

# Professional Transportation Bulletin

PTB 170

November 14, 2013

Statements of Interest are due before 12:00 p.m.  
on December 5, 2013  
Selection Date: January 29, 2014



**Help &**  
INFORMATION

The logo features the word "Help" in a stylized, blue, 3D font with a yellow outline, followed by an ampersand and the word "INFORMATION" in a yellow, outlined, sans-serif font. The entire logo is set against a yellow background within a blue-bordered square.

Check this out

The logo consists of the text "Check this out" in a black, sans-serif font at the top. Below the text is a yellow square containing a black clock face with a large black checkmark in the center. A curved arrow points from the bottom left towards the clock. The entire graphic is set against a blue background within a blue-bordered square.

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

# IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

**Selection Date: January 29, 2014**

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 November 14, 2013.

## 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](mailto: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

Regional/District Contact information.

#### Region 1

##### **District 1**

Mr. John Fortmann(Acting)  
201 West Center Court  
Schaumburg, IL 60196

#### Region 2

##### **District 2**

Mr. Paul Loete  
819 Depot Avenue  
Dixon, IL 61021

##### **District 3**

Mr. Paul Loete  
700 East Norris Drive  
P.O. Box 697  
Ottawa, IL 61350

#### Region 3

##### **District 4**

Mr. Joseph Crowe  
401 Main Street  
Peoria, IL 61602

##### **District 5**

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

#### Region 4

##### **District 6**

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

##### **District 7**

Mr. Roger Driskell  
400 West Wabash  
Effingham, IL 62401

#### Region 5

Mr. Jeffrey Keirn (Acting)

##### **District 8**

1102 Eastport Plaza  
Drive  
Collinsville, IL 62234

Mr. Jeffrey Keirn (Acting)

##### **District 9**

State Transportation Building  
P.O. Box 100  
Carbondale, IL 62903

# Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 171	PTB 172	PTB 173	PTB 174	PTB 175	PTB 176	PTB 177
PUBLISH PTB	02-06-14	05-01-14	08-07-14	11-06-14	02-05-15	05-07-15	8-06-15
***STATEMENTS OF INTEREST ARE DUE	02-27-14	05-22-14	08-28-14	12-04-14	02-26-15	05-28-15	8-27-15
SELECTION MEETING	04-23-14	07-16-14	10-22-14	1-28-15	4-22-15	7-22-15	10-21-15

**\*\*\* STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 11-14-13 & 12-05-13 (12:00 P.M. NOON)**

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

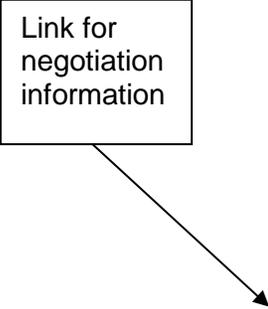
Only SUBMITTALS through EPAS will be considered for Professional Transportation Bulletins.

# NOTICE

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

## Consultant Services

Link for negotiation information



[CECS and Supporting Documents](#) **New**  
[Consultant Forms](#)  
[Consultant Mentor Protégé Program](#)  
[Consultant Prequalification](#) **New**  
[Consultants Professional Transportation Bulletins](#)  
[Engineering Prequalification and Agreement Letter from Secretary](#)  
[Facility Cost of Capital Rates](#)  
[Federal Mileage Reimbursement Rates \(for existing contracts with CONUS\)](#)  
[Frequently Asked Questions](#)  
[IDOT CADD Support](#)  
[Negotiation Information for Current Bulletin](#)  
[Prequalification Enhancement Committee](#)  
[Professional Transportation Bulletin Schedule](#)  
[Standard Agreement Provisions for Consultants](#)  
[Uniform Audit and Accounting Guide](#)  
[Vendor Documents System](#)

- **Region 1**
  - John Fortmann
    - District 1
      - Items 1 - 8
- **Bureau of Design & Environment**
  - John Baranzelli
    - Item 13
- **Bureau of Safety**
  - Priscilla Tobias
    - Item 21
- **Region 2**
  - Paul Loete
    - District 2
      - Item 9 - 11
- **Bureau of Local Roads**
  - James Klein
    - Item 14
- **Office Planning & Programming**
  - Jeffrey South
    - Item 22-23
- **Region 4**
  - Roger Driskell
    - District 6
      - Items 12
- **Bureau of Operations**
  - Justan Mann
    - Items 15-20
- **Department of Natural Resources: See Advertisement, Item 24**

# Notice

## Allowable Direct Costs Effective October 1, 2013

The allowable direct costs information was sent to the consultant distribution list on October 1, 2013.

Vehicle Rental \$55/day  
Leased/Owned Vehicles \$65/day  
Half Day Rate \$32.50  
Parking is now **an allowable** cost  
Cell Phones is now **an unallowable** direct cost

On executed contracts: These costs incurred after October 1, 2013, may be billed if part of the firm's normal billing practice. Cell phones costs are not reimbursable after October 1, 2013.

Information for the Cost Estimates and Consultant Services is available on the website:  
<http://www.dot.il.gov/desenv/escalationmaterials.html>

### CECS and Supporting Documents

*To open Microsoft Office Excel 2007 .xlsx or .xlsm files with Microsoft Office Excel 2003, Excel 2002, or Excel 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 Excel 2007 documents in previous versions of Excel.*

*If you have questions regarding the CECS and Supporting Documents please email:  
[DOT.Escalation@illinois.gov](mailto:DOT.Escalation@illinois.gov)*

#### Tips & Tools

- [BDE 435: Payroll Rates QA Check Sheet Rev. 3/3/09](#)
- [BDE 436: Direct Costs Check Sheet Rev. 9/30/13](#)
- Cost Estimate for Consultant Services Worksheets
  - [Anniversary Cost Plus Revised 4/13/09](#)
  - [Anniversary Direct Labor Multiple \(2.85\) Revised 01/07](#)
  - [Anniversary Direct Labor Multiple \(2.80\) Revised 01/07](#)
  - [Anniversary Direct Labor Multiple Revised 01/07](#)
  - [Fixed Cost Plus Revised 4/13/09](#)
  - [Fixed Direct Labor Multiple \(2.85\) Revised 01/07](#)
  - [Fixed Direct Labor Multiple \(2.80\) Revised 01/07](#)
  - [Fixed Direct Labor Multiple Revised 01/07](#)
- [Escalation Template Revised 10/13](#)
- [State Mileage Reimbursement Rates](#)

# Notice

~~Joint Ventures~~

## Teaming Effective 11-14-13

The action of joining forces with another consultant to submit on a Professional Transportation Bulletin is now called Teaming. All policies and procedures referring to ~~Joint Venture~~ still apply with Teaming as the new name of the effort.

When submitting as a team, the collective prequalifications of the team are used to determine eligibility. When a Team is selected, negotiations proceed with the Team. Contracts are executed with the Team at the end of successful negotiations.

Statements submitted by Teams may be considered unless specifically prohibited in the advertisement. The Team Agreement is signed by all parties and must be included with the statement of interest.

The Team entity will have the sum of the individual firms' prequalification, capacity and evaluation history. IDOT **DOES NOT** have a form for Team agreements. The firms submitting as a Team are required to obtain and submit the Team agreement.

If a firm is submitting as part of a Team, then the firm may not submit as a prime alone or as part of another Team on the same item. The required insurance coverage applies to the Team entity. Each individual firm's current obligations (work left), delinquent debt, Iran disclosure, and disclosure forms A&B must be completed by each of the team members.

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

- The firm managing the Team/Project, i.e. the lead firm;
- The Firm invoicing (typically the lead firm);
- The firm responsible for each prequalification category (must be prequalified in the category of work the firm is performing);
- Key personnel names with firm name on Exhibit A.

Teams can be submitted through EPAS. The firm's interested in performing as a Team must coordinate with each other and submit through EPAS. The lead firm should submit the Team Agreement and the Team entities must submit the required forms.

Review the EPAS Instruction Manual for details on submitting Statements of Interest through Teaming: <http://www.dot.il.gov/desenv/preqcons.html>

# Introduction

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

**PROFESSIONAL TRANSPORTATION BULLETIN #170**  
**Publish November 14, 2013**

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 through the Engineering and Prequalification Agreement System (EPAS).

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, VIA EPAS, PRIOR TO 12:00 P.M. LOCAL TIME, December 05, 2013. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.**

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

- 1) Ability to complete the work in the time required and the firm's existing workload.
- 2) The firm's proximity to the project, when important.
- 3) Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.
- 4) Financial evaluation of the firm and its accounting methods.
- 5) Performance rating for past work done for IDOT, if applicable.

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

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

# Information 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.

All interested firms must submit through the Engineering Prequalification and Agreement System (EPAS). This includes specialty firms, for items in the Professional Transportation Bulletin that do not have prequalification categories, ie firms not prequalified in the established prequalification categories; typical items are painting, manual rewrites, steel fabrication inspection, specific testing, etc. These firms must contact [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov) to establish and account.

The instructions for using EPAS are located on the IDOT Website under Doing Business, Consultant Services, Consultant Prequalification, EPAS Instruction Manual: <http://www.dot.il.gov/desenv/peqcons.html>

Information to consider when submitting:

- A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)
- Color graphics/photographs, charts, graphs etc. can be used at your discretion. Make applicable to the requested advertisement.
- **Exhibit A** is used to give a snap shot of the firm's proposed staff as follows:
  - 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)
  - QC/QA personnel must be different individuals than the staffing, which prepared the documents.
  - Attach resumes of all key personnel listed in the SOI. It is recommended that individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
  - 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.
  - 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.
  - Include Mentor Protégé data if participating.

# Information for Submitting Statements of Interest (SOI)

- **Exhibit B** is required for Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) EPAS prompts the user to complete form B when it is required.
- 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.
- In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.
- The Current Obligation's information is an on line application in EPAS. It must be completed before you submit the Statements of Interest.
- Instructions for completing Disclosure **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. The Disclosure Forms are a separate document and one set for each prime is submitted. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- The Delinquent Debt is generated in the EPAS system and is submitted as a separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included with the Delinquent Debt.
- The Disclosure of Business Operations in Iran is also 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.
- Exhibit A, Exhibit B (when applicable), the Current Obligations, Disclosures A & B, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are required to be considered.

**Note: Actual signatures are required on the documents. Documents without actual signatures will be returned.**

PROFESSIONAL TRANSPORTATION BULLETIN  
REQUIRED FORMS  
FOR  
STATEMENT OF INTEREST SUBMITTAL

The information in all forms is required as part of all Statement of Interest submittals. The New EPAS application has the ability to include all the required information. Some forms are attached, some data is entered into EPAS directly to generate the data for the form, and some data is entered directly and replaces the form. There is an EPAS Instruction Manual for your use and can be used when completing the SOI in EPAS.

Please review the EPAS manual instructions for the submittal process.

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

The BDE Current Obligations is completed in EPAS; it is not a separate document. The Delinquent Debt is generated in EPAS based on the Statements of Interest applications. The Disclosure forms A & B are submitted via EPAS. The form is required to be completed and attached separately and then attached in the EPAS Application. BDE Forms are also located at <http://www.dot.il.gov/desenv/deform.html>

All signatures are required to be actual signatures. Forms without an actual signature will be returned.

## TABLE OF CONTENTS

### PTB 170

<u>Item</u>	<u>County</u>	<u>Description</u>
<b><u>Region 1/District 1</u></b>		
1.	Various	Job No. D-91-117-14, Various Phase II Traffic Signal Design Projects
2.	Lake	Job No. D-91-116-14, Phase II, US 12 Over IL 59 (North JCT)
3.	Various	Job No. D-91-104-14, Phase II Various Projects
4.	Various	Job No. P-91-121-14, Phase I Studies for Various Projects
5.	Various	Job No. P-91-118-14, Various Phase I Projects
6.	Various	Job No. D-91-111-14, Various Traffic Signal Coordination and Timing (SCAT) Projects
7.	Various	Job No. P-91-120-14, Phase I Studies for Various Projects
8.	Various	Job No. P-91-119-14, Various Phase I Projects
<b><u>Region 2/District 2</u></b>		
9.	Various	Job No. P-92-035-13, Various Survey Projects
10.	Winnebago Rock Island	Job No. C-92-015-14, Various Phase III Projects
11.	Various	Job No. C-92-016-14, Various Phase III Projects
<b><u>Region 4/District 6</u></b>		
12.	Various	Job No. D-96-027-14; Various Phase I/II Projects
<b><u>Bureau Of Design &amp; Environment</u></b>		
13.	Various	Job No. P-30-005-14, Photogrammetry Contract for Various Projects for the Southern Area of Illinois
<b><u>Bureau of Local Roads/Streets</u></b>		
14.	Various	Job No. C-45-002-14, Project Management and Project Support for Various Projects
<b><u>Bureau of Operations/Office of Planning and Programming</u></b>		
15.	Various	Job No. SPR-PL-3000(50), All-Hazards Transportation System Vulnerability Assessment & Response Plan

<u>Item</u>	<u>County</u>	<u>Description</u>
<b><u>Bureau of Operations</u></b>		
16.	Various	Job No. D-60-032-14, Various Traffic Signal Coordination and Timing (SCAT) Projects in Districts Six, Seven, Eight, and Nine
17.	Various	Job No. D-60-033-14, Various Statewide Sign Structure Inspection Projects
18.	Various	Job No. D-30-000-13; Various Projects for Traffic Operations and Maintenance
19.	Various	Job No. D-60-034-14, Various District 1 Sign and Tower Structure Inspection Projects
20.	Various	Job No. D-60-031-14, Various Traffic Signal Coordination and Timing (SCAT) Projects in Districts Two, Three, Four, and Five
<b><u>Bureau of Safety</u></b>		
21.	Various	Job No. P-30-006-14, Various IL Safety Program Analysis & Technical Support
<b><u>Office of Planning and Programming</u></b>		
22.	Various	P-30-003-14, Various Comprehensive Truck Study on Size and Weight
23.	Various	Various IL Multi-Modal Planning Assistance.
<b><u>Department of Natural Resources (DNR)</u></b>		
24.	Grundy	Job No. AML-GKnP-1349 – Mazonia Braidwood; Reclamation Design, Engineering

1. **Job No. D-91-117-14, Various Phase II Traffic Signal Design 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 **February 11, 2014 at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required but not limited to all work associated with the complete preparation of plans, special provisions and estimates for traffic signal projects throughout District One. The proposed projects may consist of installation of new traffic signals, modifications and modernization of existing traffic signal systems, including temporary signal and system interconnect design. Project work is also expected to include site inspections, field measurements, performing all design functions and calculations, including time space diagrams where traffic signals will be interconnected. Traffic signal design shall conform to current issues of the following: State Standard Specifications, MUTCD for streets and highways, and all applicable NEC, NEMA, AASHTO, FHWA and District 1 Standards and Guidelines. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis. Work for this project may be in English or metric units.

The department will furnish the Consultant with any available project reports; existing plans, existing and proposed traffic volume, accident data and topo-survey when available.

The estimated construction cost for these projects may range from \$50,000 to \$2,000,000. The completion date for this contract will be 36 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of 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 duties of Traffic Signal Engineer, that individual who is directly involved in traffic signal design, modification and modernization. The Traffic Signal Engineer shall have working knowledge and extensive experience in traffic signal design and operation in IDOT Region One/District One (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer). This person shall not be listed as performing any other key personnel duties.

Statements of Interest must also include the Consultant's relevant traffic signal projects completed by the firm for IDOT Region One/District One within the past five years by the key

staff members listed in the Statement of Interest. The Statements of Interest shall list all completed applicable traffic signal projects.

The prime firm must be prequalified in the **Special Plans (Traffic Signals)** 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 through the Engineering and Prequalification Agreement System (EPAS).

2. **Job No. D-91-116-14, FAP 334, US 12 Over IL 59 (North JCT), Phase II, Lake County, Region One, District One.**

**This project requires 20% 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 **January 31, 2014 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for US 12 over IL 59 existing bridge structure replacement with new a new 2 span bridge. The Consultant's work is expected to consist of preparing plans, specifications, and cost estimates. The Consultant's work may include preparing TS&L plans, structure plans, and roadway plans, consisting of widening in order to comply with the current roadway width requirements. The Consultant's work is also expected to include surveys and geotechnical engineering services, and any other related work to complete the project.

The department will furnish the Consultant with an abbreviated project report that includes location drainage study, pavement design, available microfilm plans, any available data, and existing developed contract plans.

The estimated construction cost for this project is \$3,500,000. 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 QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will perform the work in the area of geotechnical analysis and the preparation of the Roadway Geotechnical Report (RGR) and Structural Geotechnical Report (SGR) (must be an Illinois Licensed Professional Engineer). The required Geotechnical(s) prequalification category may be completed by the Prime and/or Subconsultant.
- The person who will be in-charge of route surveys (must be an Illinois Licensed Professional Land Surveyor). The required surveying prequalification category may be completed by the Prime and/or Subconsultant.

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

**Highways (Roads & Streets)**

**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 through the Engineering and Prequalification Agreement System (EPAS).

3. **Job No. D-91-104-14, Phase II Various 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 **February 4, 2014 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for plan preparation, plan review, and surveying on various projects in District One. Work is expected to include contract plan preparation, plan review and surveying for various projects. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Work orders may include the preparation of contract plans for various projects involving roadway and/or bridge improvements, drainage improvement plans, preparation of miscellaneous plan and structure details, TS&L plans, structure plans, review of plans by consultants and local agency consultants for roadway and bridge reconstruction projects, obtaining pavement composition cores for resurfacing projects and geotechnical borings for structure designs 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 various projects may range from \$200,000 to \$3,000,000. The completion date for this contract will be 36 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of 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 Surveyor). The required surveying prequalification category may be completed by the Prime and/or Subconsultant.

- 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)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS)

4. **Job No. P-91-121-14, Phase I Studies for Various 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 **February 3, 2014 at 9:00 A.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. The scope of work may include new Phase I 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.

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

The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader and Staff, and report to the Consultant Studies Unit Head. 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, bridge inspections and condition reports, drainage studies including hydraulic reports, cost estimates, public involvement, project reports anticipated to be processed as categorical exclusions, and all other related work necessary to complete various Phase I studies and tasks. The Consultant will be expected to perform work in the district office as needed. The Consultant will also be required to assist the district in reviewing, overseeing, tracking, and prioritizing projects being performed by IDOT personnel and other consultants.

The cumulative cost of construction of these projects is anticipated to be in excess of \$20,000,000.

This work must be completed within 60 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of preparing structural concepts (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).
- 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:

**Location/Design Studies (Reconstruction/Major Rehabilitation)**

**Structures (Highway: Typical)**

**Special Studies (Location Drainage)**

**Hydraulic Reports (Waterways: Typical)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

5. **Job No. P-91-118-14, Various Phase I 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 **February 3, 2014 at 9:00 A.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. The scope of work may include new Phase I studies for intersections, small highway segments, bridges, and/or assisting the District in completing on-going Phase I studies and tasks. In addition, the Consultant may be required to assist the District with the management of an ADA Transition Plan. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with any relevant and available information such as accident data, existing and projected traffic data, utility coordination, and right-of-way data, as well as archaeological, historical, wetland, and special waste survey coordination. The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader & Staff, and report to the In-House Studies Unit Head. 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 Consultant will be expected to perform work in the district office as needed. The Consultant may also be required to assist the district in reviewing, overseeing, tracking, and prioritizing projects being performed by IDOT personnel and other consultants. The Consultant should have sufficient trained staff familiar with ADA/PROWAG requirements to be able to: assist the District with field data collection; inventory the District's services, policies and practices; manage, process and monitor data collected and incorporate it into a coherent GIS and/or IRIS compatible database.

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 60 months after authorization to proceed.

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

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

**Location/Design Studies (Reconstruction/Major Rehabilitation)**

**Structures (Highway: Typical)**

**Special Studies (Location Drainage)**

**Special Studies (Traffic)**

**Hydraulic Reports (Waterways: Typical)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

6. **Job No. D-91-111-14, Various Traffic Signal Coordination and Timing (SCAT) Projects, Various Routes, Various Counties, Region One, District One.**

**This project requires 10% 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 **January 29, 2014 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for developing traffic signal coordination and timing for various systems located in District One, responding to signal operation complaints and performing other traffic related tasks. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with manuals, plans, and/or other pertinent available information.

After a Work Order has been assigned, the Consultant shall have two (2) weeks to implement a functional interim Time-of-Day operation program. Work may consist of the following:

- Data Collection - Field collection of traffic counts, turning movements, signal phasing, signal timings, equipment inventory, and other data needed to quantify existing operating conditions and determine signal optimization alternatives.
- Data Analysis - Appropriate computer models, such as SIGNAL, Transyt 7F, Passer II, and Synchro will be run on the database for each of the selected locations. Recommendations for optimal signal operation plans will be generated utilizing the existing signal equipment and equipment with minor recommended enhancements using the existing signal phasing and recommendations for improving signal phasing. Engineering judgment will be used to select the final plan to be recommended for implementation.
- Implementation - The approved Time-of-Day optimization plan will be placed in operation with any necessary fine-tuning adjustments. The Traffic Responsive Program shall then be implemented and fine-tuned.
- Evaluation - A study of the effectiveness of the optimization plan will be conducted. Benefits will be estimated in terms of travel delay reductions, fuel savings, and reduction of carbon monoxide emissions. Recommendations for further enhancements to the optimization plan and/or equipment modifications may be requested for locations where the operation is still unsatisfactory.
- Field observation of signal operations – Identify operational problems, suggest corrective action and provide response to the complaint.
- Assist the Department in the evaluation of traffic signal operation objectives, needs and traffic demand to determine if other signal control technologies are appropriate.
- Perform other roadway operational tasks as assigned by the District Traffic Signal Engineer.

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 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 necessary to prepare traffic signal coordination and timing optimization plans.
- The person who has the necessary experience with traffic signal equipment and who will recommend equipment enhancements, implementation of the optimization plans, recommend any fine-tuning adjustments and will identify corrective action to address operational complaints.
- The person who conducts the evaluation of the optimization plans.
- The person(s) who is(are) responsible for establishing parameters for traffic adjusted operation of closed-loop signal systems, the methodology used in establishing traffic adjusted optimization, and a listing of prior traffic adjusted programs recently implemented by the individual(s). The individual(s) must demonstrate through past optimization the ability to set-up a closed-loop traffic responsive system using both volume and occupancy settings. The individual(s) must demonstrate recent District One experience in the development of traffic signal coordination and timing, utilizing the District's standard traffic controllers: Eagle/Siemens and Econolite/Aries.
- The person who will perform the QC/QA review work of all milestone submittal documents.

Statements of interest must also include the Consultants' relevant District One SCAT projects completed by the firm within the past 5 years, do not list more than 10 projects, by members of the Consultant's current key personnel listed above.

The prime firm must be prequalified in the **Special Studies (Signal Coordination & Timing: SCAT)** 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 through the Engineering and Prequalification Agreement System (EPAS).

7. **Job No. P-91-120-14, Phase I Studies for Various 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 **January 30, 2014 at 1:30 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. The scope of work may include but not be limited to new Phase I 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.

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

The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader and Staff, and report to the Consultant Studies Unit Head. 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, bridge inspections and condition reports, drainage studies including hydraulic reports, cost estimates, public involvement, project reports anticipated to be processed as categorical exclusions, and all other related work necessary to complete various Phase I studies and tasks. The Consultant will be expected to perform work in the district office as needed. The Consultant will also be required to assist the district in reviewing, overseeing, tracking, and prioritizing projects being performed by IDOT personnel and other consultants.

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 60 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of preparing structural concepts (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).
- 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:

**Location/Design Studies (Reconstruction/Major Rehabilitation)**

**Structures (Highway: Typical)**

**Special Studies (Location Drainage)**

**Hydraulic Reports - Waterways: Typical**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

8. **Job No. P-91-119-14, Various Phase I 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 **February 3, 2014 at 10:00 A.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. The work may include but not be limited to new Phase I studies for intersections, small highway segments, bridges, and/or assisting the District in completing on-going Phase I studies and tasks. In addition, the Consultant may be required to assist the District with the management of an ADA Transition Plan. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with any relevant and available information such as accident data, existing and projected traffic data, utility coordination, and right-of-way data, as well as archaeological, historical, wetland, and special waste survey coordination. The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader & Staff, and report to the In-House Studies Unit Head. 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 Consultant will be expected to perform work in the district office as needed. The Consultant may also be required to assist the district in reviewing, overseeing, tracking, and prioritizing projects being performed by IDOT personnel and other consultants. The Consultant should have sufficient trained staff familiar with ADA/PROWAG requirements to be able to assist the District with field data collection, inventory the District's services, policies and practices; manage, process and monitor data collected and incorporate it into a coherent GIS and/or IRIS compatible database.

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 60 months after authorization to proceed.

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

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

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

**Location/Design Studies (Reconstruction/Major Rehabilitation)**

**Structures (Highway: Typical)**

**Special Studies (Location Drainage)**

**Special Studies (Traffic)**

**Hydraulic Reports (Waterways: Typical)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

9. **Job No. P-92-035-13, Various Survey Projects, Various Routes, Various Counties, Region Two/District Two.**

**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 **February 4, 2014 at 10:30 A.M.** at the Region Two/District Two Office in **Dixon**.

Phase I engineering services are required to furnish various surveys throughout District Two. Work is anticipated to include field office assistance for surveys to establish or re-establish section corners, reference said corners to centerlines, preparation of a cover sheet, Right-of-Way Plats, Easement Plats, Premise Plats, legal descriptions, Monument Record Plats (copies of recorded Monument Record Plats to be furnished by the Consultant), section Corner Plat of Survey, and staking plans for projects of approximately 20 parcels. Work orders under the blanket agreement will be negotiated and authorized by the department on as as-needed basis.

In addition, the Consultant selected may perform survey functions, including, but not limited to horizontal and vertical control for aerial mapping projects and topographic surveys. The Consultant may be required to contact local land surveyors for their input and may be expected to obtain historic survey reference data.

The department will furnish the Consultant with alignment data, Title Reports, Existing Right-of-Way Plats, and Proposed Right-of-Way requirements when available.

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 or an Illinois Licensed Professional Land Surveyor).
- The person who will perform/supervise the work in the area of surveying (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 or 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 through the Engineering and Prequalification Agreement System (EPAS).

10. **Job No. C-92-015-14, Various Phase III Projects, Various Routes, Winnebago and Rock Island Counties, Region Two/ District Two.**

**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 an initial meeting on **February 5, 2014 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.

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 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 are \$200,000 to \$48,000,000. 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 48 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 through the Engineering and Prequalification Agreement System (EPAS).

11. **Job No. C-92-016-14, Various Phase III Projects, Various Routes, Various Counties, Region Two/ District Two.**

**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 **February 5, 2014 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.

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.

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 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.

The estimated construction costs for these projects are \$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 36 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 through the Engineering and Prequalification Agreement System (EPAS).

12. **Job No. D-96-027-14; Various Phase I/II Projects, Various Routes, Various Counties, Region Four, District Six**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a Scope of Services meeting on **January 31, 2014, at 10:00 A.M.** in the Region Four, District Six Office in **Springfield**.

Phase I and/or II engineering services are required for various projects throughout District Six. 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.

The Phase I work, if required, may consist of conducting route 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 other related work and exhibits necessary to produce the Project Report, as necessary.

The Phase II work, if required, may consist of conducting route surveys, land 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. A few of these projects may include, but not be limited to, completing plan preparation for bridge repairs and/or rehabilitations from IL 16 at Litchfield to IL 104 in Montgomery and Sangamon Counties.

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 other information.

The estimated construction costs of these projects may range from \$100,000 to \$3,000,000. It is anticipated that this contract will include approximately 5 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 Land Surveyor).
- 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 (Freeways)**

**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 through the Engineering and Prequalification Agreement System (EPAS).

13. **Job No. P-30-005-14, Photogrammetry Contract for Various Projects for the Southern Area of Illinois, Bureau of Design and Environment.**

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 **February 18, 2014 at 10:00 A.M.** at the Harry R. Hanley Building, Bureau of Design and Environment, in **Springfield**.

The main emphasis of the services required is obtaining aerial photography for the southern area of Illinois. Other photogrammetry services may be required on an as needed basis. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The Consultant's work is expected to include the following services:

- 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.

Other photogrammetric services, which may be requested:

- 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.
- Light Detection and Ranging (LIDAR) – The consultant may be requested to collect Light Detection and Ranging (LIDAR) data to support the generation of a high resolution Digital Terrain Model (DTM) and contour mapping.
- Staff – The consultant may be requested to provide staff to work on-site to meet in-house staffing shortages.

The completion date for this contract will be 60 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.
- The person who will perform the QC/QA review work of all milestone submittals.

The prime firm must be prequalified in the **Special Services (Aerial Mapping)** 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 through the Engineering and Prequalification Agreement System (EPAS).

**14. Job No. C-45-002-14, Project Management and Project Support for Various Projects, Bureau of Local Roads and Streets.**

**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 **February 4, 2014 at 1:30 P.M.** at the Harry R. Hanley Building, Central Bureau of Local Roads & Streets (CBLRS) office in Springfield.

A Project Manager (PM) Consultant is required for various engineering services within the CBLRS. The PM will support IDOT staff in managing policy implementation, specification and special provision development, and local public agency (LPA) project review. This work involves working directly with central office staff in CBLRS and other bureaus; the Illinois Association of County Engineers, the Illinois Municipal League, and the Township Officials of Illinois; and LPAs and their consultants. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The PM will be expected to perform work similar to an IDOT Civil Engineer V and VI. It is desired that key staff from the PM spend a substantial amount of their time working to support staff in the CBLRS office. This work may include engineering, technical support, engineering management, project control, administrative services, training, and field assignments necessary in bringing completion to projects expeditiously.

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

The work is anticipated to include:

- Review policies issued by other offices and bureaus for inclusion or revision of the BLRS Policy Manual.
- Update BLRS Policy Manual based on revisions to AASHTO, TRB, ASTM, NCHRP, federal, and state manuals, guides, reports, research, and process reviews.
- Update policies, guides, specifications/special provisions, forms, and any other CBLRS resource based on federal or state legislative changes.
- Monitor status of experimental feature for development and issuance of statewide specifications or special provisions.
- Provide technical articles and training for the Illinois Technology Transfer Center.
- Coordinate the processing of Environmental Survey Requests (ESR's).
- Review and prepare comments on draft Phase I Project Development Reports (PDR's).
- Prepare, review and record joint agreements and engineering agreements

The Consultant is required to have the following:

- Experience or ability in research, development, and production of technical manuals, including the preparation of manuals for IDOT and other Departments of Transportation.
- Detailed knowledge of and experience in working with highway construction policies and procedures, including IDOT's Standard Specifications for Road and Bridge Construction, Specifications, the MUTCD, related work zone safety, environmental and OSHA policies,

federal and state procurement requirements and FHWA contract administration regulations.

- Ability to produce and use the latest version of Microsoft Office products, CADD Micro-Station and Adobe Acrobat (PDF).
- Experience with developing preliminary engineering activities on highway projects.

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

Key personnel listed on **Exhibits A & B** 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 for engineering and technical support and in the review of project development reports and/or plans (must be an Illinois Licensed Professional Engineer).

Statements of Interest must also include:

- Firm's experience with the development of technical manuals and specifications; and with the review of Phase I and II documents.
- Firm's techniques for completion of this work.
- A statement of your firm's ability to perform the work within the time frame described above including allowance for review by IDOT Central Office, District Offices and LPA Partners.

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**  
**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 through the Engineering and Prequalification Agreement System (EPAS).

15. **Job No. SPR-PL-3000(50), All-Hazards Transportation System Vulnerability Assessment & Response Plan, Bureau of Operations/Office of Planning & Programming.**

**This project contains Federal Funds.**

**This project requires a 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 **February 3, 2014 at 1:00 P.M.** at the Harry R. Hanley Building, in the Office of Planning and Programming, in Springfield.

The department is requesting a Consultant to develop the All-Hazards Transportation System Vulnerability Assessment & Response Plan. The Consultants work is expected to include work with the Department's Climate Change Adaptation Stakeholder Committee in the development of the plan. The Consultant is expected to inventory all major assets across all transportation modes, compile data on Illinois' most critical hazard "types," and craft a critical rating scale to determine vulnerabilities within the inventory and any other work necessary to complete the plan.

Deliverables/Products expected of the selected Consultant include but are not limited to a consolidated asset inventory showing critical rating for each hazard type, recommendations for maintenance, needed maintenance resources, design guidance, a prioritized action plan, and a final report with associated executive summary.

Tasks are also expected to include using available asset, hazard condition and vulnerability assessment data that the department has and other appropriate data to achieve the aforementioned project goals. The Consultant will develop statistics to analyze and document the severity of hazards and vulnerability of assets for all modes (highway, public transit, rail freight, airports, and waterways) throughout the state.

- Asset Inventory: Inventory the locations of all transportation infrastructure elements in the region, including roads, bridges, railroads, highway garages, operations centers, intermodal transfer facilities, public transportation, ports, airports, and other surface transportation assets.
- "All - Hazards" approach: Identify the anticipated hazards, natural and man-made, and anticipated impacts (location and geographical extent) on the transportation asset inventory. Hazards should include, but are not limited to; floods, ice and snow, severe storms, extreme temperatures, earthquakes, tornados, land subsidence, hazardous spills, terrorism, utility failure and structural infrastructure failure.
- Determine the vulnerabilities of regional transportation infrastructure elements based on the inventory and identification of anticipated impacts determine criticality of the elements based on the populations and activities affected, as well as redundant structures and facilities.
- Develop alternatives, maintenance recommendations and design guidance, including but not limited to:
  - Necessary replacements, reconstructions, and retrofits of existing infrastructure;
  - Recommendations for maintenance activities and resource levels that can enhance the resiliency of existing infrastructure; and

- Establish design guidance for incorporating vulnerability into the IDOT Design manual and project design activities.
- Develop and prioritize an action plan with follow-up activities necessary to advance the implementation of the final report recommendations, including the timing of and potential funding sources to conduct these activities.
- Prepare a draft report incorporating all tasks
- Develop a final report, executive summary and presentation

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

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

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will be developing the plan and the different aspects of the plan as listed above.
- The environmental lead, who will be responsible for the day to day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology. Environmental Staffing on Exhibit B must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

Statements of Interest must also include an organization chart, detailed project approach, and firm and individual team member experience.

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

**Special Studies (Feasibility)**  
**Environmental Reports (Environmental Assessment)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

16. **Job No. D-60-032-14, Various Traffic Signal Coordination and Timing (SCAT) Projects, Various Routes, Various Counties, Districts Six, Seven, Eight and Nine, Bureau of Operations.**

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 **February 3, 2014** at **10:00 A.M.** at the Harry R. Hanley Building, Central Bureau of Operations office in **Springfield**.

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

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

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

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

The department will furnish manuals, plans, or any other available information.

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

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

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

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

- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents, must be an Illinois Licensed Professional Engineer;
- The person who will perform the work necessary to prepare traffic signal coordination and timing operation plans;
- The person who has the necessary expertise with traffic signal equipment and who will recommend equipment enhancements, implement the optimization plans, and recommend any fine-tuning adjustments;
- The person who will conduct the evaluation of the optimization plans.
- The person who will perform the QC/QA review work of all milestone submittal documents.

Statements of interest must also provide a brief outline of proposed procedures to be used to accomplish the project objectives stated. Consultants are also required to furnish a list of completed traffic signal system coordination and timing projects completed in the last five years by the key staff members listed in the Statement of Interest.

The prime firm must be prequalified in the **Special Studies: Signal Coordination & Timing (SCAT)** 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 through the Engineering and Prequalification Agreement System (EPAS)

17. **Job No. D-60-033-14, Various Statewide Sign Structure Inspection Projects, Various Routes, Various Counties, Various Districts, Bureau of Operations.**

**This project requires a 10% 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 a negotiation meeting on **February 4, 2014** at **11:00 A.M.** at the Central Bureau of Operations office in **Springfield**.

The scope of this project consists of planning, organizing and performing detailed structural inspections on simple aluminum span trusses, aluminum cantilever trusses, Vierendeel type steel span trusses, Vierendeel type steel cantilever trusses and bridge mounted sign structures. Work orders, by district, under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The number of overhead sign structures to be inspected is approximately 120. The detail structural inspection shall include rating of all components, evaluation of conditions and preparation of an inspection report including a prioritized summary of repairs. The use of ultra sonic testing equipment to spot check the wall thickness of end supports for aluminum trusses and the chords for Vierendeel steel trusses will be required.

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

Except when otherwise permitted by the Engineer, trusses shall be inspected by mounting them from the shoulder. This will require shoulder closure in accordance with Highway Standards 212-701101-02 or 212-7011.06 and as directed by the Engineer. 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.

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

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

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 through the Engineering and Prequalification Agreement System (EPAS).

18. **Job No. D-30-000-13; Various Projects for Traffic Operations and Maintenance, Various Routes, Various Counties, Bureau of Operations.**

**This project requires a 10% DBE participation**

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 **February 13, 2014** at **10:00 A.M.** at the Harry R. Hanley Building, Central Bureau of Operations in **Springfield**.

Various traffic operations and maintenance engineering services are required by the Central Bureau of Operations. Projects are anticipated to include plan review for the repair, rehabilitation, or replacement of overhead sign structures, pavement markings, and similar traffic related items. The Consultant may be required to assist with various drafting services, plan preparations, conduct field investigations of various IDOT facilities (including rest areas and weigh stations) for compliance with the Americans with Disabilities Act, assist with updating various IDOT traffic and maintenance policies, and assist with administering various Bureau processes. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis.

The Project Manager (PM) and their staff will be expected to perform work similar to an IDOT Project Engineer and staff. The PM and their staff will be expected to perform the work in the Central Bureau of Operations. 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 60 months after authorization to proceed.

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).
- Person(s) who will perform the work in the area of plan review (must be an Illinois Licensed Professional Engineer).
- Person(s) who will perform the work in the area of field investigations of IDOT facilities (must be an Illinois Licensed Professional Engineer).
- Person(s) who will perform the work in the area of IDOT policy updates (must be an Illinois Licensed Professional) shall be identified.

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

**Special Studies (Traffic)**

**Highways (Roads and Streets)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

19. **Job No. D-60-034-14, Various District 1 Sign and Tower Structure Inspection Projects, Various Routes, Various Counties, Bureau of Operations.**

**This project requires a 10% DBE participation**

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 on **February 4, 2014** at **2:00 P.M.** at the Harry R. Hanley Building, Central Bureau of Operations Office in **Springfield**.

Engineering services are required for the inspection of sign and tower structures and for the collection of data and the development of reports. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

Except when otherwise permitted by the Engineer, trusses shall be inspected by mounting them from the shoulder. 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 Structures Phase 1, Data Collection is expected to consist of performing a detailed structural inspection of all components of an overhead sign structure.

- The department will typically provide:
  - List of overhead sign structures to be inspected complete with structure inventory number and location.
  - List of district contacts.
  - Sample copy of inspection reports, if needed.
  - Copy of the Illinois Highway Design Standards for Traffic Control, if needed.
- The Consultant work is expected to consist of:
- Proposed inspection schedule.
- Progress report effective the 1<sup>st</sup> of the month, submitted by the 10<sup>th</sup> with written narratives to discuss work completed the past month and work expected the following month.
- Manpower, equipment, vehicles, and materials to complete the detailed inspections and any necessary nondestructive testing.
- The appropriate traffic control for each structure is to be inspected.
- Computerized database, compatible with the department's computer programs, for each structure inspected.
- Photographs of typical deteriorated overhead sign structure components.
- Draft copy of a completed overhead sign structure inspection report.
- The necessary equipment to spot check the wall thickness of suspected deteriorated supports.

Overhead Sign Structures Phase 2 – Data Analysis is expected to consist of using the data collected for each overhead sign structure inspected the Consultant is required to complete the inspection report form, rating all components of the overhead sign structure and evaluating the overall condition of the structure. Also, using the data collected the Consultant is expected to provide a comprehensive report. 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. 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 Tower Lighting Phase 1 Data Collection is expected to consist of 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.

The department will typically provide:

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

The Consultants work is expected to consist of:

- Proposed inspection schedule. Work and access must be coordinated with IDOT Electrical Maintenance Contractor.
- A Structural analysis by Structural Engineer and all reports shall be stamped with his/her license.
- 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.
- Progress report effective the 1<sup>st</sup> of the month, submitted by the 10<sup>th</sup> with written narratives to discuss work completed the past month and work expected the following month.
- Manpower, equipment, vehicles, and materials to complete the detailed inspections.
- The necessary equipment to spot check the wall thickness of and measure each flat side on the tower 2” above base plate and one at 12” from base plate.
- The necessary equipment to perform ultrasonic testing, and conduct an ultrasonic test of all anchor rods.
- A test of suspected welds and deteriorated welds with dye penetrant.
- The appropriate traffic control per IDOT Traffic Control specifications for each High Mast Lighting Tower to be inspected.

- 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 a structural Engineer. Including a PDF file of each lighting tower, with the location and tower decal number submitted on a CD.
- Digital photographs of deteriorated High Mast Lighting Tower components; Identified by tower location and decal number shall be linked / tagged to the database.
- Draft copy of a completed High Mast Lighting Tower inspection report.
- 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.

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.

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.

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

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

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 through the Engineering and Prequalification Agreement System (EPAS).

20. **Job No. D-60-031-14, Various Traffic Signal Coordination and Timing (SCAT) Projects, Various Routes, Various Counties, Districts Two, Three, Four, and Five, Bureau of Operations.**

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 **February 3, 2014 at 1:00 P.M.** at the Harry R. Hanley Building, Central Bureau of Operations office in **Springfield**.

Engineering services are required to ensure signal optimization is achieved at various isolated traffic signal and traffic signal system locations within Districts 2, 3, 4, and 5. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

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

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

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

The department will furnish manuals, plans, or any other available information.

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

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

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

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

- The person who will perform the duties of the Project Engineer, that individual in charge who is directly involved in the development of the contract documents, must be an Illinois Licensed Professional Engineer;
- The person who will perform the work necessary to prepare traffic signal coordination and timing operation plans;
- The person who has the necessary expertise with traffic signal equipment and who will recommend equipment enhancements, implement the optimization plans, and recommend any fine-tuning adjustments; and
- The person who will conduct the evaluation of the optimization plans.
- The person who will perform the QC/QA review work of all milestone submittal documents.

Consultants are required to provide a brief outline of proposed procedures to be used to accomplish the project objectives listed. Consultants are also required to furnish a list of completed traffic signal system coordination and timing projects done in the last five years by the key staff listed in the Statement of Interest. Do not supply more than 10 projects.

The prime firm must be prequalified in the **Special Studies: Signal Coordination & Timing (SCAT)** 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 through the Engineering and Prequalification Agreement System (EPAS).

21. **Job No. P-30-006-14, Various IL Safety Program Analysis & Technical Support Various Routes, Various Counties, Bureau of Safety Engineering.**

**This project contains Federal Funds.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 3, 2014 at 10:30 A.M.** at the Harry R. Hanley Building, Central Bureau of Safety Engineering Office in **Springfield**.

Engineering services are required to provide as a minimum technical support, statewide scientific based safety data analysis, analytical tool development, guidance documents and policy recommendations, training, safety research support, peer exchange facilitation and other related work and exhibits to assist with advancing the Illinois' safety engineering program in line with federal regulations, policies, manuals, and programs associated with FHWA, NHTSA, FMCSA, FRA, AASHTO, and TRB. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis.

This work is expected to require assistance with updates, maintenance and implementation of the IL SHSP and the HSIP utilizing Illinois safety data which will include detailed data analysis, emphasis area identification, SHSP emphasis area implementation team support, development of safety initiative communication and outreach material, public outreach and coordination with safety stakeholders, and annual reporting. The Consultant may also be required to do the implementation of the IL SHSP and to advance reductions in traffic related fatalities and serious injuries, work will include developing local and district SHSPs; developing maps and other tools to identify areas of focus and opportunities to reduce fatalities and serious injuries; identifying multi-discipline safety strategies supported by data analysis and track performance; and reporting annually of effectiveness of overall safety program.

The Consultant is expected to develop and implement statewide safety initiatives, statewide safety data analysis utilizing Illinois safety data and various data systems will be performed to identify contributing factors, crash trends, locations for further analysis or treatment, and potential safety countermeasures from national and state resources. This may include additional safety data collection and mapping. Advancing implementation of the HSM in Illinois through technical assistance, tool development, training, and policy change recommendations will be performed. Work may include utilizing scientific based analytical methods supported by the HSM to develop and update as warranted state and local roadway safety performance functions (SPF) and the associated Potential for Safety Improvement (PSI) ratings for all routes; to perform safety data analysis to identify and develop an annual statewide list of state and local roadway segments, corridors, and intersections that are categorized according to Safe Roads Index Ratings. Analytical tools, improved data analysis methods, guidance documents, training and presentations to advance implementation will be required. The Consultant will monitor, identify, and recommend on-going national safety programs, research, best practices, and initiatives for inclusion into the Illinois safety program.

Perform Road Safety Assessments (RSAs) or road safety diagnostic reviews as needed for a variety of road types, conditions, and phases of project development and construction, including highway railroad grade crossings and work zones.

Included will be any other safety initiatives or projects as deemed necessary and as directed by the State Safety Engineer to support the Illinois Safety Program.

The completion date for this contract will be 72 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). Please describe experience of at least 7 years related to safety program analysis and technical support with specific emphasis related to Illinois statewide safety data analysis, Strategic Highway Safety Plans (SHSP), the Highway Safety Manual (HSM) and Safety Performance Functions (SPF).
- 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). Please describe experience of at least 5 years related to safety program analysis and technical support with specific emphasis related to Illinois statewide safety data analysis, SHSP, the HSM, and SPF.
- Team member who will perform SPF and calibration development and update shall have experience in statistical analysis and HSM methods specifically applicable to Illinois crash and roadway data.
- Team member who has the necessary experience to perform annual statewide safety data analysis to identify and develop list of roadway segments and intersections that are classified as high, moderate, and low potential for improvement as related to the Safe Roads Index Rating System.
- Team member who has the necessary experience with data analysis methods and Illinois roadway safety data and data systems who can identify crash trends, contributing factors, and associated safety countermeasures and develop tools to implement.
- Team member who has the necessary experience in the safety field with roadside features, geometrics and traffic control devices and their impact associated with roadway users and who can recommend engineering policy changes.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer). Please describe experience related to roadway safety.

The prime firm must be prequalified in the **Special Studies (Safety)** category to be considered for this project.

Statements of Interest must also provide the approach the firm will take on this project along with the experience the firm has on this project including specific experience related to usage of Illinois safety data and statewide data analysis, national safety expertise, HSM implementation, SHSP development and implementation, and SPF development and calibration methods.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

**Presentations during the week of January 27 may be requested for this project.**

22. **Job No. P-30-003-14, Comprehensive Impact Study on Increased Size and Weight on Illinois Roads and Bridges, Office of Planning and Programming**

**This project contains Federal Funds.**

**This project requires a 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 **January 30, 2014 at 9:00 A.M.** at the Harry R Hanley Building in **Springfield, Illinois**.

Federal legislation has been introduced to increase truck size and weight limits on the nation's Interstate System routes. Consequently, the most recent surface transportation reauthorization bill (aka MAP-21) directed the US DOT to conduct a comprehensive study regarding truck size and weight limits and report those findings to Congress.

Likewise, a Consultant is being sought to complete a comprehensive study to identify and quantify the impact to Illinois' extensive network of roadways and bridges should federal legislation be enacted to permit such increases to truck size and weight limits. The Illinois study is intended to provide an analysis of the potential impacts of increased truck size and weight including but not limited to potential structure and pavement impacts; choke points; geometric design issues; and all potential costs to the state. The study will inform the department of the ramifications should federal law permit changes in truck size and weight regulations and ready the department to provide meaningful input into the national study.

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 work in the area of structure evaluation 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 with adequate experience in this work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

Statements of Interest must also include the firm's experience with this type of work and a project approach to preparing the study. The prime Consultant and/or the subconsultants must include experience with load rating procedures and the AASHTOWare Bridge Rating software.

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

**Structures: Highway (Advanced Typical)**  
**Special Studies (Safety)**  
**Highways (Roads and Streets)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

23. **Job No. SPR-PL-3000(50), Various IL Multi-Modal Planning Assistance, Office of Planning & Programming**

**This project contains Federal Funds.**

**This project requires a 15% DBE participation**

**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 **February 4, 2014 at 10:00 A.M.** in Room 300 at the Harry R. Hanley building in Springfield.

Engineering Services are required to provide technical support for the following: statewide planning and programming data analysis, analytical tool development, prepare strategic guidance and policy recommendations, provide training, conduct research support, peer exchange facilitation and participate in other related work that will assist the Office of Planning and Programming in the development of statewide and regional plans, assist in ensuring the department is in line with federal regulations, policies, and programs associated with state, federal and local multi-modal issues, policies and initiatives. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will provide the Consultant with any relevant and available information such as studies, plans, program, and inventory data. The Consultant work may include data collection, research, studies, peer reviews, technical assistance, planning and programming activities in addition to assisting and advising the department on issues relating to state, local and federal multi-modal policies and initiatives. Deliverables/Products expected of the selected consultant include; plans, studies, data analysis and research associated with state, federal and local multi-modal issues.

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:

- 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, that individual in charge who is directly involved in the development of the required documents (must be an Illinois Licensed Professional Engineer).
  - Person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

Statements of Interest must also include an organizational chart, detailed project approach, and firm and individual team members experience with this type of work.

The prime consulting firm must be prequalified in the **Special Studies (Feasibility)** 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 through the Engineering and Prequalification Agreement System (EPAS).

**ILLINOIS DEPARTMENT OF NATURAL RESOURCES**

**OFFICE OF MINES & MINERALS**

**Springfield**

One Natural Resources Way

Springfield, IL 62702-1271

**REQUEST FOR PROFESSIONAL SERVICES (PTB 170- Item 24)**

**November 14, 2013**

This is the official notice that professional services are required by the Illinois Department of Natural Resources, Office of Mines and Minerals, Abandoned Mined Lands Reclamation Division (DNR). Selection for this project is anticipated to be the week of January 29, 2014.

This is not an invitation for bids. Firms properly prequalified for either of the projects listed herein may indicate their desire to be considered for selection by submitting the requested information to the DNR address listed within the project description.

Firms must be prequalified in **all** of the advertised areas listed in the project description. This is required even if a firm plans to subcontract part of the project.

**SPECIAL NOTICE:** Because of federal funding, contracts between consultant firms and the DNR are not covered by the Response Action Contractor Indemnification Act (415 ILCS 100/1 et seq.), which provides for the defense, indemnification and liability limits in relation to claims arising out of work performed under the contract. The DNR does not enter into agreements to indemnify or hold harmless consultants in connection with claims arising in connection with work performed under any contract. Insurance requirements and legal obligations are addressed in Section 2 of the Standard Agreement Provisions for Consultant Services. The successful Consultant will be presumed to have fully considered any perceived risks in relation to professional liability, in submission of the Consultant's Proposal.

Furthermore, the DNR hereby notifies all proposers that it will affirmatively insure that in any contract entered into pursuant to the advertisement, prequalified minority business enterprises will be afforded full opportunity to submit statements in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Selection of professional consultants by DNR is not based on competitive bidding but on the firm's professional qualifications, experience, and the 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 proximity to the project site of key personnel assigned to the project.
- 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 DNR, if applicable

All members of the DNR Consultant Selection Committee will be unavailable to discuss specifics listed herein until selection of the specific firm has been announced.

DNR's procedures ensure that all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants.

Please do not send letters expressing your interest in various projects and/or correspondence concerning your firm to members of the Consultant Selection Committee.

If you have any questions concerning the project, please contact Mr. Greg Pinto, Office of Mines & Minerals in the Department of Natural Resources at 217/785-0398.

Procedural questions regarding Statements of Interest submittals may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment's Consultant Unit at 217/782-6916.

24. **Job No. AML-GKnP-1349 – Mazonia Braidwood; Reclamation Design, Engineering, and Inspection for the Department of Natural Resources**

**This project contains Federal Funds.**

**This project requires 15% DBE participation.**

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

The Consultant selected for the project and all subconsultants are scheduled to attend a negotiation meeting on **February 10, 2014** at **10:00 A.M.** at the Department of Natural Resources headquarters, One Natural Resources Way in **Springfield**.

Professional services are required to facilitate reclamation at the Mazonia Braidwood abandoned mine site in Grundy County. This reclamation project will address surface conditions at this abandoned strip mine site, which contribute to the flooding that occurs in the villages of East Brooklyn and South Wilmington. The Illinois Department of Natural Resources, Office of Mines and Minerals, Abandoned Mined Lands Reclamation Division (AML) has designated this site as a project to protect public health, safety, and general welfare and to restore land and water resources.

The Consultant services required for this project are to prepare bidding documents and inspect construction work. The reclamation design and construction shall accomplish the following:

- Eliminate or minimize the flooding problems caused by the strip mine by altering the conveyance of flood flow within the surface mined areas.
- Abate the potentially hazardous conditions on the site found in the form of dangerous embankments.
- Restore the site to post reclamation land use of wildlife habitat and recreational open space, and provide mitigation on resources affected by construction.

The Departments reclamation concept alternative 5C is to move the confluence of Granary Creek/Reddick Run with the Mazon River further downstream away from the Villages of South Wilmington and East Brooklyn and to construct a channel modification beginning upstream of Rice Road on the East Fork of the Mazon River and continuing downstream to the confluence with the Main Flow Thru Channel. These improvements will lower the water surface elevation of the Mazon River in the Village of South Wilmington and East Brooklyn.

This alternative consists of the following elements:

- Closing the Main Flow Thru channel that connects Granary Creek to the Mazon River and replacing it with two 48 diameter pipes with flap gates.
- Closing the Middle Flow Thru channel that connects Gar and Carp Lakes to the Mazon River.
- Constructing a 100 foot wide channel with a control weir between Granary Creek and Clear Lake.
- Constructing a 100 foot wide channel with a control weir between Clear Lake and Gar Lake.

- Constructing a 70 foot bottom width channel between Carp lake and Bullhead Lake.
- Enlarging the existing connection between Bullhead Lake and Bass Lake to a 70 foot bottom width channel.
- Constructing a channel bench with a 100 foot width approximately 5' above the channel bottom on the East Fork Mazon River from Rice Road to the Main Flow Thru channel.
- Realigning the channel of the East Fork Mazon River upstream of Rice Road so that the approach to the Rice Road Bridge is not skewed.

The Department will furnish the Consultant with historical information regarding the site and with topography of the site as an AutoCAD file.

Services shall include:

- Site investigation to provide all necessary data and information required to conform to all requirements of OWR and Corp permitting and to facilitate development of designs. Includes field verification of structure locations and elevations, subsurface exploration/soil borings, soil and water sample collection, and soil testing.
- Prepare designs to implement the proposed reclamation concept and submit application(s) and obtain permit(s) through DNR's Office of Water Resources and the Corp. Includes performing all necessary hydrologic/hydraulic analysis and geotechnical analysis.
- Develop project specifications and construction plans (in AutoCAD) for bidding through IDOT's Transportation Bulletin.
- Perform technical construction inspection, grade checking, materials tests and inspections, document construction activities with inspection reports, generate payment requests and collect associated backup materials, and prepare record drawings.

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 completion date for this contract will be 60 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 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 work in the area of hydraulic analysis, drainage calculations and preparation of hydraulic reports (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of geotechnical investigations, analysis, recommendations, design, and preparation of geotechnical reports (must be an Illinois Licensed Professional Engineer). The Geotechnical Services (SGR & SE) prequalification categories may be completed by the Prime and/or Sub Consultant.
- The person or Sub-consultant who will perform any required soil borings.
- The Materials Laboratory.
- The person who will serve as the Construction Engineer who will provide technical assistance if needed during construction,
- The Construction Inspector / 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 Survey Chief.

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

**Hydraulic Reports (Waterways: Typical)**

**Special Services (Construction Inspection)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

# NOTICE:

Now available on the internet:

- Templates for Quarterly and Final Mentor-Protégé Reports.
- Mentor-Protégé Implementation has been revised.
- Assessment Templates for the Mentor and Protégé are also available.

See : <http://www.dot.il.gov>  
Doing Business  
Consultant Services  
Mentor-Protégé Program



**Engineering Consultant Mentor Protégé Program**

The documents contain guidelines, implementation and a sample development plan information regarding IDOT's Mentor Protégé program for engineering consultants.

[Secretary Hanni's Announcement](#)

[Mentor Protégé Implementation - Revised April 2013](#)

[Mentor Protégé Guidelines - Revised February 2013](#)

[Frequently Asked Questions](#)

Template
<a href="#">Plan Check List</a>
<a href="#">Plan Approval Letter Template</a>
<a href="#">Phase I Mentor Protege Example Template</a>
<a href="#">Phase II Mentor Protege Example Template</a>
<a href="#">Phase III Mentor Protege Example Template</a>
<a href="#">Quarterly Report</a>
<a href="#">Final Report</a>
<a href="#">Mentor Assessment</a>
<a href="#">Protégé Assessment</a>

## NOTICE 2-26-13

This requirement is **NOT** a criteria for Selection.

For PTB 166 and all subsequent PTB's and related supplements:

**TRAINING/APPRENTICESHIP PROGRAMS.** The CONSULTANT and all CONSULTANT's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all on-site construction related activities, including material testing and drilling, performed by laborers, workers and mechanics. For purposes of this Agreement, engineers, architects and land surveyors are considered "professional services" as defined in Section 30-15 of the Procurement Code and are not considered laborers, workers or mechanics. With respect to material testing and drilling, these requirements do not apply where the work is performed in a county without a prevailing wage classification for material testing as provided by the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*

For the listing of prevailing wage classifications within a county, go to <http://www.state.il.us/agency/idol/rates/rates.HTM>

# NOTICE

## EPAS

### ELECTRONIC SUBMITTALS -- Update

2-8-13

#### Submit all Statements of Interest through EPAS.

Hard Copies and/or E-mailed Statements of Interest will not be accepted.

The instructions regarding submittals for EPAS are located under the IDOT website, Doing Business, Consultant Services, Consultant Prequalification.

<http://www.dot.il.gov/desenv/pregcons.html> Please refer to the manual for Statement of Experience and Financial Condition and Statements of Interest submittal processes.

EPAS will not allow incomplete or partial submittals. It will not allow submittals after the cutoff time. Do not wait to start this process. I strongly encourage review of the manual and completing as soon as possible.

The status of the firm's Statements of Interest submittal can be viewed in EPAS. Status should say submitted, if the status is in progress it has not been submitted.

For Specialty Consultant firms not currently prequalified and that wish to submit on specialty items, such as the items in this bulletin for the Bureau of Materials and Physical Research and the Painting Inspection for District One, please contact [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov) to establish an EPAS account.

#### Statement of Experience and Financial Condition

All updates to Statement of Experience and Financial Condition are required to be completed through the Engineering Prequalification Agreement System (EPAS).

THE DEPARTMENT **WILL NOT** ACCEPT PAPER VERSIONS. This includes staffing updates, category requests, change in address, etc.

After a firm is prequalified and approved, it can be updated by amending the SEFC application. Logon to EPAS, select amend, and be specific in the text as to what is being revised. Revise the Statement of Experience and Financial Condition application and when completed, submit to IDOT for review.

Only one active application at time can be done. If there is data in the IDOT queue to be reviewed, an update cannot be done until IDOT has completed its review. If the application is in the firm's queue and says in progress that means it has not been submitted to IDOT. The summary and submit and the approval box must be completed by the firm. When the application says submitted, then it's been sent to IDOT for review.

# Notice

## EPAS INFORMATION

Selecting Help on EPAS will bring up the following screen. There are directions, links to consultant related sites, contact information, and a Latest News section, which has been created to allow notifications to be posted in one location.



Illinois Department of Transportation  
Ann L. Schneider, Secretary

Engineering Prequalification and Agreement System



State of Illinois  
Pat Quinn, Governor

### Welcome to the EPAS System

The **Professional Transportation Bulletin** is the official notice of needed professional services for the Illinois Department of Transportation.

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 to become prequalified from the IDOT website on the Consultant Prequalification page.

The PTB is not an invitation for bids. Firms properly prequalified for any of the projects listed within the PTB may indicate their desire to be considered for selection by submitting a Statement of Interest (SOI) for the project using the Engineering Prequalification and Agreement System (EPAS). For further information regarding PTB's, visit the Consultant Services Professional Transportation Bulletins page.

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.

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

1. Ability to complete the work in the time required and the firm's existing workload.
2. The firm's proximity to the project, when important.
3. Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.
4. Financial evaluation of the firm and its accounting methods.
5. Performance rating for past work done for IDOT, if applicable.

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



#### Latest News

- + Professional Transportation Bulletin 167 will be published shortly. To be notified when the PTB is available on the web site and for any other consultant related issue the firms should subscribe to the subscription service for Bureau of Design and Environment Consultant Engineering Electronic Subscription Service. 

#### General

- + [Doing Business](#)
- + [Design & Environment Manuals](#)
- + [Design & Environment Forms](#)
- + [Subscription Services](#)
- + [EPAS Instruction Manuals](#)
- + [EPAS FAQ's](#)

#### SEFC

- + [SEFC Information](#)
- + [Illinois Certification Program](#)

#### PTB

- + [SOI Instructions](#)
- + [Professional Transportation Bulletin](#)
- + [Consultant Mentor-Protege Program](#)
- + [Notice of Contract Awards](#)
- + [State Board of Elections](#)

#### Contact Us

**Send correspondence to:**  
Illinois Department of Transportation  
2300 S. Dirksen Parkway  
Springfield, IL 62764

**Business Policy Questions**  
Contact: [Carrie Kowalski](#) 

**System Related Questions**  
Contact: [EPAS Mailbox](#) 

**NOTICE  
FOR  
JOINT VENTURE  
2-08-13**

Statements submitted by Joint Ventures may be considered unless specifically stated in the advertisement that they cannot. 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 a 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 the firms, i.e. the lead firm.
- Which party is doing invoicing (typically the lead firm)
- The firm responsible for each prequalification category (must be prequalified in the category of work the firm is performing)
- Each individual firm's work left, delinquent debt, Iran disclosure, and disclosure forms A&B are required.
- Key personnel name and firm name on Exhibit A.

Joint Ventures can be submitted through EPAS. The firm's interested in performing Joint Ventures must coordinate with each other and submit through EPAS. The lead firm should submit the Joint Venture and the joint venture entities must submit the required forms.

**NOTICE**  
ILLINOIS STATE BOARD OF ELECTIONS (SBE) CERTIFICATE  
November 8, 2012

The requirement of including the State Board of Elections Certificate (SBE) with each Statement of Interest is no longer required.

Firms are required to be registered with the State Board of Elections.

To register go to <http://www.elections.state.il.us/Default.aspx>

The Chief Procurement Office will verify that all selected firms are registered. Firm's not registered may not be awarded the contract.

## **ELECTRONIC PLAN SUBMITTAL**

The Department of Transportation is in the process of implementing an electronic bidding process. In preparation of the new bidding process, the electronic submittal of plans from each District office to the Central Bureau of Design and Environment is being implemented. Effective for the March letting in addition to the paper copies required by each District, all contract plans and specifications will have to be submitted electronically to the District office. Please reference the CADD ROADWAY AND STRUCTURE PROJECT DELIVERABLES POLICY for information on the electronic submittal.

The policy is available on our website under doing business/ consultant services/ CADD Roadway Guideline or a this link <http://www.dot.il.gov/desenv/caddref.html> .

As a reminder CADD related files ( dgn & gpk) are also required at the time of plan submittal to the District office. If you have any questions regarding electronic plan submittal, please contact the CADD supervisor in the appropriate District.

# SB 51 Rules

## Impacts

- Reporting is required on all communications with outside entities that do or want to do business with a state employee if the conversation is procurement specific.
- IDOT immediately recognizes the issues with reporting publically procurement conversations.
- IDOT stopped scheduling meetings with outside entities about future procurements.

## SB 51 Communications Reporting Aftermath

- Two long years pass
- Firm/vendors hire and lose talent
- Firm/vendors purchase new technology
- Firm/vendors develop other relationships

## SB 51 Communications Report Relief

- Senator Harmon has a task force that is looking at the procurement reform legislation to see if additional changes to the procurement laws are appropriate.
- Task force will continue their work through the summer.
- No action to date.

## New Rules

- IDOT staff determines their schedule.
- Firm/vendor must provide an agenda two days before the meeting.
- Consulting firm/firm/vendor must take notes.
- All IDOT employees should also take notes.
- Outside entities must sign an OCC 2500 Form that they are aware of the communications reporting laws and will adhere to all of IDOT's policies.
- Lobbyists of firm/vendors are not prohibited from attending these scheduled meetings since no reportable discussions are to take place. Meetings with lobbyists are permissible as long as these rules are followed.
- No meetings less than two weeks before a Selection Committee Meeting or construction letting.
- All notes, the form signed by the firm/vendor and the agenda provided should be retained by the IDOT employee that scheduled the meeting.

### ▪ **Discussions are limited to:**

- Firm/vendor personnel
- Firm/vendor past experience
- Work done for local agencies, other state agencies or other states
- Technology
- Goods or Services performed by firm/vendor

### ▪ **NO PROCUREMENT DISCUSSION – PERIOD**

- If procurement discussions occur, we take firm/vendors notes, add ours as necessary and post them on the internet.
- If procurement discussions occur, firm/vendor may be barred from meeting with anyone from IDOT for a year.

## Notice

### Documentation of Contract Quantities Class

Since July 2008, the "Documentation of Contract Quantities" class and re-tests have been administered by the University of Illinois- Illinois Center for Transportation, and coordinated by Mary J. Fries of the University of Illinois. The Illinois Center for Transportation (ICT) is an innovative partnership between IDOT and the University of Illinois at Urbana-Champaign (UIUC). All transactions and correspondence will now be through ICT and no longer with the Illinois Department of Transportation (IDOT) Central Bureau of Construction. Fees are now being charged for all classes and retests and will be required at the time of registration. Mary J. Fries can be contacted at [mjfries@illinois.edu](mailto:mjfries@illinois.edu) or (217)552-2432. Course and retest dates typically take place from November through April.

For consultant and local agency enrollment, as well as answers to frequently asked questions (FAQ), the "Documentation of Contract Quantities" is located at the U of I training website [http://ict.illinois.edu/home/documentation\\_certification.html](http://ict.illinois.edu/home/documentation_certification.html).

Typically, in late September/early October the class schedule for the next fall/winter/spring's Documentation of Contract Quantities classes is posted. Also, firms can sign up for an automatic email reminder via ICT's website (see "Join Notification List") whenever new information is posted on their website.

# 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:

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

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

For Sub-Consultants  
 $(0.37 + R)DL$

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

# Notice 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](mailto: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](mailto: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.

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](mailto: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](mailto: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
<b>AGGREGATES</b>		
T 11 (IL)	C117	75- $\mu$ m (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)
<b>HOT-MIX ASPHALT</b>		
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
<b>CONCRETE</b>		
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

IDOT AMRL Proficiency Verification  
Page 2

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 for Department Manuals, Memorandums, & Rules

The following is available on our website: <http://www.dot.il.gov/dobuisns.html>

- [Aeronautics Part 14 Aviation Safety Rules](#)
- [Aeronautics Part 16 Airport Hazard Zoning Rules](#)
- [All Bridge Designer Memoranda](#)
- [Bureau of Bridges and Structures Documents, Manuals and Procedures](#)
- [Bureau of Construction Current Construction Memorandums](#)
- [Bureau of Design and Environment Manuals & Memorandums](#)
- [Bureau of Land Acquisition Policies and Procedures Manual Updates](#)
- [Coded Pay Items](#)
- [CREATE Manuals](#)
- [Land Acquisition Manual](#)
- [Bureau of Local Roads Circular Letters](#)
- [Bureau of Local Roads Manual](#)
- [Bureau of Safety Engineering Programs, Policies & Manuals](#)
- [Construction Manual](#)
- [Geotechnical Documents Manuals and Procedures](#)
- [Government Electronic Records Act](#)
- [IDOT Drainage Manual](#)
- [Illinois Highway Info System Roadway Info & Procedure Manual](#)
- [Illinois Highway Info System Structure Info & Procedure Manual](#)
- [Illinois Highway Info System Railroad Info & Procedure Manual](#)
- [Illinois Traffic Monitoring Program](#)
- [Manual on Uniform Traffic Control Devices](#)
- [Oversize/Overweight Permit Policy Manual](#)
- [Project Procedures Guide](#)
- [Quality Standard for Work Zone Traffic Control Devices](#)

The Highway Manuals Sales Order Forms (Highway Manual Order Form) is available at: <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](http://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](http://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 of 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 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 [http://www.state.il.us/dhr/Programs/DHR\\_PBCT.htm](http://www.state.il.us/dhr/Programs/DHR_PBCT.htm) 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.

Please be aware that, as of January 1, 2010, per Public Act 096-1786, all those filing for, or *renewing*, an IDHR number, will be charged a \$75.00 registration fee. Such registration will be valid for 5 years from the date of issuance.

## **Overtime Billing** **for** **Engineering Consultant Contracts**

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

**NOTICE**  
**For**  
**Prequalification of Consultants & DBE Revisions**

**Prequalification:**

As stated in each Professional Transportation Bulletin under the guidelines:

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

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

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

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

**DBE Participation:**

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

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

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

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

**NOTICE 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: [idotqqa@lakeland.cc.il.us](mailto:idotqqa@lakeland.cc.il.us)  
Internet Homepage: <http://www.lakeland.cc.il.us/idotqqa>

**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>