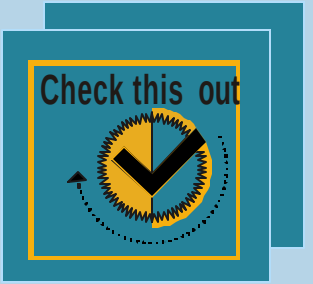
Professional Transportation Bulletin

PTB 166

November 08, 2012
Revised Nov. 15, 2012

Statements of Interest are due before 12:00 p.m.
on November 29, 2012
Selection Date: January 23, 2013



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

IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: January 23, 2013

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

REVISION DATE: November 15, 2012

Items 19, 20 and 21 have been revised by:

- Changing the required category of Environmental Assessment to Environmental Impact Statement.
- The work order verbiage has been deleted; it is now a specific contract.
- Time of completion revised from 48 months to 36 months.

Statements of Interest for all items are due 11-29-12.

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.dot.il.gov**.**

Professional Transportation Bulletin

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

Questions concerning this Bulletin should be directed to:
Carrie Kowalski
Consultant Unit Chief
E-mail: Carrie.Kowalski@illinois.gov 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
Mr. John Fortmann
District 1
201 West Center Court
Schaumburg, IL 60196

Region 2

District 2
Mr. Paul Loete
819 Depot Avenue
Dixon, IL 61021

District 3
Mr. Paul Loete
700 East Norris Drive
P.O. Box 697
Ottawa, IL 61350

Region 3

District 4
Mr. Joseph Crowe
401 Main Street
Peoria, IL 61602

District 5
Mr. Joseph Crowe
Route 133 West
P.O. Box 610
Paris, IL 61944

Region 4

District 6
Mr. Roger Driskell
126 East Ash St.
Springfield, IL 62704

District 7
Mr. Roger Driskell
400 West Wabash
Effingham, IL 62401

Region 5

Mr. Omer Osman
District 8
1102 Eastport Plaza Drive
Collinsville, IL 62234

Mr. Omer Osman
District 9
State Transportation Building
P.O. Box 100
Carbondale, IL 62903

Tentative Schedule
For
Professional Transportation Bulletins

ACTIVITY	PTB 167	PTB 168	PTB 169	PTB 170	PTB 171	PTB 172	PTB 173
PUBLISH PTB	**02/07/13**	**05/02/13**	**08/08/13**	**11-14-13**	**02-06-14**	**05-01-14**	**08-07-14**
***STATEMENTS OF INTEREST ARE DUE	**02/28/13**	**05/23/13**	**08/29/13**	**12-05-13**	**02-27-14**	**05-22-14**	**08-28-14**
SELECTION MEETING	**04/24/13**	**07/17/13**	**10/23/13**	**01-29-14**	**04-23-14**	**07-16-14**	**10-22-14**

***** STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 11-08-12 & 11-29-12 (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.

E-mailed Statements of Interest **WILL NOT** be considered.

NOTICE

Proposed Negotiation Meeting information for Items will be available at the following link: http://www.dot.il.gov/dobuisns.html

Link for negotiation information

Consultant Services

Bridge CADD Standards / Downloads
CADD Roadway Drafting Reference Guidelines
CADD Standards/Downloads
CADD Roadway and Structure Project Deliverables Policy
Consultant Forms
Consultant Mentor Protégé Program
Consultant Prequalification
Consultants Professional Transportation Bulletins
Facility Cost of Capital Rates
Federal Mileage Reimbursement Rates (for existing contracts with CONUS)
Frequently Asked Questions ***NEW***
Negotiation Information for Current Bulletin
Professional Transportation Bulletin Schedule
Standard Agreement Provisions for Consultants
State Mileage Reimbursement Rates
Uniform Audit and Accounting Guide

- **Region 1**
  - **John Fortmann**
    - **District 1**
      - **Items 1 - 8**
- **Region 3**
  - **Joseph Crowe**
    - **District 4**
      - **Item 9**
- **Region 4**
  - **Roger Driskell**
  - **District 7**
    - **Item 10**
- **Region 5**
  - **Omer Osman**
  - **District 8**
    - **Items 11 – 12**
  - **District 9**
    - **Item 13**
- **Bureau Design & Environment**
  - **John Baranzelli**
    - **Item 14**
- **Bureau of Operations**
  - **Justin Mann**
    - **Items 15 - 18**
- **Bureau of High Speed & Passenger Rail**
  - **Joseph Shacter Items 19-21**
- **Bureau of Safety**
  - **Priscilla Tobias**
    - **Item 22**

NOTICE
EPAS
ELECTRONIC SUBMITTALS -- Update
11-8-12

NEW FOR STATEMENTS OF INTEREST

Submit Statements of Interest for PTB 166 through EPAS.

E-mailed Statements of Interest will not be accepted.

The instructions regarding submittals for EPAS are located under the IDOT website, Doing Business, Consultant Services, Consultant Prequalification. http://www.dot.il.gov/desenv/preqcons.html Please refer to the manual for Statement of Experience and Financial Condition and Statements of Interest submittal processes.

EPAS will not allow incomplete or partial submittals. It will not allow submittals after the cutoff time. Do not wait to start this process. I strongly encourage review of the manual and completing as soon as possible.

For Specialty Consultant firms not currently prequalified and that wish to submit on specialty items, such as the Phase III Engineering Services for the fabrication and delivery of push boat & barge at the Kampsville Ferry Crossing, firms will need to Contact Carrie.Kowalski@illinois.gov to establish an EPAS account.

Statement of Experience and Financial Condition

All updates to Statement of Experience and Financial Condition are required to be completed through the Engineering Prequalification Agreement System (EPAS).
THE DEPARTMENT **WILL NOT** ACCEPT PAPER VERSIONS. This includes staffing updates, category requests, change in address, etc.
After a firm is prequalified and approved, it can be updated by amending the SEFC application. Logon to EPAS, select amend, and be specific in the text as to what is being revised. Revise the Statement of Experience and Financial Condition application and when completed, submit to IDOT for review.

Only one active application at time can be done. If there is data in the IDOT queue to be reviewed, an update cannot be done until IDOT has completed its review. If the application is in the firm's queue and says in progress that means it has not been submitted to IDOT. The summary and submit and the approval box must be completed by the firm. When the application says submitted, then it's been sent to IDOT for review.

NOTICE FOR JOINT VENTURE
November 8, 2012

Statements submitted by Joint Ventures may be considered unless specifically stated in the advertisement that they cannot. The Joint Venture, Agreement signed by all parties, must be included with the statement of interest. The Joint Venture entity will have the sum of the individual firms' prequalification, capacity and evaluation history.

IDOT **DOES NOT** have a form for joint venture agreements. The firms submitting as a joint venture are required to obtain and submit the joint venture agreement.

If a firm is submitting as part of a JV team, then the firm may not submit as a prime alone or as part of another Joint Venture team on the same item.

The required insurance coverage applies to the Joint Venture entity.

The Joint Venture entity will submit one statement of interest with the following specified:

- The party who will be the managing the firms, i.e. the lead firm.
- Which party is doing invoicing (typically the lead firm)
- The firm responsible for each prequalification category (must be prequalified in the category of work the firm is performing)
- Each individual firm's work left, delinquent debt, Iran disclosure, and disclosure forms A&B are required.
- Key personnel name and firm name on Exhibit A.

The EPAS system is capable of doing Joint Ventures. There are no longer codes or requests required. The firm's interested in performing Joint Ventures will coordinate with each other and submit through EPAS.

NOTICE

ILLINOIS STATE BOARD OF ELECTIONS (SBE) CERTIFICATE

November 8, 2012

The requirement of including the State Board of Elections Certificate (SBE) with each Statement of Interest is no longer required.

Firms are required to be registered with the State Board of Elections.

To register go to http://www.elections.state.il.us/Default.aspx

The Chief Procurement Office will verify that all selected firms are registered. Firm's not registered may not be awarded the contract.

NOTICE

The Department of Natural Resources selected Hanson Professional Services, Inc. for PTB 164 Item 22 in August 2012.

Introduction

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

PROFESSIONAL TRANSPORTATION BULLETIN #166
Publish November 8, 2012

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, November 29, 2012. 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.

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, ie firms not prequalified in the established prequalification categories; typical items are painting, manual rewrites, steel fabrication inspection, specific testing, etc. These firms must contact Carrie.Kowalski@illinois.gov to establish an account.

EPAS Login link and the instruction manual for using EPAS are located on the IDOT Website under Doing Business, Consultant Services, Consultant Prequalification: http://www.dot.il.gov/desenv/preqcons.html

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 and item(s) of work they will perform. If a DBE Goal is in the advertisement list the DBE subconsultant(s) and work the firm will be performing. All Subconsultants must be prequalified in the area of work they will be performing.
    - Include Mentor Protégé data if participating.

- **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)

Information for Submitting Statements of Interest (SOI)

- 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 Disclosure **Forms A** and **B**. 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.

EPAS will not allow a submittal without all required information included.

PROFESSIONAL TRANSPORTATION BULLETIN
REQUIRED FORMS
FOR
STATEMENT OF INTEREST SUBMITTAL

The information required by the forms is required, but with the New EPAS application, it will be handled differently. The information is contained in the EPAS Instruction Manual and can be followed in the EPAS SOI process.

Please review the EPAS manual instructions for the submittal process.
http://www.dot.il.gov/desenv/preqcons.html

The BDE Current Obligations is completed in the new system; it is not a separate document. The Delinquent Debt is generated in EPAS based on the Statements of Interest applications.

The Disclosures **A & B** are submitted via EPAS. The form is required to be completed and attached separately and then attached in the EPAS Application.

BDE Forms are also located at: http://www.dot.il.gov/desenv/deform.html .

Item #	County	Description
Region 1/District 1		
1	Various	Job No. C-91-107-13, Phase III Various Projects
2	Will	Job No. D-91-124-13, Illiana Expressway, I-55 to Illinois/Indiana State line, Land Surveys
3	Will	Job No. D-91-125-13, Illiana Expressway, I-55 to Illinois/Indiana State line, Land Surveys
4	Lake	Job No. D-91-237-11, FAP 866 (IL 83) from IL 120 to IL 137 at Atkinson Road, Phase II Project
5	Will	Job No. D-91-126-13, Illiana Expressway, I-55 to Illinois/Indiana State line, Land Surveys
6	Various	Job No. C-91-108-13, Various Quality Assurance Aggregate/HMA/PCC Projects
7	Various	Job No. P-91-110-13, District-wide Surveys, (NPDES Compliance)
8	Various	Job No. D-91-109-13, Various Traffic Signal Coordination and Timing (SCAT) Projects
Region 3/District 4		
9	Various	Job No. P-94-004-13 Various Surveys Projects
Region 4/District 7		
10	Various	Job No. R-97-001-13, Various Plats, Plan, & Survey Projects
Region 5/District 8		
11	St. Clair	Job No. D-98-009-13, FAI 64 (I-64), Phase II project for MLK Bridge East Bound to I-55/64 West Bound.
12	Calhoun & Greene	Job No. D-98-006-13 Phase III Engineering Services for the fabrication and delivery of Push Boat & barge at the Kampsville Ferry Crossing
Region 5/District 9		
13	Various	Job No. D-99-011-13, I-57/I-64 Phase II project for sign truss mounted ITS messaging system
Bureau of Design & Environment		
14.	Various	Job No. P-30-001-13, Various Statewide Waste Assessments, Studies & Designs

Item #	County	Description
Bureau of Operations		
15	Various	Job No. D-60-034-13, District 1 Various Sign and Tower Structure Inspection
16	Various	Job No. D-60-032-13, Traffic Signal Coordination and Timing (SCAT), Various Projects in Districts Six, Seven, Eight and Nine
17	Various	Job No. D-60-031-13, Traffic Signal Coordination and Timing (SCAT), Various Projects in Districts Two, Three, Four, and Five.
18.	Various	Job No. D-60-033-13, Various Statewide Sign Structure Inspection, Projects
Bureau of High Speed & Passenger Rail		
19.	Sangamon	Job No. P-30-005-13, Phase 1 (Tier 2) - Environmental Studies for the Springfield Flyover component of the Chicago to St. Louis High Speed Rail Project
20.	Cook & Will	Job No. P-30-006-13, Phase 1 (Tier 2) - Environmental Studies for the Chicago to Joliet corridor a component of the Chicago to St. Louis High Speed Rail Project
21.	Madison/St. Clair	Job No. P-30-007-13, Phase 1 (Tier 2) - Environmental Studies for the the Alton to St. Louis corridor component of the Chicago to St. Louis High Speed Rail Project
Bureau of Safety		
22.	Various	Job No. P-30-004-13, Various Safe Route to School (SRTS) Related Projects Statewide

1. **Job No. C-91-107-13, Phase III Various Projects, Various Routes, Various Counties, Region One/District One.**

This project requires 25% DBE participation.

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 06, 2013** at **9:00 A.M.** at the Region One/District One Office in **Schaumburg.**

Phase III engineering services are required to assist department resident engineers/technicians on various construction projects throughout the District. Four (4) to eight (8) engineers and /or engineering technicians are anticipated to be required during the 2013 and 2014 construction seasons. Typical assignments would include but are not limited to, general construction inspection, project finalization, and documentation, including PCC & bituminous concrete paving operations, drainage, patching, bridge structures, bridge painting, and providing general assistance as a member of a field crew. Survey/layout services may be required. 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 contract plans and specifications.

The Consultants work includes but is not limited to providing staff, cell phones, and vehicles for personnel use on construction sites and for traveling between projects. The duration of time spent at a single location would vary as a function of work assignment needs.

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 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 completion date for this contact will be 18 months after authorization to proceed.

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

- Project Manager
- Inspectors (A current IDOT Construction Documentation Certificate is desired)

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).
Statements of Interest sent through e-mail will not be considered.

2. <u>Job No. D-91-124-13, Illiana Expressway, I-55 to Illinois/Indiana State line, Land Surveys, Will County, Region One/District One</u>.

This project requires 15% DBE participation.

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

The prime 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 25, 2013** at **8:30 A.M.** at the Region One/District One Office in **Schaumburg.**

Phase II engineering services are required for surveying services to prepare Land Acquisition documents for parcels along the Illiana Expressway Corridor from I-55 to the Illinois/Indiana State line. 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 alignment data, title reports, existing right-of-way plats, and proposed right-of-way requirements as each work order is negotiated.

The Consultant's work includes field and office resources to prepare statutory plats of highway, legal descriptions, and field staking of same. Some GIS and database work might also be required. They must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

The completion date for this contract will be 36 months after authorization to proceed.

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

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

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

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

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

Statements of Interest sent through e-mail will not be considered.

3. <u>Job No. D-91-125-13, Illiana Expressway, I-55 to Illinois/Indiana State line, Land Surveys, Will County, Region One/District One.</u>

This project requires 15% DBE participation.

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

The prime 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 25, 2013** at **1:30 P.M.** at the Region One/District One Office in **Schaumburg.**

Phase II engineering services are required for surveying services to prepare Land Acquisition documents for parcels along the Illiana Expressway Corridor from I-55 to the Illinois/Indiana State line. 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 alignment data, title reports, existing right-of-way plats, and proposed right-of-way requirements as each work order is negotiated.

The Consultant's work includes field and office resources to prepare statutory plats of highway, legal descriptions, and field staking of same. Some GIS and database work might also be required. They must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

The completion date for this contract will be 36 months after authorization to proceed.

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

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

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

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

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

Statements of Interest sent through e-mail will not be considered.

4. <u>Job No. D-91-237-11, FAP 866 (IL 83) from IL 120 to IL 137 at Atkinson Road, Phase II Project, Lake County, Region One, District One.</u>

This project requires 15% DBE participation.

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, 2013** at **10:00 A.M.** at the Region One, District One Office in **Schaumburg.**

Phase II engineering services are required for improvements to IL 83 from IL120 to IL 137 at Atkinson Road. Work is expected to consist of preparing plans, specifications, and cost estimates for the reconstruction of the roadway and the realignment of IL 137 and IL 83 intersection to align with the Atkinson Road extension in Lake County. The improvement will include a new railroad grade crossing, new permanent traffic signal installation and traffic signal interconnect with emergency vehicle signal pre-emption equipment, open and enclosed drainage, and all other incidental work required to complete the project.

The department will furnish the Consultant with project report, hydraulic report, location drainage study, pavement design, available microfilm plans, any available data, and existing developed contract plans.

The estimated construction cost for this project is $26,400,000. The Consultant's work includes preparation of roadway plans, route surveys, and geotechnical engineering services. The completion date for this contract will be 18 months after authorization to proceed.

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

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

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

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

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

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

- The person who will be in charge of traffic signals (must be an Illinois Licensed Professional Engineer). Traffic Signal prequalification category requirement may be completed by Sub and/or Prime.

The prime firms must be prequalified in the **Highways (Roads and Streets)** category to be considered for this project.

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

Statements of Interest sent through e-mail will not be considered.

5. <u>Job No. D-91-126-13, Illiana Expressway, I-55 to Illinois/Indiana State line, Land Surveys, Will County, Region One/District One.</u>

This project requires 15% DBE participation.

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

The prime 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 25, 2013** at **10:30 A.M.** at the Region One/District One Office in **Schaumburg.**

Phase II engineering services are required for surveying services to prepare Land Acquisition documents for parcels along the Illiana Expressway Corridor from I-55 to the Illinois/Indiana State line. 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 alignment data, title reports, existing right-of-way plats, and proposed right-of-way requirements as each work order is negotiated.

The Consultant's work includes field and office resources to prepare statutory plats of highway, legal descriptions, and field staking of same. Some GIS and database work may also be required. They must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

The completion date for this contract will be 36 months after authorization to proceed.

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

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

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

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

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

Statements of Interest sent through e-mail will not be considered.

6. <u>Job No. C-91-108-13, Various Quality Assurance Aggregate/HMA/PCC Projects, Various County, Region One, District One.</u>

This project requires 15% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **January 30, 2013** at **10:00 A.M.** at the Region One, District One Office in **Schaumburg.**

Phase III engineering services are required to perform the quality assurance responsibilities of hot-mix asphalt (HMA), Portland cement concrete (PCC) construction, Aggregate Gradation Control System (AGCS), Recycled Asphalt Paving (RAP) testing, Recycled Asphalt Shingles (RAS) testing, pipe and precast producers and prestressed and precast producers. Services and responsibilities include structural steel and miscellaneous materials inspection at various sources or jobsites, Independent Assurance sampling and testing for the department for both HMA and PCC according to Federal guidelines at both plants and jobsites on as as-needed basis. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

Additional services and responsibilities include quality assurance inspection of prestressed and precast producers at both plants and jobsites on an as-needed basis. The project includes Complete Quality Assurance Testing in accordance with <u>The Standard Specifications for Road and Bridge Construction</u>, *Manual for Fabrication of Precast Prestressed Concrete Products,* Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3 and any appropriate contract special provisions and plan notes or details.

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

The Consultant's work includes plant and on-site inspections, sampling and material testing. The Consultant will carry out quality assurance duties as defined in the construction contract, *Manual for Fabrication of Precast Prestressed Concrete Products,* Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3 and the Consultant agreement. The Consultant will maintain records and submit documentation of QC and QA activities required by the construction contract, *Manual for Fabrication of Precast Prestressed Concrete Products,* Policy Memorandums 11-08.2, 19-08.1, 25-08.5, 28-10.3.

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

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

Special Services (Quality Assurance: QA HMA and Aggregate)
Special Services (Quality Assurance: QA PCC and Aggregate)

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

Statements of Interest sent through e-mail will not be considered.

7. **Job No. P-91-110-13, District-wide Surveys, (NPDES Compliance), Various Counties, District One**

This Project requires 15% DBE participation

The **Complexity Factor** for these project(s) will be **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 with the District on **January 29, 2013** at **10:30 A.M.** at the District One Office in **Schaumburg.**

Engineering services are required to perform field surveys for various roadway projects throughout the District. Work Orders under the blanket agreement will be negotiated by the department on an as-need basis. It is anticipated that this contract will include six or more projects during the contract period.

The Consultant's work may include, but is not limited to, route and stream surveys, gathering topography, cross-sections, profile, existing and proposed centerline alignment, drainage inverts, right-of-way monuments, and land use determination, hydraulic and centerline plots, plotting of the field information collected, outfall mapping using high accuracy GPS data collector to import to ARC GIS, and possibly supplementing the District Survey staff for establishing control for mapping projects.

All survey information submitted must be acceptable for design purposes, and prepared in English format per IDOT specifications. All data collected electronically must comply with IDOT CADD standards.

The Consultant will be required to document each submittal has resulted from the requisite QC/QA review by the Consultant prior to submittal to the department.

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

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

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Land Surveyor.)
- Survey Party Chief, if different from person above, who will coordinate all field work for the consultant.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor).

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

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

Statements of Interest sent through e-mail will not be considered.

8. <u>Job No. D-91-109-13, Various Traffic Signal Coordination and Timing (SCAT) Projects, Various Routes, Various Counties, Region One, District One.</u>

This project requires 10% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **January 30, 2013** at **9:00 A.M.** at the Region One, District One Office in **Schaumburg.**

Phase II engineering services are required for developing traffic signal coordination and timing for various systems located in District One, responding to signal operation complaints and performing other traffic related tasks. 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 manuals, plans, and/or other pertinent available information.

After a Work Order has been assigned, the Consultant shall have two (2) weeks to implement a functional interim Time-of-Day operation program. Work may consist of the following:

- Data Collection - Field collection of traffic counts, turning movements, signal phasing, signal timings, equipment inventory, and other data needed to quantify existing operating conditions and determine signal optimization alternatives.
- Data Analysis - Appropriate computer models, such as SIGNAL, Transyt 7F, Passer II, and Synchro will be run on the database for each of the selected locations. Recommendations for optimal signal operation plans will be generated utilizing the existing signal equipment and equipment with minor recommended enhancements using the existing signal phasing and recommendations for improving signal phasing. Engineering judgment will be used to select the final plan to be recommended for implementation.
- Implementation - The approved Time-of-Day optimization plan will be placed in operation with any necessary fine-tuning adjustments. The Traffic Responsive Program shall then be implemented and fine-tuned.
- Evaluation - A study of the effectiveness of the optimization plan will be conducted. Benefits will be estimated in terms of travel delay reductions, fuel savings, and reduction of carbon monoxide emissions. Recommendations for further enhancements to the optimization plan and/or equipment modifications may be requested for locations where the operation is still unsatisfactory.
- Field observation of signal operations – Identify operational problems, suggest corrective action and provide response to the complaint.
- Assist the Department in the evaluation of traffic signal operation objectives, needs and traffic demand to determine if other signal control technologies are appropriate.
- Perform other traffic signal tasks as assigned by the District Traffic Signal Engineer.

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

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work necessary to prepare traffic signal coordination and timing optimization plans.
- The person who has the necessary experience with traffic signal equipment and who will recommend equipment enhancements, implementation of the optimization plans, recommend any fine-tuning adjustments and will identify corrective action to address operational complaints.
- The person who conducts the evaluation of the optimization plans.
- The person(s) who is(are) responsible for establishing parameters for traffic adjusted operation of closed-loop signal systems, the methodology used in establishing traffic adjusted optimization, and a listing of prior traffic adjusted programs recently implemented by the individual(s). The individual(s) must demonstrate through past optimization the ability to set-up a closed-loop traffic responsive system using both volume and occupancy settings. The individual(s) must demonstrate recent District One experience in the development of traffic signal coordination and timing, utilizing the District's standard traffic controllers: Eagle/Siemens and Econolite.
- The person who will perform the QC/QA review work of all milestone submittal documents.

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

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

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

Statements of Interest sent through e-mail will not be considered.

9. <u>Job No. P-94-004-13 Various Surveys, Various Routes, Various Counties, Region Three/District Four</u>

This project requires **25% DBE participation.**

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using is scheduled to attend a negotiation meeting on **January 25, 2013** at **10:30 A.M.** at the Region Three/District Four Office in **Peoria**.

Phase I/II surveying services are required for various design and land acquisition projects throughout District Four. Work Orders under the blanket agreement will be negotiated and authorized on an as-needed basis.

The department will provide any existing plans, R.O.W. documents, or other pertinent data required for the completion of individual projects.

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

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

- The person who will be in charge of Surveys (must be an Illinois Licensed Professional Land Surveyor).
- The person who will be in charge of Quality Control (must be an Illinois Licensed Professional Land Surveyor).

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

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

Statements of Interest sent through e-mail or regular mail will not be considered.

10. <u>Job No. R-97-001-13, D7 Plats, Plan, & Surveys 2013, Various Routes, Various Counties, Region Four/District Seven.</u>

This project requires 14% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **January 30, 2013** at **10:00 A.M.** at the Region Four/District Seven Office in **Effingham.**

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

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

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

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

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

The prime firm must be prequalified in the **Special Services (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).

Statements of Interest sent through e-mail will not be considered.

11. <u>Job No. D-98-009-13, FAI 64 (I-64), Phase II project for MLK Bridge East Bound to I-55/64 West Bound, St. Clair County, Region Five/District Eight.</u>

This project requires 20% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **January 30, 2013** at **10:00 A.M.** at the Region Five/District Eight Office in **Collinsville.**

Phase II engineering services are required for this project, which involves a new structure and additional lane(s) from MLK Bridge EB to I-55/64 WB. Work is anticipated to consist of the preparation of multiple Type Size and Location (TS&L) drawings, multiple Structure Geotechnical Reports (SGR), a Traffic Management Plan (TMP), and the preparation of the plans, specifications, and estimates package. The PS&E may include new structure plans, structure repair/reconstruction plans, roadway plans, any required retaining wall plans, special provisions, estimate of time, estimate of cost, preparation of agreements with railroads, light rail and local agencies, and all other work necessary to complete Phase II.

This project is expected to include preparation of agreements with railroads, light rail, and local agencies. This work includes, but is not limited to, the following: preparation of project specific grade separation agreements with all affected railroads (including light rail) companies in accordance with the approved agreement format for each company; negotiations with each railroad, in consultation with IDOT's Chief Counsel and BDE, for modifications to the approved format; follow-up communications with each railroad to ensure the agreements are being processed in accordance with the project schedule; ensuring the designer receives all required railroad special provisions as negotiated as part of the agreement; preparation of petitions and orders, in consultation with IDOT's Chief Counsel and BDE, for the Illinois Commerce Commission; attendance and participation at Illinois Commerce Commission hearings; preparation of letters of intent with the local agencies to explain the project and obtain their concurrence on design elements affecting the local routes; preparation and/or review of agreements with local agencies to ensure all project aspects have been addressed with the appropriate local agency; and all other coordination/communication as necessary to ensure timely approvals of all agreements and orders in accordance with the project letting schedule.

The following existing structure is anticipated to be included in this project, S.N. 082-0010 (I-55/64/70, US40 over Broadway & MetroLink).

The department will furnish the Consultant with any available as-built plans, microfilm plans, traffic data, crash statistics, surveys, existing right of way plans, aerial photos, and other information deemed applicable to the Consultant's work.

The estimated construction cost for this project is $17,000,000. The completion date for this project will be 24 months after authorization to proceed.

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

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

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

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

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

- The person who will perform the work involving preparation of agreements with railroads, light rail, and local agencies (must be an Illinois Licensed Professional Engineer).

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

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

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

Statements of Interest sent through e-mail will not be considered.

12. **<u>Job No. D-98-006-13 Phase III Engineering Services for the fabrication and delivery of Push Boat & barge at the Kampsville Ferry Crossing in Calhoun & Greene Counties, Region 5/District Eight.</u>**

This project may contain federal funds.

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using is scheduled to attend the scope of services meeting on **January 31, 2013** at **8:30 A.M.** meeting at the Region 5/District Eight Office in **Collinsville.**

Phase III engineering inspection services (**by a Naval Architect/Marine Engineer**) and owner representation are required for the fabrication and delivery of a new Push Boat and Barge for the IDOT-operated Kampsville Ferry crossing the Illinois River between Calhoun and Greene Counties located at Kampsville. The department will advertise the project for letting and award the contract. The vessels will be fabricated at the fabricator's ship yard.

This work is anticipated to include the following:

- 10-12 onsite inspection and/or progress meetings located at the fabrication site
- Review shop drawings
- Answering questions from Contractor/Fabricator
- Reviewing Contractor/Fabricator submittals
- Assisting IDOT with technical design changes
- Construction Support question and answer
- Assist the Department with project management and administration
- Preparing as built drawings from Ship Builder provided redline drawings and/or change requests
- Preparing onsite review progress reports which will be submitted to the Department
- Perform and/or represent the department for testing of all vessels (i.e. engineering analysis for trim and stability testing, dock side trials, acceptance underway trails, etc….)

Also, the Consultant will be acquiring all necessary approvals from the US Coast Guard for the final design, and obtaining all necessary documentation and certification of the completed vessels so that they can be placed in service. All approvals, documentation, and certifications shall be coordinated to meet the department's established completion date of the vessels.

The department will furnish the Consultant with plans, specifications, and estimate of time for the new Push Boat and Barge. The department will furnish any other required information, to be determined at the scoping meeting.

The estimated construction cost for the vessels is $4,000,000. The completion date for this contract will be 24 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 have specialized knowledge of Naval Architecture, Marine Engineering, and US Coast Guard requirements).

- The person who will perform the QC/QA review work for all milestone submittal documents (must have specialized knowledge of Naval Architecture, Marine Engineering, and US Coast Guard requirements).

Statements of Interest must also include:

- List of key personnel and their experience in this type of work.
- List of similar projects performed by your firm.
- Statement of your firm's ability to do the work in-house, or if necessary, what portion of the work will be subcontracted.
- A discussion of procedures the firm will have in place to provide quality control/quality assurance for the project.
- Estimate of time required to complete the project using the staff indicated above.
- Your firm's burden and overhead rate. Name, phone number, and e-mail address of contact person in your organization.

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).

Statements of Interest sent through e-mail or regular mail will not be considered.

13. <u>Job No. D-99-011-13, I-57/I-64 Phase II project for sign truss mounted ITS messaging system, Jefferson, Franklin, Williamson Counties, Region Five, District Nine</u>

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **January 24, 2013,** at **10:00 A.M**. at the Region 5/District Nine Office in **Carbondale**.

Phase II engineering services are required for the preparation of final plans, specifications and estimates for a sign truss mounted ITS messaging system on I-57/64. The final locations of the message board system will be determined jointly by the Consultant and district staff.

The department will furnish the Consultant with prints of the following items as needed and as available, previous construction plans, existing right-of-way plans, existing and projected traffic data, aerial mapping, accident data, and utility coordination.

Construction of this project is anticipated in FY 2013. The completion date for this contract will be 24 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 preparing structural concepts (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).

Statements of Interest must also provide the firms experience with this type of work as well as the approach the firm would take on this project, managing experience, etc.

Firms must be pre-qualified in the following categories to be considered for this project:

Highways (Roads & Streets)
Special Services: Electrical Engineering
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).

Statements of Interest sent through e-mail will not be considered.

14. <u>Job Number P-30-001-13, Various Statewide Waste Assessments, Studies and Designs, Bureau of Design and Environment.</u>

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 7, 2013** at **1:30 P.M.** at the Harry R. Hanley Building, Central Office Bureau of Design and Environment in **Springfield**.

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

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

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

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

Additional work will include conducting surveys and testing, if applicable, of stored materials, tank contents, and containers to determine whether hazardous waste, special waste, hazardous materials, or other regulated substances are present, conducting environmental compliance audits and developing or maintaining environmental management systems.

The department will furnish the Consultant with the PESA and, as available, Project Reports, field survey data, soil survey data, and plans of the existing and proposed transportation facility. Evaluation, summarization, engineering analysis, and reporting on PSI's, DSI's, laboratory analysis and survey work are included as an important part of this work.

ANTICIPATED WORK SUMMARIES FOR THE VARIOUS TYPES OF POSSIBLE WASTE ASSESSMENTS:
POTENTIAL WASTE SITES INCLUDING UST-LUST SITES

Engineering services are required to perform PSI's and on occasion, DSI's (RI/FS's), remedial design, which may include UST removal, and construction oversight of sites suspected to contain regulated substances, UST-LUST's and/or unsecured materials of concern. The PSI's are to include verification of subsurface geologic and hydrologic conditions, identification of

chemical contamination and identification of the extent of chemical contamination, when feasible.

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

Following the completion of on-site activities, the firm will compile and evaluate the data and condition of each investigated property. Soil and groundwater analytical results will be compared to the applicable remediation objectives for residential or commercial / industrial properties as presented in Title 35 Illinois Administrative Code (IAC) Part 742, Tiered Approach to Corrective Action Objectives (TACO).

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

MISCELLANEOUS SURVEYS AND TESTING

Engineering services to perform environmental surveys and/or testing on an as-needed basis will include assignments such as conducting surveys and testing of stored materials, tank contents, containers, and environmental media (e.g., surface water, soil, air, and groundwater). The work may also include assignments such as reviewing and evaluating existing property-specific information, providing technical expertise on an as-needed basis, corrective actions in order to achieve “No Further Remediation” clearance, and other ad hoc environmental-related tasks within the scope of services normally provided by a hazardous waste consultant.

EMERGENCY RESPONSE OVERSIGHT

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

ENVIRONMENTAL PLANS FOR DEPARTMENT OPERATIONS FACILITIES

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

EXTRANET

To help in the Department facilitate in the review of work plans and PSI reports and project tracking, the Consultant will be required to upload all information regarding each work order and to provide any technical assistant necessary to ISGS in the maintenance of the extranet site hosted by ISGS. Information uploaded shall include but not be limited to draft and final work plans, draft and final PSI reports, budget information, analytical results, site location maps, site photographs, and progress reports.

As a task is identified, the Department will request the Consultant to prepare an outline of the work phases and technical approach, personnel requirements, detailed cost breakdown, and a schedule that is consistent with the task request.

When a task order is awarded for investigation, the Consultant will be fully responsible for the sampling, testing and reporting.

For performance of this work, the Consultant will be required to assign the necessary full-time staff described in its Statement of Interest and, in many cases (except emergency response oversight), to respond with a draft work plan within 15 working days, conduct field work within 10 working days after authority to proceed, draft report within 3 months after the authority to proceed, and final report two weeks following IDOT comments. For emergency response oversight, the Consultant will be required to respond within four hours.

CONFIDENTIALITY:

(1) Unless otherwise directed by IDOT, the Consultant shall hold all information provided by IDOT and the results of the work performed by the Consultant confidential and shall not disclose the same to any third party except where required by governmental regulatory agencies or as otherwise required by law. Documents shall be marked “Confidential,” “Attorney Work Product,” “Attorney-Client Privileged,” or as directed by IDOT. The confidentiality provisions herein shall survive any termination or expiration of this agreement. The Consultant shall retain the right to disclose necessary information for financial, tax and insurance audits as required, subject to a confidentiality agreement with the auditor. Specific information concerning the work performed will not be disclosed without IDOT’s prior approval.

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

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

“Therefore, you agree that: (i) you will not prepare any draft opinion or report without our consent (regardless of whether the draft is for internal purposes or to share with others); (ii) you

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

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

Statements of Interest must include the following:

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

The prime firm must be prequalified in the **Special Services (Hazardous Waste)** category and be familiar with IDOT contracts. The chosen firm will have a wide range of experience and sufficient breadth and depth to adroitly handle anything in the special waste / hazardous waste field. The firm will have expert staff to minimize the start-up learning curve for work under this PTB. Previous experience on IDOT projects is not necessarily required.

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

Additionally, the firm must comply with the following:

- Use laboratory facilities that are accredited by the IEPA under 35 Illinois Administrative Code 186.
- Use appropriately licensed and certified equipment and appropriately licensed and registered subconsultants.

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).

Statements of Interest sent through e-mail will not be considered.

15. <u>Job No. D-60-034-13, District 1 Sign and Tower Structure Inspection, Various Projects, Various Routes, Various Counties, Bureau of Operations.</u>

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 31, 2013** at **2:00 P.M**. at the Central Bureau of Operations Office 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 Highway Standards 212-701101-02 or 212-7011.06 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. Shoulder closures or partial ramp closures will <u>not</u> 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 along District 1 Interstates/Freeways are normally <u>not</u> permitted during the day. Exact allowable lane closure hours, if needed, will be determined by the expressway traffic Operations Engineer.

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 Consultant 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.
    - Manpower, equipment, vehicles, and materials to complete the detailed inspections and any 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 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, 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 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.

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).
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- 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).

Statements of Interest sent through e-mail will not be considered.

16. <u>Job No. D-60-032-13, Traffic Signal Coordination and Timing (SCAT), Various Projects, Various Routes, Various Counties, Districts Six, Seven, Eight and Nine, Bureau of Operations.</u>

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **January 30, 2013** at **10:00 A.M.** at the Harry R. Hanley Building, Central Bureau of Operations office in **Springfield**.

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

The project will include accomplishment of one or more of the following tasks for each selected location:

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

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

The department will furnish manuals, plans, or any other available information. The completion date for this contract will be 24 months after authorization to proceed.

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

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

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

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

- The person who will perform the work necessary to prepare traffic signal coordination and timing operation plans;

- The person who has the necessary expertise with traffic signal equipment and who will recommend equipment enhancements, implement the optimization plans, and recommend any fine-tuning adjustments;

- The person who will conduct the evaluation of the optimization plans.

- The person who will perform the QC/QA review work of all milestone submittal documents.

Statements of interest must also provide a brief outline of proposed procedures to be used to accomplish the project objectives with the statements of interest. Consultants are also required to furnish a list of completed traffic signal system coordination and timing projects completed in the last five years in the Statement of Interest.

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

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

Statements of Interest sent through e-mail will not be considered.

17. <u>Job No. D-60-031-13, Traffic Signal Coordination and Timing (SCAT), Various Projects, Various Routes, Various Counties, Districts Two, Three, Four, and Five, Bureau of Operations.</u>

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

The Consultant who is selected for this project and all subconsultants, the prime Consultant will be using are scheduled to attend a negotiation meeting on **January 30, 2013** at **1:00 P.M.** at the Central Bureau of Operations office in **Springfield**.

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

The project will include accomplishment of one or more of the following tasks for each selected location:

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

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

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

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

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

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

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

- The person who will perform the work necessary to prepare traffic signal coordination and timing operation plans;

- The person who has the necessary expertise with traffic signal equipment and who will recommend equipment enhancements, implement the optimization plans, and recommend any fine-tuning adjustments; and

- The person who will conduct the evaluation of the optimization plans.

- The person who will perform the QC/QA review work of all milestone submittal documents.

Consultants are required to provide a brief outline of proposed procedures to be used to accomplish the project objectives with the statements of interest. Consultants are also required to furnish a list of completed traffic signal system coordination and timing projects done in the last five years.

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

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

Statements of Interest sent through e-mail will not be considered.

18. <u>Job No. D-60-033-13, Statewide Sign Structure Inspection, Various Projects, Various Routes, Various Counties, Various Districts, Bureau of Operations.</u>

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, 2013** at **11:00 A.M.** at the Central Bureau of Operations office in **Springfield**.

The scope of this project consists of planning, organizing and performing detailed structural inspections on simple aluminum span trusses, aluminum cantilever trusses, Vierendeel type steel span trusses, Vierendeel type steel cantilever trusses and bridge mounted sign structures. Work orders, by district, under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The number of overhead sign structures to be inspected is approximately 120. The detail structural inspection shall include rating of all components, evaluation of conditions and preparation of an inspection report including a prioritized summary of repairs. The use of ultra sonic testing equipment to spot check the wall thickness of end supports for aluminum trusses and the chords for Vierendeel steel trusses will be required.

The Consultant's shall provide all manpower, equipment, vehicles, materials and the appropriate traffic control for each structure to satisfactorily complete the work. The work shall be done in accordance with the Sign Structure Inspection Manual, the Manual on Uniform Traffic Control Devices and any department policies or procedures governing the work.

Except when otherwise permitted by the Engineer, trusses shall be inspected by mounting them from the shoulder. This will require shoulder closure in accordance with Highway Standards 212-701101-02 or 212-7011.06 and as directed by the Engineer. Freeway lane closures for truss inspection shall be kept to a minimum and will only be permitted by the Engineer on a case by case basis where roadway geometry, traffic and other conditions dictate.

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

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

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

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

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

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

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

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

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

Statements of Interest sent through e-mail will not be considered.

19. <u>Job No. P-30-005-13, Phase 1 (Tier 2) - Environmental Studies for the Springfield Flyover component of the Chicago to St. Louis High Speed Rail Project, Sangamon County, Bureau of Railroads</u>

This project is federally funded.

This project requires 25% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on February 19, 2013 at 10:00 A.M. in the Bureau of Railroads in Chicago.

Phase I services are required for all work associated with the preparation of the environmental documental studies of the Springfield Flyover, a component of the Chicago to St. Louis High Speed Rail Project. This work is anticipated to fulfill the requirements for Federal Railroad Administration (FRA) Environmental Impact Statement levels of review.

The Consultants work may include but not be limited to data collection, preparation of base maps and mosaics, geometric studies, capacity analysis, railroad coordination, environmental field studies, and reviews, cost estimates, public involvement, and all other related work necessary to complete Phase I environmental studies and tasks.

The engineering services required may consist of only a portion of the total engineering work on the project. The Consultants activates are anticipated to be monitored by the High Speed Rail Project Manager (PM) for this project.

The department will furnish the Consultant with the Phase I (Tier 1) environmental document, 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 any other applicable information.

The completion date for this contract will be 36 months after authorization to proceed.

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

- 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 in charge of the Public Involvement procedure; include a detailed description of the 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 person who will perform the QC/QA review work of all milestones submittal documents. Include a detailed description of the QA/QC activities that he/she has lead.

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

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

Environmental Reports (Environmental Impact Statement)
Special Services (Surveying)
Highways (Roads and Streets)
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)

Statements of Interest sent through e-mail will not be considered.

20. <u>Job No. P-30-006-13, Phase 1 (Tier 2) - Environmental Study for the Chicago to Joliet corridor a component of the Chicago to St. Louis High Speed Rail Project, Cook and Will Counties, Bureau of Railroads</u>

This project is federally funded.

This project requires 30% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **February 26, 2013** at **10:00 A.M.** in the Bureau of Railroads in Chicago.

Phase I services are required for all work associated with the preparation of the environmental documental studies of the Chicago to Joliet corridor, a component of the Chicago to St. Louis High Speed Rail Project. This work is anticipated to fulfill the requirements for Federal Railroad Administration (FRA) Environmental Impact Statement levels of review.

The Consultants work may include but not be limited to data collection, preparation of base maps and mosaics, geometric studies, capacity analysis, railroad coordination, environmental field studies, and reviews, cost estimates, public involvement, and all other related work necessary to complete Phase I environmental studies and tasks.

The engineering services required may consist of only a portion of the total engineering work on the project. The Consultants activities are anticipated to be monitored by the High Speed Rail Project Manager (PM) for this project.

The department will furnish the Consultant with the Phase I (Tier 1) environmental document, any available as built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing right of way plans, aerial photos, boring logs, and other information.

The completion date for this contract will be 36 months after authorization to proceed.

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

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

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

- The person in charge of the Public Involvement procedure; include a detailed description of the 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 person who will perform the QC/QA review work of all milestones submittal documents. Include a detailed description of the QA/QC activities that he/she has lead.

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

Statements of Interest must also provide and organizational chart, the approach the firm would take on this project, managing experience, all railway related experience, etc.

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

Statements of Interest sent through e-mail will not be considered.

After all responses have been evaluated, firms may be asked to make oral presentations during the week of January 21, 2013.

21. <u>Job No. P-30-007-13, Phase 1 (Tier 2) - Environmental Study for the the Alton to St. Louis corridor component of the Chicago to St. Louis High Speed Rail Project, Madison and St. Clair Counties, Bureau of Railroads.</u>

This project is federally funded.

This project requires 20% DBE participation.

The **Complexity Factor** for the project is **0**.
The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on March 5, 2013 at 10:00 A.M. in the Bureau of Railroads in Chicago.

Phase I services are required for all work associated with the preparation of the environmental documental studies of the Alton to St. Louis corridor, a component of the Chicago to St. Louis High Speed Rail Project. This work is anticipated to fulfill the requirements for Federal Railroad Administration (FRA) Environmental Impact Statement levels of review.

The Consultants work may include but not be limited to data collection, preparation of base maps and mosaics, geometric studies, capacity analysis, railroad coordination, environmental field studies, and reviews, cost estimates, public involvement, and all other related work necessary to complete Phase I environmental studies and tasks.

The engineering services required may consist of only a portion of the total engineering work on the project. The Consultants activities are anticipated to be monitored by the High Speed Rail Project Manager (PM) for this project.

The department will furnish the Consultant with the Phase I (Tier 1) environmental document, 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 any other applicable information.

The completion date for this contract will be 36 months after authorization to proceed.

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

- 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 in charge of the Public Involvement procedure; include a detailed description of the 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 person who will perform the QC/QA review work of all milestones submittal documents. Include a detailed description of the QA/QC activities that he/she has lead.

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

Statements of Interest must also provide and organizational chart, the approach the firm would take on this project, managing experience, all railway related experience, etc.

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

Statements of Interest sent through e-mail will not be considered.

After all responses have been evaluated, firms may be asked to make oral presentations during the week of January 21, 2013.

22. <u>Job No. P-30-004-13, Various Safe Route to School (SRTS) Related Projects Statewide, Bureau of Safety Engineering</u>.

This project requires 25% DBE participation.

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 **March 1, 2013** at **10:30 A.M**. at the Central Bureau of Safety Office in **Springfield**.

Engineering services are required to provide studies in the effectiveness of the SRTS program, with particular emphasis on the reduction of traffic crashes, and its contribution to improving safety and reducing the number of child injuries and fatalities near SRTS projects. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

This work is required to aid in the evaluation and enhancement of the SRTS program. Work may include the identification of methods of evaluation to study the effectiveness of completed SRTS projects; make recommendations on how to enhance the awareness and utilization of projects/countermeasures; create tools that can be used for engineering guidance by non-engineer/non-technical applicants during the application process to help applicants identify and define projects in a complete and accurate manner; and define processes on how to keep this information current and accurate.

Methods of evaluating the safety benefits of the program may include analysis of related crash reports, changes in public perception of safety, the effect of safety behaviors among participants of the program, and increased awareness of safe walking and bicycling practices. Other potential benefits such as the number of partnerships created as a result of the program, number of students and/or schools reached through the program, measurements of student health, and improvements to the built environment that benefit the ability to walk and bicycle to and from schools (i.e., the number of new facilities, miles of sidewalks, etc.) may also be included. Information gathering activities may include but not be limited to such items as conducting surveys, site visits, public meetings, data analysis, etc.

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 QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer)

Statements of Interest must also provide the approach the firm will take on this project along with the experience the firm has on this type of project.

The prime firm must be prequalified in the **Special Studies (Safety)** 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).

Statements of Interest sent through e-mail will not be considered.

ELECTRONIC PLAN SUBMITTAL

The Department of Transportation is in the process of implementing an electronic bidding process. In preparation of the new bidding process, the electronic submittal of plans from each District office to the Central Bureau of Design and Environment is being implemented. Effective for the March letting in addition to the paper copies required by each District, all contract plans and specifications will have to be submitted electronically to the District office. Please reference the CADD ROADWAY AND STRUCTURE PROJECT DELIVERABLES POLICY for information on the electronic submittal.

The policy is available on our website under doing business/ consultant services/ CADD Roadway Guideline or a this link http://www.dot.il.gov/desenv/caddref.html .

As a reminder CADD related files (dgn & gpk) are also required at the time of plan submittal to the District office. If you have any questions regarding electronic plan submittal, please contact the CADD supervisor in the appropriate District.

Illinois Department of Transportation
Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

December 20, 2011

MEMORANDUM TO ALL ILLINOIS DEPARTMENT OF TRANSPORTATION VENDORS

SUBJECT: Communicating with Vendors

It has been brought to the attention of the Illinois Department of Transportation (IDOT) from several sources that since the passage of Senate Bill 51 in August 2009, department employees have almost universally stopped communicating and meeting with our business partners. This has been the unfortunate result of the confusion and anxiety created by the bill. Now that rules have been established and training has been made available for procurement communication reporting, it is time for IDOT to do just that; communicate with our vendors.

By separate memorandum, IDOT employees are being instructed, when appropriate and possible, to meet with vendors for discussions that are advantageous to both. Therefore, I am establishing criteria and procedures that will allow communications and meetings between IDOT employees and vendors.

If you want to request a personal meeting with Illinois Department of Transportation (IDOT) staff and it is determined that such a meeting would benefit the department, the meeting request should be honored at the convenience and availability of IDOT employees. Such a meeting should not be scheduled in the time period that is two weeks prior to a selection committee meeting or a construction letting in order to remove any perception of the vendor attempting to unduly influence the procurement decision. Although the timing of the announcement of an RFP or other types of procurements are difficult to gauge, meetings with vendors that normally compete for department contracts through those types of processes should comply with all requirements of this memorandum with the exception of the two weeks exclusion of meetings before the procurement event.

At least two business days prior to the scheduled meeting date a representative of your firm must submit an agenda and a completed and signed OCC 2500 Form (Statement of Certification for Meeting with IDOT Staff) to the IDOT scheduler of the meeting which will be shared with all IDOT attendees. There will be no discussion of pending procurements by either side in the meeting. The discussions can concern your company's personnel, past experience and successes, company capabilities, new technologies, work done for other agencies and/or types of goods and services that your company performs or provides. Your company representatives will be asked to take

minutes during the meeting. If the discussion varies from the agenda or moves to pending procurements the meeting will be terminated and the vendor will be required to give a copy of their notes to the IDOT employee conducting the meeting.

Any violations of these guidelines will be dealt with on a case-by-case basis but could result in a one year suspension of your company's ability to meet with department personnel. I will be the decision maker on those issues.

It is time to get back to meeting with, getting to know, and working with our business partners for IDOT to be able to provide a better product for the taxpayers. If both you and your firm's representatives and IDOT employees follow the above guidelines, everyone will benefit.

Thank you for your interest in Illinois' transportation system.

Ann L. Schneider
Secretary

Illinois Department of Transportation

Statement of Certification
For Firm/Vendors Meeting With IDOT Staff

Each firm/vendor meeting with IDOT staff must complete and sign this form before any such meeting occurs. A new form must be completed for each meeting and each firm/vendor involved.

I, the undersigned, attest and certify that I, and the firm/vendor I represent, are aware of all legal requirements for procurement communication reporting for the State of Illinois. This includes the contents of Public Act 096-0795, commonly known as Senate Bill 51; and any subsequent amendments thereto. Legal requirements also include internal IDOT policies on procurement communications as posted on its departmental website. I also attest and certify that the firm/vendor and I will adhere to those strictures, upon penalty of a one-year ban on any communication with department personnel.

Further, I attest and certify that the firm/vendor and I are aware of departmental requirements governing such communications, specifically,

- All opportunities for meetings are subject to IDOT staff availability.
- The firm/vendor must provide an agenda for the meeting, once scheduled, at least two (2) working days prior to the meeting date.
- The firm/vendor must take notes at all such meetings.
- No such meetings will take place less than two weeks before a Selection Committee Meeting or a scheduled Letting.
- Discussions are limited to:
  - Firm/vendor personnel
  - Firm/vendor past experience
  - Work done for other governmental entities
  - Goods and Services offered by the firm/vendor
  - Technology
- **THERE IS TO BE NO PROCUREMENT DISCUSSION, PERIOD, IN THESE MEETINGS.**
  - If such discussions occur, IDOT will collect meeting notes from the firm/vendor – augment them as necessary – and post them on the web.
  - In such cases, the individuals and firm/vendor involved may be barred from meeting with any IDOT staff for one (1) year.

By: _____ _____
Signature Date

_____ _____
Please Print Name Title

_____
Please Print Firm/Vendor Name

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

Effective 11-1-11

All projects will be in English units unless otherwise specified in the advertisement.

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 coordinated by Mary J. Fries of the University of Illinois. The Illinois Center for Transportation (ICT) 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. Mary J. Fries can be contacted at mjfries@illinois.edu or (217)552-2432. 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/home/documentation_certification.html.

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
Performance Policy Change
October 14, 2010

The previous performance policy dated March 9, 2004 has been revised to the following:

Firms will lose prequalification in a category for the following periods, under the following conditions and for the following periods of time:

Final Evaluation	Action	Duration
One "Substandard" in a category*	Suspended from submitting an SOI requiring the evaluated category**	The next two PTB's, or six months from the date of notification whichever is greater***
One "Poor" in a category*	Suspended from submitting an SOI requiring the evaluated category**	The next eight PTB's, or two years from the date of notification whichever is greater***

* This includes subcontract work.

** For example, if the evaluation is in a less complex category, such as "Highway Bridges: Simple," the firm also cannot submit on items requiring more complex similar categories such as "Highway Bridges: Complex." Conversely, if the evaluation is in a more complex category such as "Highway Bridges: Complex." The firm would not necessarily be suspended from submitting in similar simple categories such as "Highway Bridges: Typical."

*** At the end of the term, the firm must request reinstatement to the suspended categories. This will require documentation of efforts and success in correcting the issues which lead to the subject evaluations.

A firm receiving two less than "Satisfactory" final evalutions in a category within five years will:

- Lose prequalification in that category for one year if the second less than "Satisfactory" rating is "Substandard." Reinstatement of the prequalification in that category will require a request for the firm with documentation that the issues which led to the subject evaluations have been rectified, one the term of loss is complete.

- Lose prequalification in that category for five years if the second less than "Satisfactory" rating is "Poor." Reinstatement of prequalification in that category will require a request from the firm with documentation that the issues which led to the subject evaluations have been rectified, one the term of loss is complete.

APPEAL PROCESS

Firms that disagree with a final evaluation have a process with which to appeal, and its steps are as follows:

1. After receipt of the final evaluation, the consultant has 30 days in which to appeal a "Substandard" or "Poor" evaluation. The appeal is submitted in writing to the department entity that managed the contract and prepared the final evaluation (e.g., Regional Engineer, Bureau of Design and Environment, Bureau of Bridges and Structures).

2. The appeal will clearly state the basis for the appeal and any support documentation shall be attached.

3. When the consultant is not satisfied with the results of the appeal to the department entity that prepared the final evaluation, the consultant can request in writing, within 14 days, a review by the Deputy Director of Highways. The consultant shall provide a copy of the appeal to the department entity that managed the contract and the BDE Bureau Chief. The Deputy Director of Highways reviews the documentation file and the evaluation, and meets with the consultant and the department entities involved.

4. If the consultant remains unsatisfied with the results after meeting with the Deputy Director of Highways, the consultant may file a written appeal with the Director of Highways within 14 days of the final action by the Deputy Director of Highways

5. The appeal shall state specifically the basis of the appeal and the reasons why the decision by the Deputy Director of Highways is incorrect. No new issues may be raised.

6. The Director will review all the information submitted with the appeal. The director may request a meeting with the consultant. The consultant will be notified in writing of the Director's decision. The decision of the Director will be final.

Note this appeal process replaces the existing appeals process currently contained in Section 8-4.05(k) of the BDE Manual. It will be formally added to the manual at the earliest opportunity.

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.dot.il.gov/desenv/ptbsubsc.html

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.

David L. Lippert, P.E.
Engineer of Materials
And Physical Research

Notice
for
Department Manuals, Memorandums, & Rules

The following is available on our website: http://www.dot.il.gov/dobuisns.html

- 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.dot.il.gov/desenv/orderform.html**

NOTICE
DBE FIRMS AND PROJECT GOALS

The firms noted on the List of Pre-qualified Consultants on IDOT's website (www.dot.il.gov/desenv/preqcons.html) 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 (www.dot.il.gov/ucp/ucp.html) 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 Carol Lyle in the Office o Business and Workforce Diversity.

“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.dot.il.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, contract 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
For
Prequalification of Consultants & DBE Revisions

Prequalification:
As stated in each Professional Transportation Bulletin under the guidelines:

Consultant firms acting as prime must be prequalified in all of the advertised areas listed in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. If the prime is not prequalified in the required category(s) stated in the project advertisement, that firm's Statements of Interest cannot be considered for the item.

Within the Statements of Interest (Exhibit A page 3 of 3) the prime must identify any subconsultants and the item(s) of work they will perform. Subconsultants must be prequalified in the category of work they will be performing.

Also as stated in the Standard Agreement Provisions: 2.24 SUBLETTING, ASSIGNMENT OR TRANSFER:

Subconsultants must be prequalified in accordance with the department requirements. For specialized services that are required but which do not fall into the areas of prequalification of the department, a non-prequalified firm may be used with department approval.

DBE Participation:
The U.S. DOT regulation, 49CFR Sec. 26.55(a), states, "When a DBE participates in a contract, you count only the value of the work actually performed by the DBE toward the DBE goals." The IDOT and U.S. DOT regulations further state:

> When a DBE subcontracts part of the work its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.

Effective immediately all subconsultant proposals where a DBE is utilized for the main contract and it is necessary for them to obtain non professional services which would be listed as a direct cost, the amount of those services will not apply to the DBE goal. For example if a DBE geotechnical firm is being used and they use a non-DBE drilling company to do the borings, the cost for this work will not apply to the DBE goal.

However any direct costs incidental to doing the work, per diem, hotel costs etc. will still counted toward the goal.

NOTICE OF TRAINING OPPORTUNITY
Updated 4-24-09

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/idotqcqa

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

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

http://www.nhi.fhwa.dot.gov/home.asp

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