CAPITAL Development BOARD
Building a Better Illinois

Volume 208
March 2015

PROFESSIONAL SERVICES BULLETIN

BULLETIN SCHEDULE
(except otherwise noted)

Submittals for projects appearing in this *Professional Services Bulletin* **are due by 11:30 a.m., April 9, 2015**

The projects from this bulletin are scheduled to be presented at the **June 9, 2015 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 December 2014) in the Reference Library Section of CDB's website. Use only this version of the form for submittal.

Posted to website
March 26, 2015

Board Meeting results can be found on CDB's website
June 10, 2015

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

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PROFESSIONAL SERVICES BULLETIN
GENERAL INFORMATION

The procurement of design services by the Capital Development Board (CDB) is governed by the Illinois Compiled Statutes; Illinois Procurement Code, 30 ILCS 500 and Architectural, Engineering and Land Surveying Qualifications Based Selection Act, 30 ILCS 535.

This Professional Services Bulletin (PSB) is the advertisement to procure design services whose official notification is made via the CDB's website, www.illinois.gov/cdb.

The responsible State Purchasing Officers for procurements under this Bulletin are Mike Hays, Ken Morris and Jerry Burlingham.

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) Department
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:

- ***Prequalification 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).

- ***CDB Standard Business Terms and Conditions.***

  Prior to entering into a contract with the CDB, all A/E's must submit a completed CDB Standard Business Terms and Conditions. This document is included with the 255 Form.

- ***Disclosures and Certifications.***

  Effective July 1, 2014, all A/E's submitting statements of qualifications for a project have two options for providing the required disclosures and certifications.

Option 1: Forms A – The standard paper method of required documents and information.

Option 2: Forms B – Requires an Illinois Procurement Gateway (IPG) Registration Number. This option allows for reduced documentation when using an **approved** IGP registration number.

Forms A and Forms B are included with the revised 255 Form packet posted in the Reference Library section of the CDB website.

The Illinois Procurement Gateway is located at http://ipg.vendorreg.com. The IPG is a web-based system that serves as the primary location for entering, organizing and reviewing vendor information. The IPG allows vendors to provide disclosures, registrations and other documentation needed to do business with a State agency or university in advance of a particular procurement, thereby reducing the number of documents needed to be submitted with a bid or proposal. The State reviews information submitted through the IPG to register vendors in advance of submitting offers for contracts. Upon **approved** registration, vendors receive a registration number that may be used when submitting the required forms. Reviews may exceed two weeks when information is incomplete or inaccurate.

The forms must be completed in their entirety and signed. **Failure to provide a completed Forms A or Forms B, whichever is applicable, along with the submittal shall be a material deficiency and will result in rejection of the submittal.**

Projects included in this Bulletin are subject to other Procurement Code requirements which will include, but not be limited to, the submittal of consultant subcontracts over $50,000 in value, financial disclosures, conflicts of interest and certifications of all primes and those consultants over $50,000 in contract value (renewal on an annual basis).

The subcontracts, disclosures and certifications from the consultants are not to be submitted until after the execution of the prime A/E contract. 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.

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.

- ***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. 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.

The following requirements apply to Joint Ventures:

- **Each member of a Joint Venture must submit a complete Forms A <u>or</u> Forms B, whichever is applicable.** For more information, please see the Disclosures and Certifications section of this Bulletin under the Submittal Requirements.

- **Each member of a Joint Venture shall be prequalified with the CDB as an A/E** (see last dot point under **PREQUALIFICATION**).

PREQUALIFICATION:

- Any firm providing architectural, engineering, asbestos abatement design services or land surveying must be prequalified with the CDB.

- 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://www.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 an 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 Illinois Department of Professional Regulation and the Illinois 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:** The revised 255 Form is located at the CDB's website at http://www.illinois.gov/cdb/business/library/Documents/255%20FORM.docx. 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 CDB Standard Business Terms and Conditions and Forms A and Forms B.

- One (1) original and three (3) copies of the 255 Form are necessary for each project submittal. The submittal must include one (1) original CDB's Standard Business Terms and Conditions and one (1) original Forms A **or** Forms B. Please do not staple the original submittal, but rather attach with a binder clip. The submittal of the three (3) copies may be stapled.

- By making a submittal, the firm attests that it has read and agrees or conforms to the CDB Standard Business Terms and Conditions and certifications subject to Forms A and Forms B.

- **Please do not include pictures or other graphics**. The submittal is not intended 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 255 Form or accordion binders will not be accepted. The 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 Joint Venture member must be prequalified with the CDB.**

- The original submittal must contain the signature of the firm's president, vice president, partner, 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 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 CDB'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 an official Board of Elections certificate of registration issued electronically by the Board of Elections for all A/E's and all members of a Joint Venture who are submitting Forms A along with their proposal.**

- **Each prime A/E or all members of a Joint Venture must submit completed Forms A or Forms B.** If a Forms A is being submitted, provide an official Board of Elections certificate of registration issued electronically by the Board of Elections. For more information, see the instructions on Forms A and Forms B.

- Do not include any additional information such as a prequalification 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 #7, 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 two consultants and one is doing 10 percent MBE/FBE and another is doing 5 percent MBE/FBE, then 15 percent is what you will put in Item #7.

REJECTION OF SUBMITTALS 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.**

- **Failure of proper identification and services to be provided by members of the Joint Venture at the time of the 255 Form submittal.**

- **Failure to submit the disclosure of the contractual arrangement between members of a Joint Venture when requested by the CDB.**

- **Determination by the CDB that the contractual arrangement between Joint Venture members is not approved.**

- Including pictures or any graphics.

- Failure of the prime A/E firm to be prequalified.

- Failure of the consultants (providing regulated design services) to be prequalified will result in rejection of the prime A/E's submittal(s).

- Any incorrect, incomplete or misleading information given on the 255 Form may result in the rejection of the submittal. Please be sure to have the information completed in its entirety.

- Failure to sign the 255 Form submittal(s).

- **Failure to comply with 30 ILCS 500/50-35 by not submitting the applicable Forms A or Forms B.**

- If a firm's or their consultant's prequalification expires during the selection, award or contract negotiation 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.

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 are 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 and participation by the Department of Central Management Services (CMS) certified firms with the minority business enterprise (MBE), female business enterprise (FBE) and veterans business enterprise (VBE). VBE participation can be satisfied by either veterans' small business (VOSB) and service disabled veterans' small business (SDVOSB) programs.

- The CDB strongly encourages MBE/FBE/VBE firms to apply for selection as the prime A/E and to seek participation as a consultant with prime A/E firms.

- The CDB will only accept MBE/FBE/VBE firms certified by CMS as a MBE or FBE or VBE. The CMS certified MBE/FBE/VBE firms are listed in a database located at https://www2.illinois.gov/cms/business/sell2/Pages/VendorSearch.aspx. The MBE/FBE/VBE certification with CMS shall be in good standing prior to the 255 Form submittal date.

- For each project with an estimated basic services fee of $75,000 or more, MBE/FBE goals will be applicable for the A/E design team, effective May 24, 2013.

- VBE goals can be satisfied by an combination of VOSB and SDVOSB firms certified by CMS.

- Firms can only be used to satisfy one (1) goal, MBE, FBE or VBE, not multiple goals. Only CMS certified firms will count toward meeting the goals.

- Firms may not cure deficiencies in meeting the MBE, FBE and VBE goals by amending their 255 Form after the submittal deadline.

- The CDB Fair Employment Practices Department will set participation goals for minority and female-owned business enterprises and veterans-owned businesses. See individual project description notice sheet for specific goal information. **No A/E that fails to meet the goal shall be considered unless it provides sufficient evidence to the CDB within seven (7) days after submitting its proposal that, after making a good faith effort, it was unable to find sufficient minority, female or veteran owned business enterprises willing and able to perform the work.** The CDB strongly encourages the firms to submit evidence of good faith effort along with their 255 Form submittal.

- An A/E attempting to demonstrate that it made a good faith effort to meet minority, female and veteran owned business enterprise goals shall submit:

  1. All information indicating why the specified goal cannot be met;
  2. A list of all minority, female and veteran business enterprises that were contacted;

3. Copies of all solicitation letters to minority, female and veteran business enterprises containing, at a minimum:
   A) Project title and location;
   B) Classification of work items for which consultants are sought;
   C) Date, time and place responses are due;
   D) Returnable acknowledgement of the solicitation;
4. Evidence, such as a log of telephone contact, including time and date of call, telephone number and name of person spoken to;
5. Any other evidence of good faith effort or other relevant information in support of the request.

Upon review, the CDB may reject a submittal based on insufficient evidence of a "Good Faith Effort."

- Subsequent to the 255 Form 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 provided 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 three (3) to five (5) (typically four (4)) firms 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.

DEBRIEF MEETING POLICY:

- All successful and unsuccessful offerors may request a debrief meeting within seven (7) days of an A/E selection being posted to the CDB's website. The request may be made in writing or by telephone. To the extent practicable, the meeting will occur within thirty (30) days of receipt of a request.

- The meeting shall be conducted in person, by teleconference or by any other method deemed acceptable by the CDB. The scope of the meeting shall be limited to the offeror's capabilities and to the submittal and/or interview being addressed. The meeting will only occur in a scheduled meeting or teleconference with the Chairman of the Selection Committee or their designee. The meeting may be limited to thirty (30) minutes. No more than three (3) persons may attend an in-person meeting on behalf of the offeror.

- No meeting will be conducted if any firm or team protests the procurement or takes legal action against CDB. In such cases, the meeting shall be delayed until any protests or legal actions have been resolved.

- Requests should be submitted to:

Qualifications Based Selection (QBS) Department
Capital Development Board
3rd Floor, William G. Stratton Building
401 South Spring Street
Springfield, IL 62706

or by telephone to:

(217) 558-4263

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 to 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 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 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://www.illinois.gov/cdb/business/library/Documents/Design%20and%20Construction%20manual-2009%20supplement%20eff.%2001.30.2013.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 $300,001 to $500,000
- $1,000 for projects $500,001 to $900,000
- $500 for projects $900,001 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 Negotiation Handbook as a supplement. These revised fee tables will be available prior to the selection of the PSB 182 projects.

Prevailing Wage Requirements

Pursuant to Illinois Compiled Statutes 820 ILCS 130/.01 et seq. the Illinois Department of Labor (DOL) has established a prevailing rate of wages for on-site materials testers for the following counties:

Boone	Carroll	Cook	DeKalb
DuPage	Grundy	Kane	Kankakee
Kendall	Lake	Lee	McHenry
Ogle	Will	Winnebago	

A/E's and their consultants selected for projects in these counties must comply with all applicable provisions of the Prevailing Wage Act 820 ILCS 130/.01 et seq.

Material Testers are defined by the DOL as:

> ***MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.***
>
> ***MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.***

Note: the prevailing wage has not been established for the counties not listed above.

All of the above-mentioned requirements shall be effective for all contracts entered into as a result of selections from PSB 185 and all subsequent Bulletins shall require that the A/E comply with the above requirements. These requirements shall also be applicable to contracts resulting from all other types of A/E selections on or after May 14, 2013.

Apprenticeship and Training Requirements

(Revised effective March 26, 2015)

To ensure the highest quality and safety for on-site construction related work, all selected A/E's and/or their consultants will be required by contract to participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all on-site construction related activities, including but not limited to material testing and drilling.

Pursuant to policy established by the CDB, apprenticeship and training requirements will be applicable to projects located in the following counties:

Boone	Carroll	Cook	DeKalb
DuPage	Grundy	Kane	Kankakee
Kendall	Lake	Lee	McHenry
Ogle	Will	Winnebago	

A/E's and their consultants selected for projects in these counties must comply with all applicable provisions regarding apprenticeship and training.

Note: the apprenticeship and training requirement has not been established for the counties not listed above.

All of the above-mentioned requirements shall be effective for all contracts entered into as a result of selections from PSB 208 and all subsequent Bulletins shall require that the A/E comply with the above requirements. These requirements shall also be applicable to contracts resulting from all other types of A/E selections on or after March 26, 2015.

CDB PROJECT NO. 291-095-006
Department of State Police
Roof Repair and Tuckpointing - Headquarters
East Moline District 7, Rock Island County

CDB PROJECT MANAGER: Tim Dietz

APPROPRIATED AMOUNT: $246,000
ESTIMATED TOTAL PROJECT COST: $246,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $100,000

PROJECT FEE CLASSIFICATION: Group III R

The District 7 Headquarters (G0735) is an 18,232 square foot, two-story building constructed in 1938.

The scope of work provides for removing the existing roofing and installing 20,800 square feet of architectural style shingles. The work will include new underlayment, trim, flashings, gutters and downspouts. The scope also provides for 1,200 square feet of brick tuckpointing.

There are no MBE/FBE/VBE goals applied to the A/E team but participation is encouraged.

Apprenticeship and Training for on-site material testers and drillers is applicable to this project: NO
Prevailing wage for on-site material testers and drillers is applicable to this project: NO
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. 624-060-038
Department of Revenue
Renovate Parking Structure
Revenue Building (Willard Ice Building), Sangamon County

CDB PROJECT MANAGER: Ed James

APPROPRIATED AMOUNT: $3,000,000
ESTIMATED TOTAL PROJECT COST: $3,000,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $750,000

PROJECT FEE CLASSIFICATION: Group II R

The Willard Ice Building (I0100) is a 913,236 square foot building constructed in 1982.

The scope of work provides for repairing the parking structure; including concrete repairs, providing corrosion protection, resurfacing the remainder of the garage to prohibit further water infiltration and subsequent deterioration of the structure and upgrading the parking structure lighting.

The A/E will determine if the lighting components of this project are eligible for the applicable energy grants or rebates and will be responsible for preparing and submitting the grant application(s) if the project qualifies.

A combined MBE/FBE goal of 15 percent is applicable to the A/E team.

A VBE goal of 3 percent is applicable to the A/E team.

Apprenticeship and Training for on-site material testers and drillers is applicable to this project: NO
Prevailing wage for on-site material testers and drillers is applicable to this project: NO
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.