STATE OF ILLINOIS
PPB
PROCUREMENT POLICY BOARD

Chairman: David Vaught
Members: Ed Bedore, Ricardo Morales, Larry Ivory, Bill Black

February 5, 2013

Bill Grunloh
Chief Procurement Officer
Illinois Department of Transportation
Executive Ethics Commission
2300 S. Dirksen Pkwy
Room 200
Springfield, Illinois 62764

Re: 50-35 Potential Conflict of Interest, PTB 166-22

Dear Mr. Bill Grunloh,

In accordance with the requirements of Section 50-35 of the Illinois Procurement Code, I have reviewed your request received February 4, 2013 and understand the facts to be as follows:

1) The Illinois Department of Transportation has issued a request for a review and comment on potential conflicts of interest disclosed by Kaskaskia Engineering Group, LLC.

2) The contract pertains to engineering services that are required to provide studies in the effectiveness of the SRTS program, with particular emphasis on the reduction of traffic crashes, and its contribution to improving safety and reducing the number of child injuries and fatalities near SRTS projects.

3) Kaskaskia Engineering Group, LLC was selected using the QBS process.

4) The disclosure form submitted on behalf of Kaskaskia Engineering Group, LLC Inc indicates the following:

    a. Geri E. Boyer, a holder of distributive income or an ownership interest in the firm of more than 5%, indicates that her daughter, Rebecca Boyer, is currently appointed to the position of Member of the Zoning Board of Appeals, City of Belleville. No compensation is received for this appointment.

5) The Illinois Department of Transportation confirmed that none of the disclosed individuals were in a position to influence the award of this contract. The Illinois Department of Transportation and CPO Bill Grunloh indicate that it would be in the best interest of the State to approve this conflict of interest due to the using agency's needs and the value of the contract.

Based on the foregoing, you are requesting my review and comment pursuant to the Illinois Procurement Code.

Review and Comment

After careful review of the documentation provided, I do not view the relationships disclosed above as creating a conflict of interest sufficient to preclude the Illinois Department of Transportation from entering into a contract with Kaskaskia Engineering Group, LLC for the services outlined in your letter received February 4, 2013.

Sincerely,

Aaron Carter
Executive Director

Cc: EEC General Counsel

222 SOUTH COLLEGE STREET, SUITE 231, SPRINGFIELD, IL 62704
Telephone: (217) 785-3988 Fax: (217) 557-9927 TTY: (888) 642-3450

CHIEF PROCUREMENT OFFICE

Bill Grunloh, Department of Transportation - Highway Construction

February 4, 2013

Procurement Policy Board
511 West Capital Ave. Suite 102
Springfield, IL. 62704

Attn: Aaron Carter

RE: Consultant Engineering Services for Kaskaskia Engineering, Consultant selected for Item 22 on Professional Transportation Bulletin 166

Dear Mr. Carter,

Included herewith is the potential conflict of interest form for Kaskaskia Engineering, selected by the Consultant Selection Committee with the Illinois Department of Transportation. This consultant selection was made via Qualification Based Selection pursuant to the evaluation procedure as provided for in 30 ILCS 535/30.

Item 22 of PTB 166 covers engineering services that are required to provide studies in the effectiveness of the Safe Roads to Schools (SRTS) program, with particular emphasis on the reduction of traffic crashes, and its contribution to improving safety and reducing the number of child injuries and fatalities near SRTS projects. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

Work may include the identification of methods of evaluation to study the effectiveness of completed SRTS projects; make recommendations on how to enhance the awareness and utilization of projects/countermeasures; create tools that can be used for engineering guidance by non-engineer/non-technical applicants during the application process to help applicants identify and define projects in a complete and accurate manner; and define processes on how to keep this information current and accurate.

Methods of evaluating the safety benefits of the program may include analysis of related crash reports, changes in public perception of safety, the effect of safety behaviors among participants of the program, and increased awareness of safe walking and bicycling practices. Other potential benefits such as the number of partnerships created as a result of the program, number of students and/or schools reached through the program, measurements of student health, and improvements to the built environment that benefit the ability to walk and bicycle to and from schools (i.e., the number of new facilities, miles of sidewalks, etc.) may also be included. Information gathering activities may include but not be limited to such items as conducting surveys, site visits, public meetings, data analysis, etc.

The estimated fee for this consultant agreement is $1.5 Million.

The Disclosure Form A submitted on behalf of Geri E. Boyer, a holder of distributive income or an ownership interest in the firm of more than 5%, indicates that her daughter, Rebecca Boyer, is currently appointed to the position of Member of the Zoning Board of Appeals, City of Belleville. No compensation is received for this appointment.

2300 South Dirksen Parkway • 200 Hanley Building • Springfield, IL 62706
P: (217) 558-5434 • F: (217) 557-5445

This memo has been reviewed by our office, and it has been determined that these conflicts are potential. None of the above named individuals were in a position to improperly influence the process of the consultant selection committee.

If you have any questions concerning this request, please contact Carrie Kowalski of the Bureau of Design and Environment, Consultant Services Unit, at 217-782-6916.

Sincerely,

Gretchen Tucka,
State Purchasing Officer

Enclosures

STATE OF ILLINOIS
PROCUREMENT POLICY BOARD
CONFLICT OF INTEREST REVIEW
CHECKLIST

Please ensure that the following documents are included with your request:

- ☒ Cover letter with overview of the potential Conflict of Interest
- ☒ Conflict of Interest Review Request Form
- ☒ Copy of Proposed Contract*
- ☒ Any Prequalification Information Submitted by the Vendor
- ☒ Prior Procurement Policy Board/Office of the Governor Conflict of Interest Review Letter for this Vendor

*may be the proposed contract sent in with a RFP response, a copy of the solicitation response, etc.

Please scan original documents** with signatures and email to:

aaron.carter@illinois.gov
cc: deanna.rossetto@illinois.gov

If you are unable to scan and email the original signed documents, please send to:

Procurement Policy Board
511 W. Capitol Avenue, Suite 102
Springfield, IL 62704

**If you scan and email the original documents, please do not send the original documents to our office. Please keep the documents in your procurement file.

CONFLICT OF INTEREST REVIEW REQUEST FORM

The following information must be filled in as accurately and completely as possible. This form will be sent to the Procurement Policy Board providing essential information needed to review and determine if an actual conflict of interest exists, which is sufficient to preclude the State from entering into the attached proposed contract pursuant to section 50-35(d) of the Illinois Procurement Code.

CONTRACTING AGENCY INFORMATION

Using Agency:	Department of Transportation		
Address:	2300 South Dirksen Parkway	City/State:	Springfield, IL 62764
Contact Person:	Carrie Kowalski	Title:	Consultant Unit Chief
Phone:	217.782.6916	Fax	217.524.9357
Email:	carrie.kowalski@illinois.gov		

SELECTED VENDOR INFORMATION

Name of Vendor:	Kaskaskia Engineering Group, LLC		
Address:	23 Public Square, Suite 404	City/State:	Belleville, Illinois
Contact Person:	Marsia Geldert-Murphey	Title:	Managing Partner
Phone:	618.233.5877	Fax:	618.233.5977
Email:	mgm@kaskaskiaeng.com		

Procurement Bulletin Reference Number: PTB 166-22. Date Posted to Bulletin: 11/8/2012

CONTRACT INFORMATION

Describe the need for this procurement or proposed contract: Engineering services are required to provide studies in the effectiveness of the SRTS program, with particular emphasis on the reduction of traffic crashes, and its contribution to improving safety and reducing the number of child injuries and fatalities near SRTS projects. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

This work is required to aid in the evaluation and enhancement of the SRTS program. Work may include the identification of methods of evaluation to study the effectiveness of completed SRTS projects; make recommendations on how to enhance the awareness and utilization of projects/countermeasures; create tools that can be used for engineering guidance by nonengineer/ non-technical applicants during the application process to help applicants identify and define projects in a complete and accurate manner; and define processes on how to keep this information current and accurate.

Methods of evaluating the safety benefits of the program may include analysis of related crash reports, changes in public perception of safety, the effect of safety behaviors among participants of the program, and increased awareness of safe walking and bicycling practices. Other potential benefits such as the number of partnerships created as a result of the program, number of students and/or schools reached through the program, measurements of student health, and improvements to the built environment that benefit the ability to walk and bicycle to and from schools (i.e., the number of new facilities, miles of sidewalks, etc.) may also be included. Information gathering activities may include but not be limited to such items as conducting surveys, site visits, public meetings, data analysis, etc.

Total Contract Amount (Estimate if actual is unknown): $ 1.5 Million

Contract Begin Date:	Upon authorization to proceed is received.	Contract End Date:	36 Months After Authorization to Proceed is received.

Describe any Renewal Options (i.e. One 2-year Option): No renewal.

PROCUREMENT PROCESS

What was the method of procurement used to select this vendor?

If this vendor was selected using a competitive process, how many vendors responded to the bid? Qualification Based Selection

Were any vendors disqualified? Not Applicable If yes, please explain why.

If a multiple award, how many vendors were awarded a contract? Not Applicable

Were there any instances of low vendor rejections? Not Applicable If yes, please explain why.

EXPLANATION OF POTENTIAL CONFLICTS OF INTEREST

For each individual identified as causing a potential conflict of interest, include the following information: name, relationship (if applicable), Agency of State employment, start date, job title and responsibilities. Indicate if any of the named individuals earn more than $106,447.20 and explain the potential conflict of interest.

Geri E. Boyer has disclosed her daughter, Rebecca Boyer, is currently appointed to the position of Member of the Zoning Board of Appeals, City of Belleville. No compensation is received for this appointment.

PROVIDE A WRITTEN STATEMENT SIGNED BY THE STATE PURCHASING OFFICER (SPO) FOR YOUR AGENCY STATING:

1. Is the conflict an actual conflict and whether or not any of the above named individual(s) were in a position to influence the State's award of this contract.

No, this is not an actual. Rebecca is not in a position to influence the consultant selection process.

2. Why is it in the best interest of the State to proceed with this contract.

This assists the schools in getting children to school safely. This is in line with the Department's mission.

AGENCY/UNIVERSITY REPRESENTATIVE SIGNATURE

Agency/University Representative Signature	Carrie Kowalski Agency/University Representative Printed Name	2/4/2013 Date
217.782.6916 Agency/University Representative Telephone	carrie.kowalski@illinois.gov Agency/University Representative Email Address	

CPO SIGNATURE REQUIRED

CPO Signature	Bill Grunloh CPO Printed Name	2/4/2013 Date
217.558.5434 CPO Telephone Number	bill.grunloh@illinois.gov CPO Email Address	