



PROFESSIONAL SERVICES BULLETIN

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Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:00 a.m., August 10, 2006.**

The projects from this bulletin will be presented at the **October 10, 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 07/26/06.

Board Meeting results can be found on CDB's website
October 11, 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.**
- ***One (1) original and three (3) copies of the CDB 255 form are required 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.

CAPITAL DEVELOPMENT BOARD
Professional Services Publication for Construction Management Services
Truman College – Student Services and Parking Facility
CDB Project #810-010-005

The Capital Development Board (CDB) requests qualifications from Construction Management firms to provide professional services in connection with the above project.

Submittals are due August 21, 2006.

Final approval of selection of Construction Manager is scheduled for the November 2006 CDB Board meeting.

DESCRIPTION OF PROJECT

Truman College, as one of the seven City Colleges of Chicago, is a public institution serving the Chicago community under the Master Plan for Higher Education in Illinois. The Board of Trustees of Community College District No. 508 is governed by the Illinois Public Community College Act and the Rules for the Management and Government of the City Colleges of Chicago with any amendments enacted or adopted thereafter. As a comprehensive educational institution, Truman College is committed to excellence in learning and dedicated to providing opportunities that meet the postsecondary, basic skills, workforce training, continuing education, and cultural needs of the diverse, multi-ethnic community the college serves. Truman College is located at 1145 West Wilson Avenue, Chicago, Illinois 60640

The scope of work provides for the construction of an approximately 75,000 square foot Student Services/Parking facility at Truman College including space for a one-stop admissions and advising center, financial aid office, placement testing center, student clubs, student government and activities, and student support services.

The professional architectural and engineering services for the project are being provided by STV Incorporated, Chicago, IL. The project is currently in the program analysis phase of the design process.

Project Delivery Method: Multiple prime contracts will be used on this project with a minimum of five trade contracts as required by the Illinois Procurement Code. The construction manager may recommend additional trade contracts based on logical divisions of the work to meet the project schedule and minority and/or female business enterprise goals. In addition, utility work, selected demolition work, or hazardous soil removal may be bid separately. The coordination and scheduling of the work in all of these contracts will be the responsibility of the construction manager

Estimated Project Budget: \$ 39,900,000

OUTLINE OF REQUIRED CONSTRUCTION MANAGEMENT SERVICES

Construction Management services required under this contract may include, but are not limited to, the following:

Scheduling

- Develop a comprehensive critical path project schedule with input from the Using Agency, CDB, and Architect that includes adequate detail to actively track progress from the start of the design development phase through project closeout.
- Investigate and recommend a schedule for the purchase of materials and equipment requiring long lead-time procurement.
- Develop a final project construction schedule (computerized CPM).
- Develop bid schedule(s).
- Keep construction schedule current.
- Provide a monthly executive summary including actual vs. projected progress and recommendations.

Estimating and budget control

- Review and evaluate the total project budget including facility development and construction costs, site costs, and building construction costs with escalation and contingencies. Prepare a detailed construction cost estimate based on design documents prepared by the Architect.
- Update detailed construction cost estimate as A/E refines construction phase documents.
- If the estimate exceeds the construction cost budget at any stage of design, make recommendations for possible cost reductions or bid alternates to bring the project within budget.
- Recommend construction contingency for each contract.
- Assist in review and evaluation of bids received.
- Provide written explanation of bids differing substantially from CM's estimate.
- Provide budget management and financial reporting.
- Review change orders and contractor pay requests.

Scope and design document review and input

- Review project scope with Architect, CDB, and Using Agency.
- Review and comment on constructability of Architect's designs and details.
- Make recommendations on feasibility of construction methods and possible economies.
- Evaluate and make recommendations on primary and secondary building materials, systems, equipment, and special requirements.
- Assist A/E in separation of the construction documents into divisions for various categories of work.
- Assist the Architect in coordinating the drawings and specifications.
- Assist A/E and Using Agency with coordination of User's movable equipment planning.
- Develop a site mobilization and construction staging plan.

Community Outreach

- Assist CDB and A/E in marketing project to the construction community.
- Assist CDB and Using Agency with community outreach.
- Assist CDB with MBE/FBE outreach.
- Assist in conducting the pre-bid conference(s).

Coordination of Construction

- Develop construction project organization.
- Prepare the minutes of all meetings or conferences and distribute.
- Assist in the procurement and assignment of long lead purchase items.
- Assist A/E with plan interpretation.
- Coordinate problem resolution among project team members.

- Assist A/E to coordinate testing and balancing of mechanical systems.
- Coordinate equipment commissioning and training as required.
- Coordinate punch list preparation and substantial completion.
- Coordinate closeout and final acceptance.

Document Management:

- Organize and maintain files for all documents generated through the course of the project.
- Maintain and manage submittals and submittal logs, RFI's, RFP's, CO's, and all other construction related documents.
- Collect and maintain MBE/FBE utilization data.

General Conditions

- Coordinate with City and State governing agencies.
- Coordinate with CDB to help contractors achieve MBE/FBE goals in contracting and labor force.
- Establish site logistics, including traffic management plan, site staging and mobilization.
- Provide field offices, access roads, parking areas, etc.
- Provide site security.
- Provide temporary utilities and other general conditions items as requested by CDB.

Additional information regarding insurance requirements, payment, and other contractual issues may be found in the CDB publication Standard Documents for Construction for projects with a Construction Manager - June 2006 which is available in the Reference Library on our website (www.cdb.state.il.us).

PROCUREMENT OF CONSTRUCTION MANAGEMENT SERVICES:

The selection of the Construction Management (CM) firm will be based on experience, location, and capability of providing the full range of preconstruction and construction phase services.

There are three steps in the selection process:

- ◆ Special Prequalification of firms for this project
- ◆ Submittal of detailed experience, personnel resumes, etc. for review by the Selection Committee
- ◆ Selection Committee interviews with the short-listed firms

Final selection approval will be made by CDB's Board at the November 2006 meeting.

Submittal of Pre-Qualification Requirements

This is a special prequalification for this project only. Prequalification is a necessary condition to be considered for selection for this project. Only the firms which have submitted a complete prequalification form, including all required references, will have their Statement of Qualifications reviewed.

Please note that for this project firms must have offices and staff headquartered in the State of Illinois and be registered and authorized to do business in the State of Illinois

Interested parties shall submit a Construction Management Firm Prequalification Form (Truman College) to CDB by August 21, 2006. This form is available on our website: www.cdb.state.il.us.

Submittal of Statement of Qualifications

A Statement of Qualifications for this project shall also be submitted by each firm. The Statement of Qualifications shall include:

- ◆ Submittal letter signed by an officer of the company attesting to the validity of the contents of the Statement of Qualifications.
- ◆ Summary of firm's qualifications, history, location, size, philosophy, etc. (no more than three pages)
- ◆ Firm's understanding of and approach to this project, including any unique or outstanding characteristics (no more than 2 pages)
- ◆ Prior firm experience in successful planning and construction of similar projects (no more than 5 pages per project)

Firms shall submit descriptions of 3-5 projects **which were completed within the past seven years and had a minimum project budget of \$20 million**, that match the scope of this project, and where the firm provided both pre-construction and construction phase services.

Include the following information for each project:

- Project Description – size/type of building
- Project Location - Urban or suburban setting, Site constraints
- Project Budget
- Scope of CM Work
- Unique characteristics and challenges
- Specific accomplishments
- Schedule – length of project, was project completed on time? Why/why not?
- Construction Budget
- Construction cost estimate - Original Contract Value -Final Construction Cost
 - Discuss/explain changes in project cost between original estimate and final cost
- Number of Change Orders - Cost of all Changes - Percentage of Changes Due to Changes in Project Scope
- Number of Requests for Information (RFI's)
- CM's project staff, including Principal, Project Manager, Site Superintendent
- CM's Consultants (if any)
- Owner/Client contact information
- Architectural Firm, Project Manager, Project Designer, contact information

◆ Personnel (No more than 20 pages)

List of personnel to be assigned to the project and their positions; at a minimum include Project Executive, Project Manager, Site Superintendent, Estimator, and Scheduler. Include a resume for each person including education, experience, time with firm, and recent projects

◆ Deliverables (no more than 10 pages, including examples)

A description of the deliverables that the Construction Manager will provide throughout the course of the project. Include examples where applicable (e.g. schedules, submittal logs).

The Statement of Qualifications should be organized as follows:

Tab 1: Submittal letter

Tab 2: General description of firm, philosophy, accomplishments, value

Tab 3: General Description of project understanding and challenges

Tab 4: Relevant Project Experience.

Tab 5: Resumes of personnel to be assigned to the project and description of their role on this project.

Tab 6: Description of Deliverables

Submit one original and 6 copies in 3-ring binders labeled with the firm name and project submitted for. Clearly identify the original binder. All submittals should be on 8 ½ x 11 sheets, or, if necessary 8 ½ x 14 sheets folded to 8 ½ x 11 size. Company brochures will not be reviewed.

Submittal deadline is August 21, 2006.

Part 3 Submittal: Interview

Shortlisted firms will be notified of any additional information required.

Review of Submittals and Creation of the Short List:

CDB will review the prequalification forms of the firms who submit and render a decision regarding the Construction Management firms' standing and qualifications. The Statements of Qualifications of those firms who pass the prequalification process will be reviewed by the Selection Committee. The Selection Committee will prepare a short list of 3-5 firms for the purpose of conducting interviews. Upon completion of the interview process, CDB will rank the short listed firms and that ranking will be submitted to the CDB Board for approval. Upon approval, CDB will begin negotiations with the successful firm. All applicants will be notified in writing of their prequalification status, short list status, and Board approval status.

Key elements of the Selection Committee review will be:

- Firm's relevant experience on similar projects
- Specific relevant experience of the key individuals assigned
- Size of organization
- Willingness and ability to meet time requirements

- Track record indicating an ability to work cooperatively and collaboratively with other members of a large project team on similar projects
- Record of timely completion on similar projects
- Proven quality of performance of the Construction Management firm throughout all phases of the design and construction process
- Inclusion of Minority Business Enterprise/Female Business Enterprise

CDB PROJECT NO. 630-092-009
Department of Transportation
Construct Administration/Truck Maintenance Facility
Northside Garage - Harlem/Irving Team Section

CDB PROJECT MANAGER: Andrea Bauer

APPROPRIATED AMOUNT: \$2,715,000
ESTIMATED TOTAL PROJECT COST: \$2,715,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$750,000

PROJECT FEE CLASSIFICATION: Group II N

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

The scope of work provides for constructing an approximately 30,000 square foot administration and truck maintenance facility including four truck maintenance bays, truck and general storage space, approximately 5,000 square feet of office space, a break room, and restrooms. The scope of work also includes relocating the existing underground storage tank and the salt storage facility and demolishing the existing salt storage facility.

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. 630-097-003
Department of Transportation
Replace Roof - Emergency Traffic Patrol Center
District 1 Headquarters- Chicago

CDB PROJECT MANAGER: Andrea Bauer

APPROPRIATED AMOUNT: \$450,000
ESTIMATED TOTAL PROJECT COST: \$450,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Emergency Traffic Patrol Center is a 71,325 square foot, two story brick and block building constructed in 1990.

The scope of work provides for replacing approximately 30,000 square feet of EPDM roofing system. The scope of work may include the abatement of asbestos containing materials.

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. 630-256-026
Department of Transportation
Replace Roof and Upgrade Security
District 3 Headquarters - Ottawa

CDB PROJECT MANAGER: Steve Halm

APPROPRIATED AMOUNT: \$500,000
ESTIMATED TOTAL PROJECT COST: \$500,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The District 3 Headquarters is a 61,350 square foot, three story brick building constructed in 1941.

The scope of work provides for replacing approximately 20,400 square feet of EPDM roofing system including any necessary asbestos abatement. The scope of work also provides for upgrading the security system and reconfiguring the lobby area.

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. 630-442-043
Department of Transportation
Plan Upgrade of Radiant Ceiling Panel System
Administration/Hanley Building - Springfield

INTERVIEW LEVEL

CDB PROJECT MANAGER: Monte Law

APPROPRIATED AMOUNT: \$100,000
ESTIMATED TOTAL PROJECT COST: \$5,800,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$1,250,000

PROJECT FEE CLASSIFICATION: Group II R

The Hanley Administration Building is a 277,091 square foot, four story concrete and steel building constructed in 1968.

The scope of work provides for planning the upgrade of the HVAC system including replacing radiant ceiling panels, associated branch piping, ceiling and lighting systems, and providing power circuits. The scope of work also provides for planning the abatement of asbestos containing materials.

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.