

# Professional Transportation Bulletin

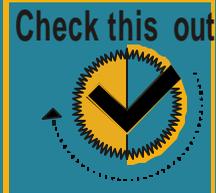
PTB 180

May 05, 2016

Statements of Interest are due before 12:00 p.m.  
on May 26, 2016  
Selection Date: July 20, 2016



**Help &**  
INFORMATION



Check this out

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

# IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

**Selection Date: July 20, 2016**

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

REVISION DATE: There are no revisions as of May 05, 2016.

## 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.idot.illinois.gov/index>.

### 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. Kensil Garnett  
401 Main Street  
Peoria, IL 61602

##### **District 5**

Mr. Kensil Garnett  
Route 133 West  
P.O. Box 610  
Paris, IL 61944

#### Region 4

##### **District 6**

Mr. Jeffrey South  
126 East Ash St.  
Springfield, IL 62704

##### **District 7**

Mr. Jeffrey South  
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 181	PTB 182	PTB 183	PTB 184	PTB 185	PTB 186
PUBLISH PTB	08-14-16	11-10-16	02-02-17	05-04-17	08-03-17	11-09-17
***STATEMENTS OF INTEREST ARE DUE	08-25-16	12-01-16	02-23-17	05-25-17	08-24-17	11-30-17
SELECTION MEETING	10-19-16	01-25-17	04-19-17	07-19-17	10-18-17	1-25-18

**\*\*\* STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 05-05-16 & 05-26-16 (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 under the Bulletin Tab at the following link: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>



Link for negotiation information

## Bulletin

IDOT advertises for professional services four times a year via the Professional Transportation Bulletin (PTB) and makes this schedule public via the PTB Schedule (below). The PTB contains information pertaining to the advertisements for offers of interest for professional engineering, land surveying and architectural services for IDOT projects. On occasion, a special bulletin is necessary. Below you will find the active PTB as well as supplementary information. If wishing to review archived bulletins and press releases please navigate to [Resources](#).

- [PTB 172](#) 

To view the most current negotiation meeting information on particular advertised items [please click here](#) . This information has not been finalized and is subject to change. Contact the appropriate District for questions regarding a particular Item.

### ▶ Tentative PTB Schedule

- **Region 1**
  - **John Fortmann**
    - **District 1**
      - **Items 1 - 6**
- **Region 2**
  - **Paul Loete**
    - **District 2**
      - **Items 7 - 10**
- **Region 3**
  - **Kensil Garnett**
    - **District 4**
      - **Items 11-15**
    - **District 5**
      - **Items 16-18**
- **Region 4**
  - **Jeffrey South**
    - **District 6**
      - **Item 19**
    - **District 7**
      - **Items 20-22**
- **Region 5**
  - **Jeffrey Keirn**
    - **District 8**
      - **Items 23 - 25**
    - **District 9**
      - **Items 26**
- **Bureau of Land Acquisition**
  - **Laura Mlacnik**
    - **Item 27**

# NOTICE

## Statement of Experience and Financial Condition Renewal

5-5-2016

Reminder for firms whose fiscal year ends 12-31; the SEFC renewal is due by June 30. There are no extensions. If the firm fails to submit by midnight on June 30, the firm will be considered not prequalified. The SEFC application can be sent in any time before June 30.

The EPAS manual is located at <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/EPAS%20Instructions%20Manual.pdf>

EPAS will show either New SEFC (update all data, staff, corporate details, financial data, and questionnaires) or Renew SEFC (update corporate and financial data only). There are more details in the EPAS instruction manual.

For firms required to update the entire Statement of Experience and Financial Condition, select the option New SEFC in EPAS.

For firms required to update the corporate and financial portion, select option Renew SEFC.

**DO NOT** USE AMEND to renew. The application will be returned which may jeopardize your prequalification status. SEE PAGE 30 of the manual.

The Required Forms are included under Attachments.

EPAS Home

SOI Home

Forms

Current Obligations

**Delinquent Debt**

Attachments

Summary and Submit

News

## ABC Corporation

Change Password Help

**Based on the information you have provided , the following attachments are required for successful electronic submittal of the Statement of Interest. Please print these documents, sign them, convert to PDF documents and attach below.**

Consultant's Disclosure, Form A & Form B (BDE DISC2 Template)

*If your firm signs the Applicable Form A, and has answered yes to any of the questions, or has included information under the communications and/or debarment statements please include a summary sheet at the end of the document. In the summary, note the page number where the affirmative answers are located.*

Disclosure of Business Operations in Iran (BDE2900)

\* Delinquent Debt Certification (BDE3000)

*\* If this form has already been printed and attached and an Item is either added or deleted, you will be required to re-print the form, sign and re-attach.*

Once the required information has been included, then Select Summary and Submit.

NOTE: if a firm is already submitting on other items as a prime, then this data is already included and does not have to be resubmitted.

# NOTICE

## Disclosure Forms A & B

### February 17, 2016

The Consultant Disclosure Form A & B (BDE DISCLOSURE 2 Template) have been revised. The latest version is required as part of the submittal for this and future Professional Transportation Bulletins.

The revisions consisted of revising the \$25,000 to \$50,000, the Shareholder reference from 200 to 100 and Suspension has been included with the Debarment question 4.

The form is available at the following site under the Statement of Interest Tab:

<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>



### Statement of Interest (SOI)

Engineering, land surveying and architectural firm selections for PTB items are Quality Based. The review of the department's governing state statute ([30 ILCS 535/1](#)) is encouraged.

Firms interested in a project, are required to submit an SOI by the advertised due date to be considered for an advertised project. To submit an SOI:

1. Log on to the [Engineering Prequalification and Agreements System \(EPAS\)](#) and follow the prompts for requirements and review the [EPAS Instruction Manual](#).
2. Complete and upload the following forms to EPAS:
  - [BDE DISC 2 Template](#)  
Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure
  - [BDE 2900](#)  
Disclosure of Business Operations in Iran

# NOTICE

## List of Prequalified Consultant Firms

May 05, 2016

IDOT provides a listing of prequalified consulting firms on the website; <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

This list is typically updated weekly, and is based on the most recently approved SEFC application.

Information has been added to the website to help clarify:

### Prequalification

All engineering, land surveying, and architectural consultants interested in providing services to IDOT, whether as a prime or subconsultant, must be prequalified with the department. IDOT prequalifies architectural and/or engineering consultants in multiple transportation categories of service. Prequalification is based on the firm's and the individual's professional experience and qualification. Annual updates to statements of experience and financial condition must be completed to maintain prequalification status. The process is governed by state Statute ([30 ILCS 535/1](#)).

There are approximately 400 firms prequalified with IDOT that are able to submit statements of interest on engineering, land surveying and architectural project advertisements. Updated every Friday, the [List of Prequalified Consultants](#), [List of Prequalified DBE Consultants](#) and [List of Prequalification Categories without a DBE firm](#), provides the firm name, address, DBE status, contact person, phone number, fax number and prequalified IDOT category or categories. **The list posted is from the firms last approved Statement of Experience and Financial Condition. Firms with information in for review may have additional prequalification categories or may not have all the prequalification categories listed. Firms can track the progress of their Statement of Experience and Financial Condition review by viewing Status Column and the Category Column in EPAS.**

Firms are encouraged to monitor their prequalification status in EPAS.

To check the status of an application and/or view current prequalification, log on to EPAS. In this example, the review of the application has not been completed. The Financial Portion is under review. The review of the requested prequalification categories is complete, note the RANKING\_COMPLETE in the Status Column. Once the status column says APPROVED, the entire review is complete.

### Vendor Search Results / Details

Vendor: |

App Id	Application Date	Fiscal Year Ending Date	Type	Overhead %	Status	Category	Additional Info
<a href="#">SEFC ID:</a>	09/10/2015	12/31/2014	NewSEFC	116.45	RANKING_COMPLETE	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	08/20/2014	12/31/2013	RenewSEFC	118.52	APPROVED	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	01/14/2014	12/31/2012	AmendSEFC	117.62	APPROVED	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	12/05/2013	12/31/2012	AmendSEFC	117.62	APPROVED	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	07/01/2013	12/31/2012	RenewSEFC	117.62	APPROVED	<a href="#">View</a>	<a href="#">View</a>

At Ranking Complete, SEFC ID 5555, the firm can view their status of the proposed prequalification categories; select View in the Category Column. It will note if your firm is qualified or not qualified.

Vendor: EXAMPLE FIRM

**SEFC Applications**

App Id	Application Date	Fiscal Year Ending Date	Type	Overhead %	Status	Category
SEFC ID 5555	09/10/2015	12/31/2014	NewSEFC	124	RANKING_COMPLETE	<a href="#">View</a>
SEFC ID 4444	08/20/2014	12/31/2013	RenewSEFC	125	APPROVED	<a href="#">View</a>

**Categories**

Category	Qualified	Comments
Airports - Design	X-Qualified	
Special Studies - Pump Stations	A-Denied Prequalification	Firm is requ
Special Studies - Feasibility	X-Qualified	
Location Design Studies - Rehabilitation	X-Qualified	
Special Studies - Traffic Studies	X-Qualified	
Location Design Studies - New Construction/Major Reconstruction	A-Denied Prequalification	Firm is requ
Structures - Highway: Typical	X-Qualified	
Special Services - Electrical Engineering	X-Qualified	Only list tra

**SOI Applications**

PTB Id	Submit Date	Due Date
SOI ID: 179	2/24/2016 5:09:58 PM	02/25/2016
SOI ID: 177	1/27/2015 1:38:00 PM	08/27/2015

Until the SEFC ID 5555 application is approved, the data from the last approved SEFC ID 4444: will show on the website. In this example, the firm was prequalified in Special Studies-Pump Station and the prequalification for the category shows on the website. The firm is not currently prequalified in pump stations and it is not showing on the website because the firm's application is under review. The firm would not be prequalified for the category and would not be considered for items requiring Special Studies – Pump Station.

**Categories**

Category	Qualified	Comments
Airports - Design	X-Qualified	
Special Studies - Pump Stations	X-Qualified	
Special Studies - Feasibility	X-Qualified	
Location Design Studies - Rehabilitation	X-Qualified	
Special Studies - Traffic Studies	X-Qualified	
Location Design Studies - New Construction/Major Reconstruction	X-Qualified	

Information on website:

EXAMPLE FIRM

ries: Airports - Design,Highways - Freeways,Highways - Roads and Streets,Hydraulic Reports - Waterways: Complex,Hydraulic Reports - Waterw  
 Construction/Major Reconstruction,Location Design Studies - Reconstruction/Major Rehabilitation,Location Design Studies - Rehabilitation,S  
 - Construction Inspection,Special Services - Electrical Engineering,Special Services - Mechanical,Special Services - Sanitary,Special Studie  
 Drainage,Special Studies - Pump Stations,Special Studies - Safety,Special Studies - Traffic Studies,Structures - Highway: Advanced Typical  
 Highway: Typical Structures - Mass Transit

If the firm's status is Ranking Process, the prequalification category reviews have not been completed.

In this example, the firm's prequalification status by category remains as is, until IDOT completes the review of the category.

At this point, the firm is prequalified in Location Drainage, and Construction Inspection.

The firm is not prequalified in Sanitary.

For the Reconstruction/Major Rehabilitation, the category has not been reviewed. If they were qualified previously they are qualified, if they were not qualified in the previous submittal then they are not qualified.

SEFC Applications		Categories		
App Id	Application Date	Category	Qualified	Comments
SEFC ID :	07/16/2015	Special Studies - Location Drainage	X-Qualified	
SEFC ID :	08/05/2014	Special Services - Sanitary	A-Denied Prequalification	No experience. Mapping an existing sewer is not designing. We're looking for Sanitary/Storm sewer design within transportation ROW.
SEFC ID :	07/01/2013	Location Design Studies - Reconstruction/Major Rehabilitation		
SEFC ID :	10/30/2012	Special Services - Construction Inspection	X-Qualified	

A reminder to firms, only one active application at a time is allowed. If there are necessary revisions needed while IDOT is reviewing, such as key personnel have left firm, expired insurance, or anything effecting the firms prequalification status send an e-mail explaining the situation. Once IDOT has completed the review, go to EPAS select amend and make the necessary revisions.

## NOTICE

### IDOT Prequalification Letter

There is an approval letter for each approved SEFC application. The letter is dated with the print date; the body of the letter contains the fiscal year approval date.

If the firm was not approved, there isn't a letter.

#### **SEFC Applications**

App Id	Application Date	Fiscal Year Ending Date	Type	Overhead %	Status	Category	Additional Info	Approval Letter
SEFC ID: <b>1</b>	03/29/2016	12/31/2015	NewSEFC	134.2	APPROVED	<a href="#">View</a>	<a href="#">View</a>	Approval Letter
SEFC ID: <b>2</b>	11/06/2013	06/30/2012	NewSEFC	0.00	NOT_APPROVED	<a href="#">View</a>	<a href="#">View</a>	NO LETTER
SEFC ID: <b>3</b>	05/06/2013	12/31/2012	AmendSEFC	137.19	APPROVED	<a href="#">View</a>	<a href="#">View</a>	Approval Letter
SEFC ID: <b>4</b>	04/11/2013	06/30/2011	AmendSEFC	137.19	APPROVED	<a href="#">View</a>	<a href="#">View</a>	Approval Letter
SEFC ID: ---	04/08/2013	06/30/2012	AmendSEFC	10.00	APPROVED	<a href="#">View</a>	<a href="#">View</a>	Approval Letter

SEFC ID **1** would have a letter stating in the first paragraph: We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending December 31, 2015.

The last paragraph in the letter would state, Your firm is prequalified until December 31, 2016. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

SEFC ID **2** would not have a letter, firm was not approved.

SEFC ID **3** would have a letter stating in part: We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending December 31, 2012.

SEFC ID **4** would have a letter stating in part: We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending June 30, 2011.

#### **The IDOT prequalification approval letters:**

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending (**date specific to the firm's fiscal year end date**). Your firm's total annual transportation fee capacity will be (**determined as noted in the BDE Manual Chapter 8**).

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling (**Overhead%**) are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Office of Quality Compliance and Review in a pre-award audit.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until (**Fiscal Year + 1 year**). You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

The last paragraph is saying your firm is prequalified for one year based on the firm's fiscal year and to remain prequalified the firm must submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) within 6 months. IDOT is giving the firm time to gather and complete information; we don't expect the firms to be able to submit data immediately. The firm remains prequalified during this six month grace period. Once the data is submitted, either before or on the due date, the firm remains prequalified in the current categories until IDOT reviews a category and makes a determination. If there is not submittal by the due date, the firm is automatically listed as not approved.

# Introduction

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

**PROFESSIONAL TRANSPORTATION BULLETIN #180**  
**Publish May 05, 2016**

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, May 26, 2016. 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 per Illinois Procurement and Ethics (5 ILCS 430/5-50).

# 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, i.e. 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 an account.

The EPAS instruction manual is located on the IDOT Website under Doing Business, Procurements, (Engineering, Architectural & Professional Services), and then under Prequalification and also under Statement of Interest, : <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

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), the work they will be performing, and estimated % of 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.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

- 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 is required to be completed by prime and subs and attached in the EPAS application.
- 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.
- The Disclosure of Business Operations in Iran BDE Form (BDE 2900), the form is required to be completed and attached separately and then attached in the EPAS Application.

Required forms are located at <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index> under the Statement of Interest Tab.

**All signatures are required to be actual signatures.**

**Forms without an actual signature will be returned.**

**TABLE OF CONTENTS**  
**PTB 180**

<b><u>Item</u></b>	<b><u>County</u></b>	<b><u>Description</u></b>
<b><u>Region 1/District 1</u></b>		
1.	Cook	Job No. C-91-322-16, Construction Inspection for Western Avenue over Cal-Sag Channel
2.	Cook	Job No. D-91-321-16, Phase II project for East Ave. from 55 <sup>th</sup> Street to Joliet Road
3.	DuPage	Job No. D-91-318-16, Phase II project for I-290 over Salt Creek, Bridge Replacement Project
4.	Various	Job No. D-91-317-16, Various Subsurface Utility Engineering Projects
5.	Various	Job No. C-91-324-16, Various Maintenance Construction Engineering/Erosion and Sediment Control/Landscape Architecture for Various Projects
6.	Cook, DuPage, & Will	Job No.C-91-323-16, Construction Inspection for I-55 (Stevenson Expressway) Weber Road to Willow Springs Road
<b><u>Region 2/District 2</u></b>		
7.	Various	Job No. P-92-070-16, Various Survey Projects
8.	Various	Job No. D-92-047-16, Various Phase II Engineering Services for Bridge Rehabilitation Projects
9.	Various	Job No. C-92-037-16, Various Construction Inspection Projects
10.	Various	Job No. C-92-036-16, Various Construction Inspection Projects
<b><u>Region 3/District 4</u></b>		
11.	Various	Job No. C-94-054-16, Various Construction Inspection Projects
12.	Various	Job No. C-94-055-16, Various Construction Inspection Projects
13.	Various	Job No. C-94-052-16, Project Manager for Project Implementation/Local Roads
14.	Peoria/ Tazewell	Job No. C-94-079-12, Construction Inspection for I-474/US 24, Contract 68B00
15.	Various	Job No. C-94-053-16, Materials Project Manager for Various Materials Inspections (PCC, HMA & Aggregate)
<b><u>Region 3/District 5</u></b>		
16.	Various	Job No. C-95-038-16, Various Construction Inspection Projects
17.	Various	Job No. D-95-044-16, Various Geotechnical Investigation Projects
18.	Various	Job No. D-95-045-16, Phase I/II Various Projects

<u>Item</u>	<u>County</u>	<u>Description</u>
<b><u>Region 4/District 6</u></b>		
19.	Various	Job No. C-96-052-16, Various Construction Inspection Projects
<b><u>Region 4/District 7</u></b>		
20.	Various	Job No. R-97-003-16, Various Survey Projects
21.	Various	Job No. D-97-022-16, Various Phase I/II Projects
22.	Various	Job No. R-97-004-16, Various Survey projects
<b><u>Region 5/District 8</u></b>		
23.	St. Clair & Madison	Job No. P-98-006-07, IL 3 Connector from Exchange Ave. to Collinsville Ave. and IL 203, Phase I Project in the Cities of East St. Louis, Fairmont City and Madison
24.	Various	Job No. D-98-039-16, Various Survey Projects
25.	Various	Job No. D-98-038-16, Phase I and/or II work for Various Projects
<b><u>Region 5/District 9</u></b>		
26.	Various	Job No. R-99-004-16, Various Survey Projects and Project Management for Surveys
<b><u>Bureau of Land Acquisition</u></b>		
27.	Various	Job No. R-55-001-17, Outdoor Advertising & Junk Yard Control Program Services

1. **Job No. C-91-322-16, Western Avenue over Cal-Sag Channel, Phase III Project, Cook County, Region One/District One.**

This project requires **25% DBE** participation, or if the contract goal is not met documented evidence of good faith efforts.

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 **August 4, 2016**, at **9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the improvement of Western Ave. over the Cal-Sag Channel. Work includes, but is not limited to, the replacement of the south approach bridge along with minor repairs to the truss span and minor repairs to the north approach of the bridge carrying Western Ave. over Cal-Sag Channel, Metra Rock Island railroad line, Broadway and Canal Streets. The scope includes painting of the proposed south approach bridge. The proposed improvement for the south approach structure includes the superstructure replacement, removal and replacement of the existing light poles and any attached utilities, removal of Piers 2 through 8 and Abutment 1, construction of a new south abutment and four new piers, temporary shoring as needed to maintain the existing stairways and retaining walls adjacent to Abutment 1, repair of existing Abutment 15, Piers 9 through 14, slope walls, stairways adjacent to Abutment 1 with formed concrete repairs and epoxy crack injection as needed, modifications to Pier 9 to accommodate the deeper proposed structure depth, removal and replacement of the south approach slab, and modification of the stair railings by Abutment 1 to bring them up to standard. Work on the main truss is limited to partial depth and full depth deck repairs, full depth sidewalk repair and stringer connection repair. Work will also include removal and replacement of the metal expansion joint cover plates on the sidewalk and median. The contract will also include repair work to the north approach structure, which is limited to substructure concrete repairs, slope wall repairs, full depth deck patching, concrete sidewalk and parapet repairs and removal, and replacement of deck joints. All incidental and collateral work necessary to complete the improvement is required.

Structure Number, 016-0777 – Western Ave. over Cal-Sag Channel, is included in this project.

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant 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 Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies.

The Consultant is expected to provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on-site

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

The anticipated construction completion date for this contract is October 30, 2017 plus 10 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

2. **Job No. D-91-321-16, FAU 2719 (East Ave.) from 55<sup>th</sup> Street to Joliet Road, Phase II Project, Cook County, Region One, District One.**

This project requires **20% DBE** participation, or if the contract goal is not met documented evidence of good faith efforts.

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 **August 3, 2016 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for improvements to East Avenue (FAU 2719) from north of 55<sup>th</sup> Street to south of Joliet Road (Historic US 66). The Consultant's work is expected to consist of preparing plans, specifications, and estimates for the reconstruction and widening of East Avenue. The Consultant's work may include survey, geotechnical borings, preparing TSL plans, completing and updating existing design plans that are partially complete and finishing the contract plans for letting. The proposed improvement is expected to consist of widening the intersections at East Avenue and Joliet Road, East Avenue and 55<sup>th</sup> Street and provide traffic signal modernization, drainage, retaining walls, rehabilitations to existing culverts, modifications to existing lighting, and other incidental work required to complete the Phase II contract plan. Also, the Consultant will update existing contract plans to current standards, specifications, and estimates for the proposed retaining walls located northbound East Avenue between 58th Street and 55th Street and the north side of 55th Street.

The following structures are included in this project:

- S.N. 016-2154 (Existing) 55th Street East Culvert
- S.N. 016-2155 (Existing) 55th Street West Culvert
- S.N. 016-2158 (Existing) East Avenue South Culvert
- S.N. 016-2217 (Existing) East Avenue North Culvert
- Retaining wall - (5-10 feet in height and 1,500 feet long)
- Retaining wall - (6 feet in height and 150 feet long)

The department will furnish the Consultant with available microfilm plans, project report, hydraulic report, and other necessary items.

The Consultant will prepare structure plans, roadway plans, supplemental surveys, geotechnical & utility investigation, all applicable permits, and all other necessary work to complete Phase II contract plans. The Consultant will also review and prepare plans to ensure all plans are within the framework of the Department's policies and procedures and local agency's requirements, and all applicable manuals and schedules.

The current estimated construction cost for this project is \$9,905,000. 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:

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

- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will perform the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (SGR) (must be an Illinois Licensed Professional Engineer). Geotechnical Services (General Geotechnical Services & Structure Geotechnical Report) prequalification categories requirement may be completed by Sub and/or Prime.

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

**Highways (Roads and Streets)**

**Structures (Highway: Typical)**

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

3. **Job No. D-91-318-16, FAI 290 (I-290) over Salt Creek, Bridge Replacement Project, Phase II Project, DuPage County, Region One, District One.**

This project requires **20% DBE** participation, or if the contract goal is not met documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **August 04, 2016 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 estimates including Type, Size & Location(TSL), structure and roadway plans for the replacement of the existing bridge structure carrying I-290 over Salt Creek. The proposed improvement is expected to consist of complete bridge removal and replacement of the existing 102 ft. long bridge consisting of 3-spans of 32 ft. long simply supported 27 in. deep by 36 in. wide PPC Box beams, (on which approximate 10 ft. of fill is placed) supported on reinforced closed abutments on concrete piles and two reinforced concrete solid wall piers on steel piles. The out-to-out width of the existing bridge is 237 ft.-0 in. The replacement structure is expected to be approximately 210 ft. long of 3-span PPC I- beam superstructure consisting of 60 ft. exterior spans and 90 ft. interior span with an 8 in. cast-in-place reinforced concrete deck supported on new solid wall encased pile piers and new open Integral abutments widened to facilitate 12 ft. shoulders and a future fourth lane addition in both directions. The fill on the top of the existing superstructure is projected to be removed resulting in a more conventional bridge layout. The bridge is expected to be staged constructed and may require temporary pavement and retaining walls for the Maintenance of Traffic. The improvement is anticipated to include surveillance, lighting, and all other work required to complete the project.

The following structure is included in this project:

- S.N.022-0103 (existing), S.N. 022-0547 (proposed) – I-290 over Salt Creek

The department will furnish the Consultant with project report, location drainage memorandum, bridge condition report, pavement design, available microfilm plans, and any available data.

The estimated construction cost for this project is \$17,700,000. The Consultant's work includes preparation of TSL plans, lighting and surveillance, surveys and geotechnical engineering services. 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:

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

- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will perform the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (SGR) (must be an Illinois Licensed Professional Engineer). Geotechnical Services (Subsurface Explorations and Complex/Major Foundations) prequalification categories requirement maybe completed by Sub and/or Prime.
- The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.

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

**Highways: (Freeways)**

**Structures (Highway: Complex)**

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-91-317-16, Various Subsurface Utility Engineering Projects, Various Routes, Various Counties, Region One, District One.**

This project requires **20% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants he prime Consultant will be using are scheduled to attend an initial meeting on **August 4, 2016 at 1:00 P.M.** at the Region One, District One office in **Schaumburg**.

Subsurface Utility Engineering is required on approximately 30 to 40 projects throughout the district for use on Phase I, II, and/or III projects. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The Consultant shall respond within 24 hours to the District after receiving each work order assignment to discuss the scope of work, negotiate hours of work, equipment required and direct costs. After the department gives the Consultant authority to proceed, the Consultant shall commence work within 10 calendar days. The subsurface utility engineering consists of providing the District with existing utility location information in written documents and electronic CADD files for the various projects assigned. This information shall be obtained by researching all utility company's records, which have facilities in the area, and performing actual field surveys to verify and map at the appropriate quality level of all existing utilities on the assigned project. The Consultant shall also determine the existence, and appropriate surface geophysical methods (QL B data). The exact horizontal and vertical locations of underground utilities shall also be determined by actual physically locating them (exposing and surveying) at designated spots with use of compressed air vacuum equipment insured not to damage existing utilities (QL A data). Field information obtained and recorded in field books shall be drafted on plan sheets in electronic format using current MicroStation and Geopak software utilized by the department.

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

#### **Utility Coordination**

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

The completion date for this contract will be 96 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be experienced in managing multiple subsurface utility engineering projects in urban environments.)
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be in charge of surveys (must be an Illinois Licensed Land Surveyor). Surveys prequalification category requirement may be completed by the Sub and/or Prime Consultant.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

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

The Consultant must provide the following in the Statement of Interest:

- Experience in researching the location of utilities, above and underground.
- Knowledge of the equipment/techniques necessary to locate the utilities.
  - Surface geophysical techniques, such as, electromagnetic, magnetic, sonic, etc.
  - Excavation by use of test holes using compressed air vacuum excavation or comparable non-destructive equipment (Hydro excavating is prohibited).
- The ability to provide staff and equipment for simultaneous projects at different locations.
- The ability to determine the extent the proposed roadway improvements impact the existing utilities.
- A project Manager and Project Engineer that has adequate experience in managing subsurface utility engineering projects.

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 System (EPAS).

5. **Job No. C-91-324-16, Various Maintenance Construction Engineering/Erosion and Sediment Control/Landscape Architecture for Various Projects, Various Routes, Various Counties, Region One, District One.**

This project requires **20% DBE** participation, or if the contract goal is not met documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **August 9, 2016** at **9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to assist department landscape architects/technicians/erosion and sediment control specialists on various roadside construction and maintenance projects throughout District One. Twelve (12) to eighteen (18) landscape architects/technicians/erosion and sediment control specialists are anticipated to be required during 2017 through the 2020 season. Typical assignments include but are not limited to reviewing and providing input on erosion and sediment control and landscape restoration on various contracts during contract development, attending preconstruction meetings and progress meetings for various maintenance and construction projects, field inspection and preparation of work orders, erosion and sediment control reports, inspection of plant materials, and construction documentation. 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 contract plans and specifications.

The personnel shall have a good working knowledge of Department Specifications for Road and Bridge Construction, Department Construction Manual, construction inspection and documentation requirements, and roadside vegetation management. The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS, MicroStation and GIS software. The Consultant's work includes but is not limited to providing cell phones, GPS and other equipment, and vehicles with appropriate traffic control for the purpose of layout and inspection on IDOT routes and travel to nurseries for material inspections.

The estimated construction cost of these projects may range from \$50,000 to \$20,000,000. The Consultant must complete and submit final measurements, calculations and final contract records documents to the Department no later than six (6) weeks after the completion of the each work order 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:

- Project Manager will assume the duties of staff coordination based on project needs and communicate on a weekly basis with the IDOT Roadside Development Unit.
- Document Technician(s) will actively perform documentation on projects, must be proficient in ICORS and possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities.**

- The person, who will be in charge of the Landscape work, must be an Illinois Registered Landscape Architect(s) with 10 years' experience desired. Architect(s) must be proficient in storm water best management practices (BMPs), Illinois prairie restoration, streetscape design, plant identification, and roadside vegetation management.
- The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.
- Erosion and Sediment Control Specialist(s) must include CPESC and/or other qualifications). Include experience with review of erosion sediment control plans, review SWPPPs, and ability to conduct/attend construction erosion sediment control meetings, and perform weekly/as-needed inspections.
- Environmental Compliance Specialist will prepare Clean Water Act Permits, include experience as it applies to the review and preparation of applications to the United States Army Corps of Engineers, Chicago District and must have ability to assist the Department with permit compliance.
- Native Vegetation/Wetland Management specialist(s) must have a minimum of 5 years' experience and a current Illinois applicator's license, Include License Number.
- Forester/Certified Arborist(s) (Include Certification) must have strong tree identification experience and specialize in risk assessment.
- GIS specialist will be responsible for updating existing database.
- Micro-Station specialist must have experience in plan preparation for IDOT lettings.

The prime firm must be prequalified in the **Special Services (Landscape Architecture)** 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 Prequalification and Agreement System (EPAS).

6. **Job No.C-91-323-16, I-55 (Stevenson Expressway) Weber Rd to Willow Springs Rd, Phase III Project, Cook, DuPage and Will Counties, Region One/District One.**

This project requires **25% DBE** participation, or if the contract goal is not met documented evidence of good faith efforts.

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 **August 4, 2016, at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the improvement of I-55 (Stevenson Expressway) Weber Rd to Willow Springs Rd. Work includes, but is not limited to, resurfacing, hot-mix asphalt surface removal, pavement patching, resurfacing with SMA polymerized binder and surface courses on mainline, resurfacing with hot-mix asphalt surface course, and polymerized leveling binder on shoulders, bridge deck repairs and bridge joint repairs, installation of fiber optic infrastructure, drainage spot improvements, weed spraying, placement of thermoplastic pavement markings and all other work necessary to complete the project as shown on the plans and as described herein.

The following structures may be included:

- S.N. 099-0260 - [I-55 over Illinois Route 53]
- S.N. 099-0028 - [I-55 over Joliet Road]

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant 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 Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies.

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

The anticipated construction completion date for this contract is July 14, 2017 plus 5 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

7. **Job No. P-92-070-16, Various Survey Projects, Various Routes, Various Counties, Region Two/District Two.**

This project requires **22% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 26, 2016 at 10:30 A.M.** at the Region Two/District Two Office in **Dixon**.

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

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

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

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

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Professional Land Surveyor).
- The person who will perform/supervise the work in the area of surveying (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional 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).

8. **Job No. D-92-047-16, Various Phase II Engineering Services for Bridge Rehabilitation Projects, Various Routes, Various Counties, Region Two/District Two.**

This project requires **22% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 28, 2016 at 10:30 A.M.** at the Region Two, District Two Office in **Dixon**.

Phase II engineering services are required for the preparation of various bridge rehabilitation contract plans, special provisions and estimates to be inserted into the departments set of final contract plans. Work orders under the blanket agreement will be negotiated and authorized by the department on as as-needed basis.

This project may consist of removal and replacement of the existing bridge deck wearing surface, substructure repairs, traffic control plans, and the repair and/or replacement of the following items: sign structures, expansion joint, bearings, approach pavement and installation of scour countermeasures.

The department will furnish the Consultant with any available as-built/existing plans; microfilm plans; bridge condition reports, traffic data, soil boring data, and any other available information.

The Consultant may also be required to perform NBIS and Element Level Inspections, provide the appropriate bridge inspection equipment to complete NBIS Inspections. The Consultant may also be required to provide appropriate traffic control.

The estimated construction cost for this project is \$200,000 to \$2,000,000. The completion date for this contract will be 48 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will be in charge of surveys (must be an Illinois Licensed Professional Surveyor). Surveys prequalification category requirement may be completed by Sub and/or Prime.

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

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

**Highways: (Roads and 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).

9. **Job No. C-92-037-16, Various Phase III Projects, Various Routes, Various Counties, Region Two/ District Two.**

This project requires **22% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 27, 2016** at **1:30 P.M.** at the Region Two, District Two Office in **Dixon**.

Phase III engineering services are required to provide construction inspection for various projects in District Two. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

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

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

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

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

The estimated construction costs for these projects may range from \$200,000 to \$12,000,000. The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the project. The completion date for this project will be 48 months after authorization to proceed.

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

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

- The Document Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT 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).

10. **Job No. C-92-036-16, Various Phase III Projects, Various Routes, Various Counties, Region Two/ District Two.**

This project requires **22% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 27, 2016 at 10:30 A.M.** at the Region Two, District Two Office in **Dixon**.

Phase III engineering services are required to provide construction inspection for various projects in District Two. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

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

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

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

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

The estimated construction costs for these projects may range from \$200,000 to \$12,000,000. The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the project. The completion date for this project will be 48 months after authorization to proceed.

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

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

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

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

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

11. **Job No. C-94-054-16, Various Construction Inspection Projects, Various Routes, Various Counties, Region Three/District Four**

This project requires **25% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 26, 2016 at 10:00 A.M.** at the Region Three/District Four Office in **Peoria**.

Phase III engineering services are required for the inspection, supervision, material testing, certification, documentation, and field inspection for roadway rehabilitation projects throughout District Four. The various types of jobs to be staffed by Consultants will be, but are not limited to, rout and seal, patching, traffic signals, landscaping, milling and resurfacing, bridge construction/repairs and pavement marking. Work Orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant will be asked to furnish approved personnel to assist a District Resident Engineer/Technician on various projects. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in 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 Consultant shall be required to furnish a laptop computer equal to the latest type used by Region Three/District Four for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

The Consultant may be asked to do inspection of embankment/subgrade compaction with a nuclear density gauge and the associated field laboratory tests.

The Consultant may also be asked to continue the implementation of an existing Independent Weight Check program within the District. If this becomes necessary, the Consultant will be trained on how to manage the program and what correspondence will be 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 each project. The completion date for this project will be 60 months after authorization to proceed.

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

- The Liaison Engineer who will assume all duties as Project Manager for all aspects of the work (An Illinois Licensed Professional Engineer is desired).

- The Resident Engineer(s)/Construction Inspector(s) (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 & Environment through the Engineering and Prequalification Agreement System (EPAS).

12. **Job No. C-94-055-16, Various Construction Inspection Projects, Various Routes, Various Counties, Region Three/District Four**

This project requires **25% DBE** participation, or if the contract goal is not met documented evidence of good faith efforts.

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 **July 26, 2016 at 11:00 A.M.** at the Region Three/District Four Office in **Peoria**.

Phase III engineering services are required for the inspection, supervision, material testing, certification, documentation, and field inspection for roadway rehabilitation projects throughout District Four. The various types of jobs to be staffed by Consultants will be, but are not limited to, rout and seal, patching, traffic signals, landscaping, milling and resurfacing, bridge construction/repairs and pavement marking. Work Orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant will be asked to furnish approved personnel to assist a District Resident Engineer/Technician on various projects. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in 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 Consultant shall be required to furnish a laptop computer equal to the latest type used by Region Three/District Four for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

The Consultant may be asked to do inspection of embankment/subgrade compaction with a nuclear density gauge and the associated field laboratory tests.

The Consultant may also be asked to continue the implementation of an existing Independent Weight Check program within the District. If this becomes necessary, the Consultant will be trained on how to manage the program and what correspondence will be 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 each project. The completion date for this project will be 60 months after authorization to proceed.

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

- The Liaison Engineer who will assume all duties as Project Manager for all aspects of the work (An Illinois Licensed Professional Engineer is desired).

- The Resident Engineer(s)/Construction Inspector(s) (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 & Environment through the Engineering and Prequalification Agreement System (EPAS).

13. **Job No. C-94-052-16, Project Implementation/Local Roads Project Manager, Various Routes, Various Counties, Region Three/District Four**

This project requires **25% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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 **July 22, 2016 at 1:30 P.M.** at the Region Three/District Four Office in **Peoria**.

Engineering Services are required for an engineering Project Manager. The Consultant Project Manager (PM) will manage/supplement various IDOT local agency processes and/or projects throughout District Four. The work may involve working directly with the local agency and/or its consulting firm. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis. Work for this project may be in either English or Metric units.

The Project Manager may also be asked to supplement various aspects of the Project Implementation in District Four. The work may involve working directly with contractors, suppliers and/or other entities doing business with IDOT.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous/current involvement in the district, with local agencies, as well as current relationships with contractors/consultants.

Teaming agreements will not be allowed on this project.

The PM will be expected to perform work similar to the IDOT Local Roads and Project Support staff. The PM may be expected to perform the work in the District Four office. The work may include engineering, technical, management, and administrative services to assist bringing to completion as expeditiously as possible for numerous projects.

The work may include:

- Managing all facets of Local Agency Phase I, II and III engineering projects as assigned including:
  - Review of deliverables for compliance with departmental policies.
- Monitoring the project scope, schedule, and budget.
- Identify and implement all necessary coordination and communication within and outside the department, to IDOT and stakeholders as required.
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented.
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources within IDOT.
- Provide engineering judgment and analysis in the review of county, township and municipal, federal, MFT, and TBP programs to ensure departmental and statutory

obligations are being fulfilled as they relate to the proper expenditures of funds. This includes a complete compliance review of the local agencies' accounting practices and documenting discrepancies. The complete review of Phase III projects to verify compliance with Department guidelines including, but not limited to:

- The Project Procedures Guide
- The Construction Manual
- Bureau of Construction Memoranda
- All other work as required to manage Local Roads projects and Project Support functions.

The completion date for this project will be 72 months after authorization to proceed.

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

- The person who will assume the duties of Project manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer, that individual-in-charge of the day-to-day program management work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform and/or review bridge and structure designs (must be an Illinois Licensed Structural Engineer.)
- 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 Documentation of Contract Quantities.**)

Statements of Interest must also provide the approach the firm will take on this project, managing experience and Local Road project experience.

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

**Special Services (Construction Inspection)**  
**Highways (Roads and Streets)**  
**Location/Design Studies (Reconstruction/Major Rehabilitation)**  
**Structures (Railroad)**

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

14. **Job No. C-94-079-12, FAI Route 474 (I-474)/FAP 317 (US 24), Construction Inspection, Contract 68B00, in Peoria and Tazewell Counties Region Three/District Four.**

**This project may contain Federal Funding.**

This project requires **25% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 26, 2016** at **9:00 A.M.** at the Region Three/District Four Office in **Peoria**.

Construction contract 68B00 is located in Peoria and Tazewell Counties between the cities of Bartonville and Creve Coeur. Contract 68B00 consists of miscellaneous superstructure repairs, painting, scour mitigation, and miscellaneous substructure repairs.

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

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in 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 Consultant will also provide their own vehicles, cell phones, computers, tools of the trade and any other equipment deemed necessary to perform the work. Overnight lodging may be required.

The construction project is scheduled for the November 4, 2016 letting with an estimated construction completion date in the fall of 2018. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project. The completion date for the contract will be 48 months after authorization to proceed.

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

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

The prime firm must be pre-qualified in **(Special Services) Construction Inspection** 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 & Environment through the Engineering and Prequalification Agreement System (EPAS).

15. **Job No. C-94-053-16, Materials Project Manager for Various Materials Inspections (PCC, HMA & Aggregate), Various Routes, Various Counties, Region Three/District Four.**

This project requires **25% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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 an initial meeting on **August 2, 2016 at 10:00 A.M.** at the Region Three/District Four Office in **Peoria**.

Phase III engineering services are required for an Engineering Project Manager (PM). The Consultant PM will manage/support various IDOT materials inspection processes throughout District Four. This work may involve working directly with contractors, producers, suppliers or local agencies and/or other consultants. Work Orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. Work for this project may be in English or metric units.

Phase III engineering services are required to perform materials acceptance responsibilities including sampling, testing and documentation of test results of various materials such as: hot-mix asphalt (HMA), Portland cement concrete (PCC), aggregates, recycled asphalt pavement (RAP), recycled asphalt shingles (RAS), soils, pipe, precast, and precast/prestressed concrete. Additional services and responsibilities include miscellaneous materials inspection at various sources or jobsites. Testing may be performed using the Consultant's facilities.

The Consultant's work is also expected to include plant and on-site inspections, sampling, transportation of samples, testing at jobsites and labs, and documentation and data entry of test results. The Consultant will carry out quality assurance duties as defined in the contract documents, Bureau of Materials and Physical Research Policy Memorandums, the Manual for Fabrication of Precast Prestressed Concrete Products, and the Consultant Agreement. The Consultant will maintain records and submit documentation of QC and QA activities as required.

The department will furnish the Consultant with assignments to various construction jobsites, plants, lab facilities, precast and precast/prestressed concrete producers, and various producers and suppliers of miscellaneous materials.

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

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

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 perform the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will be in charge of Lab and Field Testing.
- QC/QA Level I, II, and III Trained Technician(s) in accordance with Section 900 of the Project Procedures Guide.
- Precast Prestressed PCI Level II Technician(s).
- 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 Documentation of Contract Quantities.**)

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 & Environment through the Engineering and Prequalification Agreement System (EPAS).

16. **Job No. C-95-038-16, Various Construction Inspection Projects, Various Routes, Various Counties, Region Three/District Five.**

This project requires **25% DBE** participation, or if the contract goal is not met documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 22, 2016 at 9:00 A.M.** at the Region Three, District Five Office in **Paris**.

Phase III engineering services are required to provide construction inspection services for construction projects throughout District 5. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The Consultant will be required to furnish adequate qualified staff as approved by the district to assist in performing the required inspection, layout, and other duties to allow the timely completion of projects in accordance with state specifications. Projects requiring staffing may include, but not limited to, District wide patching and resurfacing contracts, or specific bridge projects, resurfacing, or urban rehabilitation projects. The Consultant will be required to assist in performing on-site inspections, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, and provide general assistance as member of a field crew. The department will furnish the Consultant with a Resident Engineer/Technician to direct the Contractor and to direct/coordinate the activities of the Consultant's staff. The department will also furnish the construction plans and specifications.

The Consultant may be asked to provide a Liaison Resident Engineer to work directly with IDOT's Resident Engineer/Technician. The Consultant may also be asked to furnish a documentation technician(s) and laptop computer(s) equal to the latest type used by District 5. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer(s).

The Consultant's personnel will be required to provide a vehicle for their use on construction sites and for traveling between projects, material plants, and weigh scales. The Consultant must also provide their own inspection equipment, testing equipment, layout equipment, cell phones and any other equipment deemed necessary to complete the work. The duration of time spent at a single location may vary as a function of work assignment needs.

The Consultant's personnel must have a good working knowledge of the department's specifications, the department's Construction Manual, Project Procedures Guide and documentation and inspection procedures.

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

This contract is scheduled for the 2017, 2018, and 2019 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:

- Liaison Engineer (Illinois Licensed Professional Engineer is preferred).
- Materials Inspector/Tester – Must have experience and a working knowledge in the area of Hot Mixed Asphalt (HMA), Portland Cement Concrete (PCC), and Soils testing are highly desirable. All personnel performing materials field testing for PCC, HMA, and Soils testing must possess the most up-to-date certifications.
- Documentation 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 Documentation of Contract Quantities.**)
- ICORS Bookkeeper (must be experienced and proficient with ICORS and willing to be a full-time bookkeeper in the field office if the need arises).
- Survey Chief
- Construction Inspector (Personnel must have the level of training necessary as outlined in the department's "Project Procedures Guide")

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).

17. **Job No. D-95-044-16, Various Geotechnical Investigation Projects, Various Routes, Various Counties, Region Three/ District Five.**

This project requires **10% DBE** participation, or if the contract goal is not met documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 28, 2016 at 10:30 A.M.** at the Region Three, District Five Office in Paris.

Phase I and/or II engineering services may consist of roadway and structure borings, geotechnical investigations, coring and core evaluations of structures and pavement for investigations, preparation of Geotechnical Reports, and specialized geotechnical analysis and design as needed at various locations in District Five. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The Consultant's work is expected to include all management, layout, provisions for traffic control, drilling, laboratory testing, analysis, drafting, and report preparation necessary for Geotechnical Reports or other projects as assigned. All work shall be in accordance with the Department's Geotechnical Manual.

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

The Consultant must own or have access to a conventional drill rig. In addition, a track-type, all-terrain vehicle, drill rig shall be available upon request. All drill rigs shall have an automatic type hammer. The Consultant will also provide their own vehicles, cell phones, computers, tools of the trade and any other equipment deemed necessary to perform the work. Overnight lodging may be required.

The 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 perform the duties of Senior Soils Engineer for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Soils Engineer (the individual who is directly in charge of the development of the reports).
- The drilling technician who performs the logging in the field (must have a minimum of five years' experience).

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

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

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

18. **Job No. D-95-045-16, Phase I/II Various Projects, Various Routes, Various Counties, Region 3/District Five.**

This project requires **25% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 26, 2016 at 10:30 A.M.** at the Region 3/District Five Office in **Paris**.

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

The Consultant's Phase I work, if required, may consist of conducting hydraulic and route surveys, subsurface utility engineering, preparing Structure Geotechnical Reports, drilling and analysis of soil borings, hydraulic analysis, geometric studies, and preparing project reports (Categorical Exclusion reports only). This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, traffic management plans, accident analysis, quantity computations, and other related work items required to produce a project report.

The Consultant's Phase II work, if required, may consist of conducting route surveys, land surveys, right of way plat and plan preparation, writing legal descriptions, staking right of way, hydraulic analysis, geometric studies, roadway plans, TS&L drawings, pre-final structure plans, final structure plans and any other related work required to complete final plans, special provisions, and estimates as necessary.

The department will furnish the Consultant with traffic data, bridge condition reports, hydraulic reports, existing plans, utility coordination, survey data, Microstation files, Geopak files, boring logs, and crash data when available.

The Consultant may be required to provide project management and/or project support staff to work in the District 5 office. This work may include engineering, technical management, and/or project support. The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

Teaming Agreements will not be allowed on this project.

It is anticipated that this contract will include approximately 4 to 10 different projects. The Consultant's work may consist of either complete projects or a portion of the total engineering required for a certain project. The estimated construction cost for each project will range from approximately \$10,000 to \$5,000,000. The completion date for this contract will be 48 months after authorization to proceed.

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

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

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

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

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

19. **Job No. C-96-052-16, Various Phase III Projects, Various Routes, Various Counties, Region Four/District Six.**

This project requires **20% DBE** participation, or if the contract goal is not met documented evidence of good faith efforts.

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 **August 10, 2016 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, supervision, engineering layout, on-site inspection, maintenance of records and documentation, on-site material testing, and/or quality assurance testing 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 may be required to furnish a liaison Resident Engineer to work directly with the IDOT Resident Engineer and provide staff to perform the engineering services required for these projects or provide staff to supplement the department staff. The Consultant's work force shall be adequate to allow completion of these projects in a timely manner and in accordance with the department's Standard Specifications for Road and Bridge Construction. The Consultant will be required to furnish all of the construction supervision, engineering layout, on-site inspection, maintenance of records and documentation, on-site material testing, quality assurance testing, and perform other duties as directed by the IDOT Resident Engineer.

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 the subconsultant(s) will disclose all previous involvement in the district as well as 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.

The estimated construction costs for these projects may range from \$100,000 to \$80,000,000. The various projects are scheduled for construction during the calendar years 2016 through 2019 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(s). 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. 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 as 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 concurrently to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS).

20. **Job No. R-97-003-16, Various Survey Projects, Various Routes, Various Counties, Region Four/District Seven.**

This project requires **14% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 27, 2016 at 10:00 A.M.** at the Region Four/District Seven Office in **Effingham**.

Phase I and/or II engineering services are required for surveys of various roadway projects throughout District Seven. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Phase I and II engineering services consist of existing and proposed centerline production, design surveying, hydraulic surveying, land surveying-(Right-of-Way, Easement, Premise) Plats, legal descriptions, monument records, courthouse recording, staking proposed Right-of-Way, and mapping projects. In addition, the consultant selected may perform various route survey functions, including GPS in static, real time kinematics (RTK), or real time network (RTN) on NAD 83(2011) GRID coordinates horizontal and NAVD 88 vertical control as well as E-bar electronic leveling, aerial mapping projects and topographic surveys on said datum. All survey information submitted must be acceptable for design purposes and be formatted per IDOT specifications. All data collected must comply with IDOT CADD standards and use standard IDOT survey point codes.

The department will furnish the Consultant with Title Reports, Existing Right -of-Way Plats and Plans, and Proposed Right-of-Way as each Work Order is negotiated.

The Consultant will be required to contact local land surveyors for their input and will be expected to obtain historic survey records. All surveying will meet or exceed Illinois Land Surveying Statutes as required by law.

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 or an Illinois Licensed Professional Land Surveyor)
- The person who will perform/supervise *the work in the area of surveying (must be an Illinois Licensed Professional Land Surveyor)*.
- The person who will perform the QC/QA review work of all submittal documents (must be an Illinois Licensed Professional Land Surveyor).

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

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

21. **Job No. D-97-022-16; Various Phase I/II Projects, Various Routes, Various Counties, Region Four, District Seven.**

This project requires **15% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a Scope of Services meeting on **July 27, 2016 at 1:00 P.M.** in the Region Four, District Seven Office in **Effingham**.

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

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

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

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

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

The estimated construction costs of each project may range from \$100,000 to \$5,000,000. It is anticipated that this contract will include approximately 3 to 15 different projects. The engineering services required may consist of only a portion of the total engineering work on a certain project.

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

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

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

- The person who will be in charge of surveys (must be an Illinois Licensed Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

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

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

22. **Job No. R-97-004-16, Various Survey projects, Various Routes, Various Counties, Region Four/District Seven.**

This project requires **14% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 27, 2016 at 11:00 A.M.** at the Region Four/District Seven Office in **Effingham**.

Phase I & II engineering services are required for surveys of various roadway projects throughout District Seven. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Phase I and II engineering services consist of existing and proposed centerline production, design surveying, hydraulic surveying, land surveying-(Right-of-Way, Easement, Premise) Plats, legal descriptions, monument records, courthouse recording, staking proposed Right-of-Way, and mapping projects. In addition, the Consultant selected may perform various route survey functions, including GPS in static, real time kinematics(RTK), or real time network(RTN) on NAD 83(2011) GRID coordinates horizontal and NAVD 88 vertical control as well as E-bar electronic leveling, aerial mapping projects and topographic surveys on said datum. All survey information submitted must be acceptable for design purposes and be formatted per IDOT specifications. All data collected must comply with IDOT CADD standards and use standard IDOT survey point codes.

The department will furnish the Consultant with Title Reports, Existing Right -of-Way Plats and Plans, and Proposed Right-of-Way as each Work Order is negotiated.

The Consultant may be required to contact local land surveyors for their input and may be required to obtain historic survey records. All surveying will meet or exceed Illinois Land Surveying Statutes as required by law.

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 or an Illinois Licensed Professional Land Surveyor).
- The person who will perform/supervise the work in the area of surveying (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QC/QA review work of all submittal documents (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Professional Land Surveyor).

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

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

23. **Job No. P-98-006-07, IL 3 Connector from Exchange Ave. to Collinsville Ave. and IL 203, Phase I Project in the Cities of East St. Louis, Fairmont City and Madison, in St. Clair & Madison Counties, Region Five, District Eight.**

**This project may contain Federal Funding.**

This project requires **25% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 22, 2016 at 9:30 A.M.** at the District Eight Office in **Collinsville**.

Phase I engineering services are required for the completion of the Phase I studies initiated as part of another Consultant contract which includes a Design Report and the associated environmental document (anticipated to be an Environmental Assessment). This involves data collection, surveys, drainage studies, geotechnical work, noise study, structural evaluation, cost estimates, preparation of exhibits, including an analysis of alternative alignments, Hydraulic Reports, intersection design studies, preparation of preliminary plans for design report, all air, noise, cultural, biological, agricultural, community impacts, and wetland work needed for preparation of the environmental document, and all other work necessary to complete the Design Report and the environmental document.

This project is being done with Context Sensitive Solutions (CSS). Public involvement efforts and written documentation of such efforts may include holding public hearing/meetings as well as coordination and/or correspondence with the local agencies, residences, municipalities, as well as any other identified stakeholders. This may also include facilitation of public meetings, community advisory group meetings and public hearings, organizing work groups and press conferences, drafting press releases, and property owner contact letters. Periodic maintenance of an existing project website will also be needed.

The project includes the construction of a new roadway extending from IL 3 in East St. Louis to Collinsville Ave. and to IL 203, north of I-55/70. The alignment and facility type will be determined by the alternative analysis conducted as part of the design study. It is anticipated the facility will be a two lane, curbed roadway, including a structure carrying the IL 3 Connector over the railroad tracks running north and south, east of Exchange Avenue, as well as other potential structures over Cahokia Canal and Landsdowne Ditch. Phase I studies were initiated under another contract. The project has been developed to the extent of having concurrence on the alternative to be carried forward at a NEPA/404 Merger meeting.

The department will furnish the Consultant with aerial photography and mapping, current traffic data, crash data, and as-built plans where applicable, existing right-of-way information, existing environmental information, coordination and correspondence. A variety of deliverables and tasks have been developed to varying levels of completion, which include (but are not limited to), alternative analysis, preliminary plans, Location Drainage Study, Hydraulic Reports, crash analysis, intersection design studies, Design Report and Environmental Assessment.

The estimated construction cost for this project is \$40,000,000. The completion date for this contract will be 24 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of work (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation (must include an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be a Illinois Licensed Professional Engineer).
- The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.
- The person who will perform QA/QC review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The Environmental Lead, who will be responsible for the oversight of the environmental work effort and the persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.
- The person in charge of CSS/Public Involvement procedures. Include a detailed description of CSS/Public involvement work he/she has directed involving facilitation of community advisory group meetings, public meetings and public hearings; organizing work groups and press conferences; drafting press releases and property owner contact letters, etc.

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

**Location/Design Studies (New Construction/ Major Reconstruction)  
Special Studies (Location Drainage)**

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

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

24. **Job No. D-98-039-16 Various Survey Projects, Various Routes, Various Counties, Region 5, District Eight.**

This project requires **15% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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 **August 12, 2016 at 10:00 A.M.** at the District Eight Office in **Collinsville**.

Engineering services are required for performing surveys and hydraulic surveys throughout District 8. The Consultant's work may include land surveying to establish the existing centerline alignment for projects, land surveying to measure and record all topographic features along specific routes, land surveying to create three dimensional models for highway design projects, and land surveying to locate right of way, record research, preparation of, and recording of monument records. The Consultant's work may include staking out the existing centerline alignment, as well as performing horizontal and vertical control surveys for highway design projects. The Consultant's work may also include performing floodplain cross sections, streambed profiles, waterway opening sketches, roadway profiles and other tasks necessary to complete hydraulic reports. The Consultant selected for this project shall be required to process their field data and submit their data in an electronic format while adhering to all IDOT's standards. The Consultant selected for this project shall be required to use IDOT's Point Code Listing while conducting the field survey and shall be required to submit all original field notes upon completion of said surveys.

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 provide alignment information and horizontal and vertical control (if applicable), existing microfilm information and general survey requirements for each project.

It is anticipated this contract will include approximately 10 to 20 such surveys. The completion date for this contract will be 48 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Professional Land Surveyor).
- The person who will perform/supervise the work in the area of surveying (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional 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).

25. **Job No. D-98-038-16, Phase I and/or II work for Various Projects, Various Counties, Region 5/District Eight.**

This project requires **25% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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 **August 5, 2016 at 9:00 A.M.** at the Region 5/District Eight Office in Collinsville.

Phase I and/or II engineering services are required for various projects in District Eight. Work orders under the blanket agreement will be negotiated and authorized by the Department on an as-needed basis.

The Phase I work, if required, may consist of conducting route surveys, hydraulic surveys, hydraulic analyses, geometric studies, preparing TS&L plans, preparing Bridge Condition Reports and preparing Project Reports (Categorical Exclusion projects only). This work will include data collection, cost estimates, traffic management analysis, accident analysis, infrared testing of bridge decks, obtaining deck cores, geotechnical reports, soil borings and other related work and exhibits necessary to produce the Project Report, as necessary.

The Phase II work, if required, may consist of conducting route surveys, hydraulic analyses, geometric studies, 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, ADA ramps and pedestrian signals, 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. It is anticipated one or more persons from the Consultant may be required to conduct his/her work in the District 8 office 3-5 days per week.

The Consultant's work may also include QC/QA plan reviews of pre-final contract plans, developed by others, with an emphasis on constructability.

This work must be completed within 36 months after authorization to proceed.

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

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

- The person who will perform 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 for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime).
- The person who will be in charge of performing the work in the area of geotechnical analysis must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer). Geotechnical Services (General Geotechnical Services) prequalification category requirement may be completed by Sub and/or Prime).
- The person who will perform the Computer Aided Drafting must 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 person who will perform/supervise the pre-final contract plan reviews of plans developed by others (resume must indicate a background with adequate plan review experience with an emphasis on constructability).

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

**Highways (Roads & Streets)**  
**Structures (Highway: Advanced Typical)**  
**Location/Design Studies (Reconstruction/Major Rehabilitation)**  
**Hydraulic Reports (Waterway/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).

26. **Job No. R-99-004-16 Various Surveys, Various Routes, Various Counties, and Survey Project Management in Region Five/District Nine.**

This project requires **15% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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 **July 22, 2016** at **9:00 A.M.** at the Region Five/District Nine Office in **Carbondale**.

Phase I/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 project 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 firms 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).

27. **Job No. R-55-001-17, Outdoor Advertising Control Program Services, Bureau of Land Acquisition.**

This project requires a **15% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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 **July 27, 2016 at 10:00 A.M.** at the Harry R. Hanley Building Central Office, Bureau of Land Acquisition in **Springfield**.

Engineering services are required for the department's off right-of-way outdoor advertising and junkyard control program. The Consultant will perform sign and junkyard inventory tasks, conduct surveillance of the state's controlled route network, evaluate permit applications, create correspondence related to various sign and junkyard control action items, enter current and accurate outdoor advertising and junkyard control information into the department's Outdoor Advertising Control System (OACS) database, host and maintain the OACS database, remove illegal signs and perform additional signboard and junkyard control duties as required. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The Consultant will provide a Project Manager, Area Coordinators, Information Technology (IT) Support, Outdoor Advertising Specialist, Professional Land Surveyor services, Technical engineering support, illegal sign removal, and sufficient support staff for such support service. The Consultant will perform all necessary sign and junkyard inventory and surveillance work and compile all data required for permit application and illegal sign and junkyard mitigation. All services shall be performed in accordance with the State Act (225 ILCS 440 and 415 ILCS 95 [www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)) and the rules (92 Ill. Adm. Code Parts 520 and 522, or at <http://www.ilga.gov/commission/jcar/admincode/092/092parts.html>) promulgated therefrom, in addition to all applicable Federal laws and regulations.

The department will provide a controlled route map and will otherwise make accessible to Consultant all electronic and paper files (including but not limited to the federal/state agreements and standard forms) which do not contain confidential information.

The Consultants work is expected to include review and organization of existing outdoor advertising signage and junkyard files at the department, developing and maintaining an outdoor advertising and junkyard field manual, as well as removing and disposing of illegal signs. The Consultant may be required to provide a training program for Consultant personnel and the department.

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

- A Project Manager (PM) knowledgeable & responsible for all sign and junkyard control activity conducted under this Contract. The Project Manager will be the liaison with the department and shall coordinate all daily project activities of the Consultant. PM will be

responsible for understanding the scope of work for each work order and the associated deadlines/timeframes to meet the department's requirements.

- The Area Coordinator and support staff, which will adequately provide sign and junkyard, control service activities as required by this Contract. Up to 5 Area Coordinators may be required. Area Coordinator responsibilities include but are not limited to; sign and junkyard inventory, controlled route surveillance, application review, illegal sign identification and processing, Junkyard surveillance, coordinate illegal sign removal, and other duties as assigned by department. The Area Coordinators may be required to work from one of the departments Regional or Central offices.
- IT Support Person(s) will work with the department's Central Bureau of Land Acquisition and IT personnel to provide a web based database with possibility of hosting, if requested, and to also provide required maintenance, improvements, IT assistance, and other duties as assigned by department.
- Outdoor Advertising Specialist(s) to adequately provide document processing services, phone call support, database QA/QC, and other duties as assigned by department, to accomplish sign control activities as required by this Contract. The Outdoor Advertising Specialist may be required to work from the department's Central office up to 5 days per week.
- Professional land surveyor, must have an Illinois Professional Land Surveyor License) and will assist Area Coordinator and the department in surveying tasks. Include experience in right-of-way location, title, property boundary review and location & survey, sign encroachment verification, sign demolition layout, plats & legals, or other outdoor advertising functions.
- Engineering Support Staff including an Illinois Licensed Structural Engineer to assist the Area Coordinators and the department. Structural engineering services are required to develop sign removal plans and demolition layout. Other duties include inventory assistance and/or other outdoor advertising functions. Include most recent experience.

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

Statements of Interest shall include resumes of the key people noted above along with an organizational chart showing the Administrative/Managerial & Technical/Professional Staff assigned to this project and a discussion of your organizational and management practices to maintain established schedules, avoid cost overruns, and inform IDOT of the status of work orders. The Statements of Interest must be submitted electronically to the Central Bureau of Design and Environment thru the Engineering and Prequalification Agreement System (EPAS).

After all responses have been evaluated, firms may be asked to make oral presentations during the week of July 18, 2016.

Firms interested in submitting for this item that are not currently prequalified must contact Carrie Kowalski to establish an account in EPAS so the firm can submit a Statement of Interest. Any procedural questions regarding Statements of Interest 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).

## **NOTICE**

### **Agreement Process Modification**

**January 28, 2016**

In an effort to help expedite the agreement process, the Department has begun e-mailing agreements to consulting firms for signature and the consulting firms will be allowed to return the signed agreement via e-mail. We have had several discussions with legal counsel, and it is our understanding that it is not necessary to have the original signatures. Therefore, it is our intent to no longer send agreements to firms for signature via the USPS and the firms will not be required to return hard copies of signed agreements. The BDE 17-09 form used during the consultant negotiation meeting will be revised to request a second contact person to whom the agreement can be e-mailed. Signed agreements should be e-mailed to the Agreement Manager as well as [DOT.PTBAgreements@portal2010.illinois.gov](mailto:DOT.PTBAgreements@portal2010.illinois.gov)

For now, it is still our intent to mail the firms a hard copy of the executed agreement.

# SEFC Revisions in EPAS

## January 2016

The following revisions have been made in EPAS. The next time an update (amend), New SEFC, or Renew SEFC is completed, the following will be required:

- Under Corporate Profile, a Financial Contact has been added.

### Corporate Profile

Taxpayer Identification Number: 333333333  
IDOT Vendor Number: 400235

\* Fiscal Year Ending Date:   
\* Years Experience in Trans Work:   
\* County: --Please Select--  
\* District:   
\* Senate Legislative District: --Please Select--  
\* Senate House District: --Please Select--

**CONTACTS**  
Main Office contact is required, please include all other branch offices doing work for IDOT. Please add a contact to direct prequalification questions if it is different from your main contact. Also, include Suite Number under address.

Contact Type	Full Name	Address	Phone	Phone Ext	Email	
Main	Mr. Paul Paul	123 Street (Suite 122), Springfield, IL 12345	(555) 555-5555	12	Paul@New.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Displaying items 1 - 1 of 1

A Financial Contact type must be entered before submitting the Application.

- Under Corporate Details there is now a question regarding Veteran Owned Firm, it follows the DBE question:

\* Is the corporation a Certified DBE Illinois Unified Certification Program? --Please Select--

\* Is the corporation a certified Veteran owned firm? --Please Select--

- The insurance information has been revised to require an attachment. The insurance certificate will be required as a pdf attachment.

\* Attach the firm's current Insurance Certificate for any/all of the following insurance types (General, Automobile, Excess/Umbrella or Workers Comp & Employer's Liability, Professional Liability and/or other:

# Notice

## EPAS Financial Requirements

Question 4: required data has been revised.

- Previously the Chart of Accounts was requested, now Please include the **Trial Balance Report**. (This consists of the a report run at the end of the fiscal year, listing the ending balance in each account)
- A Signed **Certification of Final Indirect Costs** is now required to be included with the Overhead Rate Calculations Attachment.

These changes have been incorporated in the EPAS manual.

- Question 4 – If yes, you must attach:
  - your last fiscal year taxes, or 6 month tax extension if your taxes have not yet been completed;
  - Trial Balance (The trial balance is a report run at the end of the fiscal year, listing the ending balance in each account)
  - And the Overhead rate statement, which is your overhead rate calculations (See example below) and a signed **Certification of Final Indirect Costs (see example below, this can be used or something similar)**
  - If not answered as a yes or no then leave as Please Select.

Question 4: Are you attaching Overhead Rate Data? Yes

Tax Return:  
A copy of the Firm's latest fiscal year Federal Income Tax Return. If applicable, a copy of the tax extension is acceptable; firm is required to submit the completed tax return by extension date to remain qualified.

Select...

Trial Balance  
(The trial balance is a report run at the end of the fiscal year, listing the ending balance in each account)

Select...

Overhead Rate Statement  
(A self-computation of payroll burden & fringe expense and general and administrative expense percentage rates.)

Select...

Total Overhead Rate %:

**If your firm agrees to perform work for IDOT at a lesser Total Overhead Rate than shown above, fill below info:**

Please Indicate % Rate:

Time period Start Date:

Time period End Date:

Insert signed certificate with the Overhead rate statement here. The overhead rate statement includes the data along with the calculated overhead rate.

If you choose to do the calculations in the chart, then attach the signed certificate of final indirect costs (example below) with the trial balance.

Question 4: Are you attaching Overhead Rate Data?

Trial Balance (The trial balance is a report run at the end of the fiscal year, listing the ending balance in each account)

Tax Return:

Insert signed certificate with trial balance here.

**OVERHEAD CALCULATION CHART:**

Tax Return or Audited Statement Acct Desc	Balance	Direct Cost	Unallowable per Sec. 286	Payroll Burden	Indirect Overhead
No records to display.					

Displaying items 0 - 0 of 0

**DIRECT LABOR CALCULATION**

The base figure for the computation of the rate is computed as follows:

Total Direct Payroll - including overtime (Section 2.86):

Deduct from above the premium portion of overtime paid:-

Total Direct Labor:

**Computation of Rates**

Payroll Burden and Fringe Expense Rate =   
 (Total Payroll Burden / Total Direct Labor) \* 100

General and Administrative Expense Percentage Rate =   
 (Total Indirect Overhead / Total Direct Labor) \* 100

Total Overhead Rate %:

If your firm agrees to perform work for IDOT at a lesser Total Overhead Rate than computed above, fill below info:

Please Indicate % Rate:

Time period Start Date:

Time period End Date:

**Sample of Certificate of Final Indirect Costs:** This can be used or one can be created as long as the data below is shown.

## Certification of Final Indirect Costs

Firm Name: \_\_\_\_\_

Indirect Cost Rate Proposal: \_\_\_\_\_

Date of Proposal Preparation (mm/dd/yyyy): \_\_\_\_\_

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): \_\_\_\_\_

*I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:*

*1.) All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.*

*2.) This proposal does not include any costs, which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.*

*All known material transactions or events that have occurred affecting the firm's ownership, organization, and indirect cost rates have been disclosed.*

Signature: \_\_\_\_\_

Name of Certifying Official\* (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Date of Certification (mm/dd/yyyy): \_\_\_\_\_

\*The "Certifying Official" must be an individual executive or financial officer of the firm at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has the authority to represent the financial information utilized to establish the indirect cost rate for use under Agency contracts.

Ref. FHWA Directive 4470.1A available on line at:  
<http://www.fhwa.dot.gov/legsregs/directives/orders/44701a.htm>

## **NOTICE**

**UsDOT 1050.2A, Appendix E** will be included in all new agreement contracts, including new supplements.

### **USDOT 1050.2A APPENDIX E**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

#### **Pertinent Non-Discrimination Authorities;**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42U.S.C. §460 I), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

## **Navigating the web-site for Engineering Consultant Firms.**

This gives a quick overview of the website and locations of data typically used by Consultant Engineering firms.

Most information is located under the Doing Business, Procurements, Engineering, Architectural & Professional Services: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

The screenshot shows the Illinois Department of Transportation website. The top navigation bar includes the name of the Acting Secretary, Erica J. Borggren, and the Governor, Pat Quinn. The main navigation menu includes 'ABOUT IDOT', 'TRANSPORTATION SYSTEM', 'DOING BUSINESS', and 'TRAVEL INFORMATION'. The 'DOING BUSINESS' section is expanded, showing 'Engineering, Architectural & Professional Services'. The page content includes a breadcrumb trail, a main heading, and two paragraphs of text. A 'Quick Links' section is highlighted with a blue circle and a blue arrow pointing to the text below.

Erica J. Borggren, Acting Secretary

A-Z INDEX FAQ EMPLOYMENT RESOURCES CONTACT HELP Pat Quinn, Governor

Illinois Department of Transportation

What are you searching for? Q

ABOUT IDOT TRANSPORTATION SYSTEM DOING BUSINESS TRAVEL INFORMATION

Home > Doing Business > Procurements > Engineering, Architectural & Professional Services

Doing Business

### Engineering, Architectural & Professional Services

Prior to any road or bridge being constructed, the department identifies the need for specialized work in order to complete IDOT's [Multi-Modal Multi-Year Transportation Improvement Program](#). To accomplish the program without appreciably increasing the number of IDOT personnel or performing services for which the department does not have specialized expertise, the department seeks out the services of professional engineering, land surveying and architectural firms.

In order to work for the department in this capacity, firms must first seek prequalification in specialized categories. Once prequalified a firm is eligible to submit a statement of interest on advertised projects. If selected, the firm follows department rules and regulations until fulfillment of the contractual obligation.

Quick Links

- Consultant Resources
- EPAS
- Highways Procurement Policy Review (HPPR)
- Industry Marketplace
- Vendor Documents System

Prequalification Bulletin Statement of Interest Compliance & Admin Stay Connected

Consultant Resources: All the highway standards, specifications etc. These are resources used to create Planning/Project Reports and Plans, Specs and estimates for roads and bridges.

EPAS: The logon Screen

HPPR: Shows for Consultant Agreements, the firm selected, number of firms interested, pertinent dates.

Industry Market Place: provides up to date data for firms related to the industry.

Vendor Documents System: Log on Screen

Erica J. Borggren, Acting Secretary      A-Z INDEX    FAQ    EMPLOYMENT    RESOURCES    CONTACT    HELP      Pat Quinn, Governor

Illinois Department of Transportation      What are you searching for?

ABOUT IDOT    TRANSPORTATION SYSTEM    DOING BUSINESS    TRAVEL INFORMATION

Home > Doing Business > Procurements > Engineering, Architectural & Professional Services

## Engineering, Architectural & Professional Services

Prior to any road or bridge being constructed, the department identifies the need for specialized work in order to complete IDOT's [Multi-Modal Multi-Year Transportation Improvement Program](#). To accomplish the program without appreciably increasing the number of IDOT personnel or performing services for which the department does not have specialized expertise, the department seeks out the services of professional engineering, land surveying and architectural firms.

In order to work for the department in this capacity, firms must first seek prequalification in specialized categories. Once prequalified a firm is eligible to submit a statement of interest on advertised projects. If selected, the firm follows department rules and regulations until fulfillment of the contractual obligation.

Quick Links

- Consultant Resources
- EPAS
- Highways Procurement Policy Review (HPPR)
- Industry Marketplace
- Vendor Documents System

Prequalification    Bulletin    Statement of Interest    Compliance & Admin    Stay Connected

## Prequalification

All engineering, land surveying and architectural consultants interested in providing services to IDOT, whether as a prime or subconsultant, must be prequalified with the department. IDOT prequalifies architectural/engineering consultants in multiple transportation categories of service. Prequalification is based on the firm's and the individual's professional experience and qualification. Annual updates to statements of experience and financial condition must be completed to maintain prequalification status. The process is governed by state Statute ([30 ILCS 535/1](#)).

There are approximately 400 firms prequalified with IDOT that are able to submit interest on engineering, land surveying and architectural project advertisements. Updated every Friday, the [List of Prequalified Consultants](#) and [List of Prequalified DBE Consultants](#) provides the firm name, address, DBE status, contact person, phone number, fax number and prequalified IDOT category or categories.

Outlined below is information on how your firm can become prequalified, renew their prequalification, and/or add prequalification categories:

### Prequalification

1. Review the [Description and Minimum Requirements for Prequalification](#) to select which category or categories best matches the firm's expertise.
2. Request access to IDOT's [Engineering Prequalification and Agreement System \(EPAS\)](#). Firms new to prequalification with IDOT must request an [EPAS](#) account. EPAS is a web-based database where Statements of Experience and Financial Condition (SEFC) and Statements of Interest (SOI) are submitted electronically to IDOT. To request an account:

Email [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov). Indicate your firm's interest in becoming a prequalified engineering consultant and attach the federal form, W-9.

Once an account has been established, [EPAS](#) can be accessed. The [EPAS Instruction Manual](#) is also provided to assist in the navigation of the system.

3. Submit an application: To become Prequalified, the Statement of Experience and Financial Condition (SEFC) must be completed directly in [EPAS](#) and [EPAS](#) will clarify all requirements.
4. Check status of application: Log On to [EPAS](#). Status of application will be displayed.

Prequalification   **Bulletin**   Statement of Interest   Compliance & Admin   Stay Connected

## Bulletin

IDOT advertises for professional services four times a year via the Professional Transportation Bulletin (PTB) and makes this schedule public via the PTB Schedule (below). The PTB contains information pertaining to the advertisements for offers of interest for professional engineering, land surveying and architectural services for IDOT projects. On occasion, a special bulletin is necessary. Below you will find the active PTB as well as supplementary information. If wishing to review archived bulletins and press releases please navigate to [Resources](#).

- [PTB 174r2](#) (revised 11-20-14)

### Negotiation Information

To view the most current negotiation meeting information on particular advertised items please [click here](#). This information has not been finalized and is subject to change. Contact the appropriate District for questions regarding a particular Item.

▼ Tentative PTB Schedule

Activity	Publish PTB	Statements of Interest Due	Selection Meeting
<a href="#">PTB 173</a>	<a href="#">8/7/2014</a>	<a href="#">8/28/2014</a>	<a href="#">10/22/2014</a>
PTB 174	11/6/2014	12/4/2014	1/28/2015



## Statement of Interest (SOI)

Engineering, land surveying and architectural firm selections for PTB items are Quality Based. The review of the department's governing state statute ([30 ILCS 535/1](#)) is encouraged.

Firms interested in a project, are required to submit an SOI by the advertised due date to be considered for an advertised project. To submit an SOI:

1. Log on to the [Engineering Prequalification and Agreements System \(EPAS\)](#) and follow the prompts for requirements and review the [EPAS Instruction Manual](#).
2. Complete and upload the following forms to EPAS:
  - [BDE DISC 2 Template](#)  
Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure
  - [BDE 2900](#)  
Disclosure of Business Operations in Iran

Selection will occur on the date specified in the published PTB.

### ▾ Things to Keep in Mind While Completing a SOI

#### **Disadvantaged Business Enterprises (DBE) Goal**

IDOT strives to maintain an equitable distribution of work for its many business partners. One way to accomplish this is through the department's administration of the federally mandated DBE Program. The DBE program is intended to provide contracting opportunities to small businesses owned and controlled by socially and economically disadvantaged individuals. On most projects a DBE percentage goal is required.

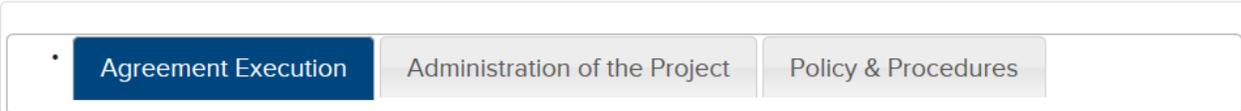
To view the directory of DBE firms that are certified please view the [IL UCP](#) (updated every

Location of forms etc., for use in doing an agreement contract with IDOT



## Compliance & Administration

Selected firms will receive the name of the IDOT Project Manager who will be the sole point of contact for the contract. This section of the website organizes all relevant information needed from the following processes.



### Agreement Execution

The [Standard Agreement Provisions for Consultant Services \(SAPCS\)](#)  are incorporated into the agreement and along with the scope of services, schedule, and cost. The agreement process is initiated after the selection is made in accordance with the Architectural, Engineering and Land Surveying Qualifications Based Selection Act.

For the requirements of a complete agreement proposal package please select the appropriate type of agreement below.



In order to execute an agreement between the selected firm and IDOT, additional requirements are needed before the project can officially begin (or continue).

## **Prime Agreement:**

**1. Assemble Proposal Package for a Prime Agreement:** The following forms are required to enter into a Prime Agreement with IDOT. All forms are submitted to the assigned Project Manager unless otherwise noted below.

### ▾ Requirements

- [Direct Cost Check Sheet: BDE 436](#) 
- [Consultant Employee Utilization Form: BDE 2350](#) 
- Cost Estimate of Consultant Services Worksheets (CECS):
  - [Anniversary Cost Plus](#) 
  - [Anniversary Direct Labor Multiple \(2.85\)](#) 
  - [Anniversary Direct Labor Multiple \(2.80\)](#) 
  - [Anniversary Direct Labor Multiple](#) 
  - [Fixed Cost Plus](#) 
  - [Fixed Direct Labor Multiple \(2.85\)](#) 
  - [Fixed Direct Labor Multiple \(2.80\)](#) 
  - [Fixed Direct Labor Multiple](#) 
  - [Escalation Template](#) \*
- Draft Narrative of Project Schedule and/or Bar Chart of Project Schedule
- Draft Scope of Work (customized and emailed in Microsoft Word format)
- [Title VI-Nondiscrimination in Federally Assisted Programs: EEO 1981](#) 
- Negotiation Meeting Minutes
- [Prime Subconsultant Agreement](#) \*\*

- Quality Assurance/Quality Compliance Plan

\*Submitted to [DOT.Escalation@illinois.gov](mailto:DOT.Escalation@illinois.gov) 

\*\*Uploaded to [Vendor Documents Database](#)  once complete proposal package is received by the department and the contract number appears under the contract listing.

▸ Facilities Capital Cost of Money

**2. Submit Subconsultant related documentation:** The prime firm must upload subconsultant disclosure forms and copies of subconsultant agreements to the [Vendor Documents Database](#)  for each project they have been selected for.

Please note: It is the prime's responsibility to collect and upload prime and subconsultant continuing disclosures forms. These forms should be submitted starting at the end of the fiscal year (June) and should be uploaded by the beginning of the new fiscal year (July). If these requirements are not met the firm's contract will be at risk and will be contacted by the department's Procurement Office.

**3. Multi-Year Contract Certification.** The Illinois Procurement Code requires that every person who has entered into a multi-year contract and every subcontractor with a multiyear subcontract shall certify, by July 1 of each fiscal year covered by the contract after the initial fiscal year, to the responsible Chief Procurement officer whether it continues to satisfy the certification requirements of Article 50 pertaining to eligibility for a contract award. 30 ILCS 500/50-2. To view the certifications and additional requirements of [Article 50](#) . Please fill out the form below:

- [Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contract](#) 

**4. Highway Procurement Policy Review (HPPR):** To view active engineering, architectural, professional service agreements, and/or supplemental agreements please navigate to [HPPR](#) .

## **For Supplemental:**

### ▸ Supplemental Agreement

The following forms are required if an amendment is made to the Prime Agreement and is still within the advertised scope of work.

**1. Submit Proposal Package for a Supplemental Agreement:** All requirements are submitted to the appropriate Project Manager unless otherwise noted below.

▸ Requirements

▸ Facilities Capital Cost of Money

**2. Submit Subconsultant related documentation:** The prime firm must upload subconsultant disclosure forms and copies of subconsultant agreements to the [Vendor Documents Database](#)  for each project they have been selected for.

Please note: It is the prime's responsibility to collect and upload prime and subconsultant continuing disclosures forms. These forms should be submitted starting at the end of the fiscal year (June) and should be uploaded by the beginning of the new fiscal year (July).

**3. Multi-Year Contract Certification.** The Illinois Procurement Code requires that every person who has entered into a multi-year contract and every subcontractor with a multiyear subcontract shall certify, by July 1 of each fiscal year covered by the contract after the initial fiscal year, to the responsible chief procurement officer whether it continues to satisfy the certification requirements of Article 50 pertaining to eligibility for a contract award. 30 ILCS 500/50-2. To view the certifications and additional requirements of Article 50 [click here](#) . Please fill out the form below:

- [Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contract](#) 

**4. Highway Procurement Policy Review (HPPR):** To view active engineering, architectural, professional service agreements, and/or supplemental agreements please navigate to [HPPR](#) .

## Administration of the Project

This section lists all forms that must be submitted by consultants throughout the contract term. Included are forms related to: (1) invoices (2) closing out a project and (3) firm changes.

### ▼ Invoices

Depending on the type of agreement, please choose the appropriate invoice to bill the department. All invoices are to be submitted to the Project Manager to get processed.

- [Cost Plus Fixed Fee: BDE 430 \(03/29/10\)](#) 
- [Cost Plus Fixed Fee Phase III: BDE 434 I \(12/20/12\)](#) 
- [CPFF with Unit Prices: BDE 433 \(03/29/10\)](#) 
- [Direct Labor Multiplier: BDE 428 \(03/29/10\)](#) 
- [Direct Labor Multiple Phase I & II: BDE 431 \(03/29/10\)](#) 
- [DLM with Unit Prices: BDE 424 \(03/29/10\)](#) 
- [Lump Sum: BDE 426 \(03/29/10\)](#) 
- [Specific Hourly Rate: BDE 427 \(4/06\)](#) 
- [S.U.E. formerly BDE 2545: BDE 429 \(03/29/10\)](#) 

### ▶ Firm Changes

### ▶ Closing out a Project

**Stay connected allows firms to sign up or opt out of receiving data regarding Consultant Related Issues.**

Prequalification	Bulletin	Statement of Interest	Compliance & Admin	Stay Connected
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## Stay Connected

The website is IDOT's primary way of doing business. The subscription server emails are an added courtesy the department provides. By subscribing you will receive both the Prequalification of Consultant Engineering Firms list as well as the Professional Transportation Bulletin directly via the email you enter.

### Instructions to Subscribe

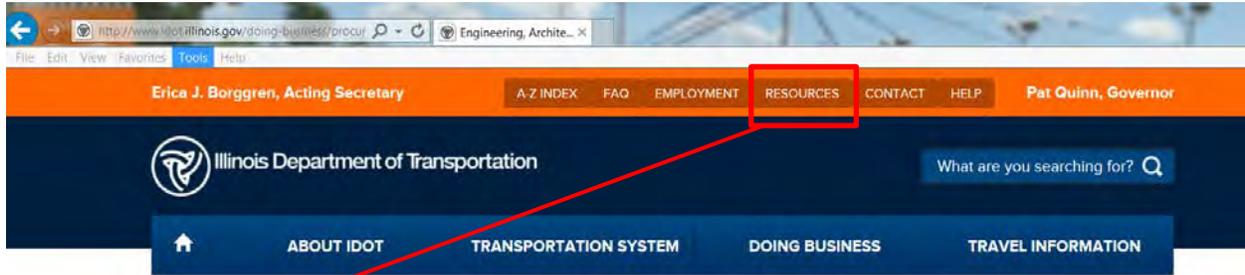
1. Prepare and send an email to the IDOT Subscription Server by using the following email address [subscribe-dot-ptb@lists.illinois.gov](mailto:subscribe-dot-ptb@lists.illinois.gov) .
2. A confirmation email will be sent to the subscriber with instructions.



### Instructions to Unsubscribe

1. Prepare and send an email to the IDOT Subscription Server by using the following email address [unsubscribe-dot ptb@lists.illinois.gov](mailto:unsubscribe-dot-ptb@lists.illinois.gov) .

Using the Top Orange Ribbon:



Go to Resources, under Archives are the previous Professional Transportation Bulletin and selected consultants

## Resources

This page is designed to help our visitors and users find a comprehensive list of manuals/guides, forms, reports etc. without having to access individual pages within the four main areas on the primary navigation of the site.



[Resources Home](#) | [Archives](#) | **[Professional Transportation Bulletin Archives](#)** | [Transportation](#)

## Professional Transportation Bulletin Archives

The following is a collection of past professional transportation bulletins advertised by IDOT. Contained below by year Transportation Bulletin and press releases. To view the current professional transportation bulletin navigate to [Engineer Professional Services: Bulletin](#).



### 2014 Archived Bulletins & Press Releases



Under Resources, Forms go to “D” and the Bureau of Design & Environment forms are located there.



## Resources

This page is designed to help our visitors and users find a comprehensive list of manuals/guides, forms, reports etc. without having to access individual pages within the four main areas on the primary navigation of the site.



A | B | C | **D** | L | M | O | P | Q | S | T

## Forms

The following is a complete list of forms in accordance to the alphabet letter chosen above. The following are in order by Division/Office and for number.

### ▾ Design and Environment

- [BDE 124: Request for Authorization to Bid/or Not For Bid Status \(08/20/14\)](#)
- [BDE 213: Estimate of Cost \(4/01/10\)](#)
- [BDE 220A: Estimate of Time Required \(2/14/08\)](#)
- [BDE 2289: Cultural and Natural Resources Review of Borrow Areas \(1/30/12\)](#)
- [BDE 2290: Waste/Use Area Review \(3/7/12\)](#)

Notice  
for  
Teaming for Professional Transportation Bulletin Items  
10-1-15

IDOT allows the practice of multiple firms joining efforts (prequalification categories and staff) to submit as a prime on a Professional Transportation Bulletin. The action of joining forces with another consultant to submit on a Professional Transportation Bulletin is called Teaming. If the firm wishes to use the option of Teaming, it is chosen on Exhibit A in EPAS.

**Teaming**

\*Will the firm be entering into a Teaming Agreement for the item (The lead firm must be the one submitting for the item)?

--Please Select--  
--Please Select--  
Yes  
No

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 Statements of Interest are submitted through EPAS. The firm's interested in performing as a Team(s) must coordinate with each other and submit through EPAS. The lead firm submits the Team Agreement and the Team entities must submit the required forms. See the EPAS Instruction manual.

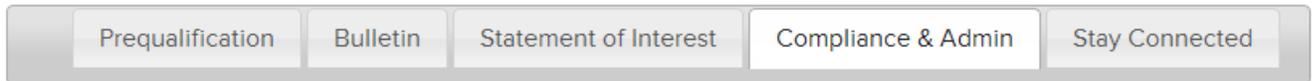
Review the EPAS Instruction Manual for details on submitting Statements of Interest through Teaming: <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/EPAS%20Instructions%20Manual.pdf>

# 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 1/24/14.](#)

Additional Information for the Cost Estimates and Consultant Services is available on the website: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Resources>



## Compliance & Administration

Selected firms will receive the name of the IDOT Project Manager who will be the sole point of contact for the contract. This section of the website organizes all relevant information needed fro the following processes.

Agreement Execution Administration of the Project Policy & Procedures

### Agreement Execution

The [Standard Agreement Provisions for Consultant Services \(SAPCS\)](#)  are incorporated into the agreement and along with the scope of services, schedule, and cost. The agreement process is initiated after the selection is made in accordance with the Architectural, Engineering and Land Surveying Qualifications Based Selection Act.

For the requirements of a complete agreement proposal package please select the appropriate type of agreement below.

▶ Prime Agreement

▶ Supplemental Agreement

# 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.idot.illinois.gov/doing-business/procurements/Industry-Marketplace/mentor-protege/index#Engineering>

Construction Engineering

## Engineering

The Engineering Mentor-Protégé Program was created in 2009 at the Illinois Department of Transportation. Please select from the following topic below to view more information.

- Learn More
- How to Get Started
- ▾ Forms

This section provides necessary forms/templates your firm will need to access/complete throughout the duration of the agreement.

**Submitting a Plan**

- [Plan approval letter template](#)
- [Phase I Mentor Protégé Example Template](#)
- [Phase II Mentor Protégé Example Template](#)
- [Phase III Mentor Protégé Example Template](#)

**Compliance**

- [Mentor-Protégé Compliance Check Sheet](#)

**Reporting**

- [Quarterly Report](#)
- [Final Report](#)

**Required Assessments**

- [Mentor Assessment](#)

## **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 The Illinois Department of Labor.

<http://www.illinois.gov/idol/Pages/default.aspx>

# 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 is currently coordinated by Greg Renshaw, PE. The Illinois Center for Transportation (ICT) <http://ict.illinois.edu/> 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.

Greg Renshaw, PE can be contacted at [grenshaw@illinois.edu](mailto:grenshaw@illinois.edu), phone (217)300-6375. 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/outreach/documentation-training/>

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.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Connect>

## **Instructions to Subscribe**

*Please Note:*

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

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

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

## **Instructions to Unsubscribe**

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

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

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

**APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:**

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

For:  
Laboratory Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
CCRL Laboratory Number \_\_\_\_\_

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

\_\_\_\_\_  
Signature (mandatory)                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
E-mail Address

This release remains in effect as long as this laboratory participates in the CCRL proficiency sample program.

**NOTICE**  
Effective January 24, 2008

**Illinois Department of Transportation  
Requirements for Verification of Quality Assurance Consultants Enrollment in  
the AMRL Proficiency Assessment Program**

As part of the prequalification process, Consultants wanting to become precertified as a Quality Assurance Consultant must be enrolled in the AASHTO AAP Proficiency Assessment Program. IDOT now requires consultants enrolled in the program allow IDOT access to their proficiency ratings via the AASHTO AMRL web site. In order to meet the terms of this requirement, as part of the prequalification process, each consultant is directed to the AASHTO web site at:

<http://amrl.net>

Log in to the site as you would to report your firms' proficiency assessment results. Once the firm has logged into the AASHTO web site, complete the following steps:

- Select the black "My Lab" tab at the top of the page.
- Then Under Lab Account in the left column, select Manage PSP Specifiers.
- Select Add New Specifier and then from the dropdown list, select IL Dept of Transportation.
- Select Configure Enrollment Specifiers.
- Make the following samples available for evaluation with unlimited time periods:

AASHTO (Illinois Modified)	ASTM	Description
<b>AGGREGATES</b>		
T 11 (IL)	C117	75- $\mu$ m (No. 200) by Washing
T 27 (IL)	C136	Sieve Analysis of Fine and Coarse Aggregates
T 84 (IL)	C128	Specific Gravity and Absorption of Fine Aggregate (Slag Labs Only)
T 85 (IL)	C127	Specific Gravity and Absorption of Coarse Aggregate (Slag Labs Only)
<b>HOT-MIX ASPHALT</b>		
T 166 (IL)	D2726	Bulk Specific Gravity
T 209 (IL)	D2041	Maximum Specific Gravity
T 312 (IL)		Superpave Gyratory compaction
T 308 (IL)		Asphalt Binder Content by Ignition
<b>CONCRETE</b>		
T 22 (IL)	C 39	Compressive Strength of Cylinders
T 23 (IL)	C 31	Making and Curing Test Specimens in the Field
T 119 (IL)	C 143	Slump
T 121 (IL)	C 138	Weight, Yield, and Air Content
T 126 (IL)	C 192	Making and Curing Test Specimens in the Laboratory
T 152 (IL)	C 231	Air Content-Type A or B Pressure Method
T 196 (IL)	C 173	Air content by Volumetric Method (if performed)

- Select Next
- Select Finish

IDOT AMRL Proficiency Verification  
Page 2

Once the process is complete, consultants will no longer be required to submit AASHTO AMRL Proficiency Results as part of the prequalification process.

Contact the Consultant Services Unit of the Illinois Department of Transportation, Bureau of Design and Environment at (217)-782-6916 or the Bureau of Materials and Physical Research at (217) 782-7200 if you require additional information.

Justan Mann P.E.  
Acting Deputy Director

# Notice For

## Department Manuals, Memorandums, & Rules

The following is available on our website: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/Consultants-Resources/index>

[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.idot.illinois.gov/doing-business/sales/manual-sales/index>

## NOTICE DBE FIRMS AND PROJECT GOALS

The firms noted on the List of Pre-qualified Consultants on IDOT's website (<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Prequalification>) 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 (<http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index>) 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 the Office of Business and Workforce Diversity at (217) 782-5490.

## **“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.idot.illinois.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, 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 OF TRAINING OPPORTUNITY Updated 9-23-14

### ***LAKELAND COLLEGE TRAINING COURSES***

Lakeland College will be conducting QC/QA Training again this year. Please visit the web-site for further information. Information or schedules can also be obtained by contacting Marlene Browning.

Kathy Willenborg  
Lake Land College  
5001 Lake Land Blvd.  
Mattoon, IL 61938-9336  
Phone: (217) 234-5285  
Fax: (217) 234-5381 E-Mail: [idotqcqa@lakeland.cc.il.us](mailto:idotqcqa@lakeland.cc.il.us)

Internet Homepage: <http://www.lakeland.cc.il.us/as/idt/index.cfm>

### ***NATIONAL HIGHWAY INSTITUTE (NHI) COURSES***

The National Highway Institute (NHI) Course listing as well as other pertinent information is available at the following address:

<https://www.nhi.fhwa.dot.gov/default.aspx>

### ***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>

### **ILLINOIS CENTER FOR TRANSPORTATION**

University of Illinois at Urbana-Champaign Erosion Control Research and Training Center (ECRTC).

Please visit the web-site for further information on course schedule and registration information:  
<http://ict.illinois.edu/outreach/erosion-control-workshop/>

For questions about registration and cancellations contact:

Trachia Wilson

Email: [tstolz@illinois.edu](mailto:tstolz@illinois.edu)

Phone: 217-300-3197.