



PROFESSIONAL SERVICES BULLETIN

TABLE OF CONTENTS

General Information

Project No.	Project Descriptions	Page
102-083-002	Provide Boat Access, World Shooting & Recreational Complex – Sparta Randolph County	1
104-145-015	Replace HVAC System, Lincoln's Tomb Historic Site - Sangamon County	2
250-020-039	Upgrade HVAC and Domestic Water System, Michael A. Bilandic Building – Cook County <i>INTERVIEW LEVEL</i>	3
250-510-014	Renovate Laboratories for Public Health, Chicago Medical Center Office & Laboratory Building – Cook County	4
291-048-003	Plan and Begin Addition to Forensic Science Laboratory, Chicago Forensic Laboratory Cook County <i>INTERVIEW LEVEL</i>	5
291-221-016	Plan and Begin Addition to CODIS Laboratory, State Police Training Academy Springfield, Sangamon County <i>INTERVIEW LEVEL</i>	6
630-076-003	Construct Addition - Maintenance Storage Facility, Calumet City Maintenance Yard Cook County	7
750-020-011	Planning the Replacement of the Stratton Office Building, William G. Stratton Building Springfield, Sangamon County <i>INTERVIEW LEVEL</i>	8

Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:00 a.m., September 7, 2006.**

The projects from this bulletin will be presented at the **November 14, 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 08/24/06.

Board Meeting results can be found on CDB's website November 15, 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.

CDB PROJECT NO. 102-083-002
Department of Natural Resources
Provide Boat Access
World Shooting & Recreational Complex - Sparta

CDB PROJECT MANAGER: Steve Sias

APPROPRIATED AMOUNT: \$350,000
ESTIMATED TOTAL PROJECT COST: \$350,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group 3 N

The World Shooting and Recreational Complex is a 1,800 acre site including 250 acres of water, 120 trap fields extending 3.5 miles, 2 sporting clay courses, skeet, ATV demonstration area, cowboy action shooting corral, championship 3-D archery course, exhibitor building, 1,000 RV campsites, recreational center building and a multi-purpose, multi-use recreational facility located four miles north of Sparta in Randolph County.

The scope of work provides for constructing boat access facilities at two locations within the complex including concrete boat ramps, paved parking and sidewalks, a DNR standard restroom, a standard DNR vault toilet, courtesy boat docks, kiosks, rip rap and one security light at each of the ramps.

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. 104-145-015
Historic Preservation Agency
Replace HVAC System
Lincoln's Tomb Historic Site - Sangamon County

CDB PROJECT MANAGER: Terry Phelan

APPROPRIATED AMOUNT: \$257,000
ESTIMATED TOTAL PROJECT COST: \$257,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group 2 R

The Lincoln's Tomb (A6002) is a 6,600 square foot, one story building constructed in 1894.

The scope of work provides for replacing the water source heat pump/cooling tower HVAC system. Consideration should be given to a geothermal heat pump HVAC system, if feasible.

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. 250-020-039
Department of Central Management Service
Upgrade HVAC and Domestic Water System
Michael A. Bilandic Building – Cook County

CDB PROJECT MANAGER: Mohammad Haq

APPROPRIATED AMOUNT: \$5,528,000

ESTIMATED TOTAL PROJECT COST: \$5,528,000

INTERVIEW LEVEL

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$1,500,000

PROJECT FEE CLASSIFICATION: Group 2 R

The Michael A. Bilandic Building (J0200) is a 420,367 square foot, 22 story building constructed in 1923.

The scope of work provides for replacing the domestic water pumping system and controls including three-600 ton, two-stage, gas-fired absorbers and associated pumps serving the heating and cooling systems. The work also includes installing isolation valves on the perimeter risers. Access to existing mechanical systems and equipment is exceptionally challenging and may require structural or architectural modifications for removal and replacement. Asbestos abatement may be required.

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. 250-510-014
Department of Central Management Service
Renovate Laboratories for Public Health
Chicago Medical Center - Office & Laboratory Building

CDB PROJECT MANAGER: Chima Uwanamodo

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

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group 2 R

The Office and Laboratory Building is a 179,118 square foot building located within the Chicago Medical District. The Illinois Department of Public Health occupies approximately 48,000 square feet within this facility.

The scope of work provides for renovating the Public Health bio-hazard safety level 3 laboratory including upgrading the air handling system and expanding the laboratory space. The scope of work also includes renovating the processing 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. 291-048-003
Department of State Police
Plan and Begin Addition to Forensic Science Laboratory
Chicago Forensic Laboratory - Cook County

CDB PROJECT MANAGER: Chima Uwanamodo

APPROPRIATED AMOUNT: \$1,400,000
ESTIMATED TOTAL PROJECT COST: \$15,500,000 **INTERVIEW LEVEL**

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$3,250,000

PROJECT FEE CLASSIFICATION: Group 1 N

The Chicago Forensic Laboratory is an 86,636 square-foot masonry and brick laboratory constructed in 1996.

The scope of work provides for planning and beginning the construction of an approximately 35,000 square foot addition to the forensic laboratory. The new addition will consist of program space that is highly specialized for the needs of a scientific laboratory including DNA processing, latent print, firearms testing, trace chemical analysis, evidence processing and evidence storage. The work also includes remodeling of a portion of the existing laboratory to accommodate changes in lab operation after the addition is complete.

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. 291-221-016
Department of State Police
Plan and Begin Addition to CODIS Laboratory
State Police Training Academy - Springfield

CDB PROJECT MANAGER: Terry Phelan

APPROPRIATED AMOUNT: \$400,000

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

INTERVIEW LEVEL

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

PROJECT FEE CLASSIFICATION: Group 1 N

The State Police Academy is a 5,460 square foot masonry and brick laboratory constructed in 2003.

The scope of work provides for planning and beginning the construction of an approximately 9,000 square foot addition to the DNA Indexing Lab. The new addition will consist of program space that is highly specialized for the needs of a scientific laboratory including laboratory space, additional offices, a conference room, supply storage, and long term sample storage, and an additional mechanical room. The work also includes remodeling of the existing space and an expansion of the laboratory parking 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. 630-076-003
Department of Transportation
Construct Addition - Maintenance Storage Facility
Calumet City Maintenance Yard - Cook County

CDB PROJECT MANAGER: John Price

APPROPRIATED AMOUNT: \$250,000
ESTIMATED TOTAL PROJECT COST: \$250,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group 3 N

The District 1 Bishop Ford (Calumet Expressway) is a 22,370 square foot, four building facility constructed in 1958.

The scope of work provides for constructing an addition to the maintenance storage facility including a ready room, two truck bay storage areas, and a restroom.

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. 750-020-011
Office of the Secretary of State
Planning the Replacement of the Stratton Office Building
William G. Stratton Building - Sangamon County

CDB PROJECT MANAGER: To Be Determined

APPROPRIATED AMOUNT: \$11,582,631
ESTIMATED TOTAL PROJECT COST: \$11,582,631 **INTERVIEW LEVEL**

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

PROJECT FEE CLASSIFICATION: Group 2 N

The William G. Stratton Building is a 448,000 square foot, eight story concrete and steel structure constructed in 1955.

The scope of work provides for planning the replacement of the William G. Stratton Office Building, including comprehensive site analysis sensitive to both urban planning and Capitol Complex planning initiatives, establishing spatial and functional relationships between building occupants and other Capitol Complex functional offices and programming space that is suitable for occupant requirements. The work includes analysis of existing Capitol Complex utility dependency on existing Stratton Building systems with proposed alternatives, plus a comprehensive assessment of utilities infrastructure for the new facility. Planning will include detailed analysis of parking, vehicle and pedestrian flow, building security, green space, energy efficiency benefits of LEED requirements and adaptive re-use of the existing site. Alternative conceptual designs shall include schedules, total cost/budget considerations and relocation impact. Planning will be sympathetic with the historic nature of the capitol complex, and will seamlessly integrate with both RUDAT and Medical District long-range planning.

<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>
--

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