



PROFESSIONAL SERVICES BULLETIN

Submittals for projects appearing in this *Professional Services Bulletin* are due by **11:30 a.m., September 9, 2010**

The projects from this bulletin will be presented at the **November 9, 2010 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 8/26/10.

Board Meeting results can be found on CDB's website
October 20, 2010

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

TABLE OF CONTENTS

		Page
General Information (<u>Updated</u>)		2
Public Act 095-0971		7
Public Act 096-0795		8
Project No.	Project Descriptions	
546-385-036	Construct Simulation Center Marseilles Armory (Training Area) - LaSalle County	9
SOS	The Replacement of Large Capacity Chillers Stratton Office Building Mechanical Room Illinois State Capitol Complex Springfield, Sangamon County, Illinois (Proposals sent to The Office of the Illinois Secretary of State Only)	10

**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-5.1.09.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 office location must be prequalified either as the home office or branch office. Branch Offices not prequalified will not be accepted.*

- 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 11:30 a.m. (CST) deadline will be given consideration. If a delivery service (USPS, UPS, and FedEx) is used, CDB strongly encourages that submittals be delivered one day before the deadline date.
- Provide your official Board of Elections certificate of registration issued electronically by the Board of Elections. Include only your certification and not those of your consultants.
- Do not include any additional information such as a prequal letter, minority certification, etc.
- Do not include the name of your firm on the consultant page.
- Do not include fractions when showing the percentages of work done by any consultants.
- When showing the percentage of work performed by consultants in Item #4, the number should reflect the total of percentage as shown under the heading "Percentage" in the second column of the consultant page. For example, if you have three consultants and one is doing 10% MBE/FBE and another is doing 5% MBE/FBE, then 15% is what you will put in Item #4.

REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:

- Submittals received after the designated due date and time as stated on the Professional Services Bulletin.
- Submittals received from a branch office that is not prequalified with CDB.
- 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). Beginning May 1, 2010, firms will no longer be given five (5) business days to remedy the requirement.

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. *Not all firms that submit will be interviewed. The A/E Selection Committee will select 3-5 (typically 4) firms to be invited 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.

Note: Beginning May 1, 2010, firms will no longer be given five (5) business days to provide the Board of Elections Certificate of registration. It must be included with the CDB 255 form submittals.

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.

Public Act 096-0795 **(Commonly known as Senate Bill 51)**

This Act becomes effective July 1, 2010. Rules and procedures are being developed at this time that will be incorporated into awards and contracts executed for projects listed in this bulletin.

Highlights of the Act include, but are not limited to, consultant financial disclosures and subcontracts to be submitted to CDB; annual re-certifications of all primes and consultants; contracts, subcontracts and other project documentation to be available to the Chief Procurement Officer, State Purchasing Officer, and Procurement Compliance Monitors for review; and procurement communications reporting and lobbyist communication reporting.

Projects included in this Bulletin will be subject to the Act Requirements will include, but not limited to, the submittal of consultant subcontracts over \$25,000 in value, financial disclosures and certifications of all primes and those consultants over \$25,000 in contract value (renewal on an annual basis).

In additional, all non-prequalified consultants will need to be registered with CDB prior to the execution of their subcontract with the Prime A/E. Contact Jim Dautel at jim.dautel@illinois.gov or 217/782-1383 regarding the registration process.

CDB PROJECT NO. 546-385-036
Department of Military Affairs
Construct Simulation Center
Marseilles Armory (Training Area) - LaSalle County

CDB PROJECT MANAGER: Bill Mabie

APPROPRIATED AMOUNT: \$2,500,000 (FEDERALLY FUNDED)
ESTIMATED TOTAL PROJECT COST: \$2,500,000 (FEDERALLY FUNDED)

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$500,000

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

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 13,800 square foot pre-engineered, with brick veneer, simulation center including classrooms, simulation rooms, administrative space, storage and mechanical rooms and installing HVAC, electrical, plumbing, data/telecommunication, fire protection, and force protection systems. The scope of work also provides for constructing vehicle circulation/parking and sidewalks and installing exterior security lighting, landscaping, force protection, fencing, and site utilities.

The project must be designed and construction contracts awarded by September 30, 2011.

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.

Office of the Illinois Secretary of State Request for Engineering Services

The Replacement of Large Capacity Chillers Stratton Office Building Mechanical Room Illinois State Capitol Complex Springfield, Sangamon County, Illinois

PURPOSE:

The Office of the Illinois Secretary of State (SOS), Department of Physical Services is in need of professional engineering services for the conception, design, and overview of replacing a large capacity chiller currently located in the mechanical room of the Stratton Office Building on the Illinois State Capitol Complex in Springfield, Illinois. This chiller is currently supplying chilled water to a campus-wide chilled water distribution network.

HISTORY:

The current large capacity chiller does not operate and repair costs are beyond what is considered a justifiable expense for the Office of the Illinois Secretary of State. The campus-wide chilled water network supplies the major portion of chilled water used by the HVAC systems in more than 10 buildings on the State Capitol Complex.

The SOS would like to install a new large capacity chiller at this location.

SCOPE OF WORK:

The SOS is looking for professional engineering services to include, but not be limited to, the following:

- Perform a site survey of the current chiller and the chilled water loop and its needs.
- Prepare Construction Documents that will include the location, attachment, start-up and training on a new large capacity chiller.
- Prepare Project Specifications.
- Prepare an Estimate of probable construction costs.
- Provide On-site Construction Observation.
- Provide Construction Administration and Close-out services.

SELECTION CRITERIA:

The SOS, using QBS procedures, shall select the A/E. Only firms pre-qualified with the Illinois Capital Development Board (CDB) prior to the submittal deadline will be considered. Sub-consultants performing licensed design services shall also be pre-qualified with the CDB prior to the submittal deadline. Firms submitting qualifications will be notified of the SOS's decision on the selection.

The final A/E selection shall be based upon the following criteria...

- Past Work Experience on similar type projects 25%
 - Large Scale HVAC Chilled Water Networks
- Previous experience on SOS projects 25%
- Geographical location of firm 05%
- Expertise of assigned in house personnel related to project scope 20%
- Expertise of sub-consultant, if proposed 15%
- Workload ability / timeliness 10%

SUBMITTAL CRITERIA:

Interested firms should submit five (5) copies of their Statement of Qualifications (CDB Form 255) **by 4:00 p.m., on September 9, 2010**, directly to:

The Office of the Illinois Secretary of State
Department of Physical Services
Division of Planning & Development
Room # 037, Michael J. Howlett Building
501 South 2nd Street
Springfield, Illinois 62756
hray@ilsos.net
217-782-9614 (No Voicemail Available)

Attention: Harl Ray