STATE OF ILLINOIS
PAT QUINN, GOVERNOR

CAPITAL Development BOARD
Building a Better Illinois

Volume 183
OCTOBER 2012

PROFESSIONAL SERVICES BULLETIN

BULLETIN SCHEDULE
(except otherwise noted)

Submittals for projects appearing in this *Professional Services Bulletin* **are due by 11:30 a.m., November 8, 2012**

The projects from this bulletin are scheduled to be presented at the **January 8, 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 Sept. 2012**) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website
October 25, 2012

Board Meeting results can be found on CDB's website
January 9, 2013

CDB's Internet Address:
www.illinois.gov/cdb

TABLE OF CONTENTS

	Page
General Information	3-8
Joint Venture Submittal	4-5
Submittal Procedures, Selection Process and Fee Negotiation	5-8
MBE/FBE Goals	7
State Board of Elections Certification	9
Financial Disclosures and Conflicts of Interest	10
State Comptroller Act	11
Supplement to the Design and Construction Manual	12
A/E Fee Compensation Increase	13

Project No.	Project Descriptions	
102-728-024	Department of Natural Resources Plan and Begin the Repair and Rehabilitationof the Fort Fort Massac State Park - Massac County Readvertisment - See Individual Advertisement for Special Submittal Requirements	14
104-148-008	Historic Preservation Agency Renovate Tinsley Shop Lincoln-Herndon Law Office Springfield, Sangamon County	15
125-110-011	Department of Juvenile Justice Plan and Begin the Replacement of the Water Distribution System Illinois Youth Center, St. Charles, Kane County	16
805-030-017	Illinois Board of Higher Education Renovate Resident Halls Illinois Math and Science Academy Aurora, Kane County	17
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 Only Readvertisment - See Individual Advertisement for Special Submittal Requirements	18-23

Continued on Page 2

Project No.	Project Descriptions	Page
810-064-018	Illinois Community College Board Replace Roof/Renovate Interior – Aquatic Center John A. Logan Community College Carterville, Williamson County	24
830-010-332	Illinois Board of Higher Education Construction of an Integrated Bioresearch Laboratory University of Illinois Urbana, Champaign County	25

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.

- ***Financial Disclosures and Conflicts of Interest, and Standard Certifications***

  In accordance with 30 ILCS 500/50-35, the financial disclosures and conflicts of interest of the Prime A/E are required to be submitted with the 255 form. The standard certifications are also to be included in the submittal of the 255 form.

  For Joint Ventures, the financial disclosures and conflicts, and standard 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%209.6.12.aspx. 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 financial disclosures and conflicts of interest, and standard 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 financial disclosure/certifications is necessary for each project submittal. Do not staple your original 255 and financial 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 standard certifications 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 financial disclosures and conflicts of interest for each applicable owner of the Prime A/E ***or each member of a Joint Venture*** (see instructions on disclosure form). Provide standard certifications.

- 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 30 ILCS 500/50-35 by not submitting prime A/E financial disclosures and conflicts of interest.**

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.

State Board of Elections Certification

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.

Section 20-160 of the Procurement Code (30 ILCS 500/20-160) 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.

Financial Disclosures and Conflicts of Interest
30 ILCS 500/50-35

In accordance with the Illinois Procurement Code, the Prime A/E is required to submit Financial Disclosures and Conflicts of Interest forms, for each applicable owner, with the 255 submittal form for each project. This 255 submittal should also include the standard certification form. The forms must be completed in their entirety and signed. Instructions for the disclosures are included within the form.

Failure to provide the Financial Disclosures and Conflicts of Interest forms with submittal shall be a material deficiency and will result in rejection of submittal.

Failure to provide the Standard Certifications form shall be a technical deficiency which will not result in immediate rejection of submittal.

Projects included in this Bulletin will be subject to other Procurement Code requirements which will include, but not limited to, the submittal of consultant subcontracts over $50,000 in value, financial disclosures and conflicts of interest, and standard 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@illlinois.gov or 217/782-1383 regarding the registration process.

Highlights of the Procurement Code 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.

State Comptroller Act
15 ILCS 405/23.9

Minority Contractor Opportunity Initiative

The 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.

INTERVIEW LEVEL

CDB PROJECT NO. 102-728-024
Department of Natural Resources
Plan and Begin the Repair and Rehabilitation of the Fort
Fort Massac State Park - Massac County

CDB PROJECT MANAGER: Erik Luckett

APPROPRIATED AMOUNT: $750,000
ESTIMATED TOTAL PROJECT COST: To be Determined

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $250,000 (initial)

PROJECT FEE CLASSIFICATION: Group I R

The Fort Massac State Park is a 27,170 square foot, 34-building facility located in Metropolis, constructed in 1936.

The scope of work provides for evaluating the current condition of the timber-framed 19th century fort replica and all associated buildings (constructed in 2002-2003) to determine how to stabilize the structures and allow public access to the interior grounds of the fort and a portion of the buildings. The work also includes making repairs with current available funding and recommendations for making all necessary repairs, including the stockade wall and fraise fence and providing maintenance procedures.

The scope of work requires that the design team, prime A/E and/or consultants, be experienced and competent in heavy timber-framed construction and rehabilitation of the existing historic structures. Interested firms are encouraged to attend a presubmittal meeting at the site on Thursday, November 15, 2012 at 11:00 a.m. to familiarize themselves with the structures and the scope of work. Please e-mail John Evans at john.d.evans@illinois.gov if you will be in attendance.

Following evaluations of submittals, some firms will be invited to the interview level. During the interview process, firms will be evaluated and scored based on the following weighted criteria:

*	Team Experience	35%
*	Team Expertise	29%
*	Understanding of Scope and Content of Presentation	24%
*	MBE/FBE Inclusion for Design Team	12%

Note: A combined MBE/FBE goal of 15% is applicable to the A/E Team.

Submittals for this project will be due by 11:30 a.m., Thursday, December 13, 2012, to the QBS Selection Committee at the CDB Springfield Office. The interviews for this project are tentatively scheduled for January 17, 2013, and final approval of selection is scheduled for the February 2013 CDB Board meeting.

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. 104-148-008
Historic Preservation Agency
Renovate Tinsley Shop
Lincoln-Herndon Law Office
Springfield, Sangamon County

CDB PROJECT MANAGER: Felicia Burton

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

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $250,000

PROJECT FEE CLASSIFICATION: Group I R

The Lincoln-Herndon Law Office is a 9,000 square foot, four-story building constructed in 1840.

The scope of work provides for selectively remodeling the Lincoln-Herndon Law Office facility, including repairing damaged wood, painting, removing and restoring finishes, replacing doors and windows and demolishing and restoring building elements to original conditions. The scope also includes replacing air-conditioning units, selectively replacing or reconfiguring ducts and fire sprinkler system components, replacing lighting, installing a closed circuit TV security system, upgrading the plumbing, electrical and fire alarm systems and abating asbestos-containing materials.

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. 125-110-011
Department of Juvenile Justice
Plan and Begin the Replacement of the Water Distribution System
Illinois Youth Center
St. Charles, Kane County

CDB PROJECT MANAGER: John Price

APPROPRIATED AMOUNT: $250,000
ESTIMATED TOTAL PROJECT COST: To be Determined

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $100,000 (initial)

PROJECT FEE CLASSIFICATION: Group II R

The Illinois Youth Center at St. Charles is a 651,328 square foot, 92-building facility.

The scope of work provides for replacing the existing antiquated water tower and ground storage vault with the coke tray aerator system as well as the treatment system for the mechanical systems. The work also includes a feasibility analysis for connecting to the city of St. Charles water main system for water supply in lieu of new tower and tank construction and demolishing the existing tower, vault, and treatment 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.

INTERVIEW LEVEL

CDB PROJECT NO. 805-030-017
Illinois Board of Higher Education
Renovate Resident Halls
Illinois Math and Science Academy
Aurora, Kane County

CDB PROJECT MANAGER: John Nalis

APPROPRIATED AMOUNT: $6,260,000
ESTIMATED TOTAL PROJECT COST: $6,260,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $1,500,000

PROJECT FEE CLASSIFICATION: Group II R

The Illinois Mathematics and Science Academy (IMSA) is a 96 acre campus facility with nine buildings totaling 525,200 square feet. The 330,000 square foot, two-story academic building was constructed in 1976 and the seven residence halls were constructed between 1987 and 1989.

The scope of work provides for renovating the existing seven residence halls with each residence hall being approximately 27,850 square feet, including upgrading the HVAC, electrical and plumbing systems; renovating the student rooms; remodeling the bathrooms; upgrading the doors and hardware; replacing windows; and, replacing lighting and finishes throughout each building.

An accelerated design and construction schedule will be required so that renovation can take place during IMSA's summer break in 2014.

Following evaluations of submittals, some firms will be invited to the interview level. During the interview process, firms will be evaluated and scored based on the following weighted criteria:

*	Experience	35%
*	Expertise	29%
*	Understanding of Scope and Content of Presentation	24%
*	MBE/FBE Inclusion for Design Team	12%

Note: A combined MBE/FBE goal of 15% is applicable to the A/E Team.

The interviews for this project are tentatively scheduled for December 13, 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.

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., November 8, 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 are tentatively scheduled for November 20, 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.
- Consultants to the CM firm, that do not perform Illinois Department of Professional Regulation (IDPR) licensed services, do not have to be pre-qualified with the CDB for the respective services.
- Consultants (and their affiliated firms) to the A/E design firm for this project are not allowed to participate on the CM team.

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.
- Financial Disclosures and Conflicts of Interest, Standard Certifications and Board of Elections Registration Certificate.

FAILURE TO PROVIDE FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST WITH SUBMITAL SHALL BE A MATERIAL DEFICIENCY AND WILL RESULT IN REJECTION OF SUBMITTAL.

FAILURE TO PROVIDE BOARD OF ELECTIONS REGISTRATION CERTIFICATE SHALL BE A TECHNICAL DEFICIENCY WHICH WILL NOT RESULT IN IMMEDIATE REJECTION OF SUBMITTAL. HOWEVER, THE CM FIRM SHALL BE IN COMPLIANCE WITH THE BOARD OF ELECTIONS REGISTRATION AT THE TIME OF SUBMITTAL OR THE SUBMITTAL WILL BE REJECTED.

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.
- Tab 7: Financial Disclosures and Conflict of Interest, Standard Certifications and Board of Elections Registration Certificate.

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.

CDB PROJECT NO. 810-064-018
Illinois Community College Board
Replace Roof/Renovate Interior - Aquatic Center
John A. Logan Community College
Carterville, Williamson County

CDB PROJECT MANAGER: Marci Boudet

APPROPRIATED AMOUNT: $800,000
ESTIMATED TOTAL PROJECT COST: $800,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $250,000

PROJECT FEE CLASSIFICATION: Group III R

John A. Logan Community College is a 259,870 square foot, four-building campus constructed in 1972.

The scope of work provides for replacing approximately 20,000 square feet of roofing system on the Aquatic Center, including replacing insulation, upgrading the ventilation system, evaluating and repairing the roof structure and replacing associated accessories. The scope of work also provides for renovating the interior of the Aquatic Center, including upgrading the ceiling, repainting the floors and walls and replacing the lighting system.

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

CDB PROJECT NO. 830-010-332
University of Illinois
Construction of an Integrated Bioresearch Laboratory
University of Illinois
Urbana, Champaign County

CDB PROJECT MANAGER: Kirk Fernandes

APPROPRIATED AMOUNT: $22,035,500
ESTIMATED TOTAL PROJECT COST: $22,035,500

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $100,000

PROJECT FEE CLASSIFICATION: Group II N

The scope of services for this advertisement is for an A/E firm to provide bridging documents for a design/build project.

The scope of work provides for planning and beginning the construction of an approximately 60,000 square foot Integrated Bioresearch Laboratory, including biotechnology, fermenting, corn milling and soybean processing laboratories and equipment. The scope of work also provides for site improvements including extending utilities and roadways. This project will be LEED certified.

The firm selected to prepare the bridging documents must have prior experience in developing this type of document and should have experience as part of a design build team.

The firm will be required to review previously prepared plans and specifications and incorporate all or portions of these documents into the bridging documents as deemed applicable by the project bridging team (CDB, UIUC and bridging firm).

The bridging documents will include but not be limited to:

* Project Intent
* Site Layout
* Building Configuration
* Program Elements
* Required Building Components such as Security Systems, etc.
* Quality Standards for Building Components
* Single Source Items
* U of I Facilities Design Standards and Guidelines

The selected firm will provide assistance to the CDB during the review and evaluation of Phase I and Phase II qualification submittals for the design/build teams. The firm may be required to provide observation/quality assurance services during construction.

It should be noted that the firm selected for bridging services and any associated consultants will not be allowed to be a member of the design/build team.

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.