Submittals for projects appearing in this *Professional Services Bulletin* are due by 11:00 a.m., July 27, 2007.

The projects from this bulletin will be presented at the September 11, 2007 Board Meeting.

**NOTICE TO RECIPIENTS:** Please read carefully and follow all rules and instructions in this document.

**REMINDER:** You are now able to access the 255 Form (revised 05/07) located at the CDB's website. Use only this version of the form for submittal.

---

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Descriptions</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Office of the Illinois Secretary of State Request for Engineering Services Installation of Bird Control Netting Various Locations Illinois State Capitol Complex Springfield, Sangamon County, Illinois</td>
<td>6</td>
</tr>
<tr>
<td>040-020-054</td>
<td>Replacement of Chillers and Cooling Towers Manteno Veterans' Home – Kankakee County</td>
<td>8</td>
</tr>
<tr>
<td>321-055-118</td>
<td>Convert Read Building for Office Space Elgin Mental Health Center, Kane County</td>
<td>9</td>
</tr>
<tr>
<td>630-000-111</td>
<td>Connect to City Sewer - Roscoe &amp; Rock Falls Operations, Statewide Program</td>
<td>10</td>
</tr>
<tr>
<td>630-000-112</td>
<td>Renovate Two Facilities Mt. Vernon and Carbondale, Statewide Program</td>
<td>11</td>
</tr>
<tr>
<td>630-000-113</td>
<td>Replace Roofing Systems Two Locations, Statewide Program</td>
<td>12</td>
</tr>
<tr>
<td>630-432-036</td>
<td>Replace Cooling Towers and Annex Building Roof Springfield - District #6 Headquarters</td>
<td>13</td>
</tr>
<tr>
<td>630-488-004</td>
<td>Renovate Robinson Operations Yard Robinson Maintenance Yard - Crawford County</td>
<td>14</td>
</tr>
<tr>
<td>630-626-001</td>
<td>Construct Welcome Center Sauget Rest Area – St. Clair County</td>
<td>15</td>
</tr>
</tbody>
</table>

---

Internet Address: www.cdb.state.il.us

Board Meeting results can be found on CDB's website September 12, 2007.
PROFESSIONAL SERVICES BULLETIN
GENERAL INFORMATION

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

This Bulletin is the advertisement to procure design services whose official notification is made via CDB’s website, www.cdb.state.il.us.

Listed below are important guidelines, instructions and general information. Please read the following information carefully.

Unless otherwise specified, submittal(s) are to be sent to:

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

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

SPECIAL NOTICE: This bulletin may contain projects that Governor Blagojevich has deemed to be particularly important to the local economy. Because of the impact these projects will have in creating jobs and making the region more attractive to businesses, CDB will rigorously enforce the project schedules. Please keep this in mind when submitting on economic development projects, which are designated in the bulletin descriptions.

SUBMITTAL REQUIREMENTS:

- In accordance with 44 Illinois Administrative Code 980.130:
  a) All A/E's submitting statements of qualifications for a project shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure to be prequalified will result in rejection of the submittal(s).
  b) Consultants that will be performing architectural, engineering or land surveying professional services for the Prime A/E submitting the 255 form shall be prequalified with CDB prior to the date and time that the submittal(s) are due. Failure of the professional consultants to be prequalified shall result in rejection of the Prime A/E's submittal(s).

PREQUALIFICATION:

- What type of firm needs to be prequalified with CDB?

Any firm providing Architectural, Engineering, Asbestos Abatement design services or Land Surveying.
● To verify that all design firms (Prime and/or Consultants) are currently prequalified with CDB, please access CDB’s website, [http://www.cdb.state.il.us/forms/download/255form-03.doc](http://www.cdb.state.il.us/forms/download/255form-03.doc).

● To obtain prequalification forms you may access CDB’s website, [http://www.cdb.state.il.us/forms/download/AEprequal.doc](http://www.cdb.state.il.us/forms/download/AEprequal.doc) or contact Jim Dautel at 217/782-1383.

● CDB requires within its prequalification process that all firms obtain Illinois Department of Human Rights eligibility number.

● Please notify Jim Dautel within ten (10) days of any significant changes in the information provided in your firm’s prequalification application form.

● If selected, CDB prequalification is required until the issuance of the contract. It is the responsibility of all firms to maintain a current CDB prequalification status.

● Corporations, LLPs and LLCs shall be in good standing with the Illinois Secretary of State, Corporation Division, to be granted prequalification and issued a contract.

● Firms must be properly licensed in the respective profession(s) with the Department of Professional Regulation and the Department of Public Health.

SUBMITTAL PROCEDURES:

● **REMINDER:** You are now able to access the 255 Form located at the CDB’s website, [http://www.cdb.state.il.us/forms/download/255form-03.doc](http://www.cdb.state.il.us/forms/download/255form-03.doc). A copy of this form will no longer be included in this publication. Use only this version of the form for submittal.

● **One (1) original and three (3) copies of the 255 form are necessary for each project submittal.**

● By making a submittal, the firm attests that it has read the certifications and disclosures required by the Professional Services Agreement (PSA) and the A/E Manual.

● In order that all submittal(s) are similar, do not include pictures or other graphics. This form is not to be a marketing brochure. Provide only the information requested. It is not necessary to submit a copy of your CDB prequalification letter.

● Cover/transmittal letters on the CDB 255 form or accordion binders will not be accepted. The CDB 255 form is the only information accepted as the submittal.

● Use staples to bind the CDB 255 form.

● 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 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 11:00 a.m. (CST) deadline will be given consideration.

REJECTIONS WILL OCCUR FOR THE FOLLOWING REASONS:

• Submittals received after the designated due date and time as stated on the Professional Services Bulletin.

• 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).

• If a firm’s or their Consultant’s prequalification expires during the selection process, CDB reserves the right to remove the submittal from consideration, recommend another firm for final selection or cease negotiations of a contract and commence negotiations with another firm.

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

• Failure to sign the 255 submittal(s).

SELECTION PROCESS:

• Selection of design firms by CDB is not based on competitive bidding but on the firm’s professional qualifications. Consideration criteria may include, but not limited to: experience
and expertise of professional personnel assigned to the project, relevant project experience, prior performance, willingness to meet time requirements, proximity to site, workload/recent selections, minority/female business enterprise participation.

- CDB strongly encourages MBE/FBE firms to apply for selection as the Prime A/E and to seek participation as a Consultant with Prime A/E firms.

- Subsequent to 255 submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CDB procedures ensure that all members of the committee are provided with detailed information concerning prior performance, current projects and all submittal information by the A/E firms.

- For interview level projects, all parties, including ALL CONSULTANTS, shall be available to participate in the interview process.

- Results of the selection process are available on CDB’s website (www.cdb.state.il.us) the day after the Board Meeting as designated on the respective bulletin cover.

**FEE NEGOTIATION:**

- To ensure that the completion of the project is not delayed by extended or long negotiations before the start of the contract work, the CDB representative negotiating the contract will state the length of time the firm will be limited to in preparing its estimate of effort and cost. Should CDB be unable to successfully negotiate a contract with the recommended A/E, CDB will immediately proceed to negotiate with the second ranked firm.

- The determination of compensation for the performance of basic services is through negotiation of fees and services with CDB based on the following criteria:

  1. The project type classification.
  2. The scope of basic services required to complete the agreed upon project scope.
  3. The degree of difficulty of the scope of basic services’ tasks as applied to the particular project.
  4. The proposed project construction budget. (Used primarily as a benchmark reference.)

- Projects shall be classified as either new construction (N) or remodeling (R). Each classification is broken down into three levels of complexity as described below:

  Group I  Generally, the most complex projects in both design and detail and shall involve complex programs, mechanical systems, code requirements, etc.

  Group II  Generally, projects with normal or average complexity may include a combination of more and less complex elements in the scope.

  Group III  Generally, these projects shall be of simple or repetitive construction without any great degree of special finish or design effort. May include projects where equipment purchases comprise a large portion of the construction budget.
Office of the Illinois Secretary of State
Request for Engineering Services

The Installation of Bird Control Netting
Various Locations
Illinois State Capitol Complex
Springfield, Sangamon County Illinois

PURPOSE:

The Office of the Illinois Secretary of State, Department of Physical Services is in need of Professional Engineering Services for the conception, design, and overview of installing bird control netting on various buildings located within the Illinois State Capitol Complex in Springfield, Illinois.

HISTORY:

Bird Control netting is currently in place on the East Portico of the Illinois State Capitol and the North face of the Margaret Cross Norton (Archives) Building. Netting was also in place on the North portico of both the State Capitol and Michael J. Howlett Building, but was removed after being damaged from ice storms last winter.

SOS would like to install vertical bird control netting at specified locations on the Capitol Complex.

SCOPE OF WORK:

SOS is looking for professional engineering services to include but not be limited to the following:

- Perform a site survey of the following three buildings:
  - Illinois State Capitol – North and East Porticoes, Upper Dome Colonnade, and Upper Dome Balcony
  - M. J. Howlett Building – North Colonnade
  - Illinois State Library – West Porch and North and South Entrances
- Prepare Construction Documents that will include the location, attachment, type and other pertinent information for the installation of bird control netting at these locations.
- Prepare Project Specifications.
- Prepare an Estimate of probable construction costs.
- Provide On-site Construction Observation.

SELECTION CRITERIA:

SOS using QBS procedures shall select the A/E. Only firms pre-qualified with the Illinois Capital Development Board prior to the deadline will be considered. Firms submitting qualifications will be notified of SOS’s decision on the selection.
The final A/E selection shall be based upon the following criteria:

- Past Work Experience on similar type projects…………………………..25%
  - Bird Control Netting Design
- Previous experience on SOS projects………………………………………..25%
- Geographical location of firm………………………………………………..05%
- Expertise of assigned in house personnel related to project scope……20%
- Expertise of sub-consultant, if proposed…………………………………15%
- Workload ability / timeliness……………………………………………….10%

**SUBMITTAL CRITERIA:**

Interested firms should submit five copies of their Statement of Qualifications (CDB 255 Form) by **July 31, 2007**, directly to:

The Office of the Illinois Secretary of State  
Department of Physical Services  
Division of Planning & Development  
Room #037, Michael J. Howlett Building  
Springfield, Illinois  62756

Attention:  Harl Ray
The Manteno Veterans' Home is a 248,000 square foot, nine building masonry facility constructed in 1938.

The scope of work provides for installing chillers of adequate capacity with all the associated system equipment and accessories. The work also includes installing a cooling tower and two air handling units with all the associated system components and accessories.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm’s project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.
The Read Building (BR027) is a 50,803 square foot, two story building constructed in 1986.

The scope of work provides for converting approximately 25,000 square feet of space into an office environment including minor demolition, interior construction, painting, mechanical and electrical renovations and a new parking lot. Asbestos abatement may be required.

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.
The Roscoe Operations Yard is a 21,820 square foot, two building facility constructed in 1975. The Rock Falls Operations Yard is a 13,989 square foot, three building facility constructed 1958.

The scope of work provides for connecting approximately 75 feet of sanitary sewer line to the City of Roscoe and connecting approximately 150 feet of sanitary sewer line to the city of Rock Falls including all work associated with abandoning septic systems. The work also includes reconstructing floor drains and providing oil/gas separators at the Rock Falls Operational Yard.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm’s project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.
CDB PROJECT NO.  630-000-112
Department of Transportation
Renovate Two Facilities - Mt. Vernon and Carbondale
District 9 - Mt. Vernon Maintenance Facility and Carbondale Local Roads Annex

CDB PROJECT MANAGER:  Erik Luckett

APPROPRIATED AMOUNT:  $170,000
ESTIMATED TOTAL PROJECT COST:  To be Determined

PROFESSIONAL LIABILITY INSURANCE REQUIRED:  $100,000

PROJECT FEE CLASSIFICATION:  Group III R

The Mt. Vernon Maintenance Facility is a 5,760 square foot steel building constructed in 1971. The Carbondale Local Roads Annex is a 2,337 square foot masonry building constructed in 1950.

The scope of work provides for replacing approximately 5,000 square feet of metal roofing including purlins and structural steel. The work also includes miscellaneous renovations at the Local Roads Annex in Carbondale including relocating the entry door, upgrading the interior/exterior doors to ADA standards, replacing windows and installing insulation, vinyl siding and trim.

The selected firm will be notified of the time and place for the orientation meeting by the contract executive or the project manager. The meeting shall be attended by the firm’s project manager, consultants and a person authorized to make scheduling and financial commitments for the firm.

ALL SUBMITTING FIRMS SHOULD INCLUDE ON THEIR TEAMS STAFF AND/OR CONSULTANTS WITH THE NECESSARY EXPERTISE TO PERFORM THE SCOPE OF SERVICES.
CDB PROJECT NO. 630-000-113
Department of Transportation
Replace Roofing Systems - Two Locations
District 7 - Browns and Effingham, Illinois

CDB PROJECT MANAGER: Robert Bauer

APPROPRIATED AMOUNT: $438,000
ESTIMATED TOTAL PROJECT COST: $438,000

PROFESSIONAL LIABILITY INSURANCE REQUIRED: $100,000

PROJECT FEE CLASSIFICATION: Group III R

The Effingham Headquarters is a 26,110 square foot, two story masonry and steel frame building constructed in 1933.

The scope of work provides for replacing approximately 13,000 square feet of EPDM roofing system including providing tapered insulation to the drains. The work also includes replacing the metal roofing system at the Browns Operation Yard including installing vents and vent piping.

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.
The District 6 Headquarters is a 58,305 square foot, three story brick and concrete building constructed in 1934. The Annex (Training Building) is a 14,098 square foot, two story brick and concrete building constructed in 1964.

The scope of work provides for replacing two cooling towers on the District 6 Headquarters and one cooling tower on the Annex (Training Building) including replacing the supply and return lines, pump pads and motors, disconnects, sensors and controls. The work also includes replacing the second story EPDM roofing system on the east and west wings of headquarters including installing insulation, wall flashing and slope drains.

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.
The Robinson Operations Yard is a 13,001 square foot, six building facility constructed in 1975.

The scope of work provides for renovating the Robinson Operations Yard including replacing windows, siding, gutters and exterior entry door. The work also includes upgrading the HVAC system and the lighting in the work and wash bays and connecting to city sewer including abandoning the septic 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.
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.