



PROFESSIONAL SERVICES BULLETIN

Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:00 a.m., September 4, 2008.**

The projects from this bulletin will be presented at the **October 21, 2008 Board Meeting.**

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

REMINDER: You are able to access the 255 Form (revised 05/07) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website 08/21/08.

Board Meeting results can be found on CDB's website October 22, 2008.

CDB's Internet Address:
www.cdb.state.il.us

TABLE OF CONTENTS

General Information

Project No.	Project Descriptions	Page
102-626-004	Develop Boat Access at Eagle Lake Peabody River King State Fish and Wildlife Area - St.Clair County	6
102-752-012	Develop Boat Access Sahara Woods State Fish and Wildlife Area Saline County	7
102-777-013	Construct Campground Boat Dock Wayne Fitzgerald State Recreational Area Jefferson County	8
250-025-021	Emergency Cooling Tower Repairs James R. Thompson Center - Chicago	9
250-189-010	Replace Roof - Springfield Computer Facility Sangamon County	10
546-080-012	Replace Structural Glass Block Windows/ Concrete Drive Repairs Northwest Armory - Chicago	11
546-325-060	Plan and Begin the Upgrade of the Firing Range - Camp Lincoln (Springfield) Sangamon County	12
630-005-004	Connect to City Water and Sewer Bolingbrook Maintenance Storage Facility Will County	13

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:

- **REMINDER: You are able to access the 255 Form located at the CDB's website at <http://www.cdb.state.il.us/forms/download/255form-03.doc>. A copy of this form is no longer 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's 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 stated 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. 102-626-004
Department of Natural Resources
Develop Boat Access at Eagle Lake
Peabody River King State Fish and Wildlife Area - St. Clair County**

CDB PROJECT MANAGER: Steve Sias

**APPROPRIATED AMOUNT: \$285,000
ESTIMATED TOTAL PROJECT COST: \$285,000**

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

Peabody River King State Fish and Wildlife Area is a 1,800 acre site containing 20 lakes and ponds totaling 534 acres of water constructed in 1994.

The scope of work provides for developing a boat access area with amenities at Eagle Lake. All provisions must meet ADA requirements.

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. 102-752-012
Department of Natural Resources
Develop Boat Access
Sahara Woods State Fish and Wildlife Area - Saline County

CDB PROJECT MANAGER: Marci Garrett

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

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Sahara Woods State Fish and Wildlife Area is a 4,000-acre area located in western Saline County and includes woodland, open grasslands, lakes and reclaimed mine spoils, acquired in 2000.

The scope of work provides for developing two boat access areas including boat ramps, courtesy boat docks, vault toilets, kiosks and miscellaneous sidewalks. The work also includes overlaying the existing parking lots with bituminous concrete asphalt mix. All provisions must meet ADA requirements.

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. 102-777-013
Department of Natural Resources
Construct Campground Boat Dock
Wayne Fitzgerald State Recreational Area - Jefferson County

CDB PROJECT MANAGER: Ross Zeidler

APPROPRIATED AMOUNT: \$215,000
ESTIMATED TOTAL PROJECT COST: \$215,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Wayne Fitzgerald State Recreational Area is a 3,300 acre area six miles north of Benton of which 75 percent is bounded by Rend Lake.

The scope of work provides for constructing a courtesy dock system including all necessary ADA improvements to the boat access 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. 250-025-021
Department of Central Management Services
Emergency Cooling Tower Repairs
James R. Thompson Center - Chicago

CDB PROJECT MANAGER: Mohammad Haq

APPROPRIATED AMOUNT: \$1,000,000
ESTIMATED TOTAL PROJECT COST: \$1,110,900

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$500,000

PROJECT FEE CLASSIFICATION: Group II R

The James R. Thompson Center (J0205) is a 1,200,000 square foot, 19 story building constructed in 1985.

The scope of work provides for installing isolation valves on the cooling coils, isolating and removing the abandoned hot gas bypass system and all associated work. The existing cooling system is a unique thermal ice storage system. Firms experienced with this type of system are desired. A cooling system evaluation report has been prepared and will be provided to the selected firm.

This project will be expedited. It is CDB's expectation that design work will be completed within 30 days after execution of contract. This selection will be presented at the September 16th CDB Board Meeting.

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. 250-189-010
Department of Central Management Services
Replace Roof
Springfield Computer Facility - Sangamon County

CDB PROJECT MANAGER: Ed James

APPROPRIATED AMOUNT: \$600,000
ESTIMATED TOTAL PROJECT COST: \$600,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III R

The Computer Center (J0146) is a 69,500 square foot, three story building constructed in 1979.

The scope of work provides for removing and replacing approximately 32,000 square feet of roofing and all attendant accessories. The work also includes adding new parapet wall coping to improve the current inferior detail. Asbestos abatement may be required. A cool roof is preferred. Documentation is required if this is not feasible.

<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. 546-080-012
Department of Military Affairs
Replace Structural Glass Block Windows/Concrete Drive Repairs
Northwest Armory - Chicago

CDB PROJECT MANAGER: Andrea Bauer

APPROPRIATED AMOUNT: \$640,000 (Federally Funded)
ESTIMATED TOTAL PROJECT COST: \$640,000 (Federally Funded)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

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

The Northwest Armory is a 225,000 square foot, three-story masonry building constructed in 1940. This building is listed on the National Register of Historic Places.

The scope of work provides for replacing the structural glass block windows including the lintels and shelf angles and repairing adjacent masonry blocks. The work also includes replacing approximately 1,010 square yards of the concrete underground parking ramp including tuckpointing the walls and replacing drains and drain lines. The Illinois Historic Preservation Agency must be involved in all phases of design and construction.

<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. 546-325-060
Department of Military Affairs
Plan and Begin the Upgrade of the Firing Range
Camp Lincoln (Springfield) - Sangamon County

CDB PROJECT MANAGER: Gary Kitchen

APPROPRIATED AMOUNT: \$20,000 (Federally Funded)
ESTIMATED TOTAL PROJECT COST: To Be Determined (Federally Funded)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

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

Camp Lincoln is a 54-building, 553,853 square foot facility constructed in 1903.

The scope of work provides for planning and beginning the upgrade of the Camp Lincoln firing range, including providing a bullet absorbing and trapping system and all associated environmental clean-up.

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. 630-005-004
Department of Transportation
Connect to City Water and Sewer - District 1 Team Section Headquarters
Bolingbrook Maintenance Storage Facility - Will County

CDB PROJECT MANAGER: John Price

APPROPRIATED AMOUNT: \$191,000
ESTIMATED TOTAL PROJECT COST: \$191,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Maintenance/Offices (D0138) is a 5,208 square foot building constructed in 1963.

The scope of work provides for installing and connecting city water and sewer to the maintenance building. The work also includes removing waste oil from an existing oil-water separator, replacing the oil-water separator and floor drains, demolishing and abandoning the septic system and triple basin, and adding a fire hydrant to the property.

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.