



PROFESSIONAL SERVICES BULLETIN

Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:00 a.m., April 9, 2009**

The projects from this bulletin will be presented at the **June 9, 2009 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 01/09) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website 03/26/09

Board Meeting results can be found on CDB's website **June 10, 2009.**

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

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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.

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).
- In accordance Public Act 095-0971:
 - a) If the Prime A/E is required to be registered with the Board of Elections, then the registration certificate must be submitted with the 255 form.

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 REVISED 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. One (1) copy of the Board of Elections registration certificate is 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).
- Including any individual previous contract values can result in rejection of the 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).
- Failure to comply with Public Act 095-0971 reporting requirements, if not remedied within five business days, will result in rejection of the 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.

IMPORTANT ETHICS REQUIREMENTS FOR VENDORS TO THE STATE OF ILLINOIS

On August 26, 2008, Executive Order Number 3 (2008), establishing new restrictions on campaign contributions and solicitations by State contractors and bidders were issued. Additionally, on September 25, 2008, the Illinois legislature passed Public Act 095-0971 (the "Act"), which contains new registration and reporting requirements for many State vendors and bidders, as well as additional limitations on campaign contributions by these entities and their affiliated entities. The full text of the Act and the Executive Order, as well as a Fact Sheet about them, may be found on the Illinois Procurement Bulletin, www.purchase.state.il.us .

Public Act 095-0971

The Prime A/E will need to certify whether or not registration with the Board of Elections is applicable. This certification is provided in the revised 255 form. If registration is required, then the Prime A/E will need to provide the certificate with each 255 submittal.

Public Act 095-0971 requires that any bidder/vendor be registered with the Board of Elections if 1) the company's annual total of bid/proposals on State contracts in a given calendar year exceed \$50,000; 2) the company's annual total of bid/proposals on State contracts, combined with the annual total of State contracts already awarded in a calendar year, exceed \$50,000; or 3) the company's annual total of State contracts already awarded in a calendar year exceed \$50,000.

The 255 form is considered a proposal and, therefore, is subjected to the above requirement. Although exact contract amounts are not determined until negotiations are completed, projects typically listed in the bulletin could have total professional services contract values in excess of \$50,000. Therefore, by submitting the 255 form(s) your firm may need to place an emphasis on registering with the Board of Elections.

The CDB 255 form has been updated to include this new requirement. Each submittal is required to use the revised 255 form and must comply or it will result in rejection of the submittal.

Executive Order #3 (2008)

Executive Order #3 (2008), effective January 1, 2009, establishes new requirements affecting contributions that contractors, consultants, vendors and bidders, including affiliated persons and entities, may make to state officeholders, declared candidates for state offices and political organizations established to benefit such officeholders and candidates. Any contract entered into as a result of this solicitation may be voidable for failure to comply with the Executive Order.

CDB PROJECT NO. 546-095-014
Department of Military Affairs
Construct Wash Rack and Loading Ramp
OMS Building, Decatur Armory, Macon County

CDB PROJECT MANAGER: Jane Gucker

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

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group N/A - Federal Fee Guidelines

The OMS Building is a 3,694 square foot, one-story, masonry block and brick building constructed in 1992.

The scope of work provides for constructing an approximately 1,500 square foot wash rack, including electrical and plumbing systems and constructing a loading ramp.

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. 546-190-010
Department of Military Affairs
Construct Addition
Litchfield Armory, Montgomery County

CDB PROJECT MANAGER: Larry Pettis

APPROPRIATED AMOUNT: \$750,000 FEDERAL FUNDING
ESTIMATED TOTAL PROJECT COST: \$750,000 FEDERAL FUNDING

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A - Federal Fee Guidelines

The Litchfield Armory is a 20,739 square foot, two-story, brick building constructed in 1959.

The scope of work provides for constructing an approximately 1,428 square foot addition to the Litchfield Armory, including HVAC, electrical, plumbing, and lighting systems, locker rooms, supply areas, and a vault.

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. 546-190-011
Department of Military Affairs
Upgrade Electrical System
Litchfield Armory, Montgomery County

CDB PROJECT MANAGER: Larry Pettis

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

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group N/A - Federal Fee Guidelines

The Litchfield Armory is a 20,739 square foot, two-story, brick building constructed in 1959.

The scope of work provides for upgrading the electrical system in the existing building, including replacing the lighting and power systems.

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. 546-235-014
Department of Military Affairs
Replace Fence/Gates/Install Caging/Renovate Administration Space
North Riverside Armory, Chicago, Cook County

CDB PROJECT MANAGER: Andrea Bauer

APPROPRIATED AMOUNT: \$712,000 FEDERAL FUNDING
ESTIMATED TOTAL PROJECT COST: \$712,000 FEDERAL FUNDING

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A - Federal Fee Guidelines

The North Riverside Armory is a 136,700 square foot, four building facility constructed in 1944.

The scope of work provides for replacing approximately 7,790 lineal feet of perimeter fencing and installing approximately 4,000 square feet of caging. The work also provides for renovating approximately 2,172 square feet of space that was previously used as an indoor firing range for administration space, including installing HVAC, electrical, and communication systems. Lead abatement may be required.

<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. 546-325-062
Department of Military Affairs
Build Out Basement Area
IMA Building, Camp Lincoln (Springfield), Sangamon County

CDB PROJECT MANAGER: Gary Kitchen

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

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A - Federal Fee Guidelines

The IMA Building at Camp Lincoln is a 121,321 square foot, two-story, masonry and steel frame building constructed in 2006.

The scope of work provides for building out approximately 2,800 square feet in the basement of the IMA building, including installing HVAC, electrical, communications, and lighting systems and constructing restrooms.

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. 546-345-010
Department of Military Affairs
Upgrade Electrical System
Sullivan Armory, Moultrie County

CDB PROJECT MANAGER: John Begue

APPROPRIATED AMOUNT: \$415,000 FEDERAL FUNDING
ESTIMATED TOTAL PROJECT COST: \$415,000 FEDERAL FUNDING

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group N/A - Federal Fee Guidelines

The Sullivan Armory is a 31,374 square foot, two-story, brick building constructed in 1953.

The scope of work provides for upgrading the electrical system, including replacing the lighting and power systems.

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. 546-370-012
Department of Military Affairs
Construct Addition
West Frankfort Armory, Franklin County

CDB PROJECT MANAGER: Marci Boudet

APPROPRIATED AMOUNT: \$750,000 FEDERAL FUNDING
ESTIMATED TOTAL PROJECT COST: \$750,000 FEDERAL FUNDING

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A - Federal Fee Guidelines

The West Frankfort Armory is an 18,750 square foot, two-story, brick building constructed in 1959.

The scope of work provides for constructing an approximately 1,428 square foot addition to the West Frankfort Armory, including HVAC, electrical, plumbing, and lighting systems, locker rooms, supply areas, and a vault.

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. 546-370-013
Department of Military Affairs
Upgrade Electrical System
West Frankfort Armory, Franklin County

CDB PROJECT MANAGER: Marci Boudet

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

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group N/A - Federal Fee Guidelines

The West Frankfort Armory is an 18,750 square foot, two-story, brick building constructed in 1959.

The scope of work provides for upgrading the electrical system in the existing building, including replacing the lighting and power systems.

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. 546-385-030
Department of Military Affairs
Construct Training Facility
Marseilles Armory (Training Area), LaSalle County

CDB PROJECT MANAGER: Steve Halm

APPROPRIATED AMOUNT: \$100,000 FEDERAL FUNDING
ESTIMATED TOTAL PROJECT COST: \$100,000 FEDERAL FUNDING

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group N/A - Federal Fee Guidelines

The Marseilles Training Area is a 206,445 square foot, 53 building facility constructed in 1960.

The scope of work provides for constructing an approximately 4,800 square foot Humvee Egress Assistance Trainer (HEAT) facility, including installing over-head doors and HVAC and electrical systems.

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. 630-000-132
Department of Transportation
Various District 7 Improvements
Effingham, Sullivan, Fairfield and Lawrenceville, Illinois

CDB PROJECT MANAGER: John Begue

APPROPRIATED AMOUNT: \$375,000
ESTIMATED TOTAL PROJECT COST: To Be Determined

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The District Headquarters in Effingham is a 26,100 square foot, two-story building constructed in 1933. The Effingham Materials Lab is a 4,628 square foot, one-story building constructed in 1958. The Sullivan Yard Equipment Storage building is a 5,292 square foot, one-story building constructed in 1965. The Fairfield Yard Salt Dome is a 2,921 square foot, one-story building constructed in 1987. The Lawrenceville Yard Salt Dome is a 2,921 square foot, one-story building constructed in 1994.

The scope of work for the District 7 Headquarters in Effingham provides for upgrading the electrical service, including replacing the switchboard and service equipment.

The scope of work for the Effingham Materials Lab provides for replacing approximately 3,900 square feet of EPDM roofing system, including replacing the coping caps and extending condensate lines to the gutters.

The scope of work also provides for upgrading the HVAC system, including associated duct work and controls.

The scope of work for the Sullivan Yard Equipment Storage building provides for replacing the roofing system, including replacing or repairing deteriorated framework.

The scope of work for the Fairfield Yard Salt Dome provides for replacing the shingled roofing system, including repairs to the entry way.

The scope of work for the Lawrenceville Yard Salt Dome provides for replacing the shingled roofing system, including repairs to the entry way.

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. 630-250-002
Department of Transportation
Construct Drill Crew Support Building
LaSalle Maintenance Facility, LaSalle County

CDB PROJECT MANAGER: Steve Halm

APPROPRIATED AMOUNT: \$300,000
ESTIMATED TOTAL PROJECT COST: To Be Determined

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group II N

The LaSalle Maintenance Yard is a 32,200 square-foot, six building facility constructed in 1976.

The scope of work provides for constructing an approximately 5,000 square foot Drill Crew Support Building, including office and storage space, restrooms, and general use areas.

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. 630-304-011
Department of Transportation
Replace Septic System
Monmouth Traffic Operations, Monmouth, Warren County

CDB PROJECT MANAGER: Bill Mabie

APPROPRIATED AMOUNT: \$20,000
ESTIMATED TOTAL PROJECT COST: To Be Determined

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The Monmouth Operations Yard is a 26,986 square-foot, four building facility constructed in 1962.

The scope of work provides for replacing the septic system, including installing a tank/aerator and chlorination and abandoning the existing septic system.

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.