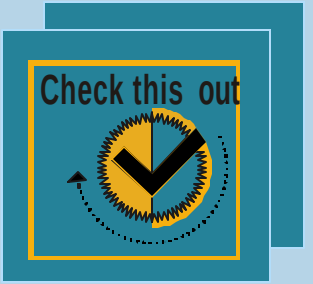
# Professional Transportation Bulletin

**PTB 182** **November 10, 2016**

**Statements of Interest are due before 12:00 p.m.**
**on December 01, 2016**
**Selection Date: January 25, 2017**




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

# IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

**Selection Date: January 25, 2017**

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 November 10, 2016.

# State Of Illinois
# Contact Information

Department Of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

The Transportation Bulletin is the official Illinois Procurement Bulletin for the Illinois Department of Transportation as authorized by Section 15-1 of the Illinois Procurement Code, 30 ILCS 500/15-1. It is available on **IDOT's WEBSITE at** http://www.idot.illinois.gov/index.

## Professional Transportation Bulletin

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

Questions concerning this Bulletin should be directed to:
**Carrie Kowalski**
**Consultant Unit Chief**
E-mail: DOT.ConsultantServices@illinois.gov Phone: 217-782-6916

Or mailing address:
Bureau of Design and Environment
2300 South Dirksen Parkway
Attn: Consultant Unit
Room 330
Springfield, IL 62764

Regional/District Contact information.

**Region 1**

**District 1**
Mr. John Fortmann
201 West Center Court
Schaumburg, IL 60196

**Region 2**

**District 2**
Mr. Kevin Marchek
819 Depot Avenue
Dixon, IL 61021

**District 3**
Mr. Kevin Marchek
700 East Norris Drive
P.O. Box 697
Ottawa, IL 61350

**Region 3**

**District 4**
Mr. Kensil Garnett
401 Main Street
Peoria, IL 61602

**District 5**
Mr. Kensil Garnett
Route 133 West
P.O. Box 610
Paris, IL 61944

**Region 4**

**District 6**
Mr. Jeffrey South
126 East Ash St.
Springfield, IL 62704

**District 7**
Mr. Jeffrey South
400 West Wabash
Effingham, IL 62401

**Region 5**

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

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

# Tentative Schedule
# For
# Professional Transportation Bulletins

| ACTIVITY | PTB 183 | PTB 184 | PTB 185 | PTB 186 | PTB 187 | PTB 188 |
|---|---|---|---|---|---|---|
| **PUBLISH PTB** | **02-02-17** | **05-04-17** | **08-03-17** | **11-09-17** | **02-01-18** | **05-03-18** |
| ***STATEMENTS OF INTEREST ARE DUE | **02-23-17** | **05-25-17** | **08-24-17** | **11-30-17** | **02-22-18** | **05-24-18** |
| **SELECTION MEETING** | **04-19-17** | **07-19-17** | **10-18-17** | **1-25-18** | **04-18-18** | **07-18-18** |

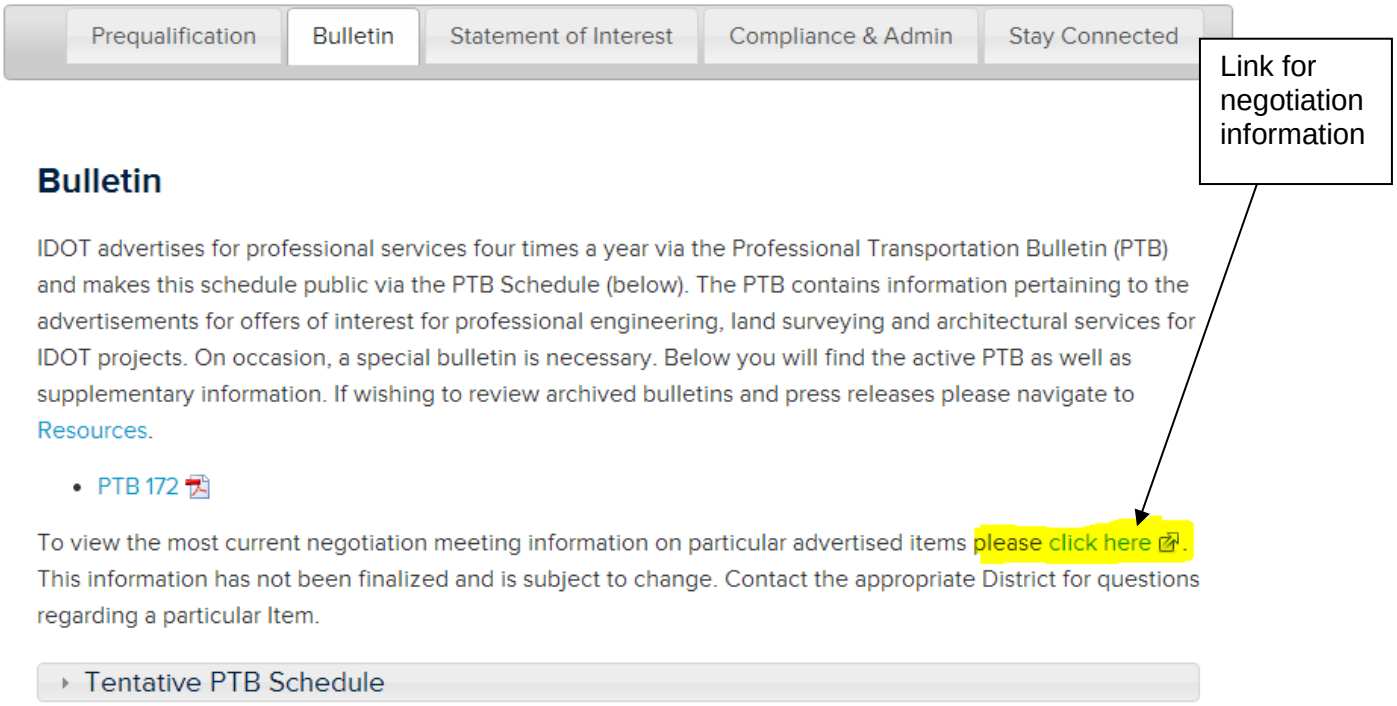
***** STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 11-10-16 & 12-01-16 (12:00 P.M. NOON)**

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

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

# NOTICE

Proposed Negotiation Meeting information for Items will be available under the Bulletin Tab at the following link: http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index




- **Region 1**
  - **John Fortmann**
    - **District 1**
      - **Items 1 - 7**

- **Region 2**
  - **Kevin Marchek**
    - **District 2**
      - **Items 8 – 13**

- **Region 5**
  - **Jeffrey Keirn**
    - **District 8**
      - **Items 14 - 15**
    - **District 9**
      - **Item 16**

- **Bureau of Design and Environment**
  - **Maureen Addis**
    - **Item 17**

- **Bureau of Local Roads**
  - **Maureen Kastl**
    - **Item 18**

- **Bureau of Operations**
  - **Amy Eller**
    - **Items 19 - 20**

- **Bureau of Passenger Rail Corridor Management**
  - **John Oimoen**
    - **Item 21**

# 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 in the specific district 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 |

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. Jody Meador at 217-782-0553 or preferably by email at Jody.Meador@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 2016-17 training schedule is listed below:

## Class Dates/Location:

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

- Nov 30 – Dec 2
- Jan 4 – 6
- Mar 29 – Mar 31

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

- Mar 22 – 24

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

- Mar 8 – 10

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

- Feb 8 – 10

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

- Feb 22 – 24

# Introduction

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

**PROFESSIONAL TRANSPORTATION BULLETIN #182**
**Publish November 10, 2016**

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

This bulletin is sent to each professional consultant on IDOT's prequalified list. A Professional firm who is not prequalified may obtain the necessary information and forms to become prequalified from the INTERNET at: http://www.dot.gov.il/Doing Business/Consultant Services/Consultant Prequalification.

This is not an invitation for bids. Firms properly prequalified for any of the projects listed herein may indicate their desire to be considered for selection by submitting a Statement of Interest for the project through the Engineering and Prequalification Agreement System (EPAS).

IDOT shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. IDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

**STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT, VIA EPAS, PRIOR TO 12:00 P.M. LOCAL TIME, December 01, 2016. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED**.

The selection of professional consultants by IDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to:

1) Ability to complete the work in the time required and the firm's existing workload.

2) The firm's proximity to the project, when important.

3) Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.

4) Financial evaluation of the firm and its accounting methods.

5) Performance rating for past work done for IDOT, if applicable.

All members of the Consultant Selection Committee will be **unavailable** to discuss specifics of projects listed herein during the two-week period preceding the Selection Committee Meeting.

Departmental procedures ensure that all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants. Please do not send letters and/or e-mails expressing your interest in various projects and/or correspondence concerning your firm to members of the Consultant Selection Committee per Illinois Procurement and Ethics (5 ILCS 430/5-50).

# Information for Submitting Statements of Interest (SOI)

**The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. Any work being done by a consultant, prime or sub must be prequalified in the IDOT prequalification category of work they are performing.**

Prequalified firms may indicate their desire to be considered for selection on any of the projects listed herein by submitting a separate Statement of Interest (SOI) for each project.

All interested firms must submit through the Engineering Prequalification and Agreement System (EPAS). This includes specialty firms, for items in the Professional Transportation Bulletin that do not have prequalification categories, i.e. firms not prequalified in the established prequalification categories; typical items are painting, manual rewrites, steel fabrication inspection, specific testing, etc. These firms must contact DOT.ConsultantServices@illinois.gov to establish an account.

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

Information to consider when submitting:

- A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)

- Color graphics/photographs, charts, graphs etc. can be used at your discretion. Make applicable to the requested advertisement.

- **Exhibit A** is used to give a snap shot of the firm's proposed staff as follows:
    - List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
    - QC/QA personnel must be different individuals than the staffing, which prepared the documents.
    - Attach resumes of all key personnel listed in the SOI. It is recommended that individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
    - Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
    - Identify proposed subconsultants, item(s) of work they will perform, and the estimated % of work. If a DBE Goal is in the advertisement then list the DBE subconsultant(s), the work they will be performing, and estimated % of the work. All Subconsultants must be prequalified in the area of work they will be performing.
    - Include Mentor Protégé data if participating.

# Information for Submitting Statements of Interest (SOI)

- **Exhibit B** is required for Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) EPAS prompts the user to complete form B when it is required.

- Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.

- In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.

- The Current Obligation's information is an on line application in EPAS. It must be completed before you submit the Statements of Interest.

- Instructions for completing Disclosure **Forms A** and **B** are included on pages 1and 2 immediately preceding **Forms A** and **B** Disclosure. The Disclosure Forms are a separate document and one set for each prime is submitted. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.

- The Delinquent Debt is generated in the EPAS system and is submitted as a separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included with the Delinquent Debt.

- The Disclosure of Business Operations in Iran is also a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document.

- Exhibit A, Exhibit B (when applicable), the Current Obligations, Disclosures A & B, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are required to be considered.

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

# PROFESSIONAL TRANSPORTATION BULLETIN

# REQUIRED FORMS

# FOR

# STATEMENT OF INTEREST SUBMITTAL

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

Please review the EPAS manual instructions for the submittal process.
http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index

- The BDE Current Obligations is completed in EPAS; it is not a separate document.
- The Delinquent Debt is generated in EPAS based on the Statements of Interest applications is required to be completed by prime and subs and attached in the EPAS application.
- The Disclosure forms A & B are submitted via EPAS. The form is required to be completed and attached separately and then attached in the EPAS Application.
- The Disclosure of Business Operations in Iran BDE Form (BDE 2900), the form is required to be completed and attached separately and then attached in the EPAS Application.

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

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

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

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| 19. | Various | Job No. P-30-004-17, Comprehensive Interstate Rest Area Study Statewide |
| 20. | Various | Job No. D-60-034-17, District 1 Sign and Tower Structure Inspection Projects |
| **Bureau of Passenger Rail Corridor Management** | | |
| 21. | Cook | Job No. P-30-005-17, Program Manager for Chicago Terminal Planning Study |

1. **Job No. D-91-117-17 Various Geotechnical Investigations, Various Counties, Region One/District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **February 8, 2017** at **10:00 A.M.** at the Region One, District One Office in **Schaumburg.**

Phase II engineering services are required for all work required for preparation of Roadway Geotechnical Reports (RGRs) and Structure Geotechnical Reports (SGRs) at various locations in District One. In addition to RGRs and SGRs, the work may include pavement cores and evaluations, ground water studies, and specialized geotechnical analysis and design. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The department will furnish the Consultant with the available plans, historical data, and survey bench marks necessary to perform the work.

Consultant's Statement of Interest will be evaluated based on:

| Rating Description | Weighted % |
|---|---|
| Past Performance in Project Categories | 20 |
| Proposed Staffing from Prime and any subconsultants | 22 |
| Proximity of firm to project location | 5 |
| Proposed DBE use | 5 |
| Available work capacity of firm | 10 |
| The firms experience in the specific district with required project work | 18 |
| Firms understanding/method of accomplishing project requirements | 20 |

The Consultant's work includes all management, layout, provisions for traffic control, drilling, laboratory testing, analysis, drafting, and report preparation necessary for RGRs and SGRs or other projects as assigned.

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

The Consultant will also be expected to perform work similar to an IDOT Geotechnical Analysis Engineer and report to the Geotechnical Section Chief. The Consultant's work may include data collection, geotechnical analyses, and review of geotechnical reports prepared by others. The Consultant will be expected to perform work in the District office as needed.

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.

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

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

**Geotechnical Services (Subsurface Explorations)**
**Geotechnical Services (General Geotechnical Services)**
**Geotechnical Services (Structure Geotechnical Reports (SGR))**
**Geotechnical Services (Complex Geotechnical/ Major Foundation)**

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

**2. Job No. P-91-119-17, Phase I, Various Safety Assessment Projects, Various Routes, Various Counties, Region One/District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **February 1, 2017** at **9:30 A.M.** at the Region One/District One Office in **Schaumburg.**

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

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 firms experience in the specific district with required project work | 25 |
| Firms understanding/method of accomplishing project requirements | 15 |

The department will furnish the Consultant with locations to be reviewed and traffic crash data compiled by the Bureau of Safety Programs and Engineering Offices of Program Development for most recent 5 years.

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

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

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

- The Person who will assume the duties of Project Engineer, that individual-in-charge of the day to day program management work (must be an Illinois Licensed Professional Engineer).

- The person who will assume the duties of Traffic Engineer, that individual-in-charge of the day to day traffic studies work (must be an Illinois Licensed Professional Engineer)

- The person who will perform the QC/QA review work for all milestones submittals (must be an Illinois Licensed Professional Engineer)

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

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

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

3. **Job No. D-91-116-17, FAP 541 (IL Route 132) (Grand Avenue) from Deep Lake Road to Munn Road, Phase II Project, Lake County, Region One, District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **January 31, 2017** at **10:00 A.M**. at the Region One, District One Office in **Schaumburg.**

Phase II engineering services are required for improvements of (IL 132) (Grand Avenue) from Deep Lake Road to Munn Road. The Consultant's work is expected to consist of preparing plans, specifications, and estimates for roadway widening of IL 132 to add left turn channelization and a median. The proposed improvement is expected to include complete removal and reconstruction of a dry land bridge and the replacement of a box culvert at Hastings Creek. The opening and length of the reinforced concrete box culvert will be increased to improve flow conveyance and accommodate the widening of IL 132. Between Deep Lake Road and Munn Road, a shared-use path will be constructed on the north side of the road and sidewalk will be constructed on the south side of the road. Resurfacing of IL 132 is expected west of Deep Lake Road to the estimated project limits at Sheehan Drive.

The following structures are included in this project:

- S.N. 049-D002 (existing) Dry land bridge
- S.N. 049-0586 (existing) Box culvert

The department will furnish the Consultant with available microfilm plans, project report, Location Drainage Study, Hydraulic Report, and other necessary items.

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

Consultant's Statement of Interest will be evaluated based on:

| Rating Description | Weighted % |
|---|---|
| Past Performance in Project Categories | 10 |
| 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 in the specific district with required project work | 15 |
| Firms understanding/method of accomplishing project requirements | 25 |
| Specific staff experience for dry land bridge design | 10 |

The estimated construction cost of this project is $14,450,000. 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 duties of Project Engineer, the individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer)

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

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

- The person who will perform the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (SGR) (must be an Illinois Licensed Professional Engineer). Geotechnical Services (General Geotechnical Services & Structure Geotechnical Report) prequalification categories requirement may be completed by Sub and/or Prime.

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

**Highways (Roads and Streets)**
**Structures (Highway: Typical)**

Statement 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-91-115-17, Various Phase II Projects, Various Routes, Various Counties, Region One, District One.**

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

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

The Consultants who is selected for this project, and all subconsultants the prime Consultant will be using, are scheduled to attend an initial meeting on **February 1, 2017** at **9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

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

The department will furnish the Consultant with available microfilm plans, Bridge Condition Reports, project reports, hydraulic reports, and other available applicable items.

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

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

The 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 | 10 |
| The firms experience in the specific district with required project work | 20 |
| Firms understanding/method of accomplishing project requirements | 15 |

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

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

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

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

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

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

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

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

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

**5. Job No. C-91-128-17, I-90 at I-290/Congress Pkwy (Circle Interchange) Van Buren St. Bridge, Phase III Project, Cook County, Region One/District One.**

This project requires **25% DBE** participation or if the contract goal is not met documented 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 **February 9, 2017** at **9:00 A.M.** at the Region One/District One Office in **Schaumburg.**

Phase III engineering services are required to provide construction inspection for the improvement of I-90/94 under Van Buren Street. Work includes, but is not limited to, the removal and replacement of the existing bridge structure over I-90/94 including the widening and lengthening of the bridge over the J.F. Kennedy Expressway in the City of Chicago. The bridge will be closed to traffic during construction for the entire duration of the project and traffic will be detoured. A new concrete soldier pile retaining wall will be constructed along I-290 westbound ramp between Van Buren Street and Halsted Street (max. retained height of approx. 22 feet). Lighting, ITS, landscaping, aesthetic improvements and enhancements to the existing Greek town plaza located at the southeast quadrant of Van Buren Street and Halsted Street including the relocation of an existing monument structure (obelisk) from Quincy Street to the plaza at this location is also included as well as all incidental and collateral work necessary to complete the improvement.

The following structures may be included:

- S.N. 016-1707 - Van Buren Street Bridge over I-90/94
- S.N 016-1808 - Retaining Wall along SW Ramp

The department will furnish the Consultant with Plans and Specifications.

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

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

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

| Rating Description | Weighted % |
|---|---|
| Past Performance in Project Categories | 10 |
| Proposed Staffing from Prime and any subconsultants | 30 |
| Proposed DBE use | 5 |
| Available work capacity of firm | 10 |
| The firms experience in the specific district with required project work | 20 |
| Firms understanding/method of accomplishing project requirements | 15 |
| Knowledge and experience in permit procedures with the City of Chicago | 10 |

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

The anticipated construction completion date for this contract is October 31, 2018 plus 10 working days. The Consultant must complete and submit final measurements, calculations and final contract record documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

**6. Job No. C-91-120-17, Various Phase III Inspection Projects - Bureau of Traffic Operations (Pavement Marking and other Traffic Control Devices), Various Routes, Various Counties, Region One, District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **February 6, 2017** at **2:00 P.M.** at the Region One/District One Office in **Schaumburg.**

Phase III engineering services are required to assist department resident engineers/technicians on various pavement marking projects throughout District One. The project is expected to require 1 to 2 engineer/engineering technicians to provide general assistance as field crew members during the 2017 and 2018 construction seasons. Typical assignments may include general inspection, project finalization, and documentation of pavement markings, raised pavement markers, roadway signing, overhead sign structure replacement, traffic signal loop detectors and any other work required for the project. Working hours may be extended and not be during typical work hours. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The department will furnish the Consultant with contract plans and specifications.

The personnel shall have a good working knowledge of Department Specifications for Road and Bridge Construction, the Department Construction Manual and documentation and in inspection procedures.

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

| Rating Description | Weighted % |
|---|---|
| Past Performance in Project Categories | 30 |
| Proposed Staffing from Prime and any subconsultants | 20 |
| Proximity of firm to project location | 5 |
| Proposed DBE use | 5 |
| Available work capacity of firm | 10 |
| The firms experience in the specific district with required project work | 15 |
| Firms understanding/method of accomplishing project requirements | 15 |

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

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

- Inspectors (A current IDOT Construction Documentation Certificate is required)
- A Documentation Technician(s), (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities**).

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

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

**7. Job No. P-91-132-17, Interstate 55 from Interstate 80 to US Route 52, Phase I Project, Will County, Region One, District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **January 31, 2017** at **1:00 P.M.** at the Region One, District One Office in **Schaumburg.**

Phase I engineering services are required for all work associated with the preparation of preliminary engineering and environmental studies to improve local and regional connectivity to Interstate 55 in the area generally bound by Interstate 80, US Route 52 and Houbolt Road, which will be further refined following Phase I analysis. Key planning tools may include, but are not limited to stakeholder outreach based on the Context Sensitive Solutions (CSS) Policy, Socio-economic Forecasting, Travel Demand Modeling, and a Geographic Information System (GIS) database. The work will also include all that is necessary to complete a Phase I Combined Design Report and potential Environmental Assessment.

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

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

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

The estimated construction cost of this project is expected to range from $50,000,000 to $100,000,000. The completion date for this contract will be 36 months after authorization to proceed.

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

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

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

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

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

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

- The environmental lead, who will be responsible for the day to day management of the environmental work effort, and the persons responsible for all environmental disciplines including socio-economics/community impacts, ecology, noise and water quality, public Involvement, and technical writing. Environmental Staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.

- The person in charge of the CSS/Public Involvement procedures. Include a detailed description of the CSS/Public involvement work he/she has directed involving facilitation of public meeting and public hearing, organizing work groups and press conferences, drafting press releases and property owner contract letters, etc.

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

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

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

**8. Job No. C-92-038-16, Various Phase III Projects, Various Routes, Various Counties, Region Two/ District Two.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **February 8, 2017** at **10:30 A.M.** at the Region Two, District Two Office in **Dixon.**

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

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

The Consultant will assist the Resident Engineer with all documentation of the project, all necessary plans, specifications, and related forms for record keeping. It is anticipated that the department will do all off site material inspection for the project. The various proposed projects may consist of patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, vertical/horizontal realignment, and/or new roadway projects.

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

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

| Rating Description | Weighted % |
|---|---|
| Past Performance in Project Categories | 15 |
| Proposed Staffing from Prime and any subconsultants | 30 |
| Proximity of firm to project location | 5 |
| Proposed DBE use | 5 |
| The firms experience in the specific district with required project work | 30 |
| Firms understanding/method of accomplishing project requirements | 15 |

The estimated construction costs for these projects may range from $200,000 to $12,000,000. The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the project. The completion date for this project will be 60 months after authorization to proceed.

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

- The Liaison Engineer
- The Materials QA Technician/Inspector(s) - Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of experience with materials inspection.
- The Document Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities**).

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

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

**9. Job No. D-92-103-05, FAP 301 (US 20) Reconstruction from 0.2 miles West of Logemann Road to Rush St. in Stockton, Phase II Engineering Services for Contract Plan Preparation, Jo Daviess County, Region Two/District Two.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **January 31, 2017** at **10:00 A.M.** at the Region Two, District Two Office in **Dixon**.

Phase II engineering services are required for the preparation of detailed contract plans, specifications, and cost estimates for the reconstruction of the horizontal and vertical alignments to improve sight distance at various locations on US 20 from approximately 0.2 miles west of Logemann Road to Rush St. in Stockton. Turn lanes are expected to be added and improvements to the existing shoulders are anticipated to be completed as part of this project. PS&E for the removal and replacement of the structure carrying US 20 over Rush Creek will be included. This project is anticipated to be completed utilizing 3D CADD GEOPAK V8i with OpenRoads Technology compatible with the Draft IDOT Computer Aided Design & Drafting (CADD) Manual a CADD Modeling and Drafting Reference Guide & Project Deliverables Policy for Preparation of Roadway and Structures Plans.

This project may include preparation of staging plans, cross sections, detailed contract plans including roadway plans, final bridge plans, drainage plans, special details; special provisions; quantities, cost estimates and estimate of time, geotechnical engineering services and the preparation of an SGR.

The structure S.N. 043-0036 – US 20 over Rush Creek, 3.4 Miles West of IL 78, is included with this project.

The department will furnish the Consultant with a copy of the Draft IDOT Computer Aided Design & Drafting (CADD) Manual, a CADD Modeling and Drafting Reference Guide, & Project Deliverables Policy for Preparation of Roadway and Structures Plans, an approved Type, Size, Location (TSL) drawing, all 2D CADD files, which include hydraulic information pertaining to proposed culverts, proposed vertical and horizontal alignments, proposed ditching, approved hydraulic report at Rush Creek, approved BCR, and any available as-built/existing plans, microfilm plans, approved design report, traffic data, soil boring data, and any other available information. The department will also furnish the Consultant with alignment data, title reports, and proposed right-of-way plats when available.

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 |
| Proximity of firm to project location | 5 |
| Proposed DBE use | 5 |
| The firms experience in the specific district with required project work | 15 |
| Firms understanding/method of accomplishing project requirements | 20 |
| 3D CADD Experience | 25 |

The estimated construction cost for this project is $22,000,000. The completion date for this contract will be 30 months after authorization to proceed.

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

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

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

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

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

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

- The person(s) who is performing and is directly involved in the 3D CADD work, include detailed experience.

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

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

**Highways (Roads & Streets)**

**Structures (Highway: Typical)**

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

**10. Job No. C-92-014-17, FAI 74 (Interstate 74) from 7th Ave. to 0.9 miles South of the Ave. of the Cities in Moline, in Rock Island County, Region Two/ District Two.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **February 7, 2017** at **1:30 P.M.** at the Region Two, District Two Office in **Dixon.**

Phase III engineering services are required to provide construction inspection of I-74 from 7th Ave. to 0.9 miles South of the Avenue of the Cities in Moline. Work includes, but is not limited to, construction inspection of embankment, storm sewer, curb and gutter, bridge replacement, traffic signals, additional lanes, pavement reconstruction and new pavement, roadway lighting, landscaping, retaining walls, road signs and structures, building demolition and ITS equipment, and noise walls. The project consists of providing three lanes in each direction on I-74 as well as reconstruction of local roads within the project limits.

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

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

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

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

| Rating Description | Weighted % |
|---|---|
| Past Performance in Project Categories | 15 |
| Proposed Staffing from Prime and any subconsultants | 30 |
| Proximity of firm to project location | 5 |
| Proposed DBE use | 5 |
| The firms experience in the specific district with required project work | 30 |
| Firms understanding/method of accomplishing project requirements | 15 |

The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of

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

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

- The Liaison Engineer
- The Materials QA Technician/Inspector(s) - Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of experience with materials inspection.
- The Document Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities**).

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

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

**11. Job No. D-92-044-16, FAP 301 (US 20)/FAP 654 (IL 73)/FAP 1087 (IL 73), Phase II Engineering Services for the Reconstruction of the Intersection at US 20/IL 73, Stephenson County, Region Two/District Two.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 2, 2017** at **10:00 A.M.** at the Region Two, District Two Office in **Dixon**.

Phase II engineering services are required for the preparation of detailed contract plans, specifications, and cost estimates for the reconstruction of the intersection at US 20 and IL 73 approximately 1.0 mile south of Lena. The improvements consist of the reconstruction of the existing roadway with vertical alignment changes, installation of traffic signals, adding turn lanes, providing an adjacent multi-use path, the replacement of multiple culverts, and coordination with the Village of Lena. This project will be constructed utilizing a runaround and stage construction traffic control methods. It is anticipated that approximately 1.6 miles of roadway will be realigned with this project.

This project may include preparation of a Traffic Management Plan (TMP), cross sections; detailed roadway plans, including maintenance of traffic plans, traffic signal plans and erosion control details; drainage system design; special details; special provisions; quantities, cost estimates and estimate of time.

The department will furnish the Consultant with any available as-built/existing plans, microfilm plans, all Phase I project files, including CADD files, approved design report, traffic data, soil boring data, and any other available information. The department will also furnish the Consultant alignment data, title reports, and proposed right-of-way plats when available.

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

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

The estimated construction cost for this project is $7,000,000. The completion date for this contract will be 30 months after authorization to proceed.

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

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

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

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

- The person who will perform the work in the area of geotechnical analysis and the Structural Geotechnical Report (SGR) (must be an Illinois Licensed Structural Engineer). The required Geotechnical prequalification category may be completed by the Prime and/or Subconsultant.

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

- The person who will perform/supervise the work in the area of Traffic Signals (must be an Illinois Licensed Professional Engineer).

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

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

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

**Highways (Roads & Streets)**
**Special Plans (Traffic Signals)**
**Special Studies (Location Drainage)**

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

**12. Job No. C-92-008-16, FAI 74 (Interstate 74) from the Mississippi River to 7th Ave. in Moline, Rock Island County, Region Two/ District Two.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **February 7, 2017** at **10:30 A.M.** at the Region Two, District Two Office in **Dixon.**

Phase III engineering services are required to provide construction inspection for the I-74 corridor from the Mississippi River to 7th Ave. in Moline. Work includes, but is not limited to, construction inspection of embankment, storm sewer, curb and gutter, bridge replacement, traffic signals, additional lanes, pavement reconstruction and new pavement, roadway lighting, landscaping, multi-use path, retaining walls, road signs and structures, building demolition and ITS equipment.

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

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

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

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

| Rating Description | Weighted % |
|---|---|
| Past Performance in Project Categories | 15 |
| Proposed Staffing from Prime and any subconsultants | 30 |
| Proximity of firm to project location | 5 |
| Proposed DBE use | 5 |
| The firms experience in the specific district with required project work | 30 |
| Firms understanding/method of accomplishing project requirements | 15 |

The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the project. The completion date for this contract will be 48 months after authorization to proceed.

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

- The Liaison Engineer
- The Materials QA Technician/Inspector(s) - Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of experience with materials inspection.
- The Document Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities**).

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

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

**13. Job No. P-92-073-16/D-92-073-16, FAP 738 (IL 251) over the Union Pacific Railroad (UPRR) and Rockton Road in Roscoe, IL, Phase I and II Engineering Services, Winnebago County, Region Two/District Two.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 1, 2017** at **10:30 A.M.** at the Region Two, District Two Office in **Dixon**.

Phase I and II engineering services are required for the preparation of a Project Report (anticipated to be a Categorical Exclusion) and Phase II contract plans including the development of detailed plans, specifications and cost estimates for the structures carrying IL 251 over the Union Pacific Railroad and Rockton Road, approximately 2.5 miles and 2.6 miles south of IL 75 respectively. It is anticipated the twin structures over Rockton Road will be total replacements. As part of this project, the department will be investigating the realignment of the existing railroad spur on the east side of IL 251 over the UPRR and possibly relocating it to the west side of IL 251 to eliminate the existing bridges. Consideration would be given to replacing the existing railroad structures with a culvert(s) to accommodate a future multi-use path.

Phase I is anticipated include the preparation of a Project Report, Traffic Management Analysis (TMA), Traffic Management Plan (TMP), Type, Size and Location (TSL) drawings, cost estimate, cross sections, collision analysis, queue and delay analysis, typical sections, supplemental field surveys, hydraulic/drainage analysis and coordination with other agencies.

Phase II is expected to include the preparation of detailed contract plans, final bridge plans, roadway plans, drainage plans, special provisions, quantities, and supplemental field surveys. Continued coordination with other agencies is anticipated with this project through Phase II.

The following structures are included with this project:

- S.N. 101-0029 and 101-0030 – IL 251 over the UPRR, 2.5 miles south of IL 75
- S.N. 101-0031 and 101-0032 – IL 251 over Rockton Road, 2.6 miles south of IL 75

The department will furnish the Consultant with any available as-built/existing plans; most recent NBIS bridge inspection report, approved Bridge Condition Report (BCR), topographic survey data, traffic data, collision data, section corner data, existing right-of-way plats, title reports and any other available information. The Consultant's Statement of Interest will be rated based on:

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

The estimated construction cost for this project is $12,000,000. The completion date for Phase I and Phase II will be 60 months after authorization to proceed. Phase II work will be negotiated as a scheduled supplement near the completion of Phase I.

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

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

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

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

- The person who will perform the work in the area of railway engineering (must be an Illinois Licensed Professional Engineering with Class I Railroad carrier engineering experience).

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

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

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

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

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

**Highways: (Roads & Streets)**

**Structures: (Highway Bridges: 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).

**14. <u>Job No. P-98-002-17, Land Surveying, Various Routes, Various Counties, Region 5/District Eight.</u>**

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

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

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 **February 1, 2017** at **1:30 P.M.** at the Region 5/District Eight Office in **Collinsville**.

Land surveying services are required for various projects in District 8. Work orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis. All wok for this project may be in either English or Metric units.

The Consultant's work is anticipated to consist of performing land surveying services for Land Acqusition projects. The work performed shall comply with the Department's Land Acquisition Manual and with District Eight's standards, guidelines, and procedures.

The Consultant's work may include performing horizontal and vertical control surveys and topographic surveys for highway design projects.

The Consultant's work may also include work as a Land Survey - Project Manager. Project Manager duties shall be performed at the District Eight Office in Collinsville.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

The department will provide alignment data, title commitments, former construction plans, existing right of way information, and proposed right of way requirements for each project, when available.

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

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

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

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

- The person who will assume the duties of the project manager for all aspects of the work documents must be an Illinois Licensed Professional Land Surveyor.

- The person who will be in direct supervision and control of the land survey work must be an Illinois Licensed Professional Land Surveyor.

- The person who will perform the QC/QA review work of all milestone submittal documents must be a licensed Illinois Professional Land Surveyor with adequate experience.

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

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

**15. <u>Job No. P-98-029-17/D-98-029-17, Phase I and/or II work for Various Projects, Various Counties, Region 5/District Eight.</u>**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 8, 2017** at **10:30 A.M.** at the Region 5/District Eight Office in **Collinsville**.

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

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

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

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

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

The Consultant's work may consist of either complete projects or a portion of the total engineering required for a certain project. It is anticipated one or more persons from the Consultant may be required to conduct his/her work in the District 8 office 3-5 days per week.

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

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 in the specific district with required project work | 15 |
| Firms understanding/method of accomplishing project requirements | 15 |

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

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

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

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

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

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

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

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

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

- The person who will perform the Computer Aided Drafting must have 3-5 years' experience using Microstation and Geopak in a Civil Drafting environment, proficient in evaluating and editing tin models and a working knowledge of Excel and Word.

- The person who will perform/supervise the pre-final contract plan reviews of plans developed by others (resume must indicate a background with adequate plan review experience with an emphasis on constructability).

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

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

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

**16. Job No. D-99-005-17, Phase I/Phase II work for Various Projects, Various Routes, Various Counties, Region Five/District Nine**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 01, 2017** at **10:00 A.M.** at the Region Five/District Nine office in **Carbondale**.

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

Phase I engineering services the Consultant's work may include, but is not limited to, data collection, Bridge Condition Reports, Hydraulic Reports, Structure Reports, Structure Geotechnical Reports, type, size and location drawings, ground and hydraulic surveys, cost estimates, right of way information, environmental consequences and related work necessary to produce Project Reports for bridge or roadway projects.

Phase II work may include preparation of pre-final and final construction plans for bridge or roadway projects.

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

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 | 25 |
| Proximity of firm to project location | 5 |
| Proposed DBE use | 5 |
| Available work capacity of firm | 5 |
| The firms experience in the specific district with required project work | 25 |
| Firms understanding/method of accomplishing project requirements | 10 |

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

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

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

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

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

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

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

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

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

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

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

**17. Job No. P-30-025-17, Training Class Development for the Program Development Training Program, Bureau of Design & Environment**

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 **February 1, 2017** at **1:30 P.M.** at the Central Bureau of Design & Environment in **Springfield.**

The department is requesting engineering services for developing and implementing training for the Department's Program Development Training Program. The work is expected to include the development/update of existing classes and new training classes as it relates to Phase I and II engineering activities. Work will include updating existing courses to reflect current policies and procedures. It may also include developing new coursework in emerging areas such a reader friendly documents. This work involves working directly with central office staff in the Bureau of Design & Environment and other bureaus. In addition to updating and creating training material, the Consultant may be required to conduct classes. Work orders under a blanket agreement will be negotiated and authorized by IDOT on an as-needed basis.

The work is anticipated to include:

- Review of current department policies, specifications, and procedures related to various training modules.
- Field visits to obtain pictures and videos for use in the training materials.
- Develop/update class content, including a visual presentation, a training booklet, development of class exercises.
- Conduct training classes in the district offices throughout the state.
- Conduct additional training classes in the district offices throughout the state with training materials and presentations provided by IDOT.

The department will provide any current training relevant material and scheduling/registration information for trainees.

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

| Rating Description | Weighted % |
|---|---|
| Proposed Staffing from Prime and any subconsultants | 20 |
| Proposed DBE use | 10 |
| Available work capacity of firm | 10 |
| Firms understanding/method of accomplishing project requirements | 30 |
| Firms experience in developing training material | 30 |

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

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

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will develop the training materials and presentations for the training class.
- The person(s) who will conduct the training.

Statements of Interest must also include:

- Firm’s experience in roadway and bridge design for the department.
- Firm’s experience and knowledge of working with department policies and procedures, including IDOT's Standard Specifications for Road and Bridge Construction, IDOT Construction Manual and IDOT Bridge Manual and IDOT Bureau of Design and Environment Manual.
- Ability to produce and use the latest version of Microsoft Office products, CADD Micro Station and Adobe Acrobat (PDF).
- Firm's experience with the development of technical manuals, specifications, and presentations and any training provided.
- Firm's techniques for completion of this work.
- A statement of your firm's ability to perform the work within the time frame described above including allowance for review by multiple bureaus within the IDOT Central Office.

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

**Highways (Roads and Street)**
**Location Design Studies (Reconstruction/Major Rehabilitation)**
**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).

**18. <u>Job No. C-30-018-17, Project Management and Project Support for Various Projects, Bureau of Local Roads and Streets.</u>**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **February 9, 2017** at **1:30 P.M**. at the Harry R. Hanley Building, Central Bureau of Local Roads & Streets (CBLRS) office in Springfield.

A Project Manager (PM) Consultant is required to complete the LRS Manual and Forms Update process as well as various engineering services within the CBLRS. The PM will be expected to manage the LRS Manual and Forms review already in process, manage policy implementation, specification and special provision development, jurisdictional transfer process, and local public agency ESR project review. This work involves working directly with central office staff in CBLRS and other bureaus; the Illinois Association of County Engineers, the Illinois Municipal League, and the Township Officials of Illinois; and LPAs and their consultants. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The PM will be expected to perform work similar to an IDOT Civil Engineer V and VI, Technical Manager V and Engineering Technician IV. It is desired that key staff from the PM spend a substantial amount of their time working to support staff in the CBLRS office. This work may include engineering, technical support, engineering management, project control, administrative services, training, and field assignments necessary in bringing completion to projects expeditiously.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

The work is anticipated to include:

- Review policies issued by other offices and bureaus for inclusion or revision of the BLRS Policy Manual.
- Update BLRS Policy Manual based on revisions to AASHTO, TRB, ASTM, NCHRP, federal, and state manuals, guides, reports, research, and process reviews.
- Update policies, guides, specifications/special provisions, forms, and any other CBLRS resource based on federal or state legislative changes.
- Monitor status of experimental feature for development and issuance of statewide specifications or special provisions.
- Provide technical articles and training for the Illinois Technology Transfer Center.
- Coordinate the processing of Environmental Survey Requests (ESR's).
- Review and prepare comments on draft Phase I Project Development Reports (PDR's).
- Prepare, review, and record joint agreements and engineering agreements.
- Prepare, review, and record jurisdictional transfers.

The Consultant is required to have the following:

- Experience and/or demonstrated ability in research, development, and production of technical manuals, including the preparation of manuals for IDOT and other Departments of Transportation.
- Detailed knowledge of and experience in working with highway construction policies and procedures, including IDOT's Standard Specifications for Road and Bridge Construction, Specifications, the MUTCD, related work zone safety, environmental and OSHA policies, federal and state procurement requirements and FHWA contract administration regulations.
- Ability to produce and use the latest version of Microsoft Office products, CADD Micro-Station and Adobe Acrobat (PDF).
- Experience with developing preliminary engineering activities on highway 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 in the specific district with required project work | 10 |
| Firms understanding/method of accomplishing project requirements | 10 |
| Thorough understanding of the departments local roads and streets policy manual and related forms | 20 |

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

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

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

- The person(s) who will perform the duties of Project Engineer who will be directly involved and responsible for engineering and technical support and in the review of project development reports and/or plans (must be an Illinois Licensed Professional Engineer).

Statements of Interest must also include:

- Firm's experience with the development of technical manuals and specifications; and with the review of Phase I and II documents.

- Firm's techniques for completion of this work.

- A statement of your firm's ability to perform the work within the time frame described above including allowance for review by IDOT Central Office, District Offices and LPA Partners.

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

**Highways - Roads & Streets**
**Location Design Studies - Reconstruction/Major Rehabilitation**
**Structures - Highway: Simple**

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

**19. <u>Job No. P-30-004-17, Comprehensive Interstate Rest Area Study. Central Bureau of Operations</u>**

This project requires a **9% DBE** participation, or if the 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 a negotiation meeting on **February 3, 2017** at **10:00 A.M.** at the Harry R. Hanley Building Central Office, Central Bureau of Operations in **Springfield.**

Services are required to conduct a comprehensive study to evaluate the appropriate level of service for Illinois rest areas utilizing a benefit/cost ratio to quantify the functions and values of the rest areas individually and as a system. The study will be utilized as a framework for decision making and should include a mechanism to estimate the impacts associated with the removal of an existing facility or the addition of a new facility. Typical areas of facilities to be studied include but are not limited to evaluation of size and locations of the facilities, traffic and visitor counts, truck and car parking needs, and accessibility and physical needs assessments.

The Consultant's work includes but is not limited to all tools and equipment needed to perform the assessments, and vehicles with appropriate traffic control for the purpose of travel to and inspection of interstate rest areas.

Consultant's Statement of Interest will be evaluated based on:

| Rating Description | Weighted % |
|---|---|
| Past Performance in Project Categories | 30 |
| Proposed Staffing from Prime and any subconsultants | 30 |
| Proximity of firm to project location | 5 |
| Proposed DBE use | 5 |
| Firms understanding/method of accomplishing project requirements | 30 |

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

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

- Project Manager (PM) will assume the duties of staff coordination based on project needs and communicate on a weekly basis with the IDOT Project Manager (must be an Illinois Licensed Professional Engineer.) PM is responsible for meeting all federal rules, regulations, and design criteria that pertain to the development of rest areas on the federal highway system.

- The person who will perform the facility physical needs and accessibility assessments must be an Illinois Licensed Professional Architect and be familiar with all aspects of the Illinois ADA code, ADA Guidelines and ADA parking requirements. Architectural prequalification category may be completed by the prime and/or sub-consultant.

- Engineering Support Staff including Illinois Licensed Mechanical, Electrical and Environmental Engineer and other staff deemed necessary to conduct evaluation of existing or proposed on-site facilities including water and sanitary treatment systems, and building mechanical, electrical and HV/AC systems. Mechanical, Electrical and Sanitary prequalification categories may be completed by prime and/or sub-consultant.

The prime firm must be prequalified in the **Location Design Studies - New Construction /Major Reconstruction** category to be considered for this project.

Statements of interest must also provide a brief outline of proposed procedures to be used to accomplish the project objectives stated. Include any relevant/comparable experience done by the key staff noted above in the last five years.

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

**20. Job No. D-60-034-17, District 1 Sign and Tower Structure Inspections, Various Projects, Various Routes, Various Counties, Bureau of Operations.**

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

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **January 30, 2017** at **1:00 P.M.** at the Harry R. Hanley Building Central Office, Central Bureau of Operations in **Springfield.**

Engineering services are required for the inspection of sign and tower structures and for the collection of data and the development of reports. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

Except when otherwise permitted by the Engineer, trusses shall be inspected by mounting them from the shoulder. This will require shoulder closure in accordance with District 1 Detail TC-17 and as directed by the Engineer. The appropriate traffic control shall be provided for each High Mast Lighting Tower to be inspected. Freeway lane closures for truss inspection shall be kept to a minimum and will only be permitted by the Engineer on a case by case basis where roadway geometry, traffic and other conditions dictate. The Consultant shall request and gain approval from the Illinois Department of Transportation's Expressway Traffic Operations Engineer at www.idotlcs.com twenty-four (24) hours in advance of all daily lane, ramp and shoulder closures and one week in advance of all permanent and weekend closures on all Freeways and/or Expressways in District One. This advance notification is calculated based on workweek of Monday through Friday and shall not include weekends or Holidays. Shoulder closures or partial ramp closures (per attached TC-17) will not be permitted on weekdays (Monday thru Friday) from 5:00 a.m. to 9:00 a.m. and from 3:00 p.m. to 7:00 p.m. Lane closures are normally not permitted during the day. Exact hours will be determined by the Expressway Traffic Operations Engineer.

**Overhead Sign Structures Inspections**

Overhead Sign Structures Phase 1, Data Collection is expected to consist of performing a detailed structural inspection of all components of an overhead sign structure.

- The department will typically provide:
  - List of overhead sign structures to be inspected complete with structure inventory number and location.
  - List of district contacts.
  - Sample copy of inspection reports, if needed.
  - Copy of the Illinois Highway Design Standards for Traffic Control, if needed.

The Consultants work is expected to consist of:

- Proposed inspection schedule.
- Progress report effective the 1st of the month, submitted by the 10th with written narratives to discuss work completed the past month and work expected the following month.
- Trained manpower, equipment, vehicles, and materials to complete the detailed inspections and necessary nondestructive testing.

- The appropriate traffic control for each structure is to be inspected.
- Computerized database, compatible with the department's computer programs, for each structure inspected.
- Photographs of typical deteriorated overhead sign structure components.
- Draft copy of a completed overhead sign structure inspection report.
- The necessary equipment to systematically spot check the wall thickness of suspected deteriorated supports.

Overhead Sign Structures Phase 2 – Data Analysis is expected to consist of using the data collected for each overhead sign structure inspected. The Consultant is required to complete the inspection report form, rating all components of the overhead sign structure and evaluating the overall condition of the structure. Also, using the data collected the Consultant is expected to provide a comprehensive report. The report shall prioritize the inspected structures for repair. Two (2) copies of the report, in hard copy and in electronic media, including digital pictures in JPG format, shall be submitted.

All data collected and used in the analysis of the overhead sign structures and a copy of the computer database developed will be given to the department.

**High Mast Lighting Tower**

High Mast Tower Lighting Phase 1 Data Collection is expected to consist of performing a detailed structural inspection of all components of a High Mast Lighting Tower including foundation. The inspection shall be based on and in accordance with Federal Highway Administration (FHWA NHI 05-036) Guidelines on the Inspection and Maintenance of Ancillary Highway Structures. Inventory data shall be collected which includes date of installation, manufacturer, installation contractor, plate thickness, number of anchor rods, anchor rods diameter, rodent screen/grout pad, tower material, tower coating, type of tower splices, Distance between bottom of leveling nut and top of foundation, light fixtures, camera and miscellaneous attachments etc. Location information and GPS in Latitude and Longitude (decimal degrees) shall be collected in the specified format, and non-destructive tests performed, per listed requirements.
The department will typically provide:

- List of High Mast Lighting Tower to be inspected complete with Tower inventory number and location.
- List of district contacts.
- Sample copy of inspection reports.
- Copy of the Illinois Highway Design Standards for Traffic Control, if needed.
- Templates in electronic form

The Consultants work is expected to consist of:

- Proposed inspection schedule. Work and access must be coordinated with IDOT Electrical Maintenance Contractor.
- A Structural analysis by Structural Engineer and all reports shall be stamped with his/her license.
- A Professional Engineer registered in the State of Illinois who has taken the NHI/FHWA course "Inspection and Maintenance of Ancillary Highway Structures" with five years' experience to conduct the inspections.

- Progress report effective the 1st of the month, submitted by the 10th with written narratives to discuss work completed the past month and work expected the following month.
- Manpower, equipment, vehicles, and materials to complete the detailed inspections.
- The necessary equipment to spot check the wall thickness and measure each flat side on the tower 2”above base plate and one at 12” from base plate.
- The necessary equipment to perform ultrasonic testing, and conduct an ultrasonic test of all anchor rods.
- A test of suspected welds and deteriorated welds with dye penetrant.
- The appropriate traffic control per IDOT Traffic Control specifications for each High Mast Lighting Tower to be inspected.
- Excel database, on a Windows based platform or as approved by the Engineer, for all Towers inspected. To facilitate reporting and prioritization of repairs. Database shall be developed that will allow printed reports that prioritize needed repairs and /or maintenance. File folders with all hard copy of the forms filled out, completed records and documentation for each tower with photographs stamped by a structural Engineer. Including a PDF file of each lighting tower, with the location and tower decal number submitted on a CD.
- Digital photographs of deteriorated High Mast Lighting Tower components; Identified by tower location and decal number shall be linked / tagged to the database.
- Draft copy of a completed High Mast Lighting Tower inspection report.
- A handheld mapping grade GPS device shall be used for the data collection. GPS coordinates of High Mast Lighting Tower, datum to be used shall be North American 1983. Prior to the collection of data, the contractor shall provide a sample data collection of at least six data points of known locations to be reviewed and verified by the Engineer to be accurate within 3 feet. The receiver shall support differential correction and data shall have minimum sub-meter accuracy after post processing. The device may also utilize Differential GPS to obtain the specified accuracy. Upon verification, data collection can begin.

GPS receivers integrated into cellular communication devices, recreational and automotive GPS devices are not acceptable. The GPS shall be the product of an established major GPS manufacturer having been in the business for a minimum of 6 years. The manufacturer and model of the GPS device shall be identified as well as any software used on the device and in post processing.

Using the data collected for each High Mast Lighting Tower inspected the consultant shall complete the inspection report form, rating all components and evaluating the overall condition of the High Mast Lighting Tower. The rating shall show reliability as good, fair, poor, and critical as specified under FHWA.

Using the data collected, a comprehensive report shall be prepared. The report shall prioritize the inspected High Mast Lighting Tower for repair. Two (2) copies of the report, in hard copy and in electronic media, shall be submitted with the templates provided by IDOT with all fields filled out and completed for each tower.

- All data collected and used in the analysis of the High Mast Lighting Tower and a copy of the computer database developed will be given to the department.
- The GPS shall be included in the report and shall be provided separately in an electronic format that shall be compatible with MS Excel. Latitude and Longitude shall be in decimal degrees with a minimum of 6 decimal places.

- The report shall provide recommendations for repair; time-frame and priority rating of the repair for each component any critical repairs required must be clearly identified.
- A summary report/letter shall be provided with required maintenance recommendations for all High Mast Lighting Tower inspection and analysis.

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

| Rating Description | Weighted % |
|---|---|
| Past Performance in Project Categories | 30 |
| Proposed Staffing from Prime and any subconsultants | 20 |
| Proximity of firm to project location | 5 |
| Proposed DBE use | 5 |
| Available work capacity of firm | 10 |
| The firms experience in the specific district with required project work | 15 |
| Firms understanding/method of accomplishing project requirements | 10 |
| Experience in structural inspection of overhead sign structures and high mast light towers. | 5 |

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

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

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

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

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

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

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

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

## 21. Job No. P-30-005-17 Program Manager Chicago Terminal Planning Study, Cook County, Central Bureau of Rail

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **February 3, 2017** at **11:00 A.M.** at the Central Bureau of Rail office in **Chicago**.

Phase I and railroad corridor planning services are required for the development of an updated and enhanced Service Development Plan (SDP) for the Chicago-Detroit/Pontiac Corridor expanded to include the Chicago Terminal Study Area, near and approaching Chicago Union Station, within the State of Illinois. This program is a Federal Railroad Administration (FRA) funded Passenger Rail Corridor Investment Plan (PRCIP) project in partnership with IDOT, Chicago Department of Transportation (CDOT), and Metra to provide sufficient information to support future decisions to fund and implement major investments in the Chicago Terminal Study Area.

The Program Management Consultant (PMC) will manage various projects in order to assist the DOT in completion of this program. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

Teaming agreements will not be allowed on this project.

The PMC will be expected to perform work similar to an IDOT Section Chief & staff. This project may include but is not limited to conceptual engineering, capital programming, technical analysis, management, land acquisition, environmental, railroad operations modeling, financial projections and analysis, and administrative services to assist in bringing to completion as expeditiously as possible the program intent.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work. Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant are prohibited. At the negotiation meeting, the prime Consultant and subconsultant(s) will disclose all current relationships with contractors.

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

- Manage Consultant projects assigned, including reviews and contract administration.
- Manage and track project-level cost, schedule and budget requirements, and coordination with IDOT program-level and assigned project-level controls personnel.
- Validate and monitor project scope.
- Identify and implement all necessary coordination and communication within and outside the department, to IDOT, FRA, CDOT, Metra and other stakeholders as required.

- Hold regular progress meetings and briefings for IDOT where details of project and progress are presented.
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines.
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT.
- All other work as required to manage program.

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

The 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 | 10 |
| Proximity of firm to project location | 5 |
| Proposed DBE use | 5 |
| Available work capacity of firm | 10 |
| The firm's experience in the specific district with required project work | 10 |
| Firm's understanding/method of accomplishing project requirements | 30 |
| Experience in Railroad Coordination and Railroad Operations Modeling | 20 |

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

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

- The person who will assume the duties of Program Manager for all aspects of the work documents (include applicable railway experience).

- The person who will assume the duties of Program Engineer, that individual-in-charge must be an Illinois Licensed Professional Engineer (include applicable railway experience).

- The person who will assume the duties of budget/schedule reporting and oversight for the program with full FRA reporting qualifications/capabilities.

- The person who will assume the duties of service operations modeling and analysis (include all applicable railway experience).

- The person(s) who will perform the QC/QA review work of all milestone submittals & include all applicable railway experience.

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

The prime firm must be prequalified in the **Transportation Studies (Railway Engineering)** category to be considered for this project.

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

# NOTICE
## Overhead Rates

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

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

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

## NOTICE

## IDOT Prequalification Letter (5-5-16)

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

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

**SEFC Applications**

Start New SEFC | Amend Last SEFC

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

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

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

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

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

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

**The IDOT prequalification approval letters:**

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

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

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

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

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

# NOTICE

List of Prequalified Consultant Firms

May 05, 2016

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

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

Information has been added to the website to help clarify:

**Prequalification**

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

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

Firms are encouraged to monitor their prequalification status in EPAS.

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

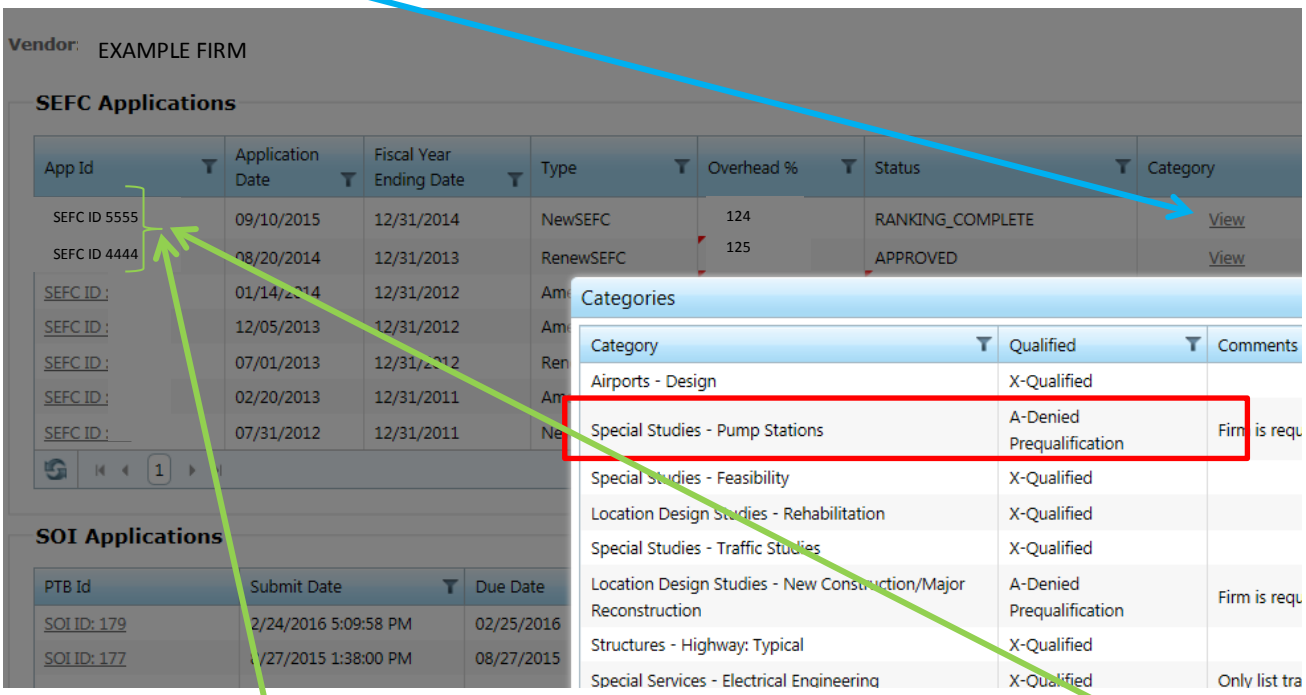
**Vendor Search Results / Details**

Vendor: |

**SEFC Applications**

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

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




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

Categories

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

Information on website:

EXAMPLE FIRM

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

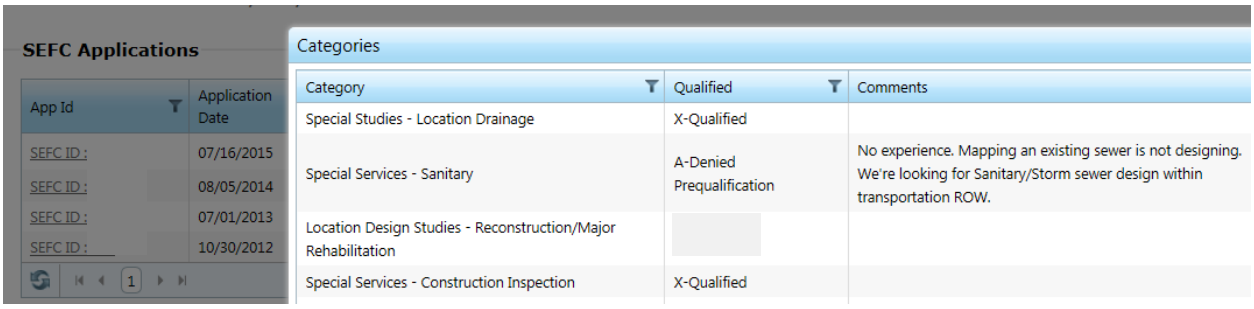
If the firm's status is Ranking Process, the prequalification category reviews have not been completed.

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

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

Categories

| Category | Qualified | Comments |
|---|---|---|
| Special Studies - Location Drainage | X-Qualified | |
| Special Services - Sanitary | A-Denied Prequalification | No experience. Mapping an existing sewer is not designing. We're looking for Sanitary/Storm sewer design within transportation ROW. |
| Location Design Studies - Reconstruction/Major Rehabilitation | | |
| Special Services - Construction Inspection | X-Qualified | |

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

# NOTICE

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

## USDOT 1050.2A
## APPENDIX E

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

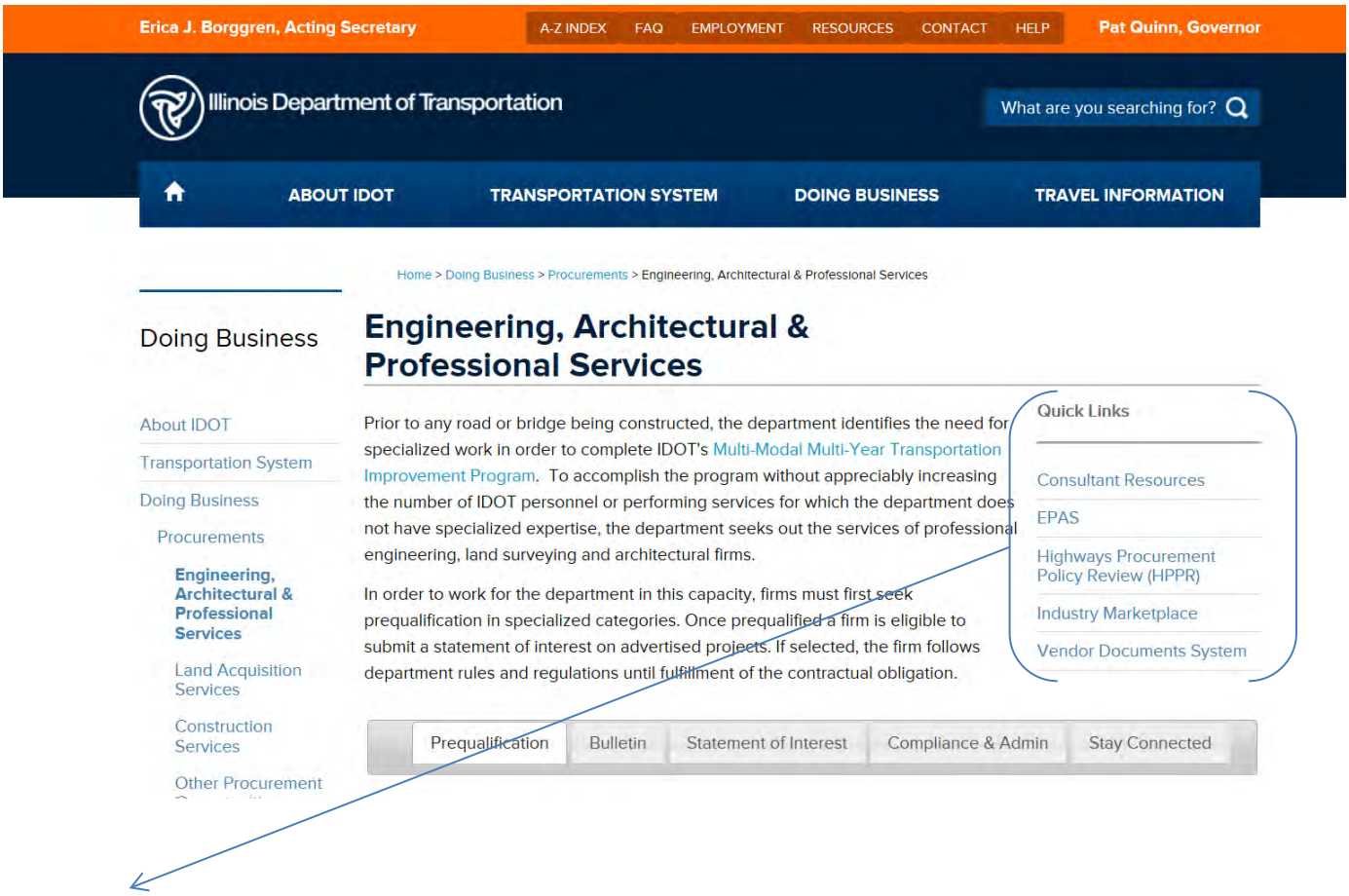
**Pertinent Non-Discrimination Authorities;**

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

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

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

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



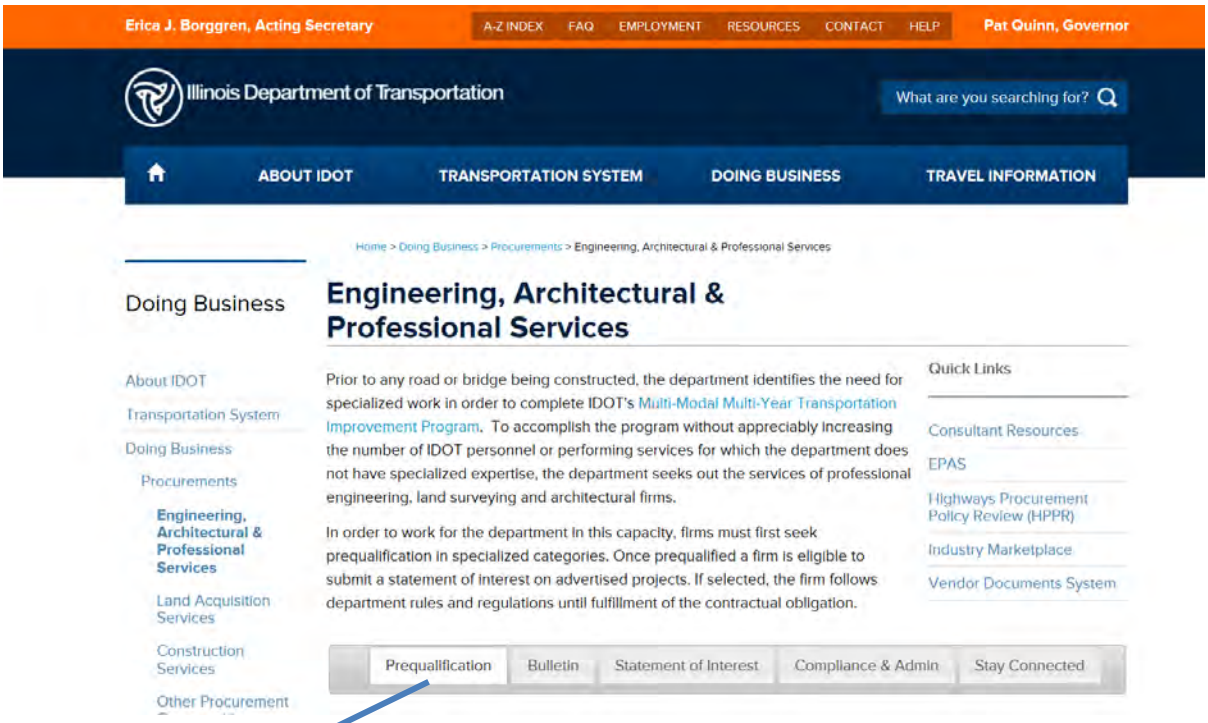

Consultant Resources: All the highway standards, specifications etc. These are resources used to create Planning/Project Reports and Plans, Specs and estimates for roads and bridges.

EPAS: The logon Screen

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

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

Vendor Documents System: Log on Screen




## Prequalification

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

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

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

### Prequalification

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

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

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

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

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

## Bulletin

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

- PTB 174r2 (revised 11-20-14)

**Negotiation Information**

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

Tentative PTB Schedule

| Activity | Publish PTB | Statements of Interest Due | Selection Meeting |
|---|---|---|---|
| PTB 173 | 8/7/2014 | 8/28/2014 | 10/22/2014 |
| PTB 174 | 11/6/2014 | 12/4/2014 | 1/28/2015 |

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

## Statement of Interest (SOI)

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

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

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

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

Things to Keep in Mind While Completing a SOI

**Disadvantaged Business Enterprises (DBE) Goal**

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

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

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

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

## Compliance & Administration

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

Agreement Execution | Administration of the Project | Policy & Procedures

## Agreement Execution

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

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

Prime Agreement

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

## ***Prime Agreement:***

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

▾ Requirements

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

- Quality Assurance/Quality Compliance Plan

  *Submitted to DOT.Escalation@illinois.gov
  **Uploaded to Vendor Documents Database once complete proposal package is
  received by the department and the contract number appears under the contract listing.

▸ Facilities Capital Cost of Money

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

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

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

- Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contract

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

## ***For Supplemental:***

### Supplemental Agreement

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

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

- Requirements
- Facilities Capital Cost of Money

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

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

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

- Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contract

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

Agreement Execution | Administration of the Project | Policy & Procedures

## Administration of the Project

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

### Invoices

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

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

### Firm Changes

### Closing out a Project

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

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

## Stay Connected

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

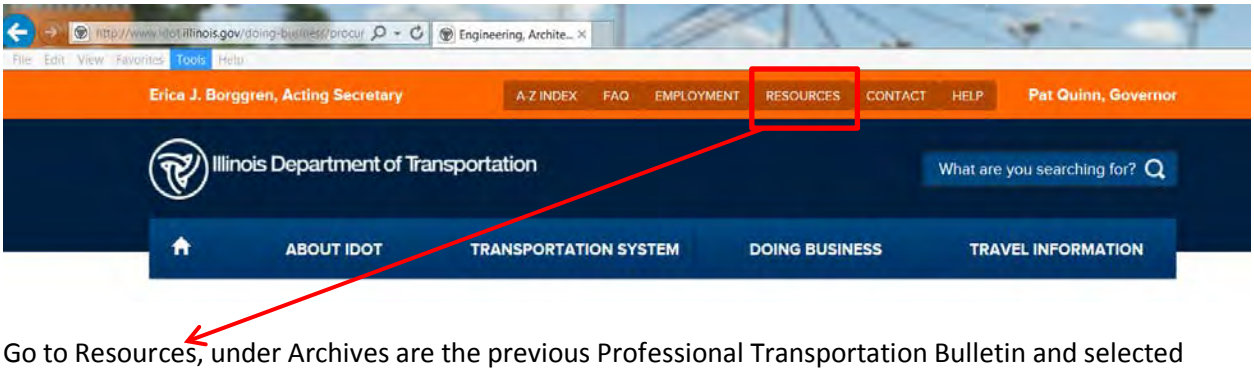
**Instructions to Subscribe**

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

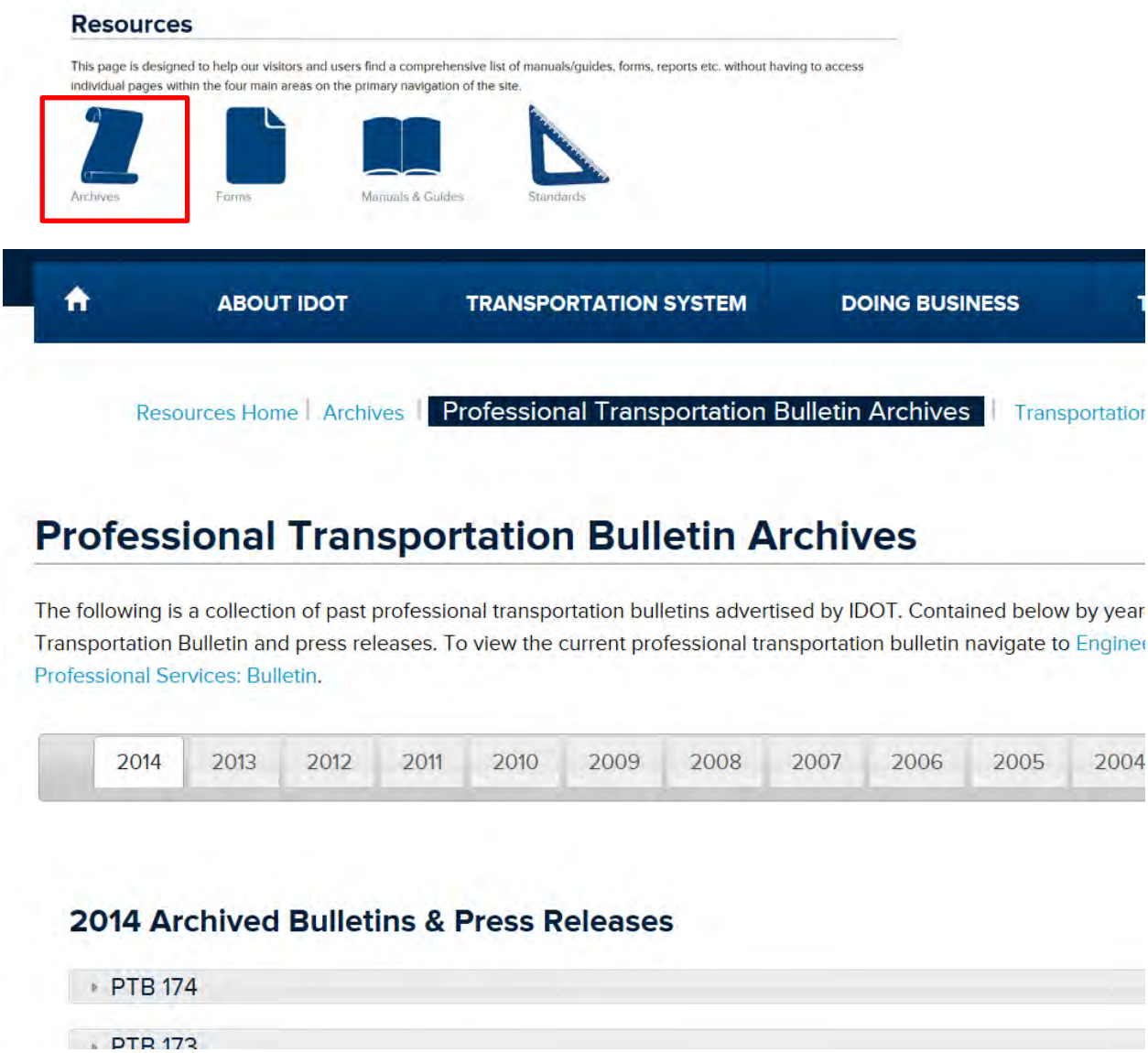
**Instructions to Unsubscribe**

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

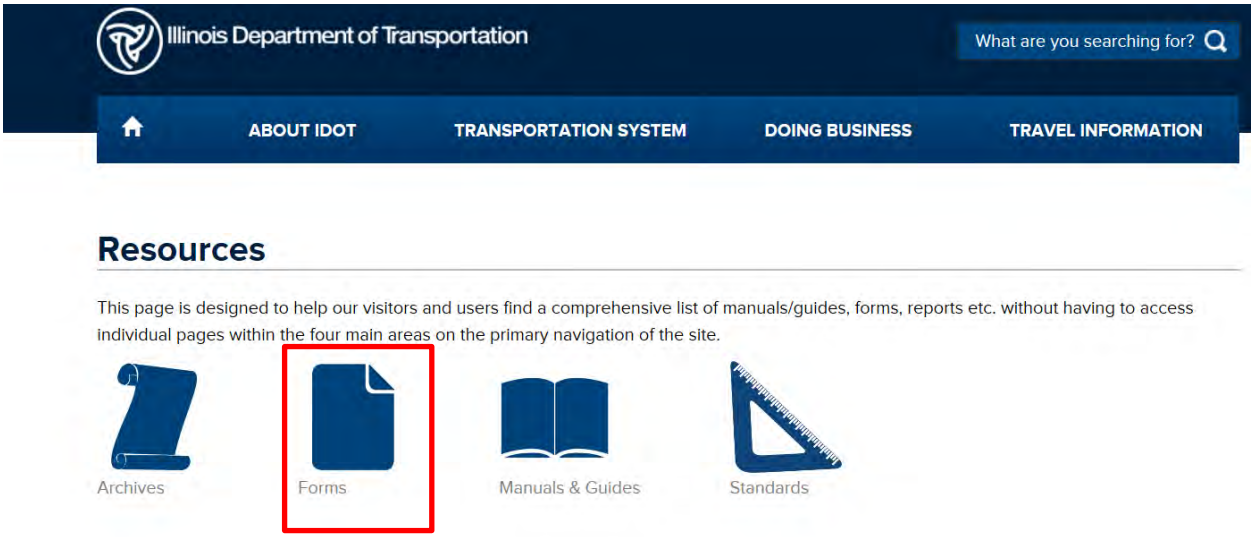
Using the Top Orange Ribbon:




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

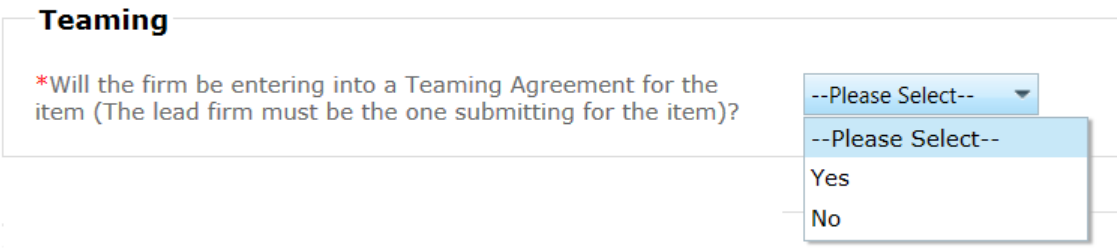


Under Resources, Forms go to “D” and the Bureau of Design & Environment forms are located there.



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

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




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

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

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

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

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

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

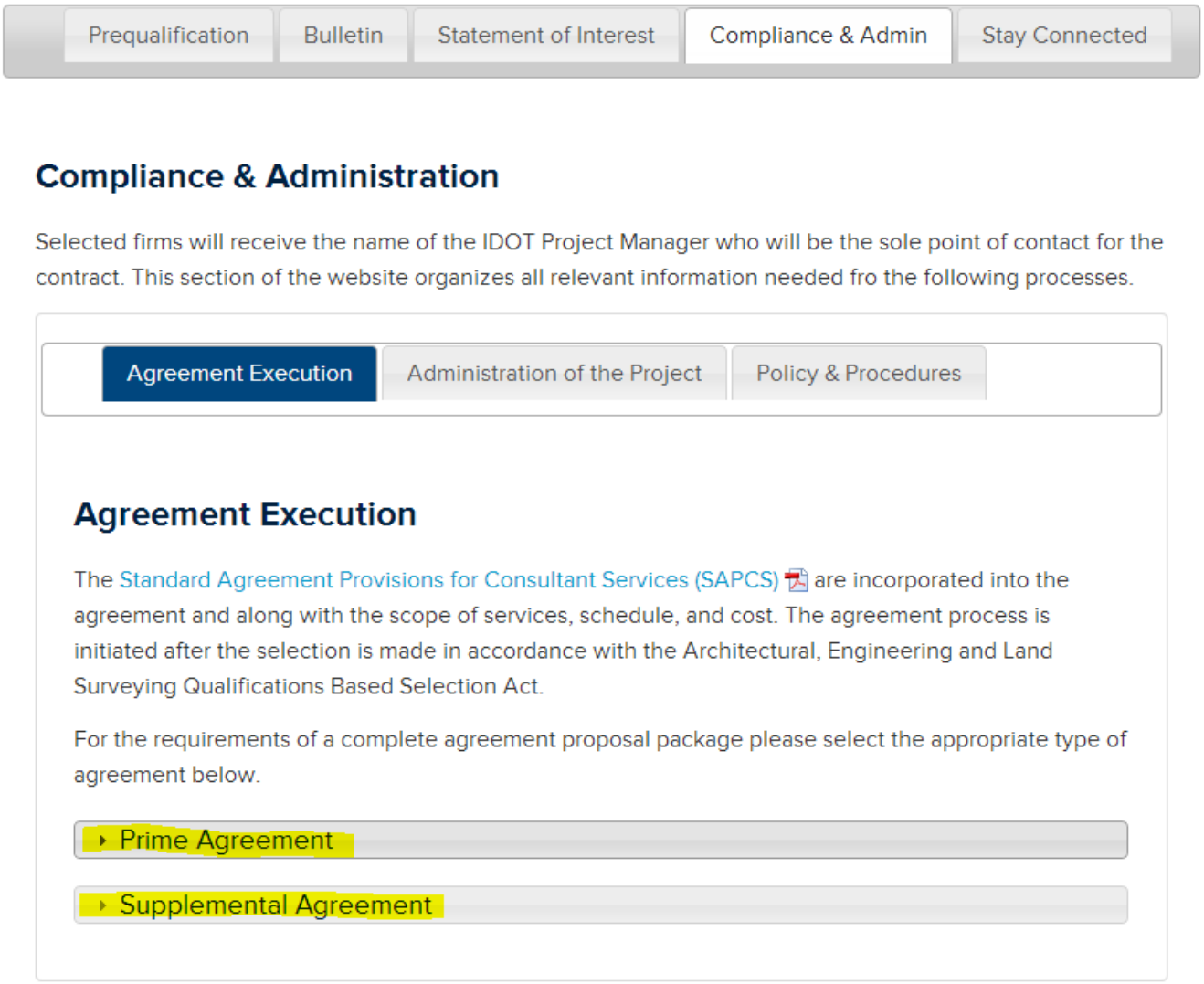
Review the EPAS Instruction Manual for details on submitting Statements of Interest through Teaming: http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/EPAS%20Instructions%20Manual.pdf

# Notice

## Reminder for Payroll Rate Sumbittal

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

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



# NOTICE:

Now available on the internet:

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

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

Construction | Engineering

## Engineering

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

- Learn More
- How to Get Started
- Forms

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

**Submitting a Plan**

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

**Compliance**

- Mentor-Protégé Compliance Check Sheet

**Reporting**

- Quarterly Report
- Final Report

**Required Assessments**

- Mentor Assessment

# NOTICE

# 2-26-13

This requirement is NOT a criteria for Selection.

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

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

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

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

# SB 51 Rules

### Impacts

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

### SB 51 Communications Reporting Aftermath

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

### SB 51 Communications Report Relief

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

### New Rules

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

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

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

# Notice
# Documentation of Contract Quantities Class

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

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

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

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

# NOTICE

## METHOD OF PAYMENT

### Effective 01-26-11

All future projects, beginning with PTB 159, will utilize the **Cost Plus Fixed Fee (CPFF)** method of compensation.

CPFF formula:
Compensation = DL+DC+OH+FF

**Where FF:**

<u>For Prime Agreements is:</u>
(0.37+ R)DL+%DL

When % is:
1 or 2 sub-consultants = 10% of Direct Labor (DL) of Subs
3 or 4 sub-consultants = 12% of Direct Labor (DL) of Subs
5 or more sub-consultants = 15% of Direct Labor (DL) of Subs

<u>For Sub-Consultants</u>
(0.37 + R)DL

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

# Notice
# Of
# IDOT ELECTRONIC ENGINEERING CONSULTANT SUBSCRIPTION SERVICE
# November 10, 2010

To receive updates related to the Prequalification of Consultant Engineering Firms, the Publishing of the Professional Transportation Bulletin, or other information related to Consultant Engineering through the free subscription service; please follow the instructions for subscribing. The information for both these items will be automatically e-mailed to the subscriber upon release.

Located at: http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Connect

**Instructions to Subscribe**

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

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

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

**Instructions to Unsubscribe**

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

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

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

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

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

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

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

_____ _____
Signature (mandatory) Date

_____
Print Name

_____
Print Title

_____
E-mail Address

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

NOTICE
Effective January 24, 2008

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

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

http://amrl.net

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

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

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

- Select Next
- Select Finish

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

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

Justan Mann P.E.
Acting Deputy Director

# Notice
## For

## Department Manuals, Memorandums, & Rules

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

Aeronautics Part 14 Aviation Safety Rules
Aeronautics Part 16 Airport Hazard Zoning Rules
All Bridge Designer Memoranda
Bureau of Bridges and Structures Documents, Manuals and Procedures
Bureau of Construction Current Construction Memorandums Bureau of Design and Environment Manuals & Memorandums Bureau of Land Acquisition Policies and Procedures Manual Updates
Coded Pay Items
CREATE Manuals
Land Acquisition Manual
Bureau of Local Roads Circular Letters
Bureau of Local Roads Manual
Bureau of Safety Engineering Programs, Policies & Manuals
Construction Manual
Geotechnical Documents Manuals and Procedures
Government Electronic Records Act
IDOT Drainage Manual
Illinois Highway Info System Roadway Info & Procedure Manual
Illinois Highway Info System Structure Info & Procedure Manual
Illinois Highway Info System Railroad Info & Procedure Manual
Illinois Traffic Monitoring Program
Manual on Uniform Traffic Control Devices Oversize/Overweight Permit Policy Manual Project Procedures Guide
Quality Standard for Work Zone Traffic Control Devices

The Highway Manuals Sales Order Forms (Highway Manual Order Form) is available at: **http://www.idot.illinois.gov/doing-business/sales/manual-sales/index**

# NOTICE
# DBE FIRMS AND PROJECT GOALS

The firms noted on the List of Pre-qualified Consultants on IDOT's website (http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index#Prequalification) are firms certified as a DBE in specified areas. It is the responsibility of any prime consultant firm to go to the **Illinois Unified Certification Program** web site (http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index) to verify the subconsultant is certified as a DBE in the area of work the sub will be performing on a specific project. Only the pre-qualified areas of work the DBE firm is certified in as a DBE will be considered toward the project's DBE goal.

Each list of tasks specified on a DBE's Cost Estimate Consultant Services (CECS) will be verified for DBE certification beginning January 1, 2007.

If you have any questions on DBE certification, please contact the Office of Business and Workforce Diversity. (217) 782-5490

## “Special Notice Regarding Disadvantaged Business Enterprises”

The Illinois Department of Transportation (IDOT) has designated various projects advertised in the Professional Transportation Bulletin as requiring participation by Disadvantaged Business Enterprises (DBEs). As a condition for any firm to be considered for a project requiring DBE participation, it must subcontract a minimum of the designated percent to a DBE. Each firm’s letter must include a statement that it intends to subcontract the designated percent to a DBE. The Exhibit A in the Statement of Interest must include the DBE Consultant and the category of work they are going to perform.

To be considered as a prime consultant or subconsultant, a DBE must be prequalified with IDOT’s Division of Highways’ Bureau of Design and Environment (BDE). IDOT’s Bureau of Small Business Enterprises (SBE) maintains a Disadvantaged Business Enterprises Directory of certified DBEs for the purpose of providing a reference source to assist firms. You can view/print and download the most current listing of DBE firms at IDOT’s web site http://www.idot.illinois.gov under “Doing Business” “Small Business Enterprises” “Disadvantaged Business Enterprises (DBE) Program/IL UCP DBE Directory.” DBE firms who are prequalified by BDE and are interested in performing consultant work are listed under the UCP Directory by Category, Architecture/ Engineering Sorted by firm. Any firm desiring to subcontract work to firms that are not certified DBEs should encourage them to become certified by contacting SBE’s Certification Section at (217) 782-5490.

Failure to assign at least the designated percent to one or more DBEs or to demonstrate that a good faith effort was made to assign the designated percent shall result in one of the following:

1. Notification to the prime consultant that the Agreement will not be signed until the percentage of DBE participation is met.

2. The Agreement will be signed with the understanding that payments to the prime consultant will be reduced by an amount determined by multiplying the total Agreement fee by the designated percent and subtracting the dollar value of DBE subcontracts.

3. Contract negotiations will be terminated.

Upon completion of the contract, should it be determined the prime consultant failed to assign the designated percent to an eligible DBE or demonstrated that a good faith effort was made to assign the designated percent as agreed upon, payment to the prime consultant will be reduced by the amount set forth in number 2 above.

A complaint regarding any decision rendered by or action by any Division or Office of IDOT pursuant to these requirements may be filed with the Secretary of IDOT.

Notice
Of Requirement For
Illinois Department of Human Rights (IDHR)
Public Contract Number

Following selection, all proposal packages submitted to the Illinois Department of Transportation (IDOT) must contain the firm's IDHR number and the expiration date. The Department is required by law to require this number from all parties contracting with the State of Illinois. If your firm currently does not have an IDHR number the application form may be obtained from the following web-site http://www.state.il.us/dhr/Programs/DHR_PBCT.htm or may also be obtained by contacting: DHR, Public Contracts Section Public Contracts Division100 W. Randolph, Suite 10-100Chicago, IL 60601or by calling: 312-814-2432 (TDD 312-263-1579)

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

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

# Overtime Billing for Engineering Consultant Contracts

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

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

***LAKELAND COLLEGE TRAINING COURSES***

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

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

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

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

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

**https://www.nhi.fhwa.dot.gov/default.aspx**

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

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

**http://www.ntionline.com**

**ILLINOIS CENTER FOR TRANSPORTATION**

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

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

For questions about registration and cancellations contact:

Trachia Wilson

Email: tstolz@illinois.edu

Phone: 217-300-3197.