

Professional Transportation Bulletin

PTB 181

August 04, 2016

Statements of Interest are due before 12:00 p.m.
on August 25, 2016
Selection Date: October 19, 2016



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

IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: October 19, 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 August 04, 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: DOT.ConsultantServices@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. Kevin Marchek
819 Depot Avenue
Dixon, IL 61021

District 3

Mr. Kevin Marchek
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 182 | PTB 183 | PTB 184 | PTB 185 | PTB 186 | PTB 187 |
|-----------------------------------|----------|----------|----------|----------|----------|----------|
| PUBLISH PTB | 11-10-16 | 02-02-17 | 05-04-17 | 08-03-17 | 11-09-17 | 02-01-18 |
| ***STATEMENTS OF INTEREST ARE DUE | 12-01-16 | 02-23-17 | 05-25-17 | 08-24-17 | 11-30-17 | 02-22-18 |
| SELECTION MEETING | 01-25-17 | 04-19-17 | 07-19-17 | 10-18-17 | 1-25-18 | 04-18-18 |

***** STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 08-04-16 & 08-25-16 (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**
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 - **Items 1 - 6**
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- **Bureau of Bridges & Structures**
 - **Carl Puzey**
 - **Items 16 - 17**
- **Bureau of Operations**
 - **Amy Eller**
 - **Items 18 - 20**
- **Bureau of Passenger Rail Corridor Management**
 - **John Oimoen**
 - **Item 21**

NOTICE Overhead Rates

This is a reminder that consultant firms doing business with the Department should ensure they are using the correct overhead rate type consistent with their accounting practices and the project scope.

The vast majority of consulting firms doing business with the Department have a single, combined overhead (OH) rate for payroll burden, fringe expense rate, and general administrative expense. This OH rate is often referred to as a Combined or Blended rate. However, there is a small percentage of firms who have multiple OH rate types. These multiple OH rate types often include a Home Office Rate, a Field Office Rate and sometimes a Combined Rate.

Firms with multiple OH rate types should ensure they are using the correct OH rate type when completing cost estimates and when invoicing the Department. The OH rate type should be consistent with the firm's accounting practices and should be discussed with the Department's project manager during initial contract discussions and/or meetings.

Introduction

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

PROFESSIONAL TRANSPORTATION BULLETIN #181
Publish August 4, 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, August 25, 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 DOT.ConsultantServices@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 then list the DBE subconsultant(s), the work they will be performing, and estimated % of the work. All Subconsultants must be prequalified in the area of work they will be performing.
 - Include Mentor Protégé data if participating.

Information for Submitting Statements of Interest (SOI)

- **Exhibit B** is required for Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) EPAS prompts the user to complete form B when it is required.
- Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.
- In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.
- The Current Obligation's information is an on line application in EPAS. It must be completed before you submit the Statements of Interest.
- Instructions for completing Disclosure **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B** Disclosure. The Disclosure Forms are a separate document and one set for each prime is submitted. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- The Delinquent Debt is generated in the EPAS system and is submitted as a separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included with the Delinquent Debt.
- The Disclosure of Business Operations in Iran is also a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document.
- Exhibit A, Exhibit B (when applicable), the Current Obligations, Disclosures A & B, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are required to be considered.

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

PROFESSIONAL TRANSPORTATION BULLETIN
REQUIRED FORMS
FOR
STATEMENT OF INTEREST SUBMITTAL

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

Please review the EPAS manual instructions for the submittal process.

<http://www.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.

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| 2. | Various | C-91-473-16; Various Quality Assurance Program Management for Aggregate/HMA/PCC and Other Material Inspection Projects |
| 3. | Cook | P-91-475-16 Phase I engineering services are required for all work associated with the preparation of preliminary engineering and environmental studies (anticipated to be processed as a Categorical Exclusion) to improve IL 43 (Harlem Avenue) from 46 th Street to south of 53 rd Street |
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Region 5/District 8-continued

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Bureau of Bridges and Structures

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Bureau of Passenger Rail Corridor Management

21. Various P-30-003-17, Program Manager Chicago to Quad Cities Rail Project

1. **Job No. P-91-404-16, IL 62 from IL 25 to IL 68, Phase I Project, Kane and Cook 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 **0.035**.

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 **October 26, 2016 at 9:00 A.M.** at the Region One, District One Office in Schaumburg.

Phase I engineering services are required for all work associated with the preparation of preliminary engineering and environmental studies for the improvement of approximately five miles of IL 62 (Algonquin Road) from IL 25 to IL 68 in Cook and Kane Counties. Typically, the existing roadway cross section consists of one lane in each direction (undivided) with aggregate shoulders. The proposed improvement is anticipated to address geometric modifications through reconstruction to accommodate existing and projected year 2040 travel demands. Also anticipated to be considered is the need for a center median to accommodate turning vehicles with auxiliary lanes at intersections. Existing signals will be modernized and other intersections will be investigated for signal warrants. Bridge inspections and reports will be required. A key planning tool will include a public involvement program based upon the principles of Context Sensitive Solutions. The scope will also include all related work necessary to complete a Combined Design Report and an accompanying Environmental Assessment.

The Consultant's work will include data collection, traffic counts, crash analysis, alternate geometric studies, location drainage studies, hydraulic reports, construction cost estimates, intersection design studies, bridge inspections and reports, traffic maintenance analysis, and all other work necessary to complete Phase I.

The department will make available to the Consultant microfilm plans, survey, crash data, utility coordination and correspondence, structural inventory data, and archeological, historical, biological, and special waste and coordination.

The estimated construction cost is expected to be in excess of \$100,000,000. The completion date for this contract will be 48 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of hydraulic/drainage calculations and preparation of the Drainage/Hydraulic Reports (must be an Illinois Licensed Professional Engineer). **Special Studies (Location Drainage) and the Hydraulic Reports (Waterways: Typical)** categories may be completed by a sub and/or prime Consultant.

- The person who will perform the work in the area of structure plan preparation (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified. **Structures (Highway: Typical)** prequalification category requirement may be completed by sub and/or prime Consultant.
- The person(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer for roadway work and an Illinois Licensed Structural Engineer for structure work with adequate plan review experience).
- The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, socio-economic/community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.
- The person in charge of CSS/Public Involvement procedures. Include a detailed description of CSS/public involvement work he/she has directed involving facilitation of public meetings and public hearings, organizing work groups and press conferences, drafting press releases and property owner contact letters, etc.

The prime firm must be prequalified in the **Location/Design Studies (Reconstruction/Major Rehabilitation)** category to be considered for this project.

The Prime Consultant must be prequalified in **Environmental Reports (Environmental Assessment)** and must perform all of the environmental work using staff presented in your most recently approved Statement of Experience and Financial Condition or your firm may use a single subconsulting firm 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 Prequalification and Agreement System (EPAS).

2. **Job No. C-91-473-16; Various Quality Assurance Program Management for Aggregate/HMA/PCC and Other Material Inspection 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 **0.035**.

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 **October 26, 2016 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase III engineering services are required to perform the quality assurance responsibilities of hot-mix asphalt (HMA), Portland cement concrete (PCC) construction, Aggregate Gradation Control System (AGCS), Recycled Asphalt Paving (RAP) testing, Recycled Asphalt Shingles (RAS) testing, pipe, precast and prestressed inspections. Services and responsibilities include structural steel and miscellaneous materials inspection at various sources or jobsites. Independent Assurance sampling and testing for the department for both HMA and PCC according to Federal guidelines at both plants and jobsites. The department may have a need for a project manager to handle certain parts or full time tasks such as staff management of Independent Assurance efforts, RAS testing program, a geographical area for Mixtures Control Unit, evaluation and reporting of Pay Factors for End Result Projects, special laboratory testing and evaluation of mix designs and new products, etc. The Project Manager may require appropriate training and experience for the tasks, which they are assigned. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

Additional services and responsibilities may include a Materials Certification Technician and Technical Office Staff to support District One's Bureau of Materials Office Staff. Work may include assisting the Quality Assurance Manager and Material Certification technicians in reviewing and finalizing various material inspection requirements, tracking and helping solve material deficiencies issues, processing various technical test results and monitoring project status and other duties as assigned.

The department will furnish the Consultant with daily assignments to various construction jobsites, bituminous or concrete plants, quarry field offices, District Lab facilities and pre-stressed and precast facilities and various producers and suppliers of structural steel and miscellaneous materials.

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

The Consultant will maintain records and submit documentation of QC and QA activities required by the construction contract, *Manual for Fabrication of Precast Prestressed Concrete Products*, any applicable Materials Policy Memorandums and appropriate contract special provisions and plan notes or details.

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

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

- The Liaison Engineer who will assume duties as Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer)
- The person(s) who will be in charge of QA Lab and Field Testing
- QC/QA Level 1, Level 2 and Level 3 (HMA and PCC) Certified Testing Technicians
- ACI Grade 1 and PCI Level 1 and Level 2 Certified Testing Technicians
- The Materials QA Technician
- Structural Steel and Miscellaneous Materials Source Inspector
- Materials Certification Technician (must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Class**)
- Technical Office Staff

The Certificates of completion for required training courses must be included in the Statement of Interest for the staff presented.

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

Special Services (Quality Assurance: HMA & Aggregate)

Special Services (Quality Assurance: PCC & Aggregate)

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

3. **Job No. P-91-475-16, Phase I, IL 43 (Harlem Avenue) from 46th Street to south of 53rd Street, 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 **October 26, 2016** at **1:00 P.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required for all work associated with the preparation of preliminary engineering and environmental studies (anticipated to be processed as a Categorical Exclusion) to improve IL 43 (Harlem Avenue) from 46th Street to south of 53rd Street. The Consultant's work may include complete bridge inspections and preparation of Bridge Condition Reports for several bridges, data collection, preparation of base maps and mosaics, ground survey, crash analysis, traffic studies including interchange design studies, geometric studies, traffic management plan, drainage studies, cost estimates, public involvement, and all other work necessary to complete Phase I. The study area has a number of historical resources, which may require Section 106 documentation.

Structures anticipated to be included in this project may include, but are not limited to, the following:

- S.N. 016-0991 (southbound Harlem Avenue over Sanitary and Ship Canal),
- S.N. 016-0315 (northbound Harlem Avenue over Sanitary and Ship Canal),
- S.N. 016-0316 (Harlem Avenue over Interstate 55),

The department will furnish the Consultant with available crash data, utility coordination and correspondence, structural inventory data, and archaeological, historical, biological, and special waste survey and coordination.

This estimated construction cost of this project is \$26,000,000. The completion date for this contract will be 36 months after authorization to proceed.

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

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

- The person(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer for roadway work and an Illinois Licensed Structural Engineer for structure 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: 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-91-471-16, Phase II 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 **October 25, 2016 at 1:30 P.M.** at the Region One, District One Office in **Schaumburg**.

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

Work Orders may include the preparation of contract plans for various projects involving roadway, bridge improvements, drainage improvement plans, preparation of miscellaneous plan and structure details (TS&L plans, structure plans), review of plans by Consultants and local agency Consultants for roadway and bridge reconstruction projects, obtaining pavement composition cores for resurfacing projects and geotechnical borings for structure designs, creation and/or maintenance of Phase II project websites for the District and providing supplemental field and bridge deck surveying for various projects.

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

The estimated construction cost of these projects may range from \$200,000 to \$3,000,000. The completion date for this contract will be 36 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will be in charge of route surveys (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Surveyor). The Special Services, Surveying prequalification category may be completed by the Prime and/or Sub-consultant
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

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

Highways (Roads & Streets)

Structures (Highway: Typical)

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

5. **Job No. D-91-476-16, FAP 525 (US 20) at West Union Road; at East Coral Road; at creek – 0.4 mi w/o Beck Road, and at Marengo-Beck Road/South Union Road, Phase II Project, McHenry 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**.

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 **October 25, 2016 at 10:00 A.M.** at the Region One District One Office in **Schaumburg**.

Phase II engineering services are required for all work required for the preparation of contract documents including plans, specifications and cost estimates for the construction of the proposed improvements along US 20 (Grant Highway) in McHenry County, Illinois.

Work is expected to consist of the following items (A, B, C):

A. US 20 at West Union Road and US 20 at East Coral Road:

Phase II engineering services are required for the preparation of contract plans for the proposed two intersections improvements of US 20 at West Union Road intersection and US 20 at East Coral Road intersection. The Consultant's work may include survey, geotechnical services, preparation of roadway and drainage design plans for the widening/lane additions at the two intersections and includes erosion control plans, traffic staging plans, pavement markings and all other work required to complete the contract plans. The work may include rehabilitation of existing drainage structures, and grading work and modifications to existing beacon lighting system as necessary.

The estimated construction cost for this improvement is \$1,500,000. The completion date for this project will be 15 months after authorization to proceed.

B. US 20 at Creek (0.4 mile west of Beck Road):

Phase II work under this item includes the preparation of contract documents, plans, specifications and cost estimates for the removal and replacement of the existing reinforced concrete box culvert at the creek along US 20 and the replacement of the existing box culvert with multiple drainage culverts including a potential for construction of two or more concrete retaining walls. In addition, the work may include preparation of structural plans for the anticipated retaining walls as well as geotechnical investigations, Type, Size and Location plans, surveys, traffic staging concept and plans and ditch and grading/erosion control plans. The contract may include preparation of various permitting documents with various agencies and presentations as well as other incidental plans necessary per the guidelines and procedures of the department.

The estimated construction cost for this project is \$2,000,000. The completion date for this project will be 15 months after authorization to proceed.

C. US 20 at Marengo - Beck Road/South Union Road:

Phase II work under this item includes the preparation of contract documents, plans, specifications and cost estimates for the construction of a traffic roundabout for the intersection of the above noted roadways. The Consultant's work may include geotechnical services, survey, drainage and erosion control plans, drainage and grading plans and other plans for incidental

work items as required by the department's guidelines and standards. Traffic concept and staging plans may also be required in addition to any permits required to complete this project.

The estimated construction cost for this project is \$3,200,000. The completion date for this project will be 18 months after authorization to proceed.

These projects are to be done concurrently.

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

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

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

Highways (Roads & Streets)
Structures (Highway: Typical)

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

6. **Job No. D-91-477-16, Various Phase II Projects, Various Routes, Various Counties, Region One, District One.**

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

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

The Consultants who is selected for this project, and all subconsultants the prime Consultant will be using, are scheduled to attend an initial meeting on **October 26, 2016 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of plans, specifications, and cost estimates, for various contracts throughout the District. Work orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis.

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

The Consultant may also be required to review and comment on contractor provided documents for contracts currently under construction that may have been completed by others. These may include but are not limited to shop drawings, fabrication and erection plans.

The Consultant's work may consist of preparing roadway plans, TS&L plans, structure plans, geotechnical borings, investigation & analyses, supplemental surveys, drainage & utility investigation, detour route plans, applicable permits, traffic signals, lighting plans, and all other related work necessary to complete Phase II work. Work may also consist of reviewing and preparing plans to ensure all plans are within the framework of Department policies and procedures, local agency requirements, and all applicable manuals and schedules. Consultants may be required to create and/or maintain websites for some projects.

The estimated construction cost of these projects may range from \$200,000 to \$300,000. The completion date for this contract will be 36 months after authorization to proceed.

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

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

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).

7. **Job No. D-91-472-16, Phase II, Various Safety Assessment Projects, Various Routes, Various Counties, Region One/District One.**

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 an initial meeting on **October 26, 2016** at **9:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase I engineering services are required for the preparation of traffic engineering studies and accident studies for various locations throughout District One. Work may include collection of field data such as condition diagrams, manual turning movement (full classification), traffic count data and relevant crash data, and related study correspondence. This may be done through retrieval of Illinois Traffic Crash Reports from local enforcement agencies as well as preparation of collision diagrams. Arc GIS skills will be needed to assist with crash data retrieval efforts. Also anticipated are traffic engineering analysis such as crash analysis, traffic signal warrant studies, barrier warrant analysis and sight distance studies to determine recommended improvements. Reviews may include intersections and roadway segments. If candidate safety improvement projects are developed from traffic studies, a cost estimate and benefit-cost analysis may be required for each candidate project to determine project eligibility for the annual Highway Safety Improvement Program (HSIP). 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 locations to be reviewed and traffic crash data compiled by the Division of Traffic Safety for most recent 3-years.

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 assume the duties of Project Engineer, that individual-in-charge of the day to day program management work (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Traffic Engineer, that individual-in-charge of the day to day traffic studies work (must be an Illinois Licensed Professional Engineer)
- The person who will perform the QC/QA review work for all milestones submittals (must be an Illinois Licensed Professional Engineer)

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

Statements of Interest must also include the Consultant's relevant traffic study projects completed by the firm for IDOT Region One/District One within the past five years by the key staff members listed in the Statement of Interest. Do not include more than 10 completed applicable 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 Prequalification and Agreement System (EPAS).

8. **Job No. P-92-035-16, Various Phase I/II Projects, Various Routes, Various Counties, Region Two/District Two.**

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 **October 26, 2016** at **1:30 P.M.** at the Region Two/District Two Office in **Dixon**.

Phase I and/or II engineering services are required for various projects throughout District Two. 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 surveys, hydraulic surveys, hydraulic analyses, geometric studies, and preparing Project Reports (Categorical Exclusion projects only). This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analyses, type, size and location (TS&L) drawings, structure plans, and other related work and exhibits necessary to produce a Project Report.

The Phase II work, if required, may consist of conducting surveys, hydraulic analyses, geometric studies, and preparation of type, size and location (TS&L) drawings, structure plans, roadway plans, and any other related work to complete final plans, special provisions and estimates.

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 engineering sources required may consist of only a portion of the total engineering work on a certain project.

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 applicable information.

The estimated construction cost for these projects may range from \$50,000 to \$4,000,000. It is anticipated that this contract will include approximately 3 to 15 different projects. The completion date for this contract will be 60 months after authorization to proceed.

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

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

- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will be in charge of surveys (must be an Illinois Professional Licensed Surveyor).
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

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

Highways (Roads & Streets)

Structures (Highway: Typical)

Special Studies (Location Drainage)

Location/Design Studies (Rehabilitation)

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

9. **Job No. P-92-005-15, Various Phase I/II Projects, Various Routes, Various Counties, Region Two/District Two.**

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 **October 26, 2016 at 10:30 A.M.** at the Region Two/District Two Office in **Dixon**.

Phase I and/or II engineering services are required for various projects throughout District Two. 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, and preparing Project Reports (Categorical Exclusion projects only). This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analyses, type, size and location (TS&L) drawings, structure plans, and other related work and exhibits necessary to produce a Project Report.

The Phase II work, if required, may consist of conducting route surveys, land surveys, hydraulic analyses, geometric studies, and preparation of type, size and location (TS&L) drawings, structure plans, roadway plans, and any other related work to complete final plans, special provisions and estimates.

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 engineering sources required may consist of only a portion of the total engineering work on a certain project.

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 cost for these projects may range from \$50,000 to \$4,000,000. It is anticipated that this contract will include approximately 3 to 15 different projects. The completion date for this contract will be 60 months after authorization to proceed.

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

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

- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will be in charge of surveys (must be an Illinois Professional Licensed Surveyor).
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

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

Highways (Roads & Streets)

Structures (Highway: Typical)

Special Studies (Location Drainage)

Location/Design Studies (Rehabilitation)

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

10. **Job No. P-92-071-16, Various Survey Projects, Various Routes, Various Counties, Region Two/District Two.**

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 **October 25, 2016 at 10:30 A.M.** at the Region Two/District Two Office in **Dixon**.

Phase I and/or II engineering services are required to furnish various surveys throughout District Two. Work orders under the blanket agreement will be negotiated and authorized by the department on as 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. In addition, the Consultant shall provide the Meta data for all control points vertical and horizontal left behind on topographic surveys; said points should also be tied to multiple HARN monuments or other approved IDOT monuments.

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 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 milestone submittal documents (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Professional Land Surveyor).

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

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

11. **Job No. C-93-092-16, US 34 from East of Eldamain Road to Center Parkway in Yorkville, Phase III Project, Kendall County, Region Two/District Three.**

This project contains Federal Funds.

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 **October 26, 2016** at **10:30 A.M.** at the Region Two/District Three Office in **Ottawa**.

Phase III engineering services are required for reconstruction of US 34 from east of Eldamain Road to Center Parkway in Yorkville. Work includes but is not limited to construction inspection of embankment, storm sewer, curb and gutter, bridge replacement, box culvert replacement, soil retention wall, traffic signals, additional lanes and pavement reconstruction to provide two traffic lanes in each direction with a bidirectional turn lane.

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

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

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

The department will furnish the Consultant with Plans and Specifications.

The anticipated construction completion date is December 31, 2019. The Consultant must complete and submit final measurements, calculations, and final contract record documents to the department no later than six (6) weeks after completion of this project.

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

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

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

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

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

12. **Job No. P-94-001-17, US 150 Eastbound (McClugage Bridge) over the Illinois River, Value Engineering Services, Peoria and Tazewell Counties, Region Three/District Four.**

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 **0.07**.

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 **October 25, 2016 at 9:30 A.M.** at the Region Three/District Four Office in **Peoria**.

Phase I Engineering services are required for the preparation and presentation of a Value Engineering study on the Phase I study completed to date for the removal and replacement of the structure that carries eastbound US 150 (McClugage Bridge) over the Illinois River in Peoria and Tazewell Counties.

Structures to be studied include the following:

- S.N. 090-0070 old, SN 090-0180 new – US 150 eastbound (McClugage Bridge) over the Illinois River
- S.N. 072-0137 – US 150 over IL Route 29 (Adams Street)

Phase I engineering services anticipated to be completed at the time of the scope of services meeting, include Context Sensitive Solutions coordination, public involvement activities, geometric studies, environmental coordination (draft Environmental Assessment), draft Combined Design Report, Interchange Design Studies, land and route survey, hydraulic studies, draft Hydraulic Report, Bridge Type Study, Bridge Condition Reports, draft Type, Size and Location plans, subsurface geotechnical investigation, Structure Geotechnical Reports, crash analysis, preliminary cost estimate, preliminary construction and traffic maintenance staging, traffic management analysis, bicycle/pedestrian accommodations, preliminary plan and profile, and cross sections. The department will furnish the Consultant with this information and provide an overview presentation of the project to date, as well as any other information necessary to conduct the study.

The Value Engineering work will consist of conducting project investigation, analyzing, and evaluating the project's cost/worth, verifying analysis and recommendations developed through the Phase I processes, developing and evaluating alternative design features of the preferred alternative alignment, and presenting the findings in both a written report and presentation to the department.

The estimated construction cost for this project is \$170,000,000. The completion date for this contract will be 12 months after authorization to proceed.

Key personnel listed in **Exhibits A and B** for this project must include the following:

- The person who will assume the duties of Project Manager for all aspects of the study (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, the individual in charge who is directly involved in the development of the study (must be an Illinois Licensed Professional Engineer)
- The staff performing the value engineering task items and report writing. (Include recent experience in VE and any certifications/licensing).

- The person who will act as the Structural Engineer Lead. This person will be responsible for the management of the structural portion of the study and will be directly involved in the analysis and reporting of the structural portion of the study (must be an Illinois Licensed Structural Engineer). In addition, the staff performing structural work on the study must be identified.
- The person who will be in charge of the Geotechnical portion of the study (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer with demonstrated experience in geotechnical investigation). **Geotechnical Services (Complex Geotechnical/Major Foundation)** prequalification category requirement may be completed by Prime and/or Subconsultant.
- The person who will perform/supervise the work in the area of Roads and Streets, for preparation of roadway plans (must be an Illinois Licensed Professional Engineer). The **Highways (Roads and Streets)** prequalification category requirement may be completed by Prime and/or Subconsultant.
- The person who will perform/supervise the work in the area of hydraulic/drainage calculations and preparation of the Drainage/Hydraulic Reports (must be an Illinois Licensed Professional Engineer). **Hydraulic Reports (Waterways: Complex)** prequalification category requirement may be completed by Prime and/or Subconsultant.
- The person who will be in charge of the Environmental portion of the study. This person will be responsible for investigating all environmental disciplines of the study including water quality, noise, socio-economics/community impacts, and ecology. This person must have demonstrated experience in environmental investigation and studies.
- 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 with adequate structural plan review experience for structural work).

Consultants are required to provide a brief outline of proposed procedures to be used to accomplish the project objectives in their Statements of Interest. Consultants are also required to furnish a list of Value Engineering projects completed with the staff presented in their Statement of Interest, include dates of projects.

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

Location/Design Studies (New Construction/Major Reconstruction)
Structures (Major River Bridges)
Environmental Reports (Environmental Assessment)

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

13. **Job No. D-95-046-16, Phase I/II Various Projects, Various Routes, Various Counties, Region 3/District 5.**

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 this Consultant will be using are scheduled to attend an initial meeting on **October 26, 2016** at **10:30 A.M.** at the Region 3/District 5 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 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).

14. **Job No. P-98-005-17/D-98-005-17, Various Phase I and/or Phase II Projects, Various Routes, Various Counties, Region Five / District Eight.**

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

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend the scope of services meeting on **October 25, 2016 at 1:30 P.M.** at the Region Five/District Eight Office in **Collinsville**.

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

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

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

The various proposed projects may consist of roadway patching and resurfacing, interstate resurfacing, bridge repair, bridge rehabilitation, bridge replacement, roadway widening and resurfacing, roadway reconstruction, and design on new roadway alignments. Projects may also include design of partial access controlled and access controlled highways on existing and/or new alignments. The Consultant's work may consist of either complete projects or a portion of the total engineering required for a certain project.

In addition, the Consultant may also be required to provide in-house engineering support having qualifications described below. It is anticipated one or more persons from the Consultant's staff may be required to conduct work in the District 8 office 3-5 days per week. This work may consist of preparing complete or portions of Phase I/II roadway projects, collection of field data, and projects as assigned while working in the District 8 office.

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, location design reports, and other information deemed applicable to the Consultant's work.

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

- The person(s) who will perform the duties of Project Engineer who will be directly involved and responsible in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person(s) who will provide in-house engineering support (must be an Illinois Licensed Professional Engineer and have at least 5 years of experience in engineering). This person must be proficient in Microstation and have a working knowledge of MS Excel and MS Word.
- The person who will perform/supervise the work in the area of hydrologic/hydraulic analysis and modeling for culverts and bridges (must be an Illinois Licensed Professional Engineer).
- The person who will be in charge of geotechnical engineering (must be either an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer).
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

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

Highways (Roads and Streets)

Structures (Highway: Advanced Typical)

Hydraulic Reports (Waterway: Typical)

Location/Design Studies (Rehabilitation)

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

15. **Job No. D-98-004-17 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 **November 10, 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 surveying work may include establishing the existing centerline alignment for projects, measuring and recording all topographic features along specific routes, creating three dimensional models for highway design projects, locating right of way, record research, preparing 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).

16. **Job No. P-30-001-17, Various Phase I/II Engineering for Structure Projects Statewide, Bureau of Bridges and Structures.**

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 **October 27, 2016 at 10:00 A.M.** at the Central Bureau of Bridges and Structures in **Springfield**.

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

The Consultant may be required to act as a Project Manager (PM) for various engineering services. The Consultant may be assigned to manage the review and preparation of various IDOT phase II projects. The Consultant will be expected to perform work similar to an IDOT Project Manager & staff, and report to a Bureau of Bridges and Structures Group Leader, Unit Chief, or Section Chief. The work may include engineering, management, public coordination, administrative services, and other work as necessary to ensure assigned projects are brought to completion in accordance with established schedules.

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

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

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

- Person who will assume the duties of Project Manager for all aspects of the work: (must be an Illinois Licensed Professional Engineer and an Illinois Licensed Structural Engineer).
- Person(s) who will perform the duties of the Project Engineer, defined as the individual-in-charge who is directly involved in phase II work: (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- Person who will perform the work in the area of structural plan preparation and will seal the plans as required (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- Person who will perform the work in the area of NBIS and Element Level inspections and training must be an NBIS qualified Team Leader and an Illinois Licensed Professional Engineer or Illinois Licensed Structural Engineer. In addition, the staff performing this work must be identified.

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

The prime firm must be prequalified in the **Structures (Highway: Advanced Typical)** category to be considered for this project.

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

17. **Job No. P-30-002-17, Bridge Ratings and Other Various Phase I/II Engineering for Structure Projects Statewide, Bureau of Bridges and Structures.**

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 **October 27, 2016 at 1:30 P.M.** at the Central Bureau of Bridges and Structures in **Springfield**.

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

The Consultant may be required to act as a Project Manager (PM) for various engineering services. The Consultant may be assigned to manage bridge load capacity ratings and the review and preparation of various IDOT phase II projects. The Consultant will be expected to perform work similar to an IDOT Project Manager & staff, and report to a Bureau of Bridges and Structures Group Leader, Unit Chief, or Section Chief. The work may include engineering, management, public coordination, administrative services, and other work as necessary to ensure assigned projects are brought to completion in accordance with established schedules. It is anticipated the Consultant will be required to conduct his/her work in the Bureau of Bridges and Structures' office 1-3 days per week.

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

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

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

- Person who will assume the duties of Project Manager for all aspects of the work: (must be an Illinois Licensed Professional Engineer and an Illinois Licensed Structural Engineer).
- Person(s) who will perform the duties of the Project Engineer, defined as the individual-in-charge who is directly involved in bridge capacity ratings and phase II work: (must be an Illinois Licensed Structural Engineer). It is desired the Project Engineer have extensive experience in the load capacity rating of bridges using AASTHO-Ware Bridge Rating (formerly known as VIRTIS). In addition, the staff performing this work must be identified. It is desired the Consultant have multiple Illinois Licensed Structural Engineers on staff available to work on this project.

- Person who will perform the work in the area of structural plan preparation and will seal the plans as required (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- Person who will perform the work in the area of NBIS and Element Level inspections and training must be an NBIS qualified Team Leader and an Illinois Licensed Professional Engineer or Illinois Licensed Structural Engineer. In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Structural Engineer with adequate plan review experience).

The prime firm must be prequalified in the **Structures (Highway: Advanced Typical)** category to be considered for this project.

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

18. **Job No. D-60-031-17, Traffic Signal Coordination and Timing (SCAT), Various Projects, Various Routes, Various Counties, Districts Two, Three, Four, and Five, Bureau of Operations.**

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

The Consultant who is selected for this project and all subconsultants, the prime Consultant will be using are scheduled to attend a negotiation meeting on **October 24, 2016** at **10:00 A.M.** at the Central Bureau of Operations office in **Springfield**.

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

The Consultant's work is anticipated to include accomplishment of one or more of the following tasks for each selected location:

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

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

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

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

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

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

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

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

Consultants are required to provide a brief outline of proposed procedures to be used to accomplish the project objectives with the statements of interest. Consultants are also required to furnish a list of completed traffic signal system coordination and timing projects done in the last five years by members of the Consultant's current key personnel listed above.

The prime firm must be prequalified in the **Special Studies: Signal Coordination & Timing (SCAT)** category to be considered for this project.

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

19. **Job No. D-60-032-17, Traffic Signal Coordination and Timing (SCAT), Various Projects, Various Routes, Various Counties, Districts Six, Seven, Eight, and Nine, Bureau of Operations.**

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

The Consultant who is selected for this project and all subconsultants, the prime Consultant will be using are scheduled to attend a negotiation meeting on **October 24, 2016 at 1:00 P.M.** at the Central Bureau of Operations office in **Springfield**.

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

The Consultant's work is anticipated to include accomplishment of one or more of the following tasks for each selected location:

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

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

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

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

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

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

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

- The person who will perform the work necessary to prepare traffic signal coordination and timing operation plans;
- The person who has the necessary expertise with traffic signal equipment and who will recommend equipment enhancements, implement the optimization plans, and recommend any fine-tuning adjustments;
- The person who will conduct the evaluation of the optimization plans; and
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

Consultants are required to provide a brief outline of proposed procedures to be used to accomplish the project objectives with the statements of interest. Consultants are also required to furnish a list of completed traffic signal system coordination and timing projects done in the last five years by members of the Consultant's current key personnel listed above.

The prime firm must be prequalified in the **Special Studies: Signal Coordination & Timing (SCAT)** category to be considered for this project.

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

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

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 **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **October 25, 2016 at 10:00 A.M.** at the Central Bureau of Operations office in **Springfield**.

Engineering services are anticipated to consist of planning, organizing and performing detailed structural inspections on simple aluminum span trusses, aluminum cantilever trusses, Vierendeel type steel span trusses, Vierendeel type steel cantilever trusses and bridge mounted sign structures. The number of overhead sign structures to be inspected is approximately 240. The detail structural inspection shall include rating of all components, evaluation of conditions and preparation of an inspection report including a prioritized summary of repairs. The use of ultra-sonic testing equipment to spot check the wall thickness of end supports for aluminum trusses and the chords for Vierendeel steel trusses will be required. Precise GPS coordinates of the structures will be required. Work Orders, by district, under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The Consultant shall provide all manpower, equipment, vehicles, materials, and the appropriate traffic control for each structure to satisfactorily complete the work. The work shall be done in accordance with the Sign Structure Inspection Manual, the Manual on Uniform Traffic Control Devices, Inspection and Maintenance of Ancillary Highway Structures (FHWA-NHI-130087), and any department policies or procedures governing the work. Except when otherwise permitted by the Engineer, trusses shall be inspected by mounting them from the shoulder. This will require shoulder closure in accordance with Highway Standards 212-701101-04 or 212-701106-02 and as directed by the Engineer. Freeway lane closures for truss inspection shall be kept to a minimum and will only be permitted by the Engineer on a case by case basis where roadway geometry, traffic and other conditions dictate.

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

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

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

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

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

The prime firm must be prequalified in the **Structures (Highway: Typical)** category to be considered for this project.

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

21. **Job No. P-30-003-17 Program Manager Chicago to Quad Cities Rail Project, Various Counties, Bureau of Passenger Rail Corridor Management.**

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 **October 28, 2016 at 11:00 A.M.** at IDOT-Bureau of Railroads, 69 West Washington Street, Suite 2100 in **Chicago**.

Phase I, II, III, and long-term maintenance oversight services are required for Amtrak related new service and capital improvement projects in Illinois, specifically for the reestablishment of the Chicago to Quad Cities passenger rail corridor. The Consultant Program manager (PM) will manage various projects in order to assist the DOT in establishing this new service. 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.

Teaming agreements will not be allowed on this project.

The PM will be expected to perform work similar to an IDOT Section Chief & staff. This project may include but is not limited to engineering, technical, management, land acquisition, environmental, rail construction inspection and administrative services to assist in bringing to completion as expeditiously as possible the program intent.

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

The work anticipated under this program may include, but not be limited to:

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

The department will make available all applicable IDOT/FRA/Railroad procedures, standards and specifications, and any other available documents.

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 Program Manager for all aspects of the work documents (include applicable railway experience).
- The person who will assume the duties of Program Engineer, that individual-in-charge must be an Illinois Licensed Professional Engineer (include applicable railway experience).
- The person who will assume the duties of budget/schedule reporting and oversight for the program with full FRA reporting qualifications/capabilities.
- The person who will assume the duties of service operations/equipment oversight, that individual-in-charge, include all applicable railway experience.
- The person(s) who will perform the QC/QA review work of all milestone submittals & include all applicable railway experience.

Statements of Interest must provide the approach the firm would take on this project, managing experience, etc. as well as an outline of proposed procedures to be used in meeting project objectives. Additionally, the Consultant must be experienced in MicroStation, ArcGIS, and Primavera software systems. Consultants are also required to furnish a list of related railroad experience done in the last five years by members of the Consultant's current key personnel listed above.

The prime firm must be prequalified in the **Transportation Studies (Railway Engineering)** category to be consider 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).

Presentations may be required the week of **October 17, 2016**.

NOTICE

DOT 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: 1 | 03/29/2016 | 12/31/2015 | NewSEFC | 134.2 | APPROVED | View | View | Approval Letter |
| SEFC ID: 2 | 11/06/2013 | 06/30/2012 | NewSEFC | 0.00 | NOT_APPROVED | View | View | NO LETTER |
| SEFC ID: 3 | 05/06/2013 | 12/31/2012 | AmendSEFC | 137.19 | APPROVED | View | View | Approval Letter |
| SEFC ID: 4 | 04/11/2013 | 06/30/2011 | AmendSEFC | 137.19 | APPROVED | View | View | Approval Letter |
| SEFC ID: --- | 04/08/2013 | 06/30/2012 | AmendSEFC | 10.00 | APPROVED | View | View | 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.

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 |
|--------------------------|------------------|-------------------------|-----------|------------|------------------|----------------------|----------------------|
| SEFC ID: | 09/10/2015 | 12/31/2014 | NewSEFC | 116.45 | RANKING_COMPLETE | View | View |
| SEFC ID: | 08/20/2014 | 12/31/2013 | RenewSEFC | 118.52 | APPROVED | View | View |
| SEFC ID: | 01/14/2014 | 12/31/2012 | AmendSEFC | 117.62 | APPROVED | View | View |
| SEFC ID: | 12/05/2013 | 12/31/2012 | AmendSEFC | 117.62 | APPROVED | View | View |
| SEFC ID: | 07/01/2013 | 12/31/2012 | RenewSEFC | 117.62 | APPROVED | View | View |

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 | View |
| SEFC ID 4444 | 08/20/2014 | 12/31/2013 | RenewSEFC | 125 | APPROVED | View |

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 - Water 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

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 'Procurements' and 'Engineering, Architectural & Professional Services'. The 'Engineering, Architectural & Professional Services' page is displayed, featuring a 'Quick Links' section with links to 'Consultant Resources', 'EPAS', 'Highways Procurement Policy Review (HPPR)', 'Industry Marketplace', and 'Vendor Documents System'. A blue arrow points from the 'Quick Links' section to the text below.

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. 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 |
|-------------------------|--------------------------|----------------------------|----------------------------|
| PTB 173 | 8/7/2014 | 8/28/2014 | 10/22/2014 |
| 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.

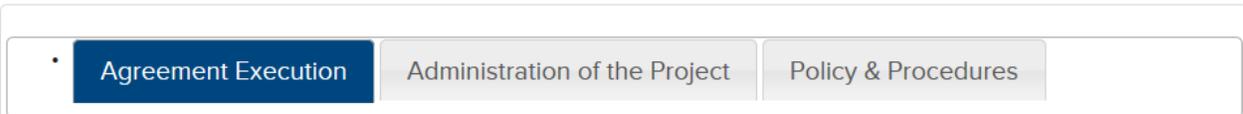
To view the directory of DBE firms that are certified please view the [IL UCP](#) (updated every

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 

**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 |
|------------------|----------|-----------------------|--------------------|----------------|

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

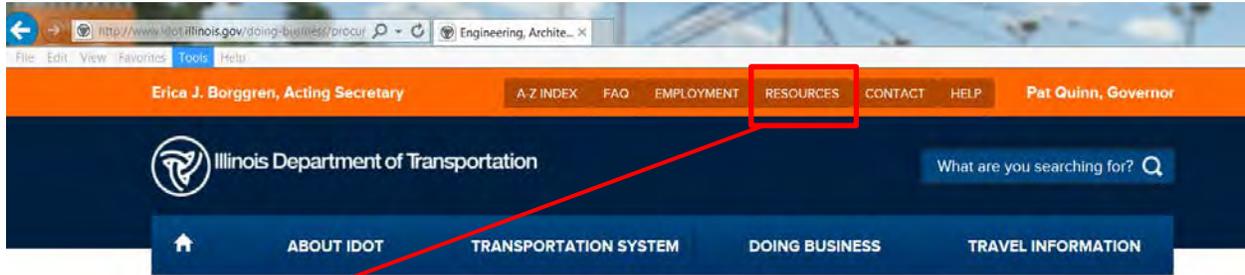
1. Prepare and send an email to the IDOT Subscription Server by using the following email address subscribe-dot-ptb@lists.illinois.gov .
2. A confirmation email will be sent to the subscriber with instructions.



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](#)

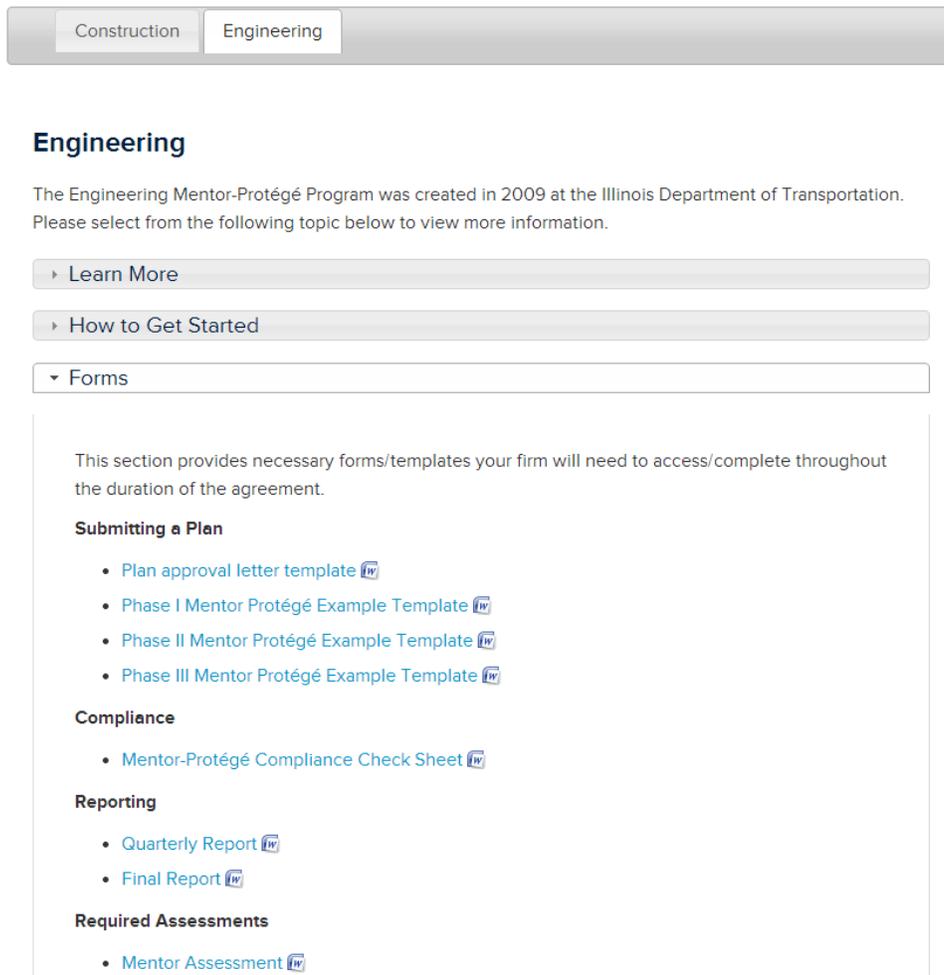
[▶ Supplemental Agreement](#)

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>



The screenshot shows a navigation bar with two tabs: "Construction" and "Engineering". The "Engineering" tab is selected. Below the navigation bar, the heading "Engineering" is displayed. A paragraph of text states: "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." Below this text are three expandable menu items: "Learn More", "How to Get Started", and "Forms". The "Forms" menu is expanded, showing a list of links under several categories: "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), and "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, 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
2. Send message
3. A confirmation e-mail will be sent to the subscriber asking them to reply or click a link.

Instructions to Unsubscribe

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

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

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

APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:

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

For:

Laboratory Name: _____

Address: _____

Phone Number: _____

CCRL Laboratory Number _____

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

Signature (mandatory) Date

Print Name

Print Title

E-mail Address

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

NOTICE
Effective January 24, 2008

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

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

<http://amrl.net>

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

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

| AASHTO (Illinois Modified) | ASTM | Description |
|-------------------------------|-------|--|
| AGGREGATES | | |
| T 11 (IL) | C117 | 75- μ 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) |
| HOT-MIX ASPHALT | | |
| T 166 (IL) | D2726 | Bulk Specific Gravity |
| T 209 (IL) | D2041 | Maximum Specific Gravity |
| T 312 (IL) | | Superpave Gyratory compaction |
| T 308 (IL) | | Asphalt Binder Content by Ignition |
| CONCRETE | | |
| T 22 (IL) | C 39 | Compressive Strength of Cylinders |
| T 23 (IL) | C 31 | Making and Curing Test Specimens in the Field |
| T 119 (IL) | C 143 | Slump |
| T 121 (IL) | C 138 | Weight, Yield, and Air Content |
| T 126 (IL) | C 192 | Making and Curing Test Specimens in the Laboratory |
| T 152 (IL) | C 231 | Air Content-Type A or B Pressure Method |
| T 196 (IL) | C 173 | Air content by Volumetric Method (if performed) |

- Select Next
- Select Finish

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. (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 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

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

Phone: 217-300-3197.