CAPITAL DEVELOPMENT BOARD

Volume 173
January 2012

PROFESSIONAL SERVICES BULLETIN

Submittals for projects appearing in this *Professional Services Bulletin* **are due by 11:30 a.m., January 12, 2012**

The projects from this bulletin are scheduled to be presented at the **March, 2013 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 07/11**) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Original Posted to website 12/29/11

Board Meeting results can be found on CDB's website March 13, 2012

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

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Firms should place close attention to new disclosure and certifications submittal requirements as included in this bulletin as well as information regarding Joint Ventures.

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 with Public Act 095-0971:

  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.

  For Joint ventures, if any of the members of the Joint Venture is required to be registered with the Board of Elections, then the registration certificate for each applicable member must be submitted with the 255 form.

- ***In accordance with Public Act 096-0795:***

  The financial disclosure and certifications of the Prime A/E are required to be submitted with the 255 form.

  For Joint Ventures, the financial disclosure and certifications of each member of the Joint Venture are required to be submitted with the 255 form.

- ***Joint Ventures. Two or more prequalified architect/engineers may submit a 255 form as a Joint Venture. If a Joint Venture submits a 255 form, CDB may require disclosure of the contractual arrangement between the members of the Joint Venture prior to selection award. At a minimum, the Joint Venture documents shall identify the consent of the insurance underwriters to insure the Joint Venture is in accordance with CDB requirements. If awarded the project, the parties of the subsequent contract will be CDB and the Joint Venture. NOTE: for partnership arrangements between firms who do not have a contractual joint venture relationship, one firm shall submit the 255 form as the Prime A/E and the other firm(s) shall be listed as a consultant.***

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.

- **Each member of a Joint Venture shall be prequalified with CDB as an Architect/Engineer. The Joint Venture does not need to submit a separate prequalification form; however, each member of the Joint Venture shall be prequalified separately under the CDB Architect/Engineer prequalification process as described in this section.**

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-7.21.11.doc. A copy of this form is no longer included in this publication. Use only this version of the form for submittal. The 255 form contains the disclosure and certification forms. *Previous versions will not be accepted.***

- ***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. One (1) copy of the Disclosure/Certifications is necessary for each project submittal. Do not staple your original 255 and Disclosures/Certifications but attach with a binder clip.*** **Use staples on the copies only to bind the CDB 255 form.**

- 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.

- 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.***

- ***For Joint Venture submittals, all members of the Joint Venture must be identified on the front page of the 255 form, the design discipline identified for each member, and the anticipated percentage of services to be provided by each member. The office location of each member must be prequalified with CDB.***

- 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. ***Certification of all members of a Joint Venture shall be submitted with the 255 form.***

- Provide the Disclosure and Certification of Interest forms for each applicable owner of the Prime A/E ***or each member of a Joint Venture*** (see instructions on disclosure form).

- 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.

- ***Failure of any of the members of the Joint Venture to be prequalified will result in the rejection of the submittal(s).***

- ***Failure of proper identification and services to be provided of members of the Joint Venture at the time of the 255 submittal will result in the rejection of the submittal(s).***

- ***Failure to submit, when requested by CDB, the disclosure of the contractual arrangement between members of a Joint Venture; and determination by CDB that said contractual arrangement is not approved will result in the rejection of the submittal(s).***

- 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). <u>Beginning May 1, 2010, firms will no longer be given five (5) business days to remedy the requirement.</u>

- **Failure to comply with Public Act 096-0795 by not submitting prime A/E disclosure/certifications.**

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.

- **For projects over $5 million, a combined MBE/FBE goal of 15% for the A/E design team is applicable. See individual project description notice sheet.**

- 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 is effective July 1, 2010.

In accordance with Public Act 096-0795, the Prime A/E is required to submit Disclosures and Conflicts of Interest forms, for each applicable owner, with the 255 submittal form for each project. This submittal also includes the Certification form. The forms must be completed in their entirety and signed. Instructions for the disclosures are included within the form. Failure to submit will result in the rejection of the 255 submittal.

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 which 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). *The subcontracts and financial disclosures from the consultants are not to be submitted until after the execution of the Prime A/E Contract.*

In addition, 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@illlinois.gov or 217/782-1383 regarding the registration process.

Public Act 097-0590

Minority Contractor Opportunity Initiative

This Act is effective August 26, 2011

This Public Act requires a fee of $15 to cover expenses related to the administration of the Minority Contractor Opportunity Initiative. Any Vendor awarded a contract of $1,000 or more from this solicitation is required to pay a fee of $15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund.

CDB PROJECT NO. 102-340-017
Department of Natural Resources
Renovate and Replace Yellow-Head Marsh Dam Culverts
Moraine Hills State Park - McHenry County

CDB PROJECT MANAGER: Bruce Locke

APPROPRIATED AMOUNT: $400,000
ESTIMATED TOTAL PROJECT COST: $400,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $100,000

PROJECT FEE CLASSIFICATION: Group II R

Moraine Hills State Park is a 2,200-acre natural area located in McHenry County, acquired in 1939.

The scope of work provides for replacing six water control structures with a three-sided enclosed structure and a series of water control structures with a lockable metal grate on top and restoring any damages to the drainage ditches structures and the surface of the bike trail. The work will also include inspecting and providing recommendations on the replacement or repair of approximately 30 feet of each of the six corrugated metal pipes on the DNR property. The design will require review and approval by the DNR's Office of Water Resources.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm's project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.
ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.

CDB PROJECT NO. 102-520-009
Department of Natural Resources
Rehabilitate Boat Access
Wolf Creek State Park, Shelby County, Illinois

CDB PROJECT MANAGER: Monte Law

APPROPRIATED AMOUNT: $510,000
ESTIMATED TOTAL PROJECT COST: $510,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $250,000

PROJECT FEE CLASSIFICATION: Group III R

The Wolf Creek State Park is a 69 building facility constructed in 1975.

The scope of work provides for constructing new docks and boat slips, rehabilitating and/or replacing gangways and dock frames and resurfacing the boat ramp parking lot, including striping, signage and accessible parking space identification. The scope also includes shoreline stabilization and replacing the fish cleaning station's mechanical equipment.

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. 120-070-012
Department of Corrections
Repair Dorm Building
Dixon Springs Boot Camp
Pope County, Illinois

CDB PROJECT MANAGER: Tom Poludniak

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

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $100,000

PROJECT FEE CLASSIFICATION: Group II R

Dorm #2 is a 10,258 square foot, one-story building constructed in 1983.

The scope of work provides for post mold remediation building repairs, including reconstructing walls and ceilings, windows, doors, lighting and duct work so that the area can be reoccupied.

Mold remediation has been completed for this building and is not included in the scope of work.

The project design will be on an accelerated schedule.

This project is scheduled to be presented at the February 14, 2012 Board Meeting.

The orientation meeting for this project will be held at 11:00 a.m., February 22, 2012.

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. 630-000-169
Department of Transportation
Install Oil Separator/Construct Maintenance Building
Lynn and Geneseo, Illinois

CDB PROJECT MANAGER: Tim Dietz

APPROPRIATED AMOUNT: $475,000
ESTIMATED TOTAL PROJECT COST: $475,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $100,000

PROJECT FEE CLASSIFICATION: Group II R

The Lynn Center Equipment Storage Building is a 4,800 square foot, one-story building constructed in 1968. The Geneseo Maintenance Yard is an 18,797 square foot, five-building maintenance facility constructed in 1956.

The scope of work at the Lynn Center Equipment Storage Building provides for installing an oil water separator and a 10,000 gallon holding tank to the building's trench drain system with access and pumps for reusing some of the waste water in the holding tank. The scope of work also provides for disconnecting and plugging the existing drainage system.

The scope of work at the Geneseo Maintenance Yard provides for constructing an approximately 4,000 square foot storage building, including demolishing the existing building and installing overhead doors, HVAC, plumbing 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. 815-010-652
Eastern Illinois University
Remove Two Underground Storage Tanks
Charleston, Illinois

CDB PROJECT MANAGER: John Begue

APPROPRIATED AMOUNT: $300,000
ESTIMATED TOTAL PROJECT COST: $300,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $100,000

PROJECT FEE CLASSIFICATION: Group III R

Eastern Illinois University is a 3,032,827 square-foot, 80-building campus constructed in 1898.

The scope of work provides for removing two, 40-gallon underground storage tanks (USTs), including any associated site work or remediation.

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.