control specifications for each High Mast Lighting Tower to be inspected.
J. Excel database, on a Windows based platform or as approved by the Engineer, for all Towers inspected. To facilitate reporting and prioritization of repairs. Database shall be developed that will allow printed reports that prioritize needed repairs and /or maintenance. File folders with all hard copy of the forms filled out, completed records and documentation for each tower with photographs stamped by structural Engineer. Including a PDF file of each lighting tower, with the location and tower decal number submitted on a CD.
K. Digital photographs of deteriorated High Mast Lighting Tower components; Identified by tower location and decal number shall be linked / tagged to the database.
L. Draft copy of a completed High Mast Lighting Tower inspection report.
M. A handheld mapping grade GPS device shall be used for the data collection. GPS coordinates of High Mast Lighting Tower, datum to be used shall be North American 1983. Prior to the collection of data, the contractor shall provide a sample data collection of at least six data points of known locations to be reviewed and verified by the Engineer to be accurate within 3 feet. . The receiver shall support differential correction and data shall have minimum sub-meter accuracy after post processing. The device may also utilize Differential GPS to obtain the specified accuracy. Upon verification, data collection can begin.

GPS receivers integrated into cellular communication devices, recreational and automotive GPS devices are not acceptable.

The GPS shall be the product of an established major GPS manufacturer having been in the business for a minimum of 6 years.

The manufacturer and model of the GPS device shall be identified as well as any software used on the device and in post processing.

<u>Phase 2 – Data Analysis</u>

III. Using the data collected for each High Mast Lighting Tower inspected the Consultant shall complete the inspection report form, rating all components and evaluating the overall condition of the High Mast Lighting Tower. The rating shall show reliability as good, fair, poor, and critical as specified under FHWA.

Phase 3 – Evaluation

IV. Using the data collected, a comprehensive report shall be prepared. The report shall prioritize the inspected High Mast Lighting Tower for repair. Two (2) copies of the report, in hard copy and in electronic media, shall be submitted with the templates provided by IDOT with all fields filled out and completed for each tower.

V. All data collected and used in the analysis of the High Mast Lighting Tower and a copy of the computer database developed will be given to the department.

VI. The GPS shall be included in the report and shall be provided separately in an electronic format that shall be compatible with MS Excel. Latitude and Longitude shall be in decimal degrees with a minimum of 6 decimal places.

VII. The report shall provide recommendations for repair; time frame and priority rating of the repair for each component any critical repairs required must be clearly identified.

VIII. A summary report/letter shall be provided with required maintenance recommendations for all High Mast Lighting Tower inspection and analysis.

The completion date for this contract will be 12 months after authorization to proceed.

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

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

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

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

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

The prime firm 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.

24. <u>Job No. D-30-001-12, Statewide Structural Engineering Services, Bureau of Bridges and Structures.</u>

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 22, 2011,** at **11:00 A.M.** at the Harry R. Hanley Building, Central Bureau of Bridges and Structures in **Springfield**.

Various structural engineering, geotechnical/foundation, and hydraulic services are required by the Bureau of Bridges and Structures. Projects are anticipated to include NBIS and Element Level Inspections and training, Damage Inspections, plan preparation for the repair, rehabilitation, or replacement of structures, Load capacity rating of existing and/or new structures, drafting services and possible field investigations. The Consultant may be required to provide the appropriate bridge inspection equipment to complete NBIS and Damage Inspections and field investigations. The Consultants may also be required to provide the appropriate traffic control. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis. All work for this project may be in either English or metric units.

The department will furnish the available documents and resources to the Consultant. Projects to be handled by the selected Consultant vary greatly in size and complexity as well as timing. The selected Consultant must have the capacity to absorb this work without adversely affecting other commitments while still completing these projects in the prescribed time period.

The completion date for this contract will be 24 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 24 months

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

- Person who will assume the duties of Project Manager for aspects of the work: (must be an Illinois Licensed Professional Engineer).

- Person who will perform the duties of the Project Engineer, defined as the individual-in-charge who is directly involved in the development of the contract documents: (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer).

- Person who will perform the work in the area of structural plan preparation and will seal the plans as required (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.

- Person(s) who will perform the work in the area of Structure Geotechnical Reports and/or geotechnical/foundations/wall design recommendations (must be an Illinois Licensed Professional or Structural Engineer) shall be identified. The Geotechnical Services (SGR) prequalification category may be completed by the Prime and/or Sub.

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

- Person(s) who will perform/supervise the work in the area of Hydraulic Reports and preparation of the Hydraulic Analyses (must be an Illinois Licensed Professional Engineer). Hydraulic Reports: Typical prequalification category requirement may be completed by the Prime and/or Sub.

- Person who will perform the work in the area of NBIS and Element Level inspections and training must be an NBIS qualified Team Leader and an Illinois Licensed Professional Engineer or Illinois Licensed Structural Engineer. In addition, the staff performing this work must be identified.

Prime firms must be prequalified in the **Structures (Highway: Advanced Typical)** category and 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.

25. <u>Job No. D-30-002-12, Statewide Structural Engineering Services, Bureau of Bridges and Structures.</u>

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 22, 2011,** at **10:00 A.M.** at the Harry R. Hanley Building, Central Bureau of Bridges and Structures in **Springfield**.

Various structural engineering, geotechnical/foundation, and hydraulic services are required by the Bureau of Bridges and Structures. Projects are anticipated to include NBIS and Element Level Inspections, Damage Inspections, plan preparation for the repair, rehabilitation, or replacement of structures, Load capacity rating of existing and/or new structures, drafting services and possible field investigations. The Consultant may be required to provide the appropriate bridge inspection equipment to complete NBIS and Damage Inspections and field investigations. The Consultants may also be required to provide the appropriate traffic control. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis. All work for this project may be in either English or metric units.

The department will furnish the available documents and resources to the Consultant. Projects to be handled by the selected Consultant vary greatly in size and complexity as well as timing. The selected Consultant must have the capacity to absorb this work without adversely affecting other commitments while still completing these projects in the prescribed time period.

The completion date for this contract will be 24 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 24 months

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

- Person who will assume the duties of Project Manager for aspects of the work: (must be an Illinois Licensed Professional Engineer).

- Person who will perform the duties of the Project Engineer, defined as the individual-in-charge who is directly involved in the development of the contract documents: (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer).

- Person who will perform the work in the area of structural plan preparation and will seal the plans as required (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.

- Person(s) who will perform the work in the area of Structure Geotechnical Reports and/or geotechnical/foundations/wall design recommendations (must be an Illinois Licensed Professional or Structural Engineer) shall be identified. The Geotechnical Services (SGR) prequalification category may be completed by the Prime and/or Sub.

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

- Person(s) who will perform/supervise the work in the area of Hydraulic Reports and preparation of the Hydraulic Analyses (must be an Illinois Licensed Professional Engineer). Hydraulic Reports: Typical prequalification category requirement may be completed by the Prime and/or Sub.

- Person who will perform the work in the area of NBIS and Element Level inspections and training must be an NBIS qualified Team Leader and an Illinois Licensed Professional Engineer or Illinois Licensed Structural Engineer. In addition, the staff performing this work must be identified.

The prime firm 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.

26. Job No. P-30-003-12, Phase I/II Architectural and Engineering Services for Passenger Railroad Stations along the Chicago-St.-Louis High Speed Rail Corridor, Various Counties, Bureau of High Speed & Passenger Rail in the Division of Public and Intermodal Transportation.

This project contains federal funds.

This project requires 30% DBE Participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **July 28, 2011** at **10:00 A.M**. at IDOT's office located in Suite 6-600 of the James R. Thompson Center, in **Chicago.**

Phase I and II services are required for all work associated with the preparation and/or review of various Phase I/II Location/Design Studies, Railway Engineering studies, Railway and Highway Plans and Specifications and Estimates for the design and engineering of passenger railroad stations and associated facilities between Chicago and St. Louis. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this contract will be in English units.

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

Phase I and II projects may consist of the following:

The Consultant is anticipated to provide all architectural and design services for each station and related components, including civil engineering, railroad engineering, traffic engineering, structural design, geotechnical design and verification (including soil boring results/reports and retaining wall findings), mechanical design, electrical design, plumbing design, lighting design, communications design, signage and Wayfinding design, landscaping design, fire alarm design, life safety design, security systems design and any other work necessary to complete the station designs. This work is expected to include phasing/staging plans, including demolition/site preparation, maintenance of traffic, utility relocation, sanitary staging, railroad staging, passenger platform staging, parking lot phasing, bus terminal phasing, and street and pedestrian traffic planning.

The Consultant shall develop all drawings and specifications, including preliminary and bid documents, at the following levels for each of multiple construction contracts: 10%, 30%, 60%, 90%, 100%, and conduct review sessions with project partners (Amtrak, Union Pacific, ICC and FRA) and other stakeholders to expedite the adjustment and approval of plans at the above stages.

The Consultant shall develop a project management plan and QA/QC plan. Project coordination includes coordination meetings with designated agencies and documentation, including SHPO-related issues. Meetings with project partners and other stakeholders shall be required during the design phase to gather and apply input.

The Consultant is expected to perform the following services during construction administration phase: review shop drawings for approval, respond to requests for information (RFI), observe construction for quality and adherence to design, prepare sketches for bulletins, and assist in preparing bulletins.

The Consultant may be required to perform other design phase efforts and tasks.

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

The completion date for this contract 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 24 months.

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

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

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

- The person who will be the Principal Architect for the project (must be an Illinois Licensed Architect).

- The Assistant Resident Engineer (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)

- The person(s) who will be in charge and/or perform the work for Mechanical Engineering documents (must be an Illinois Licensed Professional Engineer). Special Services (Mechanical Engineering) prequalification category may be completed by Prime and/or Sub.

- The person(s) who will be in charge and/or perform the work for Electrical Engineering documents (must be an Illinois Licensed Professional Engineer). Special Services (Electrical Engineering) prequalification category may be completed by Prime and/or Sub.

- The person(s) who will be in charge and/or perform the work for Landscape Architecture documents (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Landscape Architect). Special Services (Landscape Architecture) prequalification category may be completed by Prime and/or Sub.

- The person(s) who will be in charge and/or perform the work for Rail Way Engineering documents (must be an Illinois Licensed Professional Engineer). Special Transportation

Studies (Railway Engineering) prequalification category may be completed by Prime and/or Sub.

- The person who will be in charge of surveying (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category may be completed by Prime and/or Sub.

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

Highways (Roads & Streets)
Location/Design Studies (Reconstruction/Major Rehabilitation)
Special Services (Architecture)

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.

27. <u>Job No. P-30-004-12, Phase I/II Services for the Chicago-St. Louis High Speed Rail Program, Various Counties, Division of Public and Intermodal Transportation</u>.

This project may contain federal funds.

This project requires 30% DBE Participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **July 27, 2011** at **10:00 A.M.** at IDOT's office located in Suite 6-600 of the James R. Thompson Center, in **Chicago.**

Environmental Studies, Preliminary Engineering, Final Engineering, and Land Acquisition services are required for isolated portions of the 110 mph Chicago to St. Louis (CHISL) High Speed Rail (HSR) project between Joliet and Granite City. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project will be in English units.

Environmental studies anticipated to fulfill the requirements for Federal Railroad Administration (FRA) are Categorical Exclusion and/or Environmental Assessment levels of review.

The engineering services required may include preparation of Phase I preliminary engineering, Phase II final design and estimates, and other engineering services as required. These services may consist of only a portion of the total engineering work on the project. The Consultants activities are anticipated to be monitored by the High Speed Rail Project Manager (PM) for this project.

The completion date for this contract will be 24 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 24 months.

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

- The person who will perform the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development and signature of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person in charge of the Public Involvement procedures. Include a detailed description of the Public involvement work he/she has directed involving facilitation of public meeting and public hearing, organizing work groups and press conferences, drafting press releases and property owner contract letters, etc.
- The person who will perform the QC/QA review work of all milestone submittal documents.
- The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air water quality, traffic noise, community impacts, and ecology. Environmental

staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.

- The person who will be responsible for surveys and preparation of right of way documents (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category may be completed by the Prime and/or Sub.

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

Environmental Reports (Environmental Assessment)
Highways (Roads & Streets)
Location/Design Studies (Reconstruction/Major Rehabilitation)

Consultant must be able to obtain Insurance policies (including railroad liability) necessary to work on the UP Railroad ROW/tracks and must possess proof of UP Railroad on-track safety certifications by selection date. Statements of Interest must include the approach the firm would take on this project, managing experience, etc. as well as an outline of proposed procedures to be used in meeting projects objectives. Include staff experience in MicroStation, ArcGIS, as well as LIDAR surveying and processing.

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

28. Job No. P-30-005-12, Project Management Oversight and Construction Inspection Services for the Design and Construction Inspection of the Joliet Multi-Modal Regional Transportation Center (MRTC) & the Associated Passenger Rail Platforms, Will County. Bureau of Capital Transit (BCT), Division of Public and Intermodal Transportation (DIPT)

This project may contain federal funds.

This project requires 30% DBE Participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **July 28, 2011** at **1:00 P.M.** at BCT's office located in Suite 6-600 of the James R. Thompson Center, in **Chicago.**

A Project Management (PM) Consultant is required to assist the BCT in overseeing the design, (plans, specification and cost estimates), and construction and billing activities associated with the Joliet MRTC project. While the PM will report to, and be monitored by BCT, it will also support the City of Joliet staff in managing the design and construction of the Joliet MRTC. This involves working directly with the local agencies and their consulting firms as well as other bureaus in the department.

Additionally, the PM Consultant will be required to provide construction supervision, inspection, and documentation of all related activities. The services required may consist of only a portion of the total engineering work on the project. All work for this project will be in English units.

The Consultant will furnish qualified engineer(s)/technician(s) to act as Project Manager, Field Superintendent and construction inspectors as approved by BCT. The Consultant will perform on-site inspection, maintain documentation, and submit pay estimates, change orders, project task implementation and analysis, and any other duties required by the services of an engineer/technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines. The Consultants' work may include engineering, technical support, engineering management, project control, project scheduling and monitoring, administrative services, and field assignments necessary in bringing completion to the project expeditiously. Tasks associated with this responsibility may include full-time project management consulting services, full-time field superintendent consulting services, and construction inspection services to match the level and status of active construction.

Consultants and subconsultants working on A/E design services and Owner's Representative services for the Joliet MRTC project are excluded from participating in this solicitation. At the negotiation meeting, the prime Consultant and subconsultant(s) will disclose all current relationships with the A/E design team and any of Joliet's Owner's Representatives. The Prime Consultant and all subconsultants cannot be listed on the Federal Excluded Parties Listing System (EPLS).

The department will furnish the Consultant with any available plans, field notes, data, statistics, agency coordination, railroad coordination, existing right-of-way plans, aerial photos, boring logs, and other information, and a contact person(s) to act as a liaison between the Consultant and BCT.

The completion date for this contract will be 48 months after authorization to proceed.

The work anticipated for the Joliet MRTC project may include:

- Manage and/or coordinate preliminary engineering projects assigned, including design reviews in accordance with IDOT, Federal and local standards and contract administration.
- Manage and/or coordinate environmental work effort.
- Hold regular progress meetings and briefings for IDOT and Joliet.
- Coordinate submittals and review documents.
- Perform all necessary procurement roles as required.
- Monitor, manage, and track project-level cost, schedule, and budget requirements.
- Monitor DBE compliance and EEO diversity factor.
- Maintain various status reports.
- Updated project budget and expenses regularly and provide reports as needed.
- Prepare, review, and record joint agreements and engineering agreements.
- Process contractors' invoice reimbursements and reconcile/maintain related records.
- Assist in preparing various status reports.
- Any other work as may be assigned by BCT that is required to complete the project.

Project coordination includes coordinating meetings with designated agencies and documenting the meeting discussions. Meetings with project partners (Amtrak, BNSF, Union Pacific, Metra, Pace) and other stakeholders shall also be required.

A local office in Will County or being within two hours travel time from the construction site is desirable.

The Consultant will use a web-based computerized project management system acceptable to IDOT. This system must allow for the management of all business processes used in design and construction of the project. The system must assign and track all data entry and modifications for audit purposes. The vendor is to identify in their proposal, which project management system the firm will be using for this project.

Five years of experience in construction management and inspection services involving railroad projects, bus transfer/parking facilities, vertical construction, and implementing and coordinating multiple concurrent construction contracts is desired.

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

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

- The person who will be the Principal Architect to support Project Management duties (must be an Illinois Licensed Architect). The Special Services Architecture prequalification category may be completed by the Prime and/or Sub.

- The person who will perform the duties of Field Superintendent (must be an Illinois Licensed Professional Engineer).

- The Construction Inspection Technicians/Inspectors should be familiar with inspection duties and requirements typical for this type of project.

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

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

29. Job No. P-30-006-12, Phase I – CREATE Project P6, Cook County, Bureau of Freight and CREATE Rail), Division of Public and Intermodal Transportation (DIPT).

This project may contain federal funds.

This project requires 25% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **July 27, 2011** at **10:00 A.M.** at the Harry R. Hanley Building, Central Bureau of Railroads, DIPT in **Springfield**.

Engineering services are required for a Chicago Region Environmental and Transportation Efficiency (CREATE) Program project P6. All work for this project will be in English units.

Work is anticipated to primarily consists of Environmental Survey Request Forms (ESRF), Environmental Class of Action Determination (ECAD), Preliminary Environmental Site Assessments and Preliminary Site Investigation for CREATE Projects. Work may also consist of conducting surveys, hydraulic surveys, hydraulic analysis, geometric studies, environmental assessment, and preparing Project Reports. This work may include data collection, development of track alignment alternatives, cost estimates, signal layout, traffic/train management analysis, accident analysis, bridge condition reports, hydraulic reports, type, size and location (TS&L) drawings, structure plans and other related work and exhibits necessary to produce the Project Reports.

Phase I engineering services are required for the P6 project, which includes grade separating CN over the IHB, approximately 1.5 miles.

The estimated construction cost for this project is over $90,000,000. The completion date for this contract 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 24 months.

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

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

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

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

- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer with railroad structure

experience). In addition, the staff performing this work must be identified as well as their applicable experience in railroad structures.

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

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

- The person who will perform Preliminary Site Investigation for CREATE Projects must be prequalified in the Hazardous Waste. The Hazardous Waste Category may be completed by Prime and/or Sub.

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

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

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

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

NOTICE FOR JOINT VENTURE
02-03-11

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 firms' prequalification, capacity and evaluation history. IDOT **does not** have a form for joint venture agreements. The firms submitting as a joint venture are required to obtain and submit the joint venture agreement.

If firm is submitting as part of a JV team, then the firm may not submit as a prime alone or as part of another Joint Venture team on the same item.

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 :
Location Drainage

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

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

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

Notice
Of
Performance Policy Change
October 14, 2010

The previous performance policy dated March 9, 2004 has been revised to the following:

Firms will lose prequalification in a category for the following periods, under the following conditions and for the following periods of time:

Final Evaluation	Action	Duration
One "Substandard" in a category*	Suspended from submitting an SOI requiring the evaluated category**	The next two PTB's, or six months from the date of notification whichever is greater***
One "Poor" in a category*	Suspended from submitting an SOI requiring the evaluated category**	The next eight PTB's, or two years from the date of notification whichever is greater***

* This includes subcontract work.

** For example, if the evaluation is in a less complex category, such as "Highway Bridges: Simple," the firm also cannot submit on items requiring more complex similar categories such as "Highway Bridges: Complex." Conversely, if the evaluation is in a more complex category such as "Highway Bridges: Complex." The firm would not necessarily be suspended from submitting in similar simple categories such as "Highway Bridges: Typical."

*** At the end of the term, the firm must request reinstatement to the suspended categories. This will require documentation of efforts and success in correcting the issues which lead to the subject evaluations.

A firm receiving two less than "Satisfactory" final evalutions in a category within five years will:

- Lose prequalification in that category for one year if the second less than "Satisfactory" rating is "Substandard." Reinstatement of the prequalification in that category will require a request for the firm with documentation that the issues which led to the subject evaluations have been rectified, one the term of loss is complete.

- Lose prequalification in that category for five years if the second less than "Satisfactory" rating is "Poor." Reinstatement of prequalification in that category will require a request from the firm with documentation that the issues which led to the subject evaluations have been rectified, one the term of loss is complete.

APPEAL PROCESS

Firms that disagree with a final evaluation have a process with which to appeal, and its steps are as follows:

1. After receipt of the final evaluation, the consultant has 30 days in which to appeal a "Substandard" or "Poor" evaluation. The appeal is submitted in writing to the department entity that managed the contract and prepared the final evaluation (e.g., Regional Engineer, Bureau of Design and Environment, Bureau of Bridges and Structures).

2. The appeal will clearly state the basis for the appeal and any support documentation shall be attached.

3. When the consultant is not satisfied with the results of the appeal to the department entity that prepared the final evaluation, the consultant can request in writing, within 14 days, a review by the Deputy Director of Highways. The consultant shall provide a copy of the appeal to the department entity that managed the contract and the BDE Bureau Chief. The Deputy Director of Highways reviews the documentation file and the evaluation, and meets with the consultant and the department entities involved.

4. If the consultant remains unsatisfied with the results after meeting with the Deputy Director of Highways, the consultant may file a written appeal with the Director of Highways within 14 days of the final action by the Deputy Director of Highways

5. The appeal shall state specifically the basis of the appeal and the reasons why the decision by the Deputy Director of Highways is incorrect. No new issues may be raised.

6. The Director will review all the information submitted with the appeal. The director may request a meeting with the consultant. The consultant will be notified in writing of the Director's decision. The decision of the Director will be final.

Note this appeal process replaces the existing appeals process currently contained in Section 8-4.05(k) of the BDE Manual. It will be formally added to the manual at the earliest opportunity.

Notice
Of
IDOT ELECTRONIC ENGINEERING CONSULTANT SUBSCRIPTION SERVICE
November 10, 2010

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

Located at: http://www.dot.il.gov/desenv/ptbsubsc.html

Instructions to Subscribe

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

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

1. Address the e-mail message to: subscribe-dot-ptb@lists.illinois.gov
2. Send message
3. A confirmation e-mail will be sent to the subscriber asking them to reply or click a link.

Instructions to Unsubscribe

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

1. Address the e-mail message to: unsubscribe-dot-ptb@lists.illinois.gov
2. Send the message.
3. A confirmation e-mail will be sent to you removing you from the subscription list.

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET
August 1, 2010

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

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

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

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

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

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

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

_____

_____

_____

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

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

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

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

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET
August 1, 2010

Exhibit B (BDE XHBT-B) (continued)

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

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

☐ Environmental Lead

☐ Noise

☐ Water Quality

Ecology Wetlands & Associated Aquatic Resources

Biological Resources (other than Wetlands)

☐ Community Impacts

☐ Public Involvement

☐ Technical Writing

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

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

  ☐ Firm name

  ☐ Correct PTB #

  ☐ Item #'s listed match Items being submitted

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

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

- Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure (BDE DISC 2 Template)(Consultants))(Prime)

Page 1 Completed:

☐ PTB #

☐ Firm Name

Form A Completed:

☐ Firm Name

☐ Address, Phone, E-mail, & Fax

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET
August 1, 2010

Form A continued

Individual Information Completed when applicable:

- ☐ Name
- ☐ Address
- ☐ Conflicts/Communications/Debarment

Applicable or Not Applicable Statements

- ☐ Signed
- ☐ Dated correctly

Form B Completed:

- ☐ Firm Name
- ☐ Address, Phone, E-mail, & Fax
- ☐ Dated correctly
- ☐ Signed

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

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

NOTICE

Description and Minimum Requirements for Statement of Experience and Financial Condition Quality Assurance Category EFFECTIVE 3-1-10

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

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

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

Notice of Consultant Engineering Mentor Protégé Program

Effective December 23, 2009
Revised 02-04-10

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

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

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

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

Frequently Asked Questions for Submitting Statements of Interest for Professional Transportation Bulletin
4-28-11

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

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

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

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

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

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

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

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

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

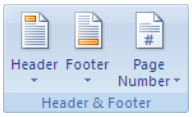
5. **Question:** The footer disappears when I insert the Exhibit A/B file. How do I keep the footer?

   Answer: There are two options

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

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

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



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

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

OR

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

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

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

Also, in every advertisement it states:

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

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

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

How do we address this in our submittal?

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

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

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

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

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

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

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

What are we required to include in the above?

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

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

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

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

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

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

    Location/Design Study Work

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

    For projects requiring Environmental Reports, the second portion is required

    Environmental Work

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

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

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

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

    Or

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

Can we go over the 2 page limit?

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

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

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

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

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

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

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

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

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

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

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

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

NEW:
The forms for Current Obligations, Delinquent Debt, Exhibit A, and the Iran Disclosures have been completed and are attached as examples of how to correctly fill out for submittal.
Forms are located at: http://www.dot.il.gov/desenv/deform.html

Illinois Department of Transportation

Consultant's Current Obligations for Statements of Interest

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

Work For the Illinois Department of Transportation

Your Firm as Prime Consultant

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

Your Firm as Subconsultant To:

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

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

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

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

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

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

Summary of Work

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

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

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

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

Illinois Department of Transportation

Delinquent Debt Certification

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

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

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

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

Jane Doe — Signature

2-17-10 — Date

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

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

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

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

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

Illinois Department of Transportation

Delinquent Debt Certification

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

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

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

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

Jessica Smith (Signature) 2-16-10 (Date)

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

N/A

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

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

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

Illinois Department of Transportation

Delinquent Debt Certification

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

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

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

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

Megan Jones
Signature

2-16-10
Date

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

N/A

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

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

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

Illinois Department of Transportation

Consultant's Exhibit A

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

Proposed Staff, Subconsultants and Current Transportation Obligations

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

(City) Engineering Town (State) IL

Signature: Jane L. Doe

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

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

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

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

Other Required Key Staff:

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

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

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

Other Required Key Staff:

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

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

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

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

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

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

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

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

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

If **No**, explain:

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

JKays Civil Firm (DBE) surveying services

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

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

Illinois Department of Transportation

Consultant's Exhibit A

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

Proposed Staff, Subconsultants and Current Transportation Obligations

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

(City) Engineering Town (State) IL

Signature: *Jane L. Doe*

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

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

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

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

Other Required Key Staff:

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

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

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

Other Required Key Staff:

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

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

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

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

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

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

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

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

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

If **No**, explain:

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

JKays Civil Firm (DBE) surveying services

Megs Structural Creations (Structures Highway: Typical)

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

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

Illinois Department of Transportation

Disclosure of Business Operations in Iran

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

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

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

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

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

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

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

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

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

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

THE FOLLOWING STATEMENT MUST BE SIGNED AND DATED

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

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

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

APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:

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

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

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

_____ _____
Signature (mandatory) Date

_____
Print Name

_____
Print Title

_____
E-mail Address

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

NOTICE
Effective January 24, 2008

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

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

http://amrl.net

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

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

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

- Select Next
- Select Finish

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

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

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

NOTICE

Construction Guides
and
Manuals – Memorandums

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

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

NOTICE
DBE FIRMS AND PROJECT GOALS

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

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

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

“Special Notice Regarding Disadvantaged Business Enterprises”

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

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

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

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

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

3. Contract negotiations will be terminated.

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

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

NOTICE OF ELECTRONIC SIGNATURES

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

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

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

Signature Certification for Electronic Submittal

Signature Certification For Electronic Submittals

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

_____ _____ _____

(Firm) (Signature) (Title)

STATE OF _____

COUNTY OF _____ I, _____

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

_____

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

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

_____

NOTARY PUBLIC

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

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

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

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

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

Overtime Billing
for
Engineering Consultant Contracts

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

NOTICE
For
Prequalification of Consultants & DBE Revisions

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

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

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

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

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

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

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

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

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

Illinois Department of Transportation

S-33 Soils Field Testing and Inspection Course

Course objective: This course prepares the student to provide basic guidance to construction and materials personnel involved in field testing and inspection of soil excavation, embankment, subgrade, and shallow foundations for various structures. This course also describes common geotechnical problems and the remedial actions generally used to correct them.

Following completion of this course, the student will be able to do the following:

1. Understand the relationships between soil moisture content and soil density
2. Obtain field (wet) density and corresponding dry density
3. Use 1 Point Proctor Family of Curves to find a soil's Standard Dry Density (SDD) and Optimum Moisture Content (OMC)
4. Assess field compaction and moisture content
5. Inspect embankment placement
6. Check subgrades and determine depths of undercuts and treatment
7. Perform shallow structure foundation inspections and soil testing to establish and/or verify the adequacy of foundation material for box culverts and shallow structure foundations.

Successful completion of this course meets consultant eligibility requirements for Department prequalification.

Course Materials: http://www.dot.il.gov/bridges/pdf/S-33%20Class%20Reference%20Guide.pdf

Enrollment: Please contact Mr. Jody Meador at 217-782-0553 or by email at Jody.Meador@illinois.gov to enroll in a class. You will be contacted two to three weeks prior to the class to confirm your enrollment.

Schedule: Each class is three days, starting at 1:00pm on first day and ending at noon on third day. The 2010-11 training schedule is listed below:

IDOT District One Materials Laboratory,
201 West Center Court, Schaumburg, Illinois 60196

- December 7-9, 2010
- March 21-23, 2011 – Overflow course - will only be offered if other classes are filled

IDOT Bureau of Materials & Physical Research,
126 East Ash Street, Springfield, Illinois 62704

- January 18-20, 2011

Union Local 150 Training Center,
19800 West Arsenal Road, Wilmington, Illinois 60481

- February 22-24, 2011

NOTICE OF TRAINING OPPORTUNITY
Updated 4-24-09

LAKELAND COLLEGE TRAINING COURSES

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

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

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

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

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

NATIONAL TRANSIT INSTITUTE (NTI) COURSES

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

http://www.ntionline.com