

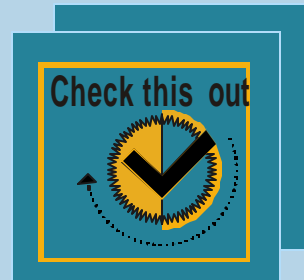
# Professional Transportation Bulletin

**SPECIAL BULLETIN**

**January 28, 2004**

**Revision Date: February 2, 2004**

**Statements of Interest are due by 4:30 p.m.  
on Wednesday February 11, 2004  
Selection Date: March 17, 2004**



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

# IMPORTANT NOTICE: PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

**Selection Date: March 17, 2004**

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.

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REVISION DATE: There are revisions as of **February 2, 2004**.

**Item 890-143:** Revised the following: DBE %, initial meeting date, project completion time, required survey category and included additional office and staffing requirements.

**Item 890-145:** Revised project completion time.

**Item 890-146:** Revised minor wording 4<sup>th</sup> and 5<sup>th</sup> paragraph and the completion time for Phase II to January 27, 2006.

**STATE OF ILLINOIS**  
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.state.il.us>.

**Professional Transportation Bulletin**

**TIPS & TOOLS**

**QUESTIONS CONCERNING FILE DOWNLOADS AND/OR SUBSCRIPTION  
SERVICE INFORMATION SHOULD BE DIRECTED TO:**

**Roseanne Nance at: [nancer@nt.dot.state.il.us](mailto:nancer@nt.dot.state.il.us).**

## **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** or E-mail **kowalskicl@nt.dot.state.il.us**  
2300 South Dirksen Parkway  
Room 330  
Springfield, IL 62764

## TIPS & TOOLS

### To save this document:

Close document (select File from menu then Close)

Once in the original e-mail RIGHT mouse click on PDF file to display your options. Choose Save As.

### To access web links:

The first time the web links are accessed the Internet browser will need to be set. *This will only have to be done one time.* When a web link is clicked on, a dialog box will appear:

"A Web Browser has not been specified. Do you want to configure the web link".

**Click YES.**

Another dialog box will appear. Select the drop down list "connection type" then select an Internet browser. (IDOT employees choose Internet Explorer.)

### Using Tools:



To see previous view



To scroll through pages

### To copy information from the Adobe .PDF file and paste it into a word processing application:

To view toolbar (if not open) **CLICK** Window on the menu bar then **CLICK** Show Tool Bar in the drop down box.

Select the text tool (Capital T) from your toolbar and highlight the text you want to copy. Open word processing application and paste.

To paste in Word. Open new document in Word **CLICK** Edit on the menu bar then **CLICK** Paste in the drop down box.

In order to make the information more legible, change your left and right margins to 1". You may have to put in some returns at the ends of the lines in the appropriate places to make it easier to read.

# Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 131	PTB 132	PTB 133	PTB 134	PTB 135
<b>PUBLISH PTB</b>	<b>05-Feb-04</b>	<b>29-Apr-04</b>	<b>22-Jul-04</b>	<b>21-Oct-04</b>	<b>03-Feb-05</b>
STATEMENTS OF INTEREST ARE DUE	19-Feb-04	13-May-04	05-Aug-04	04-Nov-04	17-Feb-05
<b>SELECTION MEETING</b>	<b>14-Apr-04</b>	<b>07-Jul-04</b>	<b>29-Sep-04</b>	<b>12-Jan-05</b>	<b>13-Apr-05</b>

## **E-mail Instructions for Completing Statements of Interest for Electronic Submittal**

We require Statements of Interest (SOI) to be submitted through the e-mail system using Adobe Acrobat 4.0 version or greater.

Electronic submittals should be made to the Central Office only. The Central Office will forward the necessary consultant information to the Districts and other Bureaus or Divisions. All electronic submittals should be addressed to [SOIPTB@nt.dot.state.il.us](mailto:SOIPTB@nt.dot.state.il.us).

Each prequalified consultant firm has been assigned a unique 2 to 6 character Firm Name Code which must be used when submitting electronic Statements of Interest.

It is important that your e-mail appear exactly like the attached sample described below:  
(Note: ABC Engineering is used for example purposes only.)

- The Subject Line **must** read: FIRM NAME, PTB NUMBER, ITEMS

(Example: ABC Engineering PTB 122, Items 2, 15, & 22) If there will be more than one e-mail please note as follows: 1 of the total number etc.

(No additional data or extra characters -- # signs, parentheses, etc. -- should appear in the subject line.)

- The first line of your e-mail should indicate your Firm Name, PTB and Item Number(s) on which your firm is submitting.

(Example: ABC Engineering has submittals for PTB 122, Items 2, 15, and 22.)

- The second line should list the name and phone number of your firm's contact person.
- Each attachment must be labeled as indicated below:

1) For each Item on which you are submitting, use your 2-6 character Firm Name Code, immediately followed by the 2-digit Item Number (i.e., 01 through 99).

(Example: ABCENG02.pdf)

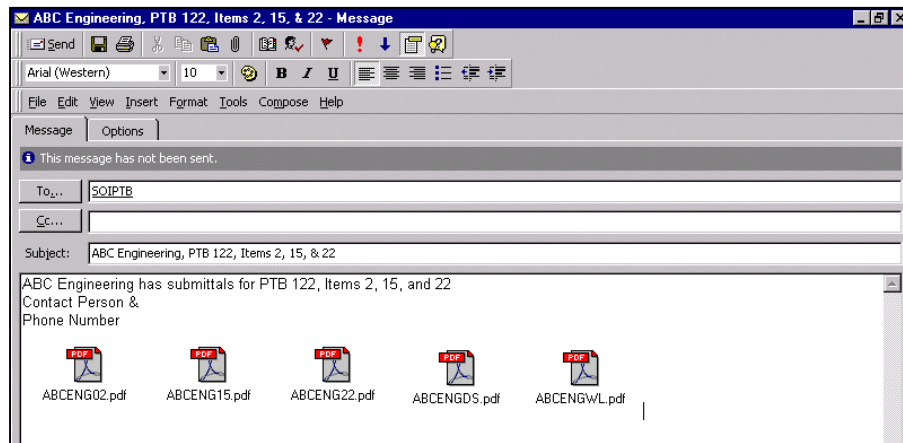
2) For your firm's Current Obligation Form, use your 2-6 character Firm Name Code, followed by WL.

(Example: ABCENGWL.pdf)

3) For your firm's Disclosure Forms, use your 2-6 character Firm Name Code, followed by DS.

(Example: ABCENGDS.pdf)

Please review the following example:



- ABCENG02, ABCENG15 and ABCENG22 are the Statements of Interest for the submitted Items and must include Exhibit A. Following Exhibit A, include resumes of the key management personnel and project staff listed in Exhibit A. If Exhibit B is required, include it next, followed by resumes of individuals listed on page 2 of Exhibit B.
- ABCENGWL is the Current Obligation Form. Only one copy of the Current Obligation Form is required. Do not send the instructions.
- ABCENGDS is the Disclosure Forms. Include a cover sheet with PTB #\_\_\_ & Item(s) \_\_\_\_, Form A, Form B and Form for Offerors That Have Previously Submitted Form A. Only one copy of the Disclosure Forms is required. Do not send the instructions.

The size limitation on an incoming e-mail is 2 MB. If you exceed this limit, you must separate contents into multiple e-mail. Identify the number of e-mails being sent, (i.e. 1 of 3) Scanned images, color graphics, and photographs which are converted to Adobe Portable Document Files (PDF) can be very large.

Signatures must be scanned, then cut/copied and pasted into the appropriate signature blocks. The file should then be converted to a PDF.

The Exhibits, Current Obligation and Disclosure Forms are available as word documents and should be downloaded from our web-site: <http://www.dot.state.il.us/desenv/deform.html>  
The bookmarks for the Exhibits, Current Obligations and Disclosure forms are also linked to the web-site.

The Word documents are labeled as follows:

Exhibits = EXHAB  
Current Obligation Form = CURRENT OBLIGATIONS  
Disclosure Forms = DISC2

Complete the Word documents then convert them to Adobe PDF for the submittal.

**Do not send zipped files, as we do not have the software to open them.**

If you have questions about electronic submittals, please contact Carrie Kowalski at KOWALSKICL@nt.dot.state.il.us.

If you have questions about the use of the Adobe Acrobat software, please contact Mike Gillette at GILLETTEMR@nt.dot.state.il.us.



**NOTICE  
FOR  
CHANGE IN DIRECT LABOR MULTIPLIER**

Effective for the DIRECT LABOR MULTIPLIER METHOD OF COMPENSATION:

**FOR PROJECTS SELECTED AFTER MARCH 1, 2004** THE DIRECT LABOR MULTIPLIER USED FOR THE PRIME AND SUPPLEMENTAL AGREEMENTS ASSOCIATED WITH THESE PROJECTS WILL BE **2.80** IN THE COMPENSATION EQUATION:

$DLM = [(2.80 + R) \times \text{direct labor}] + \text{direct costs}$

R= complexity factor given in the advertisement.

**IF THE PROJECT WAS SELECTED PRIOR TO MARCH 1, 2004 THE DIRECT LABOR MULTIPLIER FOR ALL PRIME AND SUPPLEMENTAL AGREEMENTS ASSOCIATED WITH THE PROJECT IS AS FOLLOWS:**

Phase 1 and 2 Primes and supplements for projects selected prior to PTB 127-3.0 (except Phase 2 of Phase 1/Phase 2 projects authorized after May 21, 2003)

Phase 3 primes for projects selected prior to PTB 127-2.80

All Primes and supplements for projects selected on PTB 127 or later and Phase 2 of Phase 1/Phase 2 projects authorized after May 21, 2003- 2.85

# NOTICE FOR CURRENT OBLIGATIONS DOCUMENT

The Current Obligations form has been revised to include work left for Phase III, Construction work, projects.

The following has been added to the document:

## **“Current Obligations For All Construction Inspection, Phase III projects**

For any Phase III work your firm has with IDOT or any other agency(s) please complete the table at the bottom of page 2 of 3. This is only to show Phase III work and the amounts should already be included in the work shown above. If your firm does not have any Phase III work mark **None** and submit.

## **Work By Your Transportation Staff For All Construction Inspection, Phase III projects:**

	Total Agreement Amount (000's)	Fee To Be Earned		
		0-6 mos. (000's)	7-18 mos. (000's)	> 18 mos. (000's)
Phase III Work				

The new form is available for download at the following site:  
<http://www.dot.state.il.us/desenv/deform.html>

**NOTICE**  
**OPPORTUNITY RETURNS PROGRAM**

Opportunity Returns engineering projects are subject to future funding approval by the legislature.

All Items on this bulletin are part of the Opportunity Returns Program.

**Notice  
of  
Statement of Experience  
and Financial Condition**

**The Statement of Experience and Financial Condition and the Description and Minimum Requirements were revised January 1, 2004.**

The current Statement of Experience and Financial Condition and the Description and Minimum Requirements are available at the following address:  
<http://www.dot.state.il.us/desenv/preqcons.html>

## **NOTICE OF CONSULTANT EMPLOYEE CLASSIFICATIONS**

Effective January 1, 2004, the Prime Consultant and all sub-consultants the prime consultant will be using are required to submit to the department the definitions of their employee classifications. The classifications and definitions are required before the negotiations meeting.

# NOTICE CONSULTANT PREQUALIFICATION SUBMITTAL TIMES

Effective January 1, 2004, firms currently prequalified will be required to submit the entire Statement of Experience and Financial Condition every 3<sup>rd</sup> year instead of the current 2 year schedule.

Consultant firms will still be required to submit the Corporate and Financial portion of the Statement of Experience and Financial Condition annually.

Firms are required to report to this office any additions or deletions of licensed professional staff or any other key personnel that would affect the firm's prequalification in a particular category. Notice of changes must be submitted within 15 calendar days of the change.

Firms may also continue to request additional categories of prequalification at any time.

There will be some overlapping of the two year versus three year submittals for the first year.

The following schedule is attached for your use:

Firm Name beginning with:	2004 Submittal	2005 Submittal	2006 Submittal
A through E	Entire SEFC	Corp. & Financial	Corp. & Financial
F through N	Corp. & Financial	Entire SEFC	Corp. & Financial
O through Z	Corp. & Financial	Corp. & Financial	Entire SEFC

The Corporate and Financial Portion of the Statement of Experience and Financial Condition consists of pages 1, 2 and 10 through 20.

# NOTICE

## ALLOWABLE DIRECT COSTS

**The allowable direct costs will be effective February 1, 2004.**

The following costs are allowable when requested by the Department and included in the contract. The costs are allowable when it is customary for the firm to bill for the cost and it can be itemized in the firm's billing and accounting systems.

Per Diem	Conus Rate ( Maximum)
Lodging	Conus Rate (Maximum)
Air Fare	Coach rate with 2 weeks notice as approved
Vehicles	
Mileage	\$0.36/mile or federal travel rate* maximum
Daily Rate (owned or leased the same)	\$36 /day- District 1 \$32/day- downstate
Overtime	Premium portion
Tolls	Actual Cost
Film and Film Processing**	Actual Cost
Overnight Delivery/Postage Courier Service	Actual Cost
Copies of Deliverables and Mylars	Actual Cost
Specific insurance – required for project	Actual Cost
GPS Equipment –When requested by Department*** (rented or owned)	\$100/day 12.50/hr
CADD	Actual Costs ( Maximum of \$15.00/Hr)
Monuments – Permanent	Actual Cost
Payment for Newspaper Ads	Actual Cost
Web Site	Actual Cost
Facility Rental for Public Meetings & Exhibits/Renderings & AV equipment/transcriptions	Actual Cost
Recording fees	Actual Cost
Courthouse fees	Actual Cost
Testing of Soil Samples	Actual Cost
Lab Services (excluding Phase III normal construction inspection such as beam breaks, cylinder breaks, pavement cores)	Actual Cost
Equipment rental specific for a project (snooper for bridge inspection, noise meter, etc.)	Actual Cost
Specialized equipment – on an as needed basis with prior approval	Actual Cost
Traffic Systems	Actual Cost
Mobile Phone (for traffic system implementation)	
Telephone Usage (for traffic system monitoring)	
Storm sewer cleaning and televising	Actual Cost
Traffic control and protection	Actual Cost
Aerial photography and mapping	Actual Cost
Utility exploratory trenching	Actual Cost

# NOTICE ALLOWABLE DIRECT COSTS

- \*website for Conus and federal rates  
<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>
- \*\* Use of digital cameras verses film cameras is encouraged when firms own digital cameras and the discussion of their use will be part of the negotiations. Film & copies will be reimbursed at actual costs.
- \*\*\* On all agreements authorized after January 1 2005, GPS Equipment will be considered tools of the trade.

## PHASE III

Phase III Communications:

Cell Phones (maximum of 3 without additional approval. Personal phones that do not remain on the job site are not allowable)	\$70/month/phone (Maximum)
radio communication	Actual cost
2-way radio	Actual Cost

**Vehicles (Only for Vehicles assigned to project)  
DAILY RATE ONLY**

\$36 /day- District 1  
\$32/day- downstate

The number of days will be calculated as follows:  
For extended stay \*\*- Number of days on job site plus one day to travel to and from job site  
Weekly (hotel) –Number of days on job site plus one day to travel to and from job site per week.

Shift Differential Actual cost based on firm policy

\* \*\*Extended Stay Status applies to individuals on the project over 20 consecutive working days .  
The decision whether individuals will stay over the week-end will be made after the Contractor's schedule is available and shall be made jointly by the Consultant Liaison and the IDOT Resident.

NOTES:

For Construction inspection contracts beam and cylinder breaks are not reimbursable.  
Overtime to employees traveling to and from the site will be allowable depending on the firms policy and limited to the Department's policy (see Departmental Order 4-1).



## **NOTICE OF INITIAL SCOPING/NEGOTIATION MEETNG ATTENDANCE**

Effective January 1, 2004, the Prime Consultant and any sub-consultants the prime consultant will be using are required to attend the initial scoping/negotiation meeting listed in the Professional Transportation Bulletin advertisement.

**NOTICE**  
**Construction and Quality Assurance Consultants**  
**S 33- Geotechnical Field Testing and Inspection Class**

Professional Transportation Bulletin 117 included a notice that S 33 is a required class for technicians performing soil tests on construction projects. This includes consultant personnel providing Construction Inspection or Quality Assurance Testing on Department projects. The Department will schedule sessions of this class after determining the demand. Below is a description of the class and sign-up information.

**Course Objectives**

The student will be able to do the following: 1. Determine the Standard Dry Density and Optimum Moisture content of soil or soil mix according to AASHTO T 99. 2. Determine in-place density in accordance with approved test procedures. 3. Select the correct soil curve by the use of a one-point proctor and/or textural classification of the soils. 4. Determine the moisture content of a soil by either laboratory or field methods. 5. Perform validity checks of the soils test results. 6. Report test results in accordance with departmental requirements.

**Prerequisites**

1. One year of college level technical training or six months experience, or consent of the course instructor;
2. High school math, including ability to calculate percentages.

**Course Length**

Two Days, including written examination.

**Cost**

There is no cost to consultants.

**Location**

District One, District Eight, and other locations determined by demand.

**Schedule**

As determined by demand; late fall, winter, and early spring.

**To Register**

Mail or Fax a note or e-mail Brad Risinger in the Technical Training Unit. For each proposed registrant, provide name, firm name, address, phone, FAX and e-mail. Please list multiple registrants in priority order, since seating in initial classes may be limited.

Brad Risinger  
IDOT- Technical Training Unit  
313 Hanley Building  
2300 S. Dirksen Parkway  
Springfield, IL 62764  
217 782-0128  
FAX 217 524-7260

RisingerBD@nt.dot.state.il.us

# Introduction

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

## **SPECIAL PROFESSIONAL TRANSPORTATION BULLETIN** **January 28, 2004**

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.state.il.us/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.

IDOT shall not discriminate on the basis of 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 submitted by **JOINT VENTURES WILL NOT BE CONSIDERED. STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT AT THE ABOVE ADDRESS AND THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 4:30 P.M. LOCAL TIME, February 11, 2004.** **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 expressing your interest in various projects and/or correspondence concerning your firm via Overnight/Federal Express mail to members of the Consultant Selection Committee.

All Items on this bulletin will utilize the **Direct Labor Multiple** method of contracting unless otherwise shown as Cost Plus Fixed Fee.

# Guidelines for Submitting Statements of Interest (SOI)

Firms 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.

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 that includes the following:

- 1) A cover sheet, clearly identifying the PTB Number, Item Number, Firm Name, and IDHR number. No additional information is required on the cover.
- 2) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- 3) No color graphics/photographs should be included in the submittal.
- 4) A brief statement of the firm's interest in performing the work. (Begin on Page 2 of SOI and should not be longer than 2 pages)
- 5) Complete Exhibit A as follows: (This should follow the Table of Contents in the SOI)
  - a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement.
  - b) Attach resumes of all personnel listed in a) above. Individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
  - c) 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.
  - d) Identify proposed subconsultants and item(s) of work they will perform. Subconsultants must be prequalified in the area of work they will be performing.
- 6) Projects involving Location Design Studies (Reconstruction/Major Reconstruction and New Construction/Major Reconstruction) and all Environmental Reports (Simple Environmental Assessment, Complex Environmental Assessment, and Environmental Impact Statements) require completion of **Exhibit B**.
- 7) 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.
- 8) Any other information specifically requested in the project advertisement should be included where specified in the submittal.
- 9) The Instructions for completing the Current Obligation documents immediately precede the Current Obligation forms. The Current Obligation Forms should be a separate document from the SOI. Only one copy, sent to the Central Bureau of Design and Environment, is required.

# Guidelines for Submitting Statements of Interest (SOI)

- 10) Instructions for completing **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. Disclosure Forms should be a separate document from the SOI. A cover should be provided with a statement similar to the following: “*The **Form A** disclosures (or Certification Statement) and the **Form B** disclosures are being submitted for PTB # \_\_\_\_\_, Item(s): \_\_\_\_\_.*” Only one copy, sent to the Central Bureau of Design and Environment, is required. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- 11) Exhibit A, Exhibit B, the Current Obligations Form, and the Disclosure Forms are available as word documents on our web site: <http://www.dot.state.il.us/desenv/deform.html>. The Disclosure is labeled as DISC2. The Exhibits are labeled as EXHAB. The Current Obligations are labeled CURRENT OBLIGATIONS.

The following addresses may be used when a hard copy of the SOI is requested in the advertisement:

Illinois Department of Transportation  
Ms. Cheryl Cathey  
Bureau of Design and Environment  
Attn: Consultant Unit (Room 330)  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

District copies should be addressed as follows:

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

Mr. Gregory Mounts  
**District 2**  
819 Depot Avenue  
Dixon, IL 61021

Ms. Diane O'Keefe  
**District 3**  
700 East Norris Drive  
P.O. Box 697  
Ottawa, IL 61350

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

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

Ms. Chris Reed  
**District 6**  
126 East Ash St.  
Springfield, IL 62704

Mr. Stan Grabski  
**District 7**  
400 West Wabash  
Effingham, IL 62401

Ms. Mary Lamie  
**District 8**  
1102 Eastport Plaza Drive  
Collinsville, IL 62234

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

To verify that the Department has received your Statements of Interest you may call (217)785-4784 after 3:30 p.m. February 11, 2004.

**TABLE OF CONTENTS**  
**SPECIAL BULLETIN FOR OPPORTUNITY RETURNS**

<b><u>ITEM</u></b>	<b><u>COUNTY</u></b>	<b><u>DESCRIPTION</u></b>
<b><u>DISTRICT 2</u></b>		
890-141	ROCK ISLAND	Provide Phase I engineering services for the preparation of land acquisition documents for IL 5 (John Deere Road) in Moline, IL.
<b><u>DISTRICT 7</u></b>		
890-142	JEFFERSON	Provide Phase I/II engineering services for Western Expansion of Veterans Memorial Drive in Mt. Vernon.
<b><u>DISTRICT 8</u></b>		
890-143	MADISON/ ST. CLAIR/ MONROE	Provide Phase I engineering services for the proposed new regional transportation facility in southwestern Illinois known as the Gateway Connector.
890-144	JERSEY	Provide Phase II engineering services for the preparation of contract plans for the construction of the Jerseyville Bypass.
890-145	WASHINGTON	Provide Phase I/II engineering services for widening IL 127 in Nashville.
890-146	MONROE	Provide Phase I/II engineering services for the addition of new lanes along IL 3 to create a five-lane roadway in Waterloo.

**890-141 Job No. R-92-011-04, FA 595 (IL 5), Land Surveys, Rock Island County, District Two.**

**This project requires 10.00% 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 **March 23, 2004 at 10:00 A.M.** at the District Two Office in **Dixon**.

Phase I engineering services are required for land surveys for the preparation of land acquisition documents and any associated material to be completed on IL 5 (John Deere Road) from approximately 16th St. to 70th St. in Moline. All work for this project will be in English units.

The department will furnish the Consultant with alignment data, Title Reports, Existing Right-of-Way Plats, survey control points and proposed right-of-way requirements.

The estimated construction cost for this project is \$24,000,000. The Consultant's work is anticipated to include but is not limited to: Verify Section Corners, Block Corners, Easement Plats, Right-of-Way Plats, prepare Legal Descriptions, Stake proposed Right-of-Way, prepare Staking Plans and sign and seal Final Plats and Legal Descriptions. All data must be based on the coordinate system supplied by the department.

This work must be completed within 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).

Firms must be prequalified in **Special Services (Land Surveys)** 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 at the following address: [SOIPTB@nt.dot.state.il.us](mailto:SOIPTB@nt.dot.state.il.us).

890-142 Job No. P-97-005-04, Mt. Vernon Western Expansion, Jefferson County, District Seven.

**This project requires 10.00% 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 **March 19, 2004, at 10:00 A.M.** at the District Seven Office in **Effingham**.

Phase I and/or II engineering services are required for a Project Report, Contract Plans and Land Survey for approximately 1.65 miles of proposed concrete pavement, sidewalk, and storm sewer for the expansion of Veteran's Memorial Drive, Davidson Ave. and a connector street on the west side of Mt. Vernon. All work for this project will be in English units.

The department will furnish the Consultant with all available existing plans, survey data, and plats. The Consultant shall use Local Roads and Streets Standards.

The estimated construction cost for this project is \$2,750,000. The Consultant's work includes Location/Design Report, contract plans, special provisions, estimates, plats and plans. Construction limits will be required by January 1, 2005. Phase I work will be completed by March 1, 2005. Phase II work must be completed by December 1, 2005.

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

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

Firms must be prequalified in the following categories to be considered for this project:

**Highways (Roads & Streets)**  
**Location/Design Studies (New Construction/Major Reconstruction)**

Firms must also be prequalified in **Special Services (Land Surveys)** or subcontract the Land Surveying work to a firm that is prequalified in this category.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: [SOIPTB@nt.dot.state.il.us](mailto:SOIPTB@nt.dot.state.il.us).



890-143 **Job No. P-98-005-003, FAP 888 (IL 158 Outerbelt), Section 60, 82, 67. Preliminary Engineering for the Gateway Connector, Madison, St. Clair and Monroe Counties, District Eight.**

**This project requires 12.00% DBE participation.**

The **Complexity Factor** for this project is **0.008**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 6, 2004 at 10:00 A.M.** at the District Eight Office in **Collinsville**.

Phase I engineering services are required for the proposed new regional transportation facility in southwestern Illinois known as the Gateway Connector. Phase I engineering services will include the development of the Alternatives Analysis and a portion of the work associated with the development of an Environmental Impact Statement. All work for this project will be in English units and all NEPA documents must be in dual (English and metric) units.

The department will furnish the Consultant with as built plans where available, a Feasibility Study, and a Corridor Study.

The estimated construction cost for this project is \$500,000,000. The Consultant's work may include route survey, data collection, geometric studies, public involvement, environmental studies, hydraulic studies, alternatives analysis, geotechnical studies and traffic modeling. The project schedule must be prepared using SURETRAK.

The firm selected for this project will be required to staff an office within 50 miles of the District Eight Collinsville headquarters. This office must be staffed full-time with the Project Engineer(s) and support staff related to project coordination. All work associated with this contract is to be complete within 60 months after authorization to proceed.

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

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

- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The Environmental Lead who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, socio-economics and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recent Statement of Experience and Financial Condition.
- The person who will perform Traffic Modeling (must be an Illinois Licensed Professional Engineer).
- The person who will perform the Alternatives Analysis should have experience in the preparation of this report.

Firms must be prequalified in the following categories to be considered for this project:

**Structures (Highway: Advanced Typical)**  
**Location/Design Studies (New Construction/Major Reconstruction)**  
**Environmental Reports (Environmental Impact Statements)**

Firms must also be prequalified in **Special Services (Route Surveys)** or subcontract the Route Surveying work to a firm that is prequalified in this category.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: [SOIPTB@nt.dot.state.il.us](mailto:SOIPTB@nt.dot.state.il.us).

**890-144 Job No. D-98-008-04, FAP 310 (US 67), Jerseyville Bypass, Jersey County, District Eight.**

**This project requires 12.00% DBE participation.**

The **Complexity Factor** for this project is **0.003**.

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 24, 2004 at 10:00 A.M.** at the District Eight Office in **Collinsville**.

Phase II engineering services are required for the preparation of various contract plans for the construction of US 67, Jerseyville Bypass from south of the Jerseyville City limits to north of DeArcy Creek, a distance of approximately 5.66 miles. All work for this project will be in English Units. The proposed structures may consist of:

- US 67 from the Ramp A Flyover Structure South of Jerseyville to the Ramp B Flyover Structure North of Jerseyville (S.N. 042-2008)
- US 67 Dual Structures Over G.W.W.R. and Sunderland Road (S.N. 042-0039, and S. N. 042-0040)
- IL16 Structure Over US 67 (S.N. 042-0038)
- Fidelity Road Structure Over US 67 (S.N. 042-0037)
- County Highway 21 Structure Over US 67 (S.N. 042-0036)
- US 67 Dual Structures Over the G.W.W.R. and Dual Structures Over Wittmill Road(S.N. 042-0035, S.N. 042-0034, S.N. 042-0033, S.N. 042-0032)
- Ramp B Flyover Interchange North of Jerseyville, Ramp B Flyover Structure, US 67 Dual Structures Over DeArcy Creek, and US 67 Double Box Culvert Over Tributary to DeArcy Creek(S.N. 042-0031, S.N. 042-0030, S.N. 042-0029, S.N. 042-2007)

US 67 is proposed to be a 4-lane divided expressway with full access control. Work includes design of the proposed four-lane bypass at Jerseyville with one interchange at IL 16 east of Jerseyville and another north of Jerseyville. In addition, the work is anticipated to include construction of a frontage road, two connector roads, and vertical and/or horizontal realignment of three cross roads. Also included within the project limits are approximately fourteen structures. These are anticipated to include two double box culverts, three grade separation structures on three cross roads, one ramp flyover structure north of Jerseyville, and four sets of mainline dual structures. The proposed structure over County Highway 21 will be constructed on a horizontal curve. Approximately 10 crossroad pipe/box culverts will be required.

The department will furnish copies of available microfilm plans, aerial survey information, the approved Design Report and Environmental Impact Statement, pavement design, hydraulic reports for the structures mentioned above, and soil borings and soils report.

The estimated construction cost for this project is \$64,700,000. The Consultant's work will include supplemental survey; drainage study and report; preliminary, pre-final and final road plans; structure report and TSL plan for each bridge; and pre-final and final bridge plans. All work required for contract plans, special provision, estimates for IL16 Structure Over US 67 (S.N. 042-0038) and Ramp B Flyover Interchange North of Jerseyville, Ramp B Flyover Structure, US 67 Dual Structures Over DeArcy Creek, and US 67 Double Box Culvert Over

Tributary to DeArcy Creek (S.N. 042-0031, S.N. 042-0030, S.N. 042-0029, S.N. 042-2007) must be completed by January 6, 2006. All remaining work must be completed within 36 months after authorization to proceed.

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

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

Firms must be prequalified in the following categories to be considered for this project:

**Highways (Freeways)**  
**Structures (Highway: Advanced Typical)**  
**Special Services (Route Surveys)**  
**Special Studies (Location Drainage)**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: [SOIPTB@nt.dot.state.il.us](mailto:SOIPTB@nt.dot.state.il.us).

**890-145 Job No. P-98-013-04, FAP 42 (IL 127) from 0.5 miles north of Mockingbird Road to 1<sup>st</sup> Street in Nashville, Washington County, District Eight.**

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 **March 23, 2004 at 10:00 A.M.** at the District Eight office in **Collinsville**.

Phase I and II engineering services are required for the improvement of IL 127 from approximately 0.5 miles north of Mockingbird Road to 1<sup>st</sup> Street in Nashville. Phase I engineering services will include all work required to complete a Project Report. Phase II engineering services will include all work required to complete contract plans, special provisions and estimate. All work for this project will be in English units.

The Phase I engineering services are required for preparation of a Project Report. This work includes, but is not limited to: accident analysis, geometric studies, intersection design studies, bridge condition report (potential), environmental coordination and evaluation, traffic maintenance analysis, culvert analyses and evaluation of a proposed drainage system, establishing construction limits and public involvement which may include conducting a public meeting. Phase I includes a Project Report, preliminary geometry with proposed plan and profile for the roadway widening, cross-sections and delineation of construction limits and any other applicable work required to complete the Project Report.

Phase II engineering services include the preparation of contract plans, special provisions, and estimates. Work shall consist of preliminary and final roadway plans including cross sections and drainage, pavement marking, and erosion control plans, special provisions, an estimate of time and any other work necessary to complete the contract plans.

The department will furnish the Consultant with as built plans, where available; traffic data; accident data; route surveys; information regarding location of known sensitive environmental features; and existing right of way information.

The estimated construction cost for this project is \$3,000,000. The project schedule must be prepared using SURETRAK. All Phase I work must be completed by March 1, 2006. Phase II work will be negotiated after the completion of Phase I.

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/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).

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

Firms must be prequalified in the following categories to be considered for this project:

**Location/Design Studies (Rehabilitation)**  
**Special Studies (Location Drainage)**  
**Highway: Roads & Streets**

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: [SOIPTB@nt.dot.state.il.us](mailto:SOIPTB@nt.dot.state.il.us).

**890-146 Job No. P-98-019-04, FAP 312 (IL 3), from South Market to North Market in Waterloo, Monroe County, District Eight.**

**This project requires 12% DBE participation.**

The **Complexity Factor** for this project is **0.003**.

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 **March 31, 2004** at **10:00 A.M.** at the District Eight Office in **Collinsville**.

Phase I and II engineering services are required for Preparation of Design Report, Environmental Class of Action Determination (ECAD) record, and plan preparation for proposed additional lanes, shoulder and drainage improvements on IL 3 from South Market Street to North Market Street in Waterloo. All work for this project will be in English units and all NEPA documents must be in dual (English and metric) units.

The project includes the design of proposed traffic lanes along IL 3 from approximately North Market to South Market in Waterloo. The facility is proposed to be a five lane section. The approximate length of the improvement is 3.4 miles.

The department will furnish the Consultant with ground survey, current traffic data, accident data, and as-built plans, unit prices for cost estimates, existing right-of-way information, coordination and correspondence.

The estimated construction cost for this project is \$12,000,000. The Consultant's Phase I work includes data collection, geometric studies, accident analysis, drainage study, traffic management analysis, preparation of a Congestion Management Study (CMS), preparation of pre-final plans for submittal of construction limits, and all other work necessary to complete a Project Report and Environmental Class Action Determination (ECAD) record. The project schedule must be prepared using SURETRAK. Phase II work includes all work necessary to complete contract plans, special provisions and estimates for the project. Phase I work must be completed within 10 months after authorization to proceed. Phase II work must be completed by January 27, 2006.

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

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

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

Firms must be prequalified in the following categories to be considered for this project:

**Highways (Roads & Streets)**  
**Special Studies (Location Drainage)**  
**Location/Design Studies (Reconstruction/Major Rehabilitation)**

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

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: [SOIPTB@nt.dot.state.il.us](mailto:SOIPTB@nt.dot.state.il.us).



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

The following consultant firms were selected by the Consultant Selection Committee on January 21, 2004, to provide services for the Department as advertised in Professional Transportation Bulletin 130 that is dated November 6, 2003.

**1. Job No. D-91-050-02, FAU 3578 (Southwest Highway), over B&O RR, Stony Creek & at Ridgeland Avenue, Cook County, District One.**

FIRM: PATRICK ENGINEERING, INC.

CITY: LISLE, IL

Provide Phase II engineering services for the removal and partial replacement of the bridge over B&O RR and Stony Creek and other applicable roadway work.

**2. Job No. D-91-058-04, Various Traffic Signal Coordination and Timing (SCAT) projects, Bureau of Traffic, Various Counties, District One.**

FIRM: HAMPTON, LENZINI AND RENWICK, INC.

CITY: ELGIN, IL

Provide Phase II engineering services to develop SCAT at various closed-loop systems.

**3. Job No. P-91-047-04, Various Phase I Engineering for Drainage Studies and Hydraulic Reports, Various Counties in District One.**

FIRM: ALVORD, BURDICK & HOWSON, L.L.C.

CITY: CHICAGO, IL

Provide Phase I engineering services for preparing drainage studies and hydraulic reports.

**4. Job No. D-92-025-04, FA 301 (US 20), Phase II, IL 84 NW of Galena to Mount Hope Road SE of Galena, JoDaviess County, District Two.**

FIRM: TENG & ASSOC., INC.

CITY: CHICAGO, IL

Provide Phase II engineering services for the proposed US 20 freeway on new alignment from west of the existing intersection of US 20 and IL. 84 NW of Galena to existing US 20 NE Mount Hope Road SE of Galena.

**5. Job No. P-93-042-03, Phase I and/or II for Various Projects, Various Counties, District Three.**

FIRM: BRIGHTON ENGINEERING COMPANY

CITY: ARLINGTON HEIGHTS, IL

Provide Phase I/II engineering services on various projects throughout District Three.

**6. Job No. D-93-013-04, FAS 1317 (IL 113), Structure over Wiley Creek, Kankakee County; Job No. D-93-014-04, FAS 338 (US 45), Structure over Louis Creek, Iroquois County, District Three.**

FIRM: SOODAN AND ASSOC., INC.

CITY: CHICAGO, IL

Provide Phase II engineering services for the removal and replacement of the structure over Wiley Creek on IL 113 and the structure over Louis Creek on US 45.

**7. Job No. C-94-006-02, FAI 74 (I-74), Phase III work from Monroe Ave. to Riverfront Drive Peoria County & Tazewell, District Four.**

FIRM: MACTEC ENGINEERING & CONSULT, INC.

CITY: PEORIA, IL

Perform construction inspection for Contract 5 of major reconstruction project of I-74 in Peoria.

**8. Job No. D-94-017-04, Various Geotechnical Investigations, Various Locations, Various Counties, District Four.**

FIRM: SCI ENGINEERING, INC.

CITY: FAIRVIEW HEIGHTS, IL

Prepare geotechnical reports for various locations in District Four.

**9. Job No. C-95-014-04, Construction Inspection, Various Routes, Various Counties, District Five.**

FIRM: THE UPCHURCH GROUP, INC.

CITY: MATTOON, IL

Perform construction inspection on various projects throughout District Five.

**10. Job No. D-96-008-04, Phase I and/or II for Various Projects, Various Counties in District Six.**

FIRM: INTERNATIONAL ENGINEERING CONSULTANTS, INC. CITY: SPRINGFIELD, IL

Provide Phase I/II engineering services on various projects throughout District Six.

**11. Job No. R-96-014-03, Various Surveys, Various Routes, Various Counties in District Six.**

FIRM: BENTON & ASSOC., INC.

CITY: JACKSONVILLE, IL

Perform miscellaneous surveys for various projects throughout District Six.

**12. Job No. D-96-007-04, Phase I and/or II Various Projects, Various Counties, District Six.**

FIRM: HUTCHISON ENGINEERING, INC.

CITY: JACKSONVILLE, IL

Provide Phase I/II engineering services on various projects throughout District Six.

**13. Job No. D-96-546-02, FAP 310 (US 67), Plan Preparation US 24, Rushville, Interchange, Schuyler County, District Six.**

FIRM: HANSON PROFESSIONAL SERVICES INC.

CITY: SPRINGFIELD, IL

Prepare plans for one construction contract to include the grading of the proposed US 67/US 24 interchange area, constructing a two-span structure to carry US 24 over US 67 four lanes, and paving US 24.

**14. Job No. D-60-031-04, Traffic Signal Coordination and Timing (SCAT), Districts 2, 3, 4, and 5, Bureau of Operations.**

FIRM: CHRISTOPHER B. BURKE, ENGINEERING, LTD.

CITY: ROSEMONT, IL

Engineering services to develop traffic signal coordination & timing (SCAT) for various traffic signals and traffic signal systems in Districts 2-5.

**15. Job No. D-60-032-04, Traffic Signal Coordination and Timing (SCAT) (Districts 6, 7, 8 and 9) Bureau of Operations.**

FIRM: CRAWFORD, BUNTE, BRAMMEIER

CITY: ST. LOUIS, MO

Engineering services to develop traffic signal coordination & timing (SCAT) for various traffic signals and traffic signal systems in Districts 6-9.

**16. Job No. D-60-033-04, Statewide Sign Structure Inspection Bureau of Operations.**

FIRM: ABNA ENGINEERING, INC.

CITY: ST. LOUIS, MO

Perform detailed inspections of overhead sign structures and prepare inspection reports.

**17. Job No. P-30-015-03, Statewide Bicycle Plan, Bureau of Design and Environment.**

FIRM: WIGHT AND COMPANY

CITY: DOWNERS GROVE, IL

Perform a feasibility study to evaluate the existing bicycle system and establish prioritized listings of improvements for each district.

## **“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.

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.state.il.us> 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 Availability of the English Survey Manager Database**

An updated English Survey Manager Database (idote.smd) is available on the IDOT web site. The location of this file is on the CADD Support Home Page under Geopak Files>Database Files.

### Highlight of changes:

A new category, Default Survey Codes, has been added to the hierarchical database structure. This category contains a 900 series of "default" point codes. The additions are as follows:

900-909	Default 2d point Level 1, Color 1 (blue), TH=7.5 TW=7.5 DTM Control – Not included
910-919	Default 3d point Level 1, Color 1 (blue), TH=7.5 TW=7.5 DTM Control – Not included
920-929	Default 2d string Level 1, Color 1 (blue), TH=7.5 TW=7.5 Linear Feature – Level 1, Color 1 (blue) DTM Control – Not included
930-939	Default 3d string Level 1, Color 1 (blue), TH=7.5 TW=7.5 Linear Feature – Level 1, Color 1 (blue) DTM Control – Include as Spot and Break

These additions have default symbologies with field comments enabled which will allow surveyors the ability to add miscellaneous point codes to the database. These point codes can then be manipulated while in the point edit or chain edit modes of Geopak.

An updated informational database in HTML format will also be available on the CADD Support Home Page under "Survey Point Code Descriptions". This is available in English and Metric formats. Also included in this group is a Readme file, which details the use for this information.

## **NOTICE OF TRAINING OPPORTUNITY**

### ***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.

Marlene K. Browning  
Lake Land College  
5001 Lake Land Blvd.  
Mattoon, IL 61938-9336  
Phone: (217) 234-5285  
Fax: (217) 234-5381 E-Mail: [idotqcqa@lakeland.cc.il.us](mailto:idotqcqa@lakeland.cc.il.us)  
Internet Homepage: <http://www.lakeland.cc.il.us/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/default.asp>

**Notice  
Concerning  
Exhibits A and B  
Current Obligations  
Disclosure Forms A and B**

Please review the documents listed above and use the latest version when submitting a Statement of Interest for the Professional Transportation Bulletin.

The Exhibits, Current Obligations and Disclosure Forms are available as Word documents and may be downloaded from our web-site:

<http://www.dot.state.il.us/desenv/deform.html>

The bookmarks, listed in the bulletin, for the Exhibits, Current Obligations and Disclosure forms are also linked to the web-site.

The Word documents are labeled as follows:

Exhibits = **EXHAB**

Current Obligation Form = **CURRENT OBLIGATIONS**

Disclosure Forms = **DISC2**

## **NOTICE OF ELECTRONIC SIGNATURES**

In order for us to verify your scanned in signature (on cover letters, Exhibit A and Disclosure Forms A and B) we request that you complete the Signature Certification for Electronic Submittals form and submit it to us in **hard-copy** immediately. A signature certification form must be completed for each individual that will be signing any of the above mentioned documents. **If you have previously submitted your Signature Certification and no new individual will be signing the documents you are not required to re-submit the document.**

Send Submittal to:  
Illinois Department of Transportation  
Ms. Cheryl Cathey  
Bureau of Design and Environment  
Attn: Consultant Unit (Room 330)  
2300 South Dirksen Parkway  
Springfield, IL 62764

If you have questions, please contact me at or Carrie Kowalski at  
KOWALSKICL@nt.dot.state.il.us

[Signature Certification for Electronic Submittal](#)





## NOTICE FOR DOCUMENTATION OF CONTRACT QUANTITIES

Information regarding the Documentation of Contract Quantities can now be found on our web site ([www.dot.state.il.us](http://www.dot.state.il.us)) under Public Partners. The registration form, registration process and class format is available.

If you have questions regarding this class or the content on the web page, please email [cbctraining@nt.dot.state.il.us](mailto:cbctraining@nt.dot.state.il.us).

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 [www.state.il.us/dhr/](http://www.state.il.us/dhr/) or may also be obtained by contacting:

DHR, Public Contracts Section  
Public Contracts Division  
100 W. Randolph,  
Suite 10-100  
Chicago, IL 60601

or by calling: 312-814-2432 (TDD 312-263-1579)

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

**NOTICE**  
**Quality Assurance Testing / Complex Consultants**

This notice is important for consultants who are, or wish to be, prequalified in the Quality Assurance (QA) Testing category. The requirement for accreditation of QA Testing laboratories has been phased in over the last two years. QA Testing labs must be fully accredited to be considered for any new contracts or to renew prequalification.

Note: Neither prequalification nor accreditation is required for consultants working directly for contractors, performing Quality Control (QC) activities.

Synopsis of requirements:

- The laboratory must be accredited under the AASHTO Accreditation Program (AAP). The AAP requires on-site inspections and participation in proficiency sample programs. The Portland cement concrete (PCC) inspections and proficiency programs are conducted by the Cement and Concrete Reference Laboratory (CCRL). The hot-mix asphalt (HMA) programs are conducted by the AASHTO Materials Reference Laboratory (AMRL). Either CCRL or AMRL can conduct the aggregate program for your lab. Both AMRL and CCRL are scheduled to be in Illinois this year.
- The laboratory shall be accredited in all of the test procedures specified in Bureau of Materials and Physical Research (BMPR) Policy Memorandum "Minimum Private Laboratory Requirements for Construction Materials Testing or Mix Design." The current policy (2001-01) can be found in the Manual of Test Procedures for Materials. An update is scheduled to be published soon and may be viewed or downloaded from the Department's Web site.
- Personnel performing materials testing for aggregate, PCC, and HMA shall have completed the appropriate QC/QA trained technician classes. Personnel performing soils field tests shall have completed IDOT class S-33, "Standard Earth Density."

The description of the prequalification categories, the SEFC, and the BMPR Policy Memo may be viewed or downloaded from the IDOT Internet Site: <http://www.dot.state.il.us>

Information about the AAP accreditation and AMRL programs may be found on the AMRL Web Site: <http://patapsco.nist.gov/amrl/home/index.asp>

Information about the CCRL inspection and proficiency sample programs may be found on the CCRL Web Site: <http://www.bfrl.nist.gov/862/ccrl/front.htm>

Questions may be addressed to your District Materials Engineer or the Central Bureau of Materials and Physical Research.

# **Notice Construction Guides and Manuals - Memorandums**

The Department's Construction Guides, Manuals and Memorandum are available on our web-site at the following address: <http://www.dot.state.il.us/dobuisns.html>

The Division of Highways - Manuals Order Form is also available at the following address: <http://www.dot.state.il.us/desenv/orderform.html>