



Jim Underwood  
Executive Director

# **CDB BOARD BOOK**

**June 12, 2012, 10:30 a.m.**

**Video-Conference  
between**

**James R. Thompson Center  
100 West Randolph Street, Suite 14-600  
Chicago, Illinois  
and**

**Robert Oxtoby Board Room  
3<sup>rd</sup> Floor Stratton Office Building  
401 S. Spring Street  
Springfield, Illinois  
and**

**IL Dept. of Transportation Office  
1102 East Port Plaza  
Collinsville, Illinois**

**Board Members:** Peter J. O'Brien, Sr. (Chairman)  
Glyn M. Ramage  
Michael Chin  
Stewart A. Munoz  
Miles W. Beatty, III  
Anthony J. Garippo

# CAPITAL DEVELOPMENT BOARD

June 12, 2012, 10:30 a.m.  
Video-Conference  
between  
the following three locations:

**James R. Thompson Center**  
100 West Randolph Street  
Suite 14-600  
Chicago, Illinois

**Robert Oxtoby Board Room**  
3<sup>rd</sup> Floor Stratton Building  
401 S. Spring Street  
Springfield, Illinois

**IDOT Office**  
1102 East Port Plaza  
Collinsville, Illinois

1. **CALL TO ORDER**
  
- PRELIMINARY ITEMS**
2. Adoption of Agenda
3. Approval of May 8, 2012 Minutes ..... 1-7
4. Introduction of Guests
  
- BOARD ACTION**
5. Staff Recommendations for Architect/Engineer Selections  
    PSB – 176 .....8-11  
    PSB – 177 ..... 12-29
6. Higher Education Recommendations for Architect/Engineer Selections .....30-39
7. Proposed Rules Changes to the Illinois Administrative Code  
    Selection of Architects/Engineers .....40-46  
    Prequalification and Bidder Responsibility .....47-74
  
- INFORMATIONAL ITEM**
8. Fee Structure Committee Assignment
  
- EXECUTIVE SESSION**

staff contact: Amber Evans  
217.782.8726

SUBJECT: Meeting Minutes for May 8, 2012 Board Meeting

The May 8, 2012 meeting of the Capital Development Board was held by video-conference at the Stratton Office Building, 401 South Spring Street, Third Floor, Springfield, Illinois, the James R. Thompson Center, 100 West Randolph Street, Suite 14-600, Chicago, Illinois, and the IL Department of Transportation Office, 1102 East Port Plaza, Collinsville, Illinois.

The following Board Members were present:

**Springfield**

Peter O'Brien, Sr., Chairman  
Stewart Munoz  
Miles Beatty, III  
Anthony Garippo

**Collinsville**

Glyn Ramage

Others present:

**Chicago**

Micaela Vidaña, EEC  
Karla Springer, CDB  
Roger Schroepfer, Wold Architects  
Robert Fimbianti, Linear Electric  
Mark Mladenoff, PEC Consultants  
John Fimbianti, Linear Electric  
Jerry Adams, CMS  
Jennifer Haley Perrin, CMS  
Stephen Zehr, PEC  
Mohammed Haq, CDB  
Karen Frederickson, CDB  
Leonard McGee, CDB  
Megan Muter, Bauerlatoza Studio

**Springfield**

Jim Underwood, CDB  
Josh Weger, CDB  
Tom Klein, CDB  
Keith Horton, CDB  
Mike Wilson, CDB  
Gilbert Villegas, CDB  
Amber Evans, CDB  
Candy Bearden, CDB  
Andrea Bauer, CDB  
Rick Halteman, Farnsworth Group  
Ron Wright, CDB  
Robert Coslow, CDB  
Gary Kitchen, CDB  
Lisa Mattingly, CDB  
Don Broughton, CDB  
Sandra Bogue, CDB  
Jesse Martinez, CDB  
Bill Mabie, CDB  
Patty Broers, SPO  
Chris Flynn, SPO  
Joseph Vitowsky, U of I  
Gus Behnke, CDB  
Sean Carver, IDOT  
Marcy Joerger, CDB  
Doug Tinch, CDB  
James Cockrell, CDB  
Lorri Rosenfeldt, EEC

Chairman O'Brien called the meeting to order at 10:39 a.m.

Amber Evans took roll call. For the record, Chairman O'Brien and members Stewart Munoz, Miles Beatty and Anthony Garippo were present at the Springfield meeting site. Member Glyn Ramage was present at the Collinsville meeting site.

Mr. Beatty moved and Mr. Munoz seconded a motion for adoption of the agenda. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Munoz moved and Mr. Ramage seconded a motion to approve the minutes of the April 10, 2012 meeting. Chairman O'Brien called for a vote, which was approved unanimously.

All attendees and guests in Chicago and Springfield introduced themselves to the Board. There were no guests in Collinsville.

Mr. Wright presented the following Change Order and answered questions from Board members:

**CHANGE ORDER - Illinois Department of Agriculture**

Street Lighting Replacement

Illinois State Fairgrounds

Springfield, Sangamon County, Illinois

CDB Project No. 039-150-164

A/E: Farnsworth Group, Inc.

**Change Order No. E-1 .....\$189,822.00**

Mr. Munoz moved and Mr. Garippo seconded a motion to approve the change order. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Wright presented the following Proceed Order and answered questions from Board members:

**PROCEED ORDER – Central Management Services**

Lighting Control System Replacement (ARRA)

James R. Thompson Center

Chicago, Cook County, Illinois

CDB Project No. 250-025-022

A/E: Power Engineers Collaborative, LLC.

**Proceed Order No. E-2 .....\$421,000.00**

Mr. Munoz moved and Mr. Beatty seconded a motion to approve the proceed order. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Broughton presented the following A/E selection recommendation:

1.	630-104-005	<b>DEPARTMENT OF TRANSPORTATION</b> Construct Maintenance Facility Eisenhower Expressway Maintenance Yard Cook County, Illinois 1. Wold Architects, Inc. 2. Matocha Associates 3. RADA Architects, Ltd.	Appropriation: \$1,000,000 Project Cost: \$5,000,000
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Mr. Beatty moved and Mr. Ramage seconded a motion to approve the recommendation for the selection of architects/engineers. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Broughton presented the following A/E selection recommendation:

2.	815-010-652	<b>EASTERN ILLINOIS UNIVERSITY</b> Remove Three Underground Storage Tanks Eastern Illinois University Charleston, Illinois 1. KAM Solutions, P.C. 2. Patrick Engineering, Inc.	Appropriation: \$300,000 Project Cost: \$300,000
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Mr. Ramage moved and Mr. Beatty seconded a motion to approve the recommendation for the selection of architects/engineers. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Broughton presented the following Higher Ed A/E selection recommendation:

1.	810-084-010	<b>IL COMMUNITY COLLEGE BOARD</b> Upgrade Parking Lots Sauk Valley Community College Dixon, Lee County, Illinois 1. Willett, Hofman & Associates, Inc.	Appropriation: \$426,000 Project Cost: \$477,650
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Chairman O'Brien emphasized the importance in the use of the QBS process and encouraged all community colleges to use this process on future projects. Chairman O'Brien also noted that he will be personally delivering this message to the community colleges during their meeting at the end of the month.

Mr. Munoz moved and Mr. Beatty seconded a motion to approve the recommendation for the selection of architects/engineers. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Broughton presented the following Higher Ed A/E selection recommendation and introduced Mr. Joe Vitowsky with the University of Illinois who further explained the project:

2.	830-010-338	<b>IL BOARD OF HIGHER EDUCATION</b> Renovate Main Library University of Illinois Urbana, Champaign County, Illinois 1. White & Borgognoni Architects, P.C. 2. Johnson Lasky Architects 3. Bauer Latoza Studio	Appropriation: \$2,000,000 Project Cost: \$2,130,000
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Mr. Ramage moved and Mr. Munoz seconded a motion to approve the recommendation for the selection of architects/engineers. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Broughton presented the following Higher Ed A/E selection recommendation and Mr. Vitowsky further explained the project:

3.	830-010-339	<b>IL BOARD OF HIGHER EDUCATION</b> Renovate Veterinarian Medical Large Animal Clinic University of Illinois Urbana, Champaign County, Illinois 1. Gorski Reifsteck Architects 2. Atlas Works, Inc. 3. HKS Architects, Inc.	Appropriation: \$2,815,000 Project Cost: \$2,960,000
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Mr. Munoz moved and Mr. Garippo seconded a motion to approve the recommendation for the selection of architects/engineers. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Broughton presented the following Higher Ed A/E selection recommendation and Mr. Vitowsky further explained the project:

4.	830-010-340	<b>IL BOARD OF HIGHER EDUCATION</b> Fourth Street Improvements University of Illinois Urbana, Champaign County, Illinois 1. Foth Infrastructure and Environment 2. Farnsworth Group 3. Crawford, Murphy & Tilly, Inc.	Appropriation: \$1,600,000 Project Cost: \$1,985,000
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Mr. Beatty moved and Mr. Ramage seconded a motion to approve the recommendation for the selection of architects/engineers. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Broughton presented the following Higher Ed A/E selection recommendation and Mr. Vitowsky further explained the project:

5.	830-010-341	<b>IL BOARD OF HIGHER EDUCATION</b> Renovate Instructional Laboratories – Medical Science Building University of Illinois Urbana, Champaign County, Illinois 1. Harley Ellis Devereaux Architects 2. Bailey Edwards Architects 3. Facilities Solutions Group	Appropriation: \$1,900,000 Project Cost: \$1,975,000
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Mr. Munoz moved and Mr. Beatty seconded a motion to approve the recommendation for the selection of architects/engineers. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Broughton presented the following Higher Ed A/E selection recommendation and Mr. Vitowsky further explained the project:

6.	830-010-342	<b>IL BOARD OF HIGHER EDUCATION</b> Upgrade Campus Controls University of Illinois Urbana, Champaign County, Illinois 1. Affiliated Engineers, Inc. 2. Henneman Engineering 3. Environmental Systems Design	Appropriation: \$1,000,000 Project Cost: \$1,060,000
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Mr. Ramage moved and Mr. Garippo seconded a motion to approve the recommendation for the selection of architects/engineers. Chairman O'Brien called for a vote, which was approved unanimously.

Mr. Broughton presented the following Higher Ed A/E selection recommendation and Mr. Vitowsky further explained the project:

7.	830-010-343	<b>IL BOARD OF HIGHER EDUCATION</b> Campus Pavement Reconstruction – Sixth Street and Stadium Drive University of Illinois Urbana, Champaign County, Illinois 1. Farnsworth Group 2. Foth Infrastructure & Environmental 3. Crawford, Murphy & Tilly, Inc.	Appropriation: \$1,100,000 Project Cost: \$1,155,000
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Mr. Beatty moved and Mr. Munoz seconded a motion to approve the recommendation for the selection of architects/engineers. Chairman O'Brien called for a vote, which was approved unanimously.

Chairman O'Brien presented the proposed FY-13 CDB Board Meeting Schedule for Board approval.

<b>PROPOSED FY13 CDB BOARD MEETING SCHEDULE</b>		
<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
July 10, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
August 14, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
September 11, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
October 9, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
November 13, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
December 11, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
January 8, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
February 5, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
March 12, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
April 9, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
May 14, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
June 11, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference

Mr. Munoz moved and Mr. Beatty seconded a motion to approve the Proposed FY 13 CDB Board Meeting schedule with the following change; the February Board meeting will be held on February 14, 2013. Chairman O'Brien called for a vote, which was approved unanimously.

Chairman O'Brien announced the following appointments to the CDB sub-committees:

**1) ADMINISTRATION AND RULES COMMITTEE**

MILES BEATTY III – CHAIRMAN  
GLYN RAMAGE – MEMBER

**2) CONSTRUCTION MANAGEMENT COMMITTEE**

STEWART MUNOZ – CHAIRMAN  
ANTHONY GARIPPO – MEMBER

**3) FINANCE AND AUDIT COMMITTEE**

MICHAEL CHIN – CHAIRMAN  
MILES BEATTY III – MEMBER

Mr. Klein presented the Proposed Rule Changes to the Illinois Administrative Code, Title 44, Part 1000 (Selection of Architects/Engineers) and Title 44, Part 950 (Prequalification and Bidder Responsibility) for Board approval and answered questions from Board members.

Mr. Munoz suggested that the Proposed Rule Changes be referred to the Administration and Rules sub-committee for review.

Mr. Garippo moved and Mr. Munoz seconded a motion to refer the Proposed Rule Changes to the Illinois Administrative Code, Title 44, Part 1000 (Selection of Architects/Engineers) and Title 44, Part 950 (Prequalification and Bidder Responsibility) to the Administration and Rules sub-committee for review. Chairman O'Brien called for a vote, which was approved unanimously.

Chairman O'Brien requested that the Administration and Rules sub-committee report back with their findings at the next Board meeting.

Director Underwood gave a brief staffing update to the Board.

Mr. Munoz moved and Mr. Garippo seconded a motion to adjourn. Chairman O'Brien called for a vote, which was approved unanimously. Motion carried and the meeting adjourned at 11:33 a.m.

**CAPITAL DEVELOPMENT BOARD**

**Agenda Item**

Subject Staff Recommendations for Concurrence in  
the Selection of Architects/Engineers

<u>PROJECT #</u>	<u>ARCHITECT/PROJECT DESCRIPTION</u>	<u>APPROP. &amp; TOTAL COST AMOUNTS</u>
250-189-015	Replace Emergency Generators and Upgrade Electrical, Springfield Central Computer Facility, Sangamon County, Department of Central Management Services	\$500,000 \$3,550,000

***FIRMS BEING CONSIDERED FOR SELECTION:***

BRiC Partnership LLC

Farnsworth Group Inc

Hanson Professional Services Inc

546-185-012	Renovate Armory/Upgrade Mechanical Systems, Lawrenceville Armory, Lawrence County, Department of Military Affairs	\$1,320,000 \$1,320,000
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***FIRMS BEING CONSIDERED FOR SELECTION:***

Homer & Shifrin Inc

McDonough Whitlow P C

Upchurch Group Inc The

814-010-074	Upgrade Electrical Distribution System, Chicago State University, Chicago, Cook County, Illinois Board of Higher Education	\$800,000 \$6,500,000
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***FIRMS BEING CONSIDERED FOR SELECTION:***

G E C Design Group d/b/a Globetrotters Engineering Cor

Patrick Engineering Inc

Stanley Consultants Inc

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 250-189-015

**PROJECT DESCRIPTION:** Replace Emergency Generators and Upgrade Electrical

**PROJECT LOCATION:** Department of Central Management Services  
Springfield Central Computer Facility, Sangamon County

**APPROPRIATION AMOUNT:** \$ 500,000

**ESTIMATED TOTAL PROJECT COST:** \$3,550,000

**PROJECT SCOPE OF WORK:**

The Springfield Central Computer Facility is a 69,500 square foot, three-story building constructed in 1979.

The scope of work provides for replacing the uninterruptible power supplies and emergency generators, including switchgear, UPS modules, motor control centers and other components as needed, as well as cleaning and adjusting circuit breakers and transformers in the critical gear substation.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 546-185-012

**PROJECT DESCRIPTION:** Renovate Armory/Upgrade Mechanical Systems

**PROJECT LOCATION:** Department of Military Affairs  
Lawrenceville Armory, Lawrence County

**APPROPRIATION AMOUNT:** \$1,320,000

**ESTIMATED TOTAL PROJECT COST:** \$1,320,000

**PROJECT SCOPE OF WORK:**

The Lawrenceville Armory is a 25,762 square foot, one-story concrete building constructed in 1938.

The scope of work provides for upgrading the HVAC system, including associated electrical upgrades, replacing the controls, exhaust systems, dampers and upgrading the boilers and associated work. The scope of work also provides for renovating the kitchen, including upgrading the ventilation system, installing kitchen equipment and associated electrical and interior renovations.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 814-010-074

**PROJECT DESCRIPTION:** Upgrade Electrical Distribution System

**PROJECT LOCATION:** Chicago State University  
Chicago, Cook County

**APPROPRIATION AMOUNT:** \$ 800,000

**ESTIMATED TOTAL PROJECT COST:** \$6,500,000

**PROJECT SCOPE OF WORK:**

Chicago State University is a 1,191,992 square foot, 16-building campus constructed in 1970.

The scope of work provides for planning and beginning the replacement of electrical substations, switchgear and wiring, specifically in buildings A, B, C, D, E, F, G, H and K. The scope also provides for planning and beginning the upgrade and expansion of the emergency backup systems.

**CAPITAL DEVELOPMENT BOARD**

**Agenda Item**

Subject Staff Recommendations for Concurrence in  
the Selection of Architects/Engineers

<u>PROJECT #</u>	<u>ARCHITECT/PROJECT DESCRIPTION</u>	<u>APPROP. &amp; TOTAL COST AMOUNTS</u>
039-150-170	Repair and Replace Roofing Systems, Illinois State Fairgrounds, Department of Agriculture	\$1,000,000 \$1,000,000
<b>FIRMS BEING CONSIDERED FOR SELECTION:</b>		
Allied Design Consultants Inc		
Kenyon & Associates Architects Inc		
Sarti Architectural Group Inc		
040-000-002	Provide Fire Suppression Sprinklers, Statewide Program, Department of Veterans Affairs	\$1,000,000 \$1,000,000
<b>FIRMS BEING CONSIDERED FOR SELECTION:</b>		
H O H Architects Inc		
Henneman Engineering Inc		
Horner & Shifrin Inc		
040-060-015	Replace Roofing Systems, Anna Veterans' Home - Union County, Department of Veterans Affairs	\$1,000,000 \$1,000,000
<b>FIRMS BEING CONSIDERED FOR SELECTION:</b>		
Design Architects Inc		
Eggemeyer Associates Architects Inc		
Upchurch Group Inc The		
120-008-015	Renovate Freezers, Illinois River Correctional Center - Canton, Fulton County, Department of Corrections	\$490,000 \$490,000
<b>FIRMS BEING CONSIDERED FOR SELECTION:</b>		
L Z T Associates Inc		
S M T Architects PC		

**CAPITAL DEVELOPMENT BOARD****Agenda Item**

Subject Staff Recommendations for Concurrence in  
the Selection of Architects/Engineers

<u>PROJECT #</u>	<u>ARCHITECT/PROJECT DESCRIPTION</u>	<u>APPROP. &amp; TOTAL COST AMOUNTS</u>
120-075-055	Replace Roofing Systems, Dixon Correctional Center - Dixon, Lee County, Department of Corrections	\$1,962,000 \$1,962,000
<b><i>FIRMS BEING CONSIDERED FOR SELECTION:</i></b>		
D L Z Illinois Inc		
Healy Bender & Associates Inc		
Shive Hattery Inc d/b/a Shive Hattery Group Inc		
120-135-059	Replace Roofing Systems, Logan Correctional Center - Lincoln, Logan County, Department of Corrections	\$2,666,000 \$2,666,000
<b><i>FIRMS BEING CONSIDERED FOR SELECTION:</i></b>		
Allied Design Consultants Inc		
Prather Tucker Associates Inc		
Shive Hattery Inc d/b/a Shive Hattery Group Inc		
120-255-024	Replace Windows, Shawnee Correctional Center - Vienna, Johnson County, Department of Corrections	\$1,918,000 \$1,918,000
<b><i>FIRMS BEING CONSIDERED FOR SELECTION:</i></b>		
Baysinger Architects LLC d/b/a Baysinger Architects PLLC		
Design Architects Inc		
Eggemeyer Associates Architects Inc		
125-110-008	Renovate Intake Building, Illinois Youth Center - St. Charles, Kane County, Department of Corrections	\$4,200,000 \$4,200,000
<b><i>FIRMS BEING CONSIDERED FOR SELECTION:</i></b>		
Epstein A and Sons International Inc		
Larson & Darby Inc		
Tripartite Inc		

Subject Staff Recommendations for Concurrence in the Selection of Architects/Engineers

<u>PROJECT #</u>	<u>ARCHITECT/PROJECT DESCRIPTION</u>	<u>APPROP. &amp; TOTAL COST AMOUNTS</u>
250-188-013	Replace Chillers, Cooling Tower and Air Handling Units, Research and Collection Center, Springfield, Sangamon County, Department of Central Management Services	\$977,000 \$977,000
<b><i>FIRMS BEING CONSIDERED FOR SELECTION:</i></b>		
Engineering Concepts & Solutions Inc		
Horner & Shifrin Inc		
T R C Worldwide Engineering Inc		
250-197-015	Replace Roof and Exterior Repairs, Elgin Regional Office Building, Elgin, Kane County, Department of Central Management Services	\$512,000 \$512,000
<b><i>FIRMS BEING CONSIDERED FOR SELECTION:</i></b>		
D L Z Illinois Inc		
Matocha Associates		
S M T Architects PC		
250-250-008	Replace Roof, Peoria Regional Office Building, Peoria, Peoria County, Department of Central Management Services	\$720,000 \$720,000
<b><i>FIRMS BEING CONSIDERED FOR SELECTION:</i></b>		
Ferry & Associates Architects LLC		
Steckel Parker Architects Inc		
Thomas Steen Associates Ltd.		
735-020-036	Renovate Interior and Exterior and Replace Roof, Executive Mansion, Springfield, Sangamon County, Capital Development Board	\$3,700,000 \$3,700,000
<b><i>FIRMS BEING CONSIDERED FOR SELECTION:</i></b>		
Bailey Edward Design Inc		
Evan Lloyd Associates Inc		
Vinci Hamp Architects Inc		

**CAPITAL DEVELOPMENT BOARD**

**Agenda Item**

Subject Staff Recommendations for Concurrence in  
the Selection of Architects/Engineers

**PROJECT #**      **ARCHITECT/PROJECT DESCRIPTION**

APPROP. &  
TOTAL  
COST  
AMOUNTS

750-020-014 Replace Roof, William G. Stratton Building, Springfield, Sangamon County,  
Office of the Secretary of State

\$490,000

\$490,000

***FIRMS BEING CONSIDERED FOR SELECTION:***

Allied Design Consultants Inc

Sarti Architectural Group Inc

Upchurch Group Inc The

750-045-028 Analyze and Repair Parking Structure, Capitol Complex, Springfield,  
Sangamon County, Office of the Secretary of State

\$100,000

To be Determined

***FIRMS BEING CONSIDERED FOR SELECTION:***

C T L Group d/b/a Construction Technology Laboratories

Hanson Professional Services Inc

Horner & Shifrin Inc

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 039-150-170

**PROJECT DESCRIPTION:** Repair and Replace Roofing Systems

**PROJECT LOCATION:** Department of Agriculture  
Illinois State Fairgrounds  
Springfield, Sangamon County

**APPROPRIATION AMOUNT:** \$1,000,000

**ESTIMATED TOTAL PROJECT COST:** \$1,000,000

**PROJECT SCOPE OF WORK:**

The Illinois State Fairgrounds is located on a 366 acre site originally constructed in 1894.

The scope of work provides for repairing and replacing roofing systems on several buildings, including the Series 18 Barns, the Artisans Building, the Grandstand, the Race Horse Barn 38, the Race Horse Barn 39 and Sheep Pavilion 33.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 040-000-002

**PROJECT DESCRIPTION:** Provide Fire Suppression Sprinklers

**PROJECT LOCATION:** Department of Veterans' Affairs  
Statewide Program

**APPROPRIATION AMOUNT:** \$1,000,000

**ESTIMATED TOTAL PROJECT COST:** \$1,000,000

**PROJECT SCOPE OF WORK:**

The funding is intended for the Anna Veterans' Home, LaSalle Veterans' Home, Manteno Veterans' Home and Quincy Veterans' Home.

The scope of work provides for adding and upgrading fire suppression sprinkler systems to meet life safety codes.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 040-060-015  
**PROJECT DESCRIPTION:** Replace Roofing Systems  
**PROJECT LOCATION:** Department of Veterans' Affairs  
Anna Veterans' Home  
Anna, Union County

**APPROPRIATION AMOUNT:** \$1,000,000

**ESTIMATED TOTAL PROJECT COST:** \$1,000,000

**PROJECT SCOPE OF WORK:**

The Anna Veterans' Home is a 40,000 square foot, one-story building constructed in 1991.

The scope of work provides for removing and replacing approximately 44,000 square feet of roofing, including ballasted EPDM and standing seam metal, plus all necessary accessories.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 120-008-015

**PROJECT DESCRIPTION:** Renovate Freezers

**PROJECT LOCATION:** Department of Corrections  
Illinois River Correctional Center  
Canton, Fulton County

**APPROPRIATION AMOUNT:** \$ 490,000

**ESTIMATED TOTAL PROJECT COST:** \$ 490,000

**PROJECT SCOPE OF WORK:**

The Illinois River Correctional Center is a 428,971 square foot, 31-building facility constructed in 1989.

The scope of work provides for renovating the freezers and associated equipment.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 120-075-055

**PROJECT DESCRIPTION:** Replace Roofing Systems

**PROJECT LOCATION:** Department of Corrections  
Dixon Correctional Center  
Dixon, Lee County

**APPROPRIATION AMOUNT:** \$1,962,000

**ESTIMATED TOTAL PROJECT COST:** \$1,962,000

**PROJECT SCOPE OF WORK:**

The Dixon Correctional Center is a 1,109,711 square foot, 138-building facility.

The scope of work provides for replacing approximately 103,944 square feet of both steep and flat roofing on five buildings, including new shingles, membrane, insulation, flashings, trim and all necessary accessories.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 120-135-059

**PROJECT DESCRIPTION:** Replace Roofing Systems

**PROJECT LOCATION:** Department of Corrections  
Logan Correctional Center  
Lincoln, Logan County

**APPROPRIATION AMOUNT:** \$2,666,000

**ESTIMATED TOTAL PROJECT COST:** \$2,666,000

**PROJECT SCOPE OF WORK:**

The Logan Correctional Center is a 526,195 square foot, 62-building facility constructed in 1930.

The scope of work provides for replacing approximately 141,110 square feet of roofing on seven buildings, including all necessary accessories.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 120-255-024

**PROJECT DESCRIPTION:** Replace Windows

**PROJECT LOCATION:** Department of Corrections  
Shawnee Correctional Center  
Vienna, Johnson County

**APPROPRIATION AMOUNT:** \$1,918,000

**ESTIMATED TOTAL PROJECT COST:** \$1,918,000

**PROJECT SCOPE OF WORK:**

The Shawnee Correctional Center is a medium security prison constructed in 1985.

The scope of work provides for replacing housing unit windows as funding allows. Window prioritization will be determined by the Department of Corrections. This project includes funding for the abatement of asbestos-containing materials.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 125-110-008

**PROJECT DESCRIPTION:** Renovate Intake Building

**PROJECT LOCATION:** Department of Juvenile Justice  
Illinois Youth Center  
St. Charles, Kane County

**APPROPRIATION AMOUNT:** \$4,200,000

**ESTIMATED TOTAL PROJECT COST:** \$4,200,000

**PROJECT SCOPE OF WORK:**

The Intake Building is a 22,500 square foot, four-story building constructed in 1915.

The scope of work provides for remodeling the entire building, including general, mechanical, electrical, plumbing and fire protection systems. This project includes funding for the abatement of asbestos-containing materials.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 250-188-013

**PROJECT DESCRIPTION:** Replace Chillers, Cooling Tower and Air Handling Units

**PROJECT LOCATION:** Department of Central Management Services  
Research and Collection Center  
Springfield, Sangamon County

**APPROPRIATION AMOUNT:** \$ 977,000

**ESTIMATED TOTAL PROJECT COST:** \$ 977,000

**PROJECT SCOPE OF WORK:**

The Collection Center is a 198,900 square foot, three-building facility constructed in 1940.

The scope of work provides for replacing the chiller and cooling tower, replacing the six AHU's, including new controls and replacing the heat exchanger and boiler feed unit. The existing electrical supply, piping and ducting will be reused to the extent possible.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 250-197-015

**PROJECT DESCRIPTION:** Replace Roof and Exterior Repairs

**PROJECT LOCATION:** Department of Central Management Services  
Elgin Regional Office Building  
Elgin, Kane County

**APPROPRIATION AMOUNT:** \$ 512,000

**ESTIMATED TOTAL PROJECT COST:** \$ 512,000

**PROJECT SCOPE OF WORK:**

The Elgin Regional Office Building is a 47,418 square foot, two-story building constructed in 1952.

The scope of work provides for replacing the ballasted EPDM roof, including all necessary accessories and exterior repairs as needed to keep the building weather-tight.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 250-250-008

**PROJECT DESCRIPTION:** Replace Roof

**PROJECT LOCATION:** Department of Central Management Services  
Peoria Regional Office Building  
Peoria, Peoria County

**APPROPRIATION AMOUNT:** \$ 720,000

**ESTIMATED TOTAL PROJECT COST:** \$ 720,000

**PROJECT SCOPE OF WORK:**

The Peoria Regional Office Building is a 37,243 square foot, one-story building constructed in 1970.

The scope of work provides for replacing the ballasted EPDM roof, including all necessary accessories. The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 735-020-036

**PROJECT DESCRIPTION:** Renovate Interior and Exterior and Replace Roof

**PROJECT LOCATION:** Capital Development Board  
Executive Mansion  
Springfield, Sangamon County

**APPROPRIATION AMOUNT:** \$3,700,000

**ESTIMATED TOTAL PROJECT COST:** \$3,700,000

**PROJECT SCOPE OF WORK:**

The Executive Mansion is a 45,120 square foot, three-story brick building constructed in 1855. The carriage house, constructed in the same year, is a 3,848 square foot, two-story brick building. The buildings were restored in 1971.

The scope of work provides for removing and replacing the existing chiller and associated components; upgrading exit signs throughout the mansion and carriage house; replacing the emergency generator, including upgrading emergency power distribution; removing and replacing roofing on the mansion and carriage house; selectively removing, replacing or restoring exterior woodwork such as balustrades, guards, handrails, stairs, porches, soffits, window casings and columns; upgrading the elevator; tuckpointing and masonry restoration; and, repairing decorative fence. This project includes funding for the abatement of asbestos containing material. The Historic Preservation Agency should be consulted during every phase of the project.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 750-020-014

**PROJECT DESCRIPTION:** Replace Roof

**PROJECT LOCATION:** Office of the Secretary of State  
William G. Stratton Building  
Springfield, Sangamon County

**APPROPRIATION AMOUNT:** \$ 490,000

**ESTIMATED TOTAL PROJECT COST:** \$ 490,000

**PROJECT SCOPE OF WORK:**

The William G. Stratton Building is a 452,523 square foot, nine-story building constructed in 1955.

The scope of work provides for replacing approximately 22,500 square feet of roofing system on three levels at the north end of the Stratton Office Building and various other roof areas. The work is to include removal of the existing roof system and replacing it with new membrane, high R-value insulation, flashing and all necessary accessories.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**A/E SELECTION COMMITTEE RECOMMENDATIONS**  
**June 12, 2012**

**CDB PROJECT NO:** 750-045-028

**PROJECT DESCRIPTION:** Analyze and Repair Parking Structure

**PROJECT LOCATION:** Office of the Secretary of State  
Capitol Complex  
Springfield, Sangamon County

**APPROPRIATION AMOUNT:** \$ 100,000

**ESTIMATED TOTAL PROJECT COST:** To be Determined

**PROJECT SCOPE OF WORK:**

The Capitol Complex Underground Parking Garage (Lot U) is a 284,400 square foot, three-level structure constructed in 1979. The underground parking garage is attached to the William G. Stratton Building as a wing.

The scope of work provides for evaluating the condition of the parking garage, including issues related to water infiltration, spalling and damaged concrete surfaces and support structures and problems associated with the mechanical, electrical and fire protection systems in the garage. The work also includes providing recommendations and estimates for the repairs. The selected firm will be retained for design and construction administration services for repair work, based on available funding.

The A/E must provide adequate resources to complete an accelerated design and provide construction administration for an accelerated construction schedule.

**SUBJECT: *Higher Ed Selections / Board Concurrence***

<u>PROJECT #</u>	<u>FIRM/JOB DESCRIPTION</u>	<u>PROJECT AMOUNT</u>
810-034-011	Upgrade HVAC System/Replace Windows Highland Community College Freeport, Stephenson County Illinois Community College Board  Firms being considered for selection in alpha order:  Richard L. Johnson Associates	\$351,300
810-035-005	Upgrade Campus Roadways and Parking Lots Heartland Community College Normal, Mclean County Illinois Community College Board  Firms being considered for selection in alpha order:  Farnsworth Group	\$339,550
810-036-021	Renovate Classrooms, Offices and Corridors Illinois Central College East Peoria, Tazewell County Illinois Community College Board  Firms being considered for selection in alpha order:  Architectural Design Group, Inc.	\$1,178,200
810-056-024	Construct Student Services/Adult Education Center College Of Lake County Grayslake, Lake County Illinois Community College Board  Firms being considered for selection in alpha order:  HOK Architects Legat Architects, Inc. Skidmore Owings Merrill	\$47,902,700

**SUBJECT: *Higher Ed Selections / Board Concurrence***

<u>PROJECT #</u>	<u>FIRM/JOB DESCRIPTION</u>	<u>PROJECT AMOUNT</u>
810-066-016	Upgrade Exterior Lighting McHenry County College Crystal Lake, McHenry County Illinois Community College Board  Firms being considered for selection in alpha order:  KJWW Engineering Consultants	\$416,700
810-080-013	Upgrade High Voltage Feeder and Switchgear Rock Valley College Rockford, Winnebago County Illinois Community College Board  Firms being considered for selection in alpha order:  Saavedra, Gewhlhausen Architects	\$501,848
810-080-014	Upgrade Electrical Systems/Replace UPS in Two Campus Buildings Rock Valley College Rockford, Winnebago County Illinois Community College Board  Firms being considered for selection in alpha order:  Saavedra, Gewhlhausen Architects	\$247,748
830-080-014	Renovate/Construct a Public Safety Building Springfield, Sangamon County University of Illinois  Firms being considered for selection in alpha order:  Cordogan Clark & Associates, Inc. Dewberry Architects, Inc. FGM Architects, Inc.	\$4,000,000

**CAPITAL DEVELOPMENT BOARD  
RECOMMENDATION FOR BOARD CONCURRENCE  
IN THE SELECTION OF  
HIGHER EDUCATION ARCHITECT/ENGINEER  
June 12, 2012**

**CDB PROJECT NO:** 810-034-011

**PROJECT DESCRIPTION:** Upgrade HVAC System/Replace Windows

**PROJECT LOCATION:** Illinois Community College Board  
Highland Community College  
Freeport, Stephenson County

**APPROPRIATION AMOUNT:** \$ 351,300

**ESTIMATED TOTAL PROJECT COST:** \$ 351,300

**PROJECT SCOPE OF WORK:**

Highland Community College is a 158,240 square foot, 9-building campus constructed in 1941.

The scope of work provides for upgrading the HVAC system in the Natural Science and Fine Arts Buildings, including replacing the duct heaters and associated work. The scope of work also provides for replacing windows on Building M and Building R.

**CAPITAL DEVELOPMENT BOARD  
RECOMMENDATION FOR BOARD CONCURRENCE  
IN THE SELECTION OF  
HIGHER EDUCATION ARCHITECT/ENGINEER  
June 12, 2012**

**CDB PROJECT NO:** 810-035-005

**PROJECT DESCRIPTION:** Upgrade Campus Roadways and Parking Lots

**PROJECT LOCATION:** Illinois Community College Board  
Heartland Community College  
Normal, Mclean County

**APPROPRIATION AMOUNT:** \$ 339,550

**ESTIMATED TOTAL PROJECT COST:** \$ 339,550

**PROJECT SCOPE OF WORK:**

Heartland Community College is a 360,000 square foot, four-building campus constructed in 2000.

The scope of work provides for upgrading campus roadways and parking lots, including milling 1.5 inches of asphalt paving and replacing with hot-mix asphalt and repairing assorted roadway curbs and cracks.

**CAPITAL DEVELOPMENT BOARD  
RECOMMENDATION FOR BOARD CONCURRENCE  
IN THE SELECTION OF  
HIGHER EDUCATION ARCHITECT/ENGINEER  
June 12, 2012**

**CDB PROJECT NO:** 810-036-021

**PROJECT DESCRIPTION:** Renovate Classrooms, Offices and Corridors

**PROJECT LOCATION:** Illinois Community College Board  
Illinois Central College  
East Peoria, Tazewell County

**APPROPRIATION AMOUNT:** \$1,178,200

**ESTIMATED TOTAL PROJECT COST:** \$1,178,200

**PROJECT SCOPE OF WORK:**

Illinois Central College is a 1,040,076 square foot, 28-building campus constructed in 1967.

The scope of work provides for renovating classrooms, offices and corridors, including replacing carpet and other flooring material, replacing ceilings, upgrading electrical and lighting systems and painting walls.

**CAPITAL DEVELOPMENT BOARD  
RECOMMENDATION FOR BOARD CONCURRENCE  
IN THE SELECTION OF  
HIGHER EDUCATION ARCHITECT/ENGINEER  
June 12, 2012**

**CDB PROJECT NO:** 810-056-024

**PROJECT DESCRIPTION:** Construct Student Services/Adult Education Center

**PROJECT LOCATION:** Illinois Community College Board  
College Of Lake County  
Grayslake, Lake County

**APPROPRIATION AMOUNT:** \$11,975,700 (Local Share)

**ESTIMATED TOTAL PROJECT COST:** \$47,902,700

**PROJECT SCOPE OF WORK:**

The College of Lake County is a 1,789,742 square-foot, 19-building campus constructed in 1969.

The scope of work provides for constructing an approximately 118,000 square foot Student Services and Adult Education Learning Center, including 46,000 square feet of classroom and laboratory space, 12,000 square feet for office space, and 15,000 square feet for general use and support space. The scope of work also provides for renovating approximately 10,300 square feet of space that will be vacated by the relocation of staff and students, installing site utilities and constructing sidewalks, roadways, parking areas, landscaping, and providing site lighting and signage.

**CAPITAL DEVELOPMENT BOARD  
RECOMMENDATION FOR BOARD CONCURRENCE  
IN THE SELECTION OF  
HIGHER EDUCATION ARCHITECT/ENGINEER  
June 12, 2012**

**CDB PROJECT NO:** 810-066-016

**PROJECT DESCRIPTION:** Upgrade Exterior Lighting

**PROJECT LOCATION:** Illinois Community College Board  
McHenry County College  
Crystal Lake, McHenry County

**APPROPRIATION AMOUNT:** \$ 416,700

**ESTIMATED TOTAL PROJECT COST:** \$ 416,700

**PROJECT SCOPE OF WORK:**

McHenry County College is a 4,007,765 square foot, 14-building campus constructed in 1974.

The scope of work provides for upgrading the exterior lighting, including replacing wall packs and pole lights, replacing selected conduit and wiring and installing site lighting controls.

**CAPITAL DEVELOPMENT BOARD  
RECOMMENDATION FOR BOARD CONCURRENCE  
IN THE SELECTION OF  
HIGHER EDUCATION ARCHITECT/ENGINEER  
June 12, 2012**

**CDB PROJECT NO:** 810-080-013

**PROJECT DESCRIPTION:** Upgrade High Voltage Feeder and Switchgear

**PROJECT LOCATION:** Illinois Community College Board  
Rock Valley College  
Rockford, Winnebago County

**APPROPRIATION AMOUNT:** \$ 501,848

**ESTIMATED TOTAL PROJECT COST:** \$ 501,848

**PROJECT SCOPE OF WORK:**

Rock Valley College is a 477,558 square-foot, 22-building campus constructed in 1970.

The scope of work provides for upgrading the high voltage feeder and switchgear, including associated conduit and wiring.

**CAPITAL DEVELOPMENT BOARD  
RECOMMENDATION FOR BOARD CONCURRENCE  
IN THE SELECTION OF  
HIGHER EDUCATION ARCHITECT/ENGINEER  
June 12, 2012**

**CDB PROJECT NO:** 810-080-014

**PROJECT DESCRIPTION:** Upgrade Electrical Systems/Replace UPS in  
Two Campus Buildings

**PROJECT LOCATION:** Illinois Community College Board  
Rock Valley College  
Rockford, Winnebago County

**APPROPRIATION AMOUNT:** \$ 247,748

**ESTIMATED TOTAL PROJECT COST:** \$ 247,748

**PROJECT SCOPE OF WORK:**

Rock Valley College is a 477,558 square-foot, 22-building campus constructed in 1970.

The scope of work provides for upgrading the electrical systems/replacing UPS systems in two campus buildings, including associated wiring and installing natural gas generators.

**CAPITAL DEVELOPMENT BOARD  
RECOMMENDATION FOR BOARD CONCURRENCE  
IN THE SELECTION OF  
HIGHER EDUCATION ARCHITECT/ENGINEER  
June 12, 2012**

**CDB PROJECT NO:** 830-080-014

**PROJECT DESCRIPTION:** Renovate/Construct a Public Safety Building

**PROJECT LOCATION:** University of Illinois  
Springfield, Sangamon County

**APPROPRIATION AMOUNT:** \$4,000,000

**ESTIMATED TOTAL PROJECT COST:** \$4,000,000

**PROJECT SCOPE OF WORK:**

The University of Illinois at Springfield is a 789,004 square foot, 59-building campus constructed in 1970.

The scope of work provides for constructing a public safety building, including a two-car sally port, a holding area, dispatch office, offices, locker rooms, interview and reporting rooms and evidence storage.



State of Illinois  
PAT QUINN, GOVERNOR  
Jim Underwood, Executive Director

**MEMORANDUM**

**TO:** Capital Development Board

**FROM:** Thomas Klein, General Counsel

**DATE:** June 12, 2012 TK

**RE:** Proposed Rule Change  
44 IAC 1000 (Selection of Architects/Engineers (A/E))  
IAC Title 44, Part 1000

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Capital Development Board (CDB) staff has prepared a proposed Rule which would state that CDB will consider minority or female ownership as part of the QBS process. The proposed Rule would also allow CDB to set minority participation goals for projects with an estimated basic services fee of \$75,000 or more. Statutory authorization for such a rule is provided in Section 80 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535/80), which states that "Nothing in this Act shall be deemed to prohibit or restrict agencies from establishing or maintaining affirmative action contracting goals for minorities or women. . . now or hereafter established by law, rules, and regulations, or executive order." The Chief Procurement Officer for CDB has reviewed this proposed rule and has expressed his support for it.

Upon your approval, the rules will be filed with the Secretary of State and submitted to JCAR (Joint Committee on Administrative Rules).

## SUBTITLE B

TITLE 44: GOVERNMENT CONTRACTS, PROCUREMENT  
AND PROPERTY MANAGEMENT  
SUBTITLE B: SUPPLEMENTAL PROCUREMENT RULES  
CHAPTER XII: CAPITAL DEVELOPMENT BOARD

PART 1000  
SELECTION OF ARCHITECTS/ENGINEERS (A/E)

Section	
1000.100	Definitions
1000.110	Purpose
1000.120	Selection Procedures
1000.130	Selection Committee
1000.140	Evaluation Procedures
1000.150	Preliminary Evaluations
1000.160	Interviews
1000.170	Delegation of Evaluations
1000.180	Public Notice
1000.190	Submittal Requirements
1000.200	Small Projects
1000.210	Emergency Projects

**AUTHORITY:** Implementing the Capital Development Board Act [20 ILCS 3105] and authorized by Sections 9.06 and 16 of that Act, Article 30 and Section 1-15.25 of the Illinois Procurement Code [30 ILCS 500/Art. 30 and 1-15.25] and Section 20 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act [30 ILCS 535/20].

**SOURCE:** Adopted at 2 Ill. Reg. 30, p. 140, effective July 27, 1978; amended at 4 Ill. Reg. 9, p. 233, effective February 14, 1980; amended at 5 Ill. Reg. 1890, effective February 17, 1981; amended and codified at 8 Ill. Reg. 20332, effective October 1, 1984; amended at 9 Ill. Reg. 17338, effective October 29, 1985; amended at 12 Ill. Reg. 17815, effective October 25, 1988; Part repealed and new Part adopted at 22 Ill. Reg. 1176, effective January 1, 1998; amended at 24 Ill. Reg. 11618, effective July 24, 2000; amended at 25 Ill. Reg. 11774, effective August 10, 2001; amended at 26 Ill. Reg. 2610, effective February 8, 2002.

**Section 1000.100 Definitions**

"A/E" means an architectural or engineering firm that is in the business of offering the practice of furnishing architectural or engineering services for building projects, that is registered with the Department of Professional Regulation and licensed to practice architecture, structural engineering or professional engineering in the State of Illinois, or that is properly authorized under the Professional Service Corporation Act and by the Department of Professional

## SUBTITLE B

Regulation to practice architecture, structural engineering or professional engineering in the State of Illinois. For purposes of this Part, this includes licensed individuals transacting business as sole proprietorships, which are not required to be registered with the Department of Professional Regulation.

"Board" means the seven member Board of the Capital Development Board.

"CDB" means Capital Development Board, the agency.

"Statement of Qualifications" means the information supplied by the A/Es that cites their specific experience and expertise that may qualify the A/E to provide the services requested.

"User agency" means the agency or unit of government for which the architectural/engineering firm is being selected.

**Section 1000.110 Purpose**

CDB shall procure architectural, engineering, and land surveying services in compliance with the Architectural, Engineering, and Land Surveying Qualification Based Selection Act [30 ILCS 535].

**Section 1000.120 Selection Procedures**

CDB shall select three A/Es qualified to provide the professional services for a specific project. These A/Es shall be ranked in order of qualifications. Board approval of these A/Es shall be final and binding.

In the event that fewer than three A/Es submit statements of qualifications for a specific project, if CDB determines that one or both are qualified to perform the services, CDB may proceed with the selection process.

**Section 1000.130 Selection Committee**

The selection committee chairman shall appoint a committee to recommend to the Executive Director and the Board a list of A/Es qualified to perform the required services. This committee may be established for each selection and may be composed of standing members and rotating members from CDB staff. In addition to the CDB staff members, a representative from the user agency may be requested to be a member of the committee.

**Section 1000.140 Evaluation Procedures**

- a) In making its recommendations, the selection committee will ~~may consider~~,

## SUBTITLE B

among others assign a score between 1 and 100 for each prequalified A/E who responds to an advertisement. The score will be based on the following criteria:

- ~~1) The A/E's qualifications.~~
- 12) The ability of professional personnel submitted by the A/E – 40%.
- ~~23) The A/E's past record and experience – 40%.~~
- 34) The prior performance of the A/E on CDB professional services agreements – 5%.
- ~~5) The willingness of the firm to meet time requirements.~~
- ~~6) The location of the project relative to the firm's place of business.~~
- ~~7) The results of preliminary evaluations performed by CDB staff.~~
- ~~8) The current work load of the A/Es and their prior selections by CDB.~~
- ~~9) References.~~
- ~~10) Interviews conducted with the A/Es.~~
- 411) Minority and/or female ownership of the A/E and the consultants – 15%.

- b) For projects with an estimated basic services fee of \$75,000 or more, the CDB Fair Employment Practices department may will set goals for minority and female owned business enterprises, which will be described in the CDB Professional Services Bulletin. The goals will be based on the availability of minority and female owned business enterprises in the area capable of doing the work. CDB may waive goals for a particular project if it determines that no minority and female owned business enterprises would be available to perform the type of work involved in the area of the project. No A/E that fails to meet the goal will be considered unless it provides sufficient evidence to CDB within 7 days of submitting its proposal that, after making a good faith effort, it was unable to find sufficient minority or female owned business enterprises willing and able to perform the work.
- c) In determining if a firm has submitted sufficient evidence that it made a good faith effort to find sufficient minority or female owned business enterprises willing and able to perform the work, CDB will consider:

## SUBTITLE B

- 1) The number of minority and female owned business enterprises contacted (including any log of communications provided to CDB);
  - 2) Whether the work to be allocated to minority and female owned business enterprises was selected in order to increase the likelihood of achieving the specified goal;
  - 3) Whether the firm negotiated in good faith with minority and female owned business enterprises without imposing conditions that are not imposed on other business enterprises or denying benefits that are offered to other business enterprises;
  - 4) Whether the firm engaged CDB's Fair Employment Practices Division to provide referrals;
- de) In no case shall the committee, prior to selecting an A/E for negotiation, seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.
- e) CDB will rank the A/E firms based on score. CDB may remove a firm from consideration if it is unwilling or unable to meet CDB's timing requirements. CDB may alter the ranking of firms within 10 points of each other if the firm with the lower score is located closer to the work site. Also, in order to give more firms an opportunity to work on CDB projects, CDB may alter the rankings of firms within 10 points of each other if CDB selected the higher scoring firm for a CDB project more recently than the lower scoring firm.

**Section 1000.150 Preliminary Evaluations**

CDB may appoint staff members to perform a preliminary evaluation (prescreening) to provide a preliminary ranking of the A/Es for the committee's consideration. This prescreening shall consider, among others, the relevant project experience of the prospective A/Es and the expertise and experience of the firm and its consultants' staff to be assigned to the project if the firm is selected.

**Section 1000.160 Interviews**

CDB requires the selection committee to conduct interviews when the estimated value of the basic services fee exceeds \$300,000. The Executive Director may choose to conduct interviews for smaller projects under special circumstances. In all cases, a minimum of three firms will be interviewed. The Executive Director in consultation with the Board may exempt any contract from requiring interviews.

(Source: Amended at 24 Ill. Reg. 11618, effective July 24, 2000)

## SUBTITLE B

**Section 1000.170 Delegation of Evaluations**

CDB may delegate the evaluation of prospective A/Es to the user agency (school district, college, university, Illinois Community College Board or unit of local government). The user agency shall be required to comply with the Architectural, Engineering, and Land Surveying Qualification Based Selection Act [30 ILCS 535] or the Local Government Professional Services Selection Act [50 ILCS 510], as may be applicable. Recommendations pursuant to 30 ILCS 535 for contracts of \$25,000 or more shall state the three selected firms ranked in order of qualifications. Recommendations pursuant to 50 ILCS 510 for contracts of \$25,000 or more shall state the three selected firms ranked in order of qualifications unless the selection is stated to be an exception under 50 ILCS 510/5. CDB or the user may request that a member of its staff be a voting or nonvoting member of the user agency's evaluation committee. The user agency shall transmit its recommendations to CDB for review and approval of the Board. CDB will provide a form for submitting the recommendations. Transmittal to CDB shall include a letter with a certification statement requiring an authorized signature verifying that the selections were made in accordance with the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act [30 ILCS 535] and the Local Government Professional Services Selection Act [50 ILCS 510]. CDB may request the user agency make other recommendations if the firm(s) recommended are not acceptable to CDB.

(Source: Amended at 25 Ill. Reg. 11774, effective August 10, 2001)

**Section 1000.180 Public Notice**

- a) When the services of an A/E are required and the estimated value of the contract exceeds \$25,000, CDB shall publish the list of projects requiring A/E services. In addition, CDB may publish a list of projects whose contract values do not exceed \$25,000.
- b) This public notice shall include an abstract of the services required for each project and the required expertise of the A/E to be considered. This public notice shall also include the statement of qualifications form to be completed for each project as well as the date and time by which submittal of the statement of qualifications will be accepted.
- c) Notice shall be posted on CDB's Internet Site ([www.cdb.state.il.us](http://www.cdb.state.il.us)) and may be published in the official State newspaper or otherwise made available in print.

(Source: Amended at 26 Ill. Reg. 2610, effective February 8, 2002)

**Section 1000.190 Submittal Requirements**

## SUBTITLE B

- a) All A/Es submitting statements of qualifications for a specific project shall be prequalified with CDB prior to the date and time that the submittals are due. Failure to be prequalified will result in rejection of the submittal(s).
- b) If the A/E will be subcontracting part of the services to consultants, those consultants that will be performing architectural, engineering or land surveying professional services shall also be prequalified with CDB prior to the date and time that the submittals are due. Failure of the professional consultants to be prequalified shall result in rejection of the A/E's submittals.
- c) The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed consultant. Failure to list these percentages may result in rejection of the submittal.
- d) The submittal shall include the names of persons who will perform the services, including their project assignment or duties, as well as a resume of their experience and expertise that qualifies them to perform the assignment. This includes the listed consultant's designated staff.

**Section 1000.200 Small Projects**

For contracts whose estimated value is less than \$25,000, CDB may select any prequalified A/E in accordance with Section 45 of the Architectural, Engineering, and Land Surveying Qualification Based Selection Act [30 ILCS 535].

(Source: Amended at 24 Ill. Reg. 11618, effective July 24, 2000)

**Section 1000.210 Emergency Projects**

CDB may immediately select an A/E when it is in the best interest of the State or in emergencies to protect public health or safety in accordance with Section 50 of the Architectural, Engineering, and Land Surveying Qualification Based Selection Act [30 ILCS 535/50].



State of Illinois  
PAT QUINN, GOVERNOR  
Jim Underwood, Executive Director

**MEMORANDUM**

**TO:** Capital Development Board

**FROM:** Thomas Klein, General Counsel TK

**DATE:** June 12, 2012

**RE:** Proposed Rule Change  
44 IAC 950 (Prequalification and Bidder Responsibility)

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Capital Development Board (CDB) staff has prepared a proposed Rule that would govern minority participation goals for CDB projects. The proposed rule sets the guidelines for how MBE/FBE participation will be calculated.

Upon your approval, the rules will be filed with the Secretary of State and submitted to JCAR (Joint Committee on Administrative Rules).

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

TITLE 44: GOVERNMENT CONTRACTS, PROCUREMENT AND PROPERTY  
MANAGEMENT

SUBTITLE B: SUPPLEMENTAL PROCUREMENT  
CHAPTER XII: CAPITAL DEVELOPMENT BOARD

PART 950  
PREQUALIFICATION AND BIDDER RESPONSIBILITY

SUBPART A: BIDDER RESPONSIBILITY

- 950.110 Purpose
- 950.120 Policy
- 950.130 Definitions
- 950.140 Special Projects
- 950.150 Confidentiality
- 950.160 Sources for Determining Responsibility
- 950.170 Processing of Contractor Prequalification and Bidder Responsibility and Renewal Applications
- 950.180 Ineligibility

SUBPART B: SUSPENSION, DEBARMENT, MODIFICATION OF ABILITY TO BID, AND  
CONDITIONAL PREQUALIFICATION

- 950.200 Actions Affecting Prequalification
- 950.210 Causes for Suspension, Debarment, Modification of Ability To Bid, or Conditional Prequalification
- 950.220 Failure to Satisfactorily Perform Work on or Breach of the Terms of CDB Contracts, Private Contracts, or Other Governmental Contracts
- 950.230 Interim or Emergency Suspension or Modification Pursuant to Section 16 of the Capital Development Board Act
- 950.240 Denial of Prequalification

SUBPART C: APPLICATION OF CDB ACTION

- 950.300 General
- 950.310 Violation of CDB Order
- 950.320 Nullification of Prequalification
- 950.330 Denial of Award of Contract
- 950.340 Debarment
- 950.350 Reapplication for Prequalification

ILLINOIS REGISTER

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

- 950.360 Extension of CDB Action
- 950.370 Effect on Current Contracts
- 950.380 Basis of Decisions
- 950.390 Settlement

SUBPART D: PROCEDURES

- 950.400 Review
- 950.410 Conference
- 950.420 Executive Director
- 950.430 Request for Reconsideration
- 950.440 Hearings
- 950.450 Burden of Proof

SUBPART E: MINORITY/FEMALE BUSINESS ENTERPRISE GOALS

- 950.500 Work to be Completed by Firm Registered with CMS
- 950.510 Commercially Useful Function
- 950.520 Trucking Company
- 950.530 Materials and Supplies
- 950.540 Good Faith Effort

AUTHORITY: Implementing and authorized by Section 9.06 of the Capital Development Board Act [20 ILCS 3105/9.06] and Sections 5-25 and 30-20 of the Illinois Procurement Code [30 ILCS 500/5-25 and 30-20].

SOURCE: Adopted at 2 Ill. Reg. 30, p. 140, effective July 27, 1978; amended at 4 Ill. Reg. 9, p. 233, effective February 14, 1980; amended at 5 Ill. Reg. 1890, effective February 17, 1981; amended and codified at 8 Ill. Reg. 20299, effective October 1, 1984; emergency amendment at 9 Ill. Reg. 3821, effective March 5, 1985, for a maximum of 150 days; amended at 9 Ill. Reg. 10659, effective July 3, 1985; amended at 9 Ill. Reg. 17321, effective October 29, 1985; amended at 12 Ill. Reg. 9860, effective May 27, 1988; amended at 16 Ill. Reg. 12424, effective July 28, 1992; Part repealed, new Part adopted at 19 Ill. Reg. 15607, effective November 2, 1995; amended at 20 Ill. Reg. 15222, effective November 15, 1996; amended at 22 Ill. Reg. 20007, effective November 9, 1998; amended at 25 Ill. Reg. 10741, effective August 10, 2001; amended at \_\_\_ Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_, 2012.

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

**Section 950.110 Purpose**

The Capital Development Board (CDB) contracts shall be awarded only to responsible contractors. A prospective contractor must affirmatively demonstrate its responsibility, including, when necessary, the responsibility of its proposed subcontractors and suppliers. In the absence of information clearly indicating that the prospective contractor is responsible, CDB shall make a determination of non-responsibility. Only responsible contractors shall be prequalified, and only prequalified contractors shall be permitted to bid on CDB projects. A determination of nonresponsibility may be made at any time prior to or after award of a contract.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

**Section 950.120 Policy**

As a general proposition, except in instances of statutory exceptions, CDB shall award contracts to the lowest responsible and responsive bidder. However, award of a contract based on the lowest price alone can be false economy if there is subsequent default, late deliveries, or other unsatisfactory performance resulting in additional contractual or administrative costs. While it is important that Government purchases be made at the lowest price, this does not require an award to a contractor solely because that contractor submits the lowest offer.

**Section 950.130 Definitions**

The following definitions shall apply to this Part:

"A/E" means an individual or firm in the business of providing architectural, engineering or land surveying services as authorized by the State of Illinois Department of Professional Regulation (DPR). Licensed individuals shall be registered with DPR as sole proprietorships. Firms and corporations shall be registered with DPR.

"CDB" means the Capital Development Board.

"Contract Requirements" consist of any and all provisions of the CDB contract, which include, but are not limited to the following:

The timely submittal of all post-award requirements.

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

Material compliance with all applicable statutory requirements, local, State and federal laws, environmental and regulatory requirements and CDB Rules and Resolutions.

Payment of prevailing wage rate as determined by the Illinois Department of Labor.

Adherence to alternative dispute resolution provisions.

Material compliance with all Minority and Female Business Enterprise Act requirements and workforce hiring goals.

Timely payment to subcontractors and suppliers, unless rightfully withheld and the contractor does not request payment from CDB.

Material compliance with project schedules.

Maintaining applicable licensing requirements.

"Contractor" or "Bidder" means a firm that is in the business of constructing some or all aspects of building projects.

"Executive Director" means the Director of the Capital Development Board.

"Key Person" means any individual who holds 5% or more ownership interest in the firm. In the event the firm is owned by another corporation, partnership, trust or business association, any individual within that firm or who is a trust beneficiary who holds a 5% or more ownership or beneficial interest is considered a "key person". Regardless of ownership interest, any officer, partner or director is considered a "key person". This definition also includes any individual who assumes the responsibility of an officer, owner, partner, director, etc., regardless of ownership interest.

"New Bidder" is one that has no history of performance with CDB or who has been inactive for more than 3 years. Work history is determined in accordance with Section 950.170. Bidders who are newly formed business concerns having substantially the same owners, officers, directors, or beneficiaries as a previously existing non-responsible bidder will be declared non-responsible unless the new organization can demonstrate it was not set up for the purpose of avoiding an earlier declaration of non-responsibility.

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

"Performance Record" consists of but is not limited to the following:

Evidence of material compliance with all CDB contract requirements as referenced.

Data indicating the contractor has maintained quality workmanship and has met all contract requirements on previous contracts, private and public.

"Responsibility" is a determination made by CDB that the contractor is a responsible contractor. The determination may be made at any time prior to or following award of a contract. Because responsibility is affected by such things as financial resources, performance records, and organizational and operational factors, all of which are subject to change, the initial determination of responsibility, made through evaluation of a new or renewal application to CDB, may be changed upon receipt of additional or different information. The contractor is required to inform CDB of any significant change to the information submitted in its application. Each prospective bidder must provide the CDB with adequate documentation of responsibility. The CDB will ordinarily provide forms for this information. The CDB may supplement this information from other sources and may require additional documentation at any time. For ease of administration, the basic information generally will be garnered through the contractor/bidder responsibility application in the case of new bidders. The responsibility determination will be reviewed periodically through a renewal application. CDB reserves the right to demand completion of a contractor/bidder responsibility application and supporting documents at any time. A responsibility determination will also be reviewed on an ongoing basis through other information, including but not limited to performance evaluations and reference contacts.

"Responsible Contractor" is a firm that:

Has adequate financial resources to perform the contract, or the ability to obtain them. This includes, but is not limited to, the ability to obtain required bonds and insurance from sureties and insurance companies acceptable to CDB.

Is able to comply with the contract requirements, considering the firm's other business obligations.

Has a satisfactory performance record.

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

Has a satisfactory record of integrity and business ethics.

Has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them. This includes, but is not limited to, qualified supervisory personnel and a work force qualified to meet CDB contract work force requirements.

Has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them.

Has a current DHR number or application pending.

Has provided all information required by the Financial Interests and Potential Conflicts of Interest Disclosure forms required by Section 50-35 of the Illinois Procurement Code [30 ILCS 500/50-35].

Is otherwise qualified and eligible to receive a contract award under applicable laws and regulations.

"Responsive Bidder" means a person or firm who has submitted a bid that conforms in all material respects to the invitation for bids. Those who submit bids which are not in conformance with the requirements of the invitation for bids will be determined to be non-responsive, which factors include, but are not limited to:

Failure to be prequalified with CDB in advance of the bid opening date.

Submission of a bid late, in pencil, or in a manner that reveals the bid price prior to the bid opening (e.g., by facsimile).

Submission of a bid that is not in substantial conformance with the bidding documents.

Submission of bid security that is not in substantial compliance with the requirements of the bidding documents.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

**Section 950.140 Special Projects**

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

When CDB determines a construction project is so large or specialized that a special bidder prequalification and responsibility determination is appropriate, CDB may set appropriate standards of acceptability different from those set out herein. Other provisions of this Part shall remain applicable.

(Source: Amended at 22 Ill. Reg. 20007, effective November 9, 1998)

**Section 950.150 Confidentiality**

Documents relating to responsibility determinations of a contractor shall be maintained by CDB in a separate file and shall remain confidential as records pertaining to occupational registration, except that they shall be subject to complete disclosure to the contractor to which they relate and to units of federal, State, or local government, including but not limited to law enforcement agencies. Nothing herein shall be construed to mean that CDB is required to disclose to the contractor the name of any person or organization filing a complaint or providing information to CDB when the complaint or information is used by CDB as the basis for further inquiry into the facts alleged. CDB may release to anyone the contractor's prequalification status with CDB. Notwithstanding the foregoing, neither the Contractor Performance Evaluations (CPE) nor the contractor's written responses to them shall be made available to any other person or firm.

(Source: Amended at 27 Ill. Reg. 4857, effective March 4, 2004)

**Section 950.160 Sources for Determining Responsibility**

To determine a contractor's responsibility, CDB may utilize information obtained from one or more of the following sources. In evaluating the information, greater consideration shall be given to the contractor's most recent projects and projects with CDB.

- a) Contractor bidder responsibility and renewal application forms.
  - 1) New bidders applications shall at a minimum require of the contractor:
    - A) Completed application form.
    - B) Evidence of bonding capacity meeting CDB criteria.
    - C) Adherence to statutory requirements.
    - D) Satisfactory work history - reference checks. References obtained

ILLINOIS REGISTER

---

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

may be verified and documented by the following methods:

- i) Telephone reference checks.
  - ii) Reference questionnaire.
- 2) Renewal applications shall at a minimum require of the contractor:
- A) The information set out in subsection (a)(1) above.
  - B) Adherence to CDB rules and resolutions.
  - C) Satisfactory CDB work and performance history, which may be documented through evaluations prepared on both current and past CDB projects by the following:
    - i) CDB staff.
    - ii) Architects/engineers and consultants.
    - iii) Using agencies.
    - iv) Other contractors, subcontractors and suppliers.
- 3) Application updates

The contractor shall have an affirmative duty to update significant information as it occurs, including but not limited to changes in ownership, change of name, change of address, change in minority/female owned firm status, loss of SOS "good standing" status, suspension or debarment by another governmental agency, decrease by more than 25% in bonding capacity, filing of bankruptcy, contract terminations, and filing of formal criminal charges against the firm or its officers, owners, or employees. Failure to disclose as required may lead to action on prequalification. (See Section 950.210(c).)

- b) Other governmental entities

ILLINOIS REGISTER

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

CDB may conduct history reference checks by contacting Federal, State or local governmental entities.

c) Other sources

CDB may conduct reference checks or gather relevant information from any other source in order to determine responsibility. Acceptable sources may include, but are not limited to:

- 1) Surety/bonding companies
- 2) Financial institutions
- 3) Periodicals
- 4) Newspapers
- 5) Court records
- 6) Dun and Bradstreet reports
- 7) Audited financial statements
- 8) Any type of public record

d) Previous employment history

For any newly organized firm or a firm with a limited work history, CDB may conduct individual performance reference checks on any or all personnel.

e) Additional information

CDB may request additional information from the contractor at any time.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

**Section 950.170 Processing of Contractor Prequalification and Bidder Responsibility and Renewal Applications**

- a) New bidders and bidders nearing the prequalification expiration date must complete a

ILLINOIS REGISTER

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

contractor prequalification and bidder responsibility application, including the Financial Interests and Potential Conflicts of Interest forms required under Section 50-35 of the Illinois Procurement Code [30 ILCS 500/50-35].

- b) Processing of contractor prequalification and bidder responsibility applications by CDB may require up to 45 days when the application information is complete and satisfactory and references are responsive.
- c) Applications for renewal will be sent to contractors approximately 60 days before the expiration of current prequalification and are available electronically on CDB's internet site at [www.cdb.state.il.us](http://www.cdb.state.il.us). Contractors who do not receive an application are responsible for obtaining one at least 45 days prior to expiration. When all information received is complete and satisfactory, processing may take up to 45 days. When any information is incomplete or unsatisfactory, a longer processing time will be required. Contractors will be notified when information is incomplete or unsatisfactory. Unless otherwise specified in writing by CDB, the term of prequalification shall be one year. When prequalification is granted, the contractor will be notified in writing of the expiration date, which will also be entered on CDB's electronic program. CDB may grant a shorter term of prequalification by agreement with the contractor, when a determination is made that a shorter period is justified, or when a special prequalification is developed specifically for a certain project. CDB may, in its discretion, grant a longer period of prequalification when deemed appropriate in light of recent and relevant satisfactory project performance. Updated or new contractor information including the term of prequalification will be entered on CDB's electronic program weekly. The electronic program will be capable of, among other things, sorting contractors by trade to produce lists of contractors in the various trades. At the beginning of each month, a list of contractors whose prequalification expires in approximately 60 days will be generated.
- d) Applications may be sent to CDB by facsimile.
- e) CDB shall review and evaluate each application received, which may include one or more of the following actions:
  - 1) Reviewing to determine whether the application is filled out in accordance with the instructions provided.
  - 2) Contacting work references or any other possible sources of pertinent information.

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

- 3) Requesting additional information from the applicant.
  - 4) Reviewing CDB contractor performance evaluations.
  - 5) Meeting with the applicant at the request of CDB or the applicant.
- f) CDB shall deny prequalification to any firm that has not affirmatively demonstrated its responsibility. CDB's determination of responsibility shall be final.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

**Section 950.180 Ineligibility**

A contractor, whether or not previously or currently prequalified and determined to be responsible by CDB, may be ineligible to bid under the following circumstances:

- a) The contractor fails to meet statutory or regulatory requirements other than those set out in this Part.
- b) The contractor has inadequate relevant experience in construction contracting to undertake CDB projects or a particular CDB project. In determining whether a contractor has adequate relevant experience, CDB will consider the size, type, number, and recency of past private and public contracts of the firm, its predecessors, or key persons with the firm.
- c) The contractor has inadequate resources to meet the CDB contractual work force requirements. CDB shall not make a determination of responsibility for any contractor who has the appearance of being a broker, rather than a conventional construction business. In determining whether a contractor is a broker or a firm with inadequate resources, CDB may consider one or more of the following:
  - 1) Whether the contractor maintains and works from a separate conventional office which is not a residence or offices for other businesses.
  - 2) Whether the contractor maintains a full-time office and construction staff consisting of clerical, managerial, and supervisory personnel.
  - 3) Whether key persons with the firm have an educational and work experience background that makes the key persons sufficiently expert and knowledgeable to carry out CDB construction projects.

ILLINOIS REGISTER

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

- 4) Whether the contractor owns equipment, tools, machinery, materials or supplies used on construction projects.
- 5) Whether the contractor has financial resources related to or generated by the construction business.
- 6) Whether the contractor has historically subcontracted for a percentage of the work in construction contracts exceeding the requirements of CDB contracts.
- 7) Whether key persons with the firm are engaged in non-construction businesses.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

SUBPART B: SUSPENSION, DEBARMENT, MODIFICATION OF ABILITY TO BID, AND  
CONDITIONAL PREQUALIFICATION

**Section 950.200 Actions Affecting Prequalification**

At any time, CDB may consider whether action should be taken concerning prequalification. Actions that may be taken include one or more of the following:

- a) Interim or Emergency Suspension or Modification

CDB may summarily suspend or modify a contractor's prequalification in accordance with Section 16 of the Capital Development Board Act [20 ILCS 3105/16].

- b) Debarment

CDB may debar a contractor to exclude it from bidding for CDB contracts as authorized herein or by statute. The period of debarment shall be not less than five years and may be permanent when warranted or as authorized by law.

- c) Modification of Ability to Bid

CDB may modify or limit a contractor's prequalification as appropriate, including, but not limited to one or more of the following:

- 1) Limiting the dollar amount a contractor may bid for a specified period of

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

time, or until a current contract is substantially or fully complete.

- 2) Limiting the number of CDB contracts a contractor may enter into for a specified period of time, or until a current contract is substantially or fully complete.
- 3) Limiting the aggregate dollar amount of contracts the contractor may enter into, considering both public and private contracts.
- 4) Imposing limits as set forth above pending performance on the contractor's next CDB contract(s), in instances where the contractor has no current CDB contracts.

d) Conditional Prequalification

CDB may condition prequalification (which may be otherwise limited) on the contractor's successful utilization of a management plan, evaluations, conferences, or other methods designed to achieve satisfactory performance or compliance with contract requirements.

e) Suspension

CDB may suspend a contractor or disqualify a contractor temporarily from contracting with CDB, for a period of time up to five years. The contractor's failure to timely pursue administrative action as provided by Subpart D of this Part shall constitute consent of the contractor to CDB's action.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

**Section 950.210 Causes for Suspension, Debarment, Modification of Ability to Bid, or Conditional Prequalification**

CDB may determine a contractor is not responsible and suspend, debar or otherwise modify or issue a conditional prequalification based upon one or more of the following:

- a) Failure to satisfactorily perform work on CDB contract(s), private contract(s), or other governmental contracts. (See also Section 950.220.)
- b) Breach of the terms of a CDB contract(s), private contract(s), or other governmental contract(s). (See also Section 950.220.)

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

- c) Making false or misleading statements, or failing to disclose or update significant information in connection with CDB procedures or documents, including but not limited to the contractor bidder responsibility application.
- d) Violation of civil or criminal federal or State statutes or administrative rules and regulations. In the case of criminal violations, indictment or filing of formal charges by information (complaint) shall constitute adequate evidence for a determination of non-responsibility.
- e) Financial instability which may be evidenced by bankruptcy, failure to timely pay subcontractors, difficulty in obtaining acceptable bonding, attempts to assign contract proceeds, or other indications of serious business management deficiencies.
- f) Failure to understand, accept or utilize CDB procedures and standards, or abuse of CDB procedures and standards, which results in the extraordinary expenditure of CDB resources.
- g) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, or conduct indicating a lack of business integrity or business honesty that seriously and directly affects the present responsibility of a contractor.
- h) Suspension, debarment, or limits on bidding on contracts by any other governmental body.
- i) Excessive bid withdrawals on CDB projects.
- j) Any other cause of so serious or compelling a nature that it affects the responsibility of a contractor.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

Section 950.220 Failure to Satisfactorily Perform Work on or Breach of the Terms of CDB Contracts, Private Contracts, or Other Governmental Contracts

CDB may take action upon prequalification for the contractor's failure to satisfactorily perform work on or breach of the terms of CDB contracts, private contracts, or other governmental contracts, such as, but not limited to, one or more of the following:

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

- a) Failure to timely submit proper post-award documents, such as, but not limited to, bonds, certificates of insurance, and MBE/FBE subcontractor/supplier certifications.
- b) Failure to attend or to be properly prepared for pre-construction meetings, pay/progress meetings, or other required meetings set by the project A/E, CDB, or the coordinating contractor.
- c) Failure to timely provide schedule submittals or shop drawings.
- d) Failure to meet the project schedule for any reason reasonably within the control of the contractor.
- e) Failure to provide an acceptable quality of supervision.
- f) Failure to provide a supervisor authorized to make timely field decisions on behalf of the firm.
- g) Failure to provide sufficient manpower.
- h) Failure to timely provide acceptable quality equipment, labor, materials, installation, subcontractors or suppliers, including the failure to provide licensed personnel when necessary.
- i) Failure to keep updated as-builts in the field.
- j) Failure to follow directives provided by the project A/E or CDB within the scope of the contract documents.
- k) Failure to cooperate with other parties to the project to timely resolve project problems that arise.
- l) Failure to understand, accept or utilize CDB procedures and standards, or abuse of CDB procedures and standards that results in paper delays, project delays, or the extraordinary expenditure of CDB resources.
- m) Failure to provide timely and appropriate pay request documents, including, but not limited to, the Contractor's Schedule of Values form (CSV), Contractor's Affidavit and Sworn Statement form (CASS), and lien waivers.
- n) Failure to timely submit Requests for Proposals and Change Order documents

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

(RFP/CO), including, but not limited to, adequate documentation of actual direct costs and pricing within conventional industry parameters for public contracts.

- o) Failure to timely complete punch list items and contract close-out documents.
- p) Failure to demonstrate good faith efforts to meet Fair Employment Practices (FEP) requirements and MBE/FBE goals.

(Source: Added at 25 Ill. Reg. 10741, effective August 10, 2001)

Section 950.230 Interim or Emergency Suspension or Modification Pursuant to Section 16 of the Capital Development Board Act

- a) CDB may suspend or modify a contractor's prequalification without a prior hearing, or administrative procedure provided in Subpart D, for one or more of the following causes:
  - 1) The public interest, safety or welfare requires such suspension or modification.
  - 2) An event or series of events, including, but not limited to:
    - A) The filing of an indictment or of formal charges by information (complaint) charging the firm or a key person with the firm with a crime.
    - B) Suspension or modification of a license or prequalification by another State agency, federal agency or other branch of government after hearing or by agreement.
    - C) Failure to comply with applicable laws, including but not limited to, the Minority and Female Business Enterprise Act [30 ILCS 575], the Prevailing Wage Act [820 ILCS 130], the Steel Products Procurement Act [530 ILCS 565], and requirements relating to occupational licensing.
    - D) Material breach of a contract, including, but not limited to, one or more of the causes set forth in Section 950.220.

ILLINOIS REGISTER

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

- E) Failure to satisfactorily perform work on or breach of a CDB contract including, but not limited to, one or more of the causes set forth in Section 950.220, when:
- i. The issue has been brought to the attention of firm management in writing;
  - ii. All levels of CDB construction administration have met with firm representatives and discussed the issue;
  - iii. CDB conveys to the contractor what action or nonaction is necessary and in accordance with the contract documents;
  - iv. CDB has initiated contractual remedies as may be appropriate, such as, but not limited to, stopping the work, rejecting the work, carrying out the work, or ordering acceleration of the work; and
  - v. The contractor willfully and unreasonably refuses to comply or to obtain subcontractors, personnel, or other resources that would enable it to comply.
- b) When prequalification is suspended or modified pursuant to this Section, the contractor will be notified in writing and, within 30 days of the notice, CDB will commence administrative procedures under Subpart D.
- c) When prequalification is suspended or modified pursuant to subsection (a)(2)(E), if the contractor cures the situation within 30 days after the notice, the suspension or modification will be rescinded by written notice. If CDB determines the contractor is making substantial progress toward a cure within 30 days after the notice, CDB may extend in writing the 30-day period by an amount up to an additional 60 days. If the contractor cures the situation within the extended time period, the suspension or modification will be rescinded by written notice. In any case, when the suspension or modification is rescinded, it will be removed from the contractor's prequalification record. If the contractor fails to cure the situation within 30 days or within the time extension, whichever is applicable, CDB will immediately commence administrative procedures under Subpart D.

(Source: Added 25 Ill. Reg. 10741, effective August 10, 2001)

Section 950.240 Denial of Prequalification

- a) This Section is applicable to contractors who are one of the following:

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

- 1) First-time applicants for CDB prequalification.
  - 2) Firms who sent a renewal application that arrived at CDB after the prequalification expiration date or could not reasonably be processed before the expiration date.
  - 3) Firms who sent a renewal application that was incomplete or insufficient, so that CDB could not reasonably process the application before the expiration date.
- b) Contractors categorized above will be considered to be new applicants to CDB. In the event that CDB denies prequalification or grants a conditional or modified prequalification, the contractor may request administrative procedures under Subpart D, but shall not be entitled to an administrative hearing.

(Source: Added 25 Ill. Reg. 10741, effective August 10, 2001)

SUBPART C: APPLICATION OF CDB ACTION

**Section 950.300 General**

Suspension, debarment, nullification of prequalification, modification of prequalification, or issuance of conditional prequalification by CDB is applicable to a contractor's direct contracts with CDB and to subcontracts on CDB projects, unless otherwise determined under Section 950.360.

(Source: Amended at 22 Ill. Reg. 20007, effective November 9, 1998)

**Section 950.310 Violation of CDB Order**

When a contractor works as a subcontractor on a CDB project in violation of Section 950.300, continues to submit bids on CDB projects when prohibited, or otherwise violates terms or conditions imposed by CDB, CDB may extend the term of suspension, debarment, nullification, modification, or conditional prequalification, or otherwise suspend, limit or condition the ability to bid on contracts with CDB.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

**Section 950.320 Nullification of Prequalification**

When CDB determines that a contractor has knowingly made a material misrepresentation in its application for prequalification, the contractor may not reapply to CDB for a period of three years.

- a) When the contractor has not previously applied to CDB, or it failed to reapply, the three year period shall begin on the date of the submittal of the application.
- b) When the contractor has been determined to be responsible in error, the three year period shall begin on the date the current responsibility determination was made.
- c) CDB will notify the contractor of the nullity. The contractor may, within 30 days after notification, submit a written explanation with supporting documentation for CDB's review.
- d) CDB may cancel awards or terminate any contracts awarded that were based upon the application with misrepresentations.
- e) A material misrepresentation is made by knowingly submitting any untrue, misleading or deceptive information or document containing such information, or by the concealment, suppression or omission of any information, in or from an application, which causes CDB to act differently than it would have if it had known the undisclosed or true information.

(Source: Amended at 22 Ill. Reg. 20007, effective November 9, 1998)

**Section 950.330 Denial of Award of Contract**

Notwithstanding any other provisions in this Part, if CDB finds a contractor non-responsible due to one or more causes set out in Section 950.210 of this Part, CDB may deny the contractor the award of a contract.

**Section 950.340 Debarment**

CDB may debar a contractor to exclude it from bidding on CDB projects as provided herein or otherwise provided by statute. CDB will consider debarment in cases so serious and egregious in nature that a loss in excess of five years up to a permanent loss of bidding privileges may be warranted. In addition to the causes listed in Section 950.210, causes for debarment may include but not be limited to multiple or repetitive criminal convictions or multiple non-responsibility determinations. Actions to debar a contractor shall not prevent CDB from taking any other action

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

under this Part. Following a period of debarment, when a contractor submits a prequalification application to CDB, the application shall be deemed to be a first-time application rather than one for renewal.

(Source: Amended at 22 Ill. Reg. 20007, effective November 9, 1998)

**Section 950.350 Reapplication for Prequalification**

When a contractor submits a prequalification application to CDB following a denial, or during or following a period of debarment, suspension, nullification, modification of ability to bid, or conditional prequalification, the contractor must affirmatively demonstrate its responsibility, including demonstrating that the reason for the denial, or imposition of suspension, debarment, nullification, modification, or condition, has been remedied.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

**Section 950.360 Extension of CDB Action**

The effect of action imposed by CDB will extend to all affiliates, branches, subsidiaries, divisions, or parent firms of the contractor, and to any firm in which the contractor or its key persons have a legal or beneficial interest, unless CDB determines otherwise in writing.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

**Section 950.370 Effect on Current Contracts**

Current CDB contracts may be terminated when a contractor is determined to be non-responsible and it is in the public interest to do so, whether or not the non-responsibility has a direct connection with the current contract. Contracts may be terminated with or without further action on the contractor's prequalification.

(Source: Amended at 22 Ill. Reg. 20007, effective November 9, 1998)

**Section 950.380 Basis of Decisions**

CDB shall make determinations as appropriate concerning the substance of a contractor's business as opposed to its form, and base its decisions on the substance. When a contractor attempts to evade the effects of a possible or actual finding of non-responsibility by changes of address, multiple addresses, changes in personnel or their titles, formation of new companies, or by other devices, CDB may take action pursuant to Section 950.200 and Subpart C, of this Part.

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

**Section 950.390 Settlement**

Notwithstanding any provision of this Part, the parties to any contested matter concerning contractor prequalification may at any time enter into an agreement to resolve prequalification issues by settlement.

(Source: Amended at 22 Ill. Reg. 20007, effective November 9, 1998)

SUBPART D: PROCEDURES

**Section 950.400 Review**

When information which places a contractor's responsibility and prequalification in question comes to CDB's attention, CDB shall review the facts and documentation. If further inquiry is desirable, it may do such further inquiry, which may result in an informal conference with the contractor and its appropriate staff members with CDB. If such conference is intended by CDB to be the first step in the administrative process, written notice will be sent pursuant to Section 950.410. The contractor's failure to appear at the conference shall be construed to indicate the contractor does not wish to contest the matter and rights to further administrative procedures shall be forfeited.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

**Section 950.410 Conference**

- a) Unless proceedings under Section 16 of the CDB Act [20 ILCS 3105/16] are justified, prior to suspending, conditioning, modifying or nullifying a contractor's prequalification or debarring a contractor, CDB will notify the contractor in writing of its intention to take such action and the basis of the action, and will request that the contractor attend an informal conference with CDB personnel.
- b) When requesting a conference with a contractor, CDB's letter shall request that the contractor bring to the conference any documents, personnel, or other information pertinent to responsibility that it wishes for CDB to consider. The contractor may bring its attorney to the conference, if desired. Within a reasonable time in advance of the conference, CDB shall furnish the contractor with all information in its possession that it deems pertinent to the responsibility and prequalification issue, and shall further advise the contractor in writing that it has the right to inspect its prequalification file.

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

**Section 950.420 Executive Director**

Following CDB's conference with the contractor, the committee shall forward a recommendation as to a determination of responsibility and prequalification to the Executive Director for consideration. The contractor will be notified in writing of the Executive Director's decision.

(Source: Amended at 22 Ill. Reg. 20007, effective November 9, 1998)

**Section 950.430 Request for Reconsideration**

Within 15 days after receipt of the Executive Director's decision, the contractor shall make any further appeal to the Executive Director in writing. The appeal shall request reconsideration of the decision and shall include as attachments any and all supporting evidence not previously submitted. CDB shall respond to the request for reconsideration within 15 days after CDB's receipt.

**Section 950.440 Hearings**

Within 30 days after the contractor's receipt of the Executive Director's decision on the request for reconsideration, the contractor may request a hearing in writing. All administrative procedures in this Subpart D must be exhausted before CDB will consider the request for a hearing. Hearings shall be conducted in accordance with Hearing Procedures, (71 Ill. Adm. Code 100).

(Source: Amended at 25 Ill. Reg. 10741, effective August 10, 2001)

**Section 950.450 Burden of Proof**

Any determination pursuant to this Part may be made when CDB possesses documentation of one or more of the factors described in Sections 950.180, 950.210, or 950.320.

Such documentation constitutes a presumptive determination of non-responsibility. The contractor is entitled to rebut the presumption, through procedures described in this Subpart, but the presumption will not be overturned unless the contractor shows, by a preponderance of evidence, that each factor cited by CDB in support of its determination of non-responsibility is not present. CDB's determinations are final and conclusive unless they are clearly erroneous, arbitrary, capricious, or contrary to law.

(Source: Amended at 22 Ill. Reg. 20007, effective November 9, 1998)

**SUBPART E: MINORITY/FEMALE BUSINESS ENTERPRISE GOALS**

ILLINOIS REGISTER

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

**Section 950.500 Work to be Completed by Firm Registered with CMS**

To be credited towards goals for Minority Business Enterprise (MBE) and Female Business Enterprise (FBE) participation, work must be performed by a company registered with Illinois Central Management Services (CMS) as either an MBE or FBE firm.

- a) The entire amount of work conducted by an MBE or FBE's own forces will be credited towards MBE/FBE goals, including the cost of supplies, materials, and equipment obtained by the MBE or FBE for this work.
- b) The entire amount of fees or commissions charged by an MBE/FBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services will be credited towards MBE/FBE goals provided such fees are reasonable and not excessive as compared to fees customarily allowed for similar services.
- c) Work subcontracted by an MBE/FBE to another firm will not be credited towards MBE/FBE goals unless the subcontractor performing the work is also registered with CMS as an MBE/FBE.

(Source: Amended at \_\_\_ Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_, 2012)

**Section 950.510 Commercially Useful Function**

Expenditures to an MBE/FBE will only be credited towards MBE/FBE goals if the MBE/FBE performs a commercially useful function. An MBE/FBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the MBE/FBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.

- a) Factors to be used in determining whether an MBE/FBE is performing a commercially useful function include, but are not limited to, the amount of the work subcontracted, industry practices, and whether the amount the firm is paid is commensurate with the work it performed.

ILLINOIS REGISTER

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

- b) An MBE/FBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of MBE/FBE participation.
- c) If an MBE/FBE does not perform at least 30 percent of the total cost of its contract with its own work force, or the MBE/FBE subcontracts a greater portion of the work than would be expected on the basis of normal industry practice for the type of work involved, CDB will presume that it is not performing a commercially useful function. An MBE/FBE firm may present evidence to CDB to rebut this presumption.

(Source: Amended at \_\_\_ Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_, 2012)

**Section 950.520 Trucking Company**

To be credited towards MBE/FBE goals, a trucking company must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting MBE/FBE goals.

- a) The MBE/FBE must itself own and operate at least one fully licensed, insured, and operational truck used on the contract.
- b) The entire value of transportation services an MBE/FBE provides on the contract using trucks it owns, insures, and operates using drivers it employs will be credited towards MBE/FBE goals.
- c) If an MBE/FBE leases trucks from another MBE/FBE, the entire value of the services provided by the lessee will be credited.
- d) If an MBE/FBE leases trucks from a company that is not an MBE/FBE, the total value of transportation services provided by the lessee not to exceed the value of transportation services provided by MBE/FBE owned trucks on the contract.

ILLINOIS REGISTER

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

- e) For purposes of this section, a lease must indicate that the MBE/FBE has exclusive use of and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the MBE/FBE, so long as the lease gives the MBE/FBE priority for the leased truck. Leased trucks must display the name and identification number of the MBE/FBE.

(Source: Amended at \_\_\_ Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_, 2012)

**Section 950.530 Materials and Supplies**

- a) Credit will be given for materials purchased from a MBE/FBE supplier that is registered as such with CMS. CDB may, at its discretion, set the credit for materials purchased from an MBE/FBE supplier registered as such with CMS at less than 100% for a project. Factors to be used in making this determination include, but are not limited to, the size of the project and the availability of MBE/FBE firms in the area that perform the type of work needed on the project. If the credit for materials purchased from an MBE/FBE supplier on a project will be less than 100%, the percentage credit will be indicated in the bid advertisement.
- b) For the purposes of this section, a supplier is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business.
- 1) A supplier must be an established, regular business that engages as its principal business and under its own name, in the purchase and sale or lease of the products in question.
  - 2) A person may be a supplier in such bulk items as steel, cement, gravel, stone, petroleum products, or asphalt without owning, operating, or maintaining a place of business as provided in this paragraph b if the person both owns and operates distribution equipment for the products.

ILLINOIS REGISTER

CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

Any supplementing of a suppliers own distribution equipment shall be by a long-term lease agreement and not on an ad hoc or contract-by-contract basis.

- 3) Brokers, packagers, manufacturers' representatives, or other persons who arrange or expedite transactions are not suppliers within the meaning of this section.
- c) If materials and supplies are purchased from an MBE/FBE that is not a supplier, only the amount of the fee or commission charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site, will be credited towards MBE/FBE goals. The fees must be reasonable and not excessive as compared with fees customarily allowed for similar services. The cost of the materials and supplies themselves will not count toward MBE/FBE goals unless purchased from an MBE/FBE supplier.

(Source: Amended at \_\_\_ Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_, 2012)

**Section 950.540 Good Faith Effort**

- a) A bidder who fails to satisfy the MBE/FBE goals will be deemed non-responsive unless, within 5 days of the bid opening, it provides sufficient evidence to CDB within 7 days of submitting its proposal that, after making a good faith effort, it was unable to find sufficient MBE or FBE firms willing and able to perform the work.
- b) Factors to be considered in determining if a bidder has submitted sufficient evidence that it made a good faith effort to find sufficient MBE or FBE firms willing and able to perform the work include but are not limited to:
- 1) The number of companies certified by or registered with CMS as MBE/FBE contacted (including any log of communications provided to CDB);
  - 2) Whether the work to be allocated to MBE/FBE companies was selected in order to increase the likelihood of achieving the specified goal;
  - 3) Whether the bidder negotiated in good faith with minority and female owned business enterprises without imposing conditions that are not imposed on other business enterprises or denying benefits that are offered to other business enterprises;

ILLINOIS REGISTER

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CAPITAL DEVELOPMENT BOARD

NOTICE OF PROPOSED RULE

- 4) Whether the bidder engaged CDB's Fair Employment Practices Division to provide referrals;
- 5) The bidder attended the CDB pre-bid meeting for the project.

### FY13 CDB BOARD MEETING SCHEDULE

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
July 10, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
August 14, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
September 11, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
October 9, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
November 13, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
December 11, 2012	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
January 8, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
February 14, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
March 12, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
April 9, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
May 14, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference
June 11, 2013	10:30 a.m.	Chicago, Springfield & Collinsville video-conference