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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 the CDB's website, www.illinois.gov/cdb.

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**

The CDB is not responsible for submittal(s) sent to any individual within the CDB or to another office.

SUBMITTAL REQUIREMENTS:

- In accordance with 44 Illinois Administrative Code 980.130:
 - a) All Architect/Engineers (A/E's) submitting statements of qualifications for a project shall be prequalified with the 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 the 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).

For Joint ventures, if any of the members of the Joint Venture is required to be registered with the Board of Elections, then please submit the registration certificate for each applicable member 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 A/E's may submit a 255 form as a Joint Venture. If a Joint Venture submits a 255 form, the 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 the CDB requirements. If awarded the project, the parties of the subsequent contract will be the 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 the 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 the CDB, please access CDB's website, <http://www.cdb.state.il.us/forms/download/arch.pdf>.
- To obtain prequalification forms you may access the CDB's website, <http://www2.illinois.gov/cdb/business/library/Documents/AEprequal.doc> or contact Jim Dautel at 217/782-1383.
- The 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, the 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 the CDB as an A/E. 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 A/E 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://www2.illinois.gov/cdb/business/library/Documents/255%20FORM%207.15.12.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 the 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, the 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 PSB.
- Submittals received from a branch office that is not prequalified with the 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 the CDB, the disclosure of the contractual arrangement between members of a Joint Venture; and determination by the 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, the 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 096-0795 by not submitting prime A/E disclosure / certifications.**

SELECTION PROCESS:

- Selection of design firms by the 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.
- The 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 minimum combined MBE/FBE goal of 15 percent for the A/E design team is applicable. See individual project description notice sheet for specific goal information.

- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. The 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 the CDB's website (www.illinois.gov/cdb) 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 the CDB be unable to successfully negotiate a contract with the recommended A/E, the 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 the 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. |

- The services to be provided by the firm will conform with requirements included in the latest version of the CDB Professional Services Agreement, the Design and Construction Manual, the Standard Documents for Construction and the Centralized Fee Negotiation Professional Services and Fees Handbook.

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 should provide the certificate with each 255 submittal so that compliance is easily identified.

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.

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 the 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 \$50,000 in value, financial disclosures and certifications of all primes and those consultants over \$50,000 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 the 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.

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.

Supplement to the Design and Construction Manual (DCM)

Effective with the PSB 181, the new supplement to the DCM will be added to the Professional Services Agreement (contract) for all projects selected on or after October 26, 2012.

The supplement includes requirements regarding the Procurement of Domestic Products Act (Public Act 94-0540, 30 ILCS 517) and the revised Project Manual Workbook for Asbestos, Lead, UST and PCB.

The supplement to the DCM is available in the reference library located on the CDB's website, <http://www2.illinois.gov/cdb/business/library/Documents/DesignandConstructionManual-2009Supplementeff10.26.2012.pdf>

A/E Fee Compensation Increase

At the September 11, 2012, meeting of the CDB, the Board approved an increase in compensation negotiated and paid to the A/E for basic services and additional services.

The revision in basic services compensation will be a 10 percent across-the-board increase in the fee rates negotiated by the CDB.

The revision in the additional services compensation is an allowance for meeting attendance for small projects. This compensation is structured as tier level as follows:

- \$2,000 for projects \$300,000 and under
- \$1,500 for projects \$301,000 to \$500,000
- \$1,000 for projects \$501,000 to \$900,000
- \$500 for projects \$901,000 to \$1,200,000

The increases in the basic services and additional services will become effective for those projects advertised on or after September 27, 2012. The projects listed in the PSB 182, December 11, 2012 Board Meeting, are subjected to the fee increases.

The fee rate tables will be revised and added to the Centralized Fee Negotiated Handbook as a supplement. These revised fee tables will be available prior to the selection of the PSB 182 projects.

CDB PROJECT NO. 039-060-052
Department of Agriculture
Repair Hays House Roof and
Correct Water Infiltration and Damage
DuQuoin State Fairgrounds, Perry County

CDB PROJECT MANAGER: Erik Luckett

APPROPRIATED AMOUNT: \$90,000
ESTIMATED TOTAL PROJECT COST: \$90,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Hayes House is a 6,198 square foot, three-story building constructed in 1941.

The scope of work provides for repairing the roof, downspouts and storm drains, restoring the sump pumps, repairing water damaged interior finishes, correcting the water penetration in the basement and correct gas pipe safety issues.

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. 102-311-095
Department of Natural Resources
Replace Roofing Systems - South Shop
Illinois Beach State Park, Lake County

CDB PROJECT MANAGER: Bruce Locke

APPROPRIATED AMOUNT: \$180,000
ESTIMATED TOTAL PROJECT COST: \$180,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Illinois Beach State Park consists of 2,909 acres and 5.8 miles of Lake Michigan shoreline. The South Unit Service Building is a 5,430 square foot, one-story building constructed in 1964.

The scope of work provides for replacing approximately 4,480 square feet of metal roofing, batt insulation, gutters and downspouts. The work also includes partially removing and replacing the vertical metal siding, including associated flashing and trim and painting the metal panel roofing on the building addition.

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. 120-175-128
Department of Corrections
Replace Roofing Systems - North and South Cellhouses
Menard Correctional Center, Randolph County

CDB PROJECT MANAGER: Robert Bauer

APPROPRIATED AMOUNT: \$1,100,000
ESTIMATED TOTAL PROJECT COST: \$1,100,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group III R

The North Cellhouse is a 86,625 square foot, seven-story building constructed in 1887. The South Celhouse house is 64,760 square foot, five-story building constructed in 1887.

The scope of work provides for removing and replacing approximately 60,000 square feet of shingle roofing on the North and South Cellhouses with standing seam metal panels, including gutters, downspouts and other associated roofing accessories.

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. 120-240-054
Department of Corrections
Install Emergency Generator
Vandalia Correctional Center, Fayette County

CDB PROJECT MANAGER: Steve Sias

APPROPRIATED AMOUNT: \$815,000
ESTIMATED TOTAL PROJECT COST: \$815,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$250,000

PROJECT FEE CLASSIFICATION: Group II R

The Vandalia Correctional Center is a 113 building, adult minimum security facility constructed in 1921.

The scope of work provides for installing an emergency generator to supply emergency power to the site.

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. 321-010-096
Department of Human Services
Replace Roofing Systems - Cedar Building
Alton Mental Health Center, Madison County

CDB PROJECT MANAGER: Steve Sias

APPROPRIATED AMOUNT: \$177,000
ESTIMATED TOTAL PROJECT COST: \$177,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Cedar Building is a 16,920 square foot, two-story brick building constructed in 1943.

The scope of work provides for replacing approximately 2,000 square feet of EPDM and 24,100 square feet of shingled roofing systems, including replacing roof decking as necessary and installing ventilation and all associated accessories.

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. 321-087-046
Department of Human Services
Replace Roofing Systems
Chester Mental Health Center, Randolph County

CDB PROJECT MANAGER: Robert Bauer

APPROPRIATED AMOUNT: \$2,126,000
ESTIMATED TOTAL PROJECT COST: \$2,126,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$500,000

PROJECT FEE CLASSIFICATION: Group III R

The Chester Mental Health Center is a 206,336 square foot, 26-building facility constructed in 1975.

The scope of work provides for removing and replacing approximately 175,000 square feet of existing roofing systems, including replacing gutters, metal edge and all necessary roof decking and accessories. The scope also provides for removing the deteriorated shelter-type coverings over the decks.

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. 630-000-181
Department of Transportation
Replace Roofing Systems
District 6, Coalfield Rest Area, Montgomery County
District 8, Post Oak Rest Area, Marion County

CDB PROJECT MANAGER: Larry Pettis

APPROPRIATED AMOUNT: \$80,000
ESTIMATED TOTAL PROJECT COST: \$480,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group III R

The Coalfield Rest Area is a 4,766 square foot, four-building facility with several picnic shelters constructed in 1985. The Post Oak Rest Area is a 4,924 square foot, three-building facility with four picnic shelters constructed in 1986.

The scope of work at the Coalfield Rest Area (north bound and south bound) provides for the removal of the wood shake roofing system and providing a metal roofing system. The scope also provides for the assessment of the roofing structure, flashing, soffits, fascia, gutter, downspout systems and repairing or replacing these systems and associated accessories.

The scope of work at the Post Oak Rest Area (north bound and south bound) provides for the removal of the wood shake roofing system and providing a metal roofing system. The scope also provides for the assessment of the roofing structure, flashing, soffits, fascia, gutter, downspout systems and repairing or replacing these systems and associated accessories.

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. 750-010-009
Office of the Secretary of State
Repair and Replace Historic Ornate Plaster Ceilings
Michael J. Howlett Building
Springfield, Sangamon County

CDB PROJECT MANAGER: Ed James

APPROPRIATED AMOUNT: \$450,000
ESTIMATED TOTAL PROJECT COST: \$450,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$100,000

PROJECT FEE CLASSIFICATION: Group I R

The Michael J. Howlett Building is a 450,000 square foot, eight-story building constructed in 1923.

The Howlett Building, located on the capitol grounds in Springfield, Illinois, houses State of Illinois offices. Formerly known as the Centennial Building, the building was designed in the classical style and originally constructed in 1923, with additions made in 1928 and 1966.

The scope of work provides for repairing and/or replacing damaged and aged ornate plaster ceilings in three areas of the Michael J. Howlett Building's 1923 addition. The three areas are approximately 5,340 square feet of decorative plaster ceiling in the Grand Memorial Hall of Flags on the ground floor, approximately 2,000 square feet of decorative plaster ceiling in two ground floor entryways and approximately 3,000 square feet of decorative plaster ceiling in two office areas on the third floor. The successful firm should have documented experience working in historic structures and should have practical experience working with the Illinois Historic Preservation Agency. The firm should also provide a full range of services, including architectural and structural engineering.

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

CDB PROJECT NO. 810-018-006
Illinois Community College Board
Construct a Transportation, Distribution and Logistics (TDL) Center
City Colleges of Chicago, Olive-Harvey Community College
Chicago, Cook County
Construction Management Services

CDB PROJECT MANAGER: Abdulgaffar Shedbalkar

APPROPRIATED AMOUNT: \$31,671,600
ESTIMATED TOTAL PROJECT COST: \$44,861,500

PROFESSIONAL LIABILITY INSURANCE REQUIRED: \$5,000,000

PROJECT FEE CLASSIFICATION: Group II R

The Capital Development Board (CDB) requests qualifications from Construction Management firms to provide Construction Management Services at Agency professional services in connection with the above project.

Submittals are due 11:30 a.m., October 11, 2012
Submittals are to be sent to:
Qualifications Based Selection (QBS) Committee
Attention: James Cockrell
Capital Development Board
3rd Floor, William G. Stratton Building
401 South Spring Street
Springfield, IL 62706

The interviews for this project will be scheduled for November 15, 2012.

Final approval of selection of the Construction Manager (CM) is scheduled for the December 2012 CDB Board meeting.

DESCRIPTION OF PROJECT

Olive Harvey, as one of the seven City Colleges of Chicago, is a public institution serving the Chicago community under the Master Plan for Higher Education in Illinois. The Board of Trustees of Community College District No. 508 is governed by the Illinois Public Community College Act and the Rules for the Management and Government of the City Colleges of Chicago with any amendments enacted or adopted thereafter. As a comprehensive educational institution, Olive Harvey is committed to excellence in learning and dedicated to providing opportunities that meet the postsecondary, basic skills, workforce training, continuing education and cultural needs of the diverse, multi-ethnic community the college serves.

The scope of work provides for constructing an approximately 130,000 square foot Transportation, Distribution and Logistics (TDL) Center, including classrooms with curriculum-driven technology and space for automotive technology and training, collision repair, diesel engine technology, aviation mechanics, supply chain management, which includes large warehouse and distribution simulation labs, taxi and truck driver and forklift training, service vehicle and equipment area, faculty offices and general use space for students. The scope also provides for site improvements, including upgrading site utilities, subsoil testing and remediation and constructing approximately 800 parking spaces. The project also provides for LEED Silver.

This facility must be designed and constructed in accordance with the CDB Green Guidelines for State Construction Projects and requires a minimum of LEED Silver Certification or a Green Globes two-globe rating. The CM will serve as coordinator of the green building certification process.

The selected CM must retain services of a commissioning agent to provide commissioning services deemed necessary for LEED compliance. The commissioning agent shall meet the requirements of LEED Certification or Green Globes rating system. The CM shall include qualifications of the proposed commissioning agent in their submittal.

Project Delivery Method: Multiple prime contracts will be used on this project with a minimum of five trade contracts as required by the Illinois Procurement Code. The CM may recommend additional trade contracts based on logical divisions of the work to meet the project schedule and minority and/or female business enterprise goals (MBE/FBE). In addition, utility work, selected demolition work, or site remediation work, if required for project completion, may be bid separately. The coordination and scheduling of the work in all of these contracts will be the responsibility of the CM.

The CM must provide adequate resources to complete an accelerated design and construction schedule.

Estimated Project Budget: \$44,861,500.

OUTLINE OF REQUIRED CONSTRUCTION MANAGEMENT SERVICES

CM at Agency: The CDB shall contract directly with all prime construction contractors.

Construction management services required under this contract may include, but are not limited to, the following:

Scheduling

- Develop a comprehensive critical path project schedule with input from the using agency, the CDB, and the architect/engineer (A/E) that includes adequate detail to actively track progress from the start of the design development phase through project close-out.
- Investigate and recommend a schedule for the purchase of materials and equipment requiring long lead-time procurement.
- Develop a final project construction schedule (computerized CPM).
- Develop bid schedule(s).
- Keep construction schedule current.
- Provide a monthly executive summary including actual vs. projected progress and recommendations.

Estimating and Budget Control

- Review and evaluate the total project budget, including facility development and construction costs, site costs and building construction costs with escalation and contingencies. Prepare a detailed construction cost estimate based on design documents prepared by the A/E.
- Update detailed construction cost estimate as the A/E refines construction phase documents. Formal submittal of construction cost estimate is required in conjunction with each A/E submittal.
- If the estimate exceeds the construction cost budget at any stage of design, make recommendations for possible cost reductions or bid alternates to bring the project within budget.
- Recommend construction contingency for each contract.
- Assist in review and evaluation of bids received.
- Provide written explanation of bids differing substantially from the CM and the A/E's estimate.
- Provide budget management and financial reporting.
- Review change orders and contractor pay requests.

Scope and Design Document Review and Input

- Review project scope with the A/E, the CDB and the using agency.
- Review and comment on constructability of the A/E's designs and details.
- Make recommendations on feasibility of construction methods and possible economies.
- Evaluate and make recommendations on primary and secondary building materials, systems, equipment and special requirements.
- Assist the A/E in separation of the construction documents into divisions for various categories of work.
- Assist the A/E in coordinating the drawings and specifications.
- Assist the A/E and the using agency with coordination of the user agency's movable equipment planning.
- Develop a site mobilization and construction staging plan.

LEED Commissioning Agent and LEED Documentation

- Contract with commissioning agent to provide all commissioning services required for this project.
- Facilitate and monitor completeness and timeliness of LEED submittals during project design phase.
- Maintain all documentation required for submittal to meet the requirements of the LEED certification process following completion of construction documents. This includes all documents required during bidding, construction and project close-out. The CM shall submit all documentation as required or provide documentation to the A/E for submittal and monitor submittal of documentation, as determined by the CDB.

Construction Outreach Services

- Assist the CDB and the A/E in marketing the project to the construction community.
- Assist the CDB with the MBE/FBE outreach and contractor prequalification opportunities.
- Assist in conducting the pre-bid conference(s).

Coordination of Construction

- Develop construction project organization.
- Prepare the minutes of all meetings or conferences and distribute.
- Assist in the identification and assignment of long lead-purchase items.
- Assist the A/E with plan interpretation.

- Coordinate problem resolution among project team members.
- Assist the A/E to coordinate testing and balancing of mechanical systems.
- Coordinate equipment commissioning and training as required.
- Coordinate punch list preparation and substantial completion.
- Coordinate close-out and final acceptance.

Document Management

- Organize and maintain files for all documents generated through the course of the project.
- Maintain and manage submittals and submittal logs, RFI's, RFP's, CO's, and all other construction-related documents.
- Collect and maintain MBE/FBE utilization data.
- Collect LEED submittal data as required for submittal for certification.

GENERAL CONDITIONS

- Coordinate with state and city agencies as necessary.
- Coordinate with the CDB to help contractors achieve MBE/FBE goals in contracting and labor force.
- Establish site logistics, including traffic management plan, site staging and mobilization.
- Provide field offices, access roads, parking areas, etc.
- Provide site security.
- Provide temporary utilities and other general conditions items as requested by the CDB.

Additional information regarding insurance requirements, payment and other contractual issues may be found in the CDB publication SDC for Projects with a CM 2009 and the Standard Documents for Construction – 2009 Supplement, which is available in the Reference Library on our website (www.illinois.gov/cdb).

PROCUREMENT OF CONSTRUCTION MANAGEMENT SERVICES

The selection of the CM firm will be based on experience, location and capability of providing the full range of pre-construction and construction-phase services.

As the initial step in the selection process, pre-qualified CM firms shall submit a Statement of Qualifications, as outlined, for review by the Selection Committee. The Selection Committee will establish a short list of CM firms, conduct interviews and make a recommendation for selection to the CDB Board.

Pre-Qualification Requirements

- CM firms must be pre-qualified with the CDB prior to the submittal deadline to be considered for this project. Pre-qualification information and required forms are available on the CDB website: www.illinois.gov/cdb, in the Reference Library.
- Please note that for this project, firms must have offices and staff headquartered in the State of Illinois and be registered and authorized to do business in the State of Illinois.

MBE/FBE Participation

- A combined MBE/FBE goal of 20 percent is applicable.

Internship/Trainee Opportunities

- There is a requirement for the CM to hire one or more qualified City Colleges of Chicago graduates for paid internship or trainee position with emphasis on construction management.

Statement of Qualifications

A Statement of Qualifications for this project shall be submitted by each firm that desires to be considered for this project. The Statement of Qualifications shall include:

- Submittal letter signed by an officer of the company attesting to the validity of the contents of the Statement of Qualifications.
- Summary of firm's qualifications, history, location, size, philosophy, etc. (no more than three pages).
- Firm's understanding of and approach to this project, including any unique or outstanding characteristics (no more than two pages).
- Prior firm experience in successful planning and construction of similar projects (no more than five pages per project).
- Prior firm experience in LEED documentation and commissioning services.
- MBE/FBE participation plan.

Firms shall submit descriptions of three to five projects which were completed within the past seven years and had a minimum project budget of \$15 million and where the firm provided both pre-construction and construction-phase services as a CM at Agency.

Include the Following Information for Each Project

- Project description – size/type of building.
- Project location - urban or suburban setting, site constraints.
- Project budget.
- Scope of CM work.
- Unique characteristics and challenges.
- Specific accomplishments.
- Schedule – length of project, was project completed on time? Why/why not?
- Construction budget.
- Construction cost estimate - original contract value - final construction cost - discuss/explain changes in project cost between original estimate and final cost.
- Number of change orders - cost of all changes - percentage of changes due to changes in project scope.
- Number of RFI's.
- Services provided for LEED certified projects, including project certification level.
- CM's project staff, including principal, project manager, site superintendent.
- CM's consultants.
- Owner/Client contact information.
- Architectural firm, project manager, project designer, contact information.
- Personnel (no more than 20 pages) - List of personnel to be assigned to the project and their positions; at a minimum include project executive, project manager, site superintendent, estimator and scheduler. Include a resume for each person, including education, experience, time with firm and recent projects.
- Deliverables (no more than 10 pages, including examples). - A description of the deliverables that the CM will provide throughout the course of the project. Include examples where applicable (e.g. schedules, submittal logs).

The Statement of Qualifications Should be Organized as Follows

- Tab 1: Submittal letter.
- Tab 2: General description of firm, philosophy, accomplishments, value.
- Tab 3: General description of project understanding and challenges.
- Tab 4: Relevant project experience.
- Tab 5: Resumes of personnel to be assigned to the project and description of their responsibilities.
- Tab 6: Description of deliverables.

Submit one original and six copies in three-ring binders labeled with the firm name and project name and number. Clearly identify the original binder. All submittals should be on 8½ x 11 sheets, or if necessary, 8½ x 14 sheets folded to 8½ x 11 size. Company brochures will not be reviewed.

Qualification submittal shall be in the form described above; submittal shall not be made using the CDB 255 form.

Review of Submittals and Creation of the Short List

Statements of Qualifications submitted by pre-qualified firms will be reviewed by the Selection Committee. The Selection Committee will prepare a short list of three to five firms for the purpose of conducting interviews. Upon completion of the interview process, the CDB will rank the short listed firms and that ranking will be submitted to the CDB Board for approval. Upon approval, the CDB will begin negotiations with the successful firm. All applicants will be notified in writing of their prequalification status, short list status and Board approval status.

Shortlisted firms will be notified of any additional information required before the interviews.

Key elements of the Selection Committee Review

- Firm’s relevant experience on similar projects.
- Specific relevant experience of the key individuals assigned.
- Size of organization.
- Willingness and ability to meet time requirements.
- Track record indicating an ability to work cooperatively and collaboratively with other members of a large project team on similar projects.
- Record of timely completion on similar projects.
- Proven quality of performance of the CM firm throughout all phases of the design and construction process.
- Inclusion of MBE/FBE.

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.