



PROFESSIONAL SERVICES BULLETIN

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Submittals
for projects appearing
in this *Professional
Services Bulletin* are
due by
**11:00 a.m.,
October 5, 2006.**

The projects from this
bulletin will be
presented at the
**December 12, 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 09/20/06.

Board Meeting results can be
found on CDB's website
December 13, 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 255 form are necessary for 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.
- Including pictures or any graphics will result in rejection of the submittal(s).
- 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. 040-010-093
Department of Veterans' Affairs
Replace HVAC Equipment & Controls
Quincy Veterans' Home - Adams County

CDB PROJECT MANAGER: Kirk Fernandes

APPROPRIATED AMOUNT: \$1,500,000
ESTIMATED TOTAL PROJECT COST: \$1,500,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$500,000

PROJECT FEE CLASSIFICATION: Group II R

The Schapers Hospital #93 Building (W0644) is a 35,716 square foot, one story building constructed in 1963. The Elmore Infirmary #94 Building (W0646) is a 34,126 square foot, two story building constructed in 1963. The Kent Infirmary #91 Building (W0650) is a 58,850 square foot, three story building constructed in 1972.

The scope of work provides for repairing the absorption chillers, replacing the cooling towers, and the chilled water and condenser water pumps at three buildings. This project includes funding for 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. 102-406-017
Department of Natural Resources
Replace Roofing System
Havana Field Headquarters - Mason County

CDB PROJECT MANAGER: Bill Mabie

APPROPRIATED AMOUNT: \$172,000
ESTIMATED TOTAL PROJECT COST: \$172,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Havana Headquarters Building (A0996) is a 11,325 square foot, three story building constructed in 1939.

The scope of work provides for replacing approximately 4,700 square feet of roofing with new membrane, insulation, and flashings. The work also includes tuck pointing and concrete repair on the exterior walls.

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. 102-506-019
Department of Natural Resources
Replace Roofing Systems & Quonset Hut
Hidden Springs State Forest - Shelby County

CDB PROJECT MANAGER: John Begue

APPROPRIATED AMOUNT: \$214,000
ESTIMATED TOTAL PROJECT COST: \$214,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Hidden Springs State Park is a 13,460 square foot, 11 building facility constructed in 1946.

The scope of work provides for adding gutter guards to two buildings, removing approximately 3,000 square feet of roofing from two buildings and replacing them with new through-fastened panels. The work also includes removing approximately 3,300 square feet of existing shingles from nine shelters and replacing with laminated shingles. In addition, the Quonset Hut will be demolished and replaced with a larger pole building.

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. 102-704-047
Department of Natural Resources
Replace Cox Bridge
Carlyle State Fish & Wildlife Area - Fayette County

CDB PROJECT MANAGER: Monte Law

APPROPRIATED AMOUNT: \$550,000
ESTIMATED TOTAL PROJECT COST: \$550,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III R

Carlyle Wildlife Management Area is a 15,000 acre area north of the B & N Railroad composed of mostly flooded timber and planted sub-impoundments for migrating ducks and geese.

The scope of work provides for installing a prefabricated steel bridge with timber deck, including new abutments, guard rails and trail and road modifications. The work also includes dismantling, removing and disposing of the existing structure, piers and abutments.

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. 102-740-013
Department of Natural Resources
Replace Roofing Systems
Little Grassy Fish Hatchery - Williamson County

CDB PROJECT MANAGER: Erik Lockett

APPROPRIATED AMOUNT: \$423,000
ESTIMATED TOTAL PROJECT COST: \$423,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Hatchery Building (A2550) is a 15,000 square foot, one story building constructed in 1981.

The scope of work provides for removing and replacing the roof system and accessories to the deck.

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. 104-141-008
Historic Preservation Agency
Replace Sewer System
Lincoln Log Cabin Historic Site - Coles County

CDB PROJECT MANAGER: John Begue

APPROPRIATED AMOUNT: \$280,000
ESTIMATED TOTAL PROJECT COST: \$280,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The Lincoln Log Cabin State Historic Site is a 38,239 square foot, 32 building facility constructed in 1840.

The scope of work provides for demolishing and removing the Imhoff sewage treatment system and replacing it with a sewage treatment system which meets all IEPA codes and regulations.

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. 120-260-031
Department of Corrections
Upgrade Sewage Treatment Plant
Centralia Correctional Center - Clinton County**

CDB PROJECT MANAGER: Steve Sias

**APPROPRIATED AMOUNT: \$453,000
ESTIMATED TOTAL PROJECT COST: \$453,000**

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The Centralia Correctional Center is a 44 building, medium security facility constructed in 1980.

The scope of work provides for upgrading the sewage treatment plant including replacing the pumps and controls at the bar screen pump station, installing sewer pipe, and providing water service to the bar screen building.

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. 321-030-149
Department of Human Services
Renovate Unit J-East for Forensic Use
Chicago-Read Mental Health Center - Cook County**

INTERVIEW LEVEL

CDB PROJECT MANAGER: John Price

**APPROPRIATED AMOUNT: \$3,454,000
ESTIMATED TOTAL PROJECT COST: \$3,454,000**

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

PROJECT FEE CLASSIFICATION: Group II R

The Living Unit Building J (BK010) is a 22,242 square foot, two story building constructed in 1963.

The scope of work provides for remodeling the east half of Unit J including new partitions, floor finishes, ceilings, nurse stations, casework, electrical, heating, ventilation, plumbing, sprinkler system, and exterior fenced exercise area. This project includes funding for the abatement of asbestos containing material.

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. 546-385-028
Department of Military Affairs
Replace Domestic Water Supply Piping
Marseilles Armory (Training Area) - LaSalle County

CDB PROJECT MANAGER: Bill Mabie

APPROPRIATED AMOUNT: \$260,000 (Federal Funds)
ESTIMATED TOTAL PROJECT COST: \$260,000 (Federal Funds)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The Marseilles Training Area is a 54 building facility constructed in 1960.

The scope of work provides for replacing the domestic water supply including recirculating the piping near the water heaters and installing water softeners.

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.