



PROFESSIONAL SERVICES BULLETIN

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Submittals
for projects appearing
in this *Professional
Services Bulletin* are
**due by
11:00 a.m.,
April 20, 2006.**

The projects from this
bulletin will be
presented at the
**June 13, 2006
Board Meeting.**

NOTICE TO RECIPIENTS:
Please read carefully and
follow all rules and
instructions in this document.

NEW! You are now able to
access the 255 Form (revised
07/03) located at the CDB's
website. Use only this
version of the form for
submittal.

Posted to website 04/06/06.

Board Meeting results can be
found on CDB's website
June 14, 2006 .

Internet Address:
www.cdb.state.il.us

PROFESSIONAL SERVICES BULLETIN

GENERAL INFORMATION

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes, 30ILCS 535, Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

This Bulletin is the advertisement to procure design services whose official notification is made via CDB's website, www.cdb.state.il.us.

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

**Qualifications Based Selection (QBS) Committee
Capital Development Board
3rd Floor, William G. Stratton Building
401 South Spring Street
Springfield, IL 62706**

CDB is not responsible for submittal(s) sent to any individual within CDB or to another office.

SPECIAL NOTICE: *This bulletin may contain projects that Governor Blagojevich has deemed to be particularly important to the local economy. Because of the impact these projects will have in creating jobs and making the region more attractive to businesses, CDB will rigorously enforce the project schedules. Please keep this in mind when submitting on economic development projects, which are designated in the bulletin descriptions.*

SUBMITTAL REQUIREMENTS:

- In accordance with 44 Illinois Administrative Code 980.130:
 - a) All A/Es submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
 - b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).

PREQUALIFICATION:

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.

- To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.
- To obtain prequalification forms you may access CDB's website, <http://www.cdb.state.il.us/forms/download/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.
- Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm's prequalification application form.
- If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.
- Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.
- Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

SUBMITTAL PROCEDURES:

- **NEW! You are now able to access the 255 Form located at the CDB's website, <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form will no longer be included in this publication. Use only this version of the form for submittal.**
- ***Six (6) copies are required, one (1) original of the CDB 255 form are necessary per each project submittal.***
- By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.
- In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.
- Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.
- Use staples to bind the CDB 255 form.

- The name of the firm making the submittal must be the legal name associated with the taxpayer's identification number and as provided on that firm's prequalification application.
- The firm making the submittal must be the office location where the work is being performed.
- The original submittal must contain the signature of the firm's president, vice president, partner or sole owner or any other person authorized to execute business for the firm.
- Submittal(s) for more than one project may be mailed or packaged together. Separate envelopes are not required.
- 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.
- The A/E shall clearly indicate the anticipated percentage of the services that will be performed by each listed Consultant.
- The Prime A/E must use the Consultants and staff as submitted in their CDB 255 form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 255 form.
- Project team changes will not be allowed without prior written approval of the **Capital Development Board Executive Director**.
- Faxed submittal(s) will not be accepted.
- Submittal(s) received on the designated date at or prior to 11:00 a.m. (CST) deadline will be given consideration.

REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:

- Submittals received after the designated due date and time as state on the Professional Services Bulletin.
- Failure of the Prime A/E firm to be prequalified will result in rejection of the submittal(s).
- Failure of the Consultants (providing regulated design services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- If a firm's or their Consultant's prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.
- Any incorrect, incomplete or misleading information given on the CDB 255 form may result in the rejection of a submittal. Please be sure to have the information completed in its entirety.
- Failure to sign the 255 submittal(s).

SELECTION PROCESS:

- Selection of design firms by CDB is not based on competitive bidding but on the firm's professional qualifications. Consideration criteria may include, but not limited to: experience and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.
- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.
- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.
- For interview level projects, all parties, including **ALL CONSULTANTS**, shall be available to participate in the interview process.
- Results of the selection process are available on CDB's website (www.cdb.state.il.us) the day after the Board Meeting as designated on the respective bulletin cover.

FEE NEGOTIATION:

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.
- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:
 1. The project type classification.
 2. The scope of basic services required to complete the agreed upon project scope.
 3. The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
 4. The proposed project construction budget. (Used primarily as a benchmark reference.)
- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

Group I	Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.
Group II	Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.
Group III	Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.

CDB PROJECT NO. 040-020-058
Department of Veterans' Affairs
Install Nurse Call Stations
Manteno Veterans' Home - Kankakee County

CDB PROJECT MANAGER: Jane Gucker

APPROPRIATED AMOUNT: \$454,000
ESTIMATED TOTAL PROJECT COST: \$454,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The Manteno Veterans' Home is a 404,759 square foot, 22 building intermediate and skilled care nursing facility.

The scope of work provides for replacing the nurse call system, including patient call stations, master stations, call lights and wiring in four resident buildings. The scope also provides for replacing the door alarm system, including magnetic door switches, key switches and wiring in four resident buildings.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.

CDB PROJECT NO. 321-095-085
Department of Human Services
Plan & Begin Upgrade Coal Bunker/Conveyor
Jacksonville Developmental Center - Morgan County

CDB PROJECT MANAGER: Rich Meyer

APPROPRIATED AMOUNT: \$530,000
ESTIMATED TOTAL PROJECT COST: \$1,867,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$500,000

PROJECT FEE CLASSIFICATION: Group II R

The Power Plant (BU027) is a 35,978 square foot, four story building constructed in 1948.

The scope of work provides for planning and beginning the upgrade of the coal bunker and conveyor systems, including, replacing the coal belts, idlers, rollers, miscellaneous structural steel, various chutes and the coal pit hopper, and relining the coal bunker. The work also includes replacing the weighlary wheels, tracks, coal scale, hopper and chute, upgrading the conveyor lighting, and installing heating and ventilating systems in the coal pit area. In addition to replacing the coal pile concrete retaining walls with walls of greater height, the work also includes replacing the coal pile utility building.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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**CDB PROJECT NO. 321-115-067
Department of Human Services
Renovate for Life Safety Compliance
Madden Mental Health Center - Hines**

CDB PROJECT MANAGER: John Price

**APPROPRIATED AMOUNT: \$651,000
ESTIMATED TOTAL PROJECT COST: \$651,000**

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III R

The Madden Mental Health Center is a 15 building, 32 acre facility constructed in 1965.

The scope of work provides for correcting life-safety code deficiencies throughout the facility to meet JCAHO accreditation, including replacing fire doors, frames and hardware, upgrading the fire alarm and sprinkler systems and installing fire dampers.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.

CDB PROJECT NO. 321-115-068
Department of Human Services
Renovate Dietary
Madden Mental Health Center - Hines

CDB PROJECT MANAGER: John Price

APPROPRIATED AMOUNT: \$813,550
ESTIMATED TOTAL PROJECT COST: \$813,550

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group II R

Madden Mental Health Center is a 15 building, 32 acre facility constructed in 1965.

The scope of work provides for replacing the dietary's underground utilities, sewer, water, electricity, steam and condensate and renovating the interior of the dietary, including replacing food preparation and cooking equipment, dishwashing equipment, converting some cooler space into freezer space, replacing refrigeration equipment and cooler and freezer doors and replacing surface material on walls, floors and ceilings. The scope of work also provides for the abatement of asbestos containing materials.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 546-085-009
Department of Military Affairs
Construct Military Vehicle Parking Lot
Danville Armory - Vermilion County

CDB PROJECT MANAGER: Jane Gucker

APPROPRIATED AMOUNT: \$409,000
ESTIMATED TOTAL PROJECT COST: \$409,000 (Federal Funds)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group N/A (Federal Government Fee Table)

The Danville Armory is a 77,410 square foot, two building facility constructed in 1922.

The scope of work provides for constructing a 2,722 square yard military vehicle parking area, including constructing a loading ramp and an access drive and installing security fencing. The scope of work also provides for site and storm water drainage control.

The project must be designed and bid by August 15, 2006.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.

CDB PROJECT NO. 546-095-012
Department of Military Affairs
Construct Military Vehicle Parking Lot
Decatur Armory - Macon County

CDB PROJECT MANAGER: Kevin Easton

APPROPRIATED AMOUNT: \$728,000
ESTIMATED TOTAL PROJECT COST: \$728,000 (Federal Funds)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A (Federal Government Fee Table)

The Decatur Armory is an 111,722 square foot, four building facility constructed in 1991.

The scope of work provides for constructing an approximately 6,320 square yard military vehicle parking area, including constructing an access drive and installing security lighting and fencing. The scope of work also provides for site and storm water drainage control.

The project must be designed and bid by August 15, 2006.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 546-280-010
Department of Military Affairs
Construct Military Vehicle Parking Lot
Quincy Armory - Adams County

CDB PROJECT MANAGER: Kirk Fernandes

APPROPRIATED AMOUNT: \$728,000
ESTIMATED TOTAL PROJECT COST: \$728,000 (Federal Funds)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A (Federal Government Fee Table)

The Quincy Armory is a 30,047 square foot, six building facility constructed in 1972.

The scope of work provides for constructing an approximately 5,800 square yard secured military vehicle parking area. The scope of work also provides for reshaping approximately 4,200 square yards of aggregate parking and storm water control.

The project must be designed and bid by August 15, 2006.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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CDB PROJECT NO. 546-318-003
Department of Military Affairs
Construct Military Vehicle Parking Lot
Sparta Armory - Randolph County

CDB PROJECT MANAGER: Steve Sias

APPROPRIATED AMOUNT: \$784,000
ESTIMATED TOTAL PROJECT COST: \$784,000 (Federal Funds)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A (Federal Government Fee Table)

The Sparta Armory is a 34,547 square foot, two building facility constructed in 1989.

The scope of work provides for constructing an 8,000 square yard military vehicle parking area and access drive, including removing approximately 4,440 square yards of bituminous paving and installing security lighting and fencing. The scope of work also provides for site and storm water drainage control.

The project must be designed and bid by August 15, 2006.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.

CDB PROJECT NO. 546-375-004
Department of Military Affairs
Construct Military Vehicle Parking Lot
Woodstock Armory - McHenry County

CDB PROJECT MANAGER: Andrea Bauer

APPROPRIATED AMOUNT: \$560,000
ESTIMATED TOTAL PROJECT COST: \$560,000 (Federal Funds)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A (Federal Government Fee Table)

The Woodstock Armory is a 23,581 square foot, one building facility constructed in 1992.

The scope of work provides for constructing a 2,450 square yard military vehicle parking area, including removing approximately 546 square yards of bituminous paving, constructing a loading ramp and vehicle wash area and installing security fencing. The scope of work also provides for site and storm water drainage control.

The project must be designed and bid by August 15, 2006.

<p>The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.</p>
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<p>ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.</p>
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CDB PROJECT NO. 630-092-008
Department of Transportation
Plan and Begin Demolition and Site Improvements
Northside Garage - Harlem/Irving Team Section

CDB PROJECT MANAGER: Andrea Bauer

APPROPRIATED AMOUNT: \$100,000
ESTIMATED TOTAL PROJECT COST: \$1,785,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$500,000

PROJECT FEE CLASSIFICATION: Group II R

The Northside Garage located in Chicago is a 94,718 square foot facility constructed in 1939.

The scope of work provides for planning and beginning the site improvements at the Northside Garage, including demolishing three buildings totaling approximately 54,000 square feet, relocating site utilities and removing and relocating underground storage tanks. The scope of work also provides for abating asbestos containing materials and removing hazardous soil.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.

CDB PROJECT NO. 630-528-005
Department of Transportation
Construct Storage Building - Hamel Yard
District 8, Hamel Maintenance Storage Facility

CDB PROJECT MANAGER: Robert Bauer

APPROPRIATED AMOUNT: \$260,000
ESTIMATED TOTAL PROJECT COST: \$260,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III N

The District 8 Hamel Yard is a 17,699 square foot, five building facility constructed in 1964.

The scope of work provides for constructing an approximately 4,050 square foot storage building, including providing electrical and lighting systems.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.

**CDB PROJECT NO. 810-010-005
Illinois Community College Board
Plan & Begin Student Services/Parking Lot Facility
Truman City College - Chicago**

CDB PROJECT MANAGER: John Nalis

APPROPRIATED AMOUNT: \$1,490,000

ESTIMATED TOTAL PROJECT COST: \$39,900,000

INTERVIEW LEVEL

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$7,000,000

PROJECT FEE CLASSIFICATION: Group II N

Truman College is a 1,107,400 square foot, four building campus constructed in 1975.

The scope of work provides for planning and beginning the construction of an approximately 75,000 square foot student services/parking lot facility at Truman College, including space for the one stop admissions and advising center, financial aid, placement testing center, student clubs, student government and activities and student support services. The scope of work also provides planning and beginning the remediation of hazardous soil.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

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