

## REQUIREMENTS FOR SUBMITTING PROPOSALS

The DEPARTMENT has identified various information that the DEPARTMENT needs in order to determine if the CONSULTANT is eligible to contract with the STATE and can be considered a “responsible” CONSULTANT. The CONSULTANT must include all of the necessary requested materials in the PROPOSAL or risk disqualification.

The following are guidelines for submitting a PROPOSAL; all project specific details are spelled out in the advertisement in the Transportation Bulletin.

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## **SECTION ONE: GENERAL INFORMATION**

### **1.01 TRANSPORTATION PROCUREMENT BULLETIN (BULLETIN)**

The DEPARTMENT publishes procurement information (including amendments and awards) in the electronic BULLETIN. The CONSULTANT is responsible for monitoring the BULLETIN; the DEPARTMENT cannot be held responsible if the CONSULTANT fails to receive the optional email notices ([Advertisements](#)).

### **1.02 REQUEST FOR PROPOSALS CONTACT**

If the CONSULTANT has a question or suspects an error, the CONSULTANT must immediately notify the REQUEST FOR PROPOSALS (RFP) Contact identified in this section. Do not discuss the solicitation or the PROPOSAL, directly or indirectly, with any State officer or employee other than the RFP Contact. Only written answers to questions shall be binding on the State.

Laura R. Mlacnik, P.E.	PHONE (217) 782-6243
Illinois Department of Transportation	FAX (217) 782-3813
2300 South Dirksen Parkway, Room 210	E-MAIL Laura.Mlacnik@illinois.gov
Springfield, Illinois 62764	

### **1.03 CONSULTANT CONFERENCE**

When the advertisement for a project specifies a Consultant Conference, attendance at the Consultant Conference is mandatory. Late arrival at a “mandatory” conference may be considered non-attendance and result in rejection of the CONSULTANT’S offer.

The purpose of the CONSULTANT Conference is to discuss with prospective CONSULTANTS the work to be performed and allow prospective CONSULTANTS an opportunity to ask questions regarding the RFP. Oral discussions at the CONSULTANT Conference will not be considered part of the RFP unless confirmed in writing by the DEPARTMENT and incorporated into this RFP. The conference may be recorded. Questions asked at the conference that cannot be adequately answered during the conference may be deferred. Answers to deferred questions will either be posted on the Transportation Procurement Bulletin or sent by e-mail message to all attendees at the mandatory CONSULTANT Conference.

### **1.04 SUBCONTRACTING**

SUBCONSULTANTS are subject to the approval of the DEPARTMENT. Submit the names of SUBCONSULTANTS on form: LA-RFP-07. The DEPARTMENT’S approval in no way relieves the CONSULTANT from their primary responsibility for the performance and accuracy of the services provided.

## **1.05 JOINT VENTURES**

The DEPARTMENT intends to contract with one entity per CONTRACT, and that entity is contractually responsible for performance. However, if the entity is a joint venture, one of the parties to the joint venture must take full contractual responsibility for performance under the CONTRACT.

## **1.06 PROPOSAL DUE DATE, TIME AND SUBMISSION LOCATION**

Only PROPOSALS received electronically by the due date and time are considered. The names of parties submitting PROPOSALS are publically read after the time the PROPOSALS are due, in Room 210 of the Illinois Department of Transportation, Harry Hanley Building at 2300 South Dirksen Parkway, Springfield, Illinois.

## **1.07 MODIFICATION/WITHDRAWAL OF PROPOSAL**

Written requests to modify the PROPOSAL received prior to the scheduled opening time are accepted and the modifications made after opening. Written requests to withdraw the PROPOSAL prior to the scheduled opening time are honored. No oral requests for either modification or withdrawal are allowed. Requests must be addressed and labeled in the same manner as the PROPOSAL and marked as a MODIFICATION or WITHDRAWAL of the PROPOSAL.

## **1.08 OUT OF STATE COMPANIES**

Non-Illinois CONSULTANTS contact the Illinois Secretary of State (217-782-1834) regarding a Certificate of Authority to Transact Business in Illinois (805 ILCS 5/13). Application Form BCA 13.15 may be downloaded from:

[http://www.cyberdriveillinois.com/publications/pdf\\_publications/bca1315.pdf](http://www.cyberdriveillinois.com/publications/pdf_publications/bca1315.pdf)

## **1.09 PROTESTS**

Offeror may submit a written protest to the IDOT Chief Procurement Officer following the requirements of the Standard Procurement Rules, 44 Ill. Admin. Code 6, Subpart G. For protests related to rejection of individual proposals or awards, the protest must be received by close of business no later than 7 days after the protesting party knows or should have known of the facts giving rise to the protest. The IDOT Chief Procurement Officer's contact information is as follows:

Bill Grunloh  
Chief Procurement Officer  
Illinois Department of Transportation  
2300 South Dirksen Parkway, Room 200  
Springfield, Illinois 62764  
Phone: (217) 558-5434

## **SECTION TWO: EVALUATION OF PROPOSALS**

### **2.01 EVALUATION OF PROPOSALS**

PROPOSALS are evaluated as described in the advertisement. The DEPARTMENT considers the information the CONSULTANT supplies or doesn't supply, and the quality of that information when evaluating the PROPOSAL. If the DEPARTMENT finds a failure or deficiency, the DEPARTMENT may reject the PROPOSAL or reflect that in the evaluation.

### **2.02 ADMINISTRATIVE COMPLIANCE**

The DEPARTMENT determines whether the PROPOSAL complies with the requirements set forth in Section 1. The DEPARTMENT rejects the CONSULTANT PROPOSAL if submitted late. Failure to comply with other requirements could also eliminate the PROPOSAL from further evaluation.

### **2.03 CONSULTANT RESPONSIVENESS AND RESPONSIBILITY**

The DEPARTMENT determines whether the CONSULTANT is a "responsible" CONSULTANT (i.e. a CONSULTANT with whom the DEPARTMENT can or should do business). Factors evaluated to determine responsibility include, but are not limited to: certifications, conflict of interest disclosures, financial disclosures, taxpayer identification number, past performance, references (including those found outside the PROPOSAL), compliance with applicable laws, financial stability and the perceived ability to perform completely as specified. The CONSULTANT must at all times have financial resources sufficient, in the opinion of the DEPARTMENT, to ensure performance of the CONTRACT and provide proof upon request. The DEPARTMENT may require that the CONSULTANT correct any deficiencies as a condition of further evaluation.

A Selection Committee determines how well PROPOSALS satisfy the advertisement in terms of "responsiveness" to the service requirements. References may be considered in this portion of the evaluation. PROPOSALS are ranked, without consideration of price, from best to least qualified using a point ranking system as an aid in conducting the evaluation. The total number of points attainable for "responsiveness" is 80.

CONSULTANTS who do not rank sufficiently high are not considered for price evaluation and award. The most qualified responsible CONSULTANT whose offer meets administrative compliance is eligible for award consideration. When determining the most qualified responsible CONSULTANT, the DEPARTMENT reserves the right to consider recent and contemporary land acquisition contract awards.

Only after responsive PROPOSALS have been ranked and the Selection Committee adjourns, the DEPARTMENT opens each CONSULTANTS' separate price proposals.

## **2.04 PRICE PROPOSAL EVALUATION (RFP)**

After Responsive and Responsible Proposals have been scored and ranked, The Department will open and rank each responsive and responsible CONSULTANTS Price Proposal. The total number of points attainable for price is 20.

## **2.05 AWARD (RFP)**

The DEPARTMENT will add each CONSULTANTS responsiveness points to their corresponding pricing points. CONSULTANTS will then be ranked by a combination of their responsiveness and pricing points. The DEPARTMENT then awards to the highest scoring Responsible CONSULTANT whose Offer passes Administrative Review and whose price is determined to be fair and reasonable. If the DEPARTMENT determines the price submitted by the selected CONSULTANT not to be fair and reasonable, and that price cannot be negotiated to an acceptable level, the DEPARTMENT reserves the right to award to the next highest ranked CONSULTANT. The DEPARTMENT determines when the price is fair and reasonable by considering the PROPOSAL, including the CONSULTANTS qualifications, the CONSULTANTS reputation, all prices submitted, other known prices, the project budget and other relevant factors.

When a CONSULTANT is selected for award, the DEPARTMENT posts a notice to the BULLETIN. Receipt or posting of a notice of award is not equivalent to a contract with the State. Protested awards are subject to resolution of the protest.

## **SECTION THREE: PROPOSAL REQUIREMENTS**

### **3.01 PROPOSAL REQUIREMENTS**

For each solicitation the CONSULTANT responds to each of the points identified in this section or risks disqualification.

### **3.02 TABLE OF CONTENTS**

Include a table of contents in the PROPOSAL with tabs of the various sections.

### **3.03 TECHNICAL APPROACH (PLAN TO PROVIDE THE REQUIRED SERVICES)**

CONSULTANT provides a detailed description of how the CONSULTANT plans to approach each service requirement as expressed by the DEPARTMENT in the advertisement. PROPOSALS are fully responsive to each service requirement. PROPOSALS identify any deviations from the stated requirements or requirements that the CONSULTANT cannot satisfy. Any deviations from the stated requirements or any requirements that the CONSULTANT cannot satisfy affects the evaluation of the PROPOSAL and may disqualify the CONSULTANT.

### **3.04 TECHNICAL EXPERIENCE**

CONSULTANT provides the following information regarding its experience:

- a) Number of years of experience along with level of technical experience in providing the types of services specified in advertisement, including if required, any experience working on DEPARTMENT projects.
- b) List all services and other relevant experience similar to those specified in the advertisement the CONSULTANT has provided to other businesses or governmental entities.

### **3.05 REFERENCES**

Provide references from established private firms or government agencies, (four preferred; two of each type preferred) other than the procuring agency, attesting to the CONSULTANTS experience and ability to perform the CONTRACT subject of this solicitation. The CONSULTANT provides the name, contact information and a description of the supplies or services provided.

### **3.06 PERSONNEL**

Provide resumés for all key personnel, both staff and SUBCONSULTANTS, who are involved in providing the services contemplated by this RFP. The resumés include their full name, education background, years of experience and employment history, particularly as it relates to the required services.

### **3.07 SUBCONSULTANTS**

Provide the name, e-mail address and the land acquisition service(s) to be provided for each SUBCONSULTANT proposed to be utilized in the performance of this CONTRACT. This information is provided on the form: LA-RPF-07. Form LA-RFP-03, Disclosure and Conflicts of Interest and LA-RFP-03A, Sub-Consultant Standard Certification, will be required to be submitted with the Proposal for each identified Sub-Consultant with a value over \$50,000.

### **3.08 ORGANIZATIONAL CHART**

Prepare an organizational chart identifying management staff, management support staff, and SUBCONSULTANTS, if any, and the role of each person appearing in the organizational chart. The organizational chart shall depict the proposed distribution of component work among the CONSULTANT staff employees and SUBCONSULTANTS.

### **3.09 FINANCIAL CAPACITY INFORMATION**

Provide financial information upon request.

### 3.10 FORMS

Complete the following forms, and return along with the PROPOSAL submittal information listed above.

- a) [LA-RFP-01](#): Proposal to the State of Illinois
- b) [LA-RFP-02](#): Business and Directory Information
- c) [LA-RFP-03](#): Disclosures and Conflicts of Interest
- d) [LA-RFP-03A](#): Sub-Consultant Standard Certification
- e) [LA-RFP-04](#): Disadvantaged Business Enterprise Performance
- f) [LA-RFP-05](#): Political Contributions
- g) [LA-RFP-06](#): Taxpayer Identification Number and Legal Status
- h) [LA-RFP-07](#): Approved Subcontractors
- i) [LA-RFP-08H](#): Hourly Pricing Compensation **AND/OR**
- j) [LA-RFP-08U](#): Unit Pricing Compensation **AND/OR**

Proceed to the link below to access the forms:

[Compliance and Administration: Exhibits, Forms and Templates](#)

### 3.11 INSTRUCTIONS FOR ELECTRONIC SUBMITTAL OF PROPOSALS

PROPOSALS are submitted through the email system in PDF format using Adobe Acrobat 5.0 or greater Software. The maximum size of each email is 35mb. Electronic submittals are made to the Central Bureau of Land Acquisition office only. The Central Bureau of Land Acquisition forwards the necessary CONSULTANT information to the Regions/Districts and other Offices/Bureaus. Address all electronic submittals to:

[DOT.LandAcqRFP@illinois.gov](mailto:DOT.LandAcqRFP@illinois.gov)

Label each submitted file as stated below: (Note: ABC Engineering is used for example purposes only.)

a) Use full firm name throughout the PROPOSAL.

**EXAMPLE: ABC Engineering**

b) Include on the **SUBJECT LINE** of each email:

1. Full firm name
2. Project reference number

**EXAMPLE: ABC Engineering DOT10-LAC-D4-01**

c) Send **EACH PROPOSAL** in a **separate** email in PDF format. The File Name for each Proposal file is as follows:

1. Full firm name
2. Project reference number
3. Followed by "PROPOSAL" reference

**EXAMPLE: ABC Engineering DOT10-LAC-D4-01 PROPOSAL.PDF**

Each PROPOSAL email file should contain the following:

- Table of Contents
- Technical Approach
- Technical Experience
- References
- Personnel Resumes
- Sub-Consultants Resumes
- Organizational Chart
- LA-RFP-01, Proposal to the State of Illinois
- LA-RFP-02, Business and Directory Information
- LA-RFP-04, Disadvantaged Business Enterprise Performance
- LA-RFP-05, Political Contributions
- LA-RFP-06, Taxpayer Identification Number and Legal Status
- LA-RFP-07, Approved Subcontractors



- d) Send the **DISCLOSURE FORMS** in a separate email. The Disclosure forms are completed for each required person. The File Name for the Disclosure file is as follows:
1. Full firm name
  2. Project reference number
  3. Followed by "DS" reference
- EXAMPLE: ABC Engineering DOT10-LAC-D4-01 DS.PDF***

Each DISCLOSURE FORMS email file should contain the following:

- LA-RFP-03, Disclosures and Conflicts of Interest

- e) Send the **SEALED PRICE** for each Proposal in a separate email. This email is considered sealed until after selection. The File Name for the Sealed Price file is as follows:
1. Full firm name
  2. Project reference number
  3. Followed by "PRICE" reference
- EXAMPLE: ABC Engineering DOT10-LAC-D4-01 PRICE.PDF***

Each SEALED PRICE email file should contain the following:

- LA-RFP-08H, Hourly Pricing Compensation **AND/OR**
- LA-RFP-08U, Unit Pricing Compensation **AND/OR**

If you have any questions, please contact Laura Mlacnik at [Laura.Mlacnik@illinois.gov](mailto:Laura.Mlacnik@illinois.gov)