

Professional Transportation Bulletin

PTB 179

February 4, 2016

Statements of Interest are due before 12:00 p.m.
on February 25, 2016
Selection Date: April 20, 2016



Help &
INFORMATION

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

Check this out

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

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

IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: April 20, 2016

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

REVISION DATE: There are no revisions as of February 4, 2016.

State Of Illinois Contact Information

Department Of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

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

Professional Transportation Bulletin

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

Questions concerning this Bulletin should be directed to:

Carrie Kowalski

Consultant Unit Chief

E-mail: Carrie.Kowalski@illinois.gov Phone: 217-782-6916

Or mailing address:

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

Regional/District Contact information.

Region 1

District 1

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

Region 2

District 2

Mr. Paul Loete
819 Depot Avenue
Dixon, IL 61021

District 3

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

Region 3

District 4

Mr. Kensil Garnett
401 Main Street
Peoria, IL 61602

District 5

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

Region 4

District 6

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

District 7

Mr. Roger Driskell
400 West Wabash
Effingham, IL 62401

Region 5

Mr. Jeffrey Keirn

District 8

1102 Eastport Plaza
Drive
Collinsville, IL 62234

Mr. Jeffrey Keirn

District 9

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

Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 180	PTB 181	PTB 182	PTB 183	PTB 184	PTB 185
PUBLISH PTB	05-05-16	08-14-16	11-10-16	02-02-17	05-04-17	08-03-17
***STATEMENTS OF INTEREST ARE DUE	05-26-16	08-25-16	12-01-16	02-23-17	05-25-17	08-24-17
SELECTION MEETING	7-20-16	10-19-16	01-25-17	04-19-17	07-19-17	10-18-17

***** STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 02-04-16 & 02-25-16 (12:00 P.M. NOON)**

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

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

NOTICE

Proposed Negotiation Meeting information for Items will be available under the Bulletin Tab at the following link: <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index> Then select Bulletin, then the click here shown below.



Link for negotiation information

Bulletin

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

- [PTB 172](#)

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

▶ Tentative PTB Schedule

- **Region 1**
 - **John Fortmann**
 - **District 1**
 - **Items 1 - 10**
- **Region 2**
 - **Paul Loete**
 - **District 2**
 - **Item 11**
 - **District 3**
 - **Items 12-13**
- **Bureau of Bridges & Structures**
 - **Carl Puzey**
 - **Items 14- 16**
- **Bureau of Design & Environment**
 - **Maureen Addis**
 - **Item 17**
- **Bureau of Land Acquisition**
 - **Laura Mlacnik**
 - **Item 18**
- **Bureau of Freight Rail Management**
 - **John Oimoen**
 - **Item 19**

NOTICE

Agreement Process Modification

January 28, 2016

In an effort to help expedite the agreement process, the Department has begun e-mailing agreements to consulting firms for signature and the consulting firms will be allowed to return the signed agreement via e-mail. We have had several discussions with legal counsel, and it is our understanding that it is not necessary to have the original signatures. Therefore, it is our intent to no longer send agreements to firms for signature via the USPS and the firms will not be required to return hard copies of signed agreements. The BDE 17-09 form used during the consultant negotiation meeting will be revised to request a second contact person to whom the agreement can be e-mailed. Signed agreements should be e-mailed to the Agreement Manager as well as DOT.PTBAgreements@portal2010.illinois.gov

For now, it is still our intent to mail the firms a hard copy of the executed agreement

SEFC Revisions in EPAS

January 2016

The following revisions have been made in EPAS. The next time an update (amend), New SEFC, or Renew SEFC is completed, the following will be required:

- Under Corporate Profile, a Financial Contact has been added.

Corporate Profile

Taxpayer Identification Number: 333333333
IDOT Vendor Number: 800235

* Fiscal Year Ending Date:
* Years Experience in Trans Work:
* County: --Please Select--
* District:
* Senate Legislative District: --Please Select--
* Senate House District: --Please Select--

CONTACTS
Main Office contact is required, please include all other branch offices doing work for IDOT. Please add a contact to direct prequalification questions if it is different from your main contact. Also, include Suite Number under address.

Contact Type	Full Name	Address	Phone	Phone Ext	Email	
Main	Mr. Paul Paul	123 Street (Suite 122), Springfield, IL 12345	(555) 555-5555	12	Paul@New.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1 Displaying items 1 - 1 of 1

A Financial Contact type must be entered before submitting the Application.

- Under Corporate Details there is now a question regarding Veteran Owned Firm, it follows the DBE question:

* Is the corporation a Certified DBE Illinois Unified Certification Program? --Please Select--

* Is the corporation a certified Veteran owned firm? --Please Select--

- The insurance information has been revised to require an attachment. The insurance certificate will be required as a pdf attachment.

* Attach the firm's current Insurance Certificate for any/all of the following insurance types (General, Automobile, Excess/Umbrella or Workers Comp & Employer's Liability, Professional Liability and/or other:

NOTICE
PAYROLL RATE REMINDER
January 4, 2016

If you are currently or anticipate doing business with IDOT, please ensure your payroll rates are up to date. Many firms have fixed raise dates in January and need to update their payroll rates.

In order to update your payroll rates, please visit the IDOT website under Resources and complete the [BDE 3600 Template: Escalation Template](#).

The completed template should be e-mailed to DOT.Escalation@illinois.gov.

If you have questions/problems with the form, please email DOT.Escalation@illinois.gov.

Notice

Documentation of Contract Quantities Class

Contact Person has been revised for the Doc Cert course.

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

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

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

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

NOTICE

EPAS Reminders

February 1, 2016

- ❖ Don't forget to check the News on EPAS. Changes to our EPAS system, updates to consultant agreements etc. are posted there.

[EPAS Home](#)

[Reports](#)

[User Administration](#)

[News](#)

ABC Corporation

Welcome to the Illinois Department of Transportation Consultant Engineering Prequalification and Agreement System (EPAS). All firms that desire to be prequalified with IDOT must submit via the SEFC Application. All firms that desire to be considered for the Professional Transportation Bulletin Items must submit Statements of Interest through the SOI Application. The required data has not changed for prequalification or Statements of Interest. All Prequalification and Statements of Interest are paperless.

SEFC Applications

App Id	Application Date	Fiscal Year Ending Date	Type	Overhead %	Status	Category	Additional Info
SEFC ID : 3854	02/01/2016		NewSEFC		IN_PROGRESS	View	View

Currently we have:

Illinois Department of Transportation
Randall S. Blankenhorn, Secretary

Engineering Prequalification and Agreement System

State of Illinois
Bruce Rauner, Governor

Latest News

- + In an effort to help expedite the agreement process, the Department has begun e-mailing agreements to consulting firms for signature and the consulting firms will be allowed to return the signed agreement via e-mail. We have had several discussions with legal counsel, and it is our understanding that it is not necessary to have the original signatures. Therefore, it is our intent to no longer send agreements to firms for signature via the USPS and the firms will not be required to return hard copies of signed agreements. The BDE 17-09 form used during the consultant negotiation meeting will be revised to request a second contact person to whom the agreement can be e-mailed. Signed agreements should be e-mailed to the Agreement Manager & to the DOT Agreement portal. Mail to: DOT.PTBAgreements@portal2010.illinois.gov. For now, it is still our intent to mail the firms a hard copy of the executed agreement. NEW
- + The insurance data has been revised to require the actual certification document to be attached as a PDF. The grid which was previously completed is no longer available.
- + EPAS has been updated to request Veteran Owned Business Status and to request a Financial Contact Person be added in the submittal.

[IDOT Privacy Statement](#) | [Illinois Privacy Statement](#) | [IDOT Website](#) | [Contact Us](#)

- ❖ Don't forget the Help Screen; there are links and other useful data for completing the Statement of Experience and Financial Condition (SEFC) application, agreement contracts and the Latest News is shown there.

Welcome to the EPAS System

The **Professional Transportation Bulletin** is the official notice of needed professional services for the Illinois Department of Transportation.

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 to become prequalified from the IDOT website on the Consultant Prequalification page.

The PTB is not an invitation for bids. Firms properly prequalified for any of the projects listed within the PTB may indicate their desire to be considered for selection by submitting a Statement of Interest (SOI) for the project using the Engineering Prequalification and Agreement System (EPAS). For further information regarding PTB's, visit the Consultant Services Professional Transportation Bulletins page.

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.

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 within a PTB during the two-week period preceding the Selection Committee Meeting for that PTB.

Latest News

- + In an effort to help expedite the agreement process, the Department has begun e-mailing agreements to consulting firms for signature and the consulting firms will be allowed to return the signed agreement via e-mail. We have had several discussions with legal counsel, and it is our understanding that it is not

General

- + Doing Business
- + Design & Environment Manuals
- + Design & Environment Forms
- + Subscription Services
- + EPAS Instruction Manuals
- + EPAS FAQ's

SEFC

- + SEFC Information
- + Illinois Certification Program

PTB

- + SOI Instructions
- + Professional Transportation Bulletin
- + Consultant Mentor-Protege Program
- + Notice of Contract Awards
- + State Board of Elections

- ❖ Don't forget; anyone interested in receiving e-mails concerning Consultant related issues sign up to the IDOT Subscription Service.

Introduction

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

PROFESSIONAL TRANSPORTATION BULLETIN #179
Publish February 04, 2016

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

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

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

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

STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT, VIA EPAS, PRIOR TO 12:00 P.M. LOCAL TIME, February 25, 2016. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.

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

- 1) Ability to complete the work in the time required and the firm's existing workload.
- 2) The firm's proximity to the project, when important.
- 3) Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.
- 4) Financial evaluation of the firm and its accounting methods.
- 5) Performance rating for past work done for IDOT, if applicable.

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

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

Information for Submitting Statements of Interest (SOI)

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

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

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

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

Information to consider when submitting:

- A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)
- Color graphics/photographs, charts, graphs etc. can be used at your discretion. Make applicable to the requested advertisement.
- **Exhibit A** is used to give a snap shot of the firm's proposed staff as follows:
 - List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
 - QC/QA personnel must be different individuals than the staffing, which prepared the documents.
 - Attach resumes of all key personnel listed in the SOI. It is recommended that individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
 - Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
 - Identify proposed subconsultants, item(s) of work they will perform, and the estimated % of work. If a DBE Goal is in the advertisement list the DBE subconsultant(s), work the firm will be performing, and estimated % of the work. All Subconsultants must be prequalified in the area of work they will be performing.
 - Include Mentor Protégé data if participating.

Information for Submitting Statements of Interest (SOI)

- **Exhibit B** is required for Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) EPAS prompts the user to complete form B when it is required.
- Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.
- In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.
- The Current Obligation's information is an on line application in EPAS. It must be completed before you submit the Statements of Interest.
- Instructions for completing Disclosure **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. The Disclosure Forms are a separate document and one set for each prime is submitted. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- The Delinquent Debt is generated in the EPAS system and is submitted as a separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included with the Delinquent Debt.
- The Disclosure of Business Operations in Iran is also a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document.
- Exhibit A, Exhibit B (when applicable), the Current Obligations, Disclosures A & B, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are required to be considered.

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

PROFESSIONAL TRANSPORTATION BULLETIN
REQUIRED FORMS
FOR
STATEMENT OF INTEREST SUBMITTAL

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

Please review the EPAS manual instructions for the submittal process.

<http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

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

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

All signatures are required to be actual signatures.

Forms without an actual signature will be returned.

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<u>Item</u>	<u>County</u>	<u>Description</u>
<u>Region 1/District 1</u>		
1.	Various	Job No. P-91-218-16, Various Surveys
2.	Various	Job No. P-91-219-16, Various Surveys
3.	Various	Job No. P-91-225-16, Districtwide Surveys, (The National Pollution Discharge Elimination System (NPDES) Compliance)
4.	Various	Job No. D-91-226-16, Various Overhead Sign Structures Inspections and Design Projects
5.	Cook	Job No. C-91-229-16, Construction Inspection for I-90 at I-290/Congress Parkway (Circle Interchange) (C/N 60X78)
6.	Various	Job No. D-91-199-16, Various Value Engineering Projects
7.	Various	Job No. P-91-224-16, Phase-I Studies for Various Drainage Correction Projects and a Project Manager
8.	Cook	Job No. C-91-231-16, Construction Inspection for I-90 (Kennedy Expressway) EB from IL 171 (Cumberland Ave) to IL 43 (Harlem Ave)
9.	Cook	Job No. C-91-230-16, Construction Inspection for I-90 at I-290/Congress Parkway (Circle Interchange) (WB Mainline) (C/N 60X77 & 62B76)
10.	Various	Job No. C-91-217-16, Various Quality Assurance Aggregate/HMA/PCC and Other Material Inspection Projects
<u>Region 2/District 2</u>		
11.	Rock Island	Job No. P-92-017-10/D-92-017-10, I-280 over the Mississippi River near Milan, Phase I/II
<u>Region 2/District 3</u>		
12.	Various	Job No. P-93-016-16, Various Phase I/II Projects
13.	LaSalle	Job No. C-93-038-16, Construction Inspection for IL 178 over the Illinois River
<u>Bureau of Bridges and Structures</u>		
14.	Various	Job No. D-30-002-16, Engineering Services for the Underwater Diving Investigation of Bridges
15.	Whiteside	Job No. P-92-031-15, In-Depth Inspection, Non-Destructive Testing (NDT) and Structural Evaluation of Suspension Cables on the Clinton Gateway Bridge
16.	Various	Job No. C-30-018-16, Structural Steel Shop Fabrication Inspection

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<u>Item</u>	<u>County</u>	<u>Description</u>
<u>Bureau of Design and Environment</u>		
17.	Various	Job No. P-30-001-16, Various Statewide Waste Assessments, Studies and Designs
<u>Bureau of Land Acquisition</u>		
18.	Various	Job No. R-55-001-93, Various Statewide Asbestos Surveys
<u>Bureau of Freight Rail Management</u>		
19.	Various	Job No. P-30-004-16, Program Manager CREATE Program

1. **Job No. P-91-218-16, Various Surveys, Various Routes, Various Counties, Region One, District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 22, 2016 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase I engineering services are required for various route 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, existing right-of-way plats, Sidwell maps, benchmarks and coordinates available for the projects, along with any archived survey notes as each work order is negotiated.

The Consultant's scope of work requires field and office resources to prepare surveys of various roadway projects throughout the District by individual work order. This includes, but is not limited to, route surveys, topographic surveys, cross-sections, profile, existing and proposed centerline alignments, drainage inverts, locating existing right-of-way monument, plotting of field information, mapping projects, and any other tasks deemed necessary to complete the work in accordance with the Department's Survey Manual and District One procedures. All survey information will be acceptable for design purposes and formatted per IDOT specifications. All data collected electronically or plotted will comply with IDOT CADD standards and use standard IDOT Survey Point Codes. Some GIS and database work might also be required. The Consultant must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

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

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

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Land Surveyor.)
- The person who will perform the 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 the resumes of the key people noted above, must be submitted electronically, using the Engineering Prequalification and Agreement System (EPAS), to the Central Bureau of Design and Environment.

2. **Job No. P-91-219-16, Various Surveys, Various Routes, Various Counties, Region One / District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled attend an initial meeting on **April 22, 2016 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase I engineering services are required for various route 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, existing right-of-way plats, Sidwell maps, benchmarks and coordinates available for the projects, along with any archived survey notes as each work order is negotiated.

The Consultant's scope of work requires field and office resources to prepare surveys of various roadway projects throughout the District by individual work order. This includes, but is not limited to, route surveys, topographic surveys, cross-sections, profile, existing and proposed centerline alignments, drainage inverts, locating existing right-of-way monument, plotting of field information, mapping projects, and any other tasks deemed necessary to complete the work in accordance with the Department's Survey Manual and District One procedures. All survey information will be acceptable for design purposes and formatted per IDOT specifications. All data collected electronically or plotted will comply with IDOT CADD standards and use standard IDOT Survey Point Codes. Some GIS and database work might also be required. The Consultant must also have a QA/QC plan to review internal work as well as assigned IDOT projects.

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

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

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Land Surveyor.)
- The person who will perform the 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 the resumes of the key people noted above, must be submitted electronically, using the Engineering Prequalification and Agreement System (EPAS), to the Central Bureau of Design and Environment.

3. **Job No. P-91-225-16, Districtwide Surveys, (The National Pollution Discharge Elimination System (NPDES) Compliance), Various Counties, District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be suing are scheduled to attend an initial meeting on **April 27, 2016 at 10:30 A.M.** at the Region Once District One Office in **Schaumburg**.

Engineering services are required to perform field surveys for various roadway projects 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. It is anticipated that this contract will include six or more projects.

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

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

Timely completion of assignments in accordance with established schedules with few, if any needed corrections is of primary importance. Any required correction due to errors, omissions, or ambiguities on the Consultants' part will be promptly completed by the consultant in a timely manner with no additional compensation. Quality of original submittals and timely submittals of any required correction will form the basis for the Consultants performance evaluation and their eligibility for future selections. The Consultant will be required to document each submittal has resulted from the requisite QC/QA review by the consultant prior to submittal to the department.

The completion date for this project 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 Land Surveyor)
- 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 Land Surveyor)
- The Person who will assume the duties of the Survey Party Chief, the person who will coordinate all field work.

- 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 to be considered for this project.

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

4. **Job No. D-91-226-16, Various Overhead Sign Structures Inspections and Design Projects Various Routes, Various Counties, District One, Region One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 26th, 2016 at 10:00 A.M.** in the Region One, District One Office in **Schaumburg**.

Engineering services are required for the inspection of overhead sign structures, collection of associated data and development of reports at selected locations by the department, and may include design and/or retrofit of overhead sign structures. Work-orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Except when otherwise permitted by the department, overhead sign structures shall be inspected by mounting them from the shoulder. This will require shoulder closures in accordance with Highway Standards 701101 and 701106, District Detail TC-17, and as directed by the department. Freeway lane closures for overhead sign structure inspection shall be kept to a minimum and will only be permitted by the department on a case by case basis where roadway geometry, traffic and other conditions dictate. Shoulder closures and partial ramp closures will not be permitted on weekdays (Monday thru Friday) from 5:00 a.m. to 9:00 a.m. and from 3:00 p.m. and 7:00 p.m. Lane closures along District 1 Interstates/Freeways are normally not permitted during the day. Exact allowable lane closures hours, if needed, will be determined by the Expressway Traffic Operations Engineer.

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

The department will typically provide:

- List of overhead sign structures to be inspected complete with structure inventory number and location.
- List of overhead sign structures to be design/modified complete with structure inventory number and location.
- List of District contacts.
- Sample copy of inspection reports, if needed.
- Copy of the Illinois Highway Design Standards for Traffic Control, if needed.

The Consultant work is expected to consist of:

- Proposed inspection schedule.
- Progress report effective the 1st of the month, submitted by the 10th with written narratives to discuss work completed the past month and work expected the following month.
- Manpower, equipment, vehicles, and materials to complete the detailed inspections and necessary nondestructive testing.
- The appropriate traffic control for each structure to be inspected.

- Computerized database, compatibly with the Department's computer programs, for each structure inspected.
- Photographs of typical deteriorated overhead sign structure components.
- Draft copy of a completed overhead sign structure inspection report.
- The necessary equipment to spot check the wall thickness of suspected deteriorated supports.

Overhead Sign Structures Phase 2- Data analysis is expected to consist of using the data collected for each overhead sign structure inspected. The Consultant is required to complete the inspection report form, rating all components of the overhead sign structure, and evaluate the overall condition of the structures. The Consultant is required to provide a comprehensive report using the data collected in the inspections. The report shall include a narrative of all recommended repairs to each structure, and a prioritization of the repairs. Two (2) copies of the report, in hard copy and PDF in electronic media on a CD or Flash drive, shall be submitted to the District. All data collected and used in the analysis of the overhead sign structures and a copy of the computer database developed will be given to the department.

In addition, the projects may include, at the department's discretion, plans and special provisions preparation, collection of soil borings for any necessary foundation replacement, sign panel design in accordance with the MUTCD manual and other overhead sign structure design work as necessary.

In addition, the projects may include, at the department's discretion, performance of general office tasks related to the overhead sign structure program, of data entry and administrative nature, at the District One headquarters. Some tasks may require use of computers with Microsoft office application.

It is anticipated that one or more persons from the Consultant's staff may be required to conduct general design and office work in the District One headquarters 2-3 days per week.

The selected Consultant must have prior experience in overhead sign structure design and inspection and have the required tools of the trade necessary to perform inspections and design tasks.

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, the individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licenses Professional Engineer).
- The person who will perform the work in the area of inspection and 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 QC/QA review work of all milestone submittals for plans design and inspections (must be an Illinois Licensed Structural Engineer).

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

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

5. **Job No. C-91-229-16, I-90 at I-290/Congress Parkway (Circle Interchange) (C/N 60X78), Phase III Project, Cook County, Region One/District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 28, 2016, at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the improvement of I-90 at I-290/Congress Parkway (Circle Interchange) (C/N 60X78). The scope of work includes, but is not limited to the rehabilitation of the Congress Parkway viaduct westbound direction starting from the Old Post Office building located approximately 800 feet west of the East Branch of the Chicago River to a point 1,835 feet west over I-90/94 in the City of Chicago. The construction involves repairs to the viaduct section from the Post Office to Canal Street entrance ramp including superstructure patching and substructure repairs, deck and superstructure replacement from Canal Street entrance ramp in the westbound direction to I-90/94 including lighting, signing, pavement markings in addition to the total replacement of the bridge structure carrying the Congress Parkway viaduct (I-290) over I-90/94 (SN 016-1703). Two new concrete retaining walls will be constructed and all incidental and collateral work necessary to complete the improvement.

The following structures may be included:

- S.N. 016-0461 [existing Bridge outbound I-290/Congress Pkwy from the Old Post Office westbound direction only to and above I-90/94]
- S.N. 016-1703 [New Bridge over I-90/94]
- S.N. 016-1830 [New Retaining Wall]
- S.N. 016-1831 [New Retaining Wall]

The department will furnish the Consultant with Plans and Specifications.

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

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

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

engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is October 31, 2018 plus 10 working days. The Consultant must complete and submit final measurements, calculations and final contract 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 Liaison Engineer (An Illinois Licensed Professional Engineer is desired)
- The Assistant Engineer
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities**)
- The Materials Coordinator
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief

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

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

6. **Job No. D-91-199-16, Various Value Engineering Projects, Various Routes, Various Counties, Region One, District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 29, 2016 at 9:00 A.M.** at the Region One, District One Office in Schaumburg.

Engineering services are required for value engineering on approximately 10 to 15 various projects throughout the District for use primarily on Phase I and Phase II projects. This work shall include Value Engineering (VE) Studies submitted in a written report. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant will assemble a multi-disciplined VE project team of approximately 5-7 people. The VE team is to be led by an Illinois Licensed Professional Engineer with experience in roadway and bridge design and carry the designation of a certified value engineer specialist. The VE team will use brainstorming techniques to develop good alternatives to the proposed project design, generating a large and creative list of potential solutions to items identified in the Investigation and Analysis phases. The Team should be structured so there is appropriate expertise to evaluate the major problem areas anticipated within the project. In addition to the technical discipline such as design, construction, and environmental, the VE team must possess experience in construction cost estimating and cost-benefit analysis. The VE team must also have CADD micro-station capability to develop, analyze, and propose modifications within the VE time schedule. "Read-Only" CADD files in Micro-Station format will be made available to the VE team.

The Consultant will be expected to develop the VE work plan for projects assigned by the department. The plan shall as a minimum, include step methodology, criteria, timing, and deliverables.

The department will furnish the Consultant with available roadway plans, microfilm of old plans, project reports, traffic data, soils reports, hydraulic reports, location drainage studies, bridge condition reports and other information as available. The VE team leader is to coordinate with the department on specific needs for the particular project to be studied.

The estimated construction cost of these projects may range from \$20,000,000 to \$70,000,000. The Consultant's work includes evaluating, determining and developing the best alternatives. The Consultant will present the recommendation to the department along with an implementation plan. The Consultant will be responsible for developing the Value Engineering Report. A step by step record of the VE analysis is required as part of the VE Report.

The completion date for this contract will be 96 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 VE studies).
- The person who will perform the responsibilities of being the Value Engineering Team Leader (One leader per project). This person must be an Illinois Licensed Professional Engineer and a Certified Value Engineering Specialist.
- Supporting personnel (VE team members) in the following critical areas: highway design, highway planning, environmental, structures, soils, hydraulic and traffic signal design.
- Micro Station/CADD personnel.

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

Firms interested in submitting for this item that are not currently prequalified must contact Carrie Kowalski to establish an account in EPAS so the firm can submit a Statement of Interest. Any procedural questions regarding Statements of Interest submittal and to set up an account in EPAS may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment at Carrie.Kowalski@illinois.gov.

7. **Job No. P-91-224-16; Phase-I Studies for Various Drainage Correction Projects and a Project Manager, Various Routes, Various Counties, Region One, District One**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 26, 2016 at 10:30 A.M.** at the District One Office in **Schaumburg**.

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

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, IDOT Hydrology & Hydraulics Manager. 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 cumulative construction cost of these projects is anticipated to be in excess of \$20,000,000.

A Program Management (PM) Consultant is also required for Phase-I engineering services. The PM Consultant will be assigned to manage and/or assist in the completion of Phase-I drainage studies and hydraulic reports, several of which may be under contract with other engineering consultants. The PM Consultant will review traffic access permits to ensure the integrity of the state highway drainage system is preserved.

The PM Consultant work also includes data collection, field verification, roadway survey, stream survey, survey note reduction/plotting, drainage investigations, determination of drainage patterns, storm sewer cleaning/televising, drainage system evaluation and design, presentation/coordination with local agencies, bridge scour evaluation, development of Waterway Information Table, hydraulic/hydrologic analysis, hydraulic reports for waterways and pump stations.

The PM Consultant is prohibited from managing projects for which they are contracted with the Department for Phase-I Engineering. Additionally, the PM consultant, if selected for Phase-II Engineering work, may not be managed by a consultant that they managed during Phase-I Engineering.

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

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

- The person who will assume the duties of Project Manager for all aspects of the work documents. This individual must be an Illinois Licensed Professional Engineer.
- The person who will assume the duties of Drainage Engineer/Manager, in charge of all aspects of the work documents. This individual must be an Illinois Licensed Professional Engineer with a minimum of five (5) years' experience dealing with highway related drainage problems as well as hydrologic and hydraulic modeling.
- The person who will assume the duties of Drainage Engineer for day to day program work relative to development of the Location Drainage Studies, Hydraulic Reports, and Drainage Investigations. This individual must be an Illinois Licensed Professional Engineer with a minimum of three (3) years' experience dealing with highway hydrologic and hydraulic modeling.
- The person who will perform the QC/QA review work of all milestone submittal documents. This individual must be an Illinois Licensed Professional Engineer.

Statements of Interest must provide a proposed organizational chart identifying the PM Consultant team and its respective percentage of time commitment. This statement must also identify the approach that the firm would take on this project and provide a summary of the pertinent experience of the firm managing Phase-I highway projects.

Resumes of Drainage Managers and Drainage Engineers must meticulously state hydraulic and hydrologic modeling experience.

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 through the Engineering and Prequalification Agreement System (EPAS).

8. **Job No. C-91-231-16, I-90 (Kennedy Expressway) EB from IL 171 (Cumberland Ave) to IL 43 (Harlem Ave), Phase III Project, Cook County, Region One/District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 28, 2016, at 11:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the improvement of I-90 (Kennedy Expressway) EB from IL 171 (Cumberland Ave) to IL 43 (Harlem Ave). Work includes, but is not limited to, Add Lanes; Ramp Repair; Resurfacing; Retaining Wall; Drainage; Lighting; Signing (New) Full Depth HMA, and all incidental and collateral work necessary to complete the improvement.

The following structures may be included:

- S.N. 016-Z033 [Proposed Retaining Wall #1 located along EB I-90 on the south side at Canfield Rd]
- S.N. 016-Z034 [Proposed Retaining Wall #2 located along south side of Canfield Rd entrance ramp]
- S.N. 016-Z035 [Proposed Retaining Wall #3 located along south side of EB I-90 at Oriole Ave]
- S.N. 016-2296 [Proposed moment slab – located along north side of W. Higgins Ave (south of EB I-90) along the Harlem exit ramp]
- S.N. 016-2296 [Existing Retaining Wall for repairs – located along north side of W. Higgins Ave (south of EB I-90) along the Harlem exit ramp]
- S.N. 016-2519 [Existing Retaining Wall for repairs S.N. 016-2519 – located along north side of W. Higgins Ave (south of EB I-90) along the Harlem exit ramp, connected on the east end of existing retaining wall SN 016-2296]

The department will furnish the Consultant with Plans and Specifications.

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

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

The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract

plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is September 30, 2017. 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 Liaison Engineer (An Illinois Licensed Professional Engineer is desired)
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities**)
- The Materials Coordinator
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

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

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

9. **Job No. C-91-230-16, I-90 at I-290/Congress Parkway (Circle Interchange) (WB Mainline) (C/N 60X77 & 62B76), Phase III Project, Cook County, Region One/District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 28, 2016, at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the improvement of I-90 at I-290/Congress Parkway (Circle Interchange) (WB Mainline) (C/N 60X77 & 62B76). Work includes, but is not limited to, reconstruction of the westbound mainline Interstate 290 pavement between Congress Parkway and Racine, repairs to retaining wall 016-Z027, signing, pavement markings, and lighting improvements, reconstruction of the ramp carrying northbound Interstate 94 (Dan Ryan) to the eastbound Congress Parkway (SN 016-1710). Two new concrete retaining walls (SN 016-1813 and 016-1839), as well as some roadway reconstruction, lighting, and pavement markings, and all incidental and collateral work necessary to complete the improvement.

The following structures may be included:

- S.N. 016-Z027 - [Retaining Wall repair WB Congress Pkwy just west of Halsted St.]
- S.N. 016-1710 - [New Retaining Wall NB I-94 to EB Congress Pkwy]
- S.N. 016-1813 - [New Retaining Wall NB I-94 to EB Congress Pkwy]
- S.N. 016-1839 - [New Retaining Wall NB I-94 to EB Congress Pkwy]

The department will furnish the Consultant with Plans and Specifications.

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

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

The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on-site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is October 31, 2018 plus 10 working days. The Consultant must complete and submit final measurements, calculations and

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

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

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

10. **Job No. C-91-217-16; Various Quality Assurance for Aggregate/HMA/PCC and Other Material Inspection Projects, Various Routes, Various Counties, Region One, District One**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 27, 2016 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase III engineering services are required to perform the quality assurance responsibilities of hot-mix asphalt (HMA), Portland cement concrete (PCC) construction, Aggregate Gradation Control System (AGCS), Recycled Asphalt Paving (RAP) testing, Recycled Asphalt Shingles(RAS) testing, pipe and precast producers and prestressed and precast producers. Services and responsibilities include structural steel and miscellaneous materials inspection at various sources or jobsites, Independent Assurance sampling and testing for the department for both HMA and PCC according to Federal guidelines at both plants and jobsites. The Department may have a need for a project manager to handle certain parts or full time tasks such as staff management of Independent Assurance efforts or a geographical area for Mixtures Control Unit, evaluation, and reporting of Pay Factors for End Result Projects, special laboratory testing and evaluation of mix designs and new products, etc. The Project Manager will require appropriate training and experience for the tasks, which they are assigned. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

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

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

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 subconsultants(s) will disclose all current relationships with contractors.

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

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

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

- The Liaison Engineer who will assume duties as Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will be in charge of QA Lab and Field Testing.
- QC/QA Level 1, Level 2 and Level 3 (HMA and PCC) Certified Testing Technicians.
- ACI Grade 1 and PCI Level 1 and Level 2 Certified Testing Technicians.
- The Materials QA Technician.
- Structural Steel and Miscellaneous Materials Source Inspector
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Class**)

The Certificates of completion for required training courses must be included in the Statement of Interest for the staff presented.

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

Special Services (Quality Assurance: HMA & Aggregate)
Special Services (Quality Assurance: PCC & Aggregate)

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

11. **Job No. P-92-017-10/D-92-017-10, I-280 over the Mississippi River near Milan, Phase I and II Engineering Services, Rock Island County, Region Two/District Two.**

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

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

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 **April 26, 2016, at 10:30 A.M.** at the Region Two, District Two Office in **Dixon**.

Phase I and II engineering services are required for the preparation of a Project Report (anticipated to be a categorical exclusion) and Phase II including the development of final contract plans, specifications and cost estimates for the structure that carries I-280 over the Mississippi River near Milan. It is anticipated that the scope of work will be bridge rehabilitation with a total deck replacement, structural steel retrofit, approach bridge work and other repairs as needed.

Phase I may include the preparation of a Project Report, Traffic Management Analysis (TMA), Traffic Management Plan (TMP), a review of IDOT's in-depth inspection report and completion of a field inspection to verify recommendations, preparation of a summary/inspection report, Type, Size and Location (TSL) drawing, cost estimate, cross sections, accident analysis, queue and delay analysis and typical sections.

Phase II may include the preparation of detailed contract plans, final bridge plans, roadway plans, drainage plans, special provisions; quantities; and field surveys as needed. Coordination with other agencies is anticipated with this project.

The following structure is included with this project:

- S.N. 081-0106: I-280 over the Mississippi River – Rehabilitation

The department will furnish the Consultant with any available as-built/existing plans; most recent NBIS bridge inspection report, approved Bridge Condition Report (BCR), topographic survey data, traffic data, accident statistics, section corner data, existing right-of-way plats, title reports and any other available information.

The estimated construction cost for this project is \$34,000,000. The completion date for Phase I will be 24 months after authorization to proceed. Phase II will be negotiated near the completion of Phase I. Phase II work must be completed within 24 months after authorization to proceed.

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, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer with major bridge experience). In addition, the staff performing this work must be identified.
- The person who will be in charge of surveys (must be an Illinois Licensed Professional Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work, must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience and an Illinois Licensed Professional Land Surveyor for surveys).

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

Location/Design Studies: (Rehabilitation)
Highways: (Freeways)
Structures: (Major River Bridges)

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

12. **Job No. P-93-016-16, Various Phase I/II Projects, Various Routes, Various Counties, Region Two/District Three**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 27, 2016 at 9:00 A.M.** at the Region Two/District Three Office in **Ottawa**.

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

Phase I engineering studies, if required, for the preparation of various Phase I preliminary engineering and environmental studies may consist of conducting route surveys, land surveys, hydraulic analysis, geometric studies, environmental studies, preparing project reports and reviewing geotechnical reports. This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, crash analysis, bridge condition reports, TS&L, structure plans, and other related work and exhibits necessary to produce the Project Report.

Phase II work, if required, may consist of conducting route surveys, land surveys, hydraulic analysis, geometric studies, preparation of TS&L drawings, structure plans, roadway plans, 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.

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

It is anticipated that this contract will include approximately 3 to 15 different projects with estimated construction costs ranging up to \$10,000,000. 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 96 months after authorization to proceed.

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 (must be an Illinois Professional Engineer).
- The person(s) who will perform the duties of Project Engineer, that individual in charge who will be directly involved and responsible in the development of the reports and/or plans (must be an Illinois Professional Engineer).

- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Professional Engineer).
- The environmental lead, who will be responsible for the day to day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology, Environmental Staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.

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

Highways (Roads & Streets)
Special Studies (Safety)
Location Design Studies (Rehabilitation)
Structures (Highway: Typical)

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

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

13. **Job No. C-93-038-16, IL 178 over the Illinois River, Phase III Project, LaSalle County, Region Two/District Three**

This project may contain Federal funds.

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 27, 2016 at 11:00 A.M.** at the Region Two/District Three Office in **Ottawa**.

Phase III engineering is required to provide construction inspection for the structure replacement of the IL 178 Bridge over the Illinois River South of Utica. Work includes but is not limited to construction of a new structure, removal of existing structure, drilled shafts, piling, furnished excavation, storm sewer, curb and gutter, PCC pavement, and lighting.

The Consultant will perform on-site inspection, provide construction staking/layout when not provided for in the contract plans, verify construction staking/layout, provide on-site geotechnical and on-site material inspection, prepare records, maintain documentation, and any other duties that would require the services of an engineer to complete this project in a timely basis and in accordance with State Specifications. All on-site material testing will be with IDOT equipment. Laboratory testing of materials will not be required.

The following structure is included in this project, S.N. 050-0088 (IL 178 over Illinois River South of Utica)

The department will furnish the Consultant with Plans and Specifications.

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

The Consultant will be asked to furnish a registered IL PE or an approved non-licensed engineering technician to act as Assistant Resident Engineer (ARE) or inspector on these projects. The Consultant is expected to perform on-site inspection, engineering layout, and verification of contractor staking, maintain documentation, submit pay estimates, change orders, and any other duties required to complete these projects on a timely basis and in accordance with the State Specifications and guidelines. The ARE should be knowledgeable in the use of the department's documentation tracking system (ICORS). The Consultant shall provide vehicles and equipment necessary to perform inspections.

The anticipated construction completion date is August 31, 2019. The Consultant must complete and submit final measurements, calculations, and final contract record documents to the department no later than six (6) weeks after completion of this project.

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

- The Assistant Resident Engineer (minimum 10 years' experience as a Resident Engineer is desired). A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of HOT Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.
- The Inspectors. (1 to 5 individuals to perform on-site inspection, survey and QA inspection.) A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.

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

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

14. **Job No. D-30-002-16. Engineering Services for the Underwater Diving Investigation of Bridges, Bureau of Bridges and Structures.**

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 and initial meeting on **April 27, 2016 at 10:30 a.m.** at the Central Office, Bureau of Bridges and Structures in Springfield.

Underwater diving inspection services are required for investigating bridge substructure units and other structures in the water. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Consultant's work shall include furnishing all labor, materials, and equipment necessary for:

- Visual and tactile inspection of 100 percent of underwater structures (level 1),
- Providing measurements of pitting and damage not to exceed 10 percent of each underwater structure,
- Providing measurements of scour, water depth around piers, and cross sections of the streambed, and
- Providing complete reports with topside photographs, diagrams and underwater photographs necessary to adequately describe conditions and deficiencies found.

The reports will include a scope of work, description of structure, method of investigation, existing site conditions, structure condition with elevations showing damage and streambed elevations, streambed probing information at each pier, streambed elevation grid 50' out from each pier, streambed cross sections at both fascia and at 100' upstream and downstream, NBIS underwater inspection rating and any other information requested by the Bureau of Bridges and Structures. The reports shall be signed and sealed by an Illinois Licensed Structural Engineer.

The department will provide plans.

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:

- Person who will assume the duties of Project Manager for all aspects of the work: (must be an Illinois Licensed Structural Engineer and must be approved as an inspection Team Leader by the State Program Manager as required by the National Bridge Inspection Standards (NBIS), CFR23) and present at all diving inspections.
- Person(s) performing the diving: (must be certified divers and be qualified bridge inspectors in accordance with the NBIS and have passed the 80 hour class NBIS Safety Inspection of In-Service Bridges).
- All staff performing each part of the job, including:
 - field work,
 - diving,
 - report writing and
 - QA/QC

All resumes should include a brief description of previous projects completed by each staff member as well as the certifications and training.

Statements of Interest must include the following:

- Firm's experience with this type of work.
- Firm's technique for completion of this type of work.
- Firm's calculated burden and overhead rate.

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

Firms interested in submitting for this item that are not currently prequalified must contact Carrie Kowalski to establish an account in EPAS so the firm can submit a Statement of Interest. Any procedural questions regarding Statements of Interest submittal and to set up an account in EPAS may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment at Carrie.Kowalski@illinois.gov.

15. **Job No. P-92-031-15, In-Depth Inspection, Non-Destructive Testing (NDT) and Structural Evaluation of Suspension Cables on the Clinton Gateway Bridge, Whiteside County, Bureau of Bridges and Structures.**

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

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

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 **April 28, 2016 at 10:30 A.M.** at the Central Bureau of Bridges and Structures in **Springfield**.

The first part of the project requires engineering services for the in-depth inspection of the main suspension cables, hangers and anchorages on the Clinton Gateway Bridge (Structure Number 098-6003) carrying US 30 over the Mississippi River in Clinton, Iowa. The second part of the project is expected to include structural evaluation of the cables and hangers, based on the findings of the in-depth inspection, and development of cable repair or replacement concepts and recommendations, as appropriate, including life cycle cost analyses.

Work is expected to include the following tasks below, as well as any additional work required to finish the inspection and reports required for the completion of the Clinton Gateway Bridge project.

Part One: Inspection and Testing

- Full visual inspection of the full length of all main suspension cables, hangers and anchorages including removal and reinstallation of anchorage end caps and other components as required for proper access and inspection.
- Literature search, investigation, lab testing and field trial as required to determine the most appropriate and effective types of NDT for this project and for determining location, type and severity of deficiencies within the main suspension cables, hangers and anchorages including the PE pipe, grout and strands that comprise the cables, the strands that comprise the hangers, as well as the anchorage components.
- NDT evaluation of the full length of all main suspension cables, hangers and anchorages as appropriate. This shall include multiple NDT methods as required to determine, with the greatest assurance, the deficiencies within the cables, hangers and anchorages. Deficiencies may include but are not limited to cable wrap damage, PE pipe damage, strand corrosion, strand fatigue damage, presence of water and grout voids. The severity of the deficiencies should be obtained.
- Intrusive inspection, including removal of cable wrap, PE pipe and grout, at select locations suspected as having significant deterioration or deficiencies. Additional locations of intrusive inspection may also be necessary as required for validation of the NDT methods being used. All areas of intrusive inspection shall be repaired as part of this work.
- The cause of deficiencies shall be identified. It shall be determined if the causes remain present.
- Other than temporary damage at the locations of intrusive inspection, no damage to the bridge shall be caused by the inspection operations.

- Providing all traffic control, personnel, inspection equipment, and access equipment required for inspection of the full length and full height of all cables, hangers, and all cable anchorages.
- Providing complete documentation of the visual, NDT and intrusive inspection findings including all applicable written, photographic, and graphical documentation as applicable. Other documentation as appropriate for the NDT methods used shall be provided. All documentation shall be contained in a final report for this part of the project.

Part Two: Structural Evaluation

- Structural evaluation of the main suspension cables, hangers, and anchorages including the effects of deterioration and other deficiencies found and documented during Part One of the project.
- Providing any short term actions recommended to be taken regarding traffic allowed to use the bridge or any short term repairs required to keep the bridge operational, if needed.
- Determining the most appropriate repair methods for the various types of deterioration and deficiencies identified and thresholds for determining when cable and/or hanger replacement is recommended.
- Life cycle cost analyses shall be prepared for all repair options and for individual cable and/or hanger replacement if these actions are recommended. The life cycle costs shall be used in determining a final recommendation of any cable and/or hanger repairs and/or replacement, as appropriate.
- A recommended implementation schedule for any recommended repairs or cable and/or hanger replacement.
- Estimated future rates of deterioration, before and after any recommended cable and/or hanger repair or replacements.
- Recommendations for future inspection and monitoring needs, before and after any recommended cable and/or hanger repair or replacements. The cost of future inspection and monitoring needs shall be included in the life cycle cost analyses.
- All of the preceding shall be documented in a final report for this part of the project.

The completion of Part One of the contract will be 12 months after authorization to proceed. Part Two of the contract will be negotiated near the completion of Part One. The completion date for Part Two of the contract will be 6 months after authorization to proceed.

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

- Person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- Person who will perform the duties of 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 an Illinois Licensed Structural Engineer).
- Person who will be on site during all inspection work to function as the National Bridge Inspection Standards (NBIS) Team Leader (must be an Illinois Licensed Professional Engineer and/or Licensed Structural Engineer and approved as an Illinois NBIS Team Leader).

- Person who will perform the work in the area of structural analysis, evaluation, and recommendations and will seal the work required for Part Two of this project (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- Person who will perform the Part One QC/QA review work of all submittal documents (must be an Illinois Licensed Professional Engineer and/or Licensed Structural Engineer and approved as an Illinois NBIS Team Leader or Program Manager).
- Person who will perform the Part Two QC/QA review work of all submittal documents (Must be an Illinois Licensed Structural Engineer with adequate design experience for this type of bridge).

Statements of Interest must also include:

- Satisfactory experience in the activities required for this work by the firm and by members of the Consultant's current key personnel listed above, including dates of when work was completed, and list all applicable projects.
- Experience with applicable NDT techniques and intrusive inspection techniques, including repairing intrusive inspection areas, must be provided. The NDT as well as the visual and intrusive inspection, and repairs to the intrusive inspection areas, may be performed by Prime and/or subconsultant.
- Experience with design and analysis of suspension bridges must be provided.
- Project approach
- A proposed organizational chart for the Consultant team.

The prime firm must be prequalified in the **Structures (Major River Bridges)** category to be considered for this project.

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

16. **Job No. C-30-018-16 Structural Steel Shop Fabrication Inspection, Statewide Various Routes, Various Counties Bureau of Bridges and Structures.**

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 27, 2016 at 1:30 P.M.** at the Harry R. Hanley Building, Bureau of Bridges and Structures in **Springfield**.

Phase III engineering services are required for structural steel shop fabrication inspection. Attachment A, showing Inspection Requirements, is enclosed for your consideration. If interested in providing these services for the department, please provide the following information: 1) your firm's previous experience with this type of work and Illinois Department of Transportation (IDOT) specifications; 2) names of key personnel along with one page resumes indicating technical and managerial qualifications; 3) availability of inspection personnel and your firm's anticipated workload during the next two years; 4) branch office locations; 5) your firm's calculated burden and overhead rate.

Since, the location and duration of projects to be covered by this contract are uncertain, we are providing the following estimated annual requirements:

<u>Inspector Qualifications</u>	<u>Straight Time (Hours)</u>	<u>Overtime (Hours)</u>
CWI and UT Level II (Shop)	50	10
CWI (Shop)	2000	100
Non CWI (Shop)	350	50
UT Level II (Field)	20	0
Inspection Manager (Site Meeting)	10	0

Services will also entail an estimated: 240 days of per diem per year and significant travel.

Each inspector is expected to be a member of the agency's inspection staff. The use of temporary personnel hired from the local area for inspection shall be prohibited unless approved by the department on a case-by-case basis. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis. The contract will be monitored and administered by the IDOT Bureau of Bridges and Structures.

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

Statements of Interest, including resumes of the key people, must be submitted electronically to the Central Bureau of Design and Environment through the Engineering and Prequalification Agreement System (EPAS). Firms interested in submitting for this item that are not currently prequalified must contact Carrie Kowalski to establish an account in EPAS so the firms can submit a Statement of Interest. Any procedural questions regarding Statements of Interest submittal and to set up an account in EPAS may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment at Carrie.Kowalski@illinois.gov.

ATTACHMENT A

INSPECTION REQUIREMENTS

SECTION I - INSPECTORS

Quality Assurance (QA) Inspectors shall be fully-trained employees of the CONSULTANT, experienced in the inspection of materials, workmanship and procedures involved in the work. The use of personnel temporarily hired for inspection shall be prohibited unless approved by the DEPARTMENT on a case-by-case basis. QA Inspectors may not be in any position of self-interest, direct or indirect, with the producers or processors of the work involved. The name and address of each inspector expected to be employed in this work shall be filed by the CONSULTANT with the DEPARTMENT, together with a brief summary of qualifications. When more than one inspector is assigned to a project, the CONSULTANT shall designate one as the lead inspector, who will assume the responsibility of coordinating the inspection effort and filing all reports in addition to inspection duties. The CONSULTANT shall not change inspectors on the project without prior notification to the DEPARTMENT. The DEPARTMENT shall have the right to order the removal of any inspector from the DEPARTMENT'S work for failure to perform to the satisfaction of the DEPARTMENT.

1. The inspectors shall personally make inspections and reports as required by the DEPARTMENT for quality assurance (QA) of fabrication on assigned projects. They shall perform special tests, examinations, and re-inspections when required by the DEPARTMENT.
2. Each inspector shall be familiar with the approved shop drawings and DEPARTMENT standard specifications pertaining to the fabrication inspected, as well as applicable codes and specifications of the American Welding Society (AWS) and American Society for Nondestructive Testing (ASNT).
3. No variations from the approved shop drawings or the Contract documents shall be permitted by the inspector, except upon specific instructions by the DEPARTMENT.
4. Each inspector assigned to a project shall be a Certified Welding Inspector (CWI), unless otherwise approved or specified by the Department, and well versed in applicable fabrication, non-destructive testing (including MT and RT interpretation), cleaning and/or shop painting techniques. Non-certified inspectors shall have at least one year of prior, supervised experience with the agency.
5. Inspectors shall be assigned and monitored by an Inspection Manager who is qualified to perform all tasks assigned to supervised inspectors. If the Engineer requests the Inspection Manger personally attend a prefabrication conference or on-site meeting, or perform sophisticated inspection services, the Inspection Manager will be billed at the overtime rate for a CWI & UT II (Shop) plus per diem and/or mileage, based on location and duration.
6. For ongoing projects, shop inspectors will be reimbursed for per diem or daily mileage and travel time from/to their home address, whichever is less. This allows per diem and mileage to be charged only for travel days at the beginning and end of a particular project, for intermittent inspection, or for prolonged periods of inactivity at a shop. Per diem will be paid through weekends and shop holidays if it is less than estimated charges for the inspector to travel home and return to the shop.
7. Field (construction site) QA Inspectors will be reimbursed for per diem, and daily mileage/travel time for up to 40 miles or travel time to/from their home to the field site work, whichever is less.

SECTION II - CONDUCT OF INSPECTORS

QA Inspectors shall perform their duties under the contract in a courteous manner. They shall maintain fair and professional relations with personnel of the shops inspected and direct formal communication to the shop's Quality Control staff or management, as appropriate. QA Inspectors will not perform Quality Control duties for the shop or direct production personnel, except to note hazardous conditions that might result in injury or damage.

SECTION III - SHOP INSPECTION

QA Inspections typically cover steel or aluminum fabrication, but other materials may occasionally be involved.

Any shop error or material deficiency observed which, in the opinion of the inspector, may be cause for rejection shall be reported to the Contractor's QC or production management and the DEPARTMENT. Inspectors shall verify that repairs are made or report inadequate corrections to the DEPARTMENT. Inspections in the shop shall verify: the condition of materials, workmanship, dimensional accuracy, quality of welding, the proper application of heat, accuracy of punching, reaming and assembly, proper torque of bolts, fit of machine finished joints, conformance of cleaning and painting to the contract specifications, etc. QA Inspectors shall identify significant or recurring defects and document the adequacy of the Contractor's corrective actions and Quality Control Plan.

The following list is not all-inclusive, but shows typical inspector activities to verify compliance with contract requirements.

1. General surface inspection as material is processed and exposed to view, noting imperfections. View cut edge of plates for indications of internal defects.
2. Observe thermal cutting and computer numerically controlled (CNC) equipment to determine if it appears to be performing properly.
3. Check the mill identification, sizes of sections and thickness of plates, verifying that approved materials are used, with special attention to the use and location of Fracture Critical Material.
4. Determine that dies and punches are in acceptable condition, of correct size, and used within the limits set by the contract, the manufacturer or industry practice as appropriate.
5. Check that reamed holes are cylindrical, that burrs are removed and no drilling debris remains between shop contact surfaces.
6. Periodically monitor the installation and tightening of high strength bolts to insure that the selected tightening procedure is properly used. Each day that bolts are to be installed in slip critical connections, rotational capacity tests shall be performed and inspection wrenches shall be calibrated in a device indicating bolt tension prior to testing.
7. Bolted splice plates shall be properly fitted and secured prior to reaming or drilling. Parts assembled for drilling or reaming holes to full size shall be aligned and secured after verifying proper hole spacing and edge distances.
8. Techniques used in assembling beams, girders, trusses, rigid frames or arches shall not damage members, and the desired geometry (camber, horizontal curvature, etc.) shall be verified before reaming/drilling, unless otherwise approved by the Engineer.
9. Field bolted splices and other reamed assembled (RA) or drilled assembled (DA) elements shall be plainly match-marked, and the match-marking diagrams shall be checked. Erection (piece and match) marks shall be made with low or mini-stress dies in areas of members and splice plates specified on the shop drawings.

10. Check pins, bushings and pin holes for size, location, and surface finish. Obtain certification of pin and bushing material and any required heat treatment process.
11. All finished members shall be free of general or localized twists, bends, kinks or other distortions exceeding contract tolerances.
12. All loose pieces are to be bolted or otherwise secured for shipment, and small parts properly cushioned and boxed or otherwise secured against loss and damage in transit.
13. Check for "lefts" or "rights" and number of parts.
14. Surfaces to be shop coated shall be properly cleaned and surface profile verified prior to application. Priming must be done within 24 hours of cleaning and prior to any surface rusting.
15. ILDOT-approved batches of paint are to be applied in accord with the contract and manufacturer's product data sheet. Verify paint batch approval by the DEPARTMENT. Monitor mixing of components, humidity, metal and air temperature and application patterns.
16. All thermal cutting shall be mechanically guided. No hand-held thermal cutting of final edges shall be allowed without the approval of the DEPARTMENT, and re-entrant cuts must be finished in accord with contract requirements.
17. Verify QC measurements for center to center of bearings, camber and sweep. Make random checks of stiffener and lateral bracing locations as well as their hole layouts. If errors are found, require more complete dimension checks by QC to define extent of the problem.
18. Check workmanship (dimensionality, straightness, finish, etc.) in accordance with requirements of applicable specifications.
19. Check that splice plates and fills are properly positioned before drilling or reaming. No metal fragments or foreign material other than paint shall remain between shop bolted components.
20. Mill test reports should be obtained from the contractor's QC or the DEPARTMENT and correlated with the primary member material used in the structure. A material assignment sheet may be obtained from QC or developed by the QA Inspector. Mill reports or independent lab tests must verify satisfactory toughness testing for "CVN", "NTR" or Fracture Critical material. The material grade (e.g.: Gr. 36, 50, 50W) must comply with the shop drawings. All steel material shall be certified on the mill report to be domestically produced ("Melted and Manufactured in the USA" or similar).
21. Report significant fabrication deficiencies (e.g.: requiring substantial removal and replacement of welds or paint, mislocated holes, misaligned members) on the daily log, including their cause and correction. Proposals to correct errors potentially affecting the adequacy of the member shall be submitted by the QC or Engineer to the DEPARTMENT prior to repairs. Attachment and removal of temporary fabrication or handling must employ DEPARTMENT approved methods.
22. Any erection devices shown on the approved shop drawings warrant the same inspection required for permanent material, but mill test reports and evidence of domestic origin are not required for temporary items not purchased by the DEPARTMENT.

SECTION IV - WELDING

Prior to Welding:

1. The QA Inspector shall verify the current qualifications of each welder for process(es) and position(s) used on the project. Welder qualification shall be performed in accord with the applicable AWS code (D1.1, D1.2 or D1.5), and the QA Inspector may witness alignment of the test plates, the welding preparation of the coupons, and/or tests performed in the fabricator's shop. (In the absence of test facilities in the shop, the fabricator shall forward the properly identified coupons to a testing laboratory acceptable to the Department). Also, discuss with quality control the traceability of each welder's work, noting that no permanent indications (die stamps, welded figures) shall be allowed on finished work.
2. Ensure weld procedures are ILDOT approved and understood by the welders, welding foremen and quality control.
3. Prior to fitting welded joints, examine the condition of the material, especially for defects or contamination in the joint area.
4. Check fit-up of joints that are to be welded, including root face, angle of bevel, the alignment of the parts, and the uniformity of root opening.
5. When applicable, ensure run-on/run-off tabs are of adequate length, shape, material type and size to allow full weld throat the entire length of the joint.
6. Check surfaces to be welded for cleanliness, with mill scale and rust removed to the extent required, and absence of moisture, lubricants or other foreign material detrimental to welding.
7. Visually inspect tack welds for integrity and defects. Observe preheat prior to tacking where required. They are to be as small as practical. No temporary welds are allowed on any flange or web solely for positioning or restraint. Tack welds on flanges and webs must be incorporated in the final weld.
8. Review weld joints shown on the shop drawings for potential conditions which may require weld sequencing or heating parameters not specified on the approved weld procedure, and notify QC and the DEPARTMENT of such situations.
9. Review shop report forms utilized for nondestructive testing and discuss any concerns with Quality Control.
10. Discuss the condition and calibration of welding equipment with Quality Control. Verify gauges (amperage, temperature, wire feed speed, voltage, etc.) are periodically checked for accuracy and adjusted or replaced if necessary, and that calibration equipment is periodically certified and properly utilized.

During Welding:

1. Ensure the correct weld consumables are utilized, are in satisfactory condition and are stored properly to prevent damage. Bridge welding requires low-hydrogen processes, so consumables must be reconditioned or replaced after exposure, as provided by the specifications.
2. Periodically observe the technique and performance of welders to ensure procedures and techniques conform to the contract. For fracture critical joints, plan for sequential inspection of multiple-pass welds. Arrange with the QC for the foreman to notify the QA Inspector when such work will be performed.

3. Ensure welding is done in accordance with the approved procedures, periodically verifying that the current, amperage, voltage, travel speed, preheat and interpass temperatures are within tolerances.
4. Ensure welds start in the area where weld is to be deposited. Tack welds shall be located and sized (after grinding) to be completely incorporated in the production weld. Cracked tack welds shall be removed before welding over their location.
5. On subsequent passes for flange and web butt joints, observe if split layer technique is properly used where required.
6. Verify that the root and intermediate passes are cleaned and deficiencies corrected before succeeding weld passes. Wire brushing, grinding or chipping may be used to remove slag between weld passes, but no unspecified peening or distorting ("caulking") of weld metal shall be permitted without the specific approval of the DEPARTMENT.
7. After butt welds have cooled, if the parts joined are not in alignment corrections shall be made prior to assembly of member. Minor misalignment may be corrected by the controlled application of heat and/or pressure. If misalignment is significant, corrective work shall be done using QC-proposed methods approved by the Engineer.
8. If welds are to be ground smooth and flush, final finishing should be parallel to the direction of the main stress in a member. All welds shall terminate in a satisfactory manner.

After Welding:

1. Welds shall be cleaned of slag and examined by QC. When blast cleaning is required, a general examination of welds and material shall also be done after blasting and before painting.
2. Any weld geometry exceeding welding code limits shall be corrected to meet tolerances. Ends of repair welds shall transition smoothly into existing welds.
3. Excess metal at butt welds shall be removed by grinding. Plate thickness or width transitions shall be sloped as shown on the shop drawings with smooth transitions at the thinner/narrower plate. Over-grinding at this location must be corrected using Engineer-approved methods before NDT.
4. All runoff tabs shall be removed without damaging permanent material. Thermal-cutting may be used, provided the final preparation is done by grinding.

SECTION V - RADIOGRAPHY AND RADIOGRAPHIC INSPECTION

1. All radiographic inspection required by the Contract shall be performed by the Contractor for the DEPARTMENT.
2. The QA Inspector shall verify that radiographs are numbered in accordance with the requirements of the Radiograph Sheet and that all radiograph film numbers are recorded on the sheet corresponding to joint locations in the structure.
3. The QA Inspector shall review all radiograph reports. If the QA Inspector and the Contractor cannot agree with respect to the report, the Engineer will review any film in question, and provide a determination of acceptability. Once the report is signed, the QA Inspector shall keep the original set of reports and film until fabrication is complete and then submit all reports and radiographs to the DEPARTMENT for filing. On large structures, submittals may be on interim basis as required by the DEPARTMENT.

SECTION VI - MAGNETIC PARTICLE INSPECTION

1. The QA Inspector shall ensure magnetic particle inspection (MT) is done in accordance with ASTM E 709 and the Contract.
2. The Contractor performs the MT required by the contract for the DEPARTMENT and submits a report to the QA Inspector of all findings. The QA Inspector shall periodically witness the testing and, if satisfied as to the technique and results, retaining original reports and giving one copy to the fabricator. The QA Inspector shall forward a complete set of the original reports to the DEPARTMENT at the end of the project.

SECTION VII - ULTRASONIC INSPECTION

1. Ultrasonic testing (UT) required by the Contract shall be performed by the Contractor. The Contractor is to submit a report to the QA Inspector of all findings. The QA Inspector shall be familiar with proper UT application, and periodically witness testing, including set-up and recalibration. If the Engineer requires QA verification testing of the Contractor's findings or to examine areas not requiring UT in the Contract, the QA Inspector must be qualified as a Level II in UT by testing, training and experience in accord with the current edition of the American Society for Nondestructive Testing Recommended Practice No. SNT-TC-1A.
2. UT may also be required at field locations utilizing the Consultant's equipment when requested by the DEPARTMENT. (The Department shall provide access, traffic control and assistance as required).
3. For UT performed by the Contractor, the QA Inspector shall include the reports in the project file and return one copy to the fabricator. For UT performed by the QA Inspector, a copy shall not be provided to the Contractor unless directed by the Engineer. The QA Inspector shall forward the original UT reports to the DEPARTMENT at the end of the project.

SECTION VIII - SHOP CLEANING AND PAINTING

1. QA Inspectors shall carefully review the ILDOT Standard Specifications and Contract Special Provisions covering the shop cleaning and painting of structural steel and verify that requirements are met. In case of disagreements on interpretation or acceptance between the QA and QC Inspectors, the Engineer will provide guidance.
2. Structural steel shall not be shop cleaned or painted until its fabrication has been accepted by QC: this is not mandatory but represents good practice, and the QA Inspector shall mandate recleaning and/or repainting if deficient areas are coated. Blast cleaned surfaces shall have proper profile and cleanliness. Thermal cut edges shall be ground before blasting to achieve the required profile. Primer must be applied within 24 hours and before any rust is visible.
3. The shop coat(s) shall be inspected for proper mixing, application, dry film thickness of individual or multiple coats, proper curling of preceding coats, and uniform coverage. Unless otherwise provided for small batches, the inspector shall have an approved test report identification issued by the Department for the batch of paint used. If not, the fabricator Contractor must submit samples taken from the batch (with the QA Inspector witnessing) to the DEPARTMENT'S Bureau of Materials and Physical Research for testing prior to painting. Paint must be applied when the temperature and humidity are within acceptable limits and during the manufacturer's prescribed pot life. Paint may only be thinned in accord with the manufacturer's guidelines.

4. Special attention shall be given to shop installed bolts. Cleaning, profile, subsequent primer coverage and adhesion shall be carefully monitored. For mechanically galvanized bolts installed before blasting, some galvanizing may remain after cleaning, as long as primer adhesion is not impaired. For black ASTM A490 bolts in painted areas, if blasting does not produce adequate profile due to the hard surface, exposed bolt surfaces must be cleaned and spot primed with a suitably adherent coating before priming the adjacent steel.
5. After shop painting, care shall be taken in the handling, storage and shipping of material to avoid damage or contamination (oil, etc.) of the surface. All damage noted shall be repaired in accord with Contract requirements and the paint manufacturers' guidelines prior to shipment.
6. Verify gauges (dry film thickness, profile, temperature, humidity, etc.) are routinely calibrated and that calibration equipment is recertified as necessary.

17. **Job No. P-30-001-16, Various Statewide Waste Assessments, Studies and Designs, Bureau of Design and Environment.**

This project requires **5% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant selected for this project, and all subconsultants the prime Consultant will be using, is scheduled to attend a negotiation meeting on **April 27, 2016 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 (BDE) to decide whether additional analyses or other remediation actions are necessary.

Engineering services are required to perform "Preliminary Site Investigations" (PSI's), and when necessary Detailed Site Investigations (DSI's) which are 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 Preliminary Site Investigations (PSI) and on occasion, Details Site Investigations (RI/FS's and RCRA assessments), plus projects requiring

remedial design, which may include underground storage tank (UST) removal, and construction oversight of sites suspected to contain regulated substances, UST and leaking tanks (LUST), 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 the maximum allowable concentrations of chemical constituents in uncontaminated soil used as fill material at regulated fill operations (MAC) (35 Illinois Administrative Code (IAC) 1100.605 Subpart F and Title 35 IAC Part 742, Tiered Approach to Corrective Action Objectives (TACO)).

For example, the PSI report will include an estimate of total volume of impacted soil exceeding MAC table and groundwater exceeding TACO remediation objectives. If potentially impacted soil and/or groundwater are encountered, an approach for the management and, if necessary, the off-site disposal of these materials will be presented. 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.

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 of tasking, conduct field work within ten working days after authority to proceed, prepare the draft report within three months after the authority to proceed, and complete the final report two weeks following IDOT comments. For emergency response oversight, the Consultant will be required to respond within four hours. The DEPARTMENT will typically assign a target final report completion date to each work order. Assuming sufficient lead time has been provided by the district, the DEPARTMENT will normally request submittal of the final report no later than eight to 17 weeks prior to the anticipated letting date. In cases where there is insufficient time to accommodate these milestones, the Consultant will alert the DEPARTMENT and a resolution will be discussed on a case-by-case basis.

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

engineer or professional geologist will be required, when necessary based on results of the PSI, to stamp and sign the LPC-663 forms.

MISCELLANEOUS SURVEYS, TESTING AND CONTRACTING

Engineering 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.

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

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

EMERGENCY RESPONSE OVERSIGHT

Engineering services are required to perform emergency response oversight. Oversight shall include but not be limited to review of health and safety plans, drilling, sampling, chemical analysis, waste classification, reporting, and coordinating the release with the proper authorities (IEPA, IEMA, U.S.EPA, Army Corps of Engineers, and/or other State or Federal Agencies). Laboratory testing, including quality assurance/quality control is considered 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 the Department facilitate 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.

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 96 months after authorization to proceed.

Statements of Interest must include the following:

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

The prime firm must be prequalified in the **Special Services (Hazardous Waste - Advance)** category and 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. Some work will involve experience and knowledge equivalent to the Special Services, Hazardous Waste-Simple prequalification category.

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

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

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

18. **Job No. R-55-001-93, Various Statewide Asbestos Surveys, Bureau of Land Acquisition.**

This project requires **5% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **April 28, 2016 at 10:00 A.M.** at the Central Office, Bureau of Land Acquisition in **Springfield**.

Engineering services are required to perform asbestos surveys of buildings requiring demolition. This work includes review of existing data, a building survey, asbestos sampling, and analysis and preparation of a report, summarizing the location and description of the identified asbestos, quantities, and a preliminary estimate of abatement costs. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

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 to respond in 5-7 days after authorization to proceed on work orders.

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.
- Key technical staff and their experience in this type of work including applicable licenses held.
- The person who will perform the QC/QA review work of all milestone submittal documents.

Statements of interest must also provide:

- An organizational chart showing the Administrative/Managerial & Technical/Professional Staff that will be assigned to this project.
- 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 name of the laboratory that will be used for this project and applicable (AIHA) accreditation documentation.

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

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

19. **Job No. P-30-004-16 Program Manager CREATE Program, Various Counties, Region One/District One (Bureau of Freight Rail Management).**

This project requires **30% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultants who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **May 4, 2016 at 1:30 P.M.** at the J. R. Thompson Center, in **Chicago**.

Phase I, II, III, and long-term maintenance oversight services are required for the CREATE Program in Illinois. The Consultant Program Manager (PM) will manage various projects, which are under contract with other Consultant engineering firms. Work orders under the blanket agreement will be negotiated and authorized on an as-needed basis.

Teaming Agreements will not be allowed on this project.

The PM will be expected to perform work similar to an IDOT Section Chief & staff. This work may include but is not limited to engineering, technical, management, land acquisition, environmental and administrative services to assist in bringing to completion as expeditiously as possible various elements of the Program.

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

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

- Manage engineering Consultant projects assigned, including reviews and contract administration
- Manage and track project-level cost, schedule and budget requirements, and coordination with IDOT program-level and assigned project-level controls personnel
- Validate and monitor project scope
- Identify and implement all necessary coordination and communication within and outside the department; to IDOT and other CREATE stakeholders as required
- Hold regular progress meetings and briefings for IDOT including FHWA where details of the project and progress are presented
- Facilitate and expedite the resolution of technical issues, drawing upon necessary resources and experts in applicable disciplines
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT
- All other work as required to manage the Program

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

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

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

- The person who will assume the duties of Program Manager for all aspects of the work documents and include applicable railway experience
- The person who will assume the duties of Program Engineer, that individual-in-charge (must be an Illinois Licensed Professional Engineer) and include applicable railway experience
- The Environmental Lead, who will be responsible for the oversight of the environmental work effort and the persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition
- The person(s) who will perform the QC/QA review work of all milestone submittals (must be an Illinois Licensed Professional Engineer) and include applicable railway experience

Statements of Interest must provide the approach the firm would take on this project, managing experience, etc. as well as an outline of proposed procedures to be used in meeting project objectives. Additionally, the Consultant must be experienced in MicroStation, ArcGIS, and Primavera software systems. Consultants are also required to furnish a list of related railway experience completed in the last five years.

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

Location and Design Studies (New Construction/Major Reconstruction)
Transportation Studies (Railway Engineering)
Environmental Reports (Environmental Impact Statements)

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

After all responses have been evaluated, firms will be asked to make oral presentations during the week of April 18th, 2016 in Springfield.

NOTICE

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

USDOT 1050.2A APPENDIX E

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

Pertinent Non-Discrimination Authorities;

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

Navigating the web-site for Engineering Consultant Firms.

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

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

The screenshot shows the Illinois Department of Transportation website. The top navigation bar includes the name of the Acting Secretary, Erica J. Borggren, and the Governor, Pat Quinn. Below this is a search bar and a main navigation menu with categories: ABOUT IDOT, TRANSPORTATION SYSTEM, DOING BUSINESS, and TRAVEL INFORMATION. The breadcrumb trail reads: Home > Doing Business > Procurements > Engineering, Architectural & Professional Services. The main heading is "Engineering, Architectural & Professional Services". The content area contains two paragraphs of text. The first paragraph discusses the need for specialized work and the department's search for professional engineering, land surveying, and architectural firms. The second paragraph discusses the prequalification process for firms. A "Quick Links" sidebar on the right lists: Consultant Resources, EPAS, Highways Procurement Policy Review (HPPR), Industry Marketplace, and Vendor Documents System. A horizontal menu below the text lists: Prequalification, Bulletin, Statement of Interest, Compliance & Admin, and Stay Connected. A blue arrow points from the "Quick Links" sidebar to the text below.

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

EPAS: The logon Screen

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

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

Vendor Documents System: Log on Screen

Erica J. Borggren, Acting Secretary A-Z INDEX FAQ EMPLOYMENT RESOURCES CONTACT HELP Pat Quinn, Governor

Illinois Department of Transportation What are you searching for?

ABOUT IDOT TRANSPORTATION SYSTEM DOING BUSINESS TRAVEL INFORMATION

Home > Doing Business > Procurements > Engineering, Architectural & Professional Services

Engineering, Architectural & Professional Services

Prior to any road or bridge being constructed, the department identifies the need for specialized work in order to complete IDOT's [Multi-Modal Multi-Year Transportation Improvement Program](#). To accomplish the program without appreciably increasing the number of IDOT personnel or performing services for which the department does not have specialized expertise, the department seeks out the services of professional engineering, land surveying and architectural firms.

In order to work for the department in this capacity, firms must first seek prequalification in specialized categories. Once prequalified a firm is eligible to submit a statement of interest on advertised projects. If selected, the firm follows department rules and regulations until fulfillment of the contractual obligation.

Quick Links

- Consultant Resources
- EPAS
- Highways Procurement Policy Review (HPPR)
- Industry Marketplace
- Vendor Documents System

Prequalification Bulletin Statement of Interest Compliance & Admin Stay Connected

Prequalification

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

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

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

Prequalification

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

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

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

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

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

Bulletin

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

- [PTB 174r2](#) (revised 11-20-14)

Negotiation Information

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

▼ Tentative PTB Schedule

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



Statement of Interest (SOI)

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

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

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

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

▾ Things to Keep in Mind While Completing a SOI

Disadvantaged Business Enterprises (DBE) Goal

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

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

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



Compliance & Administration

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



Agreement Execution

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

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



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

Prime Agreement:

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

▾ Requirements

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

- Quality Assurance/Quality Compliance Plan

*Submitted to DOT.Escalation@illinois.gov 

**Uploaded to [Vendor Documents Database](#)  once complete proposal package is received by the department and the contract number appears under the contract listing.

▸ Facilities Capital Cost of Money

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

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

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

- [Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contract](#) 

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

For Supplemental:

▸ Supplemental Agreement

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

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

▸ Requirements

▸ Facilities Capital Cost of Money

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

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

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

- [Continuing Disclosure for Contractors and Subcontractors with Multi-Year Contract](#) 

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

Administration of the Project

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

▾ Invoices

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

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

▸ Firm Changes

▸ Closing out a Project

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

Prequalification

Bulletin

Statement of Interest

Compliance & Admin

Stay Connected

Stay Connected

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

Instructions to Subscribe

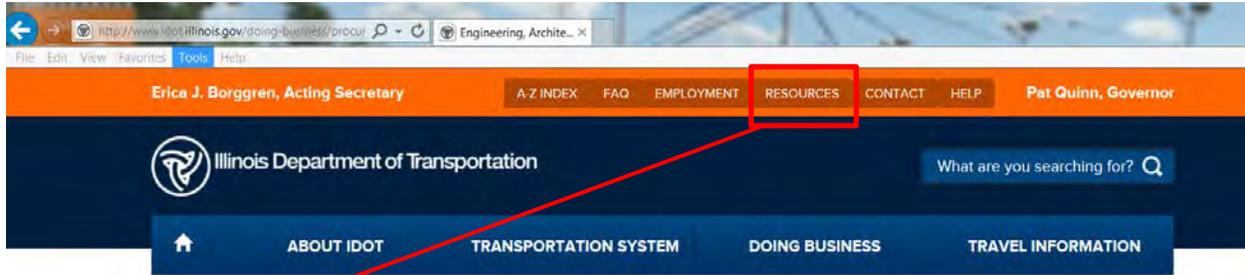
1. Prepare and send an email to the IDOT Subscription Server by using the following email address subscribe-dot-ptb@lists.illinois.gov .
2. A confirmation email will be sent to the subscriber with instructions.



Instructions to Unsubscribe

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

Using the Top Orange Ribbon:



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

Resources

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



[Resources Home](#) | [Archives](#) | [Professional Transportation Bulletin Archives](#) | [Transportation](#)

Professional Transportation Bulletin Archives

The following is a collection of past professional transportation bulletins advertised by IDOT. Contained below by year Transportation Bulletin and press releases. To view the current professional transportation bulletin navigate to [Engineering Professional Services: Bulletin](#).



2014 Archived Bulletins & Press Releases



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



Resources

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



A | B | C | **D** | L | M | O | P | Q | S | T

Forms

The following is a complete list of forms in accordance to the alphabet letter chosen above. The following are in order by Division/Office and for number.

▾ Design and Environment

- [BDE 124: Request for Authorization to Bid/or Not For Bid Status \(08/20/14\)](#)
- [BDE 213: Estimate of Cost \(4/01/10\)](#)
- [BDE 220A: Estimate of Time Required \(2/14/08\)](#)
- [BDE 2289: Cultural and Natural Resources Review of Borrow Areas \(1/30/12\)](#)
- [BDE 2290: Waste/Use Area Review \(3/7/12\)](#)

NOTICE OF TRAINING OPPORTUNITY Updated 9-23-14

LAKELAND COLLEGE TRAINING COURSES

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

Kathy Willenborg

Lake Land College

5001 Lake Land Blvd.

Mattoon, IL 61938-9336

Phone: (217) 234-5285

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

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

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

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

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

NATIONAL TRANSIT INSTITUTE (NTI) COURSES

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

<http://www.ntionline.com>

ILLINOIS CENTER FOR TRANSPORTATION

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

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

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

For questions about registration and cancellations contact:

Trachia Wilson

Email: tstolz@illinois.edu

Phone: 217-300-3197.

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

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

Teaming

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

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

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

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

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

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

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

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

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

Notice

Reminder for Payroll Rate Sumbittal

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

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



Compliance & Administration

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

Agreement Execution Administration of the Project Policy & Procedures

Agreement Execution

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

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

▶ Prime Agreement

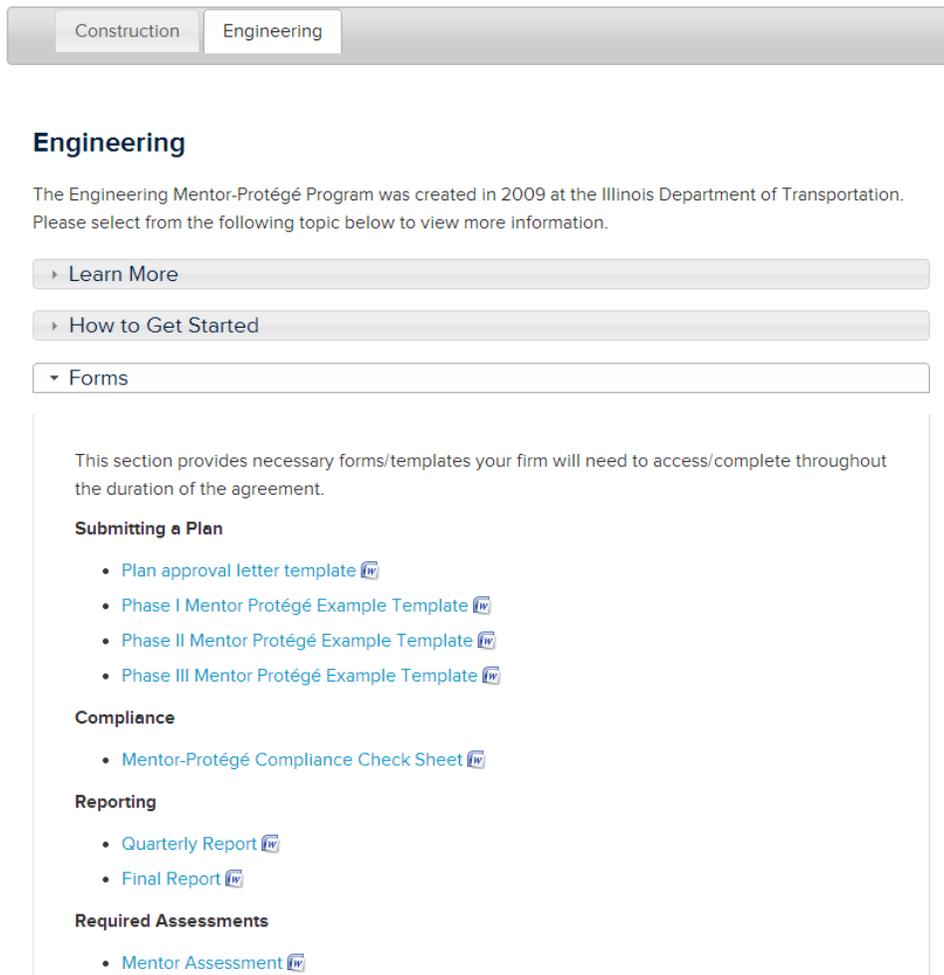
▶ Supplemental Agreement

NOTICE:

Now available on the internet:

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

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



Construction Engineering

Engineering

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

- Learn More
- How to Get Started
- ▾ Forms

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

Submitting a Plan

- [Plan approval letter template](#) 
- [Phase I Mentor Protégé Example Template](#) 
- [Phase II Mentor Protégé Example Template](#) 
- [Phase III Mentor Protégé Example Template](#) 

Compliance

- [Mentor-Protégé Compliance Check Sheet](#) 

Reporting

- [Quarterly Report](#) 
- [Final Report](#) 

Required Assessments

- [Mentor Assessment](#) 

NOTICE

2-26-13

This requirement is NOT a criteria for Selection.

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

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

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

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

SB 51 Rules

Impacts

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

SB 51 Communications Reporting Aftermath

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

SB 51 Communications Report Relief

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

New Rules

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

▪ **Discussions are limited to:**

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

▪ **NO PROCUREMENT DISCUSSION – PERIOD**

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

Notice

Documentation of Contract Quantities Class

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

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

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

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

NOTICE

METHOD OF PAYMENT

Effective 01-26-11

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

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

Where FF:

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 IDOT ELECTRONIC ENGINEERING CONSULTANT SUBSCRIPTION SERVICE November 10, 2010

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

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

Instructions to Subscribe

Please Note:

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

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

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

Instructions to Unsubscribe

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

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

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

APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:

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

For:

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

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

Signature (mandatory) Date

Print Name

Print Title

E-mail Address

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

NOTICE
Effective January 24, 2008

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

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

<http://amrl.net>

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

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

AASHTO (Illinois Modified)	ASTM	Description
AGGREGATES		
T 11 (IL)	C117	75- μ 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)
HOT-MIX ASPHALT		
T 166 (IL)	D2726	Bulk Specific Gravity
T 209 (IL)	D2041	Maximum Specific Gravity
T 312 (IL)		Superpave Gyratory compaction
T 308 (IL)		Asphalt Binder Content by Ignition
CONCRETE		
T 22 (IL)	C 39	Compressive Strength of Cylinders
T 23 (IL)	C 31	Making and Curing Test Specimens in the Field
T 119 (IL)	C 143	Slump
T 121 (IL)	C 138	Weight, Yield, and Air Content
T 126 (IL)	C 192	Making and Curing Test Specimens in the Laboratory
T 152 (IL)	C 231	Air Content-Type A or B Pressure Method
T 196 (IL)	C 173	Air content by Volumetric Method (if performed)

- Select Next
- Select Finish

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.

Justan Mann P.E.
Acting Deputy Director

Notice For

Department Manuals, Memorandums, & Rules

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

[Aeronautics Part 14 Aviation Safety Rules](#)

[Aeronautics Part 16 Airport Hazard Zoning Rules](#)

[All Bridge Designer Memoranda](#)

[Bureau of Bridges and Structures Documents, Manuals and Procedures](#)

[Bureau of Construction Current Construction Memorandums](#) [Bureau of Design and Environment Manuals & Memorandums](#) [Bureau of Land Acquisition Policies and Procedures Manual Updates](#)

[Coded Pay Items](#)

[CREATE Manuals](#)

[Land Acquisition Manual](#)

[Bureau of Local Roads Circular Letters](#)

[Bureau of Local Roads Manual](#)

[Bureau of Safety Engineering Programs, Policies & Manuals](#)

[Construction Manual](#)

[Geotechnical Documents Manuals and Procedures](#)

[Government Electronic Records Act](#)

[IDOT Drainage Manual](#)

[Illinois Highway Info System Roadway Info & Procedure Manual](#)

[Illinois Highway Info System Structure Info & Procedure Manual](#)

[Illinois Highway Info System Railroad Info & Procedure Manual](#)

[Illinois Traffic Monitoring Program](#)

[Manual on Uniform Traffic Control Devices](#) [Oversize/Overweight Permit Policy Manual](#) [Project Procedures Guide](#)

[Quality Standard for Work Zone Traffic Control Devices](#)

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

NOTICE DBE FIRMS AND PROJECT GOALS

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

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

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

“Special Notice Regarding Disadvantaged Business Enterprises”

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

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

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

1. Notification to the prime consultant that the Agreement will not be signed until the percentage of DBE participation is met.
2. The Agreement will be signed with the understanding that payments to the prime consultant will be reduced by an amount determined by multiplying the total Agreement fee by the designated percent and subtracting the dollar value of DBE subcontracts.
3. Contract negotiations will be terminated.

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

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

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

Following selection, all proposal packages submitted to the Illinois Department of Transportation (IDOT) must contain the firm's IDHR number and the expiration date. The Department is required by law to require this number from all parties contracting with the State of Illinois. If your firm currently does not have an IDHR number the application form may be obtained from the following web-site http://www.state.il.us/dhr/Programs/DHR_PBCT.htm or may also be obtained by contacting: DHR, Public Contracts Section Public Contracts 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 OF TRAINING OPPORTUNITY Updated 9-23-14

LAKELAND COLLEGE TRAINING COURSES

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

Kathy Willenborg

Lake Land College

5001 Lake Land Blvd.

Mattoon, IL 61938-9336

Phone: (217) 234-5285

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

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

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

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

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

NATIONAL TRANSIT INSTITUTE (NTI) COURSES

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

<http://www.ntionline.com>

ILLINOIS CENTER FOR TRANSPORTATION

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

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

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

For questions about registration and cancellations contact:

Trachia Wilson

Email: tstolz@illinois.edu

Phone: 217-300-3197.