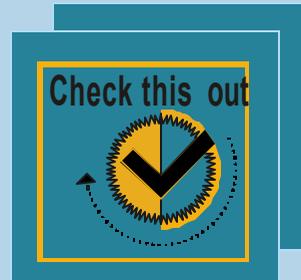


Professional Transportation Bulletin

Special Bulletin

March 18, 2008



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

**IMPORTANT NOTICE
SPECIAL PROFESSIONAL
TRANSPORTATION
BULLETIN REVISIONS**

Selection Date: May 22, 2008

The following revisions have been made to this Special 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 March 18, 2008

**State Of Illinois
Notice For Contact Information**

Department Of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

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

Professional Transportation Bulletin

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

Questions concerning this Bulletin should be directed to:

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

Or mailing address:

Bureau of Design and Environment
2300 South Dirksen Parkway
Room 330
Springfield, IL 62764

TIPS & TOOLS

To save:

To save a section "right click" on the link and select "save target as". To save the entire bulletin select "Download Complete Bulletin". This will save the self-extracting zip file.

To access web links:

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

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

Click YES.

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

Using Tools:



To see previous view



To scroll through pages

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

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

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

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

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

Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 148	PTB 149	PTB 150	PTB 151	PTB 152	PTB 153
PUBLISH PTB	05/08/08	08/07/08	11/13/08	02/05/09	05/07/09	08/06/09
***STATEMENTS OF INTEREST ARE DUE	05/29/08	08/28/08	12/04/08	02/26/09	05/28/09	08/27/09
SELECTION MEETING	07/23/08	10/22/08	01/28/09	04/22/09	07/22/09	10/21/09

***** STATEMENTS OF INTEREST WILL BE DUE BY 12:00 P.M. (NOON). STATEMENTS OF INTEREST RECEIVED AFTER 12:00 P.M. WILL NOT BE CONSIDERED.**

Required forms for each submittal are:

- [BDE XHBT-A](#) Consultant Exhibits A
- [BDE XHBT-B](#) Consultant Exhibits B
- [BDE CUR-OB](#) Consultant's Current Obligations for Statements of Interest.
- [BDE 3000](#) Delinquent Debt Certification
- [DISC 2](#), Disclosure Forms A & B

The forms listed above are available on the website: <http://www.dot.il.gov/desenv/deform.html>

The Disclosure of Business Operation in Iran is also required. To be submitted by Prime only. When it is available on the website a notice will be sent to the consultant firms.

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

We require Statements of Interest (SOI) to be submitted through the e-mail system using Adobe Acrobat 5.0 or greater Software.

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

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

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

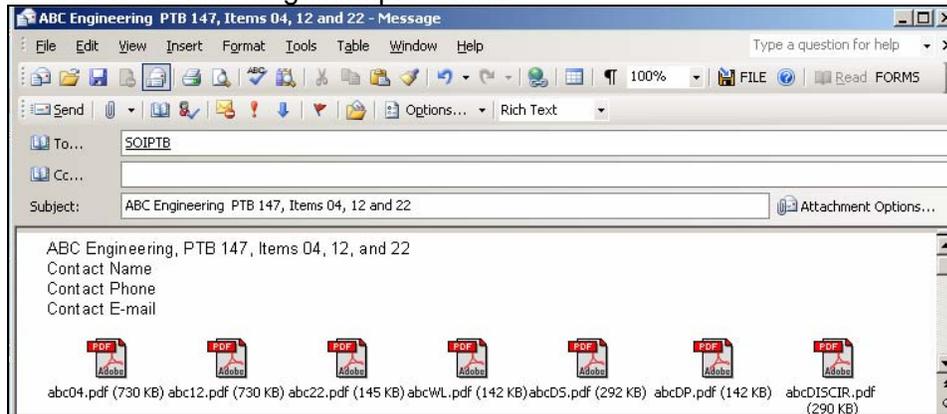
- The Subject Line must read: FIRM NAME, PTB NUMBER, ITEM(S)

(Example: ABC Engineering, PTB 135, Items 4, 12, & 22) If there will be more than one e-mail please note as follows: e-mail 1 of ___ the total number to be sent.)
- The first line of your e-mail should indicate your Firm Name, PTB & Items Number(s) on which your firm is submitting.

(Example: ABC Engineering has submittals for PTB 147, Items 4, 12 and 22.)
- The second line should list the name, phone number, and e-mail of the person to contact should there be any questions regarding the submittal.
- Each attachment must be labeled as indicated below:
 1. For each Item on which you are submitting use your 2-6 character Firm Name Code, immediately followed by the 2-digit Item Number (i.e., 01 through 99).
(Example: ABC04.pdf)
 2. For your firm's Current Obligation Form, use your 2-6 character Firm Name Code, followed by WL.
(Example: ABCWL.pdf)
 3. For your firm's Disclosure Forms, use your 2-6 character Firm Name Code, followed by DS.
(Example: ABCDS.pdf)
 4. For your firm's Delinquent Debt Payment Certification, use your 2-6 character Firm Name Code, followed by DP.
(Example: ABCDP.pdf)
 5. For your firm's Disclosure of Business Operations in Iran, use your 2-6 character Firm Code, followed by DISCIR.
(Example: ABCDISCIR.pdf)

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

Please review the following example e-mail:



Detail Descriptions of Attachments for electronic submittal:

- ABC04, ABC12, and ABC22 are the Statements of Interest for the submitted Items and must include Exhibit A. Following Exhibit A, include resumes of the key management personnel and project staff listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.
- ABCWL is the Current Obligation Form. Only one copy of the Current Obligation Form is required. Instructions shown on page one should not be sent.
- ABCDS is the Disclosure Forms. Only one copy of the Disclosure Forms is required. Disclosure file would consist of Form A and Form B or the Form for Offerors That Have Previously Submitted Form A and Form B. The instructions should not be sent.
- ABCDP is the Delinquent Debt Compliance Statement for the Prime and any known subconsultants the prime will be using.
- ABCDISCIR is the Disclosure of Business Operations in Iran. Only one copy is required for Prime.

Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. Identify the number of e-mails being sent, (i.e. 1 of 3). Scanned images, color graphics, and photographs, which are converted to Adobe Portable Document Files (PDF) files can become very large, use sparingly if at all.

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

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

- Exhibit A = EXHIBIT A
- Exhibit B = EXHIBIT B
- Current Obligations = CURRENT OBLIGATIONS
- Disclosure Forms (A, B, and Offerors previously submitted) = DISC 2 (consultant)
- DELINQUENT DEBT = DELINQUENT DEPT

The Disclosure of business in Iran is not yet available on our website. A notice will be sent when it is available on the site.

If you have questions, Please contact Carrie Kowalski at Carrie.Kowalski@illinois.gov.

NOTICE

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

Motorcycling	Guide for Working with Railroads
OBWD	JULIE Update
Public Partners	List of Prequalified Firms
Public Transportation	List of Registered Subcontractors
Safety Information	Oil - Coal - Gas Mineral Leases / Instructions-Contacts
Secretary of State	Pay Item Summary
Truckers	Prime Contractor Prequalification
	Posted Contract Change Authorization
	Subcontractor Registration Form
	Surety Company Contract Status Information
	Consultant Services
	Bridge CADD Standards / Downloads
	CADD Roadway Drafting Reference Guidelines
	CADD Standards/Downloads
	Consultant Forms
	Consultant Prequalification
	Facility Cost of Capital Rates
	Federal Mileage Reimbursement Rates (for existing contracts with CONUS) NEW
	Consultants Professional Transportation Bulletins
	Negotiation Information for Current Bulletin
	Professional Transportation Bulletin Schedule
	Standard Agreement Provisions for Consultants
	State Mileage Reimbursement Rates NEW
	Uniform Audit and Accounting Guide

Link for negotiation information

- **Region 2**
- **George Ryan**
 - **District 3**
 - **Items 890-163 to 890-164**
- **Region 5**
- **Mary Lamie**
 - **District 8**
 - **Items 890-160 to 890-162**

Introduction

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

SPECIAL BULLETIN #890-160 to 890-164
March 18, 2008

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.

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

STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT AT THE ABOVE ADDRESS AND IF APPLICABLE, THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 12:00 P.M. LOCAL TIME, April 1, 2008. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.

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

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

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

Departmental procedures ensure that all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants. Please do not send letters expressing your interest in various projects and/or correspondence concerning your firm via Overnight/Federal Express mail to members of the Consultant Selection Committee.

Guidelines for Submitting Statements of Interest (SOI)

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

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

- 1) A cover sheet, clearly identifying the PTB Number, Item Number, Firm Name, and IDHR number (if available, see recurring notices). No additional information is required on the cover.
- 2) A brief statement of the firm's interest in performing the work. (Should not be longer than 2 pages)
- 3) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- 4) Color graphics/photographs should be limited in the submittal because the size limitation on incoming e-mail is 2 MB. Photo's etc. can create a large file so use at your discretion.
- 5) Complete Exhibit A as follows: (This should follow the Table of Contents in the SOI)
 - a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement.
 - b) Attach resumes of all personnel listed in a) above. Individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
 - c) Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
 - d) Identify proposed subconsultants and item(s) of work they will perform. If a DBE Goal is in the advertisement list the DBE subconsultant(s) and work the firm will be performing. All Subconsultants must be prequalified in the area of work they will be performing.
- 6) Projects involving Location Design Studies (Reconstruction/Major Reconstruction and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**.
- 7) Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.
- 8) Any other information specifically requested in the project advertisement should also be included in the submittal.
- 9) The Instructions for completing the Current Obligation documents immediately precede the Current Obligation forms. The Current Obligation Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required.
- 10) Instructions for completing **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. Disclosure Forms should be a separate document from the SOI. A cover should be provided with a statement similar to the following: "*The **Form A** disclosures (or Certification Statement) and the **Form B** disclosures are being submitted for PTB # _____, Item(s): _____.*" Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.

Guidelines for Submitting Statements of Interest (SOI)

- 11) The Delinquent Debt Certification is separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included at the bottom of the Delinquent Debt document.
- 12) The Disclosure of Business Operations in Iran is a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document. The Disclosure of business in Iran is not yet available on our website. A notice will be sent when it is available on the site.
- 13) Exhibit A, Exhibit B, the Current Obligations Form, Disclosure Forms and the Delinquent Debt Certification are available as word documents on our web site: <http://www.dot.il.gov/desenv/deform.html>.

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

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

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

Region 1

Ms. Diane O'Keefe
District 1
201 West Center Court
Schaumburg, IL 60196

Region 2

Mr. George Ryan
District 2
819 Depot Avenue
Dixon, IL 61021

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

Region 3

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

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

Region 4

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

Ms. Christine Reed
District 7
400 West Wabash
Effingham, IL 62401

Region 5

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

Ms. Mary Lamie
District 9
State Transportation Building
P.O. Box 100
Carbondale, IL 62903

To verify that the Department has received your Statements of Interest you may call (217)524-7591.

TABLE OF CONTENTS
Special PTB

<u>ITEM #</u>	<u>COUNTY</u>	<u>DESCRIPTION</u>
<u>REGION 5 / DISTRICT 8</u>		
890-160	St. Clair	Phase II services for the I-70 Tri-Level Connection, from the Proposed Relocated IL 3 Interchange at Packers Avenue north to the Illinois Approach Structures for the New Mississippi River Bridge
890-161	St. Clair	Phase II services for the I-70 Tri-level Connection, from the Tri-Level Interchange northerly to south of the Proposed Relocated IL 3 Interchange at Packers Avenue for the New Mississippi River Bridge,
890-162	St. Clair and Madison	Phase I/II Work for Various Projects, Various Routes, St. Clair and Madison Counties
<u>REGION 2 / DISTRICT 3</u>		
890-163	Grundy, Kendall & Kane	Phase I Engineering Services for Prairie Parkway from I-80 near Minooka to I-88 near Kaneville and FAP 326 (IL 47) from I-80 to Caton Farm Road.
890-164	Grundy, Kendall & Kane	Phase I Engineering Services for Land Acquisition for Prairie Parkway from I-80 near Minooka to I-88 near Kaneville and FAP 326 (IL 47) from I-80 to Caton Farm Road.

890-160. Job No. D-98-059-08, FAP 998, I-70 Tri-Level Connection, from the Proposed Relocated IL 3 Interchange at Packers Avenue north to the Illinois Approach Structures for the New Mississippi River Bridge, St. Clair County, Region Five/District Eight.

This project will utilize the **Cost Plus Fixed Fee (CPFF)** method of compensation.

This project requires 20% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be utilizing are scheduled to attend an initial scope of services meeting on **May 29, 2008 at 9:00 A.M.** at the Region Five, District Eight Office in **Collinsville**.

Phase II engineering services are required for the preparation of multiple contract plans, special provisions and estimates for this section of the I-70 Tri-Level Connection which is part of the New Mississippi River Bridge (MRB) Project. This work involves the construction of the I-70 Tri-Level Connection from just south of an interchange with proposed Relocated IL 3 to the Illinois Approach Structures for the new river bridge. All work on this project will be done using English units.

Project limits for this section of the I-70 Tri-Level Connection extend from just south of the proposed Relocated IL 3 interchange (approximately Packers Avenue) in Fairmont City to the Illinois Approach Structures (south of Brooklyn); a distance of approximately 0.9 miles. The proposed typical section for the I-70 Tri-Level Connection consists of two lanes in each direction with a closed barrier type median. Designs shall utilize AASHTO LRFD Bridge Design Specifications.

This project will include all Phase II work in accordance with the FEIS Re-evaluation and the Design Report Addendum for the Mississippi River Crossing. Phase II work for the interchange with proposed Relocated IL 3 will be in accordance with the Relocated IL 3 FEIS and Design Report.

Work on the new alignment, named the I-70 Tri-Level Connection, may include, but is not limited to constructing two new bridge structures as follows:

- S.N. 082-0314 EB, 0315 WB, I-70 Tri-Level Connection over Packers Avenue – dual structures
- S.N. 082-0318 EB, 0319 WB, I-70 Tri-Level Connection over Cahokia Canal, Industrial Drive, TRRA Eads Main, Norfolk & Southern Packers Spur and NS A & E Main – dual structures

Work at the proposed Relocated IL 3 interchange may include but will not be limited to five new bridges, multiple retaining walls, possible reconstruction of Exchange Avenue and additional access roads as needed to complete the work.

The Consultant's work may include but not be limited to preparing plans, special provisions and estimates (PS&E), preparation of bridge and retaining wall type, size and location (TS&L) studies, all necessary Bridge Condition Reports, highway drainage studies and design, traffic management plans (TMP); as well as maintenance of traffic between project sections; Phase II geotechnical investigations and Geotechnical Structure Reports, Value Engineering ITS and traffic signal plans, traffic staging plans, highway lighting, signing, project aesthetic treatments,

landscaping, route and land surveys, traffic control, construction consultation and all other work as required to complete the project. Construction plans will consist of multiple plan sets.

This project is expected to include public involvement. Public involvement may include holding informational meetings and public hearings, preparing exhibits for meetings and hearings, and evaluating and incorporating comments from these meetings into a report.

The selected Consultant's work will be coordinated with the work of all of the design consultants under contract to both the Illinois and Missouri Departments of Transportation for the MRB Project.

The entire MRB Project encompasses the following sections:

- I-70 Tri-Level Connection, approximately 2.2 miles of roadway and ramp work in the Tri-Level Interchange and along existing I-55/70 and I-64 from 18th Street to south of an interchange with proposed Relocated IL 3 (approximately Packers Avenue) East St. Louis and adjacent communities.
- I-70 Tri-Level Connection, approximately 0.9 miles of roadway from south of an interchange with proposed Relocated IL 3 (approximately Packers Avenue) to the new river bridge Illinois approach structures in Fairmont City and adjacent communities.
- New river bridge including IL and MO approach structures.
- Missouri North I-70 Interchange from the Missouri approach structures to connections with existing I-70 and Cass Avenue, north of downtown St. Louis.

Project coordination will require the selected Consultants to share, distribute, and collaborate on project information utilizing ProjectWise V8 software by Bentley for file management and storage. In addition, the Phase II Consultant will participate in annual cost estimating and schedule management workshops based on the CEVP® (Cost Estimate Validation Process) format developed by WSDOT and recommended by FHWA.

All work prepared by the Consultant must be compatible with Department software and readily duplicated on Department hardware.

The Department will furnish the Consultant with the Design Report Addendum and FEIS Re-Evaluation, electronic DTM files and base mapping, other pertinent electronic files developed in Phase I, approved Interchange and Intersection Design Studies, any available as-built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photos, boring logs and other information deemed applicable to the Consultant's work. All railroad and utility agreements will be provided by the Department.

The estimated construction cost for this project is \$150,000,000. Construction plans will consist of multiple plan sets and the completion date for the first set of plans will be required 12 months after authorization to proceed. The completion date for the entire contract will be 36 months after authorization to proceed.

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

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

- The person who will assume the duties of Project Engineer; the individual directly involved with the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of structural plan preparation (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of Geotechnical Structure Reports (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer and be prequalified in Special Services, Geotechnical: Complex). In addition, include a detailed description of work in the category of Geotechnical Engineering Complex.
- The person who will perform/supervise the work in the area of hydraulic analysis, the preparation of Hydraulic Reports and drainage plans (must be an Illinois Licensed Professional Engineer).
- The person responsible for preparation of the Maintenance of Traffic plans (must be an Illinois Licensed Professional Engineer).
- The person in charge of Public Involvement. Include a detailed description of public involvement work he/she has directed involving facilitation of public meetings and public hearings, organizing work groups and press conferences, drafting press releases and property owner contact letters, etc.
- The person(s) who will perform project QC/QA review work for all project submittals (must have adequate plan review experience and must be an Illinois Licensed Professional Engineer for roadway work and/or an Illinois Licensed Structural Engineer for structural work).

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

- **Highways (Freeways)**
- **Structures (Highway: Complex)**

Statements of Interest must include details of how the Consultant will accomplish the work, a schedule for completing the work in the prescribed time, the firm's capability and project team experience for similar projects, an organizational chart for the project, the firm's understanding of the project goals, examples of successful past performance of the proposed project manager and team, the method to be used to meet the time, costs, etc. for final work products, and any innovative and independent methods to be used on the project.

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

After all responses have been evaluated, firms may be asked to make oral presentations.

890-161. Job No. D-98-058-08, FAP 998, I-70 Tri-level Connection, from the Tri-Level Interchange northerly to south of the Proposed Relocated IL 3 Interchange at Packers Avenue for the New Mississippi River Bridge, St. Clair County, Region Five/District Eight.

This project will utilize the **Cost Plus Fixed Fee (CPFF)** method of compensation.

This project requires 20% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be utilizing are scheduled to attend an initial scope of services meeting on **May 28, 2008** at **10:00 A.M.** at the Region Five, District Eight Office in **Collinsville**.

Phase II engineering services are required for the preparation of multiple contract plans, special provisions and estimates for this section of the I-70 Tri-Level Connection which is part of the New Mississippi River Bridge (MRB) Project. This work involves additions and modifications to the existing I-55/70/64 (Tri-Level) interchange and the construction of a portion of the I-70 Tri-Level Connection; from the Tri-Level interchange to just south of an interchange with proposed Relocated IL 3. All work on this project will be done using English units.

Project limits for this section of the I-70 Tri-Level Connection extend approximately 1.4 miles from 18th Street (under existing I-64) to south of the proposed Relocated IL 3 interchange (Packers Avenue in Fairmont City) on the proposed I-70 Tri-Level Connection alignment and approximately 0.74 miles from the I-55/70 bridge over the KCS & CSX RR Structure (east of Exchange Avenue) west to approximately Pennsylvania Avenue (on existing I-55/70) in East St. Louis and adjacent communities.

The proposed typical section for the I-70 Tri-Level Connection consists of two lanes in each direction with a closed barrier type median. The proposed typical section for ramps to/from existing I-55/70 consists of two lanes with appropriate shoulder widths. The ramps connecting existing I-64 to/from the I-70 Tri-Level Connection consist of one lane and appropriate shoulder widths. Designs shall utilize AASHTO LRFD Bridge Design Specifications.

This project will include all Phase II work in accordance with the FEIS Re-evaluation and the Design Report Addendum for the Mississippi River Crossing. Work will include but is not limited to constructing a portion of a new alignment named the I-70 Tri-Level Connection, constructing new ramps to connect existing I-55/70 and existing I-64 to the I-70 Tri-Level Connection, constructing new exit/entrance ramps for EB I-64 at 16th Street, constructing a pedestrian bridge just north of 15th Street, constructing a new entrance ramp from 18th Street to WB I-64 and a roundabout at Baugh Ave. and 18th Street, and reconstructing entrance and exit ramps at Exchange Avenue.

This project includes approximately nine new or reconstructed bridge structures and multiple retaining walls. The bridges include, but are not limited to, the following:

- S.N. 082-0377, 15th Street over I-64 - reconstruction
- S.N. 082-0394, Pedestrian Bridge over I-64 near 15th Street - new
- S.N. 082-0326, 9th Street over I-64 - reconstruction
- S.N. 082-0322, EB I-70 Tri-Level Connection ramp (to existing NB I-55/70) over 2nd St., KCS RR, CSX, RR, existing I-55/70, existing I-64 ramps, and the proposed WB I-64 ramp - new
- S.N. 082-0323, WB I-70 Tri-Level Connection ramp (from existing SB I-55/70) over CSX RR, KCS RR and 2nd St. - new

- S.N. 082-0324, EB I-70 Tri-Level Connection ramp (to EB existing I-64) over existing I-55/70, and existing I-64 ramps - new
- S.N. 082-0325, WB I-70 Tri-Level Connection (from existing WB I-64) over existing I-55/70 and CSX RR - new
- S.N. 082-0312 EB & S.N. 082-0313 WB, I-70 Tri-Level Connection over 1st – dual structures - new
- S.N. 082-0378, Exchange Avenue over I-55/70 - reconstruction

Structures to be removed and not replaced are expected to include the following:

- S.N. 082-0150, 10th Street over I-64
- S.N. 082-0020, Abandoned CSX railroad bridge (near Bowman Avenue) over existing I-55/70
- S.N. 082-0021, Structure carrying two 30" water mains over existing I-55/70 - adjacent to the abandoned CSX RR bridge

The Consultant's work may include but not be limited to preparing plans, special provisions and estimates (PS&E), preparation of bridge and retaining wall type, size and location (TS&L) studies, all necessary Bridge Condition Reports, highway drainage studies and design (including modifications to the existing deep well groundwater pumping system and possible pump station modifications), complete traffic management plans (TMP) which may include an impact analysis with TSIS-CORSIM or QUEWZ computer simulation programs and maintenance of traffic between project sections, Phase II geotechnical investigations and Geotechnical Structure Reports, Value Engineering, ITS and traffic signal plans, traffic staging plans, highway lighting, signing, project aesthetic treatments, landscaping, route and land surveys, traffic control, construction consultation and other miscellaneous work as required to complete the project. Construction plans will consist of multiple plan sets.

This project is expected to include public involvement. Public involvement may include holding informational meetings and public hearings, preparing exhibits for meetings and hearings, and evaluating and incorporating comments from these meetings into a report.

The selected Consultant's work will be coordinated with the work of all of the design consultants under contract to both the Illinois and Missouri Departments of Transportation for the MRB Project.

The entire MRB Project encompasses the following sections:

- I-70 Tri-Level Connection, approximately 2.2 miles of roadway and ramp work in the Tri-Level Interchange and along existing I-55/70 and I-64 from 18th Street to south of an interchange with proposed Relocated IL 3 (approximately Packers Avenue) in East St. Louis and adjacent communities.
- I-70 Tri-Level Connection, approximately 0.9 miles of roadway from south of an interchange with proposed Relocated IL 3 (approximately Packers Avenue) to the new river bridge Illinois approach structures in Fairmont City and adjacent communities.
- New river bridge including IL and MO approach structures.
- Missouri North I-70 Interchange from the Missouri approach structures to connections with existing I-70 and Cass Avenue, north of downtown St. Louis.

Project coordination will require the selected Consultants to share, distribute, and collaborate on project information utilizing ProjectWise V8 software by Bentley for file management and

storage. In addition, the Phase II Consultant will participate in annual cost estimating and schedule management workshops based on the CEVP® (Cost Estimate Validation Process) format developed by WSDOT and recommended by FHWA.

All work prepared by the Consultant must be compatible with department software and readily duplicated on department hardware.

The department will furnish the Consultant the Design Report Addendum and FEIS Re-Evaluation, electronic DTM files and base mapping, other pertinent electronic files developed in Phase I, approved Interchange and Intersection Design Studies, any available as-built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photos, boring logs and other information deemed applicable to the Consultant's work. All railroad and utility agreements will be provided by the Department.

The estimated construction cost for this project is \$125,000,000. Construction plans will consist of multiple plan sets and the completion date for the first set of plans will be required 12 months after authorization to proceed. The completion date for the entire contract will be 36 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer; the individual directly involved with the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of structural plan preparation (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of Geotechnical Structure Reports (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer and be prequalified in Special Services, Geotechnical: Complex). In addition, include a detailed description of work in the category of Geotechnical Engineering Complex.
- The person who will perform/supervise the work in the area of hydraulic analysis, the preparation of Hydraulic Reports: Complex, pump station design and drainage plans (must be an Illinois Licensed Professional Engineer and be prequalified in Special Plans: Pump Station). In addition, include a detailed description of work evaluating complex deep well systems, pumping facilities, and modifying existing systems to be compatible with eventual interchange design.
- The person responsible for preparation of the Maintenance of Traffic plans (must be an Illinois Licensed Professional Engineer).
- The person in charge of Public Involvement. Include a detailed description of public involvement work he/she has directed involving facilitation of public meetings and public hearings, organizing work groups and press conferences, drafting press releases and property owner contact letters, etc.

- The person(s) who will perform project QC/QA review work for all project submittals (must have adequate plan review experience and must be an Illinois Licensed Professional Engineer for roadway work and/or an Illinois Licensed Structural Engineer for structural work).

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

- **Highways (Freeways)**
- **Structures (Highway: Complex)**

Statements of Interest must include details of how the Consultant will accomplish the work, a schedule for completing the work in the prescribed time, the firm's capability and project team experience for similar projects, an organizational chart for the project, the firm's understanding of the project goals, examples of successful past performance of the proposed project manager and team, the method to be used to meet the time, costs, etc. for final work products, and any innovative and independent methods to be used on the project.

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

After all responses have been evaluated, firms may be asked to make oral presentations.

890-162. Job No. P-98-089-08, D-98-089-08, Phase I/II Work for Various Projects, Various Routes, St. Clair and Madison Counties, Region Five/District Eight.

This project will utilize the **Direct Labor Multiple (DLM)** method of compensation.

This Project requires 15% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be utilizing are scheduled to attend an initial scope of services meeting on **May 23, 2008 at 9:00 A.M.** at the Region Five, District Eight Office in **Collinsville**.

Phase I and/or Phase II engineering services are required for various projects. Work may include providing Program Development Training for the department. The Consultant and their staff may be assigned to manage various IDOT Phase I and/or Phase II projects, which are under contract with other Consultant engineering firms. This role of Project Manager (PM) would require the Consultant to perform work similar to an IDOT Project Engineer and their staff including but not limited to engineering, technical, management and administrative services to assist in bringing projects to completion in accordance with established schedules. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project will be in English units.

Key staff from the Consultant selected for this work may be required to perform the work at the District Eight office in Collinsville.

The Consultant selected for this work is prohibited from managing contracts under which they or their sub-consultants are currently contracted with the department and/or are acting as a subconsultant.

The various proposed projects may include, but are not limited to, new construction/major reconstruction, complex structures, highway freeways, bridge repair, rehabilitation, or replacement, simple patching and resurfacing (including interstates), and widening and resurfacing and/or new roadway projects.

This project is expected to include public involvement. Public involvement may include holding informational meetings and public hearings, preparing exhibits for meetings and hearings, and evaluating and incorporating comments from these meetings into a report.

The Phase I work, if required, may include but not be limited to conducting route surveys, utility coordination, hydraulic surveys/analyses, geometric studies, amending Project Reports, data collection, development of alignment alternatives, cost estimates, traffic management analysis with TSIS-CORSIM or QUEWZ computer simulation programs, accident analysis, preparing environmental and hazardous waste documents, infrared testing of bridge decks and other related work and exhibits as necessary to complete the work.

The Phase II work if required may include but not be limited to preparing Bridge Condition Reports, preparing TS & L Reports, conducting route and/or land surveys, Geotechnical Structure Reports, traffic signal and utility coordination, roadway and/or bridge plans, hydraulic analysis/design, lighting and signing plans, construction inspection, assisting in Value Engineering studies, coordinating project wide staging and traffic management plans (TMP) and any other related work to complete final plans, specifications, schedule and cost estimates, as necessary.

The Project Management (PM) work may include managing Phase I and/or Phase II Consultant projects. The work may include but not be limited to validating and monitoring project scope, reviews and contract administration, providing technical guidance to the department and Consultants on plan preparation, staging, construction scheduling and contract management, resolving design technical issues, managing and tracking cost, schedule and budget with Primavera P6 software, reviewing plans and specifications for conformance with approved design reports, environmental documents, current standards, policies, procedures and practices, reviewing geometric documents including intersection design studies (IDS), ensuring all utility coordination and impacts have been addressed with consultants and the District Utilities unit, conducting Value engineering studies, making certain all land acquisition coordination and impacts have been addressed with consultants and the District Land Acquisition Section, providing information and plan clarifications as well as reviewing additions and deletions to contracts during construction, identifying and implementing all coordination and communication with stakeholders utilizing ProjectWise V8, conducting regular progress meetings and briefings for the department and other entities on project progress, responding to all external and internal requests for information, answers, plans, information and reports, developing an overall public involvement plan and a crisis management communication plan including the work to coordinate, schedule and prepare the content of all information for media/community release by department or Consultant staff, providing a local, central point of contact for members of the public, stakeholders and media to disseminate project information, and all other work as necessary and required to manage assigned Consultant Phase I and/or Phase II projects.

Project coordination will require the selected Consultants to share, distribute, and collaborate on project information utilizing ProjectWise V8 software by Bentley for file management and storage. The Phase II Consultant may be required to participate in annual cost estimating and schedule management workshops based on the CEVP® (Cost Estimate Validation Process) format developed by WSDOT and recommended by FHWA and may additionally be responsible for maintaining the CEVP® derived project cost and schedule estimate throughout the life of the contract.

All work prepared by the Consultant must be compatible with department software and readily duplicated on department hardware.

The department will furnish the Consultant with all Design Reports and Addendums, FEIS and Re-Evaluations, reports, electronic DTM files and base mapping, other pertinent electronic files developed in Phase I, approved Interchange and Intersection Design Studies, any available as-built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, survey information, aerial photos, boring logs and other information deemed applicable to the Consultant's work. All railroad and utility agreements will be provided by the department.

It is anticipated that the Consultant selected for this contract may manage projects with construction costs totaling \$175,000,000. The completion date for this contract will be 24 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 24 months.

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

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person who will assume the duties of Project Engineer; the individual directly involved in the development of the Contract Documents and the day-to-day project management (must

be an Illinois Licensed Professional Engineer). In addition, the person's resume must include in detail the work experience relating to Design Project Management as a Senior Project Manager. The resume should include plan review experience and experience in various phases of plan development such as cost estimation, project control, scheduling, and other contract document preparation. This individual will be required to be personally involved from the start of the projects through coordination during the construction phase.

- The person who will perform/supervise the work in the area of structural plan preparation and review (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of Geotechnical Structure Reports (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer and be prequalified in Special Services, Geotechnical: Complex). In addition, include a detailed description of work in the area of Complex Geotechnical Engineering.
- The person who will perform/supervise the work in the area of geometric studies, report preparation, and plan review (must be an Illinois Licensed Professional Engineer).
- The person in charge of Public Involvement. Include a detailed description of public involvement work he/she has directed involving facilitation of public meetings and public hearings, organizing work groups and press conferences, drafting press releases and property owner contact letters, etc.
- The person who will perform the QC/QA review work of all milestone submittal documents. This person must be an Illinois Licensed Professional Engineer for roadway work, and must be an Illinois Licensed Structural Engineer for structural work, with adequate plan review experience.

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

- **Highways (Freeways)**
- **Structures (Highway: Complex)**
- **Location/Design Studies (New Construction/Major Reconstruction)**

Statement of Interest must include a proposed organizational chart for the proposed PM Consultant team as well as the approach the firm would take on a management project and a summary of the pertinent experience of the firm managing Phase I and Phase II projects. A list of staff's proficiency in computer software, such as Microstation, Geopak, Highway Capacity Software, CORSIM, and VISSIM, should also be included.

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

After all responses have been evaluated, firms may be asked to make oral presentations.

890-163. Job No. P-93-037-08, FAP 319 (Prairie Parkway) from I-80 near Minooka to I-88 near Kaneville and FAP 326 (IL 47) from I-80 to Caton Farm Road, Phase I Engineering Services, Grundy, Kendall and Kane Counties, Region Two/District Three.

This project will utilize the **Cost Plus Fixed Fee (CPFF)** method of contracting.

This project requires 20% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **May 23, 2008 at 10:00 A.M.** at the Region Two, District Three Office in Ottawa.

Phase I engineering services are required for the preparation of structure plans, geotechnical reports, preliminary roadway design, and associated work for a new fully access controlled facility (FAP 319) from I-80 near Minooka to I-88 near Kaneville (with an anticipated omission between IL 71 and U.S. 30) and the reconstruction and addition of lanes for IL 47 from I-80 in Morris to Caton Farm Road south of Yorkville. All work for this project will be in English units.

Work is expected to include preparation of Type, Size and Location structure plans, geotechnical borings, testing and reports for mainline, ramp, side road and structure locations, processing existing aerial and ground survey information, preliminary plan, profile and cross section drawings, incorporation of previously prepared drainage and water quality treatment designs into all documents, and all other work necessary to prepare preliminary structure design, provide all necessary geotechnical information, define the final construction limits and right of way limits for the project and any other required to complete the project.

The following structures may be included:

Prairie Parkway @ I-80
Ramp C over A

Prairie Parkway @ I-80
Ramp A over I-80
Ramp C over I-80

O'Brien Road over PP
WC 17 – triple box culvert
Grove Road over PP
WC 114 Quad box culvert
Brisbin Road over PP
WC 84 double box culvert
Ashley Road over PP
Whitewillow Road over PP
WC 83 dual bridges
WC 51 dual bridges
WC 50 triple box culvert
WC 15 triple box culvert
US 52 over PP
WC 14 double box culvert
WC 90 dual bridge
Plattville Road over PP
IL 47 over PP

Lisbon Road over PP
Walker Road over PP
WC 55 triple box culvert
WC 37 triple box culvert
Scott Road over PP
WC 35 triple box culvert
WC 2 dual bridge
Harter Road over PP
Main Street over PP
WC 1 double box culvert
WC 102 double box culvert

Prairie Parkway @ I-88

Ramp H over I-88
Ramp E over I-88
Dauberman Road over I-88

Existing structures on IL 47

S.N. 032-0089 – bridge
S.N. 032-0088 – bridge
S.N. 047-2016 – box culvert
S.N. 047-2015 – box culvert
S.N. 047-2017 – box culvert
S.N. 047-2008 – box culvert
S.N. 047-2009 – box culvert

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

The estimated construction cost for this project is \$908,000,000. The completion date for this contact will be 24 months after authorization to proceed.

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

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

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

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

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

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

890-164. Job No. P-93-038-08, FAP 319 (Prairie Parkway) from I-80 near Minooka to I-88 near Kaneville and FAP 326 (IL 47) from I-80 to Caton Farm Road, Phase I Engineering Services for Land Acquisition, Grundy, Kendall and Kane Counties, Region Two/District Three.

This project will utilize the **Cost Plus Fixed Fee (CPFF)** method of contracting.

This project requires 10% DBE participation.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **May 23, 2008 at 1:00 P.M.** at the Region Two, District Three Office in **Ottawa**.

Phase I engineering services are required for the preparation of right of way plans and documents and associated work for a new fully access controlled facility (FAP 319) from I-80 near Minooka to I-88 near Kaneville (with an omission between IL 71 and U.S. 30) and IL 47 (FAP 326) from I-80 in Morris to Caton Farm Road south of Yorkville. All work for this project will be in English units.

Work is anticipated to consist of the preparation of right of way plats, plans, legal descriptions and other documents for the complete acquisition of permanent right of way and permanent and temporary easements within the project limits listed above, which may include highway facilities such as fully access controlled highways, arterial highway widening, at-grade intersections, grade separated side roads, interchanges, access roads, frontage roads, and drainage facilities, as well as remnant parcels and other parcels required to complete the project.

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

The estimated construction cost for the project is \$908,000,000. The completion date for this contract will be 36 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Surveyor).
- The person who will be in charge of land surveys (must be an Illinois Licensed Professional Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Surveyor).

Firms must be prequalified in the **Special Services (Land Survey)** category to be considered for this project

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

NOTICE

ALLOWABLE DIRECT COSTS

The allowable direct costs will be effective October 1, 2006 and will be effective on Proposals reviewed on or after October 1, 2006.

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

Per Diem	State Rate (Maximum)
Lodging	State Rate (Maximum)
Air Fare	Coach rate with 2 weeks notice as approved
Vehicles	
Mileage	State travel rate maximum
Daily Rate (owned or leased the same)	\$45 /day
Overtime	Premium portion
Tolls	Actual Cost
Film and Film Processing**	Actual Cost
Overnight Delivery/Postage Courier Service	Actual Cost
Copies of Deliverables and Mylars	Actual Cost
Specific insurance – required for project	Actual Cost
CADD	Actual Cost (Maximum of \$15.00/Hr)
Monuments – Permanent	Actual Cost
Payment for Newspaper Ads	Actual Cost
Web Site	Actual Cost
Facility Rental for Public Meetings & Exhibits/Renderings & AV equipment/transcriptions(specific to project)	Actual Cost
Recording fees	Actual Cost
Courthouse fees	Actual Cost
Testing of Soil Samples	Actual Cost
Lab Services (excluding Phase III normal construction inspection such as beam breaks, cylinder breaks, pavement cores)	Actual Cost
Equipment rental specific for a project (snooper for bridge inspection, noise meter, etc.)	Actual Cost
Specialized equipment – on an as needed basis with prior approval	Actual Cost
Traffic Systems	Actual Cost
Mobile Phone (for traffic system implementation)	
Telephone Usage (for traffic system monitoring)	
Storm sewer cleaning and televising	Actual Cost
Traffic control and protection	Actual Cost
Aerial photography and mapping	Actual Cost
Utility exploratory trenching	Actual Cost

NOTICE

ALLOWABLE DIRECT COSTS

- * Use of digital cameras verses film cameras is encouraged when firms own digital cameras and the discussion of their use will be part of the negotiations. Film & copies will be reimbursed at actual costs.
- On all agreements authorized after January 1, 2005, GPS Equipment will be considered tools of the trade.

PHASE III

Phase III Communications:

Cell Phones (maximum of 3 without additional approval. Personal phones that do not remain on the job site are not allowable) radio communication	\$150/monthly phone (Maximum for firm's RE) Other phones \$60/month(Max.) Actual cost
2-way radio	Actual Cost

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

\$45 /day

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

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

NOTES:

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

**Illinois Department of Transportation
Division of Highways**

**CADD Roadway and Structure
Project Deliverables Policy**

Effective: April 1, 2008

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IDOT

CADD REQUIREMENTS & PROJECT DELIVERABLES

INTRODUCTION:

Pursuant to Illinois Department of Transportation Departmental Policy D&E-16, this policy has been established to promote the development of highway improvement projects in a consistent and efficient manner. This document supersedes the Electronic Data Transfer Standards, the GEOPAK Standard Specifications, the CADD Frequently Asked Questions, all effective as of August 2000, and the Electronic Survey Data Requirements, effective January 1995.

This policy is established to ensure that IDOT will receive CADD drawings for a given project that are in a standard and consistent format that IDOT staff are accustomed to working with and can manage. As a provider of services to IDOT, the consultant will need to have the following information in order to provide an acceptable deliverable. Through out the phases of the project with all parties complying, these requirements will provide a uniform project deliverable.

The ultimate goal of the Department is to take advantage of what technology has to offer and develop a process for electronic plans, that is, submission of plans in an electronic format. In order for that to happen there must be a level of consistency for drafting the plans and managing those files between all the entities that do the work in a fashion that will achieve a uniform product. The end product must be a deliverable that the Department can use and is compatible with all other associated processes the Department manages. This policy is an effort to move in that direction so that the information required and generated for a project can be effectively managed in an electronic format.

The Department will require CADD highway project data placed in a "Strip Map" format as surveyed on the Illinois state plane coordinate system with horizontal and vertical control elements in a design database. Contract plan sheets shall be created using references of the coordinate base files to the sheet files. The following are the requirements that must be met in order to provide an acceptable deliverable.

GENERAL INFORMATION:

Complete MicroStation and GEOPAK project files are required at the time of final plan submittal. All files necessary to recreate the design contract plans in their entirety shall be included in the submittal. GEOPAK files shall include all files generated by GEOPAK Road and GEOPAK Survey. A "**Project Content File**" (a Microsoft compatible document or spreadsheet listing each file submitted with the description of file content and any references associated to design files) shall also be included with the above mentioned files at final submittal and each review submittal as required by the IDOT Project Engineer. CADD files that do not meet IDOT standards will be returned to the consultant for appropriate corrections at no additional cost to IDOT.

The format of the survey information to be submitted shall be according to Appendix B, Electronic Survey Data Requirements, of the Survey Manual. A hard copy and electronic copy will be required.

The Department may request a copy of the electronic project files at any time or at any designated review stage of the project. The frequency of submittals for plan review will be established at the beginning of the project.

Final project files shall be submitted on CD or DVD. Preliminary and Pre-final document transfers may be by CD, DVD, or posted to the IDOT FTP site <ftp://ftp.dot.il.gov/pub/> as per District preference. **Username: public Password: idot**

Project specific FTP folders, usernames, and passwords may be used by the District as noted here: <ftp://ftp.dot.il.gov/>_____ / _____ / _____

Username: _____ Password: _____

Instructions for use of the IDOT FTP site are available via this link <http://idotweb/ftpconnect.doc>

Roadway Plans: The following are additional requirements that are specific to roadway plans.

All project plans shall be developed and delivered **ONLY** in MicroStation V8.x .dgn format. Design File extensions shall be either .dgn or .3d only. Other extensions, i.e., .sht or .ref will not be accepted. All project design (.dgn) files shall be in 2d format except 3d (.3d) files will be accepted when used in processing surveyed data or vertical and horizontal control, or for displaying Digital Terrain Models unless previously agreed to with the IDOT Project Engineer.

The current CADD configuration for roadway plans shall be downloaded from the **IDOT CADD Standards / Downloads** page, <http://www.dot.il.gov/cadd.html>. The current software versions used by IDOT are shown on this page. The IDOT CADD environment shall be downloaded and used for all CADD work. In order to be notified of updates, a subscription shall be obtained to the CADD Standards/Downloads Subscription Services.

Additional requirements for CADD work and contract deliverables shall be according to the **IDOT CADD Roadway Drafting Reference Guide**, <http://www.dot.il.gov/desenv/caddref.html>. In case of a conflict between documents, this document shall supersede the CADD project information provided in other Department manuals and guides.

Structure Plans: The following are additional requirements that are specific to structure plans.

All structure plans shall be developed and delivered **ONLY** in MicroStation V8.x .dgn format. Design File extensions shall be .dgn only other extensions, i.e., .sht or .ref will not be accepted. All project design (.dgn) files shall be in 2d format.

The current CADD configuration shall be downloaded from the **IDOT CADD Standards / Downloads** page <http://www.dot.il.gov/cadd.html>. The current software versions used by IDOT are shown on this page.

Additional requirements for CADD work and contract deliverables shall be according to the **IDOT CADD Structure Drafting Reference Guide** <http://www.dot.il.gov/bridges/bscadd2.html>.

COORDINATION:

The project leader and consultant's senior CADD person shall meet with the IDOT Project Engineer and CADD support staff at the beginning of the project to review CADD drafting standards and discuss how files are to be delivered and the procedures to be followed. The meeting time will be determined by the IDOT Project Engineer. This meeting will be well worth the time and effort to reduce corrections at the time of project submittal.

DESIGN FILE MANAGEMENT:

Plan sheet borders shall be placed at 0° with references rotated to match the sheet borders or viewed horizontally in the sheet file. If rotated views are used in the plan sheet files, sheet borders shall be displayed horizontally in the file or model.

IDOT color tables for roadway plans and structure plans are currently attached to all department seed files and shall be used in all design files. The department also defines a configuration variable to insure the correct color table is displayed in files without an attached color table. The IDOT color table for roadway plans is available on the IDOT CADD Standards / Downloads page <http://www.dot.il.gov/cadd.html>. The color table for structure plans is available on the Bridges and Structures CADD Support page <http://www.dot.il.gov/bridges/bscadd2.html>

All plans files, including cross sections, shall be submitted on standard sheet border format of the appropriate type as provided by IDOT or defined in the IDOT cell libraries for roadway or structure plans. Plan sheet files submitted shall have the associated references attached and appropriately documented in the sheet file and noted in the Project Content File, as defined in the section titled "GENERAL INFORMATION" of this policy.

In order to provide a simple level of file organization and maintain the file referencing, all project files shall be submitted in a file folder structure as follows:

<i>Project Folder Name</i>	<i>Folder Content</i>
 CADD Drawings	All CADD drawing files
 CADD Sheets	All CADD sheet files including structure sheets
 GEOPAK	All GEOPAK files
 Survey	All existing survey data obtained for the project
 Documents	Supporting documentation such as the Project Content File and/or other required documents or spreadsheets

Roadway Plans: The following are additional requirements that are specific to roadway plans.

All existing project topography data shall be placed in one design file. The project shall be drafted in one continuous strip. Different design items may be placed in individual strip files. For example, separate strip files may be developed for the existing survey, alignment, proposed plans (roadway, drainage, electric, etc.), proposed profiles, existing and proposed Right of Way, etc. The number of strip files shall be agreed upon at the first negotiation meeting.

The placement of all elements and text within a design file shall conform to IDOT CADD standards. These include, but are not limited to the IDOT MicroStation and GEOPAK environment files available on the IDOT CADD Standards/ Downloads page. It is essential to use the current IDOT seed files for the original generation of contract plan and cross section graphic files.

Utility, R.O.W. and centerline information shall be shown on cross sections using the standard IDOT cells found in the IDOTRoad.cel library.

Sample IDOT CADD files can be acquired for your reference by request from the IDOT Project Engineer.

Structure Plans: The following are additional requirements that are specific to structure plans.

The placement of all elements and text within a design file must conform to Bureau of Bridges and Structures CADD standards. These include, but are not limited to the IDOT MicroStation resource files, seed files, dgnlib files and the IDOT CADD Bridge Drafting Reference Guide which are available on the Bridges and Structures CADD Support page.

Sample IDOT CADD files may be acquired for your reference on the Bureau of Bridges and Structures CADD Support page.

DESIGN FILE NAMING:

All design files shall be named according to the file naming conventions shown on Appendix A. File and folder names shall be no more than 35 characters. Do not use SPACES or special characters, except for dashes and/or underscores, in file or folder names.

The contract may require several project submittals for review or questions by the Project Engineer; therefore, folder or file renaming will not be allowed. For each required submittal the department will overwrite or update the current project copy located on the department project server to allow for quick response to any project questions.

SURVEYS:

Point codes and associated descriptions used to label surveyed features shall be from the Survey Point Code Descriptions on the IDOT CADD Standards/Downloads web page, <http://www.dot.il.gov/cadd.html>.

Ground shots shall be taken to accommodate creation of a roadway model (digital terrain models -DTM's).

GEOPAK:

The use of GEOPAK Road and GEOPAK Survey will be required for any project requiring horizontal and vertical control, and designated projects requiring land acquisition.

Each project submittal shall be delivered with only one GEOPAK database (*.gpk) file. This one database file shall contain all alignments (roadway, stream, and ditch), profiles, including ditch profiles, and other elements necessary to derive the final design. Alignments and profiles are required for all roadways, cross streets, retaining and noise walls, as well as drainage flow areas, and other structural items. Profiles shall be named similar to the alignment names in cases of roadways. Top and bottom of walls and other structures shall reflect the respective alignment name. Roadway alignments and profiles shall include existing and proposed where appropriate.

All final project profile and alignment elements within the GEOPAK database file shall be documented in a Microsoft compatible document or spreadsheet file.

GENERATION OF EXISTING GROUND CROSS SECTIONS:

When processing ground cross sections from DTM format, IDOT recommends using a horizontal tolerance of 0.1 feet and a filter tolerance variance of 0.03 feet, in the GEOPAK Ground Cross Section dialog box. This avoids the infinitesimal pieces of ground lines which impede the production of proposed cross sections and produce erroneous results in earthwork. Existing ground lines shall be plotted on level "XSC_Exist Ground", color 10 at a line weight of 1 and with a line style of 3.

A master unit is defined as 1 U. S. survey foot. The horizontal distance between cross section cells shall be a minimum of 100 master units and the vertical distance between cross section cells shall be a minimum of 500 master units.

All existing ground data shall be processed using GEOPAK's DTM format (.tin).

PROPOSED CROSS SECTIONS:

It is strongly recommended that GEOPAK's Typical Section Generator (TSG) be used along with the criteria files provided via IDOT's CADD download page to create proposed design cross sections. The criteria files have been coded for use with the TSG to follow IDOT Highway Standards. When manually drafting cross sections, for example a side road with only a few cross sections, element attributes must match attributes as defined in the TSG variables file. Two files shall be created. One file depicting the final TSG runs before manual changes are initiated and the contract cross section file that display the addition of manual changes.

Cross sections created without the use of the TSG must be coordinated with the IDOT Project Engineer and CADD supervisor.

CROSS SECTION FILES:

Each alignment must have its own set of cross sections, including R.O.W. lines and centerline identification, with the exception of a multiple configuration (divided highway) which shall be on the same set of sections. The maximum number of cross sections per file is 500, unless earthwork balancing is required. It is recommended that cross sections for each alignment be in separate files. A viable GEOPAK cross section cell (i.e. recognizable by the cross section labeling window) must be present on each cross section at the correct location. Cross sections shall be labeled utilizing IDOT criteria input by station rather than graphically. The element symbology of all cross section elements shall be dictated by the IDOT criteria, via the use of the Typical Section Generator, or if standard criteria are not used, the element attributes shall conform to those listed in the variables.x file provided with IDOTCAD download. Under no circumstances will the top and bottom layer of any cross section feature have identical symbology including pavement features. Separate layers shall be provided for each aggregate. In place features, such as topsoil, pavement and shoulders shall be included on the cross sections.

PROJECT MULTIPLE ALIGNMENT SETUP:

The existing ground lines and shapes must be color coordinated to facilitate the processing of proposed cross sections. A cross section match line or shear line, when multiple alignments are utilized, must be supplied in addition to the actual cross section pattern line file. Unless otherwise specified by the Department, the GEOPAK default settings shall be used as described in the GEOPAK documentation.

SUPERELEVATION:

Shapes must be color coordinated to provide a visual difference between dependent and independent shapes. Shaping shall be done for all roadway pavements, acceleration and deceleration lanes, truck climbing lanes, but should exclude shoulders.

STAGED CONSTRUCTION:

When staged earthworks or staging cross sections are required; a separate construction phase cross section file shall be provided for each project stage where earthworks are to be computed. See the section titled "PROPOSED CROSS SECTIONS" of this policy for additional information concerning required data.

EARTHWORK:

Earthwork shall be processed to a tolerance of 0.01 for English or Metric, (which is the default menu setting in GEOPAK), and all input and log files shall be included. The results of the log files must be consistent with the graphic cross sections. Add volumes are permitted for unique circumstances on the project, such as driveway gravel quantities, but shall not be used in lieu of graphic elements for consistent trends in the sections (pavement or topsoil removal). A comment line added to the input file for each add volume shall specify the justification for the adjustment or a spreadsheet file shall be included to reflect the graphical end areas on the cross sections. Under no circumstances shall existing features or proposed features extend beyond the limits of the GEOPAK cross section cell. Earthwork shapes utilizing color stratification shall be included for all cross section files. Match lines are permitted where necessary to match two adjoining alignments; however, they may not be placed where they dissect a superelevation shape. When placed for sheet separation, the original cell must be left intact. GEOPAK cross section cells shall extend a minimum of 10 master units beyond the ground line.

CADD ROADWAY FAQ's [Frequently Asked Questions]

What manuals and other policies govern CADD work for IDOT?

CADD related policies for roadway drafting include:

Electronic Survey Data Requirements – Appendix B of the Survey Manual

CADD related reference manuals for roadway drafting include:

Survey Manual

Bureau of Design and Environment Manual

CADD Roadway Drafting Reference Guide

How can I assure that my design file meets IDOT's requirements and standards?

Several things are involved. First, it is imperative to download and use the IDOT CADD environment and subscribe to the CADD Standards/Downloads Subscription Services to be notified of current updates. Make sure that the file adheres to the policies, standards and guidelines described in applicable Department manuals and policy memoranda. Also, verify that the drafting follows the conventions described in the IDOT CADD Drafting Reference Guide. Use IDOT supplied seed files when creating new drafting files. Provided you are using the latest dgnlib available, run MicroStation Standards Checker to assure compliance with IDOT CADD standards. Refer to the Standards checker.doc file for instructions.

What tools and electronic files are available from IDOT to assist with electronic drafting for IDOT?

IDOT provides access to a number of CADD related files through IDOT's World Wide Web Internet site. These files include electronic versions of all IDOT standard symbols and Design Libraries, seed files for MicroStation, and various GEOPAK related files.

Where can I find IDOT's World Wide Web (WWW) Internet site?

The site is located at <http://www.dot.il.gov>

What if I have other questions about using CADD for IDOT that aren't in the policies or manuals?

Contact the IDOT Project Engineer. He or she can refer technical CADD questions to the appropriate CADD Supervisor.

What happens if I submit CADD files that do not meet IDOT standards?

CADD files that, in IDOT's judgment, do not meet IDOT standards will be returned to the consultant for appropriate corrections at no additional cost to IDOT.

Can we submit CADD drawings with all work for a portion of the highway on a single sheet?

No. IDOT standards require that a project be drafted in one continuous strip, not on individual sheets. Notes and Dimensions shall also be included on the strip plan or in sheet files if approved by the Project Engineer.

How does IDOT complete final drafting using reference files?

Final drafting is done in the file containing the strip plan or strip profile. This allows updates to be done in one location. These files are referenced to the sheets files. With the increase in the number of references that Microstation allows, project drafting can be accomplished with multiple strip files referenced to sheet files; for example, generate a survey topography file, an alignment file, proposed roadway, existing and proposed Right of Way, along with existing and proposed roadway and drainage profiles that could be referenced to sheet files. This method requires a complete and accurate Project Content File to describe all file content.

Do Aerial Survey files come referenced in grid or ground distance format?

Aerial Survey mapping files are referenced using grid distance format.

Do I need to use IDOT supplied seed files for CADD drafting?

Yes, **you need to use these files.** IDOT provides seed files through the Internet site so that working units are consistent between every file. The department seed files can be downloaded from this page, <http://www.dot.il.gov/cadd.html> on the IDOT website.

Do files have to use the IDOT file naming conventions?

Yes.

Should I use 2D or 3D design files?

Use 2D design files for roadway plans, profiles, cross sections and detail drawings. Use 3D design files for digital terrain models (DTM).

Why aren't 3D design files used for roadway plans, profiles, cross sections and detail drawings?

Since these elements are 2D representations, it makes sense to place them in a 2D file. Additionally, 2D files are needed for plotting from GEOPAK into the design file. Also, custom line styles in 3D files do not always display correctly.

What are the seed files that are to be used for drafting IDOT roadway plans?

For 2D English unit plans use:	PLANeng.dgn
For 3D English unit plans use:	IDOTeng.3d
For 2D Metric unit plans use:	PLANmet.dgn
For 3D Metric unit plans use:	IDOTmet.3d

What are the seed files that are to be used for drafting IDOT roadway cross sections?

For English Unit cross sections use:	PLANeng.dgn
For Metric Unit cross sections use:	N/A (for MSv8)

What cell library should I use for drafting roadway plans?

For 2D English Unit plans use:	IDOTroad.cel
For 2D Metric Unit plans use:	N/A (for MSv8)

FAQ'S FOR SURVEYING FOR CADD PLANS

What are IDOT's electronic survey data deliverables?

Two deliverables will be required: A hard copy document and an electronic copy of the hard copy document.

What are the contents of the hard copy document?

The hard copy document must contain:

- A title page
- An index of documents/files
- Specific survey instructions
- The observation file listing
- The compiled reports
- A location map
- Appropriate sketches

What manuals and policies govern electronic surveying for IDOT?

Related policies include:

- Electronic Survey Data Requirements – Appendix B of the Survey Manual

Related reference manuals include:

- Survey Manual

How can I assure that my survey meets IDOT's requirements and standards?

Several things are involved. First, make sure that the survey adheres to the policies and guidelines described previously. Use IDOT's point codes when doing the survey. Survey a metric project in metric units. Survey an English project in English units. Finally, submit the survey data in the format described in the "Electronic Survey Data Requirements" Appendix B of the Survey Manual.

May I use a survey point code list other than IDOT's?

No. Only IDOT's point codes and point code descriptions may be used when doing a survey for IDOT. Conversion from one point code system to IDOT's is not permitted.

What if I encounter a feature for survey that is not covered by a point code?

If a feature, not covered by an IDOT point code is encountered, use one of the point codes described as "Default point code" for the feature. The point code number and its description should then be noted in the readme.txt file.

What is a "Default point code"?

"Default point code" is a description given to a number of point codes in IDOT's Point Code Lookup table. When one of these point codes is used, the description must be changed from "Default point code" to a description of the feature that the point code represents. A separate "Default point code" must be used for each type of undocumented feature surveyed.

How should the point codes be used?

The point code that best describes the feature being surveyed should be assigned to the feature and an additional point code (material type) may be used to further describe the feature. For example, if a point at the left edge of a concrete pavement is surveyed, the point code would be 871 (Pavement Edge, Left) and the material code would be 774 (CONCRETE).

What tools and electronic files are available from IDOT to assist with electronic surveying for IDOT?

IDOT provides access to its point code list through its World Wide Web Internet site located at <http://www.dot.il.gov/cadd.html>.

What if I have other questions about doing surveys for IDOT that aren't in the policies or manuals?

Contact the IDOT Project Engineer. He or she can refer technical questions to the appropriate District CADD Supervisor or Chief of Survey.

May I have IDOT review some sample survey files before I complete the project to ensure that I'm following the standards and requirements?

Yes. You can arrange to have sample survey files reviewed, on a one time basis, by IDOT CADD staff to determine how closely the files adhere to IDOT standards. Contact the Project Manager to arrange this review. After the review, IDOT will expect that all submittals (regardless of project) will follow IDOT standards and requirements.

Are there special considerations when preparing half sections such as driveways?

To prepare electronic cross-sections for a half section, it is necessary to take at least one shot past the roadway alignment chain so GEOPAK will create the cross section cell for that station. For entrances, the next ground shot is at the roadway centerline and then proceed to and through the entrance.

CADD STRUCTURES FAQ's [Frequently Asked Questions]

What manuals and other policies govern CADD work for IDOT?

CADD related policies for structure drafting include:

All Bureau of Bridges and Structures technical manuals

CADD related reference manuals for structure drafting include:

CADD Structure Drafting Reference Guide

How can I assure that my design file meets IDOT's requirements and standards?

Several things are involved. First, make sure that the file adheres to the policies, standards and guidelines described previously. Also, verify that the drafting follows the conventions described in the IDOT CADD Structure Drafting Reference Guide. Use IDOT supplied seed files when creating new drafting files. Provided you are using the latest dgnlib available, run MicroStation Standards Checker to assure compliance with IDOT CADD standards.

What tools and electronic files are available from IDOT to assist with electronic drafting for IDOT?

IDOT provides access to a number of CADD related files through IDOT's World Wide Web Internet site. These files include resource files as well as cell libraries containing base sheets, miscellaneous details and symbols.

Do I need to use IDOT supplied seed files for CADD drafting?

Yes, **you need to use these files.** The Bureau of Bridges and Structures provides seed files through the Internet site so that working units are consistent between every file. These files can be downloaded from this page <http://www.dot.il.gov/bridges/bscadd2.html> on the IDOT website.

What are the seed files that are to be used for drafting IDOT structure plans?

For 2D English unit plans utilizing models, use:

ebridge_models.dgn

For 2D English unit plans utilizing individual design files, use:

ebridge_individual.dgn

What cell libraries should I use for drafting structure plans?

A list of available cell libraries and their contents can be found at <http://www.dot.il.gov/bridges/bscadd2.html>.

Where can I find IDOT's World Wide Web (WWW) Internet site?

The site is located at <http://www.dot.il.gov>

What if I have other questions about using CADD for IDOT that aren't in the policies or manuals?

Contact the IDOT Project Engineer. He or she can refer technical CADD questions to the appropriate CADD Supervisor.

What happens if I submit CADD files that do not meet IDOT standards?

CADD files that, in IDOT's judgment, do not meet IDOT standards will be returned to the consultant for appropriate corrections at no additional cost to IDOT.

APPENDIX A

DESIGN FILE NAMING

Roadway Plans:

File names of contract sheet files:

D\$12345-sht-cover.dgn	Cover sheet
D\$12345-sht-gennote.dgn	Index of Sheets, General Notes sheets
D\$12345-sht-SOQ.dgn	Summary of Quantities
D\$12345-sht-typical.dgn	Typical Sections
D\$12345-sht-schedule.dgn	Schedule of Quantities sheets
D\$12345-sht-ATB.dgn	Alignment, Ties and Benchmarks sheets
D\$12345-sht-plnprf.dgn	Design Plan & Profile sheets
D\$12345-sht-plan.dgn	Design Plan sheets
D\$12345-sht-profile.dgn	Design Profile sheets
D\$12345-sht-elev.dgn	Elevation sheets
D\$12345-sht-staging.dgn	Staging and Traffic Control plan sheets
D\$12345-sht-eros.dgn	Erosion and Sediment Control sheets
D\$12345-sht-drain.dgn	Drainage sheets
D\$12345-sht-rowplan.dgn	R.O.W. plan sheets
D\$12345-sht-parcel.dgn	R.O.W. plat sheets
D\$12345-sht-intersec.dgn	Intersection Details sheets
D\$12345-sht-pmk.dgn	Pavement marking plan sheets
D\$12345-sht-lndscp.dgn	Landscaping sheets
D\$12345-sht-ts.dgn	Traffic signal plan sheets
D\$12345-sht-light.dgn	Roadway Lighting sheets
D\$12345-sht-sign.dgn	Signing Plan sheets
D\$12345-sht-wetland.dgn	Wetlands Details sheets
D\$12345-sht-rem.dgn	Design removal sheets
D\$12345-sht-details.dgn	Detail drawings sheets
D\$12345-sht-soil.dgn	Soil report plan sheets
D\$12345-sht-blog.dgn	Boring Log Sheets
D\$12345-sht-xssht.dgn	Cross section sheets
D\$12345-sht-misc.dgn	Miscellaneous designs (non-highway work)
D\$12345-sht-tsl.dgn	Structure TS&L Drawings
D\$12345-sht-bcr.dgn	Bridge condition report
D\$12345-sht-ids.dgn	Geometrics IDS sheets
D\$12345-sht-rpt.dgn	Project report sheets

File names of continuous strip map drawing files:

D\$12345-topo.dgn	Topography plan conditions of project area
D\$12345-survey.dgn	Survey data owned by Survey Unit
D\$12345-gshot.dgn	XYZ ground shots file
D\$12345-CADD.dgn	CADD unit proposed compiled data file
D\$12345-Planning.dgn	Phase 1 Study work file
D\$12345-Environ.dgn	Environmental study work file
D\$12345-Design.dgn	Phase 2 Design Plans work file
D\$12345-Geom.dgn	Geometrics IDS work file
D\$12345-Hyd.dgn	Hydraulics Unit work file
D\$12345-prof.dgn	Phase 2 Profiles work file
D\$12345-drain.dgn	Drainage work file
D\$12345-ROW.dgn	Land Acquisition work file
D\$12345-Soil.dgn	Geotechnical soils work file
D\$12345-TS.dgn	Traffic Signal work file
D\$12345-light.dgn	Roadway Lighting work file
D\$12345-lndscp.dgn	Landscaping work file
D\$12345-eros.dgn	Erosion Control work file
D\$12345-staging.dgn	Traffic Staging and Traffic Control work file
D\$12345-wetland.dgn	Wetlands work file
D\$12345-pmk.dgn	Pavement marking work files
D\$12345-contour.dgn	Existing contour layout
D\$12345-util.dgn	Utility company survey
D\$12345-SUE.dgn	Sub-surface Utility Engineering
D\$12345-xscTSG.dgn	Cross sections after initial run of the TSG
D\$12345-xsc.dgn	Completed Cross Section cells
D\$12345-layout.dgn	Layout file for GEOPAK plan and profile sheet composition
D\$12345-geolines.dgn	GEOPAK work file
D\$12345-quantityfile.dgn	GEOPAK quantity shape file

Where: \$ = District number
12345 = Contract number

For alternate designs an alpha character shall be added to the end of the file name (Ex: A=first alternate, B=second alternate, etc.). As an example, two alternates for a design plan would be named D\$12345-DesignA.dgn and D\$12345-DesignB.dgn.

If there is a continued sequence of files for a large project or a project contains multiple sections to which multiple files are required for each section, a numeric character shall be added to the end of the file name. As an example, two files that contain the design plan of a given project would be D\$12345-Design1.dgn and D\$12345-Design2.dgn.

Recognizing that using this naming convention may not cover all circumstances, if unique files are required or for large projects that may have a large number of design sections, the file naming may be modified to accommodate the situation. Any revised naming convention shall be requested and approved by the IDOT Project Engineer.

Structure Plans:

For single design file using models:

The main design file shall be in the format: Structure Number-Contract Number.dgn (0100272-90758.dgn).

The Individual model names shall be in the format: Structure Number-Contract Number-Sheet Number (0100272-90758-001). The description fields shall be representative of what is in each model. The individual structure planning model name(s) shall be in the format: Structure Number-Contract Number-TSL-Sheet Number (0100272-90758-TSL-001).

For individual design files for each sheet:

Each planning and design file shall be named in the following format: Structure Number-Contract Number-Sheet Number-Brief description of sheet.dgn (0100272-90758-001-GPE.dgn).

Additional files or models required for the development of the plans (i.e. reference files/models) do not have to follow the above naming conventions. However, they must have file/model names that are representative of their content.

CHANGE IN DIRECT LABOR MULTIPLIER

Effective for the DIRECT LABOR MULTIPLIER METHOD OF COMPENSATION:

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

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

R = complexity factor given in the advertisement.

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

Phase I and II Primes and supplements for projects selected prior to PTB 127 = 3.0

(Except Phase II of Phase I/Phase II projects authorized after May 21, 2003)

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

All Primes and supplements for projects selected after March 1, 2004 or later and Phase II of Phase I/Phase II projects authorized after March 1, 2004 - 2.80.

NOTICE

Construction Guides and Manuals – Memorandums

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

The Manual Sales Order Form is also available at the following address: <http://www.dot.il.gov/desenv/orderform.html>

NOTICE

CONSULTANT PREQUALIFICATION

April 5, 2007

All engineering consulting firms are responsible for resubmitting the correct portion (entire or corporate and financial) of the Statement of Experience and Financial Condition to remain prequalified. The department **will not** send reminders to submit the Statement of Experience and Financial Condition. NOTE: For firm's fiscal year ending December 31, 2006, your SEFC is required by June 30, 2007. (See submittal requirements under recurring notices, Titled "CONSULTANT PREQUALIFICATION SUBMITTAL TIMES".

Firms that meet the requirements for prequalification receive a letter after the review of the Statement of Experience and Financial Condition that notes the firm's Annual Fee capacity, provisional overhead rate and the date the firm's prequalification ends. The last paragraph of the letter states if the entire or only the corporate and financial portion of the Statement of Experience and Financial Condition is required to remain prequalified.

The last paragraph will state the following when the entire Statement of Experience and Financial Condition is required:

"Your firm is prequalified until [FIRMS FISCAL YEAR ENDING DATE (SPECIFIC TO EACH FIRM)]. You will be given an additional six months from this date to submit the entire "Statement of Experience and Financial Condition" (SEFC) to remain prequalified."

The last paragraph will state the following when the corporate and financial portion is required:

"Your firm is prequalified until [FIRMS FISCAL YEAR ENDING DATE (SPECIFIC TO EACH FIRM)]. You will be given an additional six months from this date to submit the Corporate and Financial Information portion of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified."

Also, in every Professional Transportation Bulletin, under recurring notices, Titled "CONSULTANT PREQUALIFICATION SUBMITTAL TIMES" is a submittal schedule for consulting firms.

The most current Statement of Experience and Financial Condition is required to be submitted for review. An outdated SEFC will not be reviewed. The firm will be contacted and asked to submit the current SEFC. The most current Statement of Experience and Financial Condition (SEFC), Description and Minimum Requirements and a listing of all prequalified consultants are available at: <http://www.dot.il.gov/desenv/preqcons.html>

NOTICE
CONSULTANT PREQUALIFICATION
SUBMITTAL TIMES
April 5, 2007

For firms currently prequalified, the entire Statement of Experience and Financial Condition (SEFC) is required to be submitted every three (3) years.

Firms not prequalified (new firms or firms that lost prequalification) are required to submit the entire Statement of Experience and Financial Condition.

Consultant firms are required to submit the corporate and financial portion of the Statement of Experience and Financial Condition annually to remain prequalified.

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

Firms may request additional categories of prequalification at any time.

After the review of a firm's SEFC is completed, a letter is sent to the firm that denotes in the last paragraph if the entire SEFC is required or if the corporate and financial only is required.

Submittal times are based on the firm's fiscal year; i.e. Firms fiscal year ends Dec. 31, 2006, the Consultant is given a 6 month grace period to submit and therefore has until June 30, 2007 to submit.

The following schedule is attached for your use:

Firm Name beginning with:	2007 Submittal	2008 Submittal	2009 Submittal	2010 Submittal
A through E	Entire SEFC	Corp. & Financial	Corp. & Financial	Entire SEFC
F through N	Corp. & Financial	Entire SEFC	Corp. & Financial	Corp. & Financial
O through Z	Corp. & Financial	Corp. & Financial	Entire SEFC	Corp. & Financial

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

The most current Statement of Experience and Financial Condition is required to be submitted for review. An outdated SEFC will not be reviewed. The firm will be contacted and asked to submit the current SEFC.

The most current Statement of Experience and Financial Condition (SEFC), Description and Minimum Requirements and a listing of all prequalified consultants are available at:

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

NOTICE DBE FIRMS AND PROJECT GOALS

The firms noted on the List of Pre-qualified Consultants on IDOT's website (www.dot.il.gov/desenv/preqcons.html) are firms certified as a DBE in specified areas. It is the responsibility of any prime consultant firm to go to the **Illinois Unified Certification Program** web site (www.dot.il.gov/ucp/ucp.html) to verify the subconsultant is certified as a DBE in the area of work the sub will be performing on a specific project. Only the pre-qualified areas of work the DBE firm is certified in as a DBE will be considered toward the project's DBE goal.

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

If you have any questions on DBE certification, please contact Carol Lyle in the Office of Business and Workforce Diversity. Any questions on prequalification, please contact Cheryl Cathey.

“Special Notice Regarding Disadvantaged Business Enterprises”

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

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

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

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

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

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

ILLINOIS DEPARTMENT OF TRANSPORTATION NOTICE For DISCLOSURE FORM A

This is a reminder for all firms to review their current disclosure documents. It is imperative that the Disclosure Forms submitted are current and accurate. Disclosure forms not submitted accurately can jeopardize authorization of a contract.

Take a moment and make sure the correct “**Form for Offerors That have Previously Submitted Form A**” (See below) is being submitted. If your firm has changes, the firm is required to resubmit a new “**Disclosure Form A**”. If there are no changes the firm may continue to submit the “**Form for Offerors That Have Previously Submitted Form A**”.



**Form for Offerors That Have
Previously Submitted Form A**

CERTIFICATION STATEMENT SUBMITTED BY AUTHORIZED REPRESENTATIVE:

I have determined that the Form A disclosure information previously submitted is current and accurate, and all forms are hereby incorporated by reference in this offer. Any necessary additional forms or amendments to previously submitted forms are attached to this offer.

(Offering Company)

Name of Authorized Representative (type or print)

Title of Authorized Representative (type or print)

Signature of Authorized Representative

Date

The required forms for submitting a Statement of Interest are available at:
<http://www.dot.il.gov/desenv/ptb/ptbforms.pdf>

Disclosure of Business Operations in Iran Form

PTB # _____ & Item(s) # _____

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

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

The terms "Business operations", "Company", "Mineral-extraction activities", "Oil-related activities", "Petroleum resources", and "Substantial action" are all defined in the Act.

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

To be in compliance with the Disclosure of Business Operations in Iran Check the appropriate statement:

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

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

THE FOLLOWING STATEMENT MUST BE SIGNED

_____ Name of Authorized Representative (type or print)	
_____ Title of Authorized Representative (type or print)	
_____ Signature of Authorized Representative	_____ Date

To submit use Consultant firm code, followed by DISCIR.

Example: Firm Code "ABC" Submittal would be ABCDISCIR.pdf (Required from Prime Only)

NOTICE FOR DOCUMENTATION OF CONTRACT QUANTITIES

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

If you have questions regarding this class or the content on the web page, please email cbctraining@dot.il.gov.

NOTICE OF ELECTRONIC SIGNATURES

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

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

If you have questions, please contact Carrie Kowalski at: Carrie.Kowalski@illinois.gov

Signature Certification for Electronic Submittal

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

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

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

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

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

NOTICE FOR JOINT VENTURE

Statements submitted by Joint Ventures will be considered. The Joint Venture, Agreement signed by all parties, must be included with the statement of interest. The Joint Venture entity will have the sum of the individual firm's prequalification, capacity and evaluation history. IDOT **does not** have a form for joint venture agreements. The firms submitting as a joint venture are required to obtain and submit the joint venture agreement.

The required insurance coverage applies to the Joint Venture entity.

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

- the party who will be the managing firm
- the firm responsible for each prequalification category
- each individual firm's work left, disclosure forms and delinquent dept forms.
- the firm responsible for invoicing
- One Exhibit A plus other required documents specified in the PTB combining the information for all firms. (Indicate personnel name and firm name on exhibit A for key staff)

EXHIBIT A EXAMPLE:

Name Required Prequalification Category :

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

A firm planning to submit a Statements of Interest as a joint venture is required to contact the department for a new Statements of Interest Code. Contact Carrie Kowalski by e-mail at Carrie.Kowalski@illinois.gov. The code is required so that the joint venture proposal is recognized as a joint venture.

NOTICE

Mobilization on Phase 3 Consultant Contracts

As of December 8, 2005 mobilization may be negotiated on Phase 3 contracts. Mobilization is a negotiated amount based on the demonstrated need (up to 3% of the upper limit of labor in the agreement), which a consultant may invoice the department for upon execution of the agreement. Half of the mobilization amount will then be deducted from the invoice billing at 25% of the project's completion and the second ½ from the invoice billing for 50% of the project's completion.

Note: This is **not** an additional amount of compensation above the prime agreement amount.

Implementation:

- Phase 3 contracts only
- Firm must show during negotiations, the need for mobilization based upon demonstrated costs to be incurred prior to commencement of performance of agreement services.
- Initially the mobilization will not be available on federally funded consultant agreements,
- Mobilization will be eligible in the Start-up Agreements. The amount shown will be no more than 3% of the Start-up Agreement amount. That amount could be invoiced immediately upon execution of the start-up agreement. The remainder of the mobilization would be specified in the prime agreement and invoiced upon execution of the prime agreement.
- New Invoices for phase 3 contracts will be developed for use for contracts with mobilization. The invoice will show the total mobilization in the contract, the outstanding mobilization balance before the current invoice and the outstanding balance after the current invoice.
- The mobilization dollar amount will be shown in the phase 3 contracts and the following clause will be added to contracts revising the Standard Agreement for Consultant Services:

New Section 2.81 (h):

2.81 PARTIAL PAYMENTS/INVOICES

- h) Construction Engineering Agreements may include a provision for mobilization. If mobilization has been negotiated with the CONSULTANT as part of the method of payment; the mobilization shall be made and recovered in accordance with the provisions of this subsection. The mobilization amount negotiated shall be no more than 3% of the labor upper limit of compensation specified in Section 4 of the Prime Agreement. Upon execution of the AGREEMENT, the CONSULTANT may invoice for the mobilization amount. After payment, half of the mobilization shall be shown as a deduction from the invoice billing at 25% of the project's completion and the second half from the invoice billing for 50% of the project's completion.

Overtime Billing **for** **Engineering Consultant Contracts**

The engineering consultant firm may bill overtime in accordance with Section 2.86 of the Standard Agreement Provisions and the following. When the employee in the same pay period, has worked on more than one project, the amount premium wages charged to a project must be in direct proportion to the total number of hours the employee worked in that pay period. (i.e. total hours worked in pay period = 50 hours (10 of which are premium hours), 25 total hours for the pay period on the project, 5 hours of overtime may be charged to the project.)

NOTICE
For
Prequalification of Consultants & DBE Revisions

Prequalification:

As stated in each Professional Transportation Bulletin under the guidelines:

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

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

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

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

DBE Participation:

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

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

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

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

NOTICE
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.

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

NOTICE

QUALITY ASSURANCE PREQUALIFICATION CATEGORY

This notice is important for consultants who are, or wish to be, prequalified in the Quality Assurance (QA) prequalification category. The requirement for accreditation of QA Testing laboratories was phased in over time and is now required.

QA Testing labs must be fully accredited to be considered for any new contracts or to renew prequalification.

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

Synopsis of requirements:

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

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

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

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

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

**Notice
Concerning
Exhibits A and B
Current Obligations
Disclosure Forms A and B
Delinquent Dept Certification Form**

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

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

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

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

The Word documents are labeled as follows:

Exhibit A = **BDE XHBT- A**

Exhibit B = **BDE XHBT- B**

Current Obligation Form = **BDE CUR - OB**

Disclosure Forms = **DISC2**

Delinquent Payment Form = **BDE 3000**

NOTICE

Revised Statement of Experience and Financial Condition

The revised Statement of Experience and Financial Condition (SEFC) and the Description and Minimum Requirements are Effective March 1, 2008. It is available on the website and Consultants are encouraged to review the new SEFC and the Description and Minimum Requirements. Documents located at <http://www.dot.il.gov/desenv/preqcons.html>

In order to give Consultants time to submit requests for revised categories, Professional Transportation Bulletin 147 will NOT require the new requirements.

For PTB 148, subsequent bulletins, all new prequalification requests, and all renewals require the most recent SEFC dated March 2008 to be submitted.

OUTDATED SEFC DOCUMENTS WILL NOT BE REVIEWED

If an outdated Statement of Experience and Financial Condition is submitted, the firm will be notified and allowed to resubmit the correct form for consideration.

The following is a brief listing of the major changes within the Statement of Experience and Financial Condition and Description and Minimum requirements. Firms are encouraged to do a thorough review of both the SEFC and Description and Minimum Requirements. The only categories that require immediate submittal for our review are the Bridges, Typical, Advanced Typical and Complex, Geotechnical, Quality Assurance and Bituminous Mix Design Categories. These are marked with **NEW SUBMITTAL REQUIRED**. A firm not submitting the new questionnaire for Bridges, Typical, Advanced Typical, and Complex, Geotechnical, Quality Assurance, and Bituminous Mix Design Categories by April 1, 2008 will be considered **not** prequalified in the above categories effective April 1, 2008. Firms are not required to resubmit on any of the other categories until their normal renewal time of the entire Statement of Experience and Financial Condition.

Bridge Categories: (NEW SUBMITTAL REQUIRED)

Typical, advanced typical, and complex were revised.

- Because of the significant increase in areas requiring seismic analysis, the department's revisions involve making the design of seismically "regular" structures part of the structure prequalification category they are associated with.
- The required number of Illinois Licensed Structural Engineers on staff has changed.
- Previously the Structures questionnaire required information for the individual(s) who would be performing geotechnical analyses and preparing foundation recommendations. The new questionnaire has eliminated this. We are recommending any firms that are prequalified in any of the Structures Categories to review the new geotechnical categories and apply for the applicable categories, since any Geotech work required for the structure will require the firm to be prequalified in the applicable Geotech category.

Special Studies:

Location Drainage: Category requires more information to be given on type of projects and experience.

Traffic Studies: Clarification and included Traffic impact studies and On-site Traffic Circulation.

Hydraulic Reports:

More specific in the information required.

Geotechnical: (NEW SUBMITTAL REQUIRED)

Completely revised by breaking up into 4 categories to better distinguish the type of Geotech engineering services we needed:

1. Subsurface Explorations
2. General Geotechnical Services
3. Structure Geotechnical Reports (SGR)
4. Complex Geotechnical/Major Foundations Services

Environmental Prequalification:

1. Lowering the requirement for Environmental Leads (at the EA level) from 2 completed documents to 1; and
2. Allowing ECAD's to be considered (although not as equivalent of an EA's).
3. changed terminology of Socio-Economic to Community Impacts
4. Formatting to help clarify requirements

Hazardous Waste: Clarifications and increased number of projects and staffing requirements.

Quality Assurance Testing: (NEW SUBMITTAL REQUIRED)

Revised by breaking into three categories (complete, PCC and HMA)

Bituminous Mix Design: (NEW SUBMITTAL REQUIRED)

There are new personnel requirements and a revised questionnaire.

Subsurface Utility Engineering (SUE). Clarification in the services required for SUE.

If a firm that is currently prequalified desires to be considered for additional categories submit a cover letter stating the additional categories the firm wants and submit the applicable data, i.e. resumes, project description, and a questionnaire if applicable.

NOTICE
February 7, 2008

Revised Sub-Consultants Formula

FORMULA FOR COST PLUS FIXED FEE
METHOD OF COMPENSATION

Effective on projects advertised in PTB 144 (April 5, 2007) and for all supplemental agreements received on or after June 13, 2007 the fee portion of the Cost-Plus-Fixed-Fee method of compensation will change. The compensation for this method will be:

$$\text{Compensation} = \text{DL} + \text{DC} + \text{OH} + \text{FF}$$

Where FF:

For Prime Agreements is:

$$(0.37 + R)\text{DL} + \% \text{DL}$$

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

Sub-Consultants

$$(0.37 + R)\text{DL}$$

Where:

R= Complexity Factor: 0, 0.035, or 0.07

DL = Direct Labor

DC= Direct Cost

OH= Overhead Rate

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

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

Course Objectives

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

Prerequisites:

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

Course Length:

Two Days, including written examination.

Cost:

There is no cost to consultants.

Location:

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

Schedule:

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

To Register:

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

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

NOTICE FOR STRUCTURAL DESIGN SPECIFICATIONS

Structure Design Specification Selection Table: All highway structures advertised within PTB-141 and in future bulletins shall be designed using the design specifications indicated in the table below unless otherwise specified by the Department.

STRUCTURAL DESIGN SPECIFICATION SELECTION TABLE:	
New or Complete Replacement Structure Projects:	
PPC Deck Beams, Retaining Walls & Concrete Culverts	AASHTO Standard Spec. for Highway Bridges
All Other Structure Types	AASHTO LRFD Bridge Design Spec.
Structure Rehabilitation Projects:	
For existing ASD or LFD Designs	AASHTO Standard Spec. for Highway Bridges
For existing LRFD Designs	AASHTO LRFD Bridge Design Spec.

LRFD: Load Resistance Factor Design

LFD: Load Factor Design

ASD: Allowable Stress Design

NOTICE OF TRAINING OPPORTUNITY

LAKELAND COLLEGE TRAINING COURSES

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

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

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

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

<http://www.nhi.fhwa.dot.gov/default.asp>

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/Courses.asp>