

# Professional Transportation Bulletin

PTB 183

February 02, 2017

Statements of Interest are due before 12:00 p.m.  
on February 23, 2017  
Selection Date: April 19, 2017

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

**Help &  
INFORMATION**

The logo consists of the text "Check this out" in a black, sans-serif font at the top. Below the text is a yellow clock face with a black checkmark in the center. The clock face is surrounded by a circular arrow, indicating a cycle or a process. The entire logo is set against a blue background within a blue-bordered square.

**Check this out**

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

# IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

**Selection Date: April 19, 2017**

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

REVISION DATE: There are no revisions as of February 02, 2017.

## State Of Illinois Contact Information

Department Of Transportation  
2300 South Dirksen Parkway  
Springfield, Illinois 62764

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

### Professional Transportation Bulletin

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

Questions concerning this Bulletin should be directed to:

**Carrie Kowalski**  
**Consultant Unit Chief**

E-mail: [DOT.ConsultantServices@illinois.gov](mailto:DOT.ConsultantServices@illinois.gov) Phone: 217-782-6916

Or mailing address:

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

Regional/District Contact information.

#### Region 1

##### **District 1**

201 West Center Court  
Schaumburg, IL 60196

#### Region 2

##### **District 2**

Mr. Kevin Marchek  
819 Depot Avenue  
Dixon, IL 61021

##### **District 3**

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

#### Region 3

##### **District 4**

Mr. Kensil Garnett  
401 Main Street  
Peoria, IL 61602

##### **District 5**

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

#### Region 4

##### **District 6**

Mr. Jeffrey South  
126 East Ash St.  
Springfield, IL 62704

##### **District 7**

Mr. Jeffrey South  
400 West Wabash  
Effingham, IL 62401

#### Region 5

Mr. Jeffrey Keirn

##### **District 8**

1102 Eastport Plaza  
Drive  
Collinsville, IL 62234

Mr. Jeffrey Keirn

##### **District 9**

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

# Tentative Schedule For Professional Transportation Bulletins

ACTIVITY	PTB 184	PTB 185	PTB 186	PTB 187	PTB 188	PTB 189
PUBLISH PTB	05-04-17	08-03-17	11-09-17	02-01-18	05-03-18	08-02-18
***STATEMENTS OF INTEREST ARE DUE	05-25-17	08-24-17	11-30-17	02-22-18	05-24-18	08-23-18
SELECTION MEETING	07-19-17	10-18-17	1-24-18	04-18-18	07-18-18	10-17-18

**\*\*\* STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 02-02-17 & 02-23-17 (12:00 P.M. NOON)**

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

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

# NOTICE

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



Link for negotiation information

## Bulletin

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

- [PTB 172](#)

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

### ▶ Tentative PTB Schedule

- **Region 1**
  - **Jose Rios/Anthony Quigley**
    - **District 1**
  - **Items 1 – 9**
- **Region 4**
  - **Jeffrey South**
    - **District 6**
      - **Items 10 – 11**
- **Region 5**
  - **Jeffrey Keirn**
    - **District 8**
      - **Items 12- 16**
- **Bureau of Bridges & Structures**
  - **Carl Puzey**
    - **Items 17-18**

Notice  
Consultant Invoicing  
11-17-16

The Department makes every effort to expedite the processing of engineering consultant invoices for payment. However, before the Department can process invoices for payment, the consultant must have a current Certificate of Insurance on file. The insurance requirements are provided in Sections 2.26 and 2.62 of the [Standard Agreement Provisions for Consultant Services](#).

Listed below are possible causes for payment delay:

1. Either no certificate of insurance on file or it has expired.
2. The limits of coverage are insufficient.
3. The failure to show the Department as Additional Insured and Certificate Holder.
4. The failure to provide a 30-day cancellation notice.

The Accord Certificate of Insurance (Form 25) is often used to reflect evidence of insurance coverage. Included on the form should be a statement indicating the Illinois Department of Transportation, its officers and employees are named as an Additional Insured for General Liability. In addition, the Certificate Holder should be shown as:

Illinois Department of Transportation  
Bureau of Design and Environment  
2300 S Dirksen Parkway  
Springfield, IL 62764

Completed Certificates of Insurance should be uploaded into EPAS under the Corporate Details. The certificates should be updated annually with the SEFC renewal and if the certificate expires between renewals, then an Amend to the SEFC is required.

Notice  
Statement of Experience and Financial Condition  
Financial Submittal for Prequalification  
1-1-17

Please be aware that the Bureau of Investigations and Compliance will be requiring each consultant whose fiscal year ends 12/31/16 or later to submit a listing of all in-house direct costs in a format similar to the Direct Costs Check Sheet (BDE 436). The listing should be accompanied by documentation supporting all rates\*, including the date the rates were calculated. This will be required annually with submittal of your Indirect Cost Rate. Furthermore, please be advised that no mark-up is allowed on in-house direct costs; therefore the rates should be calculated on actual costs only.

\*Excluding mileage, daily vehicle expense, and any travel costs based on State Travel Regulations.

If you have any questions please contact the Financial Review & Investigation Section at [DOT.OQCR.Audits@illinois.gov](mailto:DOT.OQCR.Audits@illinois.gov)

If you would like to use the Direct Costs Check Sheet for an example, it is located at:

<http://www.idot.illinois.gov/Assets/uploads/files/IDOT-Forms/BDE/BDE%20436.xlsm>

The following page shows how the financial page will now look in EPAS.

## NOTICE

### Financial Requirements for Prequalification Effective 1-1-17

The Financial Page now requires firms to submit their in-house direct costs/rates. The Financial tab will now include the information as an attachment.

#### FINANCIAL INFORMATION

The following procedures have been established to insure a fair and uniform evaluation of each consultant's accounting system and self-computation of burden and overhead rates for the latest fiscal year. Only consultants who comply with these procedures and submit accurate information will be considered by the Department for State work. All information received will be held in strictest confidence and will be audited or verified as deemed necessary by the Department. These requirements can be met in one of the four ways as follows:

\* Question 1: Have you been audited by another State or Fed Agency for your last fiscal year?

Question 2: Are you a new firm with 6 months fiscal year data?

Question 3: Would you like to be considered **only for occasional small projects** that the Department may elect to negotiate on a per diem or prevailing unit price basis, may substitute their current prevailing rate schedule?

If the preceding 3 questions were left blank or answered 'No' then **ALL** of the following data is required and must reflect the most recent fiscal year. This information must be updated on an annual basis not later than six months after the close of each fiscal year to remain on the prequalified list for professional work.

Question 4: Are you attaching Overhead Rate Data?

#### In-House Direct Costs/Rates

Firms are to include a listing of all in-house direct costs/rates using a format similar to form BDE 436: Direct Costs Sheet.

Rates\* are to be accompanied by supporting documentation calculated on actual costs only.

\* Excluding mileage, daily vehicle expense, and any travel costs based on State Travel Regulations.

\* Attach in-house direct costs/rates

#### Cost Accounting Standards Information

\* Has firm been awarded \$50 million or more in cumulative federal contracts in this accounting period?

\* Has firm been awarded at least one contract exceeding \$50 million in the accounting period?

\* Has firm ever been awarded any Federal Contract(s) in this accounting period?

\* Are you following the modified CAS standard 9904.401, 9904.402, 9904.405 and 9904.406 as required?

## Notice

### Notice for Statement of Experience and Financial Condition Renewal

February 1, 2017

This is a reminder for currently prequalified consultants whose fiscal year ended December 31, 2016.

The Statement of Experience and Financial Condition is due June 30, 2017. Firms have until midnight to submit. Failing to submit the information will result in the firms not being prequalified. Firms will automatically be set to Not-Approved.

EPAS will show, either New SEFC or Renew SEFC along with an Amend option for the SEFC. DO NOT use the AMEND to renew an application.

- New SEFC indicates a complete update is required. All staff, corporate details, financial data and the prequalification categories.
- Renew SEFC indicates Corporate Details and Financial updates are required.
- The EPAS Manual has additional details, see section 7.  
<http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/EPAS%20Instructions%20Manual.pdf>

Remember:

- Many of the firms department of financial and professional regulation licenses expire April 2017, don't forget to update.
- Insurance certificate is required to be current and up to date.
- Financial data now requires in-house direct costs to be included.
- Don't forget to include the Signed Certificate of Final Indirect Cost (overhead) with your overhead rate calculations. (there is a sample in the EPAS manual, see section 6.3)
- If you are updating the prequalification category questionnaires, remember to delete the outdated projects. Review the description and minimum requirements for time frames for the specific categories. <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Design-and-Environment/Description%20and%20Minimum%20Requirements.pdf>

Prequalification Category Changes:

- The Description and Minimum Requirements for the prequalification categories have been updated, 2-1-17. In general, the revisions were for clarification.
- The Subsurface Geotechnical category now requires a laboratory supervisor to be specified.
- The Airport Construction Inspection category requires a Documentation Certification person, with a current Documentation of Contract Quantities Certificate.

# Introduction

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

**PROFESSIONAL TRANSPORTATION BULLETIN #183**  
**Publish February 02, 2017**

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

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

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

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

**STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT, VIA EPAS, PRIOR TO 12:00 P.M. LOCAL TIME, February 23, 2017. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.**

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

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

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

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

# Information for Submitting Statements of Interest (SOI)

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

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

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

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

Information to consider when submitting:

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

# Information for Submitting Statements of Interest (SOI)

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

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

PROFESSIONAL TRANSPORTATION BULLETIN  
REQUIRED FORMS  
FOR  
STATEMENT OF INTEREST SUBMITTAL

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

Please review the EPAS manual instructions for the submittal process.

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

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

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

**All signatures are required to be actual signatures.**

**Forms without an actual signature will be returned.**

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PTB 183**

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2.	Various	Job No. P-91-168-17, Various Surveys
3.	Will	Job No. C-91-175-17, Construction Inspection for US 6 (Southwest Highway) E. of Cedar Road to Will-Cook Road
4.	Cook	Job No. C-91-173-17, Construction Inspection for US 20 (Lake Street) at IL 59 (Sutton Road)
5.	Cook	Job No. C-91-172-17, Construction Inspection for I-90 at I-290/Congress Pkwy (Jane Byrne Interchange) Monroe Street Bridge
6.	Various	Job No. C-91-167-17, Various Construction Inspection services for Electrical and Mechanical Engineering Services
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8.	Cook	Job No. C-91-174-17, Construction Inspection for I-55 at Weber Road Interchange Reconstruction / Add Lanes.
9.	Cook	Job No. C-91-171-17, Construction Inspection for I-90 at I-290/Congress Pkwy (Jane Byrne Interchange) Water Main/Retaining Walls
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10.	Various	Job No. D-96-026-17, Various Surveys
11.	Various	Job No. D-96-025-17; Various Phase I/II Projects
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15.	Various	Job No. P-98-040-16/D-98-040-16, Various Phase I and/or Phase II Projects,
16.	Various	Job No. C-98-018-17, Construction Inspection Services for Various Projects
<b><u>Bureau of Bridges and Structures</u></b>		
17.	Various	Job No. P-30-027-17, Various Phase I/II Engineering for Structure Projects Statewide
18.	Various	Job No. C-30-021-17 Structural Steel Shop Fabrication Inspection

1. **Job No. C-91-176-17, Wood Street N. of Little Calumet River to S. of US 6 (159<sup>th</sup> Street) Phase III Project, Cook County, Region One/District One.**

**This project may contain Federal Funds.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 4, 2017 at 2:00 P.M.** at the Region One/District One **Office in Schaumburg.**

Phase III engineering is required to provide construction inspection services for the subject improvement. Work includes, but is not limited to, roadway reconstruction and widening of Wood Street with Portland cement concrete pavement from north of Little Calumet River to south of US 6 (159th Street). Also, the Ashland Avenue bridge over the Little Calumet River includes deck modifications to reduce the existing roadway from four lanes (two lanes in each direction) to one through lane in each direction and a southbound left turn lane that tapers across the bridge. The existing parapets and drains will be removed and a new proposed parapet and railing will be constructed between the roadway and the new proposed shared-use path. The bridge deck will have a thin polymer overlay placed on the bridge deck. The work in the entire project includes earth excavation and embankment, pavement, unsuitable materials and special waste removals, combination concrete curb and gutter, enclosed drainage systems, traffic signals and interconnection, pavement marking, shared-use path and sidewalk, All incidental and collateral work necessary to complete the improvement is required.

The following structure may be included:

- S.N. 016-0301 - Ashland Avenue over Calumet River

The department will furnish the Consultant with Plans and Specifications.

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

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	10
Proposed Staffing from Prime and any subconsultants	30

Rating Description -- continued	Weighted %
Proposed DBE use	10
Available work capacity of firm	10
The firms experience in the specific district with required project work	15
Firms understanding/method of accomplishing project requirements	20
Project Specific Criteria: Knowledge and experience in bridge construction	5

The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on-site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is November 30, 2019. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

2. **Job No. P-91-168-17, Various Survey Projects, Various Routes, Various Counties, Region One/ District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 21, 2017 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase I engineering services are required for various surveying projects throughout District One. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with available alignment data, existing right-of-way plats, Sidwell maps, benchmarks and coordinates for the projects, along with any archived survey notes as each work order is negotiated.

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	10
Proposed Staffing from Prime and any subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	10
The firms experience in the specific district with required project work	15
Firms understanding/method of accomplishing project requirements	25
Project Specific Criteria: Experience in Stream Survey and Right of Way Verification	10

The estimated engineering fee for this project is \$500,000. 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 (must be an Illinois Licensed Professional Land Surveyor.)
- The person who will perform the QA/QC review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor.)

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

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

3. **Job No. C-91-175-17, US 6 (Southwest Highway) E. of Cedar Road to Will-Cook Road, Phase III Project, Will County, Region One/District One.**

**This project may contain Federal Funds.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 4, 2017 at 3:00 P.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the subject improvement. Work includes, but is not limited to, roadway reconstruction of US 6 from Haas Road to Spring Meadows Drive; replacement of two (2) bridge structures carrying US Route 6 over Marley Creek; milling and resurfacing of US 6 from east of Cedar Road to Will-Cook Road; drainage improvement, grading and shaping of roadway shoulders, cleaning of existing ditches and culverts, pavement markings, and aesthetic landscaping. All incidental and collateral work necessary to complete the improvement is required.

The following structures may be included:

- S.N. 099-0542 - US 6 over Marley Creek located east of the interchange of I-355 @ US 6
- S.N. 099-0543 - US 6 over Marley Creek located east of the interchange of I-355 @ US 6

The department will furnish the Consultant with Plans and Specifications.

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

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	10
Proposed Staffing from Prime and any subconsultants	30
Proposed DBE use	5
Available work capacity of firm	10
The firms experience in the specific district with required project work	20
Firms understanding/method of accomplishing project requirements	20
Project Specific Criteria: Knowledge and experience in bridge construction	5

The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on-site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is October 31, 2019 plus 5 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

4. **Job No. C-91-173-17, US 20 (Lake Street) at IL 59 (Sutton Road), Phase III Project, Cook County, Region One/District One.**

**This project may contain Federal Funds.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 4, 2017** at **1:00 P.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the subject improvement. Work includes, but is not limited to, roadway reconstruction of US 59 north of US 20; construction of a new north-bound IL 59 to east-bound US 20 ramp; modification and improvement to the existing ramp junctions and medians; construction of a shared-use path and sidewalk; construction of retaining and noise walls; drainage improvement, interchange lighting, traffic signal modernization, pavement markings, and aesthetic landscaping. All incidental and collateral work necessary to complete the improvement is required.

The following structure may be included:

- S.N. 016-0254 – US 20 over IL 59

The department will furnish the Consultant with Plans and Specifications.

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

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	10
Proposed Staffing from Prime and any subconsultants	30
Proposed DBE use	5
Available work capacity of firm	10
The firms experience in the specific district with required project work	15
Firms understanding/method of accomplishing project requirements	25
Project Specific Criteria: Knowledge and experience in bridge construction	5

The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on-site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is October 31, 2019 plus 5 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

5. **Job No. C-91-172-17, I-90 at I-290/Congress Pkwy (Jane Byrne Interchange) Monroe Street Bridge, Phase III Project, Cook County, Region One/District One.**

**This project may contain Federal Funds.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 4, 2017 at 9:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the subject improvement. Work includes, but is not limited to, the removal and replacement of the existing Monroe Street Bridge over I-90/94 (J. F. Kennedy Expressway) and construction of a longer bridge structure including bridge widening, lighting, signing & ITS work. A new concrete retaining wall (approx. 150 feet long) will be constructed along the west side of Des Plaines Street at the intersection with Monroe Street. The Monroe Street Bridge will be closed entirely to traffic and a detour route will be posted on adjacent local streets. Roadway reconstruction work is also included at the Monroe Street SB exit ramp terminal. All incidental and collateral work necessary to complete the improvement is required.

The following structures may be included:

- S.N. 016-1700 - New bridge on Monroe Street over Eastbound I-90/94
- S.N. 016-Z017 - New Retaining Wall south-side of Des Plaines Street at Monroe Street Intersection

The department will furnish the Consultant with Plans and Specifications.

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

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	10
Proposed Staffing from Prime and any subconsultants	30
Proposed DBE use	5
Available work capacity of firm	10
The firms experience in the specific district with required project work	15

Rating Description --continued	Weighted %
Firms understanding/method of accomplishing project requirements	20
Project Specific Criteria: Knowledge and experience in permit procedures with the City of Chicago	10

The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on-site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is October 31, 2018 plus 10 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

**6. Job No. C-91-167-17, Various Phase III Electrical and Mechanical Engineering Services, Various Routes, Various Counties, Region One, District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 26, 2017 at 2:00 P.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to assist the department’s Electrical Maintenance Contract (EMC) resident engineer and his/her staff in the execution of the EMC and other electrical and mechanical engineering services as assigned in District One. Work shall include the assignment of 1 or 2 of the Consultant’s staff to provide assistance, reporting to and in attendance when requested at IDOT’s Traffic System Center office in the Village of Oak Park. Typical assignments will include but are not limited to field inspection of roadway lighting, which may include tower foundations, pump stations, surveillance equipment, Intelligent Traffic Systems (ITS) and other electrical and mechanical installations at sites within IDOT District One. The Consultant’s work will include preparation of reports, electrical and mechanical plan review (Design and Construction), shop drawing, product data review, project documentation including (as-built and record drawings), review of EMC submittals and analysis of maintenance projects/programs as completed or as planned for future work, other reports, studies, and duties as assigned. In the reports, the Consultant will be required to provide solutions and recommendations as well as develop programs, projects, estimates and work schedules. The Consultant will be required to utilize existing department equipment and electronic data on various formats. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The department will furnish the Consultant with available contract plans, specifications, reports, and studies.

Consultant personnel shall have a good working knowledge of the Department’s Specifications for Road and Bridge Construction, Construction Manual, and Bureau of Design and Environment Manual, District One EMC; national publications such as the National Electrical Code, OSHA, IES and AASHTO guidelines and standards; and IDOT documentation/inspection procedures. Consultant personnel shall have vehicles and appropriate test equipment to perform the work, confined space training, fall protection, and other safety training for the location work will be performed.

The Consultant’s Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	20
Proposed Staffing from Prime and any subconsultants	25
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	10
The firms experience in the specific district with required project work	20
Firms understanding/method of accomplishing project requirements	15

The estimated engineering fee for this project is \$500,000. The completion date for this contract will be 60 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the management of the work order assignments (must be an Illinois Licensed Profession Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents and reports (must be an Illinois Licensed Professional Engineer).
- Electrical and Mechanical Inspectors (must have extensive experience in relevant projects)

Statements of Interest must also include the Consultant's relevant projects completed by the firm within the past five years by the key staff members listed in the Statement of Interest. Do not include more than 10 completed applicable projects.

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

**Special Services (Electrical Engineering)**

**Special Services (Mechanical)**

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

7. **Job No. P-91-169-17, Various Survey Projects, Various Routes, Various Counties, Region One/ District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 21, 2017 at 11:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase I engineering services are required for various surveying projects throughout District One. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The department will furnish the Consultant with available alignment data, existing right-of-way plats, Sidwell maps, benchmarks and coordinates for the projects, along with any archived survey notes as each work order is negotiated.

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	10
Proposed Staffing from Prime and any subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	10
The firms experience in the specific district with required project work	15
Firms understanding/method of accomplishing project requirements	25
Project Specific Criteria: Stream Survey and Right of Way Verification	10

The estimated engineering fee for this project is \$500,000. 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 (must be an Illinois Licensed Professional Land Surveyor.)
- The person who will perform the QA/QC review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor.)

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

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

8. **Job No. C-91-174-17, I-55 at Weber Road Interchange Reconstruction / Add Lanes, Phase III Project, Cook County, Region One/District One.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 4, 2017 at 10:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the subject improvement. Work includes, but is not limited to, roadway reconstruction and widening and resurfacing of Weber Road as well as the complete reconfiguration of the existing traditional diamond interchange into a proposed Diverging Diamond Interchange. Weber Road over I-55 shall be two independent bridge structures. Improvement of the existing bridge shall consist of a new bridge deck and will serve as the southbound bridge. The northbound bridge will be a new two span bridge with a total length of 253 feet. The two structures are separated by 10 feet of open space median. Three retaining walls are located at the interchange. A noise wall is located on the west side of Weber Road, north of Rodeo Drive. The improvement includes the installation of five traffic signals, storm sewers, pipe culverts, compensatory storage, sidewalk, shared-use path, and roadway lighting. All incidental and collateral work necessary to complete the improvement is required.

The following structures may be included:

- S.N. 099-0281 - Existing SB Weber Road over I-55
- S.N. 099-0428 - Proposed NB Weber Road over I-55

The department will furnish the Consultant with Plans and Specifications.

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

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	10
Proposed Staffing from Prime and any subconsultants	30
Proposed DBE use	5
Available work capacity of firm	10
The firms experience in the specific district with required project work	15

Rating Description -- continued	Weighted %
Firms understanding/method of accomplishing project requirements	20
Project Specific Criteria: Knowledge and experience in bridge construction	10

The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on-site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is November 30, 2019. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

9. **Job No. C-91-171-17, I-90 at I-290/Congress Pkwy (Jane Byrne Interchange) Water Main/Retaining Walls, Phase III Project, Cook County, Region One/District One.**

**This project may contain Federal Funds.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 4, 2017**, at **8:30 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering is required to provide construction inspection services for the subject improvement. Work includes, but is not limited to, the construction of a new concrete retaining wall near the UIC recreation building located along the east side of Halsted Street and the East to South ramp from I-290 to I-90/94 south. The new wall will consist of a special design to accommodate the existing adjacent building. Five existing 54 inch water mains will be rehabilitated/replaced or fiber wrapped as specified in the contract plans since these water mains are running to/from the existing Cermak Pumping Station. Close coordination with the City of Chicago- Department of Water Management will be required. One of the water mains will be abandoned and filled within the State's right of way whereas another water main will be replaced with a 48 inch diameter new water main. Work will also include restoration of one existing tennis court impacted by the water main work for UIC. In addition, a 48 inch combined sewer will be relocated as part of the project. Roadway restoration is also included for an existing driveway. A noise wall mounted on the proposed retaining wall is also included. All incidental and collateral work necessary to complete the improvement is required.

The following structure may be included:

- S.N. 016-1729 – Retaining Wall along the East to South ramp from I-290 to I-90/94 near UIC recreation center building

The department will furnish the Consultant with Plans and Specifications.

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

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	10
Proposed Staffing from Prime and any subconsultants	30
Proposed DBE use	5
Available work capacity of firm	10
The firms experience in the specific district with required project work	15
Firms understanding/method of accomplishing project requirements	20
Project Specific Criteria: Knowledge and experience in permit procedures with the City of Chicago	10

The Consultant will provide tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on-site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications. The anticipated construction completion date for this contract is September 30, 2018 plus 10 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

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

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

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

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

10. **Job No. D-96-026-17, Various Surveys, Various Routes, Various Counties, Region Four/District 6**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **April 26, 2017** at **10:00 A.M.** in the Region Four/District 6 Office in **Springfield**.

Phase I&II engineering services are required for miscellaneous surveys throughout District 6. It is anticipated this contract will include approximately sixteen (16) such surveys during the duration of the contract. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The department will furnish the Consultant with as-built construction plans, directions on completing the surveys, and any other available data.

The Consultant's work may include, but is not limited to, route surveys, bridge and hydraulic surveys, right-of-way staking, soil boring stake outs and land surveys.

The Consultant's statement of interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	25
Proposed Staffing from Prime and any subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	5
The firms experience in the specific district with required project work	25
Firms understanding/method of accomplishing project requirements	15

The estimated engineering fee for this project will be \$300,000. 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 the project manager for all aspects of the work documents must be an Illinois Licensed Land Surveyor.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Land Surveyor with adequate experience).

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

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

11. **Job No. D-96-025-17, Various Phase I/II Projects, Various Routes, Various Counties Region Four, District Six**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a Scope of Services meeting on **April 27, 2017**, at **1:30 P.M.** in the Region Four, District Six Office in **Springfield**.

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

Phase I work, if required, may consist of conducting route surveys, hydraulic surveys, hydraulic analysis, geometric studies, preparing Bridge Condition Reports, Hydraulic Reports, Structure Geotechnical Reports, Type, Size and Location (TS&L) plans, Intersection Design Studies (IDSs), and Project Reports (categorical exclusion projects only). This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analysis, geometric studies, traffic studies, drainage studies, geotechnical analysis, and all other related work required to produce the necessary Phase I documents and reports.

Phase II work, if required, may consist of conducting route surveys, land surveys, hydraulic analysis, structure plans, roadway plans, drainage, geometric plans, geotechnical analysis, traffic staging plans, temporary and permanent erosion control plans, plats and legal descriptions for Right-of-Way acquisition, and any other related work required to complete plans, specifications and estimates as necessary.

The various proposed projects may consist of simple patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, and/or new roadway projects.

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	25
Proposed Staffing from Prime and any subconsultants	20
Proximity of firm to project location	5
Proposed DBE use	5
Available work capacity of firm	5
The firms experience in the specific district with required project work	25
Firms understanding/method of accomplishing project requirements	15

The estimated construction costs of these projects may range from \$100,000 to \$3,000,000. It is anticipated that this contract will include approximately 5 to 15 different projects. The engineering services required may consist of only a portion of the total engineering work on a certain project. The estimated engineering fee for this project is \$500,000. The completion date for this contract will be 60 months after authorization to proceed.

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

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

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

**Highways (Roads and Streets)**  
**Location Design Studies (Rehabilitation)**  
**Structures (Highway: Typical)**

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

12. **Job No. P-98-044-17/D-98-044-17, Phase I and/or II work for Various Projects, Various Routes, Various Counties, Region 5/District Eight.**

This project requires **21% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are a scheduled to attend a negotiation meeting on **May 3, 2017 at 10:30 A.M.** at the Region 5/District Eight Office in **Collinsville**.

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

Phase I work, if required, may consist of conducting route surveys, hydraulic surveys, hydraulic analyses, geometric studies, preparing TS&L plans, preparing Bridge Condition Reports and preparing Project Reports (Categorical Exclusion projects only). This work will include data collection, cost estimates, traffic management analysis, accident analysis, infrared testing of bridge decks, Bridge Condition Reports and other related work and exhibits necessary to produce the Project Report, as necessary.

Phase II work, if required, may consist of conducting route surveys, hydraulic analyses, geometric studies, roadway plans, and any other related work to complete final plans, specifications, and estimates, as necessary.

The various proposed projects may consist of bridge repair, bridge rehabilitation, and bridge replacement and resurfacing type projects, including interstate resurfacing.

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

The Consultant's work may also include QC/QA plan reviews of pre-final contract plans, developed by others, with an emphasis on constructability.

The Consultant's statement of interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	25
Proposed Staffing from Prime and any subconsultants	20
Proximity of firm to project location	5
Available work capacity of firm	15
The firms experience in the specific district with required project work	20
Firms understanding/method of accomplishing project requirements	15

The estimated engineering fee for this project is \$500,000. The completion date for this contract will be 60 months after authorization to proceed.

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

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Hydraulic Analyses (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).
- The person who will be in charge of land and route surveys (must be an Illinois Licensed Professional Land Surveyor). The surveying prequalification category may be completed by Prime and/or subconsultant.
- The person who will be in charge of geotechnical engineering (must be either an Illinois Licensed Professional Engineer or an Illinois Licensed Structural Engineer). The required geotechnical prequalification category may be completed by Prime and or subconsultant.
- The person who will perform the Computer Aided Drafting must have 3-5 years' experience using Microstation and Geopak in a Civil Drafting environment, proficient in evaluating and editing tin models and a working knowledge of Excel and Word.
- The person who will perform/supervise the pre-final contract plan reviews of plans developed by others (resume must indicate a background that has adequate plan review experience with an emphasis on constructability).

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

**Highways (Roads & Streets)**

**Structures (Highway: Typical)**

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

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

13. **Job No. D-98-045-17, Various Survey Projects, Various Routes, Various Counties, Region 5/District Eight.**

This project requires **22% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **April 25, 2017** at **1:30 P.M.** at the Region 5/District Eight Office in **Collinsville**.

Land surveying services are required for various projects in District 8. Work orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or Metric units.

The Consultant's work is anticipated to consist of performing land surveying services for Land Acquisition projects. This may include land surveying to reference the highway centerline to public land lines, land surveying to locate boundaries, record research, preparation and recording of monument records, preparation of legal descriptions, preparation of Freeway Orders, preparation of various plats and maps including: Statutory Plat of Highways, existing right of way survey plats or maps, centerline plats, corridor protection maps and excess right of way parcel plats. The Consultant's work may include right of way staking. The work performed shall comply with the Department's Land Acquisition Manual and with District Eight's standards, guidelines and procedures.

The Consultant's work may include performing route surveys, hydraulic surveys, topographic survey, and horizontal and vertical control surveys for highway design projects. The work performed must comply with the Department's and District's standards and guidelines.

The department will provide alignment data, title commitments, former construction plans, existing right of way information, and proposed right of way requirements for each project, when available.

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	25
Proposed Staffing from Prime and any subconsultants	20
Proximity of firm to project location	5
Available work capacity of firm	5
The firms experience in the specific district with required project work	20
Firms understanding/method of accomplishing project requirements	25

The estimated engineering fee for this project is \$350,000. The completion date for this contract will be 60 months after authorization to proceed.

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

- The person who will assume the duties of the project manager for all aspects of the work documents (must be a licensed Illinois Professional Land Surveyor).
- The person who will be in direct supervision and control of the land survey work (must be a licensed Illinois Professional Land Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be a licensed Illinois Professional Land Surveyor with adequate experience).

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project:

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

**14. Job No. D-98-046-17, Various Survey Projects, Various Routes, Various Counties, Region 5, District Eight.**

This project requires **22% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **May 12, 2017 at 10:00 A.M.** at the District Eight Office in **Collinsville**.

Engineering services are required for performing route surveys and hydraulic surveys throughout District 8. The Consultant's work may include land surveying to establish the existing centerline alignment for projects, land surveying to measure and record all topographic features along specific routes, land surveying to create three dimensional models for highway design projects, and land surveying to locate right of way, record research, preparation of, and recording of monument records. The Consultant's work may include staking out the existing centerline alignment, as well as performing horizontal and vertical control surveys for highway design projects. The Consultant's work may also include performing floodplain cross sections, streambed profiles, waterway opening sketches, roadway profiles and other tasks necessary to complete hydraulic reports. The Consultant selected for this project shall be required to process their field data and submit their data in an electronic format while adhering to all IDOT's standards. The Consultant selected for this project shall be required to use IDOT's Point Code Listing while conducting the field survey and shall be required to submit all original field notes upon completion of said surveys.

Work orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The department will provide alignment information and horizontal and vertical control (if applicable), existing microfilm information and general survey requirements for each project.

The estimated engineering fee for this project is \$200,000. It is anticipated this contract will include approximately 10 to 20 such surveys. The completion date for this contract will be 48 months after authorization to proceed.

The Consultant's statement of interest will be rated based on:

Rating Description	Weight %
Past Performance in Project Categories	25
Proposed Staffing from Prime and any subconsultants	20
Proximity of firm to project location	10
Available work capacity of firm	15
The firms experience in the specific district with required project work	20
Firms understanding/method of accomplishing project requirements	10

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 and/or an Illinois Licensed Professional Land Surveyor).
- The person who will perform/supervise the work in the area of surveying (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor).

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

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

15. **Job No. P-98-040-16/D-98-040-16, Various Phase I and/or Phase II Projects, Various Routes, Various Counties, Region Five / District Eight.**

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

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

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend the scope of services meeting on **April 25, 2017 at 1:30 P.M.** at the Region Five/District Eight Office in **Collinsville**.

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

The Phase I work, if required, may consist of surveys, hydraulic analysis, geometric studies and reviews, preparing TS&L plans, preparing Bridge Condition Reports, preparing Structure Geotechnical Reports, preparing Roadway Geotechnical Reports, obtaining deck cores and soil borings, soils analyses, deck core analysis, and preparing Project Reports (Categorical Exclusion projects only). This work may include data collection, cost estimates, traffic management analysis, accident analysis, and other related work and exhibits necessary to produce the Project Report, as necessary.

The Phase II work, if required, may consist of ADA design according to PROWAG, geometric studies, structure plans, roadway plans, electrical work, and any other related work to complete final plans, specifications, and estimates, as necessary.

The various proposed projects may consist of roadway patching and resurfacing, interstate resurfacing, bridge repair, bridge rehabilitation, bridge replacement, roadway widening and resurfacing, roadway reconstruction, and design on new roadway alignments. Projects may also include design of partial access controlled and access controlled highways on existing and/or new alignments. The Consultant's work may consist of either complete projects or a portion of the total engineering required for a certain project.

In addition, the Consultant may also be required to provide in-house engineering support having qualifications described below. It is anticipated one or more persons from the Consultant's staff may be required to conduct work in the District 8 office 3-5 days per week. This work may consist of preparing complete or portions of Phase I/II roadway projects, collection of field data, and projects as assigned while working in the District 8 office.

The department will furnish the Consultant with any available as-built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photos, boring logs, location design reports, and other information deemed applicable to the Consultant's work.

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	15
Proposed Staffing from Prime and any subconsultants	30
Proximity of firm to project location	10
Available work capacity of firm	10
The firms experience in the specific district with required project work	20
Firms understanding/method of accomplishing project requirements	15

The estimated engineering fee for this project is \$550,000. The completion date for this contract will be 60 months after authorization to proceed.

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

- The person(s) who will assume the duties of Project Manager for all aspects of work (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the duties of Project Engineer who will be directly involved and responsible in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person(s) 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(s) who will provide in-house engineering support (must be an Illinois Licensed Professional Engineer and have at least 5 years of experience in engineering). This person must be proficient in Micro-station and have a working knowledge of MS Excel and MS Word.
- The person who will perform/supervise the work in the area of hydrologic/hydraulic analysis and modeling for culverts and bridges (must be an Illinois Licensed Professional Engineer).
- The person who will be in charge of geotechnical engineering (must be either an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer). The required geotechnical prequalification category may be completed by the Prime and/or subconsultant.
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

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

**Highways (Roads and Streets)**

**Structures (Highway Bridges: Advanced Typical)**

**Location/Design Studies (Rehabilitation)**

**Hydraulic Reports (Waterway: Typical)**

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

16. **Job No. C-98-018-17, Various Construction Inspection Projects, Various Routes, Various Counties, Region 5/District 8.**

This project requires **22% DBE** participation, or if the contract goal is not met, documented evidence of good faith efforts.

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **May 03, 2017 at 10:00 A.M.** at the Region 5/District 8 office in **Collinsville**.

Phase III engineering services are required for construction inspection, supervision, engineering layout, material testing, and record maintenance throughout District 8. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in either English or metric units.

The department will furnish the Consultant with construction plans and specifications.

The department will provide a Resident Engineer to direct the Contractor and to complete pay estimates and change orders. The Resident Engineer will direct/coordinate the activities of the Consultant staff. The Consultant may be required to furnish a liaison Resident Engineer to work directly with the IDOT Resident Engineer and provide a staff to perform the engineering services required for these projects or provide staff to supplement the department's staff. The Consultant's work force shall be adequate to allow completion of these projects in a timely manner and in accordance with the Department's Standard Specifications for Road and Bridge Construction. The Consultant may be required to furnish all of the construction supervision, engineering layout, on-site inspection, maintenance of records and documentation, and perform other duties as directed by the engineer.

The Consultant will provide tools of the trade. The Consultant will perform on-site inspection and provide construction layout as directed by the engineer. The Consultant will also maintain records and documentation and perform any other duties as directed by the engineer to complete this project on a timely basis in accordance with the Department's Standard Specifications for Road and Bridge Construction. All records, including one set of prints showing recorded changes from the contract plans, will be submitted to the Resident Engineer and become the property of the department.

The Consultant may be required to furnish a laptop computer equal to the latest type used by Region 5/District 8 for each project. Illinois Construction Records System (ICORS) software will be provided for downloading on the Consultant's computer.

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

Consultant will be expected to have qualified QC/QA engineers and inspectors at the site of the construction section, as well as off-site plants and locations, at all times when required by the contractors operations, so that adequate sampling for inspection and testing can be performed

in a timely manner on each contract item to determine acceptance of the work in compliance with the contract plans and specifications and the standard practices of the department.

It is anticipated one or more persons from the Consultant will be required to conduct his/her work at construction job sites located within the boundaries of District 8 between 3-5 days per week.

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	25
Proposed Staffing from Prime and any subconsultants	20
Proximity of firm to project location	10
Available work capacity of firm	15
The firms experience in the specific district with required project work	15
Firms understanding/method of accomplishing project requirements	15

The estimated construction cost of these projects may range from \$500,000 to \$5,000,000. The Consultant must complete and submit final measurements, calculations, and contract record documentation to the Department no later than six (6) weeks after completion of each project as required. The estimated engineering fee for this project is \$500,000. The various projects are scheduled for construction during the 2017 thru 2021 construction seasons. The completion date for this contract will be 60 months after authorization to proceed.

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

- The Liaison Resident Engineer, the person who is responsible for supervising the Consultant's staff inspection, testing, and documentation of the project, including, compiling, and maintaining construction survey books, performing computations, completing field reports, generating progress and final estimates, engineering layout, maintaining records and other duties as directed.
- The Materials Coordinator(s) The person should have aggregate source certification, bituminous, and/or PCC QC/QA training, and include details of past experience with materials
- The Materials QA Technician (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- The Document Technician (the person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. **Include the Documentation Certificate Number for IDOT Documentation of Contract Quantities.**)
- Concrete/Bituminous Proportioning Technicians include specific details of aggregate source certification, bituminous, and/or PCC QC/QA training, and details of past experience with materials inspection
- Nuclear Density Inspector, include evidence of appropriate QC/QA density training

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

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

17. **Job No. P-30-027-17, Various Phase I/II Engineering Services for Structure Projects Statewide, Bureau of Bridges and Structures.**

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

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 3, 2017 at 1:30 P.M.** at the Central Bureau of Bridges and Structures in **Springfield**.

Various structural engineering services are required by the Bureau of Bridges and Structures. Projects may include plan preparation and plan review for the repair, rehabilitation, or replacement of structures, drafting services, policy investigation, and development, NBIS and Element Level Inspections and Load Rating Inspections, load capacity ratings of new and/or existing structures, field investigations, structural studies, and possible training. Minor projects may include geotechnical studies. The Consultant may be required to provide the appropriate bridge inspection equipment to complete inspections and field investigations. The Consultant may also be required to provide the appropriate traffic control. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis. All work for this project may be in either English or metric units.

The Consultant may be required to act as a Project Manager (PM) for various engineering services. The Consultant may be assigned to manage the review and preparation of various IDOT phase II projects. The Consultant will be expected to perform work similar to an IDOT Project Manager & staff, and report to a Bureau of Bridges and Structures Group Leader, Unit Chief, or Section Chief. The work may include engineering, management, public coordination, administrative services, and other work as necessary to ensure assigned projects are brought to completion in accordance with established schedules.

The department will furnish the available documents and resources to the Consultant. Projects to be handled by the selected Consultant vary greatly in size and complexity as well as timing. The selected Consultant must have the capacity to absorb this work without adversely affecting other commitments while still completing these projects in the prescribed time period.

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	20
Proposed Staffing from Prime and any subconsultants	30
Proposed DBE use	10
The firms experience with required project work	20
Firms understanding/method of accomplishing project requirements	20

The estimated engineering fee for this project is \$1,500,000. The completion date for this contract will be 60 months after authorization to proceed.

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

- Person who will assume the duties of Project Manager for all aspects of the work: (must be an Illinois Licensed Professional Engineer and an Illinois Licensed Structural Engineer).
- Person(s) who will perform the duties of the Project Engineer, defined as the individual-in-charge who is directly involved in phase II work: (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- Person who will perform the work in the area of structural plan preparation and will seal the plans as required (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- Person who will perform the work in the area of NBIS and Element Level inspections and training must be an NBIS qualified Team Leader and an Illinois Licensed Professional Engineer or Illinois Licensed Structural Engineer. In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Structural Engineer with adequate plan review experience).

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

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

18. **Job No. C-30-021-17, Structural Steel Shop Fabrication Inspection, Statewide Various Routes, Various Counties Bureau of Bridges and Structures.**

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

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **May 3, 2017 at 10:30 A.M.** at the Harry R. Hanley Building, Bureau of Bridges and Structures in **Springfield**.

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

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

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

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

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

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	20
Proposed Staffing from Prime and any subconsultants	30
Proximity of firm to project location	10
The firms experience with required project work	30
Firms understanding/method of accomplishing project requirements	10

The estimated engineering fee for this project is \$400,000. The completion date for this contract will be 60 months after authorization to proceed.

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

## **ATTACHMENT A**

### **INSPECTION REQUIREMENTS**

#### **SECTION I - INSPECTORS**

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

1. The inspectors shall personally make inspections and reports as required by the DEPARTMENT for quality assurance (QA) of fabrication on assigned projects. They shall perform special tests, examinations and re-inspections when required by the DEPARTMENT.
2. Each inspector shall be familiar with the approved shop drawings and DEPARTMENT standard specifications pertaining to the fabrication inspected, as well as applicable codes and specifications of the American Welding Society (AWS) and American Society for Nondestructive Testing (ASNT).
3. No variations from the approved shop drawings or the Contract documents shall be permitted by the inspector, except upon specific instructions by the DEPARTMENT.
4. Each inspector assigned to a project shall be a Certified Welding Inspector (CWI), unless otherwise approved or specified by the Department, and well versed in applicable fabrication, non-destructive testing (including MT and RT interpretation), cleaning and/or shop painting techniques. Non-certified inspectors shall have at least one year of prior, supervised experience with the agency.
5. Inspectors shall be assigned and monitored by an Inspection Manager who is qualified to perform all tasks assigned to supervised inspectors. If the Engineer requests the Inspection Manger personally attend a prefabrication conference or on-site meeting, or perform sophisticated inspection services, the Inspection Manager will be billed at the

- overtime rate for a CWI & UT II (Shop) plus per diem and/or mileage, based on location and duration.
6. For ongoing projects, shop inspectors will be reimbursed for per diem or daily mileage and travel time from/to their home address, whichever is less. This allows per diem and mileage to be charged only for travel days at the beginning and end of a particular project, for intermittent inspection, or for prolonged periods of inactivity at a shop. Per diem will be paid through weekends and shop holidays if it is less than estimated charges for the inspector to travel home and return to the shop.
  7. Field (construction site) QA Inspectors will be reimbursed for per diem, and daily mileage/travel time for up to 40 miles or travel time to/from their home to the field site work, whichever is less.

## SECTION II - CONDUCT OF INSPECTORS

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

## SECTION III - SHOP INSPECTION

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

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

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

1. General surface inspection as material is processed and exposed to view, noting imperfections. View cut edge of plates for indications of internal defects.
2. Observe thermal cutting and computer numerically controlled (CNC) equipment to determine if it appears to be performing properly.
3. Check the mill identification, sizes of sections and thickness of plates, verifying that approved materials are used, with special attention to the use and location of Fracture Critical Material.
4. Determine that dies and punches are in acceptable condition, of correct size, and used within the limits set by the contract, the manufacturer or industry practice as appropriate.
5. Check that reamed holes are cylindrical, that burrs are removed and no drilling debris remains between shop contact surfaces.
6. Periodically monitor the installation and tightening of high strength bolts to insure that the selected tightening procedure is properly used. Each day that bolts are to be installed in

- slip critical connections, rotational capacity tests shall be performed and inspection wrenches shall be calibrated in a device indicating bolt tension prior to testing.
7. Bolted splice plates shall be properly fitted and secured prior to reaming or drilling. Parts assembled for drilling or reaming holes to full size shall be aligned and secured after verifying proper hole spacing and edge distances.
  8. Techniques used in assembling beams, girders, trusses, rigid frames or arches shall not damage members, and the desired geometry (camber, horizontal curvature, etc.) shall be verified before reaming, unless otherwise approved by the Engineer.
  9. Field bolted splices and other reamed assembled (RA) or drilled assembled (DA) elements shall be plainly match-marked, and the match-marking diagrams shall be checked. Erection (piece and match) marks shall be made with low or mini-stress dies in areas of members and splice plates specified on the shop drawings.
  10. Check pins, bushings and pin holes for size, location and surface finish. Obtain certification of pin and bushing material and any required heat treatment process.
  11. All finished members shall be free of general or localized twists, bends, kinks or other distortions exceeding contract tolerances.
  12. All loose pieces are to be bolted or otherwise secured for shipment, and small parts properly cushioned and boxed or otherwise secured against loss and damage in transit.
  13. Check for “lefts” or “rights” and number of parts.
  14. Surfaces to be shop coated shall be properly cleaned and surface profile verified prior to application. Priming must be done within 24 hours of cleaning and prior to any surface rusting.
  15. ILDOT-approved batches of paint are to be applied in accord with the contract and manufacturer’s product data sheet. Verify paint batch approval by the DEPARTMENT. Monitor mixing of components, humidity, metal and air temperature and application patterns.
  16. All thermal cutting shall be mechanically guided. No hand-held thermal cutting of final edges shall be allowed without the approval of the DEPARTMENT, and re-entrant cuts must be finished in accord with contract requirements.
  17. Verify QC measurements for center to center of bearings, camber and sweep. Make random checks of stiffener and lateral bracing locations as well as their hole layouts. If errors are found, require more complete dimension checks by QC to define extent of the problem.
  18. Check workmanship (dimensionality, straightness, finish, etc.) in accordance with requirements of applicable specifications.
  19. Check that splice plates and fills are properly positioned before drilling or reaming. No metal fragments or foreign material other than paint shall remain between shop bolted components.
  20. Mill test reports should be obtained from the contractor’s QC or the DEPARTMENT and correlated with the primary member material used in the structure. A material assignment

sheet may be obtained from QC or developed by the QA Inspector. Mill reports or independent lab tests must verify satisfactory toughness testing for “CVN”, “NTR” or Fracture Critical material. The material grade (e.g.: Gr. 36, 50, 50W) must comply with the shop drawings. All steel material shall be certified on the mill report to be domestically produced (“Melted and Manufactured in the USA” or similar).

21. Report significant fabrication deficiencies (e.g.: requiring substantial removal and replacement of welds or paint, mislocated holes, misaligned members) on the daily log, including their cause and correction. Proposals to correct errors potentially affecting the adequacy of the member shall be submitted by the QC or Engineer to the DEPARTMENT prior to repairs. Attachment and removal of temporary fabrication or handling must employ DEPARTMENT approved methods.
22. Any erection devices shown on the approved shop drawings warrant the same inspection required for permanent material, but mill test reports and evidence of domestic origin are not required for temporary items not purchased by the DEPARTMENT.

#### SECTION IV - WELDING

##### Prior to Welding:

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

10. Discuss the condition and calibration of welding equipment with Quality Control. Verify gauges (amperage, temperature, wire feed speed, voltage, etc.) are periodically checked for accuracy and adjusted or replaced if necessary, and that calibration equipment is periodically certified and properly utilized.

#### During Welding:

1. Ensure the correct weld consumables are utilized, are in satisfactory condition and are stored properly to prevent damage. Bridge welding requires low-hydrogen processes, so consumables must be reconditioned or replaced after exposure, as provided by the specifications.
2. Periodically observe the technique and performance of welders to ensure procedures and techniques conform to the contract. For fracture critical joints, plan for sequential inspection of multiple-pass welds. Arrange with the QC for the foreman to notify the QA Inspector when such work will be performed.
3. Ensure welding is done in accordance with the approved procedures, periodically verifying that the current, amperage, voltage, travel speed, preheat and interpass temperatures are within tolerances.
4. Ensure welds start in the area where weld is to be deposited. Tack welds shall be located and sized (after grinding) to be completely incorporated in the production weld. Cracked tack welds shall be removed before welding over their location.
5. On subsequent passes for flange and web butt joints, observe if the split layer technique is properly used where required.
6. Verify that the root and intermediate passes are cleaned and deficiencies corrected before succeeding weld passes. Wire brushing, grinding or chipping may be used to remove slag between weld passes, but no unspecified peening or distorting ("caulking") of weld metal shall be permitted without the specific approval of the DEPARTMENT.
7. After butt welds have cooled, if the parts joined are not in alignment corrections shall be made prior to assembly of member. Minor misalignment may be corrected by the controlled application of heat and/or pressure. If misalignment is significant, corrective work shall be done using QC-proposed methods approved by the Engineer.
8. If welds are to be ground smooth and flush, final finishing should be parallel to the direction of the main stress in a member. All welds shall terminate in a satisfactory manner.

#### After Welding:

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

## SECTION V - RADIOGRAPHY AND RADIOGRAPHIC INSPECTION

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

## SECTION VI - MAGNETIC PARTICLE INSPECTION

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

## SECTION VII - ULTRASONIC INSPECTION

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

## SECTION VIII - SHOP CLEANING AND PAINTING

1. QA Inspectors shall carefully review the ILDOT Standard Specifications and Contract Special Provisions covering the shop cleaning and painting of structural steel and verify that requirements are met. In case of disagreements on interpretation or acceptance between the QA and QC Inspectors, the Engineer will provide guidance.

2. Structural steel shall not be shop cleaned or painted until its fabrication has been accepted by QC: this is not mandatory but represents good practice, and the QA Inspector shall mandate recleaning and/or repainting if deficient areas are coated. Blast cleaned surfaces shall have proper profile and cleanliness. Thermal cut edges shall be ground before blasting to achieve the required profile. Primer must be applied within 24 hours and before any rust is visible.
3. The shop coat(s) shall be inspected for proper mixing, application, dry film thickness of individual or multiple coats, proper curing of preceding coats, and uniform coverage. Unless otherwise provided for small batches, the inspector shall have an approved test report identification issued by the Department for the batch of paint used. If not, the fabricator Contractor must submit samples taken from the batch (with the QA Inspector witnessing) to the DEPARTMENT'S Bureau of Materials and Physical Research for testing prior to painting. Paint must be applied when the temperature and humidity are within acceptable limits and during the manufacturer's prescribed pot life. Paint may only be thinned in accord with the manufacturer's guidelines.
4. Special attention shall be given to shop installed bolts. Cleaning, profile, subsequent primer coverage and adhesion shall be carefully monitored. For mechanically galvanized bolts installed before blasting, some galvanizing may remain after cleaning, as long as primer adhesion is not impaired. For black ASTM A490 bolts in painted areas, if blasting does not produce adequate profile due to the hard surface, exposed bolt surfaces must be cleaned and spot primed with a suitably adherent coating before priming the adjacent steel.
5. After shop painting, care shall be taken in the handling, storage and shipping of material to avoid damage or contamination (oil, etc.) of the surface. All damage noted shall be repaired in accord with Contract requirements and the paint manufacturers' guidelines prior to shipment.
6. Verify gauges (dry film thickness, profile, temperature, humidity, etc.) are routinely calibrated and that calibration equipment is recertified as necessary.

# NOTICE

## Statements of Interest Rating Criteria in Advertisement

November 10, 2016

There is an addition to the advertisements. To comply with 23 CFR Part 172, Procurement, Management, and Administration of Engineering and Design Related Services the items are required to show the criteria used in the review of the Statements of Interest.

A chart similar to the following will be included for each item on the bulletin. The Rating Description and weighted percent will vary for each item.

The Consultant's Statement of Interest will be rated based on:

Rating Description	Weighted %
Past Performance in Project Categories	0-30
Proposed Staffing from Prime and any subconsultants	0-30
Proximity of firm to project location	0-10
Proposed DBE use	
The firms experience in the specific district with required project work	0-30
Firms understanding/method of accomplishing project requirements	0-30
Specific project information, not covered by the descriptions above	0-30



# Illinois Department of Transportation

## STTP S-33 Soils Field Testing and Inspection Course

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

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

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

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

**Course Materials:** [Soils Field Testing and Inspection: Course Reference Manual](#)

If an updated version is available it will be provided in class.

Students will need to bring a pencil, calculator and note pad with them.

**Enrollment:** Please have one coordinator from your company contact Mr. Jody Meador at 217-782-0553 or preferably by email at [Jody.Meador@illinois.gov](mailto:Jody.Meador@illinois.gov) to enroll students in a class. **Each student will be put on a waiting list for the class of their choice.** Two to three weeks prior to class start the student or coordinator will be contacted with confirmation of enrollment. If the student cannot be enrolled in the class, they will be contacted and asked for their second class choice.

There is no fee for this class at this time.

**Schedule:** Each class is three days. The first day starts at 1:00pm and ends at 4:30pm. The second day starts at 8:15am and lasts until 4:30pm. The third and final day starts at 8:15am and ends around noon. The 2016-17 training schedule is listed below:

**Class Dates/Location:**

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

- Nov 30 – Dec 2
- Jan 4 – 6
- Mar 29 – Mar 31

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

- Mar 22 – 24

**IDOT District Five:       Conference Rooms #1 & 2  
13473 Illinois Hwy 133  
Paris, Illinois 61944**

- Mar 8 – 10

**IDOT District Six:       Chastain Conference Room,  
126 E. Ash Street  
Springfield, Illinois 62704**

- Feb 8 – 10

**IDOT District Seven:    Effingham County Emergency Management Building  
311 Miracle Drive  
Effingham, Illinois 62401**

- Feb 22 – 24

## NOTICE Overhead Rates

This is a reminder that consultant firms doing business with the Department should ensure they are using the correct overhead rate type consistent with their accounting practices and the project scope.

The vast majority of consulting firms doing business with the Department have a single, combined overhead (OH) rate for payroll burden, fringe expense rate, and general administrative expense. This OH rate is often referred to as a Combined or Blended rate. However, there is a small percentage of firms who have multiple OH rate types. These multiple OH rate types often include a Home Office Rate, a Field Office Rate and sometimes a Combined Rate.

Firms with multiple OH rate types should ensure they are using the correct OH rate type when completing cost estimates and when invoicing the Department. The OH rate type should be consistent with the firm's accounting practices and should be discussed with the Department's project manager during initial contract discussions and/or meetings.

## NOTICE

### IDOT Prequalification Letter (5-5-16)

There is an approval letter for each approved SEFC application. The letter is dated with the print date; the body of the letter contains the fiscal year approval date.

If the firm was not approved, there isn't a letter.

#### **SEFC Applications**

App Id	Application Date	Fiscal Year Ending Date	Type	Overhead %	Status	Category	Additional Info	Approval Letter
SEFC ID: <b>1</b>	03/29/2016	12/31/2015	NewSEFC	134.2	APPROVED	<a href="#">View</a>	<a href="#">View</a>	Approval Letter
SEFC ID: <b>2</b>	11/06/2013	06/30/2012	NewSEFC	0.00	NOT_APPROVED	<a href="#">View</a>	<a href="#">View</a>	NO LETTER
SEFC ID: <b>3</b>	05/06/2013	12/31/2012	AmendSEFC	137.19	APPROVED	<a href="#">View</a>	<a href="#">View</a>	Approval Letter
SEFC ID: <b>4</b>	04/11/2013	06/30/2011	AmendSEFC	137.19	APPROVED	<a href="#">View</a>	<a href="#">View</a>	Approval Letter
SEFC ID: ---	04/08/2013	06/30/2012	AmendSEFC	10.00	APPROVED	<a href="#">View</a>	<a href="#">View</a>	Approval Letter

SEFC ID **1** would have a letter stating in the first paragraph: We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending December 31, 2015.

The last paragraph in the letter would state, Your firm is prequalified until December 31, 2016. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

SEFC ID **2** would not have a letter, firm was not approved

SEFC ID **3** would have a letter stating in part: We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending December 31, 2012.

SEFC ID **4** would have a letter stating in part: We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending June 30, 2011.

#### **The IDOT prequalification approval letters:**

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending (**date specific to the firm's fiscal year end date**). Your firm's total annual transportation fee capacity will be (**determined as noted in the BDE Manual Chapter 8**).

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling (**Overhead%**) are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Office of Quality Compliance and Review in a pre-award audit.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until (**Fiscal Year + 1 year**). You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

The last paragraph is saying your firm is prequalified for one year based on the firm's fiscal year and to remain prequalified the firm must submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) within 6 months. IDOT is giving the firm time to gather and complete information; we don't expect the firms to be able to submit data immediately. The firm remains prequalified during this six month grace period. Once the data is submitted, either before or on the due date, the firm remains prequalified in the current categories until IDOT reviews a category and makes a determination. If there is not submittal by the due date, the firm is automatically listed as not approved.

# NOTICE

## List of Prequalified Consultant Firms

May 05, 2016

IDOT provides a listing of prequalified consulting firms on the website; <http://www.idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/index>

This list is typically updated weekly, and is based on the most recently approved SEFC application.

Information has been added to the website to help clarify:

### Prequalification

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

There are approximately 400 firms prequalified with IDOT that are able to submit statements of interest on engineering, land surveying and architectural project advertisements. Updated every Friday, the [List of Prequalified Consultants](#), [List of Prequalified DBE Consultants](#) and [List of Prequalification Categories without a DBE firm](#), provides the firm name, address, DBE status, contact person, phone number, fax number and prequalified IDOT category or categories. **The list posted is from the firms last approved Statement of Experience and Financial Condition. Firms with information in for review may have additional prequalification categories or may not have all the prequalification categories listed. Firms can track the progress of their Statement of Experience and Financial Condition review by viewing Status Column and the Category Column in EPAS.**

Firms are encouraged to monitor their prequalification status in EPAS.

To check the status of an application and/or view current prequalification, log on to EPAS. In this example, the review of the application has not been completed. The Financial Portion is under review. The review of the requested prequalification categories is complete, note the RANKING\_COMPLETE in the Status Column. Once the status column says APPROVED, the entire review is complete.

### Vendor Search Results / Details

Vendor: |

App Id	Application Date	Fiscal Year Ending Date	Type	Overhead %	Status	Category	Additional Info
<a href="#">SEFC ID:</a>	09/10/2015	12/31/2014	NewSEFC	116.45	RANKING_COMPLETE	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	08/20/2014	12/31/2013	RenewSEFC	118.52	APPROVED	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	01/14/2014	12/31/2012	AmendSEFC	117.62	APPROVED	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	12/05/2013	12/31/2012	AmendSEFC	117.62	APPROVED	<a href="#">View</a>	<a href="#">View</a>
<a href="#">SEFC ID:</a>	07/01/2013	12/31/2012	RenewSEFC	117.62	APPROVED	<a href="#">View</a>	<a href="#">View</a>

At Ranking Complete, SEFC ID 5555, the firm can view their status of the proposed prequalification categories; select View in the Category Column. It will note if your firm is qualified or not qualified.

Vendor: EXAMPLE FIRM

### SEFC Applications

App Id	Application Date	Fiscal Year Ending Date	Type	Overhead %	Status	Category
SEFC ID 5555	09/10/2015	12/31/2014	NewSEFC	124	RANKING_COMPLETE	<a href="#">View</a>
SEFC ID 4444	08/20/2014	12/31/2013	RenewSEFC	125	APPROVED	<a href="#">View</a>

### Categories

Category	Qualified	Comments
Airports - Design	X-Qualified	
Special Studies - Pump Stations	A-Denied Prequalification	Firm is requ
Special Studies - Feasibility	X-Qualified	
Location Design Studies - Rehabilitation	X-Qualified	
Special Studies - Traffic Studies	X-Qualified	
Location Design Studies - New Construction/Major Reconstruction	A-Denied Prequalification	Firm is requ
Structures - Highway: Typical	X-Qualified	
Special Services - Electrical Engineering	X-Qualified	Only list tra

### SOI Applications

PTB Id	Submit Date	Due Date
SOI ID: 179	2/24/2016 5:09:58 PM	02/25/2016
SOI ID: 177	1/27/2015 1:38:00 PM	08/27/2015

Until the SEFC ID 5555 application is approved, the data from the last approved SEFC ID 4444: will show on the website. In this example, the firm was prequalified in Special Studies-Pump Station and the prequalification for the category shows on the website. The firm is not currently prequalified in pump stations and it is not showing on the website because the firm's application is under review. The firm would not be prequalified for the category and would not be considered for items requiring Special Studies – Pump Station.

### Categories

Category	Qualified	Comments
Airports - Design	X-Qualified	
Special Studies - Pump Stations	X-Qualified	
Special Studies - Feasibility	X-Qualified	
Location Design Studies - Rehabilitation	X-Qualified	
Special Studies - Traffic Studies	X-Qualified	
Location Design Studies - New Construction/Major Reconstruction	X-Qualified	

Information on website:

EXAMPLE FIRM

ries: Airports - Design,Highways - Freeways,Highways - Roads and Streets,Hydraulic Reports - Waterways: Complex,Hydraulic Reports - Water Construction/Major Reconstruction,Location Design Studies - Reconstruction/Major Rehabilitation,Location Design Studies - Rehabilitation,S - Construction Inspection,Special Services - Electrical Engineering,Special Services - Mechanical,Special Services - Sanitary,Special Studie Drainage,Special Studies - Pump Stations,Special Studies - Safety,Special Studies - Traffic Studies,Structures - Highway: Advanced Typical Highway: Typical Structures - Mass Transit

If the firm's status is Ranking Process, the prequalification category reviews have not been completed.

In this example, the firm's prequalification status by category remains as is, until IDOT completes the review of the category.

At this point, the firm is prequalified in Location Drainage, and Construction Inspection.

The firm is not prequalified in Sanitary.

For the Reconstruction/Major Rehabilitation, the category has not been reviewed. If they were qualified previously they are qualified, if they were not qualified in the previous submittal then they are not qualified.

SEFC Applications		Categories		
App Id	Application Date	Category	Qualified	Comments
SEFC ID :	07/16/2015	Special Studies - Location Drainage	X-Qualified	
SEFC ID :	08/05/2014	Special Services - Sanitary	A-Denied Prequalification	No experience. Mapping an existing sewer is not designing. We're looking for Sanitary/Storm sewer design within transportation ROW.
SEFC ID :	07/01/2013	Location Design Studies - Reconstruction/Major Rehabilitation		
SEFC ID :	10/30/2012	Special Services - Construction Inspection	X-Qualified	

A reminder to firms, only one active application at a time is allowed. If there are necessary revisions needed while IDOT is reviewing, such as key personnel have left firm, expired insurance, or anything effecting the firms prequalification status send an e-mail explaining the situation. Once IDOT has completed the review, go to EPAS select amend and make the necessary revisions.

## **NOTICE**

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

### **USDOT 1050.2A APPENDIX E**

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

#### **Pertinent Non-Discrimination Authorities;**

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

## **Navigating the web-site for Engineering Consultant Firms.**

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

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

Erica J. Borggren, Acting Secretary

A-Z INDEX FAQ EMPLOYMENT RESOURCES CONTACT HELP Pat Quinn, Governor

Illinois Department of Transportation

What are you searching for? Q

ABOUT IDOT TRANSPORTATION SYSTEM DOING BUSINESS TRAVEL INFORMATION

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

### Doing Business

## Engineering, Architectural & Professional Services

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

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

Quick Links

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

Prequalification Bulletin Statement of Interest Compliance & Admin Stay Connected

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

EPAS: The logon Screen

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

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

Vendor Documents System: Log on Screen

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

Illinois Department of Transportation      What are you searching for?

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## Engineering, Architectural & Professional Services

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

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

Quick Links

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

Prequalification    Bulletin    Statement of Interest    Compliance & Admin    Stay Connected

## Prequalification

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

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

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

▼ Prequalification

1. Review the [Description and Minimum Requirements for Prequalification](#) to select which category or categories best matches the firm's expertise.
2. Request access to IDOT's [Engineering Prequalification and Agreement System \(EPAS\)](#)  
Firms new to prequalification with IDOT must request an [EPAS](#) account. EPAS is a web-based database where Statements of Experience and Financial Condition (SEFC) and Statements of Interest (SOI) are submitted electronically to IDOT. To request an account:  
  
Email [Carrie.Kowalski@illinois.gov](mailto:Carrie.Kowalski@illinois.gov). Indicate your firm's interest in becoming a prequalified engineering consultant and attach the federal form, W-9.  
  
Once an account has been established, [EPAS](#) can be accessed. The [EPAS Instruction Manual](#) is also provided to assist in the navigation of the system.

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

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

## Bulletin

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

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

### Negotiation Information

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

#### ▼ Tentative PTB Schedule

Activity	Publish PTB	Statements of Interest Due	Selection Meeting
<a href="#">PTB 173</a>	<a href="#">8/7/2014</a>	<a href="#">8/28/2014</a>	<a href="#">10/22/2014</a>
PTB 174	11/6/2014	12/4/2014	1/28/2015



## Statement of Interest (SOI)

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

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

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

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

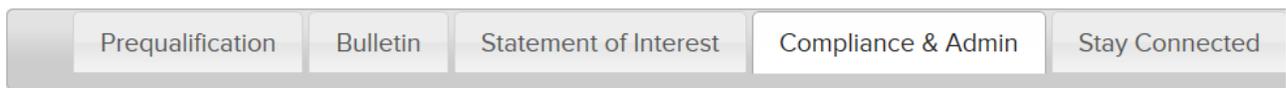
### ▾ Things to Keep in Mind While Completing a SOI

#### **Disadvantaged Business Enterprises (DBE) Goal**

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

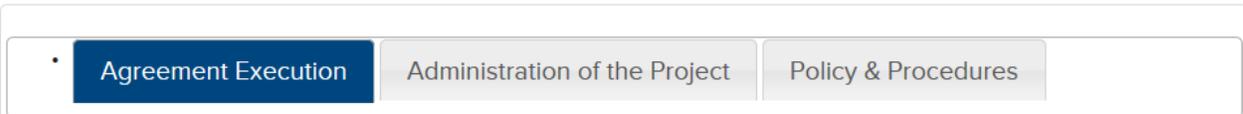
To view the directory of DBE firms that are certified please view the [IL UCP](#) (updated every

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



## Compliance & Administration

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



### Agreement Execution

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

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



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

## **Prime Agreement:**

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

### ▾ Requirements

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

- Quality Assurance/Quality Compliance Plan

\*Submitted to [DOT.Escalation@illinois.gov](mailto:DOT.Escalation@illinois.gov) 

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

▸ Facilities Capital Cost of Money

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

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

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

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

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

## **For Supplemental:**

### ▸ Supplemental Agreement

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

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

▸ Requirements

▸ Facilities Capital Cost of Money

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

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

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

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

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

## Administration of the Project

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

### ▾ Invoices

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

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

### ▸ Firm Changes

### ▸ Closing out a Project

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

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

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

### Instructions to Subscribe

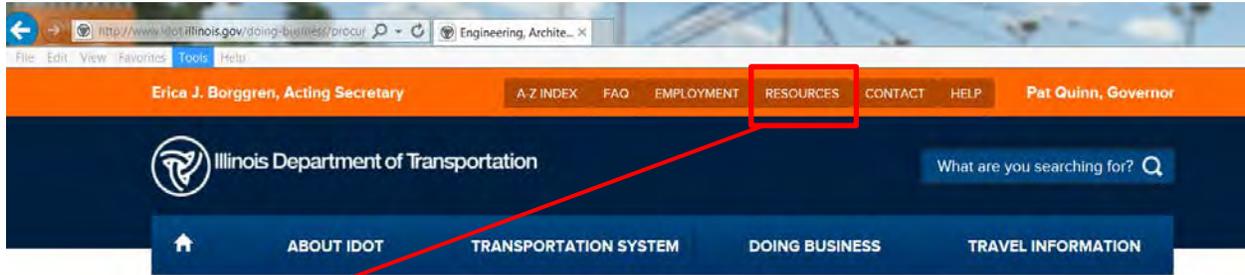
1. Prepare and send an email to the IDOT Subscription Server by using the following email address [subscribe-dot-ptb@lists.illinois.gov](mailto:subscribe-dot-ptb@lists.illinois.gov) .
2. A confirmation email will be sent to the subscriber with instructions.



### Instructions to Unsubscribe

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

Using the Top Orange Ribbon:



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

## Resources

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



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

## Professional Transportation Bulletin Archives

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



### 2014 Archived Bulletins & Press Releases



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



## Resources

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



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

## Forms

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

### ▾ Design and Environment

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

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

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

**Teaming**

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

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

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

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

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

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

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

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

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

# Notice

## Reminder for Payroll Rate Sumbittal

To avoid delays and expedite the agreement process it is critical to use the latest forms. Go to the IDOT website and use the latest form for updating the firms Payroll Rates. **Do Not use existing forms.** [BDE 3600 Template: Annual Payroll Submittal](#)

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



### Compliance & Administration

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

Agreement Execution Administration of the Project Policy & Procedures

### Agreement Execution

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

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

▶ Prime Agreement

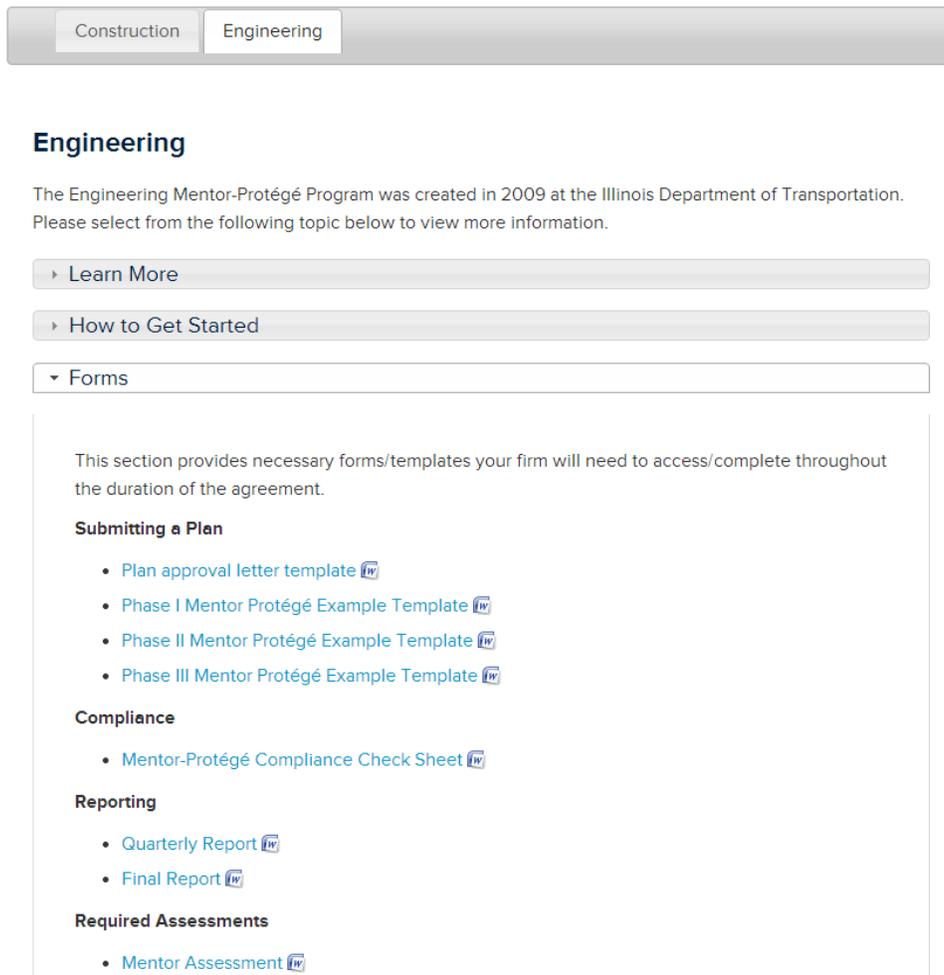
▶ Supplemental Agreement

# NOTICE:

Now available on the internet:

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

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



Construction Engineering

## Engineering

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

- Learn More
- How to Get Started
- ▾ Forms

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

**Submitting a Plan**

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

**Compliance**

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

**Reporting**

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

**Required Assessments**

- [Mentor Assessment](#) 

## **NOTICE**

**2-26-13**

This requirement is NOT a criteria for Selection.

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

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

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

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

# SB 51 Rules

## Impacts

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

## SB 51 Communications Reporting Aftermath

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

## SB 51 Communications Report Relief

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

## New Rules

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

### ▪ **Discussions are limited to:**

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

### ▪ **NO PROCUREMENT DISCUSSION – PERIOD**

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

# Notice

## Documentation of Contract Quantities Class

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

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

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

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

# NOTICE

## METHOD OF PAYMENT

Effective 01-26-11

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

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

### Where FF:

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

When % is:  
1 or 2 sub-consultants = 10% of Direct Labor (DL) of Subs  
3 or 4 sub-consultants = 12% of Direct Labor (DL) of Subs  
5 or more sub-consultants = 15% of Direct Labor (DL) of Subs

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

**Where:**  
R= Complexity Factor: 0, 0.035, or 0.07  
DL = Direct Labor  
DC= Direct Cost  
OH= Overhead Rate

# Notice Of IDOT ELECTRONIC ENGINEERING CONSULTANT SUBSCRIPTION SERVICE November 10, 2010

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

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

## **Instructions to Subscribe**

*Please Note:*

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

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

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

## **Instructions to Unsubscribe**

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

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

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

**APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:**

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

For:

Laboratory Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
CCRL Laboratory Number: \_\_\_\_\_

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

\_\_\_\_\_  
Signature (mandatory)                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

\_\_\_\_\_  
E-mail Address

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

**NOTICE**  
Effective January 24, 2008

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

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

<http://amrl.net>

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

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

AASHTO (Illinois Modified)	ASTM	Description
<b>AGGREGATES</b>		
T 11 (IL)	C117	75-µm (No. 200) by Washing
T 27 (IL)	C136	Sieve Analysis of Fine and Coarse Aggregates
T 84 (IL)	C128	Specific Gravity and Absorption of Fine Aggregate (Slag Labs Only)
T 85 (IL)	C127	Specific Gravity and Absorption of Coarse Aggregate (Slag Labs Only)
<b>HOT-MIX ASPHALT</b>		
T 166 (IL)	D2726	Bulk Specific Gravity
T 209 (IL)	D2041	Maximum Specific Gravity
T 312 (IL)		Superpave Gyratory compaction
T 308 (IL)		Asphalt Binder Content by Ignition
<b>CONCRETE</b>		
T 22 (IL)	C 39	Compressive Strength of Cylinders
T 23 (IL)	C 31	Making and Curing Test Specimens in the Field
T 119 (IL)	C 143	Slump
T 121 (IL)	C 138	Weight, Yield, and Air Content
T 126 (IL)	C 192	Making and Curing Test Specimens in the Laboratory
T 152 (IL)	C 231	Air Content-Type A or B Pressure Method
T 196 (IL)	C 173	Air content by Volumetric Method (if performed)

- Select Next
- Select Finish

IDOT AMRL Proficiency Verification  
Page 2

Once the process is complete, consultants will no longer be required to submit AASHTO AMRL Proficiency Results as part of the prequalification process.

Contact the Consultant Services Unit of the Illinois Department of Transportation, Bureau of Design and Environment at (217)-782-6916 or the Bureau of Materials and Physical Research at (217) 782-7200 if you require additional information.

Justan Mann P.E.  
Acting Deputy Director

# Notice For

## Department Manuals, Memorandums, & Rules

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

[Aeronautics Part 14 Aviation Safety Rules](#)

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

[All Bridge Designer Memoranda](#)

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

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

[Coded Pay Items](#)

[CREATE Manuals](#)

[Land Acquisition Manual](#)

[Bureau of Local Roads Circular Letters](#)

[Bureau of Local Roads Manual](#)

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

[Construction Manual](#)

[Geotechnical Documents Manuals and Procedures](#)

[Government Electronic Records Act](#)

[IDOT Drainage Manual](#)

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

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

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

[Illinois Traffic Monitoring Program](#)

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

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

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

## NOTICE DBE FIRMS AND PROJECT GOALS

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

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

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

## **“Special Notice Regarding Disadvantaged Business Enterprises”**

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

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

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

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

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

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

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

Following selection, all proposal packages submitted to the Illinois Department of Transportation (IDOT) must contain the firm's IDHR number and the expiration date. The Department is required by law to require this number from all parties contracting with the State of Illinois. If your firm currently does not have an IDHR number the application form may be obtained from the following web-site [http://www.state.il.us/dhr/Programs/DHR\\_PBCT.htm](http://www.state.il.us/dhr/Programs/DHR_PBCT.htm) or may also be obtained by contacting: DHR, Public Contracts Section Public Contracts Division 100 W. Randolph, Suite 10-100 Chicago, IL 60601 or by calling: 312-814-2432 (TDD 312-263-1579)

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

Please be aware that, as of January 1, 2010, per Public Act 096-1786, all those filing for, or *renewing*, an IDHR number, will be charged a \$75.00 registration fee. Such registration will be valid for 5 years from the date of issuance.

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

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

## NOTICE OF TRAINING OPPORTUNITY Updated 9-23-14

### **LAKELAND COLLEGE TRAINING COURSES**

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

Kathy Willenborg

Lake Land College

5001 Lake Land Blvd.

Mattoon, IL 61938-9336

Phone: (217) 234-5285

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

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

### **NATIONAL HIGHWAY INSTITUTE (NHI) COURSES**

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

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

### **NATIONAL TRANSIT INSTITUTE (NTI) COURSES**

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

<http://www.ntionline.com>

### **ILLINOIS CENTER FOR TRANSPORTATION**

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

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

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

For questions about registration and cancellations contact:

Trachia Wilson

Email: [tstolz@illinois.edu](mailto:tstolz@illinois.edu)

Phone: 217-300-3197.