

# Professional Transportation Bulletin

PTB 162

November 10, 2011

Statements of Interest are due before 12:00 p.m..  
on December 01, 2011  
Selection Date: January 25, 2012



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

# IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

**Selection Date: January 25, 2012**

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

REVISION DATE: There are no revisions as of November 10, 2011.

**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](mailto: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

# Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 163	PTB 164	PTB 165	PTB 166	PTB 167	PTB 168	PTB 169
PUBLISH PTB	02/02/2012	05/03/2012	08/09/2012	11/08/2012	02/07/13	05/02/13	08/08/13
***STATEMENTS OF INTEREST ARE DUE	02/23/2012	05/24/2012	08/30/2012	11/29/2012	02/28/13	05/23/13	08/29/13
SELECTION MEETING	04-18-2012	07/18/2012	10/24/2012	01/23/2013	04/24/13	07/17/13	10/23/13

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

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

Required forms for each submittal are available at <http://www.dot.il.gov/desenv/deform.html>

Review the Guidelines and E-mail procedures in the PTB for submittal requirements. Both are linked in the bookmarks.

We encourage the review of the FREQUENTLY ASKED QUESTIONS, located in the NEW NOTICES and the website: <http://www.dot.il.gov/desenv/FAQ.html>

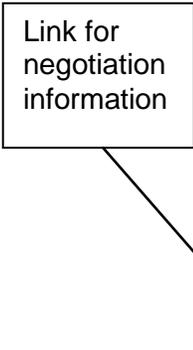
# NOTICE

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

## 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](#)

Link for negotiation information



- **Region 1**
  - Diane O’Keefe
    - District 1
      - Items 1 - 18
- **Region 2**
  - Eric Therkildsen
    - District 2
      - Items 19 - 21
    - District 3
      - Items 22 - 24
- **Region 3**
  - Joseph Crowe
    - District 4
      - Items 25 - 27
- **Region 4**
  - Roger Driskell
    - District 6
      - Items 28
- **Region 5**
  - Omer Osman
    - District 9
      - Item 29 - 30
- **Bureau Of Design & Environment**
  - Scott Stitt
    - Items 31 - 32
- **Bureau Materials & Physical Research**
  - David Lippert
    - Item 33
- **Bureau of Bridges & Structures**
  - Carl Puzey
    - Item 34
- **Bureau of Operations**
  - Justin Mann
    - Items 35 - 37

# NOTICE

## ELECTRONIC SUBMITTALS

11-10-11

To further enhance the prequalification system, IDOT is in the process of creating a web base application, Engineering Prequalification Agreement System (EPAS), to allow the electronic submittal of Statements of Experience and Financial Condition from Consultant Engineering Firms. When the electronic submittal is implemented, the department will no longer accept paper copies of the Statement of Experience and Financial Condition.

EPAS will also allow the submittal of Statements of Interest for the Professional Transportation Bulletin from Consultant Firms as well.

The testing phase is slated to begin soon and the department anticipates implementing the new prequalification SEFC system within the next few months.

The ability to submit Statements of Interest for the Professional Transportation Bulletin is expected to be implemented for PTB 163. The actual date will be dependent on the testing phase. When the electronic submittal is implemented, the department will no longer accept Statements of Interest via e-mail.

**Note the process for submittal of Statements of Interest for the current PTB 162 is not effected.**

Further information as we begin implementation will be sent via the e-mail distribution subscription service. To subscribe and/or unsubscribe go to the IDOT web site under Doing Business, <http://www.dot.il.gov/dobuisns.html> then to Subscription Services, Design and Environment, Consultant Engineering Subscription.

## Notice

Effective 11-1-11

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

# CONSULTANT ENGINEERING PREQUALIFICATION

**Effective 10-01-11**

The Statement of Experience and Financial Condition and the Description and Minimum Requirements have been revised for Engineering Consultant Prequalification. The changes were a result of the Policy Enhancement Committee (PEC) and the task force, IDOT/ACEC –IL SEFC Prequalification Task Force, created by the PEC. Thanks goes out to everyone involved in this effort to better the prequalification process. **The new documents are for all future submittals.**

Revisions consist of:

- Included general information, useful web-links, and contact information for consultants to better understand the process for doing work for IDOT.
- Revised wording to better define requirements, to eliminate redundancy and for clarification of requirements in the SEFC and the Description and Minimum Requirements.
- Modified formatting in the Statement of Experience and Financial Condition to create a more logical flow when filling in the document and to better define required data fields.
- Created questionnaires for each category to better define the requirements.
- Revised lighting category by breaking into two categories.
  - Typical Lighting
  - Complex Lighting.
  - Firms that were previously prequalified in lighting are qualified in both categories.
- Revised Roads and Streets category experience by expanding to allow the experience to be in the last 7 years.
- Revised Surveying category experience by expanding to allow the experience to be in the last 7 years.
- Revised Construction Inspection category experience by expanding to allow the experience to be in the last 7 years and revised minimum requirements to allow the Surveying requirement to be completed by either firm staff or subconsultant.

While the above is a synopsis of the changes for engineering prequalification, IDOT strongly encourages reading of the entire Description and Minimum requirements and a thorough review of the Statement of Experience and Financial Condition.

Firms seeking prequalification for the first time, or firm's that have lost their prequalification status, must submit the Entire SEFC. All prequalified firms are required to submit their entire SEFC, every 3 years (see chart in SEFC). The corporate and financial portions of the Statement of Experience and Financial Condition are required every year. The Submittal times are based on the fiscal year (FY) of the firm. A firm has 6 months from their end FY date to resubmit the applicable portion of the SEFC. The firm's prequalification remains as is until the review has been completed. If the firm fails to submit by the due date, prequalification is lost until the entire SEFC has been resubmitted by the firm, then reviewed, and approved by IDOT.

For firm's renewing or prequalifying for the first time, the SEFC dated October 1, 2011, must be submitted for prequalification consideration. Outdated/old Statement of Experience and Financial Conditions will not be reviewed. The Description and Minimum Requirements and the Statement of Experience and Financial Condition are available at <http://www.dot.il.gov/desenv/peqcons.html> .



# Illinois Department of Transportation

## S-33 Soils Field Testing and Inspection Course

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

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

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

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

**Course Materials:** <http://www.dot.il.gov/bridges/pdf/S-33%20Class%20Reference%20Guide.pdf>  
Students will need to bring a pencil, calculator and note pad with them.

**Enrollment:** Please contact Mr. Jody Meador at 217-782-0553 or preferably by email at [Jody.Meador@illinois.gov](mailto:Jody.Meador@illinois.gov) to enroll in a class. You will be contacted two to three weeks prior to the class to confirm your enrollment.

**Schedule:** Each class is three days, first day starts at 1:00pm and ends at 4:30pm. Second day starts at 8:30 and lasts until 4:30pm. The third and final day starts at 8:30 and ends around noon. The 2011-12 training schedule is listed below:

**Dates for the classes below are tentative and may be changed based on conflicts for the instructors or class rooms.**

**If 15 students haven't signed up three weeks prior to a class, that class will be cancelled.**

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

- December 6-8, 2011
- February 28 - March 1, 2012

**IDOT District Two Assembly Room,  
819 Depot Avenue, Dixon, Illinois 61021**

- March 13-15, 2012

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

- January 17-19, 2012

**IDOT District Four Training Room - Sixth Floor,  
401 Main Street, Peoria, Illinois 61602**

- April 3-5, 2012

**IDOT District Eight Auditorium,  
1102 Eastport Plaza Drive, Collinsville, Illinois 62234**

- February 6-8, 2012
- February 8-10, 2012 – If needed

## 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](mailto: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](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.

# Introduction

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

**PROFESSIONAL TRANSPORTATION BULLETIN #162**  
**Publish November 10, 2011**

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 to the [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov) e-mail address.

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 AT THE ABOVE E-MAIL ADDRESS AND IF APPLICABLE, THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 12:00 P.M. LOCAL TIME, December 01, 2011. 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.

# Guidelines 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 that includes the following:

- 1) A cover sheet, clearly identifying the PTB Number, Item Number, Firm Name, and IDHR number (if available, see recurring notices). No additional information is required on the cover.
- 2) A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)
- 3) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- 4) Color graphics/photographs should be limited in the submittal because the size limitation on incoming e-mail is 2 MB. Photo's etc. can create a large file so use at your discretion.
- 5) Complete **Exhibit A** as follows:
  - a) 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)
  - b) QC/QA personnel must be different individuals than the staffing, which prepared the documents.
  - c) 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.
  - d) 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. 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.
  - e) Include Mentor Protégé data if participating.
- 6) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (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) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.

# Guidelines for Submitting Statements of Interest (SOI)

- 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 for each prime, sent to the Central Bureau of Design and Environment, is required.
- 10) Instructions for completing Disclosure **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. Only one copy for each prime, 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) The Delinquent Debt Certification is separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included at the bottom of the Delinquent Debt document.
- 12) The Disclosure of Business Operations in Iran is 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.
- 13) Exhibit A, Exhibit B, the Current Obligations Form, Disclosure Forms, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are available as word documents on our web site: <http://www.dot.il.gov/desenv/deform.html>

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

Illinois Department of Transportation  
Bureau of Design and Environment  
Chief of Preliminary Engineering  
Attn: Consultant Unit (Room 330)  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

If SOI is required to be sent to the Region/District, use addresses as follows:

## **Region 1**

Ms. Diane O'Keefe

### **District 1**

201 West Center Court  
Schaumburg, IL 60196

## **Region 2**

Mr. Eric Therkildsen

### **District 2**

819 Depot Avenue  
Dixon, IL 61021

Mr. Eric Therkildsen

### **District 3**

700 East Norris Drive  
P.O. Box 697  
Ottawa, IL 61350

# Guidelines for Submitting Statements of Interest (SOI)

## Regional Engineers Continued:

### Region 3

Mr. Joseph Crowe

#### **District 4**

401 Main Street  
Peoria, IL 61602

Mr. Joseph Crowe

#### **District 5**

Route 133 West  
P.O. Box 610  
Paris, IL 61944

### Region 4

Mr. Roger Driskell

#### **District 6**

126 East Ash St.  
Springfield, IL 62704

Mr. Roger Driskell

#### **District 7**

400 West Wabash  
Effingham, IL 62401

### Region 5

Mr. Omer Osman(acting)

#### **District 8**

1102 Eastport Plaza Drive  
Collinsville, IL 62234

Mr. Omer Osman(acting)

#### **District 9**

State Transportation Building  
P.O. Box 100  
Carbondale, IL 62903

## **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 5.0 or greater Software.

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

Each prequalified consultant firm has been assigned a unique 2 to 6 character Firm Name Code that must be used when submitting electronic Statements of Interest. This code appears on the SEFC Prequalification Page, the page that lists the prequalification categories, and is sent with your annual prequalification letter. The code is located at the top of the page and is next to the Firm Name.

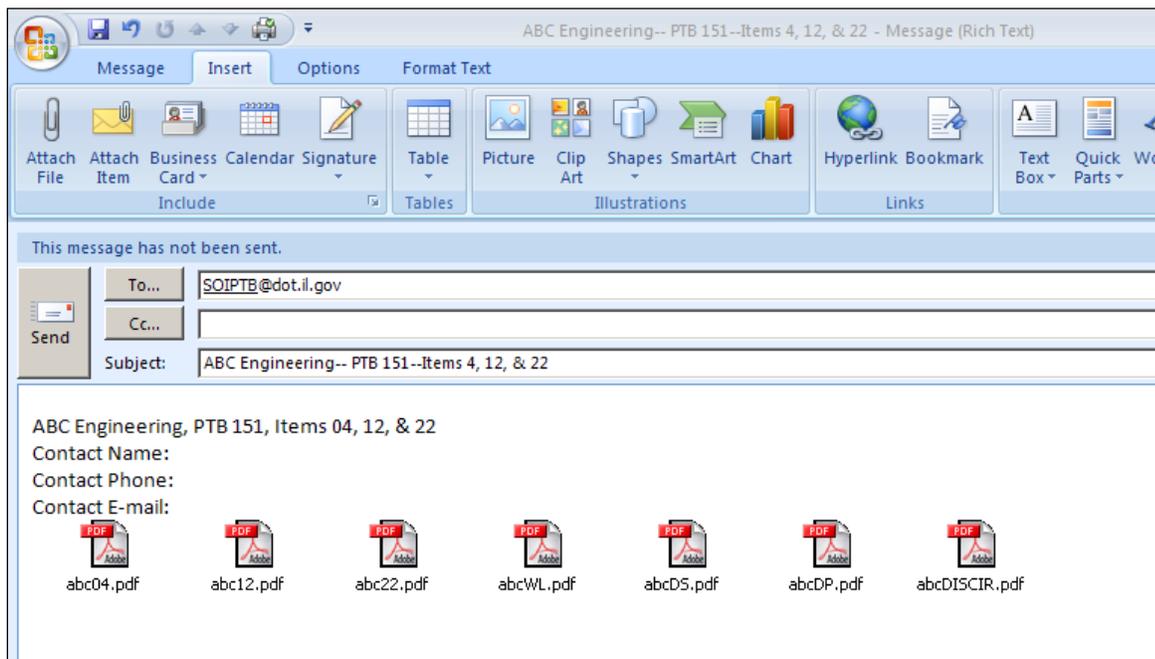
It is important your e-mail appear exactly as the attached example described below: (Note: ABC Engineering is used for example purposes only. The Code for this firm is "ABC")

- The Subject Line must read: FIRM NAME, PTB NUMBER, ITEM(S)  
  
(Example: ABC Engineering, PTB 151, Items 4, 12, & 22) If there will be more than one e-mail please note as follows: e-mail 1 of \_\_\_ the total number to be sent.)
- The first line of your e-mail should indicate your Firm Name, PTB & Items Number(s) on which your firm is submitting.  
  
(Example: ABC Engineering has submittals for PTB 151, Items 4, 12 and 22.)
- The second line should list the name, phone number, and e-mail of the person to contact should there be any questions regarding the submittal.
- 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: ABC04.pdf)
  2. For your firm's Current Obligation Form, use your 2-6 character Firm Name Code, followed by WL.  
(Example: ABCWL.pdf)
  3. For your firm's Disclosure Forms, use your 2-6 character Firm Name Code, followed by DS.  
(Example: ABCDS.pdf)

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

4. For your firm's Delinquent Debt Payment Certification, use your 2-6 character Firm Name Code, followed by DP.  
(Example: ABCDP.pdf)
5. For your firm's Disclosure of Business Operations in Iran, use your 2-6 character Firm Code, followed by DISCIR.  
(Example: ABCDISCIR.pdf)

Please review the following example e-mail:



Detail Descriptions of Attachments for electronic submittal:

- ABC04, ABC12, and ABC22 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 next, followed by resumes of individuals listed on page 2 of Exhibit B.
- ABCWL is the Current Obligation Form. Requirement: Only Prime submits one copy of the Current Obligation Form. Instructions shown on page one should not be sent.
- ABCDS is the Disclosure Forms. Requirement: Only Prime submits one copy of the Disclosure Form. Disclosure file would consist of Form A and Form B.

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

- ABCDP is the Delinquent Debt Compliance Statement. Requirement: Prime and any known subconsultants the prime will be using are required to submit this form. The forms should be converted to pdf and submitted as one pdf document, not multiple files.
- ABCDISCIR is the Disclosure of Business Operations in Iran. Requirement: Only Prime submits one copy of the form.

Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. 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) files, can become very large, use sparingly if at all.

Exhibits (A & B), Current Obligations, Disclosure Forms A & B, Delinquent Debt Certification, and Disclosure Business in Iran are available as electronic documents and may be downloaded from our web-site: <http://www.dot.il.gov/desenv/deform.html>. The bookmarks in the Professional Transportation Bulletin are also linked to the website.

Use the latest documents provided on the web site. The documents are labeled as follows:

- Exhibit A = BDE XHBT-A
- Exhibit B = BDE XHBT-B
- Current Obligations = BDE CUR-OB
- Disclosure Forms (A & B) = BDE DISC 2 Template (Consultants)
- Delinquent Debt (Consultants) = BDE 3000
- Disclosure of Business In Iran= BDE 2900

We also have frequently asked questions for submitting Statements of Interest. They are located at <http://www.dot.il.gov/desenv/FAQ.html>

If you have procedural questions regarding the submittal process, please contact Carrie Kowalski at [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov).

# PROFESSIONAL TRANSPORTATION BULLETIN REQUIRED FORMS FOR STATEMENT OF INTEREST SUBMITTAL

The forms listed below are in Microsoft Word 2007 except for the Current Obligations, which is in Microsoft Excel.

To open Microsoft Office Word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to install the [Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats](#) and any necessary Office updates. By using the Compatibility Pack for the 2007 Office system, you can open, edit some items, and save Office Word 2007 documents in previous versions of Word.

All required forms are located at: <http://www.dot.il.gov/desenv/deform.html> and are shown below.

If the link next to form name below doesn't open the document, go directly to the site above.

<a href="#">BDE 2900</a>	Disclosure of Business Operations in Iran	09/14/09
<a href="#">BDE 3000</a>	Delinquent Debt Certification (Consultant)	
<a href="#">BDE CUR-OB</a>	Consultant's Current Obligations for Statements of Interest.	10/01/08
<a href="#">BDE XHBT-A</a>	Consultant Exhibits A	12/22/09
<a href="#">BDE XHBT-B</a>	Consultant Exhibits B	12/01/09
<a href="#">BDE DISC 2 Template</a> (Consultants)	Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure	8/24/11

<b><u>Item #</u></b>	<b><u>County</u></b>	<b><u>Description</u></b>
<b><u>Region 1/District 1</u></b>		
1.	Will	Phase I/II Project on I-90 from I-190 East to IL 43 (Harlem Ave)
2.	Various	Phase I Various Projects
3.	Various	Phase I Various Projects
4.	Various	Phase I Various Projects
5.	Various	Various Drainage Studies and Hydraulic Reports
6.	Cook	Phase I/II Project for the Kennedy Expressway Reversible Lane Access Control (REVLAC) Rehabilitation
7.	Various	Phase II Various Projects
8.	Various	Various Surveying Projects
9.	Cook	Phase II project for IL 43 over US 12/20 (95 <sup>th</sup> St.), Roadway & Interchange Reconstruction, Bridges & Pump Station Rehabilitation
10.	Will	Phase II project for US 6 over Marley Creek, east of Haas Road and west of Spring Meadows Drive
11.	Various	Various Environmental Projects
12.	Various	Phase III Various Projects
13.	Various	Program Manager for Various Environmental Projects.
14.	Cook	Phase II project for IL 21 from N. of Sanders Road to S. of Euclid Avenue in the City of Glenview
15.	Lake	Phase II project for I-94 at Russell Road
16.	Various	Various Surveying Projects
17.	Various	Various Surveying Projects
18.	Various	Various Traffic Signal Design Projects
<b><u>Region 2/District 2</u></b>		
19.	Winnebago	Phase III Project for (I-90)/I-39/US 51 from Wisconsin State Line to Rockton Road
20.	Winnebago	Phase III Various Projects.

<u>Item #</u>	<u>County</u>	<u>Description</u>
<b><u>Region 2/District 2 -Continued</u></b>		
21	Winnebago	Phase III Various Projects.
<b><u>Region 2/District 3</u></b>		
22.	Bureau	Phase II project for I-80 Structures Over Hennepin Canal, West of IL 40
23.	Various	Various Subsurface Utility Engineering (S.U.E) Projects
24.	Grundy & Kendall	Phase II Project for IL 47 from North of I-80 to Caton Farm Road
<b><u>Region 3/District 4</u></b>		
25.	Henderson	Phase III project for Contract 68409, US 34 Near Biggsville
26.	Fulton	Phase III project for Contract 88795, US 24 Through Astoria
27.	Tazewell	Phase I/II Project (US 150), Intersection of US 150 (Jackson St.) and Main St. in Morton
<b><u>Region 4/District 6</u></b>		
28.	Various	Phase I/II Various Projects
<b><u>Region 5/District 9</u></b>		
29.	Various	Phase I Project for I-66, Proposed Expressway from approximately Paducah, KY to Cape Girardeau, MO
30.	Various	Phase III Various Projects
<b><u>Bureau of Design and Environment</u></b>		
31.	Various	Photogrammetry Contract for the Northern Area of Illinois
32.	Various	Various Statewide Waste Assessments Projects
<b><u>Bureau of Materials &amp; Physical Research (BMPR)</u></b>		
33.	Various	Mechanistic Pavement Performance Monitoring Statewide
<b><u>Bureau of Bridges and Structures (BBS)</u></b>		
34.	Various	Various Statewide Structural Engineering Projects

<u>Item #</u>	<u>County</u>	<u>Description</u>
<b><u>Bureau of Operations</u></b>		
35.	Various	Various Traffic Signal Coordination and Timing (SCAT) Projects, Districts Two, Three, Four, and Five
36.	Various	Various Traffic Signal Coordination and Timing (SCAT), Projects, Districts Six, Seven, Eight and Nine
37.	Various	Various Statewide Sign Structure Inspection Projects
<b>Department of Natural Resources (DNR) Request for Services</b>		
38.	Various	DNR-1 Construction Inspection at abandoned mined lands reclamation project sites in North & Central Region AML-GSwE-1148
39.	Various	DNR-2 Construction Inspection, at abandoned mined lands reclamation project sites in Southern Region AML-GSwE-1149

1. **Job No. P-91-128-12, I-90 from I-190 East to IL 43 (Harlem Ave), Phase I/II Project, Cook County, Region One, District One.**

**This project requires 20% 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 **February 1, 2012 at 1:00 P.M.** at the Region One, District One Office in **Schaumburg**.

Phase I and II engineering services are required for all work associated with the preparation of preliminary engineering report and environmental study anticipated to be processed as a Categorical Exclusion and the preparation of contract plans, special provisions and estimates for the improvement of I-90 from I-190 east to IL 43 (Harlem Ave.), approximately 2 miles. Typically the existing roadway cross section is three-lanes in each direction (divided) with shoulders. Land use abutting the corridor includes residential, commercial, and potential historic properties. The proposed improvement is anticipated to address existing operational and safety deficiencies through widening/resurfacing to better accommodate existing travel demands. Also anticipated to be considered is the need for noise abatement walls.

The scope of Phase I is anticipated to include evaluating the operations of interchanges as well as mainline I-90 and the preparation of Access Justification Reports. Consultant's work may also include data collection, preparation of base maps and mosaics, ground survey, accident analysis, traffic studies, geometric studies, traffic maintenance analysis, drainage studies, noise analysis, cost estimates and all other work necessary to complete Phase I.

Phase II is anticipated to consist of roadway and interstate plan preparation for possible widening and/or resurfacing and structure work including possible retaining wall construction/reconstruction. The proposed improvement may provide a new highway lighting system; new expressway signing; highway drainage system; surveillance items and all other work required to complete Phase II.

The department will furnish the Consultant with available microfilm plans, aerial photography and mapping, accident data, utility coordination and correspondence, structural inventory data, and archaeological, historical, biological, and special waste survey and coordination.

The estimated construction cost for this project is approximately \$50,000,000. The completion date for Phase I will be 18 months after authorization to proceed. Phase II will be negotiated near the completion of Phase I. Phase II work must be completed within 18 months after authorization to proceed.

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

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

- The person who will perform/supervise the work in the area of hydraulic/drainage calculations and preparation of the Drainage/Hydraulic Reports (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of lighting plans (must be an Illinois Licensed Professional Engineer). The Special Plans (Lighting Complex) prequalification category may be completed by Prime and/or Sub.
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified. The Structures (Highway: Typical) prequalification category may be completed by Prime and/or Sub.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer for roadway work and an Illinois Licensed Structural Engineer for structure work with adequate plan review experience).

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

**Location/Design Studies (Reconstruction/Major Rehabilitation)  
Highways (Freeways)**

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

2. **Job No. P-91-106-12, Phase I Studies for Various Projects, Various Routes, Various Counties, Region One, District One.**

**This project requires 15% 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 1, 2012 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required for the preparation of various Phase I preliminary engineering and environmental studies throughout District One. Work may include new Phase I studies for intersections, small highway segments, bridges, and/or assisting the District in completing on-going Phase I studies and 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 any relevant and available information such as accident data, existing and projected traffic data, utility coordination, and right-of-way data, as well as archaeological, historical, wetland, and special waste survey coordination.

The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader & Staff, and report to the Consultant Studies Unit Head. The Consultant's work may include data collection, preparation of base maps and mosaics, geometric studies, safety studies including accident analysis, capacity analysis including intersection design studies, route as well as stream surveys, Categorical Exclusion Reports, bridge inspections and condition reports, drainage studies including Hydraulic Reports, cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks. The Consultant will be expected to perform work in the district office as needed. The Consultant may also be required to assist the district in reviewing, overseeing, tracking and prioritizing projects being performed by IDOT personnel and other Consultants.

The estimated construction cost of these projects is anticipated to be in excess of \$20,000,000. The completion date for this contract will be 48 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- 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 Location Drainage prequalification category and the Hydraulic Reports (Waterways: Typical) prequalification category may be completed by Prime and/or Sub.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and

must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

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

**Location/Design Studies (Reconstruction/Major Rehabilitation)  
Structures (Highway: Typical)**

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

3. **Job No. P-91-131-12, Phase I Studies for Various Projects, Various Counties, Region One, District One.**

**This project requires 20% 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, 2012 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required for the preparation of various Phase I preliminary engineering and environmental studies throughout District One. The scope of work may include but not be limited to new Phase I studies for intersections, small highway segments, bridges, and/or assisting the District in completing on-going Phase I studies and 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 any relevant and available information such as accident data, existing and projected traffic data, utility coordination, and right-of-way data, as well as archaeological, historical, wetland, and special waste survey coordination.

The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader & Staff, and report to the Consultant Studies Unit Head. The Consultant's work may include data collection, preparation of base maps and mosaics, geometric studies, safety studies including accident analysis, capacity analysis including intersection design studies, route as well as stream surveys, Categorical Exclusion Reports, bridge inspections and condition reports, drainage studies including Hydraulic Reports, cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks. The Consultant will be expected to perform work in the district office as needed. The Consultant may also be required to assist the district in reviewing, overseeing, tracking and prioritizing projects being performed by IDOT personnel and other consultants.

The estimated construction cost of these projects is anticipated to be in excess of \$20,000,000. The completion date for this contract will be 48 months after authorization to proceed

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- 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 Location Drainage prequalification category and the Hydraulic Reports (Waterways: Typical) prequalification category may be completed by Prime and/or Sub.

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

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

**Location/Design Studies (Reconstruction/Major Rehabilitation)  
Structures (Highway: Typical)**

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

4. **Job No. P-91-141-12, Phase I Studies for Various Projects, Various Routes, Various Counties, Region One, District One.**

**This project requires 20% 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 1, 2012 at 1:00 P.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required to review various State jurisdiction routes for compliance with current ADA sidewalk accessibility standards, identifying deficiencies, making recommendations, and prioritizing improvements. This work may also include the preparation of various Phase I preliminary engineering and environmental studies throughout District One to address ADA accessibility deficiencies as well as for intersections, small highway segments, and/or assisting the District in completing on-going Phase I studies and 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 any relevant and available information such as accident data, existing and projected traffic data, utility coordination, right-of-way data, archaeological, historical, and special waste survey coordination.

The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader & Staff, and report to the In-House Studies Unit Head. The Consultant's work may include GIS database development, extensive site/field visits, measurements, surveys photo documentation, data collection, preparation of base maps and mosaics, geometric studies, safety studies including accident analysis, capacity analysis including intersection design studies, route as well as stream surveys, Categorical Exclusion Reports, Feasibility Studies, drainage studies including Hydraulic Reports, cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks. The Consultant may be expected to perform work in the district office as needed.

The estimated construction cost of these projects is anticipated to be in excess of \$20,000,000. The completion date for this contract will be 48 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- 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 prime firm must be prequalified in the **Location/Design Studies (Rehabilitation)** 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

5. **Job No. P-91-127-12, Various Drainage Studies and Hydraulic Reports, Various Routes, Various Counties, Region One/District One.**

**This project requires 15% 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 8, 2012 at 10:30 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required for preparing Drainage Studies and Hydraulic Reports for various locations in District One. Typically, these studies and reports will be completed in conjunction with Project Reports prepared by others. All documentation and the supporting computations are to be presented in the study/report format as appropriate. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Phase I engineering services are also required for the preparation of various Phase I preliminary engineering and environmental studies for drainage correction projects throughout District One. The scope of work may include but not be limited to new Phase I studies for intersections and short highway segments.

The department will furnish the Consultant with historical highway plans, aerial mosaic, ground surveys, hydraulic stream surveys, contour mapping, flood insurance studies, floodplain maps, and information about known drainage problems, if available. The department will also furnish the Consultant with any relevant and available information such as accident data, existing and projected traffic data, utility coordination, right-of-way data, archaeological and historical survey and special waste survey coordination.

The Consultant's work includes data collection, field verifications, roadway survey, stream survey, survey note reductions/plotting, drainage investigations, determination of drainage patterns, storm sewer cleaning/televising, drainage system evaluation and design, presentations/coordination with local agencies, bridge scour evaluation, development of Waterway Information Tables, hydrologic/hydraulic analyses, hydraulic reports for waterways and pump stations.

The Consultant will be expected to perform work similar to an IDOT Project Manager/Squad Leader & Staff, and report to the Hydraulics Section Chief. The Consultant's work may include data collection, preparation of base maps and mosaics, geometric studies, and safety studies including accident analysis, capacity analysis intersection design, route surveys, and Categorical Exclusion Reports. Cost estimates, public involvement, and all other related work necessary to complete various Phase I studies and tasks. The Consultant will be expected to perform work in the district office as needed. The Consultant may also be required to assist the district in reviewing, overseeing, tracking and prioritizing projects being performed by IDOT personnel and other consultants.

The estimated construction cost of these projects is anticipated to be in excess of \$16,000,000. The completion date for this contract will be 48 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/supervise the work in the area of drainage calculations and preparation of the Drainage Reports and Hydraulic Reports (must be an Illinois Licensed Professional Engineer with a minimum of five (5) years experience dealing with highway related drainage problems).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

The use of hydraulic and hydrologic computer programs that are currently accepted by the Division of Highways is also required to perform drainage assignments. Resumes of drainage engineers must state hydraulic and hydrologic modeling experience for the last 5 years.

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

**Special Studies (Location Drainage)**  
**Hydraulic Reports (Waterways: Complex)**  
**Hydraulic Reports (Pump Stations)**  
**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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

6. **Job No. D-91-152-12, Kennedy Expressway Reversible Lane Access Control (REVLAC) Rehabilitation, Phase I and II Project, Cook County, Region One, District One.**

**This project requires 15% 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 1, 2012** at **1:00 P.M.** at the Region One, District One Office in **Schaumburg**.

Phase I engineering services are required for the study of the condition of the existing Kennedy Expressway Reversible Lane Access Control System. The REVLAC System is used to control the direction of the Kennedy Expressway's Reversible lanes. This system was constructed 20 years ago and consists of approximately 120 electromechanical swing gates, six electromechanical arresting barriers and three nodal buildings; all controlled by Programmable Logic Controllers (PLCs). While the system has been extremely reliable, components are aging and the PLC manufacturer has indicated that those devices will no longer be supported. This study is expected not to examine a review of geometric factors (such as the location or placement of components) but instead it is expected to examine those existing components and determine a strategy to keep those components operating reliably for the next 20 years.

Based on the results of the Phase I Study, the selected Consultant will be responsible for the preparation of plans, specifications and cost estimates to facilitate the rehabilitation of the REVLAC System. The work may involve equipment or property survey, architectural, HVAC, telecommunications, motor control, miscellaneous site work, structural engineering and Phase III review of shop drawings and product data.

The Consultant will also review and prepare plans to ensure all plans are within the framework of the department's policies and procedures, local agency's requirements; and all applicable manuals and schedules.

The estimated construction cost for this project is \$15,000,000. 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 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).

Statements of Interest must also provide a proposed organizational chart for the proposed Consultant team with proposed percentage of time commitment and the approach the firm would take on this project. Also, include any past firm experience with this type of work.

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

**Mechanical Engineering**  
**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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

7. **Job No. D-91-109-12 Various Phase II Projects, Various Routes, Various Counties, Region One, District One.**

**This project requires 20% 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 27, 2012 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

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

Work may include contract plan preparation for various projects involving roadway and/or bridge improvements, preparation of miscellaneous plan and structure details, review of plans by consultants and local agency consultants for roadway and bridge reconstruction projects, obtaining pavement composition cores for resurfacing projects and providing supplemental field and bridge deck surveying for various projects.

The department will furnish the Consultant with available microfilm, pavement patching survey, bridge repair notes, and other available information.

The estimated construction cost of these projects may range from \$200,000 to \$3,000,000. The completion date for this contract will be 36 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will be in charge of route surveys (must be an Illinois Licensed Professional Engineer or an Illinois Licensed Surveyor). The Surveying prequalification category may be completed by Prime and/or Sub.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

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

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

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

8. **Job No. D-91-111-12, Various Surveys, Various Routes, Various Counties, Region One/District One.**

**This project requires 15% 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 27, 2012** at **1:00 P.M.** at the Region One/District One Office in **Schaumburg**.

Phase II Land Acquisition services will be required under this contract to support district staff in The Bureau of Land Acquisition. Consultants will be responsible for supplying the necessary staff as required by The Illinois Department of Transportation. The staffing may include but not be limited to Land Surveyors, Engineers, Survey Technicians, Cadd and GIS Technicians. Work orders will be negotiated and authorized by the department on an as-needed basis. The department will furnish the Consultant with applicable department policies and procedures.

The Consultant's work may also include 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. 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.
- The person who will perform the QA/QC review work of all milestone submittal documents(must be an Illinois Licensed 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

9. Job No. D-91-122-12; IL 43 over US 12/20 (95<sup>th</sup> St.), Roadway & Interchange Reconstruction, Bridges & Pump Station Rehabilitation, Phase II Project, Cook County, Region One, District One.

This project requires 20% 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, 2012 at 8:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are anticipated for preparing, completing and updating contract plans, specifications, and estimates including structure, roadway, and pump station plans for the improvement of IL 43 over US 12/20 (95<sup>th</sup> St.) interchange. The documents have been partially completed. Work is expected to consist of roadway reconstruction along 95<sup>th</sup> St. to improve vertical clearance, interchange reconfiguration by creating two new intersections on Harlem Ave. to provide 3- lanes of traffic in each direction with barrier median & left turn lanes and construction of a new free flow ramp from WB 95<sup>th</sup> St. to NB I-294. The existing traffic signal at the intersection of 95<sup>th</sup> Street & the Illinois Tollway EB exit ramp will be upgraded and 2 new traffic signals will be installed along Harlem Ave. at the location of the reconfigured ramps. One temporary traffic signal will be required in addition to an interconnect system. Three existing bridge structures will be rehabilitated. Decks thermographic/infrared surveys will be required. The existing pump station #25 will be rehabilitated including installation of new pumps, electrical control systems & repairs to the existing building structure & access road. Roadway & underpass lighting will be provided. The project will be stage constructed. An SWPP ,floodway & MWRD permits may be required. Stormwater detention will be provided or upgraded to accommodate anticipated flows. Coordination with the Illinois Tollway, local agencies and the department will be required. Roadway geotechnical investigation will be by others.

The following structures are included in this project:

- S.N. 016-0320 – IL 43 (Harlem Ave.) over US 12/20(95<sup>th</sup> St)
- S.N. 016-0321 – IL 43 (Harlem Ave.) over the CSX Railroad
- S.N. 016-1010 - EB 95<sup>th</sup> St. Ramp to SB IL 43 (Harlem Ave.)

The department will furnish the Consultant with available microfilm plans, Bridge Condition Report, project report, hydraulic report, and other necessary items.

The estimated construction cost for this project is \$13,000,000. The Consultant will prepare structure plans, geotechnical borings, investigation & analyses, supplemental surveys, roadway plans, drainage & utility investigation, maintenance of traffic plan, traffic signals, lighting, pump station rehabilitation plans, and any other related work to complete Phase II contract plans. 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 work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will perform the pumping station mechanical and electrical systems for the pump station rehabilitation (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**  
**Highway Structures -Typical**  
**Special Plans - Pumping Station**

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@dot.il.gov](mailto:SOIPTB@dot.il.gov).

10. **Job No. D-91-130-12, US 6 over Marley Creek, east of Haas Road and west of Spring Meadows Drive, Phase II Project in Will County, Region One, District One.**

**This project requires 20% 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 **February 1, 2012 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of plans, specifications and cost estimates for the replacement of the bridge carrying US Route 6 over Marley Creek at two (2) locations; east of Haas Road and west of Spring Meadows Drive. The roadway at both structures will also be reconstructed and raised to meet the required 2 foot low beam clearance, lower the design headwater elevations, and reduce roadway flooding. Compensatory storage is also required. A 10-foot side path will be provided on the north side of both structures to meet the Complete Streets requirements.

The following structures are anticipated to be included in the project:

- SN: 099-0148 US 6 over Marley Creek – west of Spring Meadows Drive
- SN: 099-0149 US 6 over Marley Creek – east of Haas Road

The Consultant's work includes preparation of contract plans, specifications, and estimates. The Consultant will prepare roadway plans, TS&L plans, structure plans, geotechnical borings, investigation & analyses, supplemental surveys, drainage & utility investigation, maintenance of traffic plan, all applicable permits, and all other necessary related work to complete Phase II contract plan.

The department will furnish the Consultant with available microfilm plans, Bridge Condition Report, project report, hydraulic report, and other necessary items.

The estimated construction cost for this project is \$12,300,000. 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 be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.

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

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

**Structures (Highway: Typical)  
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@dot.il.gov](mailto:SOIPTB@dot.il.gov).

11. **Job No. P-91-108-12, Various Environmental Projects, Various Routes, Various Counties, Region One, District One.**

**This project requires 10% 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 2, 2012 at 9:00 A.M.** at the Region One, District One Office in Schaumburg.

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

The department will furnish the Consultant with any relevant and available information including project location exhibits and any available field data.

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

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

The Consultant having an office within District One is highly desirable.

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.
- One or more personnel trained and experienced in wetland biology/ecology with a degree in a related science. Training in Habitat Evaluation Procedure (HEP) is also desirable.
- One or more personnel trained and experienced in hydrology (especially wetland hydrology) with a degree in a related field.
- One or more personnel trained and experienced in geology and/or soil science (particularly hydric soils and ground water) with a degree in a related field.
- One or more personnel trained and experienced in forestry (an Urban Forrester certified by the Illinois Arborist Association is desirable).

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

In addition, information must be provided to give evidence of the following expertise and experience of the prime and/or any subconsultants. Prima Facie evidence of expertise and experience would include copies of documents from the U.S. Army Corps of Engineers (preferably the Chicago District) and/or the Illinois Department of Natural Resources indicating that wetland delineations performed by the firm were approved and/or accepted by those agencies.

The prime firm must be prequalified in the **Environmental Reports (Environmental Assessment)** category to be considered for this project.

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

12. **Job No. C-91-115-12: Phase III Various Projects, Various Routes, Various Counties, Region One/District One.**

**This project requires 20% 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, 2012 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 District One. Eight to twelve engineers and/or engineering technicians are anticipated to be required during the 2012 and 2013 construction seasons. Typical assignments may 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. This work may be in either English or metric units.

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 negotiations meeting, the Consultant, and subconsultant(s) will disclose all 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 contract 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

13. **Job No. P-91-107-12, Phase I Environmental Program Management for Various Projects, Various Routes, Various Counties, Region One, District One.**

**This project requires 10% 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 2, 2012 at 1:00 p.m.** at the Region One, District One Office in Schaumburg.

A Program Management (PM) consultant is required for Phase I environmental services. The PM consultant will support various IDOT Phase I projects which are either in-house or under contract with other consultant engineering firms. The PM consultant will be expected to perform work similar to an IDOT Environmental Specialist, and report to the Environmental Studies Unit Head. Key staff from the PM consultant will be expected to perform work in the District offices from two to five days per week as work load requires. The work may include Air, Noise, Biological, Cultural, Water Quality, Special Waste coordination, Wetland analysis/reviews and other work as necessary to ensure that assigned projects are completed in accordance with established schedules and budgets.

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

Joint ventures will not be allowed on this project.

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

The PM consultants' work may include preparation and/or reviews of technical analysis, public coordination, administrative services and other work as necessary to ensure assigned projects are brought to completion in accordance with established schedules. It is anticipated that the PM consultant will be involved in a variety of projects of varying complexity.

The work anticipated in support of Phase I projects may include, but not be limited to:

- Analysis or review of Air, Noise, Biological, Cultural, Water Quality, Special Waste and Wetland issues
- Coordination with program level and assigned project level controls personnel
- Identify and implement all necessary coordination and communication within and outside the Department; to IDOT, other environmental resource agencies and stakeholders as required
- Assist in regular progress meetings and briefing for IDOT including FHWA where details of project and progress are presented

- Assist in the resolution of environmental issues, drawing upon necessary resources and experts in applicable disciplines
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT
- All other work as necessary and required to support assigned in-house and Consultant Phase I projects

The department will provide all IDOT policies and procedures.

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.
- The persons who will be the Environmental Lead, and 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, Special Waste, Community Impacts, 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(s) who will perform the QC/QA review work of all milestone reviews and/or submittals.

Statements of Interest must also provide a proposed organizational chart for the proposed PM consultant team with proposed percentage of time commitment, as well as the approach the firm would take on this project, and a summary of the pertinent experience of the firm supporting the environmental aspects of Phase I highway projects.

The prime firm must be prequalified in the **Environmental Reports (Environmental Assessment)** category to be considered for this project.

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

14. **Job No. D-91-133-12, FAP 374 (IL 21) from N. of Sanders Road to S. of Euclid Avenue in the City of Glenview, Phase II Project, Cook County, Region One, District One.**

**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 **February 1, 2012 at 9:30 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for preparation of plans, specifications, and cost estimates, for the reconstruction of IL 21 from N. of Sanders Road to S. of Euclid Avenue in the City of Glenview. The improvement is expected to consist of widening and reconstructing the existing four lane section to a five lane section. The proposed cross section will consist of a 12 foot inside through lane, a 14 foot outside through lane, and B-6.24 curb and gutter in each direction separated by a 12 foot painted median. The proposed improvement is also expected to include the addition of paved bus waiting areas at PACE bus stops within the limits of the improvement.

The department will furnish the Consultant with available microfilm plans, CADD contract plans completed to date, Project Report, Location Drainage Studies, and any other available items.

The estimated construction cost for this project is \$7,250,000. The Consultant's work includes updating contract plans completed, specifications, and estimates, including maintenance of traffic plans and all other works required to complete the project. 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) with adequate plan review experience.

The prime firm must be prequalified in the **Highways (Roads & 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

15. **Job No. C-91-116-12, I-94 at Russell Road – Phase III Project, Lake County, Region One/District One.**

**This project requires 25% 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, 2012 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required for the improvement of I-94 at Russell Road. This improvement includes, but is not limited to, removal of exiting pavement, shoulder, bridge substructure and superstructure; erecting of new substructure and superstructure elements including erection of beams fabricated under 60P69 contract; placing PCC pavement and HMA shoulders on Russell Road and ramps; storm sewer removal/installation; retaining wall construction; construction and subsequent removal of temporary pavement to maintain traffic during staged construction; earthwork, install of roadway lighting along Russell Road and all other work required to complete the project.

The following Structures are anticipated to be included:

- S.N. 049-0533 [Russell Road Bridge Over SB I-94]
- S.N. 049-0534 [Russell Road Bridge Over NB I-94]

The department will furnish the Consultant with Plans and Specifications.

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

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

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

The anticipated construction completion date for this contract is June 15, 2013. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

- The Assistant Engineer. (The Assistant Engineer will also do the documentation on the project and must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (QA Complete prequalified)
- The Survey Chief.

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

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

16. **Job No. D-91-110-12, Various Land Surveys, Various Routes, Various Counties, Region One / District One**

**This project requires 15% 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 27, 2012** at **9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required for various land surveying projects throughout District One. 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.

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).
- The person who will perform the QA/QC 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

17. **Job No. D-91-112-12, Various Land Surveys, Various Routes, Various Counties, Region One / District One**

**This project requires 15% 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 27, 2012 at 10:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required for various land surveying projects throughout District One. 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.

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.
- The person who will perform the QA/QC 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

18. **Job No. D-91-125-12, Phase II Traffic Signal Projects, Various Routes, Various Counties, Region One/District One.**

**This project requires 15% 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 8, 2012 at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required but not limited to all work associated with the complete preparation of plans, special provisions and estimates for traffic signal projects in various counties in District One. The proposed projects consist of installation of new traffic signals, modifications and modernization of existing traffic signal systems, including temporary signal and system interconnect design. Project work includes site inspections, field measurements, performing all design functions and calculations, including time space diagrams where traffic signals will be interconnected. Traffic signal design shall conform to current issues of the following: State Standard Specifications, MUTCD for streets and highways, and all applicable NEC, NEMA, AASHTO, FHWA and District 1 Standards and Guidelines. Work order under the blanket agreement will be negotiated and authorized by the department on an as needed basis. Work for this project may be in English or Metric units.

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

The estimated construction cost for these projects may range from \$50,000 to \$1,000,000. The completion date for this contract will be 36 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Traffic Signal Engineer, that individual who is directly involved in traffic signal design, modification and modernization. The Traffic Signal Engineer shall have working knowledge and extensive experience in traffic signal design and operation in IDOT Region One/District One (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer). This person shall not be listed as performing any other key personnel duties.

Statement of Interest must also include the Consultant's relevant traffic signal projects completed by the firm for IDOT Region One/District One within the past four years by members

of the consultant's current key personnel staff as listed above. The Statements of Interest shall list all applicable projects.

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

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

19. **Job No. C-92-142-12, FAI 90 (I-90)/I-39/US 51 from Wisconsin State Line to Rockton Rd, Phase III Project, Winnebago County, Region Two/District Two.**

**This project requires 20% 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 **February 1, 2012, at 10:30 A.M.** at the Region Two, District Two Office in **Dixon**.

Phase III engineering services are required for the improvement of I-90 from approximately the Wisconsin State Line to Rockton Rd. Work includes, roadway reconstruction, bridge replacement, adding a third lane on the inside, widen shoulders, add a concrete barrier median, providing structure plans at Dry Run Creek, improve AR culverts and replace a two-cell box culvert, drainage, upgrade the ramps on the north half of the Rockton Rd interchange. In addition, modifications will be necessary to the ramps at the IL 75 interchange and to the ramps at Turtle Creek Rest Area.

The following structures may be included in this project:

- S.N. 101-0001 - I-90 SB over Dry Creek
- S.N. 101-0002 - I-90 NB over Dry Creek
- S.N. 101-1031 – I-90 over unnamed Tributary to Dry Run Creek

The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

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

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

The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the construction project. 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 Liaison Engineer (An Illinois Licensed Professional Engineer is preferred.)

- 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 S-14, Documentation of Contract Quantities.**)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing.)
- The Survey Chief

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

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

20. **Job No. C-92-040-12, Various Phase III Projects, Various Routes, Winnebago County, Region Two/ District Two.**

**This project requires 20% 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 31, 2012 at 10:30 A.M.** at the Region Two, District Two Office in **Dixon**.

Phase III engineering services are required to provide construction inspection for various projects in District Two. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

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

The Consultant will assist the Resident Engineer with all documentation of the project. The various proposed projects may consist of patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, vertical/horizontal realignment, and/or new roadway projects.

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

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

The estimated construction costs for these projects are \$200,000 to \$12,000,000. The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the project. The completion date for this project will be 30 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 30 months.

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

- The Liaison Engineer
- The Materials QA Technician/Inspector(s) - Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of experience with materials inspection.
- The Document Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)

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

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

21. Job No. C-92-041-12, Various Phase III Projects, Various Routes, Winnebago County, Region Two/ District Two.

**This project requires 20% 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 31, 2012 at 1:30 P.M.** at the Region Two, District Two Office in **Dixon**.

Phase III engineering services are required to provide construction inspection for various projects in District Two. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

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

The Consultant will assist the Resident Engineer with all documentation of the project. The various proposed projects may consist of patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, vertical/horizontal realignment, and/or new roadway projects.

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

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

The estimated construction costs for these projects are \$200,000 to \$12,000,000. The Consultant will be required to complete and submit final measurements, calculations, and contract record documents to the department no later than six (6) weeks after the completion of the project. The completion date for this project will be 30 months after authorization to proceed.

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

- The Liaison Engineer
- The Materials QA Technician/Inspector(s) - Include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of experience with materials inspection.

- The Document Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.**)

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

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

22. **Job No. D-93-086-11, I-80 Structures Over Hennepin Canal, West of IL 40, Phase II Project, Bureau County, Region Two/District Three.**

**This project requires 20% 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 a negotiation meeting on **January 27, 2012 at 10:00 A.M.** at the Region Two/District Three Office in **Ottawa**.

Phase II engineering services are required for the preparation of type, size and location (TS&L) drawings, contract plans, special provisions and estimates for work consisting of either complete or superstructure replacements for two structures on I-80 over the Hennepin Canal, one mile west of IL 40.

The Consultant's work is anticipated to include plans, special provisions, and estimates for the approach roadway and the following structures:

- S.N. 006-0011: I-80 over Hennepin Canal
- S.N. 006-0012: I-80 over Hennepin Canal

The department will furnish the Consultant with the bridge condition reports, any available as-built plans, microfilm plans, aerial photos, boring logs, and other available information.

The estimated construction cost for this project is estimated to be between \$2,000,000 and \$6,000,000. The completion date for this contract will be 12 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plans 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 and have adequate plan review experience).

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

**Highways (Freeways)**  
**Structures (Highway Bridges: Typical)**

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

23. Job No. D-93-012-12, District wide Subsurface Utility Engineering, Various Routes, Various Counties, Region Two, District Three

**This project requires 10% 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 27, 2012** at **1:00 P.M.** at the Regional Two, District Three Office in **Ottawa**.

Phase I, II, and/or III engineering services are required for subsurface utility engineering on approximately 10 to 20 various projects throughout the district for use on primarily Phase I and II projects. There may be projects during Phase III. Work orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant shall respond within 24 hours to the district after receiving each work order assignment to discuss the scope of work, negotiate hours of work, equipment required and direct cost. After the department gives the Consultant authority to proceed, the Consultant shall commence work within 10 calendar days. Subsurface utility engineering consists of providing the district with existing utility location information in written documents and electronic CADD files for the various projects assigned. This information shall be obtained by researching all utility company's records which have facilities in the area, and by performing actual field surveys to verify and map at the appropriate quality level all existing utilities on the assigned project. Field surveys are to be performed to horizontally located above ground utility features including but not limited to poles, manholes, valve boxes, meters, utility designation markings, etc. The Consultant shall also determine the existence, and approximate horizontal position of underground utilities through the application of appropriate surface geophysical methods (QL B data). The exact horizontal and vertical locations of underground utilities shall also be determined by actually physically locating them (exposing and surveying) at designated spots with use of special boring/excavating equipment insured not to damage existing utilities (QL A data). Field information obtained and recorded in the field books shall be drafted on plan sheets in electronic format using current MicroStation and Geopak software utilized by the department.

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

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 experienced in managing multiple subsurface utility engineering projects in an urban environment and 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 required for surveying (must be experienced in survey of utility features and be an Illinois Licensed Land Surveyor).
- The person(s) who will perform the QC/QA review work of all milestone submittals must be an Illinois Licensed Professional Engineer.

The Statement of Interest must also include the following:

- The Consultant's ability to provide staff and equipment for simultaneous projects at different locations.
- The Consultant's surface geophysical techniques, such as electromagnetic, magnetic, etc.
- The Consultant's excavation techniques by use of test holes using compressed air vacuum excavation or comparable non-destructive equipment (hydro excavating is prohibited).
- A statement of the firm's ability to perform the work within the time frame described.
- A plan for developing a local office if the workload warrants.

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

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

24. **Job No. D-93-026-12, IL 47 from North of I-80 to Caton Farm Road, Grundy & Kendall Counties, Region Two, District 3**

This project is Federally Funded.

This project requires 25% 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 a negotiation meeting on **January 30, 2012 at 10:00 A.M.** at the District Three Office in **Ottawa**.

Phase II engineering services are required for the preparation of contract plans, special provisions and estimates for pavement reconstruction or rehabilitation of the roadway to provide two travel lanes in each direction throughout the entire length of the project with appropriate turn lanes, a variable width median and two bridge replacements.

The following structures are anticipated to be included in the project:

- S.N. 032-0088 over Valley Run, 3.5 miles north of I-80
- S.N. 032-0089 over Saratoga Creek, 2.3 miles north of I-80

The Consultant's work is expected to include two separate sets of preliminary and final roadway construction plans, pick up surveys, and structure plans, special provisions and estimates for the roadway and structures. One set of plans is anticipated to be for north of I-80 to the Grundy/Kendall County line. The other set is expected to be from the Grundy/Kendall County line to Caton Farm Road. Miscellaneous environmental work may also be required.

The department will furnish the Consultant with the Design Report, drainage report, surveys, type, size and location (TS&L) drawings, all available construction plans, microfilm plans, field notes, traffic data, crash statistics, agency coordination, existing right-of-way plans, aerial photography and other available information.

The estimated construction cost for this project is \$88,150,000. The Consultant's work includes contract plans, specifications, estimates, and all other works required to complete the project. The completion date for this contract will be 6 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 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 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 recent Statement of Experience and Financial Condition.

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

**Highways (Freeways)  
Structures (Highway Bridges: Typical)**

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@dot.il.gov](mailto:SOIPTB@dot.il.gov).

25. **Job No. C-94-023-12, Construction Inspection for Contract 68409, FAP 313 (US 34) in Henderson County, Region Three/District Four**

**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 **February 3, 2012 at 10:00 A.M.** at the District Office in **Peoria**.

Phase III engineering services are required for the improvement of Contract 68409, the US 34 improvement near Biggsville. Contract consists of the construction of new lanes of roadway from west of TR 111 to TR 190, 1.5 miles east of Biggsville. The project also includes new structures over South Henderson Creek and a new structure carrying IL 94 over US 34.

Phase III engineering services are required for the inspection, supervision, materials testing (including, but not limited to, PCC, HMA and embankment testing), materials certification and all documentation for this project. The Consultant staff will report to a District Resident Engineer/Technician on this project. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

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

The Consultant will also provide their own vehicles, cell phones, computers, tools of the trade and any other equipment deemed necessary to perform the work. Overnight lodging may be required.

The contract is scheduled for the September 21, 2012 letting with the construction project completion date being scheduled for Fall 2014. 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 Liaison Engineer (with current IDOT Construction Documentation certificate)
- The Construction Inspector(s) (with current IDOT Construction Documentation certificate)

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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

26. **Job No. C-94-024-12, Construction Inspection for Contract 88795, FAP 317 (US 24) in Fulton County Region Three/District Four**

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 **February 3, 2012 at 1:30 P.M.** at the District Office in **Peoria**.

Phase III engineering services are required for the improvement of Contract 88795, US 24 in the town of Astoria. Contract consists of the reconstruction of US 24 through Astoria including new storm sewer, curb and gutter, pavement and sidewalk. Contract is scheduled for the June 15, 2012 letting.

Phase III engineering services are required for the inspection, supervision, materials testing (including, but not limited to, PCC, HMA and embankment testing), materials certification and all documentation for this project. The Consultant staff will report to a District Resident Engineer/Technician on this project. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

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

The Consultant will also provide their own vehicles, cell phones, computers, tools of the trade and any other equipment deemed necessary to perform the work. Overnight lodging may be required.

The construction project is scheduled for a November 2013 completion. 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 Liaison Engineer (with current IDOT Construction Documentation certificate)
- The Construction Inspector(s) (with current IDOT Construction Documentation certificate)

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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

27. **Job No. P-94-012-11/D-94-039-11, FAU 6757 (US 150), Intersection of US 150 (Jackson St.) and Main St. in Morton, Phase I/II Project, Tazewell County, Region Three/District Four**

This project requires **25% 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 a negotiation meeting on **January 30, 2012 at 10:30 A.M.** at the District Office in **Peoria**.

Phase I/II engineering services are required for the intersection improvement at US 150 (Jackson St.) and Main St. in the village of Morton.

Phase I engineering services will require the preparation of a Project Report including environmental documentation in the form of a Categorical Exclusion. Work may include data collection, pick-up survey, preparation of base map and mosaic, accident analysis, drainage, access, property and building impacts, right-of-way costs, traffic management, public involvement activities, coordination, preparation of Project Report expected to be a categorical exclusion and all other work necessary to complete the Phase I study. An approved Intersection Design Study will be prepared by the department and given to the Consultant.

Phase II engineering services are required for the preparation of contract plans, specifications and estimates for the intersection improvement and all other work required to complete the Phase II portion.

The estimated construction cost for this contract is \$1,500,000. The completion date for Phase I will be 12 months after authorization to proceed. Phase II will be negotiated near the completion of Phase I. Phase II work must be completed within 18 months after authorization to proceed with Phase II.

Key personnel listed on **Exhibit A & 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, the 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 QC/QA Review of all milestone submittal documents (must have adequate review experience and be an Illinois Licensed Professional Engineer for roadway work and/or an Illinois Licensed Professional Engineer for structural work).
- The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.

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

**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 at the following address:  
[SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

28. **Job No. D-96-017-12; Various Phase I/II for Projects, Various Routes, Various Counties, Region Four, District Six**

**This project requires 18% 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 Scope of Services meeting on **January 27, 2012, at 10:00 A.M.** in the Region Four, District Six Office in **Springfield**.

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

The Phase I work, if required, may consist of conducting route surveys, hydraulic surveys, hydraulic analysis, geometric studies, preparing bridge condition reports, and preparing project reports (categorical exclusion projects only). This work will include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analysis, bridge condition reports, TS&L, structure plans, and other related work and exhibits necessary to produce the Project Report, as necessary.

The Phase II work, if required, may consist of conducting route surveys, land surveys, hydraulic analysis, geometric studies, preparation of TS&L structure plans, roadway plans, necessary right-of-way documents, and any other related work to complete final plans, specifications, and estimates, as necessary.

The various proposed projects may consist of simple patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, and/or new roadway projects. No work on these projects is to occur until the work order is assigned.

A few of these projects may include, but not be limited to, completing a project report for bridge replacement for IL 9 over branch of Camp Creek, 0.4 mile east of IL 94 (south) west of LaHarpe in Hancock County; and completing plan preparation for bridge repairs/rehabilitations for various structures on I-72 from west of US 67 to the Sangamon County line in Morgan County.

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

The estimated construction costs of these projects may range from \$100,000 to \$4,000,000. It is anticipated that this contract will include approximately 5 to 20 different projects. The engineering services required may consist of only a portion of the total engineering work on a certain project. The completion date for this contract will be 36 months after authorization to proceed.

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

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

- The person(s) who will perform the duties of Project Engineer who will be directly involved and responsible in the development of the reports and/or plans (must be an Illinois Licensed Professional Engineer).
- The person who will be in charge of surveys (must be an Illinois Licensed Land Surveyor). Surveying prequalification category requirement may be completed by Prime and/or Sub.
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

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

**Highways (Freeways)**  
**Location Design Studies (Rehabilitation)**  
**Structures (Highway: Typical)**

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

29. **Job No. P99-001-12, I-66, Proposed Expressway from approximately Paducah, KY to Cape Girardeau, MO, Phase I Project, Various Counties, Region 5/District 9**

**This project is Federally Funded.**

**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 February 8, 2012 at 10:00 am at the Region 5/District Nine Office in **Carbondale, IL**.

Phase I engineering services are required for the preparation of an anticipated Tiered Environmental Impact Statement (EIS) and supporting engineering reports for the eventual construction of a four lane freeway or expressway from the Paducah, Kentucky/Metropolis, Illinois region to the Cape Girardeau, Missouri region. Tier One may include determining a preferred alternative and /or corridor(s) that include a conceptual level of detail and the preparation of a Tier One EIS. The phase I planning process may be continued into Tier Two. This will be assessed at the end of Tier One. Tier Two will involve detailed Phase I engineering and environmental studies, including the preparation of a Tier Two EIS and supporting engineering reports for all or portions of the preferred alternative(s) identified in the Tier One. Key planning tools may include a public involvement program based upon the principles of Context Sensitive Solutions as per Department policy, and an alternatives development and evaluation process that utilizes a Geographic Information System (GIS) database.

The department will furnish the Consultant with prints of old construction plans; existing right-of-way plats, existing and projected traffic data; aerial mapping; Lidar mapping; accident data; utility coordination; Cultural Resources (archaeological and architectural); biological GIS databases for the Tier One EIS; and hazardous waste survey coordination.

The estimated construction cost for this project is \$500,000,000. The completion date for Tier One will be 24 months after authorization to proceed. The Tier Two study will be negotiated near the end of Tier One. Tier Two work must be completed within 24 months after authorization to proceed with Tier Two.

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 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/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 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).
- 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 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 public involvement lead responsible for developing and supporting an overall Stakeholder involvement process. Include a detailed description of CSS/public involvement work he/she has directed involving facilitation of public meeting and hearings, organizing work groups and press conferences, drafting press releases and property owner contact letters, etc.

Statements of Interest must also provide a proposed organizational chart for the proposed Consultant team with proposed percentage of time commitment and the approach the firm would take on this project.

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

**Location/Design Studies (Reconstruction/ Major Rehabilitation)**  
**Environmental Reports (Environmental Impact Statements)**  
**Structures (Highways: Advanced Typical)**

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@dot.il.gov](mailto:SOIPTB@dot.il.gov).

30. **Job No. C-99-014-12, Phase III Work for Various Projects, Various Counties, Region Five/District Nine.**

**This project requires a 10% 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 1, 2012, at 10:00 A.M.** at the Region Five/District Nine Office in **Carbondale**.

Phase III engineering services are required to provide construction supervision, inspection, engineering layout, material testing, and/or record maintenance for various projects throughout District Nine. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The department will provide a Resident Engineer on some projects to direct the Contractor and to complete pay estimates and change orders. On these projects, the Department's Resident Engineer will direct/coordinate the activities of the Consultant staff provided to supplement the Department's staff and perform engineering services required for these projects. There may be instances where the Consultant will be required to furnish a Resident Engineer complete with staff capable to run individual projects and work directly with the Department's Construction Field Engineers to ensure adequate engineering services required for these projects are in place. The Consultant's work force shall be adequate to allow completion of these projects in a timely manner and in accordance with the department's Standard Specifications for Road and Bridge Construction.

The Consultant must be capable to assist the Resident Engineer and/or in some instances act as the Resident Engineer and to prepare all documentation of the project. The various proposed projects may consist of pavement and surface removal, patching and resurfacing, bridge repair, bridge rehabilitation, bridge painting, electrical work, bridge replacement, widening and resurfacing, vertical/horizontal realignment and/or new roadway projects.

The department will furnish all necessary plans, specifications, standards, and related forms for record keeping. It is anticipated that the department will do all off-site material inspection for the assigned projects, however if needs are such that additional material inspection services are needed, the consultant will be notified.

Project assignments may be limited depending upon previous work history and experience. 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 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 estimated construction cost for these assigned projects may range from \$100,000 to \$50,000,000. The various projects are scheduled for construction during the calendar years 2012 through 2015 construction seasons. The completion date for this contract will be 36 months after authorization to proceed.

The Consultant may also be asked to provide trained technicians to perform nuclear density testing for embankment and bituminous pay items at various locations on active contracts throughout the District. Consultants will provide their own gauge, bunker, and transport box. Consultants will have their own nuclear license and will not be covered by the department's license.

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

- The Resident Engineer and/or Liason Engineer with current IDOT Construction Documentation certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities. Knowledge of the Department's ICORS system is also desired.
- The Materials Coordinator. This person should have experience with Materials testing and completed all necessary training in the Department's QC/QA programs.
- The Documentation Technician. The person(s) actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.
- The Paint Technician. The person performing the inspection and documentation of bridge painting must complete SSPC-C3 Lead Training. They must have at least five (5) years inspection experience on painting contracts with at least 2 years experience with lead abatement.
- Construction Inspector(s). Inspectors should be familiar with IDOT inspection duties and requirements and be capable of performing geometric and physical layout as needed for construction purposes.
- The Materials QA Technician with Nuclear Density Testing license and all necessary training in the Department's QC/QA programs.

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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

31. **Job No. P-30-009-12, Photogrammetry Contract for the Northern Area of Illinois, Bureau of Design and Environment.**

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 31, 2012** at **10:00 A.M.** at the Harry R. Hanley Building, Bureau of Design and Environment, in **Springfield**.

The main emphasis of the services required is obtaining aerial photography for the northern area of Illinois. Other photogrammetry services may be required on an as needed basis. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The Consultant's work is expected to include the following services:

- Photography Acquisition – The Consultant will be required to acquire vertical aerial photography of projects selected by the department. The aerial photography shall be obtained according to the specifications titled "Illinois Department of Transportation Specifications for Vertical Aerial Photography" revised November 1, 1994. The department requires a copy of the latest Calibration Report from the U.S. Geological Survey for each Consultant's camera used on department projects.

Other photogrammetric services, which may be requested:

- Topographic Mapping – The Consultant may be requested to prepare topographic mapping using CADD technology, including analytical triangulation. The mapping shall be prepared as per the latest version of the department's manual titled "CADD Roadway Drafting Reference Guide".
- Orthophoto Production – The Consultant may be requested to produce digital images, digital mosaics, and orthophotos.
- Light Detection and Ranging (LIDAR) – The consultant may be requested to collect Light Detection and Ranging (LIDAR) data to support the generation of a high resolution Digital Terrain Model (DTM) and contour mapping.
- Staff – The consultant may be requested to provide staff to work on-site to meet in-house staffing shortages.

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

The prime firm must be prequalified in the **Special Services (Aerial Mapping)** 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

**32. Job Number P-30-008-12, Various Statewide Waste Assessments, Studies and Designs**

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 8, 2012 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 assistance 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 (excluding emergency response oversight) will be 14 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 14 months.

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

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

The prime firm must be prequalified in the **Special Services (Hazardous Waste)** 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:

1. Use laboratory facilities that are accredited by the IEPA under 35 Illinois Administrative Code 186.
2. 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

33. **Job No. C-30-005-12, Mechanistic Pavement Performance Monitoring Statewide, Bureau of Materials and Physical Research.**

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 22, 2012 at 10:30 A.M.** at the Bureau of Materials and Physical Research, 126 East Ash Street, **Springfield**.

This project requires specialized technical services in pavement performance monitoring. The pavement sections selected for monitoring will be determined by the department from a specific list of projects designed according to the department's mechanistic pavement design procedure. Activities included in this effort are conducting distress surveys, summarizing survey data, and entering survey data into a database. The Consultant must be familiar with Microsoft Access, Microsoft Excel, and internet applications.

Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Work orders may consist of, but not be limited to, the following tasks:

- Traveling to and conducting distress surveys (to record distresses, patching, and overlays) on specific pavement sections.
- Summarizing the total amount of distresses and patching on each pavement section.
- Entering survey data into the mechanistic monitoring database.

The department will furnish the Consultant with the following:

- Training on the IDOT method and codes for distress surveys.
- Copies of previous distress survey (where applicable) and location map for each pavement section.
- Current copy of the existing mechanistic monitoring database to update as necessary.

The Consultant is required to have the following:

- Five years of experience with IDOT pavement specifications, design, and maintenance.
- Five years of experience with distress surveys using either IDOT or SHRP distress codes.
- Five years experience with Microsoft Access, Microsoft Excel, Microsoft Word, and internet applications.

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 Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge of coordinating survey crews and summarizing distress data (must be an Illinois Licensed Professional Engineer).

- The persons traveling to conduct distress surveys and entering data into the database (must have proper training and experience in distress surveys as indicated above).

Statements of Interest must include the following:

- Your firm's previous experience with this type of work.
- One-page resumes indicating qualifications for all key personnel.
- A statement of your firm's ability to do the work in-house, or if necessary, what work you would need to subcontract.
- Name and phone number of the contact person in your organization for this project

The Consultant must provide evidence of the licensing requirements listed above, and documentation for each individual showing experience with pavement design, maintenance, distress surveys, and data summarization/input as required for their involvement in the work.

Information obtained through pavement monitoring, data summarization, and data input is the property of the Illinois Department of Transportation (IDOT) and cannot be sold/given to any other entity without written permission from IDOT.

Procedural questions regarding Statements of Interest may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment's Consultant Unit at [Carrie.Kowalski@Illinois.gov](mailto:Carrie.Kowalski@Illinois.gov).

Statements of interest, including resumes of the key people noted above as well as the other requested data, must be received by the Bureau of Design and Environment prior to 12:00 P.M. central time, **December 01, 2011** to be given consideration.

Submittals may be e-mailed to [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov). (review submittal process for e-mailing)

or

Send two (2) copies to:  
Illinois Department of Transportation  
Bureau of Design and Environment  
Attn: Ms Janet Pisani,  
Consultant Unit, Room 330  
2300 South Dirksen Parkway  
Springfield, IL 62764

34. **Job No. D-30-005-12, Statewide Structural Monitoring and Engineering Services, Bureau of Bridges and Structures.**

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **January 31, 2012, at 10:00 A.M.** at the Harry R. Hanley Building, Central Bureau of Bridges and Structures in **Springfield**.

Various field investigations of in-service bridges using state of the art technology and equipment are required by the Bureau of Bridges and Structures. Projects are anticipated to include inspection and investigations of bridge superstructures, bridge substructures and other structural components, short or long term monitoring of behavior including movement, tilt, deflection and strain and forensic engineering.

The Consultant will be required to develop and implement instrumentation plans, determine stresses in structures due to live loads, thermal forces and movement and prepare calculations and provide recommendations of live load ratings based on the findings. The consultant may also be required to use finite element modeling methods to verify and/or determine stresses in structures and components. The consultant will prepare reports of findings with recommendations including repair plans if appropriate.

The Consultant will provide all monitoring equipment including sensors, data loggers, realtime communication systems and computer software as required by the instrumentation plans. The Consultant may be required to provide the appropriate bridge inspection equipment to complete the field investigations. The Consultant may also be required to provide the appropriate traffic control. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis. All work for this project may be in either English or metric units.

The department will furnish the available documents and resources to the Consultant. Projects to be handled by the selected Consultant vary greatly in size and complexity as well as timing.

The selected Consultant must have the capacity to absorb this work without adversely affecting other commitments while still completing these projects in the prescribed time period. For an emergency situation, the Consultant must be able to respond and arrive at a project site within 24 hours of notification.

The completion date for this contract will be 24 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 24 months

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

- Person who will assume the duties of Project Manager for aspects of the work: (must be an Illinois Licensed Professional Engineer).
- Person who will perform the duties of the Project Engineer, defined as the individual-in charge who is directly involved in the development of the contract documents: (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer).

- Person(s) who will be responsible for developing and implementing the instrumentation plans, interpreting the results of the field investigation and preparing recommendations (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified. The proposal shall include descriptions of at least three recent structure instrumentation projects performed within the last 5 years.
- Person(s) who will perform work in the area of load ratings and forensic engineering services (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- Person who will perform the work in the area of structural plan preparation and will seal the plans as required (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 Structural Engineer with adequate plan review experience).

The prime firm must be prequalified in the **Structures (Highway: Advanced 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

35. **Job No. D-60-031-12, Traffic Signal Coordination and Timing (SCAT), Various Projects, Various Routes, Various Counties, Districts Two, Three, Four, and Five, Bureau of Operations.**

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

The Consultant who is selected for this project and all subconsultants, the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 2, 2012 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;
- 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov)

36. **Job No. D-60-032-12, Traffic Signal Coordination and Timing (SCAT), Various Projects, Various Routes, Various Counties, Districts Six, Seven, Eight and Nine, Bureau of Operations.**

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 2, 2012 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; 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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov)

37. **Job No. D-60-033-12, Statewide Sign Structure Inspection, Various Projects, Various Routes, Various Counties, Various Districts, Bureau of Operations.**

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **February 2, 2012 at 3:00 P.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. 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.

Work orders, by district, under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

**ILLINOIS DEPARTMENT OF NATURAL RESOURCES  
OFFICE OF MINES & MINERALS**

**Springfield**

One Natural Resources Way  
Springfield, IL 62702-1271

**REQUEST FOR PROFESSIONAL SERVICES**

November 10, 2011

This is the official notice that professional services are required by the Illinois Department of Natural Resources, Office of Mines and Minerals, Abandoned Mined Lands Reclamation Division (DNR). Selection for these projects is anticipated to be the week of January 2, 2012.

This is not an invitation for bids. Firms properly prequalified for either of the projects listed herein may indicate their desire to be considered for selection by submitting the requested information to the DNR address listed within the project description.

Firms must be prequalified in **all** of the advertised areas listed in the project description. This is required even if a firm plans to subcontract part of the project.

**SPECIAL NOTICE:** Because of federal funding, contracts between consultant firms and the DNR are not covered by the Response Action Contractor Indemnification Act (415 ILCS 100/1 et seq.), which provides for the defense, indemnification and liability limits in relation to claims arising out of work performed under the contract. The DNR does not enter into agreements to indemnify or hold harmless consultants in connection with claims arising in connection with work performed under any contract. Insurance requirements and legal obligations are addressed in Section 2 of the Standard Agreement Provisions for Consultant Services. The successful Consultant will be presumed to have fully considered any perceived risks in relation to professional liability, in submission of the Consultant's Proposal.

Furthermore, the DNR hereby notifies all proposers that it will affirmatively insure that in any contract entered into pursuant to the advertisement, prequalified minority business enterprises will be afforded full opportunity to submit statements in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Selection of professional consultants by DNR is not based on competitive bidding but on the firm's professional qualifications, experience, and the 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 proximity to the project site of key personnel assigned to the project.
- 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 DNR, if applicable

All members of the DNR Consultant Selection Committee will be unavailable to discuss specifics listed herein until selection of the specific firm has been announced.

DNR's 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 to members of the Consultant Selection Committee.

If you have any questions concerning the projects, please contact Mr. Greg Pinto, Office of Mines & Minerals in the Department of Natural Resources at 217/785-0398.

Procedural questions regarding submittal of Statements of Interest may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment's Consultant Unit at 217/782-6916 or e-mail at [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov).

**38. DNR Project – 1: Construction Inspection, North & Central Region, AML-GSwE-1148**

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

The Consultant selected for the project and all subconsultants are scheduled to attend a negotiation meeting on January 10, 2012 at 10:00 a.m. at the Department of Natural Resources headquarters, One Natural Resources Way in Springfield.

The Consultant selected for this project will be expected to provide construction inspection services, as needed, at abandoned mined lands reclamation project sites in northern and central Illinois. Site investigation services will also be required. It is anticipated that the majority of services will be required at several project sites located in LaSalle, Knox, Fulton, Schuyler, Vermilion, Macoupin, Christian, and St. Clair Counties.

Work orders under the blanket agreement will be negotiated and authorized by the department for each mine reclamation project on an as needed basis. There may be times during the contract that multiple projects will be under construction requiring two or more inspectors. DNR will furnish the Consultant with Plans and Specifications. The Consultant must be able to perform the required services at sites throughout the specified regions and within an agreed upon time frame when requested by the Department.

The Consultant is expected to perform technical construction inspection, grade checking, materials tests and inspections, thoroughly and accurately document construction activities with inspection reports, generate payment requests and collect associated backup materials, and prepare record drawings. The Consultant may also be required to generate change orders and furnish technical advice to the Department.

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

Site investigation services may include site surveying, collecting soil, surface, and groundwater samples, and conducting borings to define mine refuse limits and soil borrow areas.

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

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

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

- The Liaison Engineer,
- The Construction Engineer who will provide technical assistance if needed during construction,
- The Inspectors/Documentation Technicians,
- The Survey Chief,
- The Materials Laboratory,

- The Staff or Sub-consultant who will perform soil borings.

Statements of Interest must also provide a proposed organizational chart for the proposed Consultant team with proposed percentage of time commitment and the approach the firm would take on this project. Also, include any past firm experience with this type of work.

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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

**39. DNR Project – 2: Construction Inspection, Southern Region, AML-GSwE-1149**

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

The Consultant selected for the project and all subconsultants are scheduled to attend a negotiation meeting on January 10, 2012 at 1:30 p.m. at the Department of Natural Resources headquarters, One Natural Resources Way in Springfield.

The Consultant selected for this project will be expected to provide construction inspection services as needed, at abandoned mined lands reclamation project sites in southern Illinois. Site investigation services will also be required. It is anticipated that the majority of services will be required at several project sites located in Franklin, Gallatin, Jackson, Jefferson, Marion, Saline, and Williamson Counties.

Work orders under the blanket agreement will be negotiated and authorized by the department for each mine reclamation project on an as needed basis. There may be times during the contract that multiple projects will be under construction requiring two or more inspectors. The Consultant must be able to perform the required services at sites throughout the specified regions and within an agreed upon time frame when requested by the department.

DNR will furnish the Consultant with available plans and specifications.

The Consultant is expected to perform technical construction inspection, grade checking, materials tests and inspections, thoroughly and accurately document construction activities with inspection reports, generate payment requests and collect associated backup materials, and prepare record drawings. The Consultant may also be required to generate change orders and furnish technical advice to the department.

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

Site investigation services may include site surveying, collecting soil, surface, and groundwater samples, and conducting borings to define mine refuse limits and soil borrow areas.

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

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

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

- The Liaison Engineer
- The Construction Engineer who will provide technical assistance if needed during construction
- The Inspectors/Documentation Technicians

- The Survey Chief
- The Materials Laboratory
- The Staff or Sub-consultant who will perform soil borings.

Statements of Interest must also provide a proposed organizational chart for the proposed Consultant team with proposed percentage of time commitment and the approach the firm would take on this project. Also, include any past firm experience with this type of work.

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 at the following address: [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov).

**NOTICE FOR JOINT VENTURE  
08-04-11**

Statements submitted by Joint Ventures may be considered. 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 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 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.
- The firm responsible for invoicing
- One Exhibit A plus other required documents specified in the PTB combining the information for all firms. (Indicate personnel name and firm name on Exhibit A for key staff)

**EXHIBIT A EXAMPLE:**

**Name Required Prequalification Category :**

	<u>Location Drainage</u>	
*Name	<u>Mr. John Smith (ABC Engineering Assoc.)</u>	
Category	<u>PE</u>	(PE, SE, LS)
Registration #	<u>62012345</u>	
Year Registered	<u>1995</u>	State <u>IL</u>
Office Location:		
City	<u>Chicago</u>	State <u>IL</u>

A firm planning to submit a Statements of Interest, as a joint venture is required to contact the department 5 days before the Statements of Interest is due for a new Statements of Interest Code. This is required for every bulletin. Firm's not requesting a Joint Venture Code or firms that request after the due date will not be eligible for consideration.

Contact Carrie Kowalski by e-mail at [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov) for the Joint Venture Code.

The code is required so the joint venture proposal is recognized as a joint venture team and not as an individual firm submittal.

**Notice**  
**Statement of Certification for**  
**Architectural and Engineering Firms**  
**Meeting with IDOT Staff**

**6-23-11**

For all architectural and engineering consulting firms desiring to meet with IDOT staff, a form has been developed that must be completed before the meeting.

The form has been included on the following page.



Statement of Certification for Architectural and Engineering Firms Meeting with IDOT Staff

The architectural and engineering firm meeting with the Illinois Department of Transportation (IDOT) staff must read and sign this form before the meeting occurs. A new form must be signed for each meeting and each firm involved.

I, the undersigned, attest and certify that I and the firm I represent are aware of all legal requirements for procurement communications reporting in the State of Illinois. The requirements include the provisions of Public Act 096-0795, commonly known as Senate Bill 51 and any subsequent amendments thereto. The requirements also include internal IDOT policies on procurement communications as posted on its official website.

I also attest and certify that the firm and I will adhere to those requirements, upon penalty of a one-year ban on any communication with the department personnel.

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

- 1. All opportunities for meetings are subject to IDOT staff availability.
2. The firm must provide an agenda for the meetings, once scheduled, at least two (2) working days prior to the meeting date.
3. No lobbyists will be allowed in any meetings between the firm and IDOT staff.
4. The firm must take notes during the meetings.
5. No such meetings will take place less than two (2) weeks before a Selection Committee meeting.
6. Discussions are limited to:
a. Firm's personnel
b. Firm's past experience
c. Work performed/completed for other governmental entities
d. Technology
7. PROCUREMENT DISCUSSIONS DURING THE MEETINGS ARE PROHIBITED:
a. If such discussions occur, IDOT staff will collect meeting notes from the firm - augment them as necessary- and post them on the Procurement Policy Board website.
b. Additionally, the individuals and the firm involved will be barred from meeting with any IDOT staff for one (1) year from the occurrence.

By: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_
Name (Print) \_\_\_\_\_ Title \_\_\_\_\_
Firm Name (Print) \_\_\_\_\_

## **NOTICE**

### **Route & Land Survey Categories**

### **Effective 4-28-11**

This notice is important for consultants who are, or wish to be, prequalified in the Survey prequalification category. The Surveying categories have been revised to one survey category. IDOT will no longer have route survey and land survey. There will be one survey category, Special Services (Surveying).

This change is being implemented per the requirements of the Illinois Department of Financial and Professional Regulation. Based on the 225 ILCS 330/5 Illinois Professional Land Surveyor Act of 1989 we must require an Illinois Licensed Professional Land Surveyor as well as the firm itself being a licensed land survey firm.

Firms currently prequalified in both of the categories, route and land survey, will automatically be prequalified in the new Surveying category. The firm is not required to submit any additional data.

Firms prequalified in only **one** of the current (route or land surveying) categories **are not prequalified** to do any surveying work, on existing, current, or future contracts.

To become prequalified firms are required to apply for prequalification in the new category. This will require an Illinois Licensed Professional Land Surveyor & support staff (including resumes), the firm's Department of Financial & Professional Regulation License, which includes Land Survey, and the applicable project descriptions.

This is effective immediately for existing contracts and all future contracts.

The description of the prequalification category and the SEFC may be viewed or downloaded from the IDOT Internet Site: [http:// www.dot.il.gov](http://www.dot.il.gov)

# 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:

For Prime Agreements is:  
 $(0.37 + R)DL + \%DL$

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

For Sub-Consultants  
 $(0.37 + R)DL$

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

## **Instructions to Unsubscribe**

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

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

**CONSULTANT STATEMENTS OF INTEREST CHECK SHEET**  
**August 1, 2010**

IDOT is encouraging the use of this check sheet. We continue to receive submittals with errors. With the apparent lack of quality control in the Statement of Interest submittals, we are providing a check sheet for your use. Do not submit this document; it is intended as tool to help in your quality control process. Do not send.

Downloaded and used most current forms <http://www.dot.il.gov/desenv/deform.html>

Statements of Interest for each item must be submitted as an adobe.pdf and labeled as described in the e-mail instructions. Use your SOI CODE that's provided at the top of your SEFC prequalification sheet. This sheet is provided with your firm's prequalification letter sent out on an annual basis.

IDOT has frequently asked questions for submitting SOI's available in the PTB and at <http://www.dot.il.gov/desenv/FAQ.html>

Followed the e-mail instructions for submitting <http://www.dot.il.gov/desenv/ptb/ptbemailinstructions.pdf>

Statements of Interest for each item must contain the following and be **received** between the time of Publish Date and the SOI due date, at 12:00 p.m. (Note: Sending before 12:00 p.m. does not guarantee that we receive before noon.)

All requested data in advertisement is included (list specific items requested in advertisement).

Reviewed advertisement and included:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Exhibit A (BDE XHBT-A)** (required with every SOI)

Correct PTB & Item Number (one specific to each PTB/ITEM)

City, phone, e-mail provided

Signed and dated

Key personnel completed (personnel resumes attached)

Subconsultant information, Firm name, category of work being performed, and DBE noted (if applicable) (If a DBE goal is listed, the firm(s) the prime will be using to meet this goal are shown at this location).

Mentor Protégé information included, Firm Name that is the protégé and the category of work they will be doing.

**Exhibit B (BDE XHBT-B)** (when applicable)

The first portion (items 1 to 3) is required when Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction categories in the **Location/Design Study** Work Category are requested in the advertisement.

**CONSULTANT STATEMENTS OF INTEREST CHECK SHEET**

**August 1, 2010**

**Exhibit B (BDE XHBT-B) (continued)**

- The second portion **Environmental Work** is to be completed when Environmental Assessment or Environmental Impact Statements categories are requested in the advertisement.

Staffing for disciplines listed below, matches staffing on Prequalified Environmental Staff document sent to your firm from IDOT.

- Environmental Lead
- Noise
- Water Quality
- Ecology Wetlands & Associated Aquatic Resources
- Biological Resources (other than Wetlands)
- Community Impacts
- Public Involvement
- Technical Writing

If submitting for one or ten items, each of these documents is required to be submitted as a separate adobe.pdf file for each Professional Transportation Bulletin (one for each PTB)

- Current Obligations (BDE CUR-OB) (Prime)
  - Firm name
  - Correct PTB #
  - Item #'s listed match Items being submitted
  - Dollar amounts are the most current (if selected on Previous PTB include estimated \$'s)
  - Phase III (construction Inspection work \$'s are completed)
- Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure (BDE DISC 2 Template)(Consultants))(Prime)

**Page 1 Completed:**

- PTB #
- Firm Name

**Form A Completed:**

- Firm Name
- Address, Phone, E-mail, & Fax

**CONSULTANT STATEMENTS OF INTEREST CHECK SHEET**  
**August 1, 2010**

**Form A continued**

**Individual Information Completed when applicable:**

- Name
- Address
- Conflicts/Communications/Debarment

**Applicable or Not Applicable Statements**

- Signed
- Dated correctly

**Form B Completed:**

- Firm Name
- Address, Phone, E-mail, & Fax
- Dated correctly
- Signed

- Disclosure of Business Operations in Iran (BDE 2900) (Prime)
  - Correct PTB #
  - Item #'s listed match Items being submitted
  - Firm Name
  - Signed
  - Dated correctly
  
- Delinquent Debt Certification (BDE 3000) (Prime & Subconsultants)
  - **(this is one adobe file with the prime and sub, do not submit multiple files)**
  - Correct PTB #
  - Item #'s listed match Items being submitted
  - Firm Name
  - Dated correctly
  - Signed
  - Subconsultants listed are correct and listed items are correct
  - Subconsultant's delinquent debt included
  - One Adobe file created that contains prime and subs debt certification

## NOTICE

### Description and Minimum Requirements for Statement of Experience and Financial Condition Quality Assurance Category EFFECTIVE 3-1-10

The Quality Assurance category has been revised in the Description and Minimum Requirements. Per the Quality Assurance Note in the Statement of Experience and Financial Condition Questionnaire, "PCC Level III will be required for all Project Managers as of 3/1/2010."

The PCC level III class is required to become prequalified and to remain prequalified in the QA PCC and Aggregate prequalification category.

The Description and Minimum Requirements is available at

<http://www.dot.il.gov/desenv/preqcons.html>

# **Notice of Consultant Engineering Mentor Protégé Program**

**Effective December 23, 2009  
Revised 02-04-10**

Firms wishing to participate in the Mentor Protégé program should indicate in their Statement of Interest e-mail the Item number(s) they are planning on participating.

For Example in the body of the E-mail message include “Firm ABC is interested in participating in the Mentor Protégé Program on items 2, 5 and 10.”

Also, the Exhibit A has been modified to include Mentor Protégé data. The Exhibit A document is available on the website at <http://www.dot.il.gov/desenv/deform.html>

Guidelines, implementation, and a sample development plan are available on our website at <http://www.dot.il.gov/consultmentor.html>

**Frequently Asked Questions for Submitting Statements of Interest for  
Professional Transportation Bulletin  
4-28-11**

The frequently asked questions are available at <http://www.dot.il.gov/desenv/FAQ.html>  
Professional Transportation Bulletin is available at <http://www.dot.il.gov/desenv/ptb.html>  
To become a prequalified consultant go to <http://www.dot.il.gov/desenv/preqcons.html>

1. **Question:** Where do I submit my electronic Statement of Interest?

**Answer:** As stated in each advertisement and in the E-mail Instructions all submittals go to [SOIPTB@dot.il.gov](mailto:SOIPTB@dot.il.gov)

2. **Question:** When do I submit my electronic Statement of Interest (SOI)?

**Answer:** The Statement of Interest due date and time are listed on the front cover of the PTB. If it is not **received** by 12:00 p.m. on the due date it will not be considered, that includes partial submittals. A complete submittal must be received before 12:00 p.m., which includes all required forms. If the SOI item is received at 11:59 a.m. and the forms are received in a separate e-mail at 12:01 p.m., your firm will not be considered for the PTB. Firm's have 3 weeks to submit Statements of Interest, and we accept Statements of Interest from publish date to 12:00 p.m. on the due date.

3. **Question:** Where are the latest forms?

**Answer:** In the Professional Transportation Bulletin there is a bookmark titled Forms, which links to the website. There is also a link in the Guidelines, and a link in the E-mail Instructions. <http://www.dot.il.gov/desenv/deform.html>

4. **Question:** Why do I have to keep the footer with document name and why use the latest form?

**Answer:** IDOT is ISO certified. When IDOT is audited, The ISO Auditors ask, "How do you know the correct form is being used?" The footer with the document name and revision are the proof required.

5. **Question:** The footer disappears when I insert the Exhibit A/B file. How do I keep the footer?

**Answer:** There are two options

- If you are using Microsoft Word 2003, you need to insert a section break. Per Word help, "To create a different header or footer for a section, you need to break the connection between the sections. Click in the section for which you want to create a different header or footer. On the **Header and Footer** toolbar, click **Link to Previous**  to break the connection between the header and footer in the current section and the previous one."
- If you are using Microsoft Word 2007, Starting at the beginning of the document, click in the first section for which you want to vary the

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header or footer. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



Click **Edit Header** or **Edit Footer**.

On the **Headers & Footers** tab, in the **Navigation** group, click **Link to Previous**  to break the connection between the header or footer in this section and the previous section.

**OR**

- Complete the word file, convert to adobe, and then insert the file in to your already converted PDF Statement of Interest.

6. **Question:** Does the Prime have to be prequalified in the requested categories in the advertisement or can we sub that work out?

**Answer:** Yes, the prime is required to have the prequalification. It states in the guidelines:  
**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.**

Also, in every advertisement it states:

“The prime firm must be prequalified in the following categories to be considered for this project”: This means the prime is required to be prequalified in the listed categories.

7. **Question:** In the advertisements it sometimes states:
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer). Location Drainage prequalification category requirement may be completed by Sub and/or Prime)
  - The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveys prequalification category requirement may be completed by Sub and/or Prime)
  - The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (must be an Illinois Licensed Professional

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Engineer). Geotechnical Services, Structure Reports Geotechnical (SGR) prequalification category requirement may be completed by Sub and/or Prime.

How do we address this in our submittal?

**Answer:** In these instances, if the prime is prequalified they may use their staff. If the prime is prequalified or if not prequalified for those categories, a subconsultant that is prequalified in the requested category may be used.

For example in the **Exhibit A** if using a sub, fill out as shown

**Other Required Key Staff:**

<b>Name Required Prequalification Category :</b>	
Surveying	
*Name	John Doe @ ABC Engineering
Category	PLS (PE, SE, LS)
Registration #	035-123456
Year Registered	1998 State IL
Office Location:	
City	Chicago State IL

8. **Question:** The advertisement has a DBE Goal. Where & how do we address in our Statement of Interest?

**Answer:** In the **Exhibit A** on page 3 of 3, there is the following statement: "List Subconsultant(s) and the item(s) of work that they will perform." This is where the firm lists all subs including DBE's. Example: ABC Engineering, DBE, will perform surveying services.

9. **Question:** The **Exhibit A** on page 3 of 3 asks:  
Firm is proposing a Mentor-Protégé on this project: Yes  No

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in

What are we required to include in the above?

**Answer:** First check yes or no. If yes, include the name of the firm that will be the protégé and which prequalification category they will be mentored to do.

**Example:**

Firm is proposing a Mentor-Protégé on this project: Yes  No

Name of Protégé Firm	Areas of work (prequalification category(ies) they will be participating in
ABC Engineering	Location Design Studies (Rehabilitation)

**Frequently Asked Questions for Submitting Statements of Interest for  
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10. **Question:** The advertisement states: 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 and approved in the firm's most recent Statement of Experience and Financial Condition. Where do I find the approved staffing?

**Answer:** Every firm prequalified in environmental assessment receives as part of the prequalification response, a document that has a listing of who is qualified for lead and each discipline and at what level, EA or EIS. The personnel on the document titled "Prequalified Environmental Staff" are the staff that must appear on Exhibit B.

11. **Question:** The Advertisement states the required prequalification category is **Location/Design Studies (Reconstruction/Major Rehabilitation)**. Is the firm required to submit an Exhibit B?

**Answer:** Yes, it's required per the guidelines: 6) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**. Only the first section is required for Location Design Studies,

**Location/Design Study Work**

*This portion to be completed when projects require Location Design Studies  
(Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction)*

For projects requiring Environmental Reports, the second portion is required

**Environmental Work**

*This portion to be completed when projects require Environmental Reports  
(Environmental Assessment or Environmental Impact Statements)*

The request in the advertisement for Exhibit B is done as a courtesy.

12. **Question:** The guidelines say no more than 2 pages for firm's interest in performing the work. The advertisement requests additional data such as:

- Statements of Interest must also include the proposed Quality Assurance/Quality Control (QA/QC) plan for the project design, including calculations and check-set plans and specifications as deliverables.

Or

- Statements of Interest must include details of how the Consultant will accomplish the work, a schedule for completing the work in the prescribed time, the firm's capability, and project team experience for similar projects, an organizational chart for the project, etc.

**Frequently Asked Questions for Submitting Statements of Interest for  
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**4-28-11**

Can we go over the 2 page limit?

**Answer:** The guidelines also state, “8) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.” The 2 page limit is separate from the additional requirements that may be requested in the advertisement. Your firm may not be considered if not all information requested in the advertisement is provided.

13. **Question:** Can we include pictures, charts, graph’s?

**Answer:** Yes, but we have a limitation on receiving files. Our system can only accept files under 2MB.

14. **Question:** Our Statement of Interest files are very large. Can we break up the file and send in multiple e-mails?

**Answer:** Yes, but first look at why it’s so large. Is everything scanned; are large picture files included, etc. Converting existing files to Adobe and limiting graphics can reduce the size of a file significantly.

As stated in the E-mail Instructions, Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. 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) files, can become very large, use sparingly if at all.

15. **Question:** Our firm wants to do a joint venture (JV). Does IDOT have a JV agreement form?

**Answer:** No, IDOT does not have a form. It is up to the Consultants entering into a JV to submit the JV agreement as part of the Statement of Interest. See recurring notice **“NOTICE FOR JOINT VENTURE”**

16. **Question:** What are common errors made by consultants when submitting a Statement of Interest?

**Answer:** Waiting until the last minute to complete the Statements of Interest and using old SOI’s with no quality control check.

<b>Required forms and typical problems</b>	
<b>Document</b>	<b>Problem(s)</b>
Current Obligations Example attached <a href="#">BDE CUR-OB</a>	(wrong form, addition errors, \$’s not included for latest selection information, Construction Inspection work more than total work shown) (review instructions)

**Frequently Asked Questions for Submitting Statements of Interest for  
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<b>Required forms and typical problems continued</b>	
<b>Document</b>	<b>Problem(s)</b>
Delinquent Debt Example attached <a href="#">BDE 3000</a>	(not signed/dated, subconsultants not included, doesn't match first page, i.e. prime has sub working on item 2 and 4, sub lists working on 2 and 6)
Disclosure <a href="#">BDE DISC 2 Template</a> (Consultants)	(not signed/dated, only partial submittal, missing form A or B or no disclosure included) A complete disclosure is required with every Professional Transportation Bulletin, IDOT is unable to authorize the firm to do work if disclosure is not clear.
Exhibit A Example attached <a href="#">BDE XHBT-A</a>	(nothing in footer to indicate which form used, old form used, not signed/dated, city not indicated, DBE and work they are performing are not listed all requested personnel in advertisement not included.
Exhibit B <a href="#">BDE XHBT-B</a>	(not included, nothing in footer to indicate which form used, old form used although new revised date shown in footer) Personnel listed did not match SEFC Environmental Staffing plan)
Iran Disclosure Example attached <a href="#">BDE 2900</a>	(not signed/dated or included)
Miscellaneous	(Late, partial submittal, sent to wrong e-mail address, etc.)

**NEW:**

The forms for Current Obligations, Delinquent Debt, Exhibit A, and the Iran Disclosures have been completed and are attached as examples of how to correctly fill out for submittal.

Forms are located at: <http://www.dot.il.gov/desenv/deform.html>



Firm Name ABC Engineering

PTB # 151

Item(s) # 4, 12, & 22

**Work By Your Transportation Staff for Other Than the Illinois Department of Transportation**

	Total Agreement Amount (000's)	Fee to be Earned		
		0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
City of Chicago	N/A			
Illinois State Toll Authority	750	350	250	150
All Other Work (Public & Private)	1,000	300	400	300
<b>Total Non-IDOT</b>		650	650	450

Note: The start date for the 0-6 months will be the date of this PTB

**Summary of Work**

(DO NOT TYPE IN THIS AREA-AUTO FILL IN)

Totals for Firm	0-6 mos. (000's)	7-18 mos. (000's)	>18 mos. (000's)
As Prime (from page 1)	950	350	250
As Subconsultant (from page 1)	175	25	50
For Non-IDOT (from table above)	650	650	450
<b>Total</b>	1775	1025	750

**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	500	100	300	100



PTB # 151 & Item(s) # 4, 12, & 22



**Delinquent Payment.** The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that ABC Engineering with the FEIN or SSN of 555-55-5555  
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Jane Doe  
Signature

2-17-10  
Date

List all known subconsultants and the PTB item(s):

- JKays Civil Firm (Item 4 & 12)
- Megs Structural Creations (Items 12 & 22)

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



PTB # 151 & Item(s) # 4 & 12

**Delinquent Payment.** The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that JKays Civil Firm with the FEIN or SSN of 888-88-8888  
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Jessica Smith 2-16-10  
Signature Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



PTB # 151 & Item(s) # 12 & 22

**Delinquent Payment.** The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that Megs Structural Creations with the FEIN or SSN of 999-99-9999  
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Megan Jones 2-16-10  
Signature Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



EXHIBIT A

PTB # 151 & Item # 04

**Proposed Staff, Subconsultants and Current Transportation Obligations**

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff (including work for which selection has been made but negotiations and/or agreement execution have not been finalized) during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: Jane L. Doe

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

<b>Project Manager :</b> Name <u>Sam Smith</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-11-1111</u> Year Registered <u>2000</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>	<b>Project Engineer :</b> Name <u>John Roads</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-22-1111</u> Year Registered <u>1999</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>
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<b>QC/QA Roadway :</b> *Name <u>Jane Doe</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-33-1111</u> Year Registered <u>1999</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>	<b>QC/QA Structures:</b> *Name <u>N/A</u> Category _____ (PE, SE, LS) Registration # _____ Year Registered _____ State _____ Office Location: City _____ State _____
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**Other Required Key Staff:**

<b>Name Required Prequalification Category : Surveying</b> *Name <u>Jessica Smith @ JKay's Civil Firm</u> Category <u>LS</u> (PE, SE, LS) Registration # <u>035-11-1111</u> Year Registered <u>2002</u> State <u>IL</u> Office Location: City <u>Civil City</u> State <u>IL</u>	<b>Name Required Prequalification Category: Location Drainage</b> *Name <u>John Roads</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-22-1111</u> Year Registered <u>1999</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>
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\*If work is being done by a subconsultant, list firm name also.

Other Required Key Staff:

<b>Name Required Prequalification Category :</b>	<b>Required Prequalification Category:</b>
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

<b>Name Required Prequalification Category :</b>	<b>Name Required Prequalification Category:</b>
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

<b>Name Required Prequalification Category :</b>	<b>Name Required Prequalification Category:</b>
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

<b>Name Required Prequalification Category :</b>	<b>Name Required Prequalification Category:</b>
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

\*If work is being performed by a subconsultant, list firm name also.  
 Attach resumes of above-listed personnel.

Management	Professionals	Sub-professionals
<b>Total</b> <u>2</u>	Engineers <u>3</u>	Technicians <u>3</u>
	Land Surveyors <u>1</u>	Draftsmen <u>2</u>
	Architects <u>0</u>	Survey Crew <u>2</u>
	Others <u>0</u>	Clerical <u>2</u>
	<b>Total</b> <u>4</u>	Other <u>1</u>
		<b>Total</b> <u>10</u>
		<b>Total Project Staff</b> <u>14</u>

**EXHIBIT A CONTINUED**

**PTB #** 151 & **Item #** 04

Firm will complete project within estimated time listed in the project advertisement. Yes  No

If **Yes**, provide completion date and/or number of months. Per the advertisement 24 months

If **No**, explain:

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List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) surveying services

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Firm is Proposing a Mentor-Protégé on this project: Yes  No

**Name of Protégé Firm**

**Areas of work (prequalification category(ies) they will be participating in**

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**EXHIBIT A**

**PTB #** 151 & **Item #** 12

**Proposed Staff, Subconsultants and Current Transportation Obligations**

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: Jane L. Doe

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

<b>Project Manager :</b> Name <u>Sam Smith</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-11-1111</u> Year Registered <u>2000</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>	<b>Project Engineer :</b> Name <u>James Bridges</u> Category <u>PE/SE</u> (PE, SE, LS) Registration # <u>062-22-1111 &amp; 081-11-1111</u> Year Registered <u>99/01</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>
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<b>QC/QA Roadway :</b> *Name <u>Jane Doe</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-33-1111</u> Year Registered <u>1999</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>	<b>QC/QA Structures:</b> *Name <u>Megan Jones @ Megs Structural Creations</u> Category <u>SE</u> (PE, SE, LS) Registration # <u>081-22-2222</u> Year Registered <u>2005</u> State <u>IL</u> Office Location: City <u>Rolling Roads</u> State <u>IL</u>
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**Other Required Key Staff:**

<b>Name Required Prequalification Category :</b> <b>Surveying</b> *Name <u>Jessica Smith @ JKays Civil Firm</u> Category <u>LS</u> (PE, SE, LS) Registration # <u>035-11-1111</u> Year Registered <u>2002</u> State <u>IL</u> Office Location: City <u>Civil City</u> State <u>IL</u>	<b>Name Required Prequalification Category:</b> <b>Location Drainage</b> *Name <u>John Roads</u> Category <u>PE</u> (PE, SE, LS) Registration # <u>062-22-1111</u> Year Registered <u>1999</u> State <u>IL</u> Office Location: City <u>Engineering Town</u> State <u>IL</u>
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\*If work is being done by a subconsultant, list firm name also.

Other Required Key Staff:

<b>Name Required Prequalification Category :</b> <b>Structures Simple</b>	<b>Required Prequalification Category:</b>
*Name <u>Paul Jems</u>	*Name _____
Category <u>SE</u> (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # <u>081-11-1111</u>	Registration # _____
Year Registered <u>2006</u> State <u>IL</u>	Year Registered _____ State _____
Office Location _____	Office Location _____
City <u>Rolling Roads</u> State <u>IL</u>	City _____ State _____

<b>Name Required Prequalification Category :</b>	<b>Name Required Prequalification Category:</b>
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

<b>Name Required Prequalification Category :</b>	<b>Name Required Prequalification Category:</b>
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

<b>Name Required Prequalification Category :</b>	<b>Name Required Prequalification Category:</b>
*Name _____	*Name _____
Category _____ (PE, SE, LS)	Category _____ (PE, SE, LS)
Registration # _____	Registration # _____
Year Registered _____ State _____	Year Registered _____ State _____
Office Location _____	Office Location _____
City _____ State _____	City _____ State _____

\*If work is being performed by a subconsultant, list firm name also.  
Attach resumes of above-listed personnel.

Management	Professionals	Sub-professionals
<b>Total</b> <u>2</u>	Engineers <u>7</u>	Technicians <u>6</u>
	Land Surveyors <u>1</u>	Draftsmen <u>2</u>
	Architects <u>0</u>	Survey Crew <u>2</u>
	Others <u>0</u>	Clerical <u>1</u>
	<b>Total</b> <u>4</u>	Other <u>0</u>
		<b>Total</b> <u>11</u>
		<b>Total Project Staff</b> <u>15</u>

**EXHIBIT A CONTINUED**

**PTB #** 151 & **Item #** 12

Firm will complete project within estimated time listed in the project advertisement. Yes  No

If **Yes**, provide completion date and/or number of months. Per the advertisement 36 months

If **No**, explain:

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List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) surveying services  
Megs Structural Creations (Structures Highway: Typical)

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Firm is Proposing a Mentor-Protégé on this project: Yes  No

<b>Name of Protégé Firm</b>	<b>Areas of work (prequalification category(ies) they will be participating in</b>
<u>JKays Civil Firm</u>	<u>Highways (Roads and Streets)</u>
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# Disclosure of Business Operations in Iran

PTB # 151 & Item #(s) 4, 12, and 22

Public Act 95-0616 provides that each bid, offer, or proposal submitted for a State contract shall include a disclosure of whether or not the Company acting as the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or companies involved in consortiums or projects commissioned by the Government of Iran and either of the following conditions apply:

- (1) More than 10% of the Company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the Company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and, the Company has failed to take substantial action.
- (2) The Company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, which directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

The terms "Business Operations", "Company", "Mineral-extraction Activities", "Oil-related Activities", "Petroleum Resources", and "Substantial Action" are all defined in the Act.

Failure to make the disclosure required by the Act shall cause the bid, offer, or proposal to be considered not responsive. The disclosure will be considered when evaluating the bid, offer, or proposal or awarding the contract. The name of each Company disclosed as doing business or having done business in Iran will be provided to the State Comptroller.

**To be in compliance with the Disclosure of Business Operations in Iran, check the appropriate statement:**

- Company has no business operations in Iran to disclose.**
- Company has business operations in Iran as disclosed in the attached document(s).**

The following must be signed and dated by a person authorized to execute contracts for the offeror.

### THE FOLLOWING STATEMENT MUST BE SIGNED AND DATED

ABC Engineering _____ <small>Name of Firm (type or print)</small>	
Jane L. Doe _____ <small>Name of Authorized Representative (type or print)</small>	
Vice President _____ <small>Title of Authorized Representative (type or print)</small>	
<i>Jane L. Doe</i> _____ <small>Signature of Authorized Representative</small>	02-18-2010 _____ <small>Date</small>

To submit, use Consultant firm code, followed by DISCIR.  
Example: Firm Code "ABC" submittal would be ABCDISCIR.pdf (Required From Prime Only)

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](mailto: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](mailto: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:

<b>AASHTO (Illinois Modified)</b>	<b>ASTM</b>	<b>Description</b>
<b>AGGREGATES</b>		
T 11 (IL)	C117	75- $\mu$ m (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)
<b>HOT-MIX ASPHALT</b>		
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
<b>CONCRETE</b>		
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

IDOT AMRL Proficiency Verification  
Page 2

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/pregcons.html](http://www.dot.il.gov/desenv/pregcons.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](http://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 of 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 ELECTRONIC SIGNATURES**

In order for us to verify your scanned in signature (on cover letters, Exhibit A, Disclosure Forms A and B, and Delinquent Payment Form) 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. Janet Pisani  
Bureau of Design and Environment  
Attn: Consultant Unit (Room 330)  
2300 South Dirksen Parkway  
Springfield, IL 62764

If you have questions, please contact Carrie Kowalski at: [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov)

Signature Certification for Electronic Submittal



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](http://www.state.il.us/dhr/Programs/DHR_PBCT.htm) 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.

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: [idotqqa@lakeland.cc.il.us](mailto:idotqqa@lakeland.cc.il.us)  
Internet Homepage: <http://www.lakeland.cc.il.us/idotqqa>

**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>