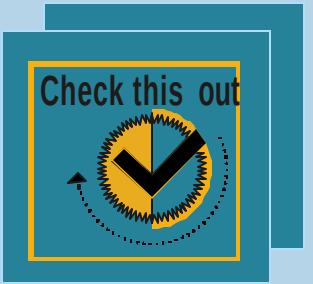
Professional Transportation Bulletin

PTB 186

November 09, 2017
Revised November 17, 2017

Statements of Interest are due before 12:00 p.m.
on November 30, 2017
Selection Date: January 24, 2018



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

IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: January 24, 2018

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: November 17, 2017

Item 09: Revised by removing the prime requirement of being prequalified in Geotechnical SGR category and allowing it to be completed by Subconsultant.

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. Anthony Quigley
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

District 8
Mr. Jeffrey Keirn
1102 Eastport Plaza Drive
Collinsville, IL 62234

District 9
Mr. Jeffrey Keirn
State Transportation Building
P.O. Box 100
Carbondale, IL 62903

Tentative Schedule
For
Professional Transportation Bulletins

ACTIVITY	PTB 187	PTB 188	PTB 189	PTB 190	PTB 191	PTB 192
PUBLISH PTB	**02-01-18**	**05-03-18**	**08-02-18**	**11-08-18**	**02-07-19**	**05-02-19**
***STATEMENTS OF INTEREST ARE DUE	**02-22-18**	**05-24-18**	**08-23-18**	**11-29-18**	**02-28-19**	**05-23-19**
SELECTION MEETING	**04-18-18**	**07-18-18**	**10-17-18**	**01-23-19**	**04-24-19**	**07-17-19**

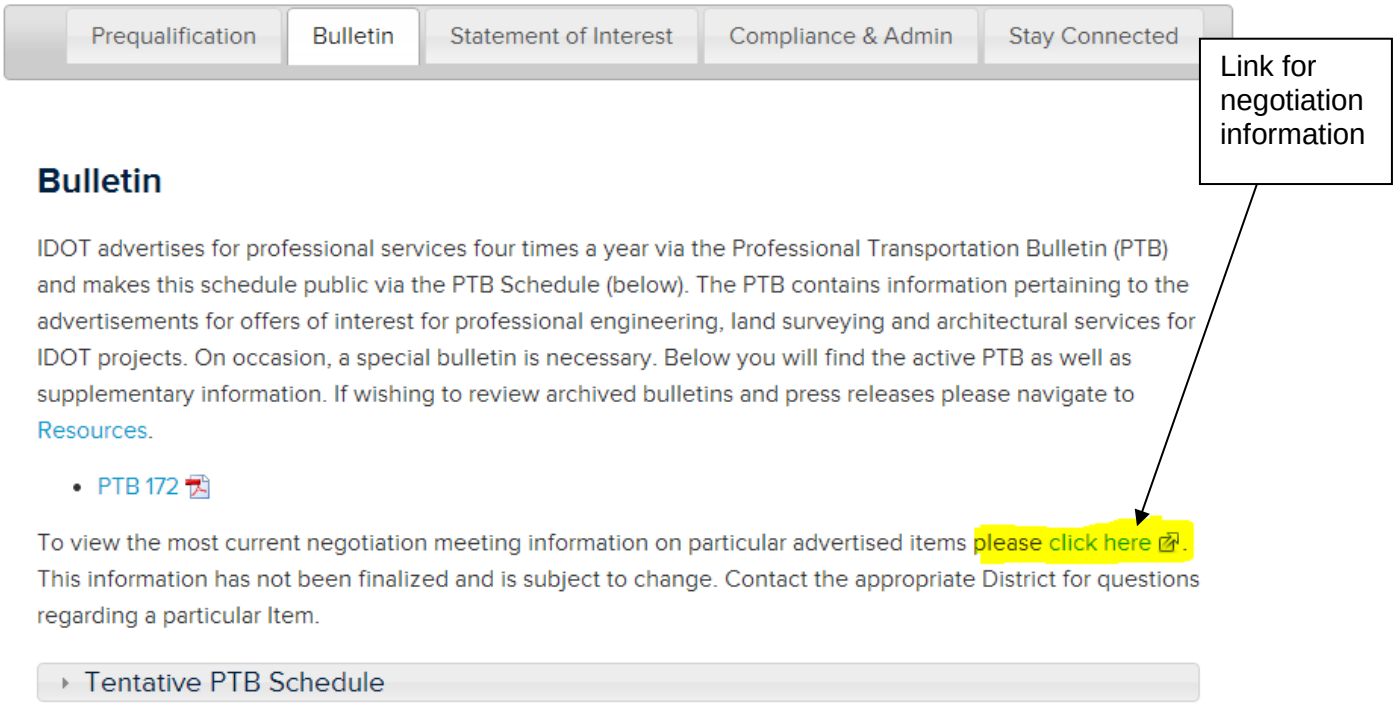
***** STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 11-09-17 & 11-30-17 (12:00 P.M. NOON)**

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



- **Region 1**
  - **Anthony Quigley**
    - **District 1**
      - **Items 1 - 4**
- **Region 3**
  - **Kevin Marchek**
  - **District 2**
    - **Item 5**
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  - **Kensil Garnett**
    - **District 4**
      - **Item 8**
    - **District 5**
      - **Items 9-10**
- **Region 5**
  - **Jeffrey Keirn**
    - **District 8**
      - **Items 11-12**
- **Bureau of Design & Environment**
  - **Maureen Addis**
    - **Item 13**

Illinois Department of Transportation

STTP S-33 Soils Field Testing and Inspection Course

Course Objectives: This course prepares construction and materials personnel with the basic skills and guidance to properly perform field testing and inspection of subgrade, embankment, and shallow foundations for various structures. This course also describes common geotechnical problems and the remedial actions generally used to correct them.

Upon successful completion of the course, students should be able to:

- Determine the field moisture content along with the in-situ wet and (corresponding) dry densities
- Use the Family of Curves and One Point Proctor to determine the Standard Dry Density (SDD) and Optimum Moisture Content (OMC) of a given soil
- Determine percent compaction and percent of OMC
- Determine soil stability and strength in the field using a Static and Dynamic Cone Penetrometer
- Properly inspect embankment construction
- Check roadway subgrades and determine undercut and treatment depths
- Perform inspection and soil testing to verify or establish the adequacy of foundation material for box culverts and shallow structure foundations

Successful completion of this course meets consultant eligibility requirements for Department prequalification.

Course Materials: Soils Field Testing and Inspection: Course Reference Manual
If an updated version is available it will be provided in class.
Students will need to bring a pencil, calculator and note pad with them.

Enrollment: Please have one coordinator from your company contact Mr. Paxton Harmon at 217-524-0634 or preferably by email at Paxton.Harmon@illinois.gov to enroll students in a class. **Each student will be put on a waiting list for the class of their choice**. Two to three weeks prior to class start the student or coordinator will be contacted with confirmation of enrollment. If the student cannot be enrolled in the class, they will be contacted and asked for their second class choice.

There is no fee for this class at this time.

Schedule: Each class is three days. The first day starts at 1:00pm and ends at 4:30pm. The second day starts at 8:15am and lasts until 4:30pm. The third and final day starts at 8:15am and ends around noon. The 2017-18 training schedule is listed below:

Class Dates/Location:

IDOT District One: **Materials Laboratory**
101 West Center Court
Schaumburg, Illinois 60196

- Dec 12 – 14
- Jan 17 – 19
- Feb 20 – 22
- Mar 27 – 29

IDOT District Two: **Assembly Room**
819 Depot Ave.
Dixon, Illinois 61021

- Nov 28 – 30

IDOT District Four: **6th Floor Training Room**
401 Main Street
Peoria, Illinois 61602

- Mar 20 – 22

IDOT District Five: **Conference Rooms #1 & 2**
13473 Illinois Hwy 133
Paris, Illinois 61944

- Mar 6 – 8

IDOT District Eight: **Training Room**
1102 Eastport Plaza Drive
Collinsville, Illinois 62234

- Feb 6 – 8

Introduction

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

PROFESSIONAL TRANSPORTATION BULLETIN #186
Publish November 09, 2017

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

A notification of the PTB being published is sent to each professional consultant on IDOT's subscription server 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, November 30, 2017. 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 the criteria established in the Advertisement:

Rating Description	Weighted %
Past Performance in Project Categories	0-30
Proposed Staffing from Prime and any subconsultants	0-30
Proximity of firm to project location	0-10
Proposed DBE use	
Available work capacity of firm	0-30
The firms experience in with required project work	0-30
Firms understanding/method of accomplishing project requirements	0-30
Project Specific Criteria: Specific requirement in an advertisement	0-30
Total=	100

All members of the Consultant Selection Committee will be **unavailable** during the two-week period preceding the Selection Committee Meeting.

Departmental procedures ensure 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 Resources: Manuals & Guides: http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/EPAS%20Instructions%20Manual.pdf

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 the individual resumes should be approximately 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.

- Under 3. 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.

- Under: 4. Summarize any other information specifically requested in the project advertisement: In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal. The specifics for addressing the criteria in the advertisement may be included here.

- 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	Job No. P-91-013-18, Various Environmental Studies/Projects
3.	Cook	Job No. P-91-014-18, Phase I study for IL 53 from IL 62 (Algonquin Road) to US 12 (Rand Road)
4.	Various	Job No. D-91-230-18, Various Phase II Traffic Signal Design Projects
Region 2/District 2		
5.	Various	Job No. D-92-045-17, Various Phase II Engineering Services for Bridge Rehabilitation Projects
Region 2/District 3		
6.	Various	Job No. P-93-012-18, Various Geotechnical Reports/Projects
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1. **Job No. D-91-229-18, FAI 90/94 (Kennedy Expressway) at Montrose Avenue Structure, Phase II Project, Cook County, Region One, District One.**

This project may contain **Federal Funds.**

This project requires **11% 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 **January 30, 2018** at **10:00 A.M.** at the Region One, District One Office in **Schaumburg.**

Phase II engineering services are required for the improvement of Montrose Avenue bridge structure over I-90/94 (Kennedy Expressway). The Consultant's work is expected to consist of preparing contract plans, specifications, and estimates for the bridge superstructure replacement of the existing Montrose Avenue Bridge (S.N. 016-0852) over the Kennedy Expressway (I-90/94). The Consultant's work may include topographic survey, drainage design, bridge and underpass lighting, traffic signal modernization and relocation as well as other structural tasks as determined by the department. The proposed improvement will consist of removing the existing bridge superstructure, which is a T-beam post tensioned superstructure and the replacement with full depth concrete deck panels, parapets and approach slabs using accelerated construction techniques and under a full detour of the Montrose Avenue Bridge in addition to abutment and piers repairs and substructure rehabilitation. In addition, the Consultant's work will include addressing some geometric improvements, bicycles, and pedestrians accommodations per Complete Streets policy and utility conflicts and relocations.

The department will furnish the Consultant with available microfilm plans, project report, structure inspection reports, location drainage study, and any other relevant & available items.

The Consultant will prepare roadway and structural plans, supplemental surveys, all applicable permits, and all other necessary related work required to complete Phase II contract plans. The Consultant plans shall ensure all plans are within the framework of the Department's policies and procedures and local agency's requirements and applicable manuals.

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	15
Proposed staffing from Prime and any Subconsultants	25
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	10
The firm's experience with required project work	25
Firm's understanding/method of accomplishing project requirements	10
Project Specific Criteria: Expertise in post tensioned T-Beam Superstructure and Demolition	5

The current estimated construction cost for this project is $11,400,000. The completion date for this contract will be 15 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 structural work of all milestone submittal documents (must be an Illinois Licensed Professional Structural Engineer and with a desired 10 years of structural experience). 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).
- The person who will perform the QC/QA review for all structural work of all milestone submittal documents (must be an Illinois Licensed Professional Structural Engineer with a desired 10 years structural 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)

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

2. Job No. P-91-013-18, Various Environmental Studies/Projects, Various Routes, Various Counties, Region One, District One.

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 **January 31, 2018** at **9:00 A.M**. at the Region One, District One Office in Schaumburg.

Engineering services are required for the preparation of wetland delineations, tree surveys, noise analyses and noise analysis reviews as well as other special environmental services for various roadway projects to enable the department to proceed with Phase I studies and prepare contract plans. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with any relevant and available information including project location exhibits and any available field data that can be used for the project(s).

The Consultant's work includes, but is not limited to, wetland delineations and/or tree surveys for various projects at various locations throughout District One, Region One. The wetland surveys will consist of a wetland assessment, including aerial photograph delineations. The wetlands shall be delineated in electronic format, which shall be provided to the department upon submittal of the completed report. All data collected electronically or plotted, must comply with IDOT CADD standards. The tree surveys will require the Consultant to visit the project location to identify the station and offset of all trees as well as provide information about the trees including, but not limited to, type, health, structure, and percentage of exfoliating bark. Noise analyses may need to be performed by this Consultant for specific situations as well as noise analysis reviews for noise investigations performed by others.

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	20
Proposed staffing from Prime and any Subconsultants	25
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	15
The firm’s experience with required project work	15
Firm’s understanding/method of accomplishing project requirements	15

The estimated engineering fee for this project is $900,000. This work must be completed within 36 months after authorization to proceed.

The Consultant having an office within the six county area covered by IDOT District One, Region One is desirable.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents

- One or more personnel trained and experienced in wetland biology/ecology with a degree in a related science. Training in Habitat Evaluation Procedure (HEP) is also desirable.

- One or more personnel trained and experienced in hydrology (especially wetland hydrology) with a degree in a related field.

- One or more personnel trained and experienced in geology and/or soil science (particularly hydric soils and ground water) with a degree in a related field.

- One or more personnel trained and experienced in forestry (an Urban Forrester certified by the Illinois Arborist Association is desirable).

- One or more personnel familiar with the Forest Preserve District's within the IDOT District One and McHenry County Conservation District's tree assessment requirements is also desirable.

- One or more personnel trained and experienced in highway noise investigation and familiar with the Highway Traffic Noise Assessment Manual as well as Illinois State and Federal Highway Administration noise policies and procedures.

Prima Fascia evidence of expertise and experience would include copies of documents from the U.S. Army Corps of Engineers (preferably the Chicago District) and/or the Illinois Department of Natural Resources indicating that wetland delineations performed by the firm were approved and/or accepted by those agencies.

The prime firm must be prequalified in the **Environmental Reports (Environmental Assessment)** 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).

3. Job No. P-91-014-18, IL 53 from IL 62 (Algonquin Road) to US 12 (Rand Road), Phase I Project, Cook County, Region One, District One.

This project may contain **Federal Funds.**

This project requires **18% 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 **January 29, 2018** at **10:00 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 to improve IL 53 in the area generally bounded between IL 62 (Algonquin Road) to US 12 (Rand Road). The work includes rehabilitating approximately 14 structures, but will be further refined following Phase I analysis. The Consultant's work is expected to include data collection, bridge inspections, Bridge Condition Reports, hydraulic and ground survey, traffic counts, crash analysis, geometric studies, location drainage studies, hydraulic reports, estimated construction cost, traffic maintenance analysis, a project report anticipated to be processed as a Categorical Exclusion, and any other work necessary to complete the study.

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	20
Proposed Staffing from Prime and any subconsultants	25
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	10
The firms experience with required project work	20
Firms understanding/method of accomplishing project requirements	15

The estimated construction cost of this project is expected to range from $35,000,000 to $60,000,000. 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, the individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

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

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

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

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

Structures - Highway: (Advanced 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).

4. Job No. D-91-230-18, Various Phase II Traffic Signal Design Projects, Various Routes, Various Counties, Region One, District One.

This project requires **24% 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 **January 31, 2018** at **9:00 A.M.** at the Region One/District One Office in **Schaumburg.**

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

The Consultant may also be required to prepare plans, special provisions, and estimates for roadway guide signs replacement plans as well as provided assistance in review and comment on consultant/contractor provided documents for contracts currently in design or construction. These may include, but are not limited to, flasher installation plans, traffic and signing design projects, and construction shop drawings review.

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	**Weighted %**
Past performance in project categories	25
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	5
Available work capacity of firm	10
The Firm's experience in the specific district with required project work	25
Firm's understanding/method of accomplishing project requirements	15

The estimated construction cost for these projects may range from $50,000 to $2,000,000. The estimated engineering fee is $600,000. The completion date for this contract will be 60 months after authorization to proceed.

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

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

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

- The person who will perform the duties of Traffic Signal Engineer, that individual who is directly involved in traffic signal design, modification and modernization. The Traffic Signal Engineer shall have working knowledge and extensive experience in traffic signal design and operation in IDOT Region One/District One (must be an Illinois Licensed Professional Engineer).

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

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

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

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

5. Job No. D-92-045-17, Various Phase II Engineering Services for Bridge Rehabilitation Projects, Various Routes, Various Counties, Region Two/District Two.

This project requires **19% 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 **January 30, 2018,** at **10:30 A.M.** at the Region Two, District Two Office in **Dixon**.

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

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

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

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

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	25
Proposed staffing from Prime and any Subconsultants	25
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	10
The firm's experience with required project work	15
Firm's understanding/method of accomplishing project requirements	15

The estimated construction cost for this project is $200,000 to $2,000,000. The estimated engineering fee for this project is $500,000. The completion date for this contract will be 60 months after authorization to proceed.

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

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

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

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

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

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

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

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

Highways (Roads and Streets)

Structures (Highway: Typical)

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

6. Job No. P-93-012-18, Various Geotechnical Reports/Projects, Various Routes, Various Counties, Region Two/District Three.

This project requires **24% 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 **January 26, 2018** at **9:00 A.M.** at the Region Two/District Three Office in **Ottawa**.

Phase I and/or II engineering services are required for roadway and structure borings geotechnical investigations, coring and core evaluations of structures and pavement for investigations, preparation of Geotechnical Reports, and specialized geotechnical analysis and design as needed at various locations in District Three. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant's work is expected to include all management, layout, provisions for traffic control, drilling, coring, laboratory testing, analysis, drafting, and report preparation necessary for Geotechnical Reports or other projects as assigned. All work shall be in accordance with the Department's Geotechnical Manual. All boring logs and soil laboratory data will be submitted to the department as a gINT file.

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

The department will furnish the Consultant with any available plan and profile drawings, cover sheets, typical cross-sections, or CADD files containing these drawings; proposed storm sewer invert elevations; alignment ties, grade information, and elevations; proposed pavement structures; gINT templates; and name and address of private property owners, where applicable.

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	15
Proposed staffing from Prime and any Subconsultants	30
Proximity of firm to project location	10
The firm's experience with required project work	25
Firm's understanding/method of accomplishing project requirements	20

The estimated engineering fee for this project is $300,000. 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 perform the duties of Geotechnical Lead for all aspects of the work (must be an Illinois Licensed Professional Engineer).

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

- The Field Drilling Supervisor who will perform the logging in the field (a minimum of five years' experience is desired).

- The Laboratory Supervisor who supervises all laboratory work and maintains all laboratory calibration records.

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

Geotechnical Services (Subsurface Explorations)

Geotechnical Services (General Geotechnical Services)

Geotechnical Services (Structure Geotechnical Reports (SGR))

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

7. Job No. P-93-011-18, I-55 and IL 47 Interchange Structure and IL 47 Interchange Pavement in Dwight, Phase I&II Engineering Services, Grundy County, Region Two/District Three.

This project may contain **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 **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **January 31, 2018** at **10:00 A.M.** at the Region Two/District Three Office in **Ottawa**.

Phase I and II engineering services are required for the preparation of a Project Report (anticipated to be a categorical exclusion) and final contract plans, specifications, and estimates for replacing S.N. 032-0079 (IL 47 over I-55) and reconstructing the IL 47 pavement at the interchange.

The Phase I work includes preparation of a final Project Report and may consist of inspection of the existing structure; conducting route and land pick-up surveys; preparing a Type, Size, and Location (TS&L) plan; preparing a Structure Geotechnical Report; preparing preliminary plan and profile sheets and cross sections; preparing a traffic management plan; preparing exhibits for public involvement; and all other work necessary to complete the Phase I final Project Report.

The Phase II work includes preparation of Phase II final contract plans, special provisions, and estimates (PS&E); and may consist of inspection of the existing structure; conducting route and land pick-up surveys; preparing structure plans; preparing traffic control details; preparing highway lighting and electrical plans; reviewing shop drawings; and all other work necessary to complete the Phase II final contract PS&E.

The department will furnish the Consultant with a Bridge Condition Report, any existing structure and roadway plans, structure inspection reports, agency coordination, existing right-of-way plans, existing survey data, boring logs, and other information.

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	10
Proposed staffing from Prime and any Subconsultants	30
Proximity of firm to project location	10
The firm's experience with required project work	30
Firm's understanding/method of accomplishing project requirements	20

The estimated construction cost for this project is $13,550,000. The completion date for this contract will be 24 months after authorization to proceed. The Phase I portion is expected to be completed in 12 months and the Phase II portion is expected to be completed in 12 months. A planned Supplement for Phase II will be done near the completion of Phase I.

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

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

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

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

- The person(s) who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Survey category may be completed by 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:

Location/Design Studies (Reconstruction/Major Rehabilitation)

Highways (Roads and Streets)

Structures (Highway: Typical)

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

8. Job No. P-94-008-16, Various Bridge Deck Delamination Surveys, Various Routes, Various Counties, Region Three/District Four

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **January 29, 2018** at **10:00 A.M.** at the Region Three/District Four office in **Peoria**.

Work Orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. The Consultant is anticipated to perform the following throughout the district:

- Survey of bridge decks using a combination of soundings, infrared thermographic surveys, ground penetrating radar, visual inspections, deck coring, and other methods as approved by the department to identify areas of delamination. Using these methods, partial and full depth repair areas will be located. Also, areas of debonding will be located.

- To calibrate and confirm the data gathered in testing, coring of selected areas of the bridge decks, visual inspections of the deck soffits and other approved techniques will be used. Additionally, the cores and other techniques will be used to identify the depths of the delamination identified.

- Provide plan view sheets of surveyed bridge decks showing the deck, identified delamination's, and proposed repair areas marked in the appropriate scale, with a table showing the square feet of proposed partial and full-depth repairs, and the percentage of deck to be repaired.

- Prepare a report documenting the techniques and equipment used, as well as a summary of the survey results. Additionally, a summary of the quantities of delamination and debonding (square feet) and the percentage of the deck they represent will be provided. Pictures of any deck cores taken for the deck survey will also be provided in the report.

- Provide the appropriate amount of traffic control during field work.

The department will furnish the Consultant with the following:

- Location map and plan views of the bridge decks to be surveyed which give sufficient details.

- Provide one person to act as a liaison between the Consultant and the Department, and to assist in data collection, as needed.

- Provide cleaning of deck surfaces, if needed.

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	25
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	10
Available work capacity of firm	15
The firm's experience with required project work	15
Firm's understanding/method of accomplishing project requirements	15

The estimated engineering fee for this project is $200,000. 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
- The person(s) who will perform/supervise the work
- The person who will perform the QC/QA review of all work documents

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). Firms interested in submitting for this item that are not currently prequalified must contact the Bureau of Design and Environment to establish an account in EPAS so the firms can submit a Statement of Interest. Any procedural questions regarding Statements of Interest submittal and to set up an account in EPAS may be directed to the general mailbox for consultants at: DOT.ConsultantServices@illinois.gov

9. <u>Job No. P-95-020-17/D-95-020-17, Bridge Rehabilitation Phase I/II Project, FAI-74 at ICRR/TR 158 (Oak St.) Over FAU 7169 (Market St.), Champaign County, Region 3/District Five.</u>

This project may contain **Federal Funds.**

This project requires **19% 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 **January 31, 2018** at **1:30 P.M.** at the Region 3/District Five Office in **Paris**.

Phase I and II engineering services are required for the preparation of a project report and final contract plans, specifications, and cost estimates for Bridge Rehabilitation of S.N. 010-0021 which carries I-74 over the ICRR/TR 158 (Oak St.) and S.N. 010-0020 which carries I-74 over FAU 7169 (Market St.) in Champaign. Anticipated improvements for S.N. 010-0021 may range from rehabilitation to replacement, while improvements for S.N. 010-0020 may range from repair to rehabilitation.

The Consultant's Phase I work, when required, may consist of preparing Structure Geotechnical Reports, drilling and analysis of soil borings, Bridge Condition Reports, Structure Reports, and a project report. This work may include data collection, cost estimates, traffic management analysis, traffic management plans, accident analysis, quantity computations, and all other related work items required to produce a project report.

The Consultant's Phase II work when required may consist of 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.

The overall scope and budget for the project is subject to change, based on the review and concurrence of the Bridge Condition Reports by IDOT.

The department will furnish the Consultant with traffic data, existing plans, environmental coordination, utility coordination, survey data, Microstation files, Geopak files, inspection reports, and crash data when available.

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	25
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	15
The firm's experience with required project work	15
Firm's understanding/method of accomplishing project requirements	15

The estimated construction cost for this project is $23,500,000. The project is tentatively set for a November 2019 Letting. The completion date for this contract will be 60 months after authorization to proceed. A planned Supplement for Phase II will be done near the completion of Phase I.

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 geotechnical engineering (must be either an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer) The Geotechnical Services (SGR) prequalification category may be completed by the Prime and/or Sub.

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

- The person who will perform the QC/QA review work 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 Studies (Rehabilitation)

Structures (Highway: Typical)

Highways (Freeways)

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

10. Job No. D-95-034-17, Phase I/II Various Projects, Various Routes, Various Counties, Region 3/District Five.

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 **January 31, 2018** at **10:30 A.M.** at the Region 3/District Five Office in **Paris**.

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

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

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

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

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

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	25
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	15
The firm's experience with required project work	15
Firm's understanding/method of accomplishing project requirements	15

This contract is anticipated to 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 estimated engineering fee for this project is $500,000. The completion date for this contract will be 60 months after authorization to proceed.

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

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

- The person who will perform the duties of Project Engineer, 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 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).

11. <u>Job No. P-98-009-18, Phase I/II Various Projects, Various Routes, Various Counties, Region Five/District Eight.</u>

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 a negotiation meeting on **January 30, 2018** at **1:00 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.

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

Projects may include public involvement. Public involvement may include coordinating and leading informational meetings and public hearings, preparing exhibits for meetings and hearings, Context Sensitive Solutions (CSS) duties and evaluating and incorporating comments from those meetings into a report.

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

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

All work prepared by the Consultant must be compatible with department software and readily duplicated on department hardware. All files produced during the course of this contract are the property of the department and must be provided in the appropriate electronic format for the department's files and for possible future use.

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

The Consultants Statement of Interest will be rated based on:

Rating description	Weight%
Past performance in project categories	15
Proposed staffing from Prime and any Subconsultants	30
Proximity of firm to project location	10
Available work capacity of firm	10
The firm's experience in the specific district with required project work	20
Firm's understanding/method of accomplishing projects requirements	15

The estimated engineering fee for this project is $500,000. 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 work (must be an Illinois Licensed Professional Engineer).

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

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

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

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

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

The Statements of Interest must also include the Consultant's relevant projects completed by the firm for IDOT within the past four years by members of the Consultant's' key personnel listed in the Statement of Interest. Do not include more than 10 relevant projects.

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

Location/Design Studies (Rehabilitation)

Highways (Roads & Streets)

Structures (Highway: Advanced Typical)

Hydraulic Reports (Waterway Typical)

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

12. Job No. P-98-010-18 Various Survey Projects, Various Routes, Various Counties, Region 5, District Eight.

This project requires **24% 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 **February 16, 2018** at **10:00 A.M.** at the District Eight Office in **Collinsville**.

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

Work orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

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

It is anticipated this contract will include approximately 10 to 20 such surveys.

The Consultants Statement of Interest will be rated based on:

Rating description	Weight%
Past performance in project categories	25
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	10
Available work capacity of firm	15
The firm's experience in the specific district with required project work	20
Firm's understanding/method of accomplishing projects requirements	10

The estimated engineering fee for this project will be $500,000. 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 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).

13. Job No. P-30-002-18, Various Phase I & II Statewide Projects, Department of Natural Resources and Department of Historic Preservation.

This project requires **23% 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 **January 31, 2018** at **10:00 A.M.** at the Harry R. Hanley Building in **Springfield.**

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

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

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

The various proposed projects may consist of simple patching and resurfacing, bridge repair, bridge rehabilitation, roadway work with storm sewer, widening and resurfacing and/or new roadway projects, which may include preparation of plats & plans for right-of-way acquisition.

IDNR or IHPA will furnish the Consultant with available as-built plans, microfilm, field notes, existing right-of-way plans, aerial photos, boring logs, and other information necessary for the Consultant to accomplish his work. The horizontal and vertical control points, existing construction and right-of-way plans and existing aerial photography will be provided when avaible. Electrical system modifications and landscaping plans may be required.

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	20
Proposed staffing from Prime and any Subconsultants	15
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	25
The firm’s experience with required project work	20
Firm’s understanding/method of accomplishing project requirements	10

The estimated construction cost for these projects range may range from $100,000 to $4,000,000. The estimated engineering fee for this project will be $2,150,000. The Consultant's

work will consist of either complete projects or a portion of the total engineering work on a certain project. The completion date for this contract will be 60 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will be in charge of surveys (must be an Illinois Professional Licensed Surveyor).
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

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

Highways (Roads & Streets)

Location/Design Studies (Rehabilitation)

Special Services (Surveying)

Special Studies (Location Drainage)

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

NOTICE
Compensation

Effective 08-03-17

All future projects, beginning with PTB 185, will utilize the following:

Salary Cap: Use a salary cap of $75 for all classifications for negotiations and in determining the contract upper limit. Utilize the actual salary rate of employees for invoicing.

Cost Plus Fixed Fee (CPFF) method of compensation

CPFF formula:

Compensation = DL+DC+OH+FF

Where Fixed Fee (FF):

For Prime Agreements is:
(0.33+ R)DL+%DL=FF

%DL = 10% of Direct Labor (DL) of Subs

For Sub-Consultants
(0.33 + R)DL

Note: The Total Fixed Fee cannot exceed 15% of DL + OH unless expressly stated in the advertisement. For Prime Consultants, the Total Fixed Fee includes the Subconsultant %DL.

Where:

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

<u>Escalation Rate:</u>

The percentage used to project the consultant's current hourly rate throughout the life of the project to account for future raises will be 2% per year.

Notice
Consultant Invoicing
11-17-16

The Department makes every effort to expedite the processing of engineering consultant invoices for payment. However, before the Department can process invoices for payment, the consultant must have a current Certificate of Insurance on file. The insurance requirements are provided in Sections 2.26 and 2.62 of the Standard Agreement Provisions for Consultant Services.

Listed below are possible causes for payment delay:

1. Either no certificate of insurance on file or it has expired.
2. The limits of coverage are insufficient.
3. The failure to show the Department as Additional Insured and Certificate Holder.
4. The failure to provide a 30-day cancellation notice.

The Accord Certificate of Insurance (Form 25) is often used to reflect evidence of insurance coverage. Included on the form should be a statement indicating the Illinois Department of Transportation, its officers and employees are named as an Additional Insured for General Liability. In addition, the Certificate Holder should be shown as:

Illinois Department of Transportation
Bureau of Design and Environment
2300 S Dirksen Parkway
Springfield, IL 62764

Completed Certificates of Insurance should be uploaded into EPAS under the Corporate Details. The certificates should be updated annually with the SEFC renewal and if the certificate expires between renewals, then an Amend to the SEFC is required.

NOTICE

Statements of Interest Rating Criteria in Advertisement

November 10, 2016

There is an addition to the advertisements. To comply with 23 CFR Part 172, Procurement, Management, and Administration of Engineering and Design Related Services the items are required to show the criteria used in the review of the Statements of Interest.

A chart similar to the following will be included for each item on the bulletin. The Rating Description and weighted percent will vary for each item.

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	0-30
Proposed Staffing from Prime and any subconsultants	0-30
Proximity of firm to project location	0-10
Proposed DBE use	
The firms experience with required project work	0-30
Firms understanding/method of accomplishing project requirements	0-30
Specific project information, not covered by the descriptions above	0-30

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.

NOTICE

IDOT Prequalification Letter (5-5-16)

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

Start New SEFC | Amend Last SEFC

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.

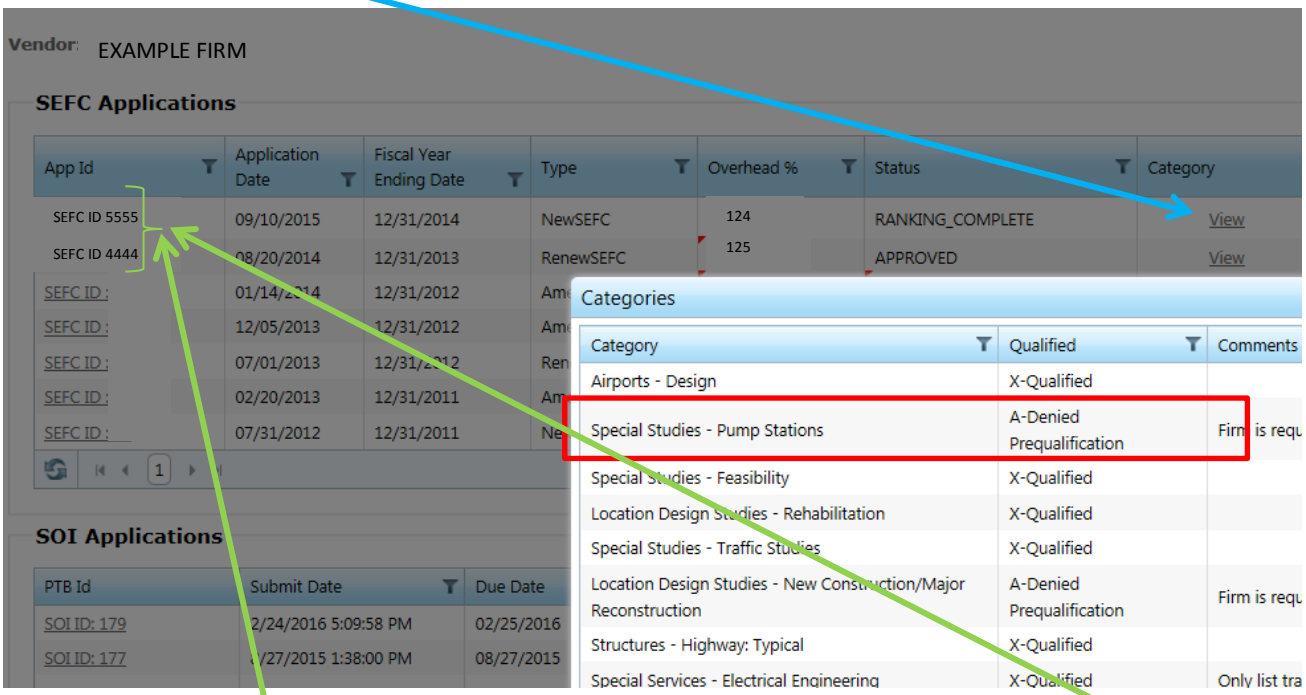
Vendor Search Results / Details

Vendor: |

SEFC Applications

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.



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 prequalifed 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 prequalfied for the category and would not be considered for items requiring Special Studies – Pump Station.

Categories

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

Information on website:

EXAMPLE FIRM

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

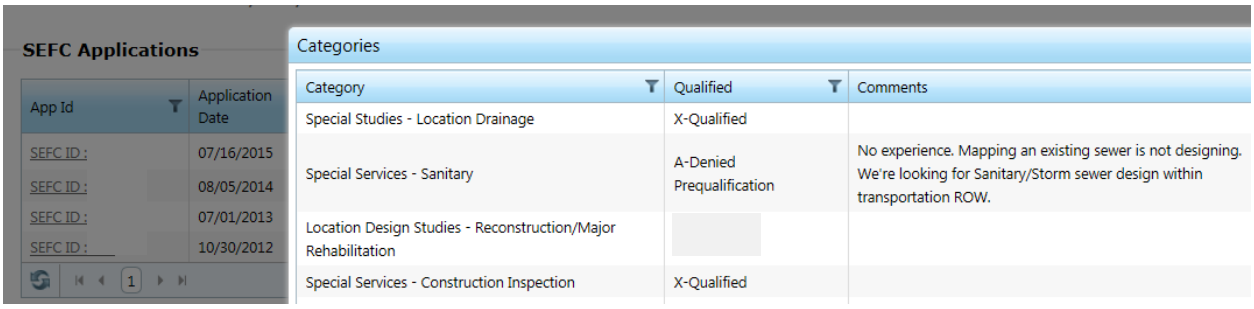
If the firm's status is Ranking Process, the prequalification category reviews have not been completed.

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

App Id	Application Date
SEFC ID :	07/16/2015
SEFC ID :	08/05/2014
SEFC ID :	07/01/2013
SEFC ID :	10/30/2012

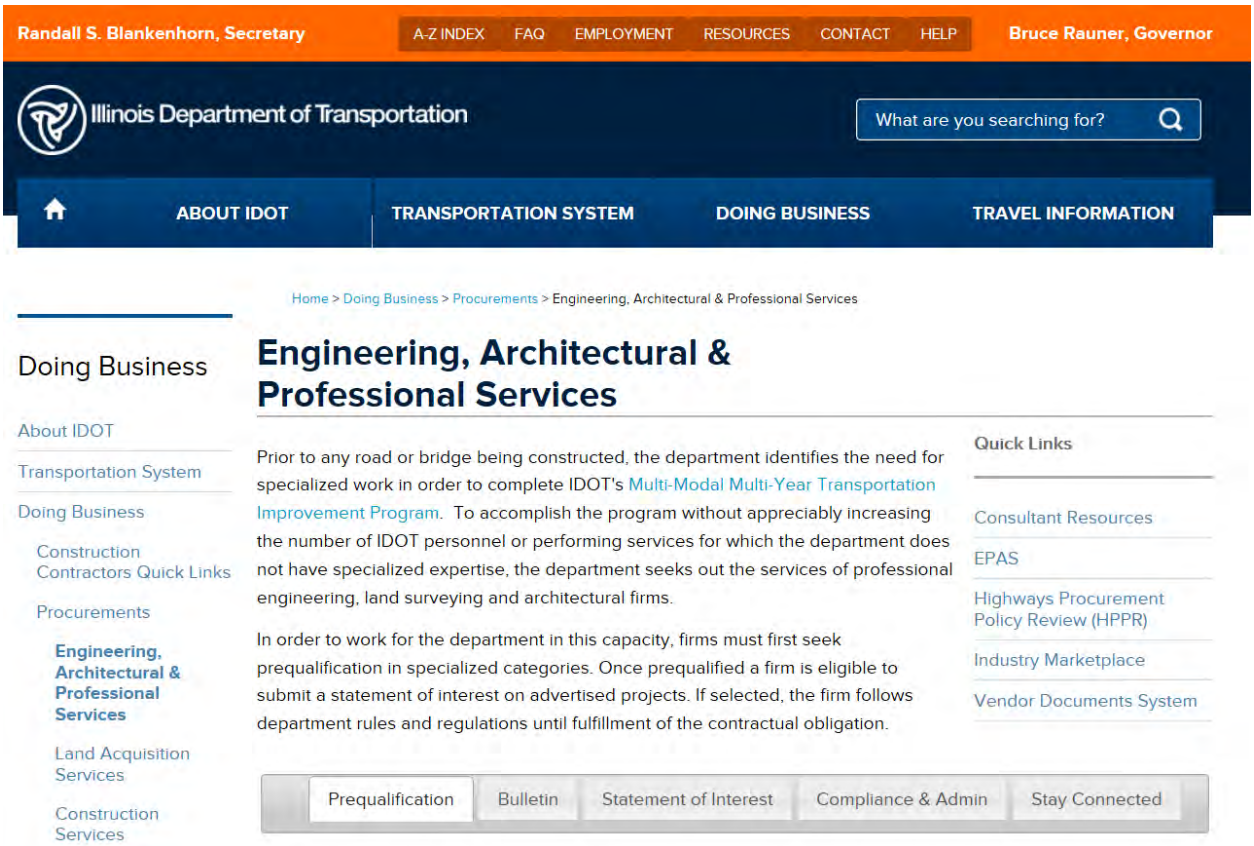
Categories

Category	Qualified	Comments
Special Studies - Location Drainage	X-Qualified	
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.
Location Design Studies - Reconstruction/Major Rehabilitation		
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.

Navigating the web-site for Engineering Consultant Firms

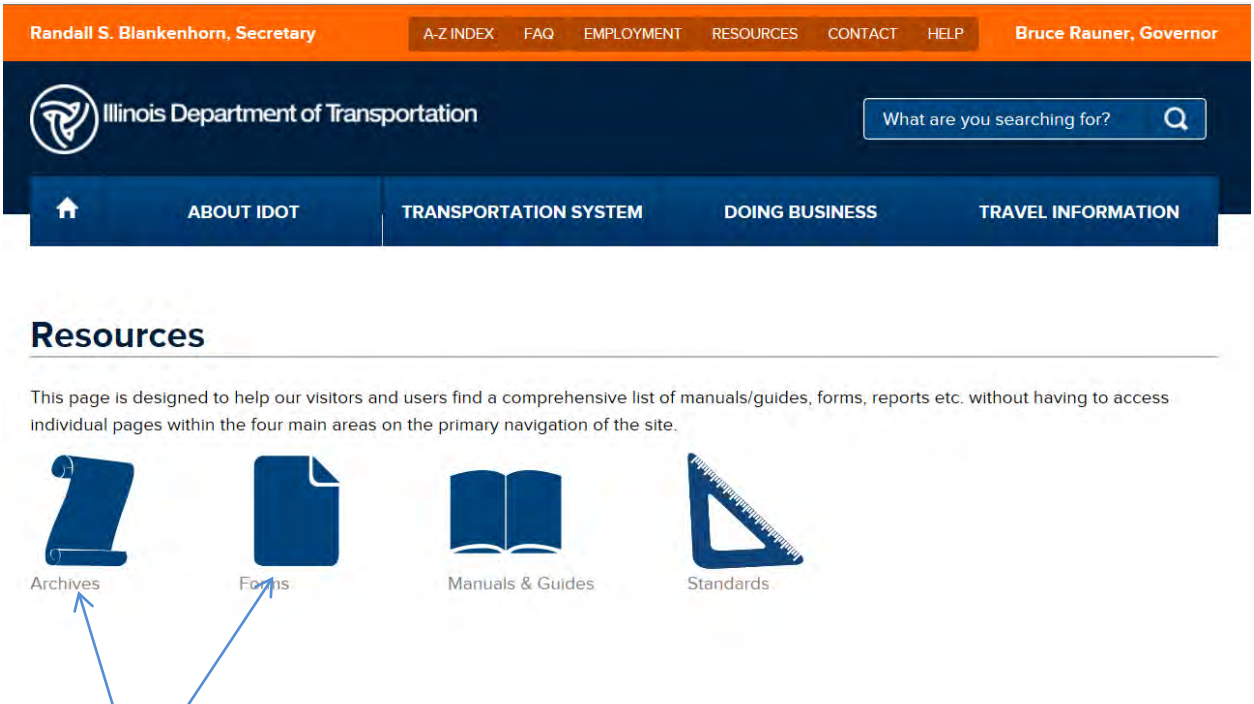
This gives a quick overview of the website and locations of data typically used by Consultant Engineering firms. Most information is located under the Doing Business, Procurements, Engineering, Architectural & Professional Services: http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index



The tabs for Prequalification, Bulletin, etc. contains additional information for Consultant Engineering firms doing business with IDOT. There is a substantial amount of useful information; the following descriptions are only a portion of the data located here.

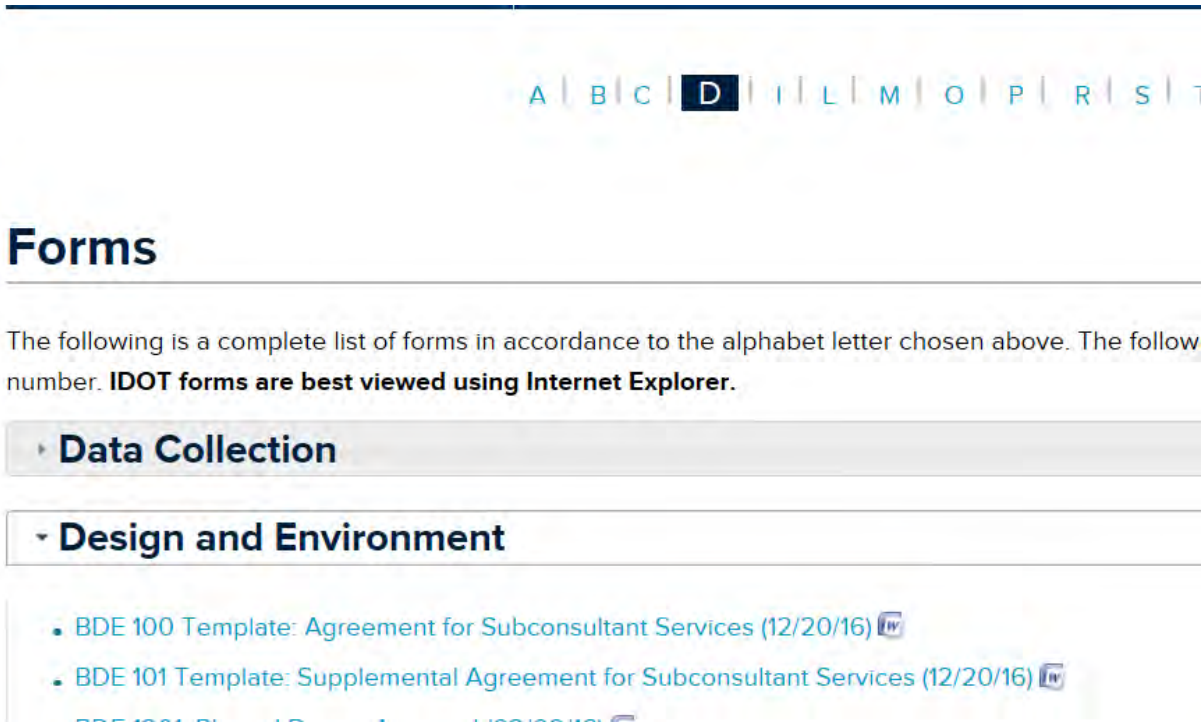
- Prequalification has a description of all prequalification categories, a current listing of all prequalified firms & the EPAS instruction manual for completing the SEFC & SOI.
- Bulletin has the most current PTB displayed and schedule for upcoming PTB's.
- Statement of Interest tab has the required forms for submitting a SOI
- Compliance & Admin contains information for selected firms such as, process to execute an agreement, the necessary forms, administrating a project (invoicing, closing out) and general IDOT policies.
- We encourage firms to select the Stay Connected and subscribe to the Engineering Consultant Subscription Service. The department uses this service to keep firms informed.

The resources page is also very useful. http://www.idot.illinois.gov/home/resources/resources



The Archives have past Professional Transportation Bulletins and the listing of selected firms

The Forms contain all IDOT forms. The Consultant Forms are located under "D" and then Design and Environment.



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.

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;

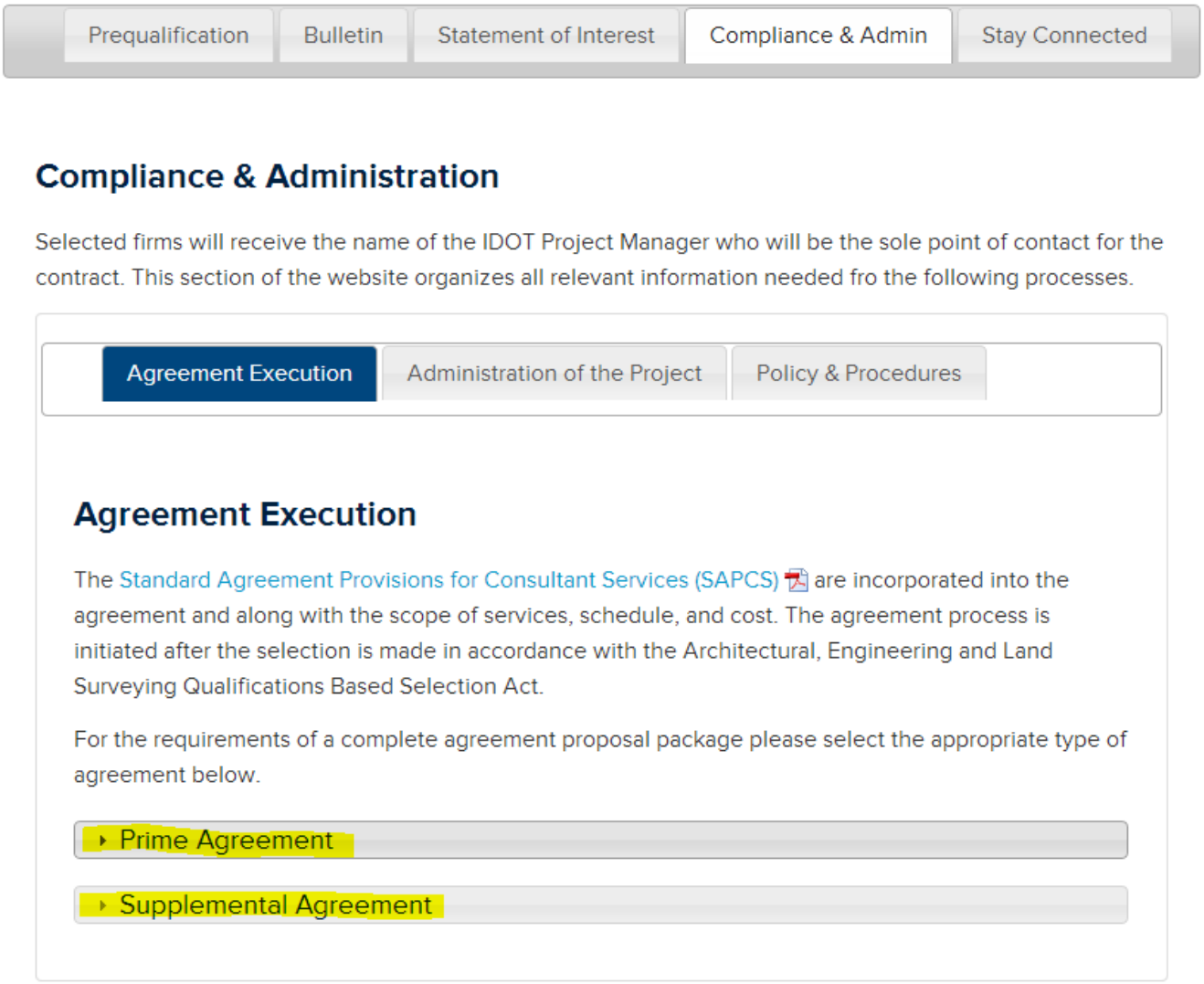
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.,* 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42U.S.C. §460 I), (prohibits unfair 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).

Notice

Reminder for Payroll Rate Sumbittal

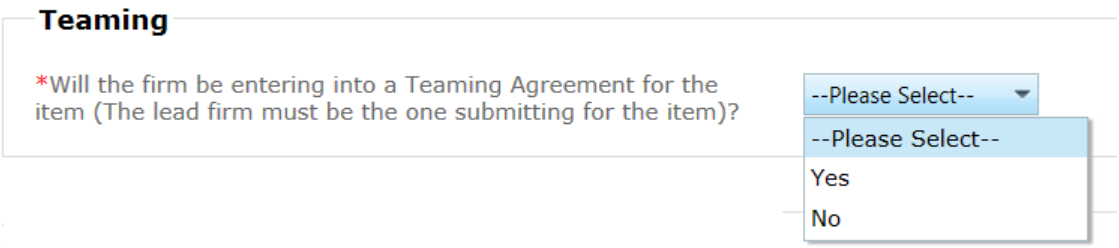
To avoid delays and expedite the agreement process it is critical to use the latest forms. Go to the IDOT website and use the latest form for updating the firms Payroll Rates. **Do Not use existing forms**. Escalation Template Revised 1/24/14.

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



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.



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 for Mentor-Protege:

Available on the internet:

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

See : http://www.idot.illinois.gov/doing-business/procurements/Industry-Marketplace/mentor-protege/index#Engineering

Construction | Engineering

Engineering

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

- Learn More
- How to Get Started
- Forms

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

Submitting a Plan

- Plan approval letter template
- Phase I Mentor Protégé Example Template
- Phase II Mentor Protégé Example Template
- Phase III Mentor Protégé Example Template

Compliance

- Mentor-Protégé Compliance Check Sheet

Reporting

- Quarterly Report
- Final Report

Required Assessments

- Mentor Assessment

NOTICE

2-26-13

This requirement is NOT a criteria for Selection.

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

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

For the listing of prevailing wage classifications within a county, go to The Illinois Department of Labor.

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

SB 51 Rules

Impacts

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

SB 51 Communications Reporting Aftermath

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

SB 51 Communications Report Relief

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

New Rules

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

- **Discussions are limited to:**
  - Firm/vendor personnel
  - Firm/vendor past experience
  - Work done for local agencies, other state agencies or other states
  - Technology
  - Goods or Services performed by firm/vendor

- **NO PROCUREMENT DISCUSSION – PERIOD**
  - If procurement discussions occur, we take firm/vendors notes, add ours as necessary and post them on the internet.
  - If procurement discussions occur, firm/vendor may be barred from meeting with anyone from IDOT for a year.

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

APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:

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

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

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

_____ _____
Signature (mandatory) Date

_____
Print Name

_____
Print Title

_____
E-mail Address

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

NOTICE
Effective January 24, 2008

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

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

http://amrl.net

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

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

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

- Select Next
- Select Finish

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

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

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 Division100 W. Randolph, Suite 10-100Chicago, IL 60601or 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
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 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.