



# PROFESSIONAL SERVICES BULLETIN

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Submittals  
for projects appearing  
in this *Professional  
Services Bulletin* are  
due by  
**11:00 a.m.,  
November 2, 2006.**

The projects from this  
bulletin will be  
presented to the  
**January 9, 2007  
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 10/18/06.

Board Meeting results can be  
found on CDB's website  
January 10, 2007.

Internet Address:  
[www.cdb.state.il.us](http://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](http://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](http://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. 039-150-151**  
**Department of Agriculture**  
**Replace Water Service/Sewers - Various Buildings**  
**Illinois State Fairgrounds**  
**Springfield, Sangamon County, IL**

**CDB PROJECT MANAGER: Terry Phelan**

**APPROPRIATED AMOUNT: \$2,511,000**  
**ESTIMATED TOTAL PROJECT COST: \$2,511,000**

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

**PROJECT FEE CLASSIFICATION: Group III R**

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The State Fairgrounds in Springfield is a 1,998,262 square foot, 153 building facility constructed in 1894.

The scope of work provides for replacing the water service and interior domestic piping in the Coliseum including all domestic water piping, waste and vent piping, roof drain piping, water and sewer services, plumbing fixtures, and trim in the Grandstand. The work also includes adding water hydrants and floor drains to the center aisles of two race horse barns. The 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. 250-020-039**  
**Department of Central Management Services**  
**Building System Commissioning - Upgrade HVAC and Domestic Water System**  
**Michael A. Bilandiac Building**  
**Chicago, Cook County, IL**

**CDB PROJECT MANAGER: Mohammad Haq**

**APPROPRIATED AMOUNT: \$50,000**  
**ESTIMATED TOTAL PROJECT COST: \$50,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group N/A**

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The Michael A. Bilandiac Building is a 420,367 square foot, 22 story building constructed in 1923.

The scope of work provides for building commissioning services for the upgrade of the HVAC and domestic water systems. Commissioning services will be a five-level process including planning (design intent), design (reviews), construction (field inspection and start-up), functional performance testing (including O & M training) and warranty review. Special consideration for mechanical systems access and demolition will also be included.

**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**  
**Building System Commissioning - Addition to the Laboratory**  
**Chicago Forensic Laboratory**  
**Chicago, Cook County, IL**

**CDB PROJECT MANAGER: Abdulgaffar Shedbalkar**

**APPROPRIATED AMOUNT: \$255,000**  
**ESTIMATED TOTAL PROJECT COST: \$255,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group N/A**

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

The scope of work provides for building commissioning services for an approximately 35,000 square foot addition to the forensic laboratory. Commissioning services will be a five-level process including planning (design intent), design (reviews), construction (field inspection and start-up), functional performance testing (including O & M training) and warranty review. The following lab/rooms types will be included: DNA processing, latent print, firearms testing, trace chemical analysis, evidence processing and evidence storage.

**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**  
**Building System Commissioning - Addition to the CODIS Laboratory**  
**State Police Training Academy**  
**Springfield, Sangamon County, IL**

**CDB PROJECT MANAGER: Terry Phelan**

**APPROPRIATED AMOUNT: \$75,000**  
**ESTIMATED TOTAL PROJECT COST: \$75,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group N/A**

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The State Police CODIS Laboratory is a 5,460 square foot masonry and brick building constructed in 2003.

The scope of work provides for building commissioning services for an approximately 9,000 square foot addition to the DNA indexing laboratory. Commissioning services will be a five-level process including planning (design intent), design (reviews), construction (field inspection and start-up), functional performance testing (including O & M training) and warranty review. The following room types will be included: laboratory space, offices, supply storage, and long term sample storage.

**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. 630-625-001**  
**Department of Transportation**  
**Renovate Weigh Stations**  
**I-39 Weigh Stations - Ogle County, IL**

**CDB PROJECT MANAGER: Tim Dietz**

**APPROPRIATED AMOUNT: \$3,318,000**  
**ESTIMATED TOTAL PROJECT COST: \$3,318,000**

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$750,000**

**PROJECT FEE CLASSIFICATION: Group II N**

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The I-39 weigh stations are located two miles north of Illinois 38 in Ogle County on Interstate 39.

The scope of work provides for renovating the north and south bound weigh stations on I-39 and constructing two approximately 500 square foot scale houses including installing a changeable message sign, single cell weigh-in motion scales, modifying the geometrics, and multi-platform scales. The scope of work also provides for roadway access, site lighting, utilities, and constructing an employee parking lot with striping.

**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. 750-045-021**  
**Office of the Secretary of State**  
**Emergency Stone Repair**  
**Capitol Complex**  
**Springfield, Sangamon County, IL**

**CDB PROJECT MANAGER: Ed James**

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

**PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000**

**PROJECT FEE CLASSIFICATION: Group III R**

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The Wm. G. Stratton Building (M0103) is a 452,523 square foot, nine-story building constructed in 1955. The Illinois State Museum (Y0100) is an 85,666 square foot, six-story building constructed in 1961.

The scope of work provides for minor repairs to the Stratton Office Building roof to correct the water infiltration problem that has caused the limestone panels located on the eight upper corners above the eighth floor of the Stratton Office Building to spall and shift position. The work also includes repairing, repositioning, and securing various panels on the Stratton Building and the Illinois State Museum. In addition, cracked and eroded sealant and loose mortar on various stone panels of the Stratton Building need to be removed and tuck pointed.

**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.**