

# Professional Transportation Bulletin

PTB 191

February 07, 2019

Statements of Interest are due before 12:00 p.m.  
on February 28, 2019  
Selection Date: April 24, 2019

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

**Help &  
INFORMATION**

The logo consists of the text "Check this out" in a black, sans-serif font at the top. Below the text is a circular graphic with a yellow background and a black border. Inside the circle is a black checkmark, and a curved arrow points from the bottom left towards the checkmark. The entire graphic is set within a white-bordered square, which is centered within a larger teal-bordered square.

**Check this out**

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

# IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

**Selection Date: April 24, 2019**

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

REVISION DATE: There are no revisions as of February 07, 2019.

**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 the IDOT's WEBSITE: [Engineering, Architectural & Professional Services](#)

**Professional Transportation Bulletin**

The Professional Transportation Bulletin Contains information pertaining to the advertisement for offers of interest for professional services for the Department of Transportation's projects.

Questions concerning this Bulletin should be directed to:

E-mail: [DOT.ConsultantServices@illinois.gov](mailto:DOT.ConsultantServices@illinois.gov)

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  
(acting)  
819 Depot Avenue  
Dixon, IL 61021

**District 3**

Mr. Kevin Marchek  
(acting)  
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  
(acting)  
126 East Ash St.  
Springfield, IL 62704

**District 7**

Mr. Jeffrey South  
(acting)  
400 West Wabash  
Effingham, IL 62401

**Region 5**

**District 8**

Mr. Keith Roberts  
(acting)  
1102 Eastport Plaza  
Drive  
Collinsville, IL 62234

**District 9**

Mr. Keith Roberts (acting)  
State Transportation Building  
P.O. Box 100  
Carbondale, IL 62903

# Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 192	PTB 193	PTB 194	PTB 195	PTB 196	PTB 197
<b>PUBLISH PTB</b>	<b>05-02-19</b>	<b>08-01-19</b>	<b>11-07-19</b>	<b>02-06-20</b>	<b>05-07-20</b>	<b>08-06-20</b>
<b>***STATEMENTS OF INTEREST ARE DUE</b>	<b>05-23-19</b>	<b>08-23-19</b>	<b>12-05-19</b>	<b>02-27-20</b>	<b>05-28-20</b>	<b>08-27-20</b>
<b>SELECTION MEETING</b>	<b>07-17-19</b>	<b>10-16-19</b>	<b>01-29-20</b>	<b>04-22-20</b>	<b>07-22-20</b>	<b>10-21-20</b>

**\*\*\* STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 02-07-19 & 02-28-19 (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: [Negotiation Data](#)



Link for negotiation information

## Bulletin

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

- [PTB 172](#)

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

### ▶ Tentative PTB Schedule

- **Region 1**
  - Anthony Quigley
    - District 1
      - Items 1 -6
- **Region 2**
  - Kevin Marchek (acting)
    - District 3
      - Item 7
- **Region 3**
  - Kensil Garnett
    - District 4
      - Item 8
    - District 5
      - Item 9
- **Region 4**
  - Jeffrey South (acting)
    - District 6
      - Item 10
- **Region 5**
  - Keith Roberts (acting)
    - District 8
      - Items 11 - 12
- **Bureau of Design & Environment**
  - Jack Elston
    - Item 13
- **Bureau of Railroads**
  - John Oimoen
    - Item 14

# Notice

February 1, 2019

## Revised Consultant Utilization Plan

The following was added to the first sheet (prime sheet) of the plan for clarification.

Failed to meet Consultant Proposed Goal in Statement of Interest but meets or exceeds the advertised goal. The revised Disadvantaged Business \_\_\_\_\_ percent  
Attached are the signed participation statements forms, with the noted revisions, evidencing availability and use of each consultant firm participating in this plan and assuring each business will perform a commercially useful function in the work of the contract. Justification for the revisions must be provided to the department by the Consultant.

The following sheet shows the revision highlighted on the revised page.



I certify I am the \_\_\_\_\_ of the firm of SAMPLE FIRM, Inc. and I have thoroughly reviewed our proposed subconsultant utilization plan. If we are selected for this project, we will assign it as a top priority project with our firm's proposed staff and the subconsultant's staff for the full term of the contract. The office location for correspondence relating to this project is:

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

As the Consultant I further agree to ensure disadvantaged businesses as defined in 49 CFR Part 26 and the Standard Agreement Provisions for Consultant Services (SAPCS) have the maximum opportunity to participate in the performance of subcontracts financed in whole or in part with Federal or State funds. The consultant shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure said businesses have the maximum opportunity to compete for and perform under this contract. The consultant shall not discriminate based on race, color, national origin or sex in the award and performance of contracts.

I, acting in my capacity as an officer of the undersigned submitting firm (or firms if a Teaming Agreement), hereby assure the Department on this project my firm: (check one)

Meets or exceeds the advertisement goals and have provided documented participation as follows:

Disadvantaged Business \_\_\_\_\_ percent

Attached are the signed participation statements forms evidencing availability and use of each consultant firm participating in this plan and assuring each business will perform a commercially useful function in the work of the contract.

Failed to meet Consultant Proposed Goal in Statement of Interest but meets or exceeds the advertised goal. The revised Disadvantaged Business \_\_\_\_\_ percent

Attached are the signed participation statements forms, with the noted revisions, evidencing availability and use of each consultant firm participating in this plan and assuring each business will perform a commercially useful function in the work of the contract. Justification for the revisions must be provided to the department by the Consultant.

Failed to meet contract award goals and has included good faith effort documentation to meet the goals and my company has provided participation as follows:

Disadvantaged Business Participation \_\_\_\_\_ percent

The contract goals should be accordingly modified or waived. Attached is all information required by the SAPCS in support of this request including good faith effort. Also attached are the signed participation statements forms, required by the SAPCS evidencing availability and use of each business participating in this plan and assuring each business will perform a commercially useful function in the work of the contract.

Print Name	
Signature	
Title	
Date	
Firm Name	
Phone	
E-mail address	

# Introduction

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

**PROFESSIONAL TRANSPORTATION BULLETIN #191**  
**Publish February 07, 2019**

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: [Engineering, Architectural & Professional Services](#)

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. Central Standard Time, February 28, 2019. 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](mailto:DOT.ConsultantServices@illinois.gov) to establish an account.

The EPAS instruction manual is located on the IDOT Website under Resources: Manuals & Guides: [EPAS Manual](#)

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.
- Under 6. Include the Subconsultant Utilization Plan. It is not required to be completed at SOI time. Must match the SOI subs, categories and estimated percent's. Sub U-Plan Required to be completed if selected.
- 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 EPAS application has the ability to include all the required information. Some forms are attached and some data is entered into EPAS directly to generate the data for 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. [EPAS Manual](#)

- 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 and 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, signed 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 under the under the *Statement of Interest Tab*. [D&E Forms](#)

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

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

**TABLE OF CONTENTS  
PTB 191**

<b>Item</b>	<b>County</b>	<b>Description</b>
<b>Region 1/District 1</b>		
1.	Cook	Job No. C-91-407-11, Willow Road over LeHigh Avenue
2.	Various	Job No. D-91-118-19, Various Phase II Projects and Value Engineering
3.	McHenry	Job No. C-91-321-15, IL 47 at Kishwaukee River
4.	Cook	Job No. D-91-124-19, FAU 3578 IL 7 (Southwest Highway) From 131st Street to 135th Street
5.	Lake	Job No. C-91-233-16, US 41 from IL 21 to Ferndale
6.	Various	Job No. D-91-121-19, Various Traffic Signal Projects Consisting Primarily of Traffic Signal Coordination & Timing (SCAT)
<b>Region 2/District 3</b>		
7.	Kankakee	Job No. D-93-045-19, I-57 over Norfolk Southern RR and Grinnell Road and North of IL 17
<b>Region 3/District 4</b>		
8.	Various	Job No. P-94-006-19, Various Phase I/II Engineering Projects
<b>Region 3/District 5</b>		
9.	McLean	Job No. P-95-011-18, I-55 Business (Veterans Parkway) Intersection Improvement at ILL 9 (Empire Street) in Bloomington
<b>Region 4/District 6</b>		
10.	Scott	Job No. D-96-018-12, IL 100/106 (Florence Bridge) over the Illinois River
<b>Region 5/District 8</b>		
11.	Various	Job No. D-98-119-18, Various Phase I/II Subsurface Utility Engineering Projects
12.	Various	Job No. P-98-012-19/D-98-028-19, Various Local Roads Project Management Projects
<b>Bureau of Design and Environment</b>		
13.	Various	Job No. P-30-002-19, Various Statewide Waste Assessments, Studies and Designs
<b>Bureau of Railroads</b>		
14.	Cook	Job No. D-20-001-19, Various Phase II Land Survey Projects, Various CREATE Projects P3, P2 and EW2

1. **Job No. C-91-407-11, Willow Road over LeHigh Avenue, Phase III Project, Cook County, Region One/District One.**

This project may contain **Federal Funds**.

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 9, 2019 at 1:00 P.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required for construction inspection for the improvement of Willow Road over LeHigh Avenue. Work includes, but is not limited to, rehabilitation of Willow Road bridge over Lehigh Avenue/Patriot Boulevard and SOO Line Railroad. The rehabilitation includes deck replacement and widening, and rehabilitation of the superstructure and substructures. The superstructure and substructures will be widened to accommodate 3 through lanes northbound and southbound with barrier median, sidewalk, and multi-use path for a total out-to-out bridge width of approximately 113 feet. Two new retaining walls will be required to accommodate the widening. The project also includes removal and replacement of the approach slabs, joints, bearings, slope walls, temporary signal and other incidental work required to complete the project. Staged construction will be utilized in this project. The following Structures may be included:

- S.N. 016-0533 [Existing Bridge]
- S.N. 016-1391 [New Retaining Wall]
- S.N. 016-1393 [New Retaining Wall]

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

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

The Consultants 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
Proposed DBE use	10
Available work capacity of firm	10
The Firm's experience with required project work	20
Firm's understanding/method of accomplishing project requirements	20

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

The anticipated construction completion date is October 31, 2020. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

2. **Job No. D-91-118-19, Various Phase II Projects and Value Engineering, Various Routes, Various Counties, Region One/District One.**

This project requires **21% 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 **April 30, 2019 at 1:30 P.M.** at the Region One, District One/Office in **Schaumburg**.

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

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

Work orders for value engineering studies (VE) may include assignments of 5 to 10 various projects throughout the District for use primarily on Phase I and Phase II projects. The Consultant will assemble a multi-disciplined project VE Team of approximately 5-7 people. The VE team is to be led by an Illinois Licensed Professional Engineer with experience in roadway and bridge design and carry the designation of a certified value engineering specialist. The VE team will use brainstorming techniques to develop good alternatives to the proposed project design, generating a large and creative list of potential solutions to items identified in the Investigation and Analysis phases. The VE Team should be structured so there is appropriate expertise to evaluate the major problem areas anticipated within the project. In addition to the technical discipline such as design, construction, and environmental, the VE team must possess experience in construction cost estimating and cost-benefit analysis. The VE team must also have CADD micro-station capability to develop, analyze, and propose modifications within the VE time schedule. "Read-Only" CADD files in Micro-Station format will be made available to the VE team. The Consultant will be expected to develop the VE work plan for projects assigned by the department. The plan shall as a minimum include step, methodology, criteria, timing, and deliverables.

The department will furnish the Consultant with available microfilm, pavement patching survey, bridge repair notes and other available information for contract plan preparation. For value engineering studies, the department will furnish the Consultant with available roadway plans, microfilm of old plans, project reports, traffic data, soils reports, hydraulic reports, location drainage studies, bridge condition reports and other information as available. The VE team leader is to coordinate with the department on specific needs for the particular project.

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	10
Proposed staffing from Prime and any Subconsultants	25
Proximity of firm to project location	2
Proposed DBE use	8
Available work capacity of firm	15
The Firm's experience with required project work	20
Firm's understanding/method of accomplishing project requirements	10
Project Specific Criteria: Value engineering experience	10

The estimated construction cost of value engineering projects may range from \$20,000,000 to \$70,000,000. The estimated engineering fee for this project is \$1,000,000. 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 route surveys (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Surveyor). The surveying prequalification may be completed by the Prime and/or Sub-consultant.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will perform the responsibilities of being the Value Engineering Team Leader. This person must be an Illinois Licensed Professional Engineer and a Certified Value Engineering Specialist with adequate experience in leading multiple VE studies. The value engineering certification may be completed by the Prime and/or Sub-consultant.
- The supporting VE team members in the following critical areas: highway design, highway planning (must be an Illinois Licensed Professional Engineer), environmental, structures, soils, hydraulic and traffic signal design.
- The supporting VE team member working in the structure critical area (must be an Illinois Licensed Structural Engineer)

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

**Highways (Roads & Streets)**

**Structures (Highway: Typical)**

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

3. **Job No. C-91-321-15, IL 47 at Kishwaukee River, Phase III Project, McHenry County, Region One/District One.**

This project may contain **Federal Funds**.

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 9, 2019 at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required for construction inspection for the improvement of IL 47 at Kishwaukee River. Work includes, but is not limited to, the removal of the existing 1936 bridge over the Kishwaukee River and the construction of a new bridge which will be approximately 30 feet east of the existing bridge. At the completion of Contract 62A80, the new bridge will be utilized by both northbound and southbound IL 47 traffic, with one lane in each direction to be provided. This contract will also consist of the construction of approximately 400 feet of permanent pavement on either side of the new bridge as well as transition pavement to connect the permanent pavement to the existing IL 47 pavement.

The following Structures may be included:

- S.N. 056-0025 [Existing Bridge]
- S.N. 056-0316 [Proposed Bridge]

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

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

The Consultants 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
Proposed DBE use	10
Available work capacity of firm	10
The Firm's experience with required project work	20
Firm's understanding/method of accomplishing project requirements	20

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

The anticipated construction completion date is June 18, 2021. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

4. **Job No. D-91-124-19, FAU 3578 IL 7 (Southwest Highway) From 131<sup>st</sup> Street to 135<sup>th</sup> Street, Phase II Project, Cook County, Region One/District One.**

This project may contain **Federal Funds**.

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 **0.035**.

The Consultant who is selected for this project, and all sub-consultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 1, 2019 at 1:00 P.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of plans, specifications and estimates for the reconstruction and drainage project along IL-7 from 131<sup>st</sup> Street to 135<sup>th</sup> Street, in Orland Park and Palos Park in Cook County. The purpose of the project is to address the flooding incidents along IL-7 with drainage and roadway improvements that will increase the level of flood protection and reduce the occurrence of roadway flooding.

The following structures are included in this project:

- S.N. 016-3941 (IL 7 East Leg 135<sup>th</sup> Street Box Culvert)
- S.N. 016-0933 (IL 7 East Leg 131<sup>st</sup> Street Dual Box Culverts)
- S.N. TBD (IL 7 East Side Driveway Box Culvert)
- S.N. TBD (IL 7 East Side Driveway Box Culvert)

The scope of work will consist of drainage improvements including replacing existing culverts, installing a new culvert along the west side of IL-7, regrading existing ditches, as well as realigning and regrading Mill Creek. In addition, roadway improvements include reconstruction, shifting the horizontal alignment of IL-7 away from Mill Creek, raising the roadway profile, installing a closed drainage system, and traffic signal modernization. A shared-use path is also proposed along the west side of IL-7 between 131<sup>st</sup> and 135<sup>th</sup> street.

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

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

The Consultants Statement of Interest will be rated based on:

Rating Description	Weighted %
Past performance in project categories	12
Proposed staffing from Prime and any Subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5

Rating Description--continued	Weighted %
Available work capacity of firm	8
The Firm's experience with required project work	20
Firms understanding/method of accomplishing project requirements	20
Project Specific Criteria - Ability to perform complex unsteady flow modeling	10

The estimated construction cost for this project is \$12,842,000. The completion date for this contract will be 18 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of traffic signal design (must be an Illinois Licensed Professional Engineer). The Traffic Signal prequalification category requirement may be completed by the Sub and/or Prime Consultant.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of proposed drainage plans (must be an Illinois Licensed Professional Engineer). This person shall have working knowledge and extensive experience in complex unsteady flow modeling as part of the IDNR/OWR permitting process in IDOT Region One/District One (must be an Illinois Licensed Professional Engineer). The Hydraulics Report: Waterways – Complex 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 documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified. The Structures - Highway: Simple 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 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 **Highways (Roads and Streets)** 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. C-91-233-16, US 41 from IL 21 to Ferndale, Phase III Resurfacing, Lake County, Region One/District One.**

This project may contain **Federal Funds**.

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 9, 2019 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required for construction inspection for the improvement of US 41 from IL 21 to Ferndale - Resurfacing. Work includes, but is not limited to, an ultra-thin bonded wearing course resurfacing project consisting of pavement patching, hot-mix asphalt surface removal, combination concrete curb and gutter removal and replacement, structure adjustments, placement of ultra-thin hot-mix asphalt surface course and placement of thermoplastic pavement markings. Contracts 62C01, 62H36, 62G96 & 62H81, consists of resurfacing of pavement patching, hot-mix asphalt surface removal, grading and shaping shoulder, combination concrete curb and gutter removal and replacement, structure adjustments, resurfacing with polymerized leveling binder and hot-mix asphalt surface course, milled rumble strip and placement of thermoplastic pavement markings. Contract 62G96 includes culvert repair. All work is anticipated to be performed during nighttime hours.

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

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

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

The Consultants 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
Proposed DBE use	10
Available work capacity of firm	10
The Firms experience with required project work	20
Firms understanding/method of accomplishing project requirements	20

The anticipated construction completion date is October 31, 2019 plus 5 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

6. **Job No. D-91-121-19, Various Traffic Signal Projects Consisting Primarily of Traffic Signal Coordination & Timing (SCAT), Various Routes, Various Counties, Region One/District One.**

This project requires **4% 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 of the prime Consultant will be using are scheduled to attend an initial meeting on **May 1, 2019 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for developing traffic signal coordination and timing (SCAT) for various systems located in District One including closed loops systems and traffic management systems. The Consultant will also be required to respond in the field to traffic signal and system operational issues, complaints and other District needs on short notice. Therefore, the proximity of the Consultant's staffed office to District One is important in providing a timely response. Also, the Consultant is expected to prepare or review traffic signal design/networking plans, traffic studies, and other tasks as assigned by the District's Traffic Programs Engineer. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant's SCAT work includes accomplishment of one or more of the following tasks per Work Order for each selected location:

- After a Work Order has been assigned, the Consultant shall have two (2) weeks to implement a functional interim Time-of-Day operation program.
- Data Collection - Field collection of traffic counts, turning movements, signal phasing, signal timings, equipment inventory, and other data needed to quantify existing operating conditions and determine signal optimization alternatives.
- Data Analysis – Using the Synchro modeling software version as directed by the Department, run the database for each of the selected locations. Recommendations for optimal signal operation plans will be generated utilizing the existing signal equipment and also equipment with minor recommended enhancements using the existing signal phasing and recommendations for improving signal phasing. Engineering judgment will be used to select the final plan to be recommended for implementation. Signal operation plans shall consider not only typical morning, mid-day and evening programs but other programs necessary to address seasonal and special use traffic generator impacts.
- Implementation - The approved Time-of-Day optimization plan will be placed in operation with any necessary fine-tuning adjustments. The Traffic Responsive Program shall then be implemented and fine-tuned.
- Evaluation - A study of the effectiveness of the optimization plan will be conducted. Benefits will be estimated in terms of travel delay reductions, fuel savings, and reduction of carbon monoxide emissions. Recommendations for further enhancements to the optimization plan and/or equipment modifications may be requested for locations where the operation is still unsatisfactory.

- Field observation of signal operations – Identify operational problems, suggest corrective action and provide response to the complaint.
- Prepare and submit a final report for each assigned traffic signal system work order in both hard copy and electronic formats.
- Assist the department in the evaluation of traffic signal operation objectives, needs and traffic demand to determine if other signal control technologies are appropriate.

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

The Consultant’s other work may include the preparation and/or review of traffic signal/networking plans, traffic studies and other tasks in accordance with the District’s policies and guidelines.

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	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	20
Firm’s understanding/method of accomplishing project requirements	10
Project Specific Criteria: Traffic signal system networking experience	10

The estimated engineering fee for this project is \$800,000. 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(s) who will perform the work necessary to prepare traffic signal coordination and timing optimization plans, prepare and review traffic signal design/networking plans and traffic studies.
- The person who has the necessary experience with traffic signal equipment and who will recommend equipment enhancements, implementation of the optimization plans, recommend any fine-tuning adjustments and will identify corrective action to address operational complaints.
- The person who conducts the evaluation of the optimization plans.

- The person(s) who is(are) responsible for establishing parameters for traffic adjusted operation of closed-loop signal and traffic management systems, the methodology used in establishing traffic adjusted optimization, and a listing of prior traffic adjusted programs recently implemented by the individual(s). The individual(s) must demonstrate through current experience in District One optimization along with the ability to set-up a closed-loop traffic responsive system using both volume and occupancy settings. The individual(s) must demonstrate recent District One experience in the development of traffic signal coordination and timing, utilizing the District's standard traffic controllers: Eagle/Tactics and Econolite/Aries.
- The person who will perform QC/QA review work of all final and milestone submittal documents.

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

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

**Special Studies (Signal Coordination & Timing (SCAT)**

**Special Studies (Traffic Signals)**

**Special Studies (Traffic Studies)**

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

7. **Job No. D-93-045-19, I-57 over Norfolk Southern RR and Grinnell Road and North of IL 17, Phase II Engineering, Kankakee County, Region Two/District Three.**

This project may contain **Federal Funds**.

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

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

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 **May 1, 2019 at 1:30 P.M.** at the Region Two/District Three Office in **Ottawa**.

Phase II engineering services are required for the preparation of final contract plans, specifications, and estimates for replacing dual structures carrying I-57 over Grinnell Road and dual structures carrying I-57 over the Norfolk Southern Railroad as well as reconstructing the I-57 pavement at the structures.

The Phase II work includes preparation of Phase II final contract plans, special provisions, and estimates (PS&E) for two construction contracts. One contract will involve the construction of median crossovers to accommodate the traffic during the construction of the structures. The second contract will involve the replacement of the structures and the reconstruction of the I-57 pavement. This work may consist of conducting route and land pick-up surveys; preparing structure plans; preparing roadway plans; designing interstate median crossovers; reviewing shop drawings; and other work necessary to complete the Phase II final contract PS&E.

The following structures are included in this project:

- S.N. 046-0010, (I-57 (NB) over Grinnell Road)
- S.N. 046-0011, (I-57 (SB) over Grinnell Road)
- S.N. 046-0008, (I-57 (NB) over Railroad and Drainage Ditch)
- S.N. 046-0009, (I-57 (SB) over Railroad and Drainage Ditch)

The department will furnish the Consultant with Bridge Condition Reports, TS&L drawings, and any existing structure and roadway plans, structure inspection reports, agency coordination, existing right-of-way plans, existing survey data, boring logs, CADD files, an approved project report and other information.

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

Rating Description	Weight %
Past performance in project categories	10
Proposed staffing from Prime and any Subconsultants	30
Proximity of firm to project location	5
Proposed DBE use	5
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 \$20,000,000. The completion date for this contract will be 12 months after authorization to proceed.

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

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

**Highways (Freeways)**

**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-94-006-19, Various Phase I/II Engineering Projects, Various Routes, Various Counties, Region Three/District Four.**

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 **April 30, 2019 at 1:30 P.M.** at the Region Three/District Four Office in **Peoria**.

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

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

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

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

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

The 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	25
Proposed DBE use	5
Available work capacity of firm	15
The Firm's experience with required project work	20
Firm's understanding/method of accomplishing project requirements	20

The estimated construction costs of each project may range from \$50,000 to \$3,500,000. It is anticipated that this contract will include approximately six (6) to fifteen (15) different projects. The engineering services required may consist of only a portion of the total engineering work on a given project. The estimated engineering fee for this project is \$750,000. 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 assume the duties of Project Engineer, that individual-in-charge of the day-to-day program management work (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Geotechnical Structure Report (must be an Illinois Licensed Structural Engineer.) Hydraulic Reports: Typical prequalification category requirement may be completed by the Sub and/or Prime Consultant.
- The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Geotechnical Structure Report (must be an Illinois Licensed Professional Engineer). Geotechnical Services (Subsurface Exploration, General Geotechnical Services & Structure Geotechnical Report) prequalification categories requirement may be completed by the Sub and/or Prime Consultant.
- The person who will perform/supervise the work in the area of structural engineering (must be an Illinois Licensed Professional Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review of all milestone submittal documents (must have adequate plan review experience and be an Illinois Licensed Professional Engineer for roadway work and/or an Illinois Licensed Structural Engineer for structural work).
- The person who will be in-charge of surveys (must be an Illinois Licensed Land Surveyor). Surveys prequalification category requirement may be completed by the Prime and/or Sub Consultant.
- The person who will be in-charge of land acquisition documents (must be an Illinois Licensed Land Surveyor).

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

**Highways (Roads and Streets)**

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

9. **Job No. P-95-011-18, I-55 Business (Veterans Parkway) Intersection Improvement at IL 9 (Empire Street) in Bloomington, Phase I Engineering, McLean County, Region Three/District Five.**

This project may contain **Federal Funds**.

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 30, 2019 at 10:00 A.M.** at the Region Three/District Five Office in **Paris**.

Phase I engineering services are required for the preparation of a Feasibility Study to determine feasible alternatives for improving the intersection of FAP Route 704 (I-55Bus/Veterans Parkway) and FAP Route 693 (ILL 9/Empire Street) in Bloomington.

This project includes accident analysis, traffic capacity analysis with signal coordination for each alternate, geometric drawings for each alternate, determining impacts to affected properties and the environment for each alternate, and developing cost estimates for each alternate. It is anticipated that approximately four to eight alternates will be developed.

The department will furnish the Consultant with traffic data, existing plans, agency coordination, utility coordination, survey data, Microstation files, Geopak files, and crash data.

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

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer with adequate plan review experience).

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

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

10. **Job No. D-96-018-12, IL 100/106 (Florence Bridge) over the Illinois River, Phase II Engineering, Scott and Pike Counties, Region Four/District Six.**

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 **0.07**.

The Consultant selected for this project and all Subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 02, 2019** at **1:30 P.M.** in the Region Four/District Six Office in **Springfield**.

Phase II engineering services are required to replace the existing bridge with a new two-lane bridge and associated roadwork on IL 100/106 over the Illinois River at Florence.

The Consultant scope of work is anticipated to include route surveys (pick-up), land surveys, preparation of right-of-way documents, permitting agency coordination, hydraulic analysis, geotechnical investigation which shall include in-situ testing, soil boring and sampling, and lab testing, drainage and roadway plans, TS&L plans, structure plans, traffic staging plans, temporary and permanent erosion control plans, and any other related work to complete final plans, specifications, and estimates.

The selected Consultant may also be tasked to facilitate a Value Engineering Study as part of the anticipated scope of work.

An Environmental Assessment (EA) is currently underway and is anticipated to be completed by December 2019. The department will furnish the Consultant with a preliminary draft of the EA, as-built plans, microfilm plans, route surveys, land surveys, field notes, traffic data, on-going permitting agency coordination, existing right-of-way plans, aerial photos, boring logs, hydraulic analysis and surveys, and other applicable information.

This project will likely be on an expedited schedule and is projected for a FY 2022 letting. Timely completion of assignments in accordance with established schedules with few, if any, corrections is of primary importance. Any required corrections due to errors, omissions, or ambiguities on the Consultants' part must be promptly completed by the Consultant in a timely manner.

The following structure is included in this project, S.N. 086-0001 (Florence Bridge carrying IL 100/106 over the Illinois River).

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
Proposed DBE use	5
Available work capacity of firm	15
The Firms experience with required project work	15
Firms understanding/method of accomplishing project requirements	15

The estimated construction cost of this project is \$77,000,000. 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 Land Surveyor). Surveys prequalification category requirement may be completed by the Sub and/or Prime Consultant.
- The person(s) who will be in charge of hydraulic reports (must be an Illinois Licensed Professional Engineer). The Hydraulic Reports Complex prequalification category requirement may be completed by the Sub and/or Prime Consultant.
- The person who will be in charge of geotechnical engineering (must be either an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer). The required Geotechnical prequalification category requirement may be completed by the Sub and/or Prime Consultant.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

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

**Structures (Major River Bridges)**

**Highways (Roads and Streets)**

Statements of Interest must also list experience of the staff presented in **Exhibit A**, and/or firm in accomplishing Structures: Major River Bridges. Statements of Interest must include details of how the Consultant will accomplish the work, a schedule for completing the work in the prescribed time, the firm's capability and project team experience for similar projects, an organizational chart for the project, the firm's understanding of the project goals, examples of successful past performance of the proposed project manager and team, the method to be used to meet the time, costs, etc. for final work products, and any innovative and independent methods to be used on the project.

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

11. **Job No. D-98-119-18, Various Phase I/II Subsurface Utility Engineering Projects, Various Routes, Various Counties, Region Five/District Eight.**

This project requires **20% DBE** participation, or if the contract goal is not met, documented evidence of good faith 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 **May 2, 2019 at 10:30 A.M.** at the Region Five/District Eight Office in **Collinsville**.

Engineering services for subsurface utility engineering are required on various projects throughout District Eight for use primarily on Phase I and II projects. There may be projects during Phase III. Work orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis. The Consultant shall respond within 24 hours to the District after receiving each work order assignment to discuss the scope of work, negotiate hours of work, equipment required, and direct cost. After the department gives the Consultant authorization to proceed, the Consultant shall commence work within 10 calendar days.

These services include providing the District with existing utility location information in written documents and electronic CADD files for the various projects assigned. This information shall be obtained by researching all utility companies' records which have facilities in the area and by performing actual field surveys to verify and map, at the appropriate quality level, all existing utilities on the assigned project. Field surveys are to be performed to horizontally locate above ground utility features, including but not limited to poles, manholes, valve boxes, meters, utility designation markings, etc. The Consultant shall also determine the existence and approximate horizontal position of underground utilities through the application of appropriate surface geophysical methods (QL-B data). The exact horizontal and vertical locations of underground utilities shall also be determined by physically locating them (exposing and surveying) at designated spots with the use of special boring/excavating equipment insured not to damage existing utilities (QL-A data).

The department will furnish the Consultant with any available as-built plans and/or microfilm plans, survey field notes, alignment data, cross ties, design CADD files or benchmarks.

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	30
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	5
The firm's experience with required project work	30
Firm's understanding/method of accomplishing project requirements	10

The estimated engineering fee for this project is \$550,000. 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 experienced in managing multiple subsurface utility engineering projects in urban environments).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work required for surveying (must be experienced in survey of utility features and an Illinois Licensed Land Surveyor). Surveys prequalification category requirement may be completed by the Sub and/or Prime Consultant.
- The person(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer).

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

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

12. **Job No. P-98-012-19/D-98-028-19, Various Local Roads Project Management Projects, Various Routes, Various Counties, Region 5/ District 8.**

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 **May 02, 2019 at 10:00 A.M.** at the Region Five/District Eight office in **Collinsville**.

Engineering Services are required for a Consultant Project Manager (PM) for various IDOT local agency sponsored and department led processes and/or projects throughout District Eight. This work may involve working directly with local agencies and/or their consultant firms. Work orders under the blanket agreement will be negotiated and authorized on an as needed basis. All work for this project may be in English or metric Units.

The PM will be expected to perform work similar to the IDOT Local Roads staff. Key staff from the PM consultant may be expected to perform work in the district offices as required. This may require working in the district offices from two to five days a week as necessary to perform the work. The work may include engineering, technical, management, administrative services, and other work as necessary to assist bringing numerous projects to completion in accordance with established schedules. This work may involve all facets of Phase I, II and III engineering for Local Agency sponsored projects.

In addition, the Consultant may also be required to act as a Project Manager (PM) for various department-led processes and/or projects throughout District Eight. The PM Consultant, if required, may be assigned to support all facets of Phase I, II and III engineering for Department-led projects. This work may also require working in the district offices from two to five days a week as necessary.

The selected Consultant and/or their Sub-consultants are prohibited from managing projects where either party is the prime Consultant or a Sub-consultant. The selected firm and/or their sub-consultants may not manage another firm if the relationship was reversed during another phase of work.

Teaming Agreements will not be allowed on this project.

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

- Providing technical support for all facets of Local Agency and Department led Phase I, II, and III engineering projects as assigned including but not limited to:
  - Reviewing deliverables for compliance with departmental policies
  - Monitoring project scope, schedule, and budget
- Identifying and implementing necessary coordination and communications within and outside the department; to IDOT and stakeholders as required;

- Attending regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented;
- Facilitating and expediting the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines;
- Facilitating the resolution of contractual issues, drawing upon necessary resources within IDOT;
- Providing engineering judgment and analysis in the review of county, township, and municipal projects funded with federal, Motor Fuel Tax (MFT), Township Bridge Program (TBP), and other state fund programs to ensure departmental and statutory obligations are being fulfilled as it relates to the proper expenditure of funds. This may include a complete review of the local agencies' accounting practices and documenting discrepancies;
- All other work as required to implement Local Agency and Department-led Projects.

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
Proposed DBE use	5
Available work capacity of firm	5
The Firms experience with required project work	20
Firms understanding/method of accomplishing project requirements	20

The estimated engineering fee for this project is \$750,000. The completion date of the project will be 48 months after the authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents associated with the contract (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer - that individual providing support for all facets of Phase I, II and III engineering for Local Agency sponsored projects (must be an Illinois Licensed Professional Engineer);
- The person who will perform the technical review work for milestone submittal documents (must have adequate Local Roads policy and Motor Fuel Tax experience).
- The person who will perform review and/or tracking of local agency bridge inspections.

Statements of Interest must also provide the approach the firm will take on this project along with a summary of management experience and Local Roads project experience. A disclosure of any previous or open contracts between the firm and any local agencies must also be included.

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

**Location/Design Studies (Rehabilitation)**

**Highways (Freeways)**

**Special Services (Construction Inspection)**

**Structures (Highway: Typical)**

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

13. **Job No. P-30-002-19, Various Statewide Waste Assessments, Studies and Designs, Bureau of Design and Environment.**

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

The Consultant selected for this project, and all subconsultants the prime Consultant will be using, is scheduled to attend an initial meeting on **May 1, 2019 at 1:30 P.M.** at the Central Bureau of Design and Environment in **Springfield**.

The department has contracted with the Illinois State Geological Survey (ISGS) to conduct preliminary environmental site assessments (PESA's) of property proposed for highway use. ISGS conducts land-use history investigations; researches federal, state, and local records; conducts field surveys; and determines if the property contains recognized environmental conditions (RECs), de minimis conditions, or no RECs. Work orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis.

Based on PESA results, districts work with the Environment Section of the Bureau of Design and Environment (BDE) to decide whether additional analyses or other remediation actions are necessary.

Engineering services are required to perform "Preliminary Site Investigations" (PSI's), and when necessary Detailed Site Investigations (DSI's) which are similar to CERCLA RI/FS's. PSI's will entail investigations of sites potentially containing regulated substances. A wide variety of sites may be investigated (e.g., old, abandoned, or improperly closed dumps and waste sites, chemical manufacturing sites, metal plating / fabricating sites, dry cleaning / service stations, storage tank sites and buildings, structures containing potential contamination, incidents in IDOT yards, spills along roadways, and screening for the presence of radionuclides).

Also, provisions for laboratory and field testing including geophysical surveys when needed will be required for a wide variety of regulated substances including but not limited to: soil and water quality parameters including contaminants i.e., PCB's, pesticides, heavy metals, organics and radioactive wastes.

Additional work will include conducting surveys and testing, if applicable, of stored materials, tank contents, and containers to determine whether hazardous waste, special waste, hazardous materials, or other regulated substances are present, conducting environmental compliance audits and developing and maintaining environmental management and record-keeping systems. Industrial hygiene and safety standard monitoring services, including laboratory testing, may be required to recognize, evaluate, and control workplace conditions that can cause worker's injury or illness.

The department will furnish the Consultant with the PESA or other due diligence documentation and, as available, Project Reports, field survey data, soil survey data, and plans of the existing and proposed transportation facility. The ability to accurately read, understand and implement engineering contract plans, evaluation, summarization, engineering analysis, and reporting on PSI's, DSI's, laboratory analysis and survey work are included as an important part of this work.

**ANTICIPATED WORK SUMMARIES FOR THE VARIOUS TYPES OF POSSIBLE WASTE ASSESSMENTS:**

**POTENTIAL WASTE SITES INCLUDING UST-LUST and SRP SITES**

Engineering services are required to perform Preliminary Site Investigations (PSI) and on occasion, Details Site Investigations (RI/FS's and RCRA assessments), plus projects requiring remedial design, which may include underground storage tank (UST) removal, and construction oversight of sites suspected to contain regulated substances, UST and leaking tanks (LUST), site remediation program (SRP) sites and/or unsecured materials of concern. The PSI's are to include verification of subsurface geologic and hydrologic conditions, identification of chemical contamination and identification of the extent of chemical contamination, when feasible.

PSI investigations include items of work such as work plans, health and safety plans, surface geophysical investigations, trenching, drilling, sampling, chemical analysis, and reporting. Laboratory testing, including quality assurance/quality control is considered the responsibility of the Consultant.

Following the completion of on-site activities, the firm will compile and evaluate the data and condition of each investigated property. Soil and groundwater analytical results will be compared to the applicable remediation objectives for the maximum allowable concentrations of chemical constituents in uncontaminated soil used as fill material at regulated fill operations (MAC) (35 Illinois Administrative Code (IAC) 1100.605 Subpart F and Title 35 IAC Part 742, Tiered Approach to Corrective Action Objectives (TACO)).

For example, the PSI report will include an estimate of total volume of impacted soil exceeding MAC table and groundwater exceeding TACO remediation objectives. If potentially impacted soil and/or groundwater are encountered, an approach for the management and, if necessary, the off-site disposal of these materials will be presented. Volume estimates and associated cost estimates for transportation and disposal will be developed and presented based on information gathered during the scope of this PSI, as well as measures to reduce potential construction worker exposures to soil exceeding ingestion or inhalation reference concentrations. Recommendations for further investigation will be presented if it is necessary to more accurately define the extent of contamination.

As a task is identified, the department will request the Consultant to prepare an outline of the work phases and recommended technical approach, personnel requirements, detailed cost breakdown, and a schedule that is consistent with the task request. When a task order is awarded for investigation, the Consultant will be fully responsible for the planning, sampling, testing, reporting, and work order administrative support activities.

For performance of this work, the Consultant will be required to assign the necessary full-time staff described in its Statement of Interest and, in many cases (except emergency response oversight), to: respond with a draft work plan within 21 days of tasking, and a final work plan within 10 days following the DEPARTMENT'S comments; conduct field work within 14 days after authority to proceed; prepare the draft report within 75 days after the authority to proceed; complete the final report within 10 days following the DEPARTMENT'S comments; and within 90 days of final report submittal shall conduct quality assurance on the draft and final documents provided to the DEPARTMENT including via the ISATS extranet site, and provide to the DEPARTMENT the investigation laboratory electronic data deliverables. (Duration is measured in calendar days, unless otherwise indicated). For emergency response oversight, the Consultant will be required to respond within four hours. The DEPARTMENT will typically assign a target final report completion date to each work order. Assuming sufficient lead time has been provided by the district, the DEPARTMENT will normally request submittal of the final report no later than eight (8) to seventeen weeks (17) prior to the anticipated letting date. In cases where there is

insufficient time to accommodate these milestones, the Consultant will alert the DEPARTMENT and a resolution will be discussed on a case-by-case basis.

The Consultant will be required to prepare IEPA LPC-663 forms (Uncontaminated Soil Certification for Use of Uncontaminated Soil as Fill in a CCDD or Uncontaminated Soil Fill Operation [USFO]). This certification form is used by professional engineers and professional geologists to certify, pursuant to 35 Ill. Adm. Code 1100.205(a)(1)(B), that soil is uncontaminated soil and is within a pH range of 6.25 and 9.0, inclusive. The firm's professional engineer or professional geologist will be required, when necessary based on results of the PSI, to stamp and sign the LPC-663 forms.

### MISCELLANEOUS SURVEYS, TESTING AND CONTRACTING

Engineering consulting services to perform environmental surveys and/or testing on an as-needed basis will include assignments such as conducting surveys and testing of stored materials, tank contents, containers, and environmental media (e.g., surface water, soil, air, and groundwater), and coordination and oversight of underground tank removals. The work may also include assignments such as reviewing and evaluating existing property-specific information, providing technical expertise on an as-needed basis, corrective actions to achieve "No Further Remediation" (NFR) clearance, and other ad hoc environmental-related tasks within the scope of services typically provided by a hazardous waste consultant. Ability to respond statewide and develop a regulatorily-sufficient scope of work for corrective action sites and efficiently execute the work to achieve a NFR or other closure status is considered an important part of this work. Industrial hygiene and safety standard monitoring services, including work site analysis and laboratory testing, may be required to recognize, evaluate, and control workplace conditions that can cause worker's injury or illness.

The Consultant may be required to perform work in the central office or other DEPARTMENT locations, as needed, to assist the Bureau of Design and Environment (BDE) or other parts of the Department in reviewing, overseeing, tracking, and prioritizing projects being performed by IDOT personnel and consultants.

The consultant may be required to contract with vendors, for example, excavation, trucking, and landfill, and conduct environmental oversight of various construction activities; provided, however, the DEPARTMENT acknowledges that Consultant is performing professional services for the DEPARTMENT and that Consultant is not and shall not be required to become an "owner," "arranger," "operator," "generator," or "transporter" of hazardous substances (Hazardous Substances) as defined in the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, which are or may be encountered at or near a project site in connection with Consultant's activities under the Agreement. Consultant's services hereunder may include, at the DEPARTMENT's request, assisting the DEPARTMENT in identifying appropriate alternatives for off-site treatment, storage or disposal of the Hazardous Substances, but Consultant shall not make any independent determination relating to the selection of a treatment, storage, or disposal facility nor subcontract such activities through transporters or others. The DEPARTMENT shall sign all necessary manifests for the disposal of Hazardous Substances. If the DEPARTMENT requires: (1) Consultant, its agents or employees to sign such manifests; or (2) Consultant to hire, for the DEPARTMENT, the Hazardous Substances transportation, treatment, or disposal contractor, then for these two purposes, Consultant shall be considered to act as the DEPARTMENT's agent so that Consultant will not be considered to be a generator, transporter, or disposer of such substances or considered to be the arranger for disposal of Hazardous Substances.

## EMERGENCY RESPONSE OVERSIGHT

Engineering consulting services are required to perform emergency response oversight. Oversight shall include but not be limited to review of health and safety plans, drilling, sampling, chemical analysis, waste classification, reporting, and coordinating the release with the proper authorities (IEPA, IEMA, U.S.EPA, Army Corps of Engineers, and/or other State or Federal Agencies). Laboratory testing, including quality assurance/quality control is considered the responsibility of the Consultant. The Consultant should be prepared to perform any task to minimize the release and cleanup. The goal of these work assignments is to obtain closure for the release from the proper State and Federal Agencies.

## ENVIRONMENTAL PLANS FOR DEPARTMENT OPERATIONS FACILITIES

Engineering services may be required to review current department operational facilities on current practices that impact the environment, investigate past practices, and make recommendations for mitigation and improvements, and assist with the continued development and maintenance of an environmental management system which will provide a framework for practices, procedures, and processes to manage the Bureau of Operations' Environmental Program.

## EXTRANET

To help the department facilitate review of work plans, PSI reports and various environmental technical documents and project tracking, the Consultant will be required to upload all information regarding each work order and to provide any technical assistance necessary in the maintenance of the IDOT Site Assessment Tracking System (ISATS) extranet site currently hosted by ISGS. Work may also include development and maintenance of a supplemental extranet or similar web-based site in support of environmental-related work conducted by the Department. Information uploaded shall include but not be limited to draft and final work plans, draft and final PSI reports, budget information, analytical results, site location maps, site photographs, and progress reports and tracking documents. The firm shall conduct quality assurance on documents loaded to ISATS with accurate and timely information and removing draft documents upon conclusion of each work order.

## LABORATORY DATA MANAGEMENT

To help the Department manage laboratory analytical data resulting from the environmental activities described herein, the Consultant will be required to acquire electronic data deliverables (EDD) from the laboratories and may be required to upload the EDDs to a central electronic repository in IDOT, for example, a geographic information system (GIS). The data may require manipulation for purposes of data quality prior to upload.

## CONFIDENTIALITY

(1) Unless otherwise directed by IDOT, the Consultant shall hold all information provided by IDOT and the results of the work performed by the Consultant confidential and shall not disclose the same to any third party except where required by governmental regulatory agencies or as otherwise required by law. Documents shall be marked "Confidential," "Attorney Work Product," "Attorney-Client Privileged," or as directed by IDOT. The confidentiality provisions herein shall survive any termination or expiration of this agreement. The Consultant shall retain the right to disclose necessary information for financial, tax and insurance audits as required, subject to a

confidentiality agreement with the auditor. Specific information concerning the work performed will not be disclosed without IDOT's prior approval.

(2) It is understood that: (i) you will make a reasonable effort to be available upon reasonable advance notice; (ii) you will keep confidential all information obtained, or analyses developed, in connection with this litigation or any related litigations with respect to which we may seek your advice and counsel; (iii) you will use such confidential information solely in connection with your engagement by IDOT; (iv) you will preserve any written materials, including e-mails generated or received by you in connection with this engagement, as such materials are potentially discoverable in litigation; (v) you will not in the future consult for, or otherwise represent, any other person or entity with an interest adverse to IDOT's interests in or concerning the pending litigation, or the events or occurrences out of which the pending litigation arises; and (vi) you will keep confidential your retention by IDOT, unless and until you are identified in court papers as a testifying expert or we otherwise authorize you to breach this confidentiality.

(3) It is specifically understood that if you are later designated a testifying expert, all documents that you create may become discoverable, including drafts and notes prepared prior to the time that your opinion or report is finalized.

Therefore, you agree that: (i) you will not prepare any draft opinion or report without our consent (regardless of whether the draft is for internal purposes or to share with others); (ii) you will not share any draft opinion or report, or any notes, with any other person without our consent; (iii) every draft opinion or report will bear the following legend: 'THIS IS A PRELIMINARY DRAFT. IT HAS BEEN PREPARED BASED ON PRELIMINARY INFORMATION AND ASSUMPTIONS. NO ONE MAY RELY ON THIS DRAFT. IT IS SUBJECT TO CHANGE AS ADDITIONAL INFORMATION BECOMES AVAILABLE OR IS CLARIFIED'; (iv) all notebooks or individual pages of notes will bear the following legend: 'THESE NOTES ARE INCOMPLETE AND HAVE BEEN PREPARED FOR PERSONAL USE ONLY. NO ONE MAY RELY ON THEM FOR ANY PURPOSES. IT IS SUBJECT TO CHANGE AS ADDITIONAL INFORMATION BECOMES AVAILABLE OR IS CLARIFIED'.

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	20
The firm's experience with required project work	25
The firm's understanding / method of accomplishing project work	30
Project Specific Criteria: The mobilization plan shall provide sufficient detail to demonstrate understanding of IDOT's desired process, program objectives and overall scope of work.	15

The estimated engineering fee for this project is \$5,250,000. The completion date for this contract will be 60 months after authorization to proceed.

**Statements of Interest** must include the following:

1. The location of the office from which the majority of work on this project will be performed and managed.

2. An organization chart showing the Administrative / Managerial Staff of the office and a flow chart of key Technical / Professional Staff, including field and risk assessment staff that will be assigned to this project. Similarly, information of subconsultants' location / organization should be provided.
3. The name of the laboratory that will be used for this project. The selected firm must have the capability of using either in-house or subcontracted laboratory facilities which are qualified to work on IEPA sites. The laboratory shall have an approved IEPA quality assurance plan and follow that plan in performing the analyses.
4. A statement of your firm's ability to do the work in-house, or if necessary, what work is to be subcontracted. Indicate item(s) of work, which would be subcontracted, and the proposed subcontractor(s).
5. A description of your mobilization plan to be used upon notification that a work order has been authorized.
6. A discussion of your organizational and management practices to maintain established schedules, avoid cost overruns, and inform IDOT of the status of work orders.

The prime firm must be prequalified in the **Special Services (Hazardous Waste - Advance)** category and familiarity with IDOT contracts is desired.

The chosen firm will have a wide range of experience and sufficient breadth and depth to adroitly handle anything in the special waste / hazardous waste field. The firm will have expert staff to minimize the start-up learning curve for work under this PTB. Previous experience and knowledge on IDOT projects is not necessarily required. Some work will involve experience equivalent to the Special Services, Hazardous Waste-Simple prequalification category.

Firms will be evaluated on their ability to comprehend the scope of work, as evidenced by their statements of interest and prequalification packages, the quality and experience of their assigned staff; team organization, management and responsiveness; and management and data quality assurances as evidenced by laboratory procedures. The mobilization plan in the SOI will provide sufficient detail to demonstrate understanding of the process. Additionally, the firm must comply with the following:

1. Use laboratory facilities that are accredited by the IEPA under 35 Illinois Administrative Code 186. The laboratory shall use analytical methods which are able to meet the lowest appropriate practical quantitation limits (PQL) or estimated quantitation limit (EQL) specified in "Test Methods for Evaluating Solid Wastes, Physical/Chemical Methods", EPA Publication No. SW-846 and "Methods for the Determination of Organic Compounds in Drinking Water", EPA, EMSL, EPA-600/4-88/039.
2. Use laboratory facilities that are accredited by the AIHA-LAP, LLC under the Industrial Hygiene Laboratory Assurance Program (IHLSP) for industrial hygiene analysis for Department properties located in Illinois.
3. Use appropriately licensed and certified equipment and appropriately licensed and registered subconsultants.

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

14. **Job No. D-20-001-19, Various Phase II Land Survey Projects, Various CREATE Projects P3, P2 and EW2, Bureau of Railroads.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 10, 2019 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required for various land surveying projects required for the CREATE program P3, P2 and EW2. 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 title reports, existing right-of-way plats, and proposed right-of-way requirements as each work order is negotiated.

The Consultant's work includes field and office resources to prepare statutory plats, legal descriptions, and field staking of same in accordance with the department's Land Acquisition Manual and District One procedures. Some GIS and database work might also be required. They must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

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	15
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	15
The Firms experience with required project work	15
Firms understanding/method of accomplishing project requirements	15
Project Specific Criteria: Experience work with Railroad Companies.	15

The estimated engineering fee for this project is \$500,000. 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 (must be an Illinois Licensed Professional Land Surveyor.)
- The person who will perform the QA/QC review work of all work order 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, using the Engineering Prequalification and Agreement System (EPAS), to the Central Bureau of Design and Environment.



# 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](mailto: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 2018-19 training schedule is listed below:

## **Class Dates/Location:**

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

- Nov 27-29
- Jan 8-10
- Feb 5-7
- Mar 19-21

**IDOT District Three:     “The Starved Rock” Conference Room  
700 East Norris Drive  
Ottawa, Illinois 61350**

- Mar 4-6

**IDOT District Six:       Chastain Conference Room,  
126 E. Ash Street  
Springfield, Illinois 62704**

- Dec 11-13

**IDOT District Seven:    Effingham County Emergency Management Building  
311 Miracle Drive  
Effingham, Illinois 62401**

- Feb 20-22

**NOTICE**  
**2018 Standard Agreement Provisions for Consultant Services**  
**(SAPCS)**  
**July 01, 2018**

2018 SAPCS applied to all proposal packages (Prime and Sub) received by the Central Office after July 1, 2018.

For contracts advertised on PTB 184 and before – language will be included in the agreement overriding the new compensation language in the 2018 SAPCS.

We encourage the review of the entire SAPCS, the following are significant revisions.

- All firms are required to notify the department of the loss of a prequalification category (2.12)
- All subconsultants are required to be paid within 15 calendar days of prime receiving payment from the Department (2.63)
- DBE Administration (2.67)
  - Subconsultant Utilization Plan will be required with PTB 189 Statements of Interest (2.24)
- Consultant Compensation (2.90)
- Fixed Fee (2.91)

The SAPCS are available on the IDOT Website: [Standard Agreement Provisions for Consultant Services July 1, 2018](#)

# NOTICE

## Subconsultant Utilization Plan

### July 01, 2018

The Input for Statements of Interest for each Item has been revised. Teaming, will now require the category and % of work by the team members. Input will be the same process as subconsultant entry.

#### Teaming

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

Yes

--Select To Add Firm--

Firm Name	Email	Edit	Delete	NEW % work Bv Firm	NEW Qualifications
Firm Name	Carrie.Kowalski@Illinois.gov	Edit	Delete	Include Number	Prequal Category

#### Subconsultants Work Performed

IDOT PreQualified Firms

--Select To Add Firm--

Firm Name	DBE	Qualifications	Categories	%Work by Firm	Edit	Delete
Firm Name A	No	Structures - Highway: Simple	<input type="button" value="View"/>	2	Edit	Delete
Firm Name B	Yes	Special Services - Surveying	<input type="button" value="View"/>	5	Edit	Delete
Firm Name C	Yes	Special Services - Construction Inspection	<input type="button" value="View"/>	10	Edit	Delete

Mentor Input stays the same, no changes.

#### Mentor-Protégé

\*Firm is proposing a Mentor-Protégé on this project?

Yes

--Select New Protege Firm--

Pr	me	Areas of work (PreQualification Categories) they will be participating in	Commands
Firm Name B		Roads and Streets	Edit  Delete

To submit the U-Plan, the process will be the same as submitting the Exhibit A. The U-plan will be printed and then attached. If selected the prime and subs will complete and bring to the negotiation meeting.

Illinois Department of Transportation  
Randall S. Blakenhorn, Secretary

Engineering Prequalification and Agreement System

State of Illinois  
Bruce Rauner, Governor

Help Log

EPAS Home  
SOI Home  
Firm Interest & Photos  
Exhibit A  
Exhibit A Staffing  
Exhibit B  
Project Experience  
Summary and Submit  
News

ABC Corp.

Project Experience

PTB Item: 1

PTB Number  
187  
IDHR Number

3. Summarize any experience of the staff or firm in accomplishing similar types of work. Include only the most recent projects completed by your staff or firm. This information should be concise and relevant to the expertise required for this specific project. If there are several projects with the same work completed, then one summary will be adequate with location and project manager noted for each.

Select...

4. Summarize any other information specifically requested in the project advertisement.

Select...

\*5. CONSULTANT'S EXHIBIT A

The Consultant's Exhibit A form is required for each item for successful electronic submittal. Please print the form, sign it, convert the signed form to PDF document and attach below. If this form has already been printed and attached and any information is either added or deleted on the Exhibit A and Exhibit A Staffing pages, you will be required to re-print the form, sign and re-attach.

Print Select...

#### \*6. Subconsultant Utilization Form

The utilization form is required for successful electronic submittal. Please print the form and attach below. The forms are not required to be completed at submittal time. If selected for this Item, the prime firm will be required to Select "View", then print the forms, complete the forms and have any subconsultants complete and provide the forms to the Project Manager.

Print Select...

The following is an example U-Plan which would be attached.

I certify I am the \_\_\_\_\_ of the firm of SAMPLE FIRM, Inc. and I have thoroughly reviewed our proposed subconsultant utilization plan. If we are selected for this project, we will assign it as a top priority project with our firm's proposed staff and the subconsultant's staff for the full term of the contract. The office location for correspondence relating to this project is:

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

As the Consultant I further agree to ensure disadvantaged businesses as defined in 49 CFR Part 26 and the Standard Agreement Provisions for Consultant Services (SAPCS) have the maximum opportunity to participate in the performance of subcontracts financed in whole or in part with Federal or State funds. The consultant shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure said businesses have the maximum opportunity to compete for and perform under this contract. The consultant shall not discriminate based on race, color, national origin or sex in the award and performance of contracts.

I, acting in my capacity as an officer of the undersigned submitting firm (or firms in Teaming Agreement), hereby assure the Department on this project my firm: (check one)

Meets or exceeds the advertisement goals and have provided documented participation as follows:

Disadvantaged Business \_\_\_\_\_ percent

Attached are the signed participation statements forms evidencing availability and use of each consultant firm participating in this plan and assuring each business will perform a commercially useful function in the work of the contract.

Failed to meet Consultant Proposed Goal in Statement of Interest but meets or exceeds the advertised goal. The revised Disadvantaged Business \_\_\_\_\_ percent

Attached are the signed participation statements forms, with the noted revisions, evidencing availability and use of each consultant firm participating in this plan and assuring each business will perform a commercially useful function in the work of the contract. Justification for the revisions must be provided to the department by the Consultant.

Failed to meet contract award goals and has included good faith effort documentation to meet the goals and my company has provided participation as follows:

Disadvantaged Business Participation \_\_\_\_\_ percent

The contract goals should be accordingly modified or waived. Attached is all information required by the SAPCS in support of this request including good faith effort. Also attached are the signed participation statements forms, required by the SAPCS evidencing availability and use of each business participating in this plan and assuring each business will perform a commercially useful function in the work of the contract.

Print Name	
Signature	
Title	
Date	
Firm Name	
Phone	
E-mail address	

Subconsultant/DBE Participation Statement

Subconsultant Name	DBE	Category(ies) of work	Estimated %
FIRM ABC	Yes	Surveying	10

The undersigned certify the information included herein is true and correct, and if the subconsultant firm listed has agreed to perform a commercially useful function in the work of the Prequalification Category listed above and to execute a contract with the Prime Consultant. The undersigned further understands no changes to this statement may be made without prior approval from the Managing office, (District/Bureau) and complete and accurate information regarding actual work performed on this project and the payment therefore must be provided to the Department.

\_\_\_\_\_  
Signature for Prime Consultant

\_\_\_\_\_  
Signature for Subconsultant

Date \_\_\_\_\_

Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

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

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

Address \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_



Subconsultant/DBE Participation Statement

Subconsultant Name	DBE	Category(ies) of work	Estimated %
XYZ	No	Roads and streets	3

The undersigned certify the information included herein is true and correct, and if the subconsultant firm listed has agreed to perform a commercially useful function in the work of the Prequalification Category listed above and to execute a contract with the Prime Consultant. The undersigned further understands no changes to this statement may be made without prior approval from the Managing office, (District/Bureau) and complete and accurate information regarding actual work performed on this project and the payment therefore must be provided to the Department.

Signature for Prime Consultant \_\_\_\_\_ Signature for Subconsultant \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact Person \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

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

Address \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Email Address \_\_\_\_\_

# 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:**

$$\text{Compensation} = \text{DL} + \text{DC} + \text{OH} + \text{FF}$$

**Where Fixed Fee (FF):**

For Prime Agreements is:  
 $(0.33 + R)\text{DL} + \% \text{DL} = \text{FF}$

$\% \text{DL} = 10\%$  of Direct Labor (DL) of Subs

For Sub-Consultants  
 $(0.33 + R)\text{DL}$

**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

**Escalation Rate:**

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

### DOT Prequalification Letter

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

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

#### SEFC Applications

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

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

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

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

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

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

#### The IDOT prequalification approval letters:

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

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

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

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

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

# NOTICE

## List of Prequalified Consultant Firms

May 05, 2016

IDOT provides a listing of prequalified consulting firms on the IDOT website, under [Engineering, Architectural Professional Services](#)

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 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
<a href="#">SEFC ID:</a>	09/10/2015	12/31/2014	NewSEFC	116.45	RANKING_COMPLETE	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	08/20/2014	12/31/2013	RenewSEFC	118.52	APPROVED	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	01/14/2014	12/31/2012	AmendSEFC	117.62	APPROVED	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	12/05/2013	12/31/2012	AmendSEFC	117.62	APPROVED	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	07/01/2013	12/31/2012	RenewSEFC	117.62	APPROVED	<a href="#">View</a>	<a href="#">View</a>

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

Vendor: EXAMPLE FIRM

### SEFC Applications

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

### Categories

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

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

### Categories

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

Information on website:

EXAMPLE FIRM

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

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

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

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

The firm is not prequalified in Sanitary.

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

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

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

## Navigating the web-site for Engineering Consultant Firms

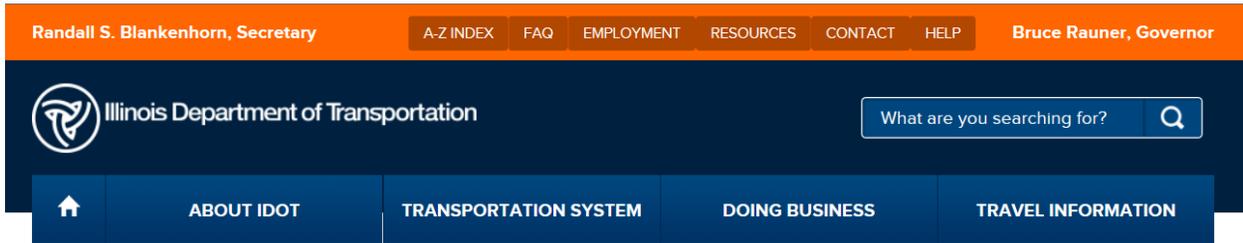
This gives a quick overview of the website and locations of data typically used by Consultant Engineering firms. Most information is located under the Doing Business, Procurements, Engineering, Architectural & Professional Services: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

The screenshot shows the Illinois Department of Transportation website. At the top, there is an orange header with the names of the Secretary (Randall S. Blankenhorn) and Governor (Bruce Rauner). Below this is a dark blue navigation bar with the IDOT logo and a search box. The main navigation menu includes 'ABOUT IDOT', 'TRANSPORTATION SYSTEM', 'DOING BUSINESS', and 'TRAVEL INFORMATION'. The 'DOING BUSINESS' section is expanded, showing a breadcrumb trail: 'Home > Doing Business > Procurements > Engineering, Architectural & Professional Services'. The main content area is titled 'Engineering, Architectural & Professional Services' and contains two paragraphs of text. The first paragraph discusses the department's need for specialized work and its Multi-Modal Multi-Year Transportation Improvement Program. The second paragraph explains the prequalification process for firms. To the left of the main content is a sidebar with links for 'About IDOT', 'Transportation System', 'Doing Business', 'Construction Contractors Quick Links', 'Procurements', 'Engineering, Architectural & Professional Services', 'Land Acquisition Services', and 'Construction Services'. To the right is a 'Quick Links' section with links for 'Consultant Resources', 'EPAS', 'Highways Procurement Policy Review (HPPR)', 'Industry Marketplace', and 'Vendor Documents System'. At the bottom of the main content area is a horizontal menu with tabs for 'Prequalification', 'Bulletin', 'Statement of Interest', 'Compliance & Admin', and 'Stay Connected'.

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. [Resources](#)



## Resources

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



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.

A | B | C | **D** | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T

## Forms

The following is a complete list of forms in accordance to the alphabet letter chosen above. The following number. **IDOT forms are best viewed using Internet Explorer.**

### ▶ Data Collection

### ▼ Design and Environment

- BDE 100 Template: Agreement for Subconsultant Services (12/20/16) 
- BDE 101 Template: Supplemental Agreement for Subconsultant Services (12/20/16) 

# 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: [Stay Connected](#)

## **Instructions to Subscribe**

*Please Note:*

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

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

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

## **Instructions to Unsubscribe**

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

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

## **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 Submittal

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.** Use the latest forms on the website under [Resources: Design and Environment](#)

Additional Information for the Cost Estimates and Consultant Services is available on the website, under [Compliance & Administration](#)



## Compliance & Administration

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

Agreement Execution Administration of the Project Policy & Procedures

### Agreement Execution

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

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

- ▶ Prime Agreement
- ▶ Supplemental Agreement

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

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

**Teaming**

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

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

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

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

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

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

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

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

Review the [EPAS Instruction Manual](#) for details on submitting Statements of Interest through Teaming

# Notice for Mentor-Protége:

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 The [Mentor Protege for Engineering Consultants](#)

The screenshot shows a web interface with a navigation bar at the top containing two tabs: "Construction" and "Engineering". The "Engineering" tab is selected. Below the navigation bar, the heading "Engineering" is displayed. A paragraph of text states: "The Engineering Mentor-Protégé Program was created in 2009 at the Illinois Department of Transportation. Please select from the following topic below to view more information." Below this text are three expandable menu items: "Learn More", "How to Get Started", and "Forms". The "Forms" menu is expanded, revealing a list of links under several categories: "Submitting a Plan" (Plan approval letter template, Phase I Mentor Protégé Example Template, Phase II Mentor Protégé Example Template, Phase III Mentor Protégé Example Template), "Compliance" (Mentor-Protégé Compliance Check Sheet), "Reporting" (Quarterly Report, Final Report), and "Required Assessments" (Mentor Assessment). Each link is accompanied by a small icon representing a document.

## **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](#).

# SB 51 Rules

## Impacts

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

## SB 51 Communications Reporting Aftermath

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

## SB 51 Communications Report Relief

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

## New Rules

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

### ▪ **Discussions are limited to:**

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

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

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

# Notice For

## Department Manuals, Memorandums, & Rules

The following is available on our website under the [Resources](#) Link

[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](#)

To order go to [Manual Sales](#)

## NOTICE DBE FIRMS AND PROJECT GOALS

The firms noted as DBE on the List of Pre-qualified Consultants on IDOT's website are firms certified as a DBE in specified areas. List of [Prequalified Firms](#).

It is the responsibility of all prime consultant firm to go to the [Illinois Unified Certification Program](#) web site 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 established pre-qualified areas of work the DBE firm is prequalified and 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) is verified for DBE certification.

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 IDHR web site link: [IDHR](#). Information may also be obtained by contacting: DHR, Public Contracts Section Public Contracts Division 100 W. Randolph, Suite 10-100 Chicago, IL 60601 or by calling: 312-814-2432 (TDD 312-263-1579)

NOTE: An IDHR public contract number is not required if the firm employs fewer than 15 employees.

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

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

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

# Notice

## Documentation of Contract Quantities Class

Since July 2008, the "Documentation of Contract Quantities" class and re-tests have been administered by the University Of Illinois - Illinois Center for Transportation, and is currently coordinated by Greg Renshaw, PE. The Illinois Center for Transportation (ICT) <http://ict.illinois.edu/> is an innovative partnership between IDOT and the University of Illinois at Urbana-Champaign (UIUC). All transactions and correspondence will now be through ICT and no longer with the Illinois Department of Transportation (IDOT) Central Bureau of Construction. Fees are now being charged for all classes and retests and will be required at the time of registration.

Greg Renshaw, PE can be contacted at [grenshaw@illinois.edu](mailto:grenshaw@illinois.edu), phone (217)300-6375. Course and retest dates typically take place from November through April.

For consultant and local agency enrollment, as well as answers to frequently asked questions (FAQ), the "Documentation of Contract Quantities" is located at the U of I training website <http://ict.illinois.edu/outreach/documentation-training/>

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

## NOTICE OF TRAINING OPPORTUNITY Updated 9-23-14

### **LAKELAND COLLEGE TRAINING COURSES**

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

Kathy Willenborg

Lake Land College

5001 Lake Land Blvd.

Mattoon, IL 61938-9336

Phone: (217) 234-5285

Fax: (217) 234-5381 E-Mail: [idotqcqa@lakeland.cc.il.us](mailto:idotqcqa@lakeland.cc.il.us)

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

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

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

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

### **NATIONAL TRANSIT INSTITUTE (NTI) COURSES**

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

<http://www.ntionline.com>

### **ILLINOIS CENTER FOR TRANSPORTATION**

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

Please visit the web-site for further information on course schedule and registration information:

<http://ict.illinois.edu/outreach/erosion-control-workshop/>

For questions about registration and cancellations contact:

Trachia Wilson

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

Phone: 217-300-3197.