



PROFESSIONAL SERVICES BULLETIN

Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:00 a.m., September 17, 2009.**

The projects from this bulletin will be presented at the **November 17, 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 05/09**) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website 09/03/09.

Board Meeting results can be found on CDB's website November 18, 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 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, as well as a Fact Sheet about it, 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, effective January 1, 2009, 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 Act also contains limitations on campaign contributions by State Vendors and their affiliated entities.

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.

CDB PROJECT NO. 546-318-005
Department of Military Affairs
Repair Roads - Sparta Readiness Center
Sparta Armory - Randolph County

CDB PROJECT MANAGER: Steve Sias

APPROPRIATED AMOUNT: \$600,000 (Federally Funded)
ESTIMATED TOTAL PROJECT COST: \$600,000 (Federally Funded)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A

The Sparta Readiness Center is a 39,547 square foot, three-building facility constructed in 1989.

The scope of work provides for repairing approximately 8 miles of 12 foot wide crushed stone roads, including providing drainage ditches.

This project must be designed and construction contracts awarded by September 30, 2010.

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. 546-318-006
Department of Military Affairs
Construct Maintenance Bay
Sparta Armory - Randolph County

CDB PROJECT MANAGER: Steve Sias

APPROPRIATED AMOUNT: \$700,000 (Federally Funded)
ESTIMATED TOTAL PROJECT COST: \$700,000 (Federally Funded)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A

The Sparta Readiness Center is a 39,547 square foot, three-building facility constructed in 1989.

The scope of work provides for constructing an approximately 3,500 square foot maintenance bay, including a 2,048 square foot area for maintenance and tool/supply, a 15 ton crane, vehicle exhaust system, restrooms, and offices. The scope of work also provides for site utilities and constructing approximately 400 square yards of secured parking and aggregate parking for four employees.

This project must be designed and construction contracts awarded by September 30, 2010.

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. 546-318-007
Department of Military Affairs
Construct Training Living Quarters (Billets)
Sparta Armory - Randolph County

CDB PROJECT MANAGER: Steve Sias

APPROPRIATED AMOUNT: \$700,000(Federally Funded)
ESTIMATED TOTAL PROJECT COST: \$700,000(Federally Funded)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A

The Sparta Readiness Center is a 39,547 square foot, three-building facility constructed in 1989.

The scope of work provides for constructing an approximately 5,500 square foot training living quarters (billets) for 100 people including restrooms, showers, and a 250 square foot office. The scope of work also provides for site utilities and constructing approximately 200 square yards of secured military parking.

This project must be designed and construction contracts awarded by September 30, 2010.

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. 546-385-034
Department of Military Affairs
Repair Roads
Marseilles Armory (Training Area) - LaSalle County

CDB PROJECT MANAGER: Bill Mabie

APPROPRIATED AMOUNT: \$600,000 (Federally Funded)
ESTIMATED TOTAL PROJECT COST: \$600,000 (Federally Funded)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group N/A

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

The scope of work provides for repairing approximately 8 miles of 12 foot wide crushed stone roads, including providing drainage ditches.

This project must be designed and construction contracts awarded by September 30, 2010.

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. 630-000-133
Department of Transportation
Various District 1 Improvements
Eisenhower Expressway, Bolingbrook, Oak Brook, Hillside

CDB PROJECT MANAGER: Chima Uwanamodo

APPROPRIATED AMOUNT: \$876,920
ESTIMATED TOTAL PROJECT COST: \$876,920

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group II R

The Eisenhower Expressway is a 45,547 square foot, five-building facility constructed in 1961. The Bolingbrook Maintenance/Office Building is a 5,208 square foot, one-story brick building constructed in 1963. The Oak Brook Maintenance Facility is a 24,369 square foot, three-building facility constructed in 1975. The Hillside Maintenance Yard is a 25,295 square foot, four-building facility constructed in 1957.

The scope of work at the Eisenhower Expressway provides for replacing approximately 935 square feet of metal roofing system on Pump Station #4, including replacing roof hatches, restoring steel structural components, and replacing doors, stairs, exhausts and louvers.

The scope of work at the Bolingbrook Maintenance/Office Building (D0138) provides for constructing an approximately 865 square foot addition for a women's restroom, including remodeling interior spaces and modifying the plumbing, electrical and mechanical systems. The scope of work also provides for installing additional fixtures in the men's restroom.

The scope of work at the Oak Brook Maintenance Facility provides for constructing a women's restroom in the Maintenance Storage Building (D0172), including renovating interior spaces, modifying the plumbing, electrical and mechanical systems, and adding fixtures in the men's restroom. The scope of work also provides for recoating approximately 12,000 square feet of metal roofing on the Salt Storage Building (D0173).

The scope of work at the Hillside Maintenance Facility provides for roof repairs and recoating approximately 17,000 square feet of metal and membrane roofing systems on the Maintenance Storage Building (D0016) and the Equipment Storage Building (D0036), including replacing fasteners.

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. 630-000-134
Department of Transportation
Various IDOT Improvements
Oregon, Langley, Galena, Dixon

CDB PROJECT MANAGER: Tim Dietz

APPROPRIATED AMOUNT: \$895,000
ESTIMATED TOTAL PROJECT COST: \$895,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III R

The Oregon Maintenance Storage Facility is a 17,412 square foot, four-building facility constructed in 1961. The Langley Material Storage Building is a 4,320 square foot, one-story metal building constructed in 1976. The Galena Maintenance Storage Facility is an 8,946 square foot, four-building facility constructed in 1957. The District 2 Headquarters in Dixon is a 120,984 square foot, nine-building facility constructed in 1935.

The scope of work at the Oregon Maintenance Facility provides for constructing a five-bay, pre-engineered pole building, including installing unit heaters, exhaust fans, lighting and electrical outlets, and an intercom/loud speaker system.

The scope of work at the Langley Material Storage Building (D0236) provides for installing metal siding, re-painting the exterior and re-insulating the east wall.

The scope of work at the Galena Maintenance Facility provides for upgrading the septic system, including replacing the septic tank and installing an oil separator.

The scope of work at the District 2 Headquarters in Dixon provides for replacing approximately 14,460 square feet of standing-seam metal roofing systems on buildings A, B and C, including replacing insulation, sub-structure, flashing and metal trim.

<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>

CDB PROJECT NO. 630-000-135
Department of Transportation
Various District 8 Improvements
Jerseyville, Hecker, Fairview Heights, Hamel, Wood River, Carrollton

CDB PROJECT MANAGER: Steve Sias

APPROPRIATED AMOUNT: \$840,000
ESTIMATED TOTAL PROJECT COST: \$840,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III R

The Jerseyville Maintenance Facility Salt Dome is a 5,278 square foot, one-story building constructed in 1990. The Hecker Maintenance Facility is a 20,113 square foot, five-building facility constructed in 1975. The Traffic Maintenance Complex in Fairview Heights is a 42,715 square foot, one-story precast concrete and metal building constructed in 1978. The Hamel Maintenance Storage Facility is a 23,502 square foot, seven-building facility constructed in 1964. The Wood River Maintenance Storage Facility is a 22,411 square foot, six-building facility constructed in 1954. The Carrollton Equipment Storage Building is a 3,780 square foot, one-story building constructed in 1997.

The scope of work at the Jerseyville Maintenance Facility provides for replacing approximately 5,278 square feet of asphalt shingle roofing system on the Salt Dome, including repairing the dome entrance.

The scope of work at the Hecker Maintenance Facility provides for replacing approximately 7,900 square feet of metal roofing system on the Office/Maintenance Garage (D0845), including installing gutters and downspouts. The scope of work also provides for replacing the approximately 2,900 square foot Salt Dome's (D0883) asphalt shingle roofing system.

The scope of work at the Fairview Heights Traffic Maintenance Complex (D0864) provides for repairing or replacing approximately 42,000 square feet of roofing system. The scope of work at the Hamel Maintenance Storage Facility provides for replacing the main electrical service panel, including installing a manual transfer switch, feeders and outlets.

The scope of work at the Wood River Maintenance Storage Facility provides for upgrading the electrical service, re-wiring outlets for truck heaters, and installing a manual transfer switch and outlets.

The scope of work at the Carrollton Equipment Storage Building (D0861) provides for replacing approximately 5,100 square feet of metal roofing system, including installing gutters and downspouts and interior repairs resulting from water infiltration.

<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>

CDB PROJECT NO. 630-000-136
Department of Transportation
Miscellaneous Improvements - Various IDOT Locations
Paris, Gibson City, Effingham, Wheeler, Vandalia

CDB PROJECT MANAGER: Monte Law

APPROPRIATED AMOUNT: \$238,000
ESTIMATED TOTAL PROJECT COST: \$238,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Paris Sign Shop is a 20,777 square foot, one-story masonry and concrete building constructed in 1958. The Gibson City Storage Building is a 3,000 square foot, one-story building constructed in 1988. The District 7 Headquarters in Effingham is a 26,100 square foot, two-story masonry and metal frame building constructed in 1933. The Wheeler Maintenance Storage Building is a 3,840 square foot, one-story metal building constructed in 1976. The Vandalia Salt Storage Dome is a 2,921 square foot, one-story dome constructed in 1985.

The scope of work at the Paris Sign Shop (D0501) provides for replacing approximately 2,800 square feet of EPDM roofing system, including replacing approximately 110 feet of metal coping.

The scope of work at the Gibson City Storage Building (D0383) provides for exterior repairs, including replacing the steel siding and inner liner panels.

The scope of work at the District 7 Headquarters in Effingham provides for replacing the main electrical panel in the Parking Garage (D0705), including all associated wiring.

The scope of work at the Wheeler Storage Building provides for replacing the overhead garage and exterior entry doors.

The scope of work provides for replacing the approximately 2,900 square foot Salt Storage Dome's (D0772) asphalt shingle roofing system, including dome entry repairs.

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. 630-000-137
Department of Transportation
Various District 9 Improvements
Belgrade, Vienna, Carbondale, Murphysboro, Pinckneyville

CDB PROJECT MANAGER: Ross Zeidler

APPROPRIATED AMOUNT: \$405,000
ESTIMATED TOTAL PROJECT COST: \$405,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Belgrade Equipment Storage Building is a 4,800 square foot, one-story metal building constructed in 1976. The Vienna Maintenance Yard is a 22,916 square foot, eight-building facility constructed in 1975. The District 9 Headquarters in Carbondale is a 48,775 square foot, three-story concrete and brick building constructed in 1941. The Murphysboro Salt Storage Dome is a 5,408 square foot, one-story building constructed in 1995. The Pinckneyville Equipment Storage Building is a 2,880 square foot, one-story metal building constructed in 1971.

The scope of at the Belgrade Equipment Storage Building (D0943) provides for renovating the office, break room, and storage areas, including replacing interior walls, trim, flooring, windows, and doors.

The scope of work at the Vienna Maintenance Yard provides for constructing an approximately 4,000 square foot pole building including four 20'x15' overhead power doors, a side entry door, a vapor barrier, translucent panels, and a concrete floor with no drains.

The scope of work at the District 9 Headquarters in Carbondale (D0900) provides for replacing approximately 16,000 square feet of rubber membrane roofing system.

The scope of work provides for replacing the approximately 5,400 square foot Murphysboro Salt Storage Dome's (D1010) asphalt shingle roofing system, including replacing decking and trim.

The scope of work at the Pinckneyville Equipment Storage Building (D0922) provides for replacing approximately 2,800 square feet of metal roofing system, including replacing gutters and trim.

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. 630-000-138
Department of Transportation
Replace Roofing Systems
Yorkville and Sycamore, Illinois

CDB PROJECT MANAGER: Mohammad Haq

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

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Yorkville Material Storage Building is a 1,440 square foot, one-story concrete building constructed in 1975. The Sycamore Equipment Storage Building is a 7,419 square foot, two-story brick and concrete building constructed in 1964.

The scope of work at the Yorkville Material Storage Building provides for replacing approximately 1,440 square feet of metal roofing system, including replacing damaged structural members and the exterior steel siding.

The scope of work at the Sycamore Equipment Storage Building provides for replacing approximately 3,700 square feet of roofing system. The scope of work also provides for repairing the exterior brick and renovating interior space.

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. 630-441-005
Department of Transportation
Upgrade HVAC System/Repair Roof
Division Of Aeronautics - Springfield, Sangamon County

CDB PROJECT MANAGER: Monte Law

APPROPRIATED AMOUNT: \$159,000
ESTIMATED TOTAL PROJECT COST: \$159,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The Division of Aeronautics Office is a 17,200 square foot, one-story building constructed in 1979.

The scope of work provides for upgrading the HVAC system in the Office Building (D6009), including replacing the air handling unit. The scope of work also provides for repairing the Unit 10 Hangar's (D6005) roofing system, including cleaning, priming, and recoating the built-in gutters.

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. 630-442-045
Department of Transportation
Replace Motor Control Centers
Administration/Hanley Building - Springfield, Sangamon County

CDB PROJECT MANAGER: Terry Phelan

APPROPRIATED AMOUNT: \$492,000
ESTIMATED TOTAL PROJECT COST: \$492,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II R

The Hanley Building is a 277,091 square foot, four-story building constructed in 1965.

The scope of work provides for upgrading the motor control centers, including replacing feeder conductors.

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. 810-096-030
Illinois Community College Board
Renovate Technology Building
Triton College - River Grove

CDB PROJECT MANAGER: Andrea Bauer

APPROPRIATED AMOUNT: \$3,555,300

ESTIMATED TOTAL PROJECT COST: \$14,221,400

INTERVIEW LEVEL

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

PROJECT FEE CLASSIFICATION: Group II R

Issue Date: September 3, 2009

Proposal Due Date: September 17, 2009

Purpose

The purpose of this RFP is to solicit experienced Architectural/Engineering Teams to prepare design and construction plans and specifications for the renovation of the Technology Building.

Background

The 49,200 GSF Technology Building, constructed in 1968 is located at 2000 Fifth Ave in River Grove, IL. It previously provided classroom and laboratory space for various departments such as Welding, Machine Tool Technology, Electronics, Automotive Repair.

Overall Scope of Work

The scope of work shall include the renovation of the existing building to accommodate the transformation from a Technology Building to a Health & Science Building which will require the elimination of high bay areas with tall access doors, addition of new floor deck separating high bay areas, as well as the possible addition of a freestanding 3rd floor for the purpose of swing space. New additions to this building will now include a Hospital Simulation Center, Chemistry, Anatomy, Physiology and Cadaver Labs. Additional improvements to include upgrade or replacement of the following listed items:

- Window Replacement
- Masonry Repointing
- ADA Modifications
- Upgrade Lighting and Other Fixtures
- Replace or upgrade HVAC, Electrical and Other Utility Systems
- Replace Plumbing/Restroom Fixtures
- Various Interior Upgrades and Space Reconfiguration

Expertise in the following areas will be critical in the Colleges selection process:

1. Flexible Learning spaces
2. State of the Art Science and Health Career facilities
3. Ability to Design and implement 3rd floor (freestanding) addition
4. Green and LEEDS certified facility design

The college intends to renovate the building in one phase. In addition, the college wishes to consolidate departments within the building and to reconfigure space within the building to meet new academic and administrative needs.

This work will include the development of contract documents (plans and specifications) that are in sufficient detail to allow construction.

- o Estimated Construction Cost - \$14,221,400

Detailed Scope of Work

1. The architect's proposal shall contain any and all qualifications to the standard contract.
 2. Additional Services - The following additional services may be made part of the architect's contract. The architect will not have to solicit prices for these services prior to selection.
 - Professional Renderings (note – the architect's basic services include all presentations that are normally used to obtain university approval of design concept)
 3. Plan review and code approval.
 4. Environmental and other regulatory permitting.
 5. LEED Silver Rating in appropriate category.
 6. The proposer can recommend supplemental work tasks that would aid the College in solving the specific needs.
- A. Pre-Design:** Meet with user groups/college administration to define program needs including consolidation of departments, interior upgrades of public spaces, and reconfiguration of academic and administrative space to assist the college in meeting its academic mission. Develop conceptual layout to accommodate program needs. Provide a written report that outlines work to be included in the renovation project including cost estimates and construction schedule options. Upon completion and acceptance of the report, the consultant will develop design and construction drawings for the implementation of the report recommendations.
- B. Design:** Prepare plans and specifications suitable for the renovation of the Technology Building. The plans and specifications will be suitable for obtaining a GMP (bidding for subcontractors) and construction. The design shall include all required site work, architectural and engineering work. Coordinate and obtain necessary project approvals. The design is to be completed in three phases, schematics, design development and contract documents. An estimate of probable construction costs is to be included at the end of each design phase.

- C. Bidding Phase:** The successful design firm will be required to prepare the plans and specifications suitable for this process. The design firm will have to supply two completed sets of plans and specifications with appropriate professional engineering stamps. The successful firm will be have to attend the pre bid conference for CM selection, respond through Triton to all requests for information from CM's and their bidders (within 5 calendar days), prepare addenda as required, review bids and make recommendations for award.
- D. Construction Administration:** Unless otherwise directed, the team will be responsible for on-site construction administration. They will be responsible for review and approval of all construction submittals, attending periodic (weekly) construction meetings, responding to Requests for Information, Addenda to the drawings and final punch list inspections.
- E. Post Construction:** The successful firm will be responsible to submit final as-builts to the College within 3 months of project completion. The as-builts will be on hard paper and scanned dwg files.
- F. Miscellaneous Consulting Services:** Provide consulting services related to findings of the assessment and design/construction phase of this project.

Schedule

The Design Team will be required to meet the following schedule in providing these services.

- Schematic Design 100 calendar days from notice to proceed
- Design Development 100 calendar days from approval of schematics
- Complete procurement documentation – including required building official approvals 150 calendar days from approval of Design Development submittal

Project Team Staffing Changes

If after technical proposals are submitted to the College there are staffing changes to the proposed project team, the firm must notify the College immediately and submit résumé's of replacements.

Lack of notification could be grounds for disqualification.

PROPOSAL PROCESS:

Interested firms are required to submit proposals using the CDB 255 form (located at www.cdb.state.il.us) or (www.cdb.state.il.us/forms/download/255form-03.doc) and follow the CDB submittal requirements.

This Quality Based Selection (QBS) will be a two part process. The first part will be the receipt and evaluation of all Technical (Qualifications & Experience) Proposals with the intent of developing a short list of the most qualified firms that possess the type of experience required in this document.

The second part involves the interview process and selection of the firm.

PART ONE – QUALIFICATION / EXPERIENCE

In a sealed envelope each firm is required to submit the following information:

The technical proposal shall address the following:

- **Letter of Transmittal** – Include brief statement of firm’s technical qualifications to complete this project.
- **Qualifications of Architectural Firm** – Describe the overall qualifications of the firm (and any sub consultants) including background in this field, the services that it provides and its specific experience in the last 5 years in the design of academic office and science classroom/laboratory buildings and/or similar educational environments with an emphasis on teaching and research environments.
- **Qualifications and Responsibilities of Key Personnel** – Describe the professional qualifications and responsibilities of the key project team personnel who will be assigned to the project including their experience on similar assignments and their specific responsibilities on the proposed project. The proposal shall indicate all sub consultants that the Architect will deem necessary to complete the purposes of this project. Resumes of key sub consultants shall also be included in this section of the proposal. Utilize Federal Forms 330 to provide documentation on team experience for applicable, relevant programs described in the Firm’s Qualification section.
- **Project Approach** – Prepare a narrative which clearly demonstrates the firms’ understanding of the specific needs of the College and which concisely present a technical approach to completing the proposed scope of work.
- **Cost Control and Budgeting** – Provide detailed examples of budget development and include examples of construction document estimates and actual bid results for three recent projects. Explain cost control procedures the firm employs on renovation projects to assist clients in the decision making process. Provide three examples of change order ratios on projects similar to the enclosed scope.
- **References** - Present five (5) references for which the firm has performed within the past 5 years. Include the name, title, address and telephone number of each reference and description of duties.

Note - The College may choose to interview firms as part of the selection process, however, the proposer should not assume that this will be done. The technical proposal shall be “stand alone” document and may be the sole basis of selection. The College reserves the right to award the project based on the qualifications submitted or what best serves the needs of the College.

The technical proposal shall also include the firm names for all sub-consultants proposed for this project. Individual resumes need not be provided but firm experience with the prime consultant and with successful projects should be highlighted.

PART TWO – DEFINE SCOPE / INTERVIEW PROCESS

The second part of the process will involve the College providing the short listed firms detailed scope information and requesting interviews/presentations.

Receipt of SOQs and Estimated Timetable:

Receipt of SOQs

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in this RFQ must be made to:

Mr. Kevin Kennedy
Associate Vice President of Business Operations
Triton College
2000 Fifth Avenue
River Grove, Illinois 60171
(708) 456-0300 Ext 3692
(708) 583-3163
kkennedy@triton.edu

All requests for clarification must be in writing seven (7) days before the SOQ opening date and submitted on the request for information form attached.

Under no circumstances may any applicant or its representative contact any employee or representative of the College regarding the RFP prior to the closing date, other than as provided in this section. Strict adherence to this important procedural safeguard is required and appreciated.

Any violation of this condition may result in the applicant being considered non-compliant and ineligible for award.

An **original and six (6) copies** of **STATEMENT OF QUALIFICATION** **must be submitted** in a sealed envelope / box and must be sent to:

Mr. Kevin Kennedy
Associate Vice President of Business Operations
Triton College
2000 Fifth Avenue
River Grove, Illinois 60171
(708) 456-0300 Ext 3692
(708) 583-3163
kkennedy@triton.edu

On or before 3:00 p.m. local time September 17, 2009.

At the specified time stated above, all SOQs received as stipulated shall be publicly opened and announced. However, due to the complexity of the RFQ process, only the names of the applicants will be read, as no immediate decision will be made. All information will be confidential until after review and action by the Evaluation Committee. All interested parties are; however, welcome to attend the proposal opening to be held at a future date.

All SOQs must be submitted in a *sealed* envelope or box and labeled as noted above. No responsibility will be attached to any person for the premature opening of any SOQ that is not properly identified.

E-mail or electronic attachments are not acceptable means of submitting a proposal and will be rejected as non-conforming. If you intend to use an express delivery service, it is recommended that you stress the need to deliver your package to the building and office designated above. Packages delivered by express mail to other locations might not be re-directed to the appropriate address in time to be considered.

Triton College

Project Name: _____

Project Number: _____

Date: _____

RFI Deadline
(See Bid Documents)

REQUEST FOR INFORMATION FORM

PLEASE TYPE -OR- PRINT

TO: Triton College
Fax (708) 583-3163

FROM: _____

ATTN: Kevin Kennedy

Bidder Contact: _____

Phone #: _____ **Fax #:** _____

Specification Section/page: _____

QUESTION: (Please be specific)

RESPONSE:

BY: _____

Date: _____

NOTE #1: All questions must be submitted in writing before the prescribed RFI Deadline.

NOTE #2: All questions must be submitted in writing on this RFI Form.

CDB PROJECT NO. 818-020-005
Western Illinois University
Renovate/Construct Riverfront Campus - Phase II
Rock Island Educational Center - Rock Island County

CDB PROJECT MANAGER: Tim Dietz

APPROPRIATED AMOUNT: \$50,000
ESTIMATED TOTAL PROJECT COST: \$42,000,000 **INTERVIEW LEVEL**

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group II N

Programming Study for
Phase II Development of
Western Illinois University – Riverfront Campus

Background

In 2006 Western Illinois University completed a master plan for its new Riverfront campus on a 20 acre site along the Mississippi River in Moline, Illinois. An attachment of the master plan, Vision 2020, is included for your use. The design for the first 60,000 square foot building for the new campus was already underway as a renovation of the former John Deere Tech Center facility. That project, CDB Project 818-020-004 Riverfront Phase I Renovation, is presently awaiting approval for solicitation of construction bids. Upon completion, Building I will support the College of Business and Technology, academic and student services and University administration.

Western Illinois University is presently requesting proposals from design professionals to begin programming for the Phase II development of the Riverfront with a total anticipated budget of \$42,000,000. Phase II will allow for the continued growth of the Quad Cities campus and enable existing academic programs in the colleges of Arts and Sciences, Education and Human Services and Fine Arts and Communication to be part of the Riverfront Campus.

Description of Scope

The intent of Western Illinois University is to accomplish basic programming for multiple separate campus facilities as well as site development using the existing Quad Cities Campus Master Plan (Vision 2020) as a guide. The firm selected to accomplish this programming study will work directly with Western Illinois University, State of Illinois Capital Development Board, and local community representatives in an inclusive committee environment. Meetings may be conducted both on site and off, utilizing shared technologies. Anticipated services include the following tasks:

1)Initial Fact Finding a) Collect documentation of existing site/conditions and relevant strategic and academic planning, including tour of Quad City facilities b) Interview pertinent Western Illinois University administration, faculty and staff regarding programmatic needs c) Interview facilities staff regarding campus design standards and operations and maintenance requirements.

2) Follow up visit a) Ensure firm has all relevant information pertaining to completion of the study b) Reaffirm scope and expected deliverables c) Meet with Steering Committee for further discussions and clarifications of programmatic needs.

3) 50% Progress Reporting a) Informal presentation to the Steering committee and selective staff regarding preliminary findings and costs including implementation strategies for design and construction. b) Meet with individual committee personnel/ operations staff as needed for refinements to programming requirements and clarifications in the facility scope.

4) 95% Completion Presentation Formal presentation of completed programming study and deliverables.

An additional presentation on site may be requested by Western Illinois University for making a formal presentation to campus constituents or administrative officers not previously involved in the programming study.

Programming Deliverables

1) 25 Professional Project booklets containing all completed deliverables including appropriate color renditions of the Phase II site and facilities.

2) Executive summary discussing project requirements and solutions offered in the programming study.

3) Detailed cost estimate including breakouts for anticipated design services, site work, construction activities, and related FFE.

4) Single line floor plans showing conceptual layout strategies for the facilities, including classrooms, offices, support spaces, miscellaneous program spaces, and space allocated for infrastructure.

5) A spreadsheet showing net assignable space allocated to major building components noted above in item (4). Also include gross space, ratio of net to gross in each category and cost estimate per gross and net square foot.

Budget

Total budget for this study is \$50,000 including reimbursables.

Additional Information

The University may at its discretion request the contracted provider of these services to negotiate with the University and Capital Development Board (CDB) for the purpose of entering into additional related contracts after the programming study is complete.

These additional contracted services may include but may not be limited to: 1) Design and contract document preparation of one or more of the facilities from the Programming Study 2) In collaboration with WIU and the CDB, to provide design overview services and cost optimization of other firms selected to provide design services of one or more of the facilities from the Study 3) All or a portion of Construction Management services, Commissioning, and LEED overview in collaboration with WIU project managers and the CDB.

Neither the University nor the firm contracted to conduct the Programming Study is obligated to enter into additional related contracts as noted above. The selected Programming Study firm may also elect to compete for additional services contracts for which they are qualified should the University not request that the firm enter into additional negotiations after the Programming Study is complete. It is important however to note, that the Quality Based Selection process and ultimate selection of a firm to perform only a Programming Study may lead to additional services contracts that involve up to the entire capital construction budget of \$42 million.

Six copies of CDB FORM 255 and submittal of prequalification **should be sent to:**

**Mr. William Brewer
Q.B.S. Committee Chair
Physical Plant
Western Illinois University
One University Circle
Macomb, Illinois 61455-1390**

Submittal of qualifications must include:

- 1. One page summary of why your firm should be considered for selection on this particular project.**
- 2. Standard Form 255**
- 3. Minimum of three relevant recent references.**
- 4. Examples of projects of a similar nature, including project estimates and actual construction costs. Provide an owner contact person for each example.**
- 5. Additional information you feel may be useful.**

Interested design professionals should submit team compositions for both the current programming study as well as any potential additional contracted services identified above. Please note that any contracts for this work will be contingent upon all members of the selected team being prequalified with the Capital Development Board prior to signature of contract.

Submittals must be received by 11:00 a.m. on September 17, 2009.