

# Professional Transportation Bulletin

PTB 171

February 6, 2014  
February 10, 2014

Statements of Interest are due before 12:00 p.m.  
on February 27, 2014  
Selection Date: April 23, 2014



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

# IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

**Selection Date: April 23, 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: February 10, 2014

Item 9, Job No. D-94-010-14, Various Phase I/II Projects, was revised to remove the required prime category of Surveying.

It will now read:

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

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

## 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  
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

##### **District 8**

1102 Eastport Plaza  
Drive  
Collinsville, IL 62234

Mr. Jeffrey Keirn

##### **District 9**

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

# Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 172	PTB 173	PTB 174	PTB 175	PTB 176	PTB 177	PTB 178
PUBLISH PTB	05-01-14	08-07-14	11-06-14	02-05-15	05-07-15	8-06-15	11-05-15
***STATEMENTS OF INTEREST ARE DUE	05-22-14	08-28-14	12-04-14	02-26-15	05-28-15	8-27-15	12-03-15
SELECTION MEETING	07-16-14	10-22-14	1-28-15	4-22-15	7-22-15	10-21-15	1-27-16

**\*\*\* STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 2-06-14 & 2-27-14 (12:00 P.M. NOON)**

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

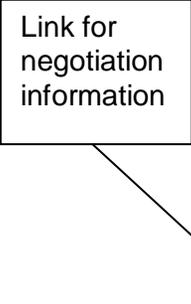
Only SUBMITTALS through EPAS will be considered for Professional Transportation Bulletins.

# 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 - 6**
  - **Region 4**
    - **Roger Driskell**
      - **District 6**
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- **Bureau of Design & Environment**
  - **John Baranzelli**
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- **Region 2**
  - **Paul Loete**
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    - **Karen Shoup**
      - **Item 25**
  - **Region 3**
    - **Joseph Crowe**
      - **District 4**
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    - **Bureau of Bridges**
      - **Carl Puzey**
        - **Items 22 - 23**

# Notice

## Reminder for Payroll Rate Sumbittal

To avoid delays and expedite the agreement process it is critical to use the latest forms. Go to the IDOT website and use the latest form for updating the firms Payroll Rates. **Do Not use existing forms.** [Escalation Template Revised 10/13.](#)

Additional 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

## Consultant Prequalification News

February 1, 2014

The Engineering Prequalification & Agreement System (EPAS) has been modified to indicate when the Statement of Experience and Financial Condition (SEFC) Prequalification submittal is required. Firms which do not submit by the deadline (due date is 6 months after the firm's fiscal year end date) will be marked as "Not Approved" and the main contact in EPAS will be sent an e-mail.

### **There have been modifications to the Prequalification Categories:**

An additional Hazardous Waste Category has been added. The Categories will be:

**Hazardous Waste: Simple**, the requirements will not be as complex as the current requirements.

and

**Hazardous Waste: Advance**, the requirements for prequalification will be the same as the current Hazardous Waste Requirements

The categories for Structures: Major River Bridges:

- Steel Girder
- Tied Arch
- Segmental Concrete Box Girders
- Continuous Cantilever Truss
- Cable Stayed Girders

Are being removed and will be replaced with one category, **Structures: Major Bridges**.

All firm's interested in becoming prequalified in the new categories, must request consideration in the new categories. If the firm will be doing a New SEFC then new categories can be selected at that time. If not doing the New SEFC then use the Amend option and select the new Categories.

For firm's currently prequalified in Hazardous Waste, your firm will automatically be prequalified in the Hazardous Waste: Advance category. Firms will be required to request the Hazardous Waste: Simple category. When completing the Hazardous Waste Simple Questionnaire, state the Firm is currently prequalified in Hazardous Waste and all information is located in Hazardous Waste: Advance Questionnaire.

For the New Structures Category, Structures: Major Bridges. All interested Firms will have to request and complete the questionnaire in EPAS. The new categories are available to be selected in EPAS.

The Description and Minimum Requirements is being updated and will be available shortly on the website with the information for the new categories. Go to Doing Business, Consultant Services, Consultant Prequalification and Select Description and Minimum Requirements: <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 #171**  
**Publish February 6, 2014**

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, February 27, 2014. 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, item(s) of work they will perform, and the estimated % of work. If a DBE Goal is in the advertisement list the DBE subconsultant(s), work the firm will be performing and estimated % of the work. 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**. Disclosure 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.**

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<b><u>Item</u></b>	<b><u>County</u></b>	<b><u>Description</u></b>
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1.	Various	Job No. C-91-184-14, Various Quality Assurance for PCC & HMA Projects
2.	Various	Job No. C-91-193-14: Phase III, Various Bridge Painting Inspections
3.	Various	Job No. D-91-191-14, Phase II Various Projects
4.	Kane	Job No. D-91-309-12, FAP 326 (IL 47), at Main Street, South of Elburn, Phase II Project
5.	Various	Job No. P-91-117-14, Various Phase I Traffic count data collection and crash report production
6.	Various	Job No. P-91-195-14, Various ADA and/or Phase I Projects
<b><u>Region 2/District 3</u></b>		
7.	Various	Job No. C-93-042-14, Various Construction Inspection Projects
8.	Kendall	Job No. C-93-043-14, IL 47 from Caton Farm Road to Sherril Road, Phase III Project
<b><u>Region 3/District 4</u></b>		
9.	Various	Job No. D-94-010-14, Various Phase I/II Projects
10.	Various	Job No. D-94-011-14, Various Phase I/II Projects
11.	Peoria & Tazewell	Job No's. P-94-026-12 and D-94-046-12, FAP 474 (I-474), Structures over Illinois River West of Creve Coeur, Phase I/II Project
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<b><u>Region 4/District 6</u></b>		
14.	Various	Job No. C-96-041-14, Various Construction Inspection Projects
<b><u>Region 5/District 8</u></b>		
15.	Various	Job No. D-98-030-14, Various Utility Coordination Projects with Project Manager
16.	Various	Job No. P-98-029-14/D-98-029-14, Phase I and/or II work for Various Projects
<b><u>Region 5/District 9</u></b>		
17.	Various	Job No. C-99-030-14, Various Construction Inspection Projects

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<u>Item</u>	<u>County</u>	Description
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18.	Various	Job No. C-99-031-14 Various Construction Inspection Projects
19.	Various	Job No. P-99-001-14, Phase I and Phase II work for Various Projects
20.	Various	Job No. R-99-009-14 Various Surveys, Survey Project Management
21.	Various	Job No. R-99-010-14 Various Surveys
<b><u>Bureau of Bridges &amp; Structures</u></b>		
22.	Various	Job No. C-30-052-14 Various Structural Steel Shop Fabrication Inspection Projects
23.	Various	D-30-001-14 Various Phase I/II Engineering for Structure Projects
<b><u>Bureau Of Design &amp; Environment</u></b>		
24.	Various	Job No. P-30-001-14, Phase I & II for Various Projects, Various Counties, Statewide, Department of Natural Resources and Department of Historic Preservation.
<b><u>Office of Planning and Programming</u></b>		
25.	Various	Job No. P-30-009-14, Statewide Transit Plan

1. **Job No. C-91-184-14, Various Quality Assurance for PCC & HMA Projects, Various Routes, Various Counties, 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 **April 30, 2014, at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to perform the quality assurance responsibilities of hot-mix asphalt (HMA), Portland cement concrete (PCC) construction, Aggregate Gradation Control System (AGCS), Recycled Asphalt Paving (RAP) testing, Recycled Asphalt Shingles (RAS) testing, pipe and precast producers and prestressed and precast producers. Services and responsibilities include structural steel and miscellaneous materials inspection at various sources or jobsites, Independent Assurance sampling and testing for the department for both HMA and PCC according to Federal guidelines at both plants and jobsites on an as-needed basis. Additional services and responsibilities include quality assurance inspection of prestressed and precast producers at both plants and jobsites on an as-needed basis. The project includes Complete Quality Assurance Testing in accordance with The Standard Specifications for Road and Bridge Construction, Manual for Fabrication of Precast Prestressed Concrete Products, Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3 and any appropriate contract special provisions and plan notes or details. This is an "on call" contract. 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 daily assignments to various construction jobsites, bituminous or concrete plants, quarry field offices, District Lab facilities and prestressed and precast facilities and various producers and suppliers of structural steel and miscellaneous materials.

The Consultant's work includes plant and on-site inspections, sampling and material testing. The Consultant will carry out quality assurance duties as defined in the construction contract, Manual for Fabrication of Precast Prestressed Concrete Products, Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3 and the Consultant agreement. The Consultant will maintain records and submit documentation of QC and QA activities required by the construction contract, Manual for Fabrication of Precast Prestressed Concrete Products, Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3.

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 who will assume duties as Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will be in charge of QA Lab and Field Testing.
- QC/QA Level 1, Level 2 and Level 3 (HMA and PCC) Certified Testing Technicians.
- ACI Grade 1 and PCI Level 1 and Level 2 Certified Testing Technicians.
- The Materials QA Technician.
- Structural Steel and Miscellaneous Materials Source Inspector.

- 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.**

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

**Special Services (Quality Assurance: QA HMA and Aggregate)**

**Special Services (Quality Assurance: QA PCC and Aggregate)**

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. C-91-193-14: Phase III, Various Bridge Painting Inspections, Various Routes, Various Counties, Region One/District One.**

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 07, 2014 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required for the supervision, inspection, and documentation of various painting and inspection contracts. Work includes, but is not limited to, providing contract supervision/inspection for various painting and inspection contracts as requested by the District.

The Consultant will furnish approved engineer/technician(s) to act as Resident Engineer/Inspector(s) on assigned projects. The Consultant will perform on-site inspection, maintain documentation, and submit pay estimates, change orders, and any other duties that would require the services of an engineer/technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

The Consultant will be required to furnish a laptop computer equal to the latest type used by the department for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

The department will furnish the Consultant with site specific plans and specifications per project, the existing special provisions, the 2007 Standard Specifications for Road and Bridge Construction, the 2011 Supplemental Specifications, any other available paint data, and a contact person(s) to act as a liaison between the Consultant and the department.

The Consultant is required to have the following:

- Five years of experience in construction management and inspection services during surface preparation and coating application.
- Three years of experience in environmental and worker monitoring on industrial lead paint removal projects.
- Documented and acceptable quality control procedures.
- All necessary equipment to provide or accomplish the above mentioned tasks.

The completion date for this contract will be 18 months after authorization to proceed.

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

- Project Manager, the person who will assume the duties of the Project Manager for all aspects of the work must be an Illinois Registered Professional Engineer.
- Project Engineer, the person performing the duties of the Project Engineer must be a National Association of Corrosion Engineers (NACE) Certified Coatings Inspector – Level 3.

- Resident Liaison Engineer, the person performing the duties of the Resident Liaison Engineer shall be a National Association of Corrosion Engineers (NACE) Certified Coatings Inspector – Level 3 or shall possess similar experience and knowledge.
- Inspectors (2 to 4) – The persons performing the duties of the Inspector must be a National Association of Corrosion Engineers (NACE) Certified Coatings Inspector – Level 3.
- The Documentation Engineer/Technician (1) - (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.**

Statements of Interest must also include the following:

- Your firm's experience with this type of work, including the firm's experience in construction management and inspection and in environmental work and worker monitoring.
- Your firm's techniques for completion of this work.
- Names of key personnel along with resumes indicating qualifications including the registered Professional Engineer in charge of the project, the person who will act as a Project Engineer and the name(s) of the NACE Certified Coatings Inspector(s) who will act as Resident Liaison Engineer/Technician(s). (Exhibit A)
- A statement of your firm's ability to do the work in-house, or if necessary, what work you would need to subcontract.
- Name, location, and accreditation of laboratory to be used.
- A statement of your firm's ability to perform the work within the time frame described above.
- The firm's quality assurance and quality control plan.
- Firm's calculated burden and overhead rate.
- Name and phone number of the contact person in your organization.

Statements of Interest, including resumes of the key people, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS). Firms interested in submitting for this item that are not currently prequalified must contact Carrie Kowalski to establish an account in EPAS so the firms can submit a Statement of Interest. Any procedural questions regarding Statements of Interest submittal and to set up an account in EPAS may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment at [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov)

3. **Job No. D-91-191-14, Phase II Various Projects, 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 **April 25, 2014 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are expected to require 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 route surveys (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Surveyor). The surveying prequalification may be completed by the Prime and/or Sub-consultant
- 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. D-91-309-12, FAP 326 (IL 47), at Main Street, South of Elburn, Phase II Project, Kane County, 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 **April 29, 2014 at 10:00 A.M.** at the Region One District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of contract plans, specifications and cost estimates for the reconstruction of IL 47 and Main Street intersection to provide left turn lane on all legs of the intersection. The improvement also includes resurfacing, reconstructing, and raising the profile of the intersection, as well as traffic signal installation. The multiple cell box culvert carrying IL 47 over Blackberry Creek and the bridge carrying Main Street over Blackberry Creek will both be removed and replaced. This project is located in Unincorporated Kane County.

The following structures are included in this project:

- S.N. 045-2000, IL 47 Over Blackberry Creek
- S.N. 045-0049, Main Street Over Blackberry Creek

The department will furnish the Consultant with available microfilm plan, Project Report, Location Drainage Studies, Bridge Condition reports, and any other available items.

The estimated construction cost for this project is \$8,000,000. The Consultant's work includes preparation of contract plans, specifications, and estimates, including maintenance of traffic plans and all other works required to complete the project. The completion date for this contract will be 13 months after authorization to proceed.

Key Personnel listed in **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of proposed drainage plans (must be an Illinois Licensed Professional Engineer).

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

5. **Job No. P-91-117-14, Various Phase I Traffic count data collection and crash report production 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 any subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 6, 2014 at 1:00 P.M.** at the Region One/District One Office in **Schaumburg**.

### **TRAFFIC DATA COLLECTION**

Phase I data collection and reporting services are required for traffic counts using Miovision technology at intersections or roadway segments for 24 or 48 hour periods for various locations in District One. This will include classifications by Passenger Car (PC), Single Unit Truck (SU) and Multiple Unit Truck (MU), and in some cases may require pedestrian, bicycles and motorcycle collection as well. Raw intersection traffic count data will be provided to the department in both electronic and hard copy formats as required by the department. The video files produced will also be provided to the department in a downloadable and viewable format off the Internet or through a cloud based system acceptable to the department. Electronic intersection traffic count data shall be submitted to the department within ten days of completion of the count. Hard copies and video files can be delivered on a monthly basis. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Phase I data collection of manual 12-hour or peak hour intersection traffic counts at various locations in District One as required by the District. These traffic counts will include classifications by Passenger Car (PC), Single Unit Truck (SU) and Multiple Unit Truck (MU) on an hourly basis for the 12-hour period required, which is typically from 6:00 a.m. to 6:00 p.m. Any 6-axle truck turning right should be counted separately and included in the MU totals.

During periods of extreme demand or priority, projects the selected Consultant will be required with little notice to collect as many as 25 traffic count and or traffic related studies per week.

The selected Consultant will be required to have the submitted traffic counts completed within a two week turnaround time. Thus, the maximum time from the day in which the selected consultant receives a request for traffic study, to the time in which the data is complete and submitted back to IDOT for approval/review is 24 days, unless otherwise stated by the IDOT Project Manager.

The selected Consultant is expected to field check the location prior to the study to decide proper count equipment positioning and determine if construction, weather or any other circumstances in the area will affect, prevent, or delay the study.

### **CRASH ANALYSIS SUPPORT**

The selected Consultant will provide one specialized personnel full time to assist the department with crash data retrieval, crash summaries, collision diagram preparation using Intersection Magic software in order to prepare or modify most of the collision diagrams. The Consultant will be required to check the police reports, tabulations and collision diagrams for accuracy and conformity with the crash tables and collision diagrams. Any discrepancies will be analyzed and

presented to the QA/QC reviewer for concurrence. Following the reviewer's approval, the tables and the diagrams will be corrected and updated before returning them to the department.

During periods of extreme demand or priority projects, the Consultant will provide additional personnel for the crash data projects. This will require a minimum of two specialized personnel to be trained initially and ready with as little as 1 week notice. The Consultant will at times be required to train other personnel, IDOT staff, and other Consultants, as the IDOT Project Manager deems necessary for continuity of crash data retrieval services.

## **OTHER SPECIAL PROJECTS / WORK ASSIGNMENTS**

Special requests, or high priority management information needs, may arise during the year. These may require data collection, processing, and analysis of specific items beyond those listed in this scope summary. The IDOT Project Manager will strive to keep these requests to a minimum, and when they occur, sufficient time will be allotted for their completion. Other traffic or crash data studies as assigned.

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

Key personnel listed for this project must include:

- 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 QA/QC 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 data collection projects completed by the firm for IDOT Region One/District One within the past 5 years by the key staff members listed in the Statement of Interest.

The Statements of Interest shall list all completed applicable traffic data collection projects.

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

6. **Job No. P-91-195-14, Various ADA and/or 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 **April 30, 2014 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Engineering services are required to assist the District with the management of the department's ADA Transition Plan. The scope of work may include but not be limited to field data collection, inventory of the District's services, policies and practices, as well as management, processing and monitoring of the data collected and incorporation into a coherent GIS and/or IRIS compatible database. In addition, the consultant will be required to assist the District in 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 & 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 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)**  
**Special Studies (Traffic)**  
**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).

7. **Job No. C-93-042-14, Various Phase III Projects, Various Routes, Various Counties, Region Two/District Three.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 30, 2014 at 10:30 A.M.** at the Region Two/District Three Office in **Ottawa**.

Phase III engineering services are required for the inspection, supervision, construction layout, field material testing (all field material testing will be completed with IDOT equipment) and field inspection for roadway rehabilitation throughout District 3. The various types of jobs are anticipated to consist of route and seal, patching, traffic signals, landscaping, milling and resurfacing, bridge repair and replacement, concrete pavement, and pavement marking. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. Laboratory testing of materials is not expected to be required.

The Consultant will be asked to furnish a registered IL PE or an approved non-licensed engineering technician to act as Assistant Resident Engineer (ARE) or inspector on these projects. The Consultant is expected to perform on-site inspection, engineering layout, and verification of contractor staking, maintain documentation, submit pay estimates, change orders, and any other duties required to complete these projects on a timely basis and in accordance with the State Specifications and guidelines. The ARE should be knowledgeable in the use of the department's documentation tracking system (ICORS).

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

The Consultant may also be asked to continue the implementation of an existing Independent Weight Check program with the district. If necessary, the Consultant will be trained on how to manage the program and will be instructed on the correspondence required.

The Consultant must complete and submit final measurements, calculations, field books and all other contract record documents to the department no later than 30 days after final inspection of the project. 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 Assistant Resident Engineer (minimum 10 years of experience as a Resident Engineer is desired). A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of HOT Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.

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

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

Statements of Interest, including 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. C-93-043-14, IL 47 from Caton Farm Road to Sherril Road, Phase III Project, Kendall County, Region Two/District Three**

**This project contains Federal Funds.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 30, 2014 at 1:30 P.M.** at the Region Two/District Three Office in **Ottawa**.

Phase III engineering services are required for reconstruction of IL 47 from Caton Farm Road to Sherril Road. Work includes but is not limited to construction inspection of embankment, storm sewer, curb and gutter, bridges, additional lanes and pavement reconstruction to provide two traffic lanes in each direction.

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

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

The Consultant will be asked to furnish a registered IL PE or an approved non-licensed engineering technician to act as Assistant Resident Engineer (ARE) or inspector on these projects. The Consultant is expected to perform on-site inspection, engineering layout, and verification of contractor staking, maintain documentation, submit pay estimates, change orders, and any other duties required to complete these projects on a timely basis and in accordance with the State Specifications and guidelines. The ARE should be knowledgeable in the use of the department's documentation tracking system (ICORS). The Consultant shall provide vehicles and equipment necessary to perform inspections.

The department will furnish the Consultant with Plans and Specifications.

The anticipated construction completion date is December 31, 2017. The Consultant must complete and submit final measurements, calculations, and final contract record documents to the department no later than six (6) weeks after completion of this project.

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

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

- The Inspectors. (1 to 5 individuals to perform on-site inspection, survey and QA inspection.) A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.

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

Statements of Interest, including 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. D-94-010-14, Various Phase I/II Projects, Various Routes, in Various Counties Region Three/District Four**

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

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

The Consultant who is selected for this project and all sub-consultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 30, 2014 at 9:00 A.M.** at the Region Three, District Four Office in **Peoria**.

Phase I and II engineering services are required for work on various projects throughout District Four. Work Orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Phase I work, if required, may consist of conducting route surveys, hydraulic surveys, hydraulic analysis, geometric studies, preparing Bridge Condition Reports, Hydraulic Reports, Structure Geotechnical Reports, Type, Size and Location (TS&L) plans, Intersection Design Studies (IDSs), and Project Reports (categorical exclusion projects only). This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analysis, geometric studies, traffic studies, drainage studies, structure borings, geotechnical analysis and reporting, all drilling and analysis of soil borings, analysis of existing pavements including obtaining pavement cores, and all other related work required to produce the necessary Phase I documents and reports.

Phase II work, if required, may consist of conducting route surveys, land surveys, hydraulic analysis, structure plans, roadway plans, drainage, geometric plans, geotechnical analysis and reporting, all drilling and analysis of soil borings, traffic signal plans, traffic staging plans, temporary and permanent erosion control plans, plats and legal descriptions for Right-of-Way acquisition, and any other related work required to complete plans, specifications and estimates as necessary.

The department will furnish the Consultant with any available as-built plans, field notes and survey books, traffic data, accident information, structure inspection reports, existing Bridge Condition Reports, existing Hydraulic Reports, existing Right-of-Way plans, aerial photos, aerial mapping, electronic design files, boring logs, Soil Reports and other information that is available.

The estimated construction costs of each project may range from \$50,000 to \$3,500,000. It is anticipated that this contract will include approximately six (6) to fifteen (15) different projects. The engineering services required may consist of only a portion of the total engineering work on a given project.

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, the individual in charge who is directly involved in the development of contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of hydraulic analysis (must be an Illinois Licensed Professional Engineer). Hydraulic Reports: Typical prequalification category requirement may be completed by the Sub and/or Prime consultant.
- The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Geotechnical Structure Report (must be an Illinois Licensed Professional Engineer). Geotechnical Services (Subsurface Exploration, General Geotechnical Services, & Structure Geotechnical Report) prequalification categories requirement may be completed by the Sub and/or Prime consultant.
- The person who will perform/supervise the work in the area of structural engineering (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 of all milestone submittal documents (must have adequate plan review experience and be an Illinois Licensed Professional Engineer for roadway work and/or an Illinois Licensed Structural Engineer for structural work).
- The person who will be in charge of surveys (must be an Illinois Licensed Land Surveyor). Surveys prequalification category requirement may be completed by the Sub and/or Prime consultant.
- The person who will be in charge of land acquisition documents (Must be an Illinois Licensed Land Surveyor).

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

**Location/Design Studies (Rehabilitation)**  
**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).

10. **Job No. D-94-011-14, Various Phase I/II Projects, Various Routes, Various Counties Region Three/District Four**

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

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

The Consultant who is selected for this project and all subconsultants the prime consultant will be using is scheduled to attend a negotiation meeting on **April 30, 2014** at **1:30 P.M.** at the District Office in **Peoria**.

Phase I and II engineering services are required for work on various projects throughout District Four. Work Orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Phase I work, if required, may consist of conducting route surveys, hydraulic surveys, hydraulic analysis, geometric studies, preparing Bridge Condition Reports, Hydraulic Reports, Structure Geotechnical Reports, Type, Size and Location (TS&L) plans, Intersection Design Studies (IDSs), and Project Reports (categorical exclusion projects only). This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analysis, geometric studies, traffic studies, drainage studies, structure borings, geotechnical analysis and reporting, all drilling and analysis of soil borings, analysis of existing pavements including obtaining pavement cores, and all other related work required to produce the necessary Phase I documents and reports.

Phase II work, if required, may consist of conducting route surveys, land surveys, hydraulic analysis, structure plans, roadway plans, drainage, geometric plans, geotechnical analysis and reporting, all drilling and analysis of soil borings, traffic signal plans, traffic staging plans, temporary and permanent erosion control plans, plats and legal descriptions for Right-of-Way acquisition, and any other related work required to complete plans, specifications and estimates as necessary.

The department will furnish the Consultant with any available as-built plans, field notes and survey books, traffic data, accident information, structure inspection reports, existing Bridge Condition Reports, existing Hydraulic Reports, existing Right-of-Way plans, aerial photos, aerial mapping, electronic design files, boring logs, Soil Reports and other information that is available.

The estimated construction costs of each project may range from \$50,000 to \$3,500,000. It is anticipated that this contract will include approximately six (6) to fifteen (15) different projects. The engineering services required may consist of only a portion of the total engineering work on a given project.

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 documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the duties of Project Engineer, the individual in charge who is directly involved in the development of contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of hydraulic analysis (must be an Illinois Licensed Professional Engineer). Hydraulic Reports: Typical prequalification category requirement may be completed by the Sub and/or Prime consultant.
- The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Geotechnical Structure Report (must be an Illinois Licensed Professional Engineer). Geotechnical Services (Subsurface Exploration, General Geotechnical Services, & Structure Geotechnical Report) prequalification categories requirement may be completed by the Sub and/or Prime consultant.
- The person who will perform/supervise the work in the area of structural engineering (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 of all milestone submittal documents (must have adequate plan review experience and be an Illinois Licensed Professional Engineer for roadway work and/or an Illinois Licensed Structural Engineer for structural work).
- The person who will be in charge of surveys (must be an Illinois Licensed Land Surveyor). Surveys prequalification category requirement may be completed by the Prime and/or subconsultant.
- The person who will be in charge of land acquisition documents (Must be an Illinois Licensed Land Surveyor).

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

**Location/Design Studies (Rehabilitation)**  
**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).

11. **Job Nos. P-94-026-12 and D-94-046-12, FAI 474 (I-474), Structures over Illinois River West of Creve Coeur, Phase I/II Project, Peoria and Tazewell Counties, Region Three/District Four.**

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

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

The Consultant who is selected for this project and all subconsultants the Prime Consultant will be using are scheduled to attend a negotiation meeting on **April 25, 2014** at **9:30 A.M.** at the District Four Office in **Peoria**.

Phase I and II engineering services are required for the preparation of a Project Report (anticipated to be a Categorical Exclusion) and contract plans, specifications, and estimates for steel repairs and bridge painting on Structures Numbers 090-0108 and 090-0109, carrying I-474 over the Illinois River in Peoria and Tazewell Counties.

Work is expected to include inspection of the existing structure, preparing a Bridge Condition Report, Phase I Report and preparing repair plans, specifications and estimates for steel repairs and bridge painting. Additional work may include data collection, preparing traffic management analysis, accident analysis, staging plans, topographic survey, preparing roadway approach plans, traffic control plans, and any additional work necessary to complete the Phase I study and Phase II final contract plans and documents.

The department will furnish the Consultant with any available plans, field notes, traffic data, accident statistics, agency coordination, existing structure ratings and inspections, and any other available information.

The construction cost for this project is estimated at \$14,306,000 and is scheduled for FY 2017 letting. Phase I and II work for this contract must be completed within 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 contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of structure plan preparation (must be an Illinois Licensed Structural Engineer). Because this project will involve a bridge with a deck truss, the Structural Engineer must have experience in designing plans for truss repairs. This person must document their experience with trusses in the Statement of Interest. In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review of all milestone submittal documents (must have adequate plan review experience and be an Illinois Licensed Professional Engineer for roadway work and/or an Illinois Licensed Structural Engineer for structural work).

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

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

**Location/Design Studies (Rehabilitation)**  
**Highways (Freeways)**  
**Structures (Highway: Complex)**  
**Special Services (Surveying)**

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

12. Job No. P-94-008-14, Various Surveying Projects, Various Routes, Various Counties, Region 3/District 4

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

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

The Consultant who is selected for this project and all sub-consultants the prime Consultant will be utilizing are scheduled to attend a Scope of Services meeting on **April 30, 2014** at **9:00 A.M.** at the Region Three, District 4 Office in **Peoria**.

The main emphasis of the services required are Land and Route Surveying projects that will be used as base data for plan preparation, hydrologic modeling projects, engineering location studies, and roadway mapping for various design and land acquisition projects in Region 3/District 4. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

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

The Consultants work may include providing the following services:

- Project Control Surveys – The Consultant may be required to provide horizontal and vertical control points and data to facilitate the design and construction of department projects.
- Topographic Mapping – The Consultant may be requested to prepare topographic mapping using CADD technology, including base maps, terrain mapping, and hydraulic mapping. The mapping shall be prepared as per the latest version of the departments manual titled "CADD Roadway Drafting Reference Guide."
- Land Acquisition Surveys – The Consultant may be requested to produce position data, conveyance and monument records, research of land ownership documents, and other related tasks.

The completion date for this contract will be 36 months after authorization to proceed.

Key Personnel listed on **Exhibit A** must include the following:

- The person who will assume the duties of Project Manager for all aspects of the work documents. (Must be an Illinois Licensed Professional Land Surveyor.)
- The person who will perform the QA/QC review work of all milestone submittals. (Must be an Illinois Licensed Professional Land Surveyor.)

Statement of interest must also include a description of similar projects completed by the Consultant within the last five (5) years. Provide the contact information for the person/entity that the work was completed for.

The prime firm must be pre-qualified 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).

13. **Job No. P-94-009-14 Various Surveys, Various Routes, Various Counties, Region Three/District Four.**

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

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

The Consultant who is selected for this project and all subconsultants the Prime Consultant will be using is scheduled to attend a negotiation meeting on **April 30, 2014 at 10:30 A.M.** at the District Office in **Peoria**.

Phase I/II land and route surveying services are required for various design and land acquisition projects throughout District Four. Work Orders under the blanket agreement will be negotiated and authorized on an as-needed basis.

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

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 person who will assume the duties of Project Manager for all aspects of the work documents. (Must be an Illinois Licensed Professional Land Surveyor.)
- The person who will perform the QA/QC review work of all milestone submittals. (Must be an Illinois Licensed Professional Land Surveyor.)

Statement of interest must also include a description of similar projects completed by the Consultant within the last five (5) years. Provide the contact information for the person/entity that the work was completed for.

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).

14. Job No. C-96-041-14, Various Phase III 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 negotiation meeting on **MAY 8, 2014, at 10:00 A.M.** at the Region Four/District Six Construction Annex Office in **Springfield**.

Phase III construction engineering services are required to provide construction inspection for various projects throughout District Six. Work orders under the blanket agreement will be negotiated and authorized by the department on as needed basis. All work may be in either English or metric units.

The department will provide a Resident Engineer to direct the Contractor and to complete pay estimates and change orders. The Resident Engineer will direct/coordinate the activities of the Consultant staff provided to supplement the department's staff.

The Consultant will provide sufficient staff to perform all engineering services required to provide construction inspection under the direction of IDOT's Resident Engineer for roadway related work on various routes in District Six. The projects may include, the inspection and documentation of pay quantities, on-site material testing, material quality assurance testing, construction layout staking, and all other work required to complete the project. The Consultant will provide tools of the trade.

Quality Assurance (QA) oversight and Contractors Quality Control (QC) by the same consultant or one of their sub-consultants 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 plans and specifications.

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

The estimated construction costs for these projects may range from \$100,000 to \$30,000,000. The various projects are scheduled for construction during the calendar years 2014 through 2017 construction seasons. 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 Documentation Technician. The person(s) actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities).**

- Construction Inspectors (4-8 People). Inspectors should be familiar with IDOT inspection duties and requirements. The construction inspectors should be capable of performing geometric and physical layout as needed for construction purposes. Knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.
- The person(s) actively performing the construction inspectors on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT 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).

15. **Job No. D-98-030-14, Various Utility Coordination Projects, Various Route, Various Counties, Region Five, District Eight.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **April 28, 2014** at **10:30 A.M.** at the Regions Five, District Eight Office in **Collinsville**.

Phase I & II Engineering services are required for utility coordination work throughout District 8.

Work Orders under the blanket agreement will be negotiated and authorized on an as-needed basis. The Consultant shall respond within 24 hours to the District after receiving each work order assignment to discuss the scope of work, negotiate hours of work, equipment required, and direct cost. After the department gives the Consultant authorization to proceed, the Consultant shall commence work within 10 calendar days. The Consultant may be required to conduct this work in the District 8 office.

These services shall consist of coordination with the utility companies whose facilities are affected by the highway projects and the work may include the following tasks:

- Review IDOT's construction plans for areas of utility conflict where adjustments/relocations are needed.
- Provide a copy of IDOT's construction plans to the utility companies accompanied with an information letter and coordinate with utility companies to assist in plan preparation. Verify and record the horizontal location of each aerial and underground utility facility within the proposed construction limits. Also, verify and record the vertical location of each underground utility that will require lowering or relocation due to the improvement. Review plans and estimates furnished by the utility company for the most economical method of relocating the utilities.
- Check plans and estimates of cost from the utility company and coordinate with the utility company for revisions if needed.
- Copies of the reviewed and accepted plans and estimates of cost are sent to the district. A copy of the plans and estimates are required minimum of 5 months prior to the job letting.
- Provide the District a completed "Status of Utilities to be Adjusted" sheet with the estimated dates of completion for each utility. This document is to be provided to the District a minimum of 14 days prior to the Plans, Special Provisions, & Estimates (PS & E) date for the letting for the improvement.
- Check plans, estimates and other data provided by the utility, required for preparing a reimbursable utility adjustment, if needed.
- If the utility adjustment is to construct on ROW, then a permit is required (IDOT writes the permit). The utility company is responsible to obtain the permit from IDOT.

- The Consultant will be responsible to review the proposed adjustment to insure the adjustment does not conflict with IDOT's proposed improvement.
- Monitor and inspect utility adjustments in the field to assure the adjustments are in accordance with the approved adjustment plan and when necessary, coordinate with the utility to identify and correct problems as they occur.
- Field check the adjustments and verify that they will not be in conflict with the proposed improvement.
- Schedule and coordinate the adjustments to be completed before the contractor is to start construction (10 days after the execution of the contract).
- Records should be kept of manpower, equipment, and materials used on reimbursable utility relocations.
- Review for accuracy all bills submitted by the utility companies for reimbursement.
- Work with the utilities to obtain a bill reflecting appropriate charges and submit the bill with your recommendations to IDOT for payment. IDOT will process the bills for payment.
- It will be required to attend field checks and preconstruction meetings for each section. Also, once the utility companies have received the plans and start submitting proposals, biweekly meetings may be required to discuss the job status.

The department will furnish the Consultant with any available final plans, as-built plans, microfilm plans, field notes, existing right-of-way plans, boring logs and other information.

The Consultant will be required to prepare the utility coordination portion of these plans using Microstation and Geopak software that is utilized by the department and capable of translating to the department's system in accordance with "CADD Roadway Drafting Reference Guide" and current Electrical Data Transfer Standards. Complete files, design, and Geopak, will be required. Existing information will be furnished in this format if available.

The completion date for this contract will be 36 months after authorization to proceed.

The 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 documents. (Must be an Illinois Licensed Professional Engineer.)
- The person who will perform/supervise the work in the area of Surveys (must be an Illinois Licensed Professional Land Surveyor). Special Services (Surveying) prequalification category requirement may be completed by the Sub and/or Prime consultant.
- The person who will assume the duties of Project Coordinator directly involved in the management of each project.

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

Statements of Interest must include satisfactory experience in the activities required for this work by the firm and its employees.

Firms must be prequalified in **Special Services (Subsurface Utility Engineering) and/or Highways (Roads and Streets)** 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).

16. **Job No. P-98-029-14/D-98-029-14, Phase I and/or II work for Various Projects, Various Counties, Region 5/District Eight.**

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

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

The Consultant who is selected for this project, and all subconsultants the prime Consultant will be using, is scheduled to attend a negotiation on **April 29, 2014 at 10:30 A.M.** meeting at the Region 5/District Eight Office in **Collinsville**.

The Consultant may be required to act as a Project Manager (PM) for Phase I & II engineering services, environmental services, and produce Phase I Reports & Phase II contract plans. The PM Consultant may be assigned to manage various IDOT phase I and/or phase II projects, which could be under current or future contract with other Consultant engineering firms. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The PM Consultant will be expected to perform work similar to an IDOT Project Manager & staff, and report to the Project Studies Unit Head for Phase I work or the Project Engineer for Phase II work. The work may include engineering, management, public coordination, administrative services, and other work as necessary to ensure assigned projects are brought to completion in accordance with established schedules. It is anticipated the PM Consultant will be required to conduct his/her work in the District 8 office 3-5 days per week.

The department will assign projects to the PM Consultant accordingly. Additionally, the PM Consultant, if selected for Phase I and Phase II work, may not be managed by a Consultant that they managed during Phase I.

The Phase I work, if required, may consist of conducting geometric studies and reviews, preparing TS&L plans, preparing Bridge Condition Reports, preparing Structure Geotechnical Reports, soils analyses and preparing Project Reports (Categorical Exclusion projects only). This work may include data collection, cost estimates, traffic management analysis, accident analysis, Bridge Condition Reports and other related work and exhibits necessary to produce the Project Report, as necessary.

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

The various proposed projects may consist of bridge repair, bridge rehabilitation, bridge replacement, and resurfacing type projects, including interstate resurfacing.

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 deemed applicable to the Consultant's work. The Consultant's work may consist of either complete projects or a portion of the total engineering required for a certain project.

The completion date for this contract will be 60 months after authorization to proceed.

Key personnel listed on **Exhibit 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 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 for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- Person(s) who will perform the work in the area of the Geotechnical work (must be an Illinois Licensed Professional Engineer or Illinois Licensed Structural Engineer) The General Geotechnical prequalification category may be completed by the Prime and/or Sub.
- The person who will perform the Computer Aided Drafting is desired to have 3-5 years experience using Microstation and Geopak in a Civil Drafting environment, proficient in evaluating and editing tin models and a working knowledge of Excel and Word.

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

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

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

17. **Job No. C-99-030-14, Phase III Work for Various Projects, Various Routes, Various Counties, Region Five/District Nine.**

**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 **May 8, 2014**, at **10:00 A.M.** at the Region Five/District Nine Office in Carbondale.

Phase III engineering services are required to provide construction supervision, inspection, engineering layout, material testing and/or record maintenance for various projects in District Nine, expected to be primarily on IL 13 in Williamson County and US 45 in Saline County. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will provide a Resident Engineer on projects to direct the Contractor and to complete pay estimates and change orders. The department's Resident Engineer will also direct/coordinate the activities of the Consultant staff provided to supplement the department's staff and perform engineering services required for these projects. The Consultant will be required to furnish construction supervision, inspection, engineering layout, materials testing, record maintenance and perform other duties as directed by the engineer. The Consultant's work force shall be adequate to allow completion of these projects in a timely manner and in accordance with the department's Standard Specifications for Road and Bridge Construction. The Consultant will provide tools of the trade.

The department will furnish all necessary plans, specifications, standards, and related forms for record keeping. It is anticipated that the department will do all off-site material inspection for the assigned projects, however if needs are such and additional material inspection services are needed, the Consultant will be notified.

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

The estimated construction cost for these assigned projects range from \$8,000,000 to \$26,000,000. The various projects are scheduled for construction during calendar year 2014, 2015, 2016 and 2017 construction seasons. The completion date for this contract will be 48 months after authorization to proceed.

The Consultant may also be asked to provide trained technicians to perform nuclear density testing for embankment and hot mix asphalt (HMA) pay items. Consultants will provide their own gauge, bunker, and transport box. Consultants will have their own nuclear license and will not be covered by the department's license.

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

- The Documentation Technician(s). **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities).**
- Construction Inspectors. Experience and a workable knowledge of IDOT inspection duties and requirements. Capable of performing geometric and physical layout as needed for construction purposes.
- Nuclear Density Inspectors. Include appropriate QC/QA density training in soils and/or HMA and include nuclear license.
- Materials Technicians, include specific details of HMA and/or PCC QC/QA training and details of past experience with materials inspection.

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).

18. **C-99-031-14 Various Phase III Projects, Various Routes, Various Counties, Region 5, District 9.**

**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 **May 8, 2014, at 1:00 P.M.** at the Region Five/District Nine Office in Carbondale.

Phase III engineering services are required to provide construction supervision, inspection, engineering layout, material testing and/or record maintenance for various projects in District Nine. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

There may be instances where the Consultant will be required to furnish a Resident Engineer complete with staff capable to run individual projects and work directly with the department's Construction Field Engineers to ensure adequate engineering services required for these projects are in place. The Consultant's work force shall be adequate to allow completion of these projects in a timely manner and in accordance with the department's Standard Specifications for Road and Bridge Construction. The Consultant must complete and submit final measurements, calculations, and contract record documentation to the department no later than six (6) weeks after completion of each project as required.

The Consultant must be capable to both assist the Resident Engineer or in some instances act as the Resident Engineer to prepare all documentation of the project. The various proposed projects may consist of pavement and surface removal, patching and resurfacing, bridge repair, bridge rehabilitation, electrical work, bridge replacement, widening and resurfacing, vertical/horizontal realignment and/or new roadway projects.

The Consultant will provide tools of the trade. The department will furnish all necessary plans, specifications, standards, and related forms for record keeping. It is anticipated that the department will do all off-site material inspection for the assigned projects, however if needs are such and additional material inspection services are needed, the Consultant will be notified.

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

The estimated construction cost for these assigned projects range from \$100,000 to \$25,000,000. The various projects are scheduled for construction during calendar year 2014, 2015, 2016 and 2017 construction seasons. The completion date for this contract will be 48 months after authorization to proceed.

The Consultant may also be asked to provide trained technicians to perform nuclear density testing for embankment and hot mix asphalt (HMA) pay items at various locations on active contracts through the District. Consultants will provide their own gauge, bunker, and transport

box. Consultants will have their own nuclear license and will not be covered by the department's license.

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

- The Resident Engineer(s). Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities. Knowledge of the department's ICORS system is also desired. Minimum 10 years experience as a Resident Engineer desired.
- The Materials Coordinator. This person should have experience with Materials testing, training in the department's QC/QA programs and be capable of coordinating the Consultants materials technicians to assure proper testing methods and frequency.
- The Documentation Technician(s). **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities).**
- Construction Inspectors. Experience and workable knowledge of IDOT inspection duties and requirements. Capable of performing geometric and physical layout as needed for construction purposes.
- Materials Technicians include specific details of HMA and/or PCC QC/QA training and details of experience with materials inspection.
- Nuclear Density Inspectors. Include appropriate QC/QA density training in soils and/or HMA and include nuclear license.

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

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

19. Job No. P-99-001-14, Phase I and Phase II work for Various Projects, Various Routes, Various Counties , Region 5/District Nine.

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 25, 2014 at 10:00 A.M.** at the Region Five/District Nine office in **Carbondale**.

Phase I and II engineering services are required for the preparation of Bridge Condition Reports, Hydraulic Reports, TS&L's and Project Reports for roadway and bridge improvements and the preparation of preliminary and final contract plans for the replacement, rehabilitation or repair of various structures within the District. In addition, Phase I and II engineering services are required for the preparation of Project Reports and final contract plans for various roadway improvements. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant's work will include, but is not limited to; data collection, Bridge Condition Reports, Hydraulic Reports, Structure Reports, type, size and location drawings, ground and hydraulic surveys, cost estimates, right of way information, environmental consequences and related work necessary to produce Project Reports for bridge and roadway projects. Phase II work may include preparation of prefinal and final construction plans for structure and/or roadway projects.

The department will furnish traffic data, accident statistics, existing right-of-way plans, foundation borings where required, available as-built construction plans, one benchmark at each existing structure and a staked centerline of the existing roadway.

The Consultant's work may consist of either complete projects or a portion of the total engineering required for a certain project.

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 documents (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer, that individual in charge who is directly involved in the development of contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Hydraulic Analyses (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 be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). The surveying prequalification requirement may be met by the Sub or Prime consultant.

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

**Location/Design Studies (Rehabilitation)**  
**Structures (Highway: Typical)**  
**Highways (Freeways)**

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

20. **Job No. R-99-009-14 Various Survey Projects, Various Routes, Various Counties, and Survey Project Management in Region Five/District Nine.**

**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 is scheduled to attend a negotiation meeting on **April 25, 2014** at **9:00 A.M.** at the Region Five/District Nine Office in **Carbondale**.

Phase I and/or II surveying services are required for various design and land acquisition projects throughout District Nine. Work Orders under the blanket agreement will be negotiated and authorized on an as-needed basis.

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

The Consultant Project Manager (PM) will supervise, manage and direct field crew and office personnel in the completion of survey work. The PM and their staff will be expected to perform work similar to an IDOT Chief of Surveys and/or Plats & Plans Supervisor . The PM and their staff will be expected to perform the work in the district offices. The PM will sign plats prepared under supervision, as well as, in-house time keeping records.

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

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

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

21. **Job No. R-99-010-14 Various Survey Projects, Various Routes, Various Counties, and Survey Project Management in Region Five/District Nine.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 25, 2014** at **9:00 A.M.** at the Region Five/District Nine Office in **Carbondale**.

Phase I and/or II surveying services are required for various design and land acquisition projects throughout District Nine. Work Orders under the blanket agreement will be negotiated and authorized on an as-needed basis.

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

The Consultant Project Manager (PM) will supervise, manage and direct field crew and office personnel in the completion of survey work. The PM and their staff will be expected to perform work similar to an IDOT Chief of Surveys and/or Plats & Plans Supervisor . The PM and their staff will be expected to perform the work in the district offices. The PM will sign plats prepared under supervision, as well as, in-house time keeping records.

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

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

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

22. **Job No. C-30-052-14 Various Routes, Various Counties, Structural Steel Shop Fabrication Inspection, Statewide.**

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 30, 2014 at 1:30 P.M.** at the Harry R. Hanley Building, Bureau of Bridges and Structures in **Springfield**.

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

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

Inspector Qualifications	Straight Time (Hours)	<u>Overtime</u> (Hours)
CWI and UT Level II (Shop)	50	10
CWI (Shop)	2000	100
Non CWI (Shop)	350	50
UT Level II (Field)	20	0
Inspection Manager (Site Meeting)	10	0

Services will also entail an estimated: 240 days of per diem per year and significant travel. Each inspector is expected to be a member of the agency's inspection staff. The use of temporary personnel hired from the local area for inspection shall be prohibited unless approved by the department on a case-by-case basis. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis. The contract will be monitored and administered by the IDOT Bureau of Bridges and Structures.

The completion date for this contract will be 36 months after authorization to proceed.

Statements of Interest, including resumes of the key people, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS). Firms interested in submitting for this item that are not currently prequalified must contact Carrie Kowalski to establish an account in EPAS so the firms can submit a Statement of Interest. Any procedural questions regarding Statements of Interest submittal and to set up an account in EPAS may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment at [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov).

## ATTACHMENT A

### INSPECTION REQUIREMENTS

#### SECTION I - INSPECTORS

Quality Assurance (QA) Inspectors shall be fully-trained employees of the CONSULTANT, experienced in the inspection of materials, workmanship and procedures involved in the work. The use of personnel temporarily hired for inspection shall be prohibited unless approved by the DEPARTMENT on a case-by-case basis. QA Inspectors may not be in any position of self-interest, direct or indirect, with the producers or processors of the work involved. The name and address of each inspector expected to be employed in this work shall be filed by the CONSULTANT with the DEPARTMENT, together with a brief summary of qualifications. When more than one inspector is assigned to a project, the CONSULTANT shall designate one as the lead inspector, who will assume the responsibility of coordinating the inspection effort and filing all reports in addition to inspection duties. The CONSULTANT shall not change inspectors on the project without prior notification to the DEPARTMENT. The DEPARTMENT shall have the right to order the removal of any inspector from the DEPARTMENT'S work for failure to perform to the satisfaction of the DEPARTMENT.

1. The inspectors shall personally make inspections and reports as required by the DEPARTMENT for quality assurance (QA) of fabrication on assigned projects. They shall perform special tests, examinations, and re-inspections when required by the DEPARTMENT.
2. Each inspector shall be familiar with the approved shop drawings and DEPARTMENT standard specifications pertaining to the fabrication inspected, as well as applicable codes and specifications of the American Welding Society (AWS) and American Society for Nondestructive Testing (ASNT).
3. No variations from the approved shop drawings or the Contract documents shall be permitted by the inspector, except upon specific instructions by the DEPARTMENT.
5. Each inspector assigned to a project shall be a Certified Welding Inspector (CWI), unless otherwise approved or specified by the Department, and well versed in applicable fabrication, non-destructive testing (including MT and RT interpretation), cleaning and/or shop painting techniques. Non-certified inspectors shall have at least one year of prior, supervised experience with the agency.
6. Inspectors shall be assigned and monitored by an Inspection Manager who is qualified to perform all tasks assigned to supervised inspectors. If the Engineer requests the Inspection Manger personally attend a prefabrication conference or on-site meeting, or perform sophisticated inspection services, the Inspection Manager will be billed at the overtime rate for a CWI & UT II (Shop) plus per diem and/or mileage, based on location and duration.

7. For ongoing projects, shop inspectors will be reimbursed for per diem or daily mileage and travel time from/to their home address, whichever is less. This allows per diem and mileage to be charged only for travel days at the beginning and end of a particular project, for intermittent inspection, or for prolonged periods of inactivity at a shop. Per diem will be paid through weekends and shop holidays if it is less than estimated charges for the inspector to travel home and return to the shop.
8. Field (construction site) QA Inspectors will be reimbursed for per diem, and daily mileage/travel time for up to 40 miles or travel time to/from their home to the field site work, whichever is less.

## SECTION II - CONDUCT OF INSPECTORS

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

## SECTION III - SHOP INSPECTION

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

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

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

1. General surface inspection as material is processed and exposed to view, noting imperfections. View cut edge of plates for indications of internal defects.
2. Observe thermal cutting and computer numerically controlled (CNC) equipment to determine if it appears to be performing properly.

3. Check the mill identification, sizes of sections and thickness of plates, verifying that approved materials are used, with special attention to the use and location of Fracture Critical Material.
4. Determine that dies and punches are in acceptable condition, of correct size, and used within the limits set by the contract, the manufacturer, or industry practice as appropriate.
5. Check that reamed holes are cylindrical, that burrs are removed and no drilling debris remains between shop contact surfaces.
6. Periodically monitor the installation and tightening of high strength bolts to insure that the selected tightening procedure is properly used. Each day that bolts are to be installed in slip critical connections, rotational capacity tests shall be performed and inspection wrenches shall be calibrated in a device indicating bolt tension prior to testing.
7. Steel templates for reaming or drilling shall have hardened bushings positioned based on the inscribed centerlines used to locate each template, and they shall be properly secured.
8. Bolted splice plates shall be properly fitted and secured prior to reaming or drilling. Parts assembled for drilling or reaming holes to full size shall be aligned and secured after verifying proper hole spacing and edge distances.
9. Techniques used in assembling beams, girders, trusses, rigid frames or arches shall not damage members, and the desired geometry (camber, horizontal curvature, etc.) shall be verified before reaming, unless otherwise approved by the Engineer.
10. Field bolted splices and other reamed assembled (RA) or drilled assembled (DA) elements shall be plainly match-marked, and the match-marking diagrams shall be checked. Erection (piece and match) marks shall be made with low or mini-stress dies in areas of members and splice plates specified on the shop drawings.
11. Check pins, bushings and pin holes for size, location and surface finish. Obtain certification of pin and bushing material and any required heat treatment process.
12. All finished members shall be free of general or localized twists, bends, kinks or other distortions exceeding contract tolerances.
13. All loose pieces are to be bolted or otherwise secured for shipment, and small parts properly cushioned and boxed or otherwise secured against loss and damage in transit.
14. Check for "lefts" or "rights" and number of parts.

15. Surfaces to be shop coated shall be properly cleaned and surface profile verified prior to application. Priming must be done within 24 hours of cleaning and prior to any surface rusting.
16. ILDOT-approved batches of paint are to be applied in accord with the contract and manufacturer's product data sheet. Verify paint batch approval by the DEPARTMENT. Monitor mixing of components, humidity, metal and air temperature and application patterns.
17. All thermal cutting shall be mechanically guided. No hand-held thermal cutting of final edges shall be allowed without the approval of the DEPARTMENT, and re-entrant cuts must be finished in accord with contract requirements.
18. Verify QC measurements for center to center of bearings, camber and sweep. Make random checks of stiffener and lateral bracing locations as well as their hole layouts. If errors are found, require more complete dimension checks by QC to define extent of the problem.
19. Check workmanship (dimensionality, straightness, finish, etc.) in accordance with requirements of applicable specifications.
20. Check that splice plates and fills are properly positioned before drilling or reaming. No metal fragments or foreign material other than paint shall remain between shop bolted components.
21. Mill test reports should be obtained from the contractor's QC or the DEPARTMENT and correlated with the primary member material used in the structure. A material assignment sheet may be obtained from QC or developed by the QA Inspector. Mill reports or independent lab tests must verify satisfactory toughness testing for "CVN", "NTR" or Fracture Critical material. The material grade (e.g.: Gr. 36, 50, 50W) must comply with the shop drawings. All steel material shall be certified on the mill report to be domestically produced ("Melted and Manufactured in the USA" or similar).
22. Report significant fabrication deficiencies (e.g.: requiring substantial removal and replacement of welds or paint, mislocated holes, misaligned members) on the daily log, including their cause and correction. Proposals to correct errors potentially affecting the adequacy of the member shall be submitted by the QC to the DEPARTMENT prior to repairs. Attachment and removal of temporary fabrication or handling must employ DEPARTMENT approved methods.
23. Any erection devices shown on the approved shop drawings warrant the same inspection required for permanent material, but mill test reports and evidence of domestic origin are not required for temporary items not purchased by the DEPARTMENT.

## SECTION IV - WELDING

### Prior to Welding:

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

for accuracy and adjusted or replaced if necessary, and that calibration equipment is periodically certified and properly utilized.

#### During Welding:

1. Ensure the correct weld consumables are utilized, are in satisfactory condition and are stored properly to prevent damage. Bridge welding requires low-hydrogen processes, so consumables must be reconditioned or replaced after exposure, as provided by the specifications.
2. Periodically observe the technique and performance of welders to ensure procedures and techniques conform to the contract. For fracture critical joints, plan for sequential inspection of multiple-pass welds. Arrange with the QC for the foreman to notify the QA Inspector when such work will be performed.
3. Ensure welding is done in accordance with the approved procedures, periodically verifying that the current, amperage, voltage, travel speed, preheat and interpass temperatures are within tolerances.
4. Ensure welds start in the area where weld is to be deposited. Tack welds shall be located and sized (after grinding) to be completely incorporated in the production weld unless they are made using an approved weld procedure. Cracked tack welds shall be removed before welding over their location.
5. On subsequent passes for flange and web butt joints, observe if split layer technique is properly used where required.
6. Verify that the root and intermediate passes are cleaned and deficiencies corrected before succeeding weld passes. Wire brushing, grinding or chipping may be used to remove slag between weld passes, but no unspecified peening or distorting ("caulking") of weld metal shall be permitted without the specific approval of the DEPARTMENT.
7. After butt welds have cooled, the parts joined are not in alignment corrections shall be made prior to assembly of member. Minor misalignment may be corrected by the controlled application of heat and/or pressure. If misalignment is significant, corrective work shall be done using QC-proposed methods approved by the Engineer.
8. If welds are to be ground smooth and flush, final finishing should be parallel to the direction of the main stress in a member. All welds shall terminate in a satisfactory manner.

### After Welding:

1. Welds shall be cleaned of slag and examined by QC. When blast cleaning is required, a general examination of welds and material shall also be done after blasting and before painting.
2. Any weld geometry exceeding welding code limits shall be corrected to meet tolerances. Ends of repair welds shall transition smoothly into existing welds.
3. Excess metal at butt welds shall be removed by grinding. Plate thickness or width transitions shall be sloped as shown on the shop drawings with smooth transitions at the thinner/narrower plate. Over-grinding at this location must be corrected using Engineer-approved methods before NDT.
4. All runoff tabs shall be removed without damaging permanent material. Thermal-cutting may be used, provided the final preparation is done by grinding.

### SECTION V - RADIOGRAPHY AND RADIOGRAPHIC INSPECTION

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

### SECTION VI - MAGNETIC PARTICLE INSPECTION

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

## SECTION VII - ULTRASONIC INSPECTION

1. Ultrasonic testing (UT) required by the Contract shall be performed by the Contractor. The Contractor is to submit a report to the QA Inspector of all findings. The QA Inspector shall be familiar with proper UT application, and periodically witness testing, including set-up and recalibration. If satisfied with the technique and the test results, the QA Inspector shall sign the UT reports. If the Engineer requires QA verification testing of the Contractor's findings or to examine areas not requiring UT in the Contract, the QA Inspector must be qualified as a Level II in UT by testing, training and experience in accord with the current edition of the American Society for Nondestructive Testing Recommended Practice No. SNT-TC-1A.
2. UT may also be required at field locations utilizing the Consultant's equipment when requested by the DEPARTMENT. (The Department shall provide access, traffic control and assistance as required).
3. For UT performed by the Contractor, the QA Inspector shall include the original reports in the project file and return one signed copy to the fabricator. For UT performed by the QA Inspector, a copy shall not be provided to the Contractor unless directed by the Engineer. The QA Inspector shall forward the original UT reports to the DEPARTMENT at the end of the project.

## SECTION VIII - SHOP CLEANING AND PAINTING

1. QA Inspectors shall carefully review the ILDOT Standard Specifications and Contract Special Provisions covering the shop cleaning and painting of structural steel and verify that requirements are met. In case of disagreements on interpretation or acceptance between the QA and QC Inspectors, the Engineer will provide guidance.
2. Structural steel should not be shop cleaned or painted until its fabrication has been accepted by QC: this is not mandatory but represents good practice, and the QA Inspector shall mandate recleaning and/or repainting if deficient areas are coated. Blast cleaned surfaces shall have proper profile and cleanliness. Thermal cut edges shall be ground before blasting if necessary to achieve the required profile. Primer must be applied within 24 hours and before any rust is visible.
3. The shop coat(s) shall be inspected for proper mixing, application, dry film thickness of individual or multiple coats, proper curling of preceding coats, and uniform coverage. Unless otherwise provided for small batches, the inspector shall have an approved test report identification issued by the Department for the batch of paint used. If not, the fabricator Contractor must submit samples taken from the batch (with the QA Inspector witnessing) to the DEPARTMENT'S Bureau of Materials and Physical Research for testing prior to painting. Paint must be applied when the temperature and humidity are within acceptable limits and during the manufacturer's prescribed pot life. Paint may only be thinned in accord with the manufacturer's guidelines.
4. Special attention shall be given to shop installed bolts. Cleaning, profile, subsequent primer coverage and adhesion shall be carefully monitored. For mechanically

galvanized bolts installed before blasting, some galvanizing may remain after cleaning, as long as primer adhesion is not impaired. For black ASTM A490 bolts in painted areas, if blasting does not produce adequate profile due to the hard surface, exposed bolt surfaces must be cleaned and spot primed with a suitably adherent coating before priming the adjacent steel.

5. After shop painting, care shall be taken in the handling, storage and shipping of material to avoid damage or contamination (oil, etc.) of the surface. All damage noted shall be repaired in accord with Contract requirements and the paint manufacturers' guidelines prior to shipment.
6. Verify gauges (dry film thickness, profile, temperature, humidity, etc.) are routinely calibrated and that calibration equipment is recertified as necessary.

23. **Job No. D-30-001-14 , Various Phase I/II Engineering for Structure Projects Statewide, Bureau of Bridges and Structures.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 29, 2014 at 9:00 A.M.** at the Central Bureau of Bridges and Structures in Springfield.

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

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

The Consultant will be expected to perform work similar to an IDOT Group Leader and staff, and report to a BBS Group Leader, Unit Chief or Section Head. Consultant staff may be expected to perform work in the Bureau of Bridges and Structures office as needed. The Consultant shall maintain an office in the Springfield area.

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 and an Illinois Licensed Structural Engineer.
- Person who will perform the duties of the Project Engineer, defined as the individual-in-charge who is directly involved in the development of the contract documents: (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer).
- Person who will perform the work in the area of structural plan preparation and will seal the plans as required (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified. It is desired that the Consultant have multiple Illinois Licensed Structural Engineers on staff available to work on this project.

- Person(s) who will perform the work in the area of Structure Geotechnical Reports and/or geotechnical/foundations/wall design recommendations (must be an Illinois Licensed Professional Engineer or Illinois Licensed Structural Engineer) shall be identified. The Geotechnical Services (SGR) prequalification category may be completed by the Prime and/or Sub.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Structural Engineer with adequate plan review experience).
- Person(s) who will perform/supervise the work in the area of Hydraulic Reports and preparation of the Hydraulic Analyses (must be an Illinois Licensed Professional Engineer). Hydraulic Reports: Typical prequalification category requirement may be completed by the Prime and/or Sub.
- Person who will perform the work in the area of NBIS and Element Level inspections and training must be an NBIS qualified Team Leader and an Illinois Licensed Professional Engineer or Illinois Licensed Structural Engineer. In addition, the staff performing this work must be identified.

The prime firm must be prequalified in the **Structures (Highways: Advanced 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).

24. **Job No. P-30-001-14, Various Phase I & II Projects, Statewide, Department of Natural Resources and Department of Historic Preservation.**

**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 **April 30, 2014 at 10:00 A.M.** at the Harry R. Hanley Building in **Springfield**.

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

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

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

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

The estimated construction cost for these projects range may range from \$200,000 to \$4,000,000. The Consultant's work will consist of either complete projects or a portion of the total engineering work on a certain project. The completion date for this contract will be 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 be in charge of surveys (must be an Illinois Professional Licensed Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

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

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

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

**25. Job No. P-30-009-14, Statewide Transit Plan, Office of Planning & Programming**

**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 **April 24, 2014** at the Harry R. Hanley Building in **Springfield**.

Services are needed to develop a statewide transit plan that includes, but is not limited to, background on Illinois transit, report on existing transit services, challenges, needs, financial analysis, recommendations, and an investment plan. The plan will serve as a blueprint for the State's transit activities to promote transportation alternatives and potentially reduce congestion.

The department will provide the Consultant with any relevant and available information such as studies, plans, and programs. The Consultant work may include data collection, research, studies, peer reviews, technical assistance, public outreach, planning and programming activities in addition to assisting and advising the department on issues relating to state, local, and federal policies and initiatives. Deliverables/Products expected of the selected Consultant include interim reports and studies, data analysis, research, and a draft and final transit plan.

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 lead, that individual in charge who is directly involved in the development of the required documents.
- 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 firm must be prequalified in the **Transportation Studies – Mass Transit** 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).

# 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>

# 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

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### 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.

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#### 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**  
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-µm (No. 200) by Washing
T 27 (IL)	C136	Sieve Analysis of Fine and Coarse Aggregates
T 84 (IL)	C128	Specific Gravity and Absorption of Fine Aggregate (Slag Labs Only)
T 85 (IL)	C127	Specific Gravity and Absorption of Coarse Aggregate (Slag Labs Only)
<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/pregcons.html](http://www.dot.il.gov/desenv/pregcons.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>