Illinois Department of Transportation

Innovative Project Delivery Manual and Guidelines

Appendix 1 – Definitions & Acronyms

July 2023

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The Act – Refers to Illinois Public Act 102-1094, Innovations for Transportation Infrastructure Act, 630 ILCS 10/1 et seq. (Act) authorizing IDOT to deliver projects utilizing Construction Manager/General Contractor (CMGC), Progressive Design-Build (PDB), and Design-Build (DB) project delivery methods.

Alternative Technical Concepts (ATCs) – Refers to a proposed deviation from the contract requirements set forth in the procurement documents for a transportation facility that offers a solution that is equal to or better than the requirements in the procurement documents.

Bureau of Innovative Project Delivery (IPD Bureau) – A new bureau was established in 2016 to identify, evaluate, and develop projects that may benefit from innovative approaches, including the use of various forms of project delivery allowable under law including CMGC, PDB, DB, and Public-Private Partnerships.

Candidate Project – A project selected from the MYP that is deemed suitable for delivery through the CMGC, PDB, or DB delivery methods.

Candidate Projects List – Projects deemed suitable for CMGC, PDB, or DB delivery through the CMCG, PDB, and DB Program.

Capital Cost – the cost to construct a project, including land acquisition, roadways, structures, drainage, signing, signals and any other elements to complete and open the project to traffic, and excluding pre-construction service costs associated with a Progressive Design-Build or Construction Manager/General Contractor project and the costs of contracts for professional services hired by the Department, including, but not limited to, the services provided by an EOR, an independent cost estimator, a PCE and a COT.

Chief Procurement Officer (CPO) - The Chief Procurement Officer for Highway Construction is responsible for overseeing all construction related procurement activity at IDOT. Section 15-1 of the Illinois Procurement Code requires the Chief Procurement Officer to provide information to the public concerning IDOT's procurements and procurement-related activities.

CMGC Contract – Contract between IDOT and the CMGC Contractor for preconstruction phase and construction phase services

CMGC Contractor – Proposer that has entered a Construction Manager/General Contractor Contract with the Department under the Act

CMGC, PDB, and DB Program – The collective activities and functions undertaken by IDOT in the administration of CMGC, PDB, and DB projects under the Act.

Construction Manager/General Contractor (CMGC) – As defined in Section 1.4.2.

Construction Oversight Team (COT) – The construction manager responsible for providing design reviews, construction acceptance, oversight of utility relocations, independent quality assurance surveys, independent material testing, documentation of construction, risk management, and oversight of construction activities, including construction management, maintenance of traffic, permit compliance, and other services which may include: value engineering, stakeholder coordination, or public involvement management

Contract Documents – Encompasses a comprehensive set of documents that contain the commercial and technical requirements the project delivery partner must comply with. This includes but may not be limited to the Instructions to Proposers (ITP), Request for Proposals (RFP), Technical Provisions (TP), and the Contract Agreement (CA)

DB Contract – Contract between IDOT and the DB Contractor for design and construction services

DB Contractor - Proposer that has entered a DB Contract with the Department under the Act

Design-Bid-Build (DBB) – Traditional contracting method utilized by IDOT for highway construction projects where contractors will provide competitive bids for completed plans. The contract is awarded to the lowest bidder.

Design-Build (DB) – As defined in Section 1.4.4

District – Refers to one of nine IDOT District offices, each of which has the responsibility to build and maintain the state highway system within their defined boundaries. The following are the nine IDOT Districts:

- District 1 – Schaumburg
- District 2 – Dixon
- District 3 – Ottawa
- District 4 – Peoria
- District 5 – Paris
- District 6 – Springfield
- District 7 – Effingham
- District 8 – Collinsville
- District 9 – Carbondale

Engineer-of-Record (EOR) – For CMGC projects, this is the engineer providing design services throughout the project under the direction of the District including Phase I preliminary engineering and environmental studies, Phase II final design and preparation of contract documents, and design support during construction. The engineer-of-record is responsible for signing and sealing the plans and specifications.

Evaluation Committee – The group of IDOT staff appointed as members of the committee responsible for evaluating, scoring, and selecting proposers responding to an RFQ or RFP issued by the Department for the selection of a CMGC, PDB, or DB project.

FHWA – Federal Highway Administration

Guaranteed Maximum Price (GMP) – A not-to-exceed fixed price for construction under a CMGC or PDB Contract.

IDOT Management Team - The best suited staff and organization of a CMGC, PDB, or DB project delivery team tailored specifically to lead the unique characteristics of the scope of work and project under consideration.

Illinois Department of Transportation ("Department" or "IDOT") - An agency within the State of Illinois charged with the development and maintenance of state-maintained public roadways and provides funding for rail, public transit, and airport projects and administers fuel tax and federal funding to local jurisdictions.

Independent Cost Estimator (ICE) - Provides independent cost estimates based on any given submittal received from the CMGC or PDB. The ICE is firewalled from day-to-day project activities to maintain independence from the project team and their work product remains confidential. The ICE and their subcontractors are prohibited from bidding on the project should CMGC or PDB be unsuccessful in reaching a Guaranteed Maximum Price or Lump Sum with IDOT.

Instructions to Proposers (ITP) – procurement document issued with the RFP providing project specific instructions and requirements for proposers to submit a compliant submission.

IPD Bureau Chief – leads the day-to-day activities of the IPD Bureau and reports directly to the IDOT Director of the Office of Planning and Programming, which coordinates with and advances the goals and objectives of the Illinois Secretary of Transportation for program development.

Lump Sum - A fixed price for the delivery of a project that is paid in full upon satisfaction of all the commercial and technical provisions of the Contract.

Metropolitan Planning Organization (MPO) - the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

Off-Ramp - a decision point in the procurement that allows the Department to end a procurement, or end negotiations with a Proposer.

Owner's Representative - the entity or entities serving as PCE, EOR, ICE, or COT who are responsible for providing engineering, procurement, estimating, or construction phase support services to the Department in the planning and execution of projects within the IPD Program, staffed internally or procured as a consultant by the Department.

PDB Contract - A contract between the Department and a Progressive Design-Builder under which the PDB Contractor agrees to design, construct, and commission the project.

PDB Contractor - Proposer that has entered a PDB Contract with the Department under the Act.

Phase I – Preliminary engineering and environmental studies

Phase II – Final design, preparation of construction contract documents, and right-of-way acquisition (if required)

Phase III – Construction

Progressive Design-Build (PDB) - As defined in Section 1.4.3

Procurement Engineer (PCE) - The PCE is the entity responsible for providing preliminary engineering and procurement support services to the Department in the planning and execution of projects within the IPD Program, who is either part of the internal Department staff or procured as a consultant by the Department in support of one or more CMGC, PDB, or DB projects.

Project Delivery Method Selection Tool ("Tool") - a spreadsheet-based tool used to conduct and document the project delivery method selection to be furnished by the IPD Bureau.

Quality Management Plan (QMP) – the successful proposer's formal quality control and quality assurance plan defining procedures and compliance processes to ensure contract compliance. The QMP must be approved by IDOT as a condition of precedence prior to Notice to Proceed (NTP).

Reference Information Documents (RIDs) - the set of documents provided by IDOT to prospective proposers for use in preparing their proposals. This typically includes indicative plans, studies, reports, surveys, record drawings and other project related documents.

Release for Construction (RFC) – A set of design and specifications documents submitted by the CMGC, PDB, or DB Contractor for IDOT review and concurrence to proceed to construction of all or part of the project.

Request for Proposals (RFP) - A project announcement posted publicly by IDOT indicating that proposals for a project are sought. The RFP describes the project, its goals, the proposal process, and contract terms.

Request for Qualifications (RFQ) - A project announcement posted publicly by IDOT indicating that qualifications for a project are sought. The RFQ refers to the pre-qualification stage of the procurement process. Only those proponents who successfully respond to the RFQ and meet the qualification criteria will be included in the subsequent RFP process.

Statement of Qualifications (SOQ) – A formal response to an RFQ submitted by interested parties seeking to compete for a project award.

Secretary – Refers to the Illinois Secretary of Transportation.