



# PROFESSIONAL SERVICES BULLETIN

SPECIAL VOLUME 266

**Amendment 3**

May 2020

## BULLETIN SCHEDULE

(except otherwise noted)

Submittals for the project appearing in this Professional Services Bulletin **are due by 4:00 p.m., July 2, 2020.**

The project from this bulletin is scheduled to be presented at the December 8, 2020, Board Meeting.

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

**REMINDER:** You can access the 255 Higher Education Form in the reference library section of the CDB website. Use only this version of the form for submittal.

Posted to website May 14, 2020

Reposted to the website May 22, 2020, for Amendment 1, change to correct the project number on the advertisement and revise the MBE and WBE goals along with other misc. revisions.

Reposted to the website June 2, 2020, for Amendment 2, Submittal Requirements.

Reposted to the website June 23, 2020 for Amendment 3, Large File Submittal Instructions and removal of Landscape Architect Licensing and Prequalification Requirements.

Board Meeting results can be found on the CDB website December 9, 2020.

[www.illinois.gov/cdb](http://www.illinois.gov/cdb)

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*Revisions from Amendments 1 and 2 have been changed to PURPLE to distinguish them from Amendment 3 revisions which are in RED.*

Project Number	Project Description	Page
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## 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 website, [www.illinois.gov/cdb](http://www.illinois.gov/cdb). Because this is a SPECIAL VOLUME of the PSB, it is imperative that firm's take a few minutes to review these instructions as they may differ from those included in our regular publications. Failure to follow these instructions could result in rejection of the submitting firm's 255 Form submittal.

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

- ***Protest.***

Offeror may submit a written protest to the Protest Review Office following the requirements of the Administrative Rules, 44 Ill. Adm. Code 8.2075. For protests related to specifications, the Protest Review Office must physically receive the protest no later than fourteen (14) days after solicitation or related addendum was posted to the Bulletin. For protest related to rejection of individual offers or awards, the protest must be received by close of business no later than fourteen (14) days after the protesting party knows or should have known of the facts giving rise to the protest.

To reach the Protest Review Office:  
Chief Procurement Office Phone: 217/558-1393  
Attn: Protest Review Office Facsimile: 217/558-1399  
401 South Spring Street Illinois Relay: 800/526-0844  
Suite 515 Stratton Office Building  
Springfield, IL 62706

Listed below are important guidelines, instructions and general information. Please read the following information carefully. Questions related to any information in the PSB, including instructions and submittal procedures, should be directed to the QBS Department at 217/524-6400.

Unless otherwise specified, submittal(s) are to be sent via e-mail to: [CDB.830-000-084@illinois.gov](mailto:CDB.830-000-084@illinois.gov)

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.***
  - 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).

- 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).
- The "Prime" firm (the firm submitting the proposal) as well as all sub-consultants that will be applying a professional seal to any design/construction documents, must be prequalified with the CDB (including licensure in the State of Illinois). Team members not signing/sealing design/construction documents are not required to be prequalified.
- Team members providing only conceptual design consulting services are not required to be prequalified but cannot be the submitting firm. These firms would be considered A/E Specialty Consultants and will only be required to be registered with the CDB.
- Contact the CDB Contracts Pre-qualification Division at [cdb.vendorreg@illinois.gov](mailto:cdb.vendorreg@illinois.gov) or at 217/782-2864 regarding the prequalification process.

- ***E-mail.***

Effective January 1, 2020, the CDB no longer accepts hard copy submittal of the 255 Form or its attachments. All 255 submittals must be submitted electronically by e-mailing the latest version of the 255 Form for Higher Education to [CDB.830-000-084@illinois.gov](mailto:CDB.830-000-084@illinois.gov)

Submittals with file sizes too large for email submission should be submitted using the State of Illinois File Transfer System. The file transfer system can be accessed at: <https://filet.illinois.gov/filet/pimupload.asp>. Please note that upload of large files can take several minutes depending on the file size and the speed of your internet connection, so it is important that you not wait until the last few minutes before the submittal deadline to attempt the file transfer.

To begin you must read and understand the warning at the top of the Upload page and check the box confirming this. If you don't check the box, you will not be able to continue.

1. Enter the Email Address [CDB.830-000-084@illinois.gov](mailto:CDB.830-000-084@illinois.gov).
2. Enter your email address. Make sure it is entered correctly because you will be receiving a confirmation email containing information about your upload. This confirmation will contain a link to the download status and a link to remove the file from the server, if necessary.
3. Enter the file(s) to upload. Use the Browse button to locate the file to upload and to confirm proper entry of the file's location. Click on the 'Add More Files' link to added up to 5 files. If you need to upload more than 5 files, consider compressing the files into a zipped file (.ZIP), then upload the zipped file.
4. File Transfer Email Subject: Enter "830-000-084 SUBMITTAL" into this field.
5. Message: This is an optional field in which you can give a brief message that the recipient will receive along with a link to the file.
6. Click the Send button and the upload will begin. Be sure not to close the browser or go to another webpage until you receive the "successfully uploaded" screen. Of course, upload times can vary drastically depending upon your ISP's upload speed, the size of the file, server utilization and many other variables. Once you receive the successful upload screen, you are done. You should then check your mailbox for the confirmation email.

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

Prior to entering into a contract with the CDB, all A/E's must submit a fully executed copy of the Standard Business Terms and Conditions. This document can be obtained at the following link: <http://www.illinois.gov/cdb/business/library/Pages/255Form.aspx> or can be downloaded from the reference library section of the CDB website.

- ***Disclosures and Certifications.***

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 can be obtained at the following link: <http://www.illinois.gov/cdb/business/library/Pages/255Form.aspx> or can be downloaded from the reference library section of the CDB website. Please ensure you are using the most recent Forms A, version 15.2a, to ensure payment from the Illinois Comptroller's Office.

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).

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.

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

- **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 ensure 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 or 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. 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.

## **PREQUALIFICATION:**

- If you require assistance or have questions regarding the prequalification process, contact the CDB Contracts Prequalification Division at [cdb.vendorreg@illinois.gov](mailto:cdb.vendorreg@illinois.gov) or at 217/782-2864. Any significant changes in the existing information provided in your firm's prequalification application form must be submitted within ten days.
- Any firm providing architectural, engineering, 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 search the CDB Vendor database at: <http://www.illinois.gov/cdb/services/Pages/VendorSearch.aspx>.
- To obtain prequalification forms you may download them from the CDB website, <http://www.illinois.gov/cdb/business/library/Documents/AEprequal.doc>.
- The CDB requires within its prequalification process that all firms obtain an Illinois Department of Human Rights eligibility number.
- 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.
- 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.

- 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.

## SUBMITTAL PROCEDURES:

- The 255 Form for Higher Education can be obtained at the following link: <https://www2.illinois.gov/cdb/business/library/Pages/255Form.aspx> or can be downloaded from the reference library section of CDB website. Use only the versions of the form, dated July 30, 2019 for submittal.
  - *The most recent revision of the 255 Form includes enhanced features designed to avoid some of the more common errors encountered during administrative reviews of the submittals. The form allows for project and resume pages from sub-consultants to be inserted into the document as well as photographs that support the written narrative.*
  - *Step-by-step instructions for completing the form are also available at the link above.*
  - *The form should be completed using either Adobe Acrobat DC or Acrobat Reader DC to ensure enhancements perform as intended. Note that Acrobat Reader DC can be downloaded free of charge from: <https://get.adobe.com/reader>. Use of a web browser for completion of the 255 Form may not result in a properly completed document.*
- The CDB will only accept 255 Form submittals through e-mail submission.
  - E-mail submittals must be submitted in a PDF format for each project submittal, as well as a Standard Terms and Conditions and Forms A or Forms B. **The form should be signed before submission.** All submittals must be sent to [CDB.830-000-084@illinois.gov](mailto:CDB.830-000-084@illinois.gov). An e-mail will be sent to the sender's e-mail address to confirm receipt of the submittal. This confirmation e-mail may not be an automated reply and therefore for submittals received after hours or over a weekend the confirmation e-mail may be sent on the next business day during normal business hours. It is the submitting firm's responsibility to ensure the 255 Form submittal and all required documentation are attached to the e-mail. **For submission of large files see the instructions provided on page 4 of this Bulletin.**
  - By making a submittal, the firm attests that it has read and agrees or conforms to the Standard Business Terms and Conditions and certifications subject to Forms A and Forms B.
  - The name of the firm making the submittal must be the legal name as provided on that firm's prequalification application. Use of a "dba" is not recommended as it can appear that the firm is not prequalified when submittals are verified.
  - 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 (when they are the submitting office) must be prequalified. Failure for branch offices to be prequalified as indicated in the preceding section will result in disqualification.
  - 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 submittal must contain the signature of a person authorized to execute business for the firm.
- 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 after 4:00 p.m. (CST) on the designated date will be accepted provided that they are received no later than 5:00 p.m. (CST) AND they were sent prior to the 4:00 p.m. deadline. Submittals initiated after the 4:00 p.m. deadline, will be disqualified.
- Do not include any additional information such as a prequalification letter, minority certification, etc. that is not specifically requested by the published advertisement.
- 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 PART III of the 255 Form, the number should reflect the total of percentage as shown under the heading "Percentage" in PART VII. For example, if you have two consultants and one is doing 10 percent MBE/WBE and another is doing 5 percent MBE/WBE, then 15 percent is what you will put in "CMS Certified MBE/WBE Consultants" in Part III.

## **REJECTION OF SUBMITTALS:**

**A material deficiency will result in an immediate disqualification. Material deficiencies include:**

- Submittals received after the designated due date and time as stated on the PSB and described above.
- 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 the Prime A/E firm to be prequalified.
- Failure of the consultants (providing construction-related professional services) to be prequalified will result in rejection of the Prime A/E's submittal(s).
- Failure to properly identify the members of the Joint Venture and the services to be provided by each member at the time of the 255 Form submittal.



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

**Technical deficiencies will be rejected if not corrected within seven days of submittal:**

- Failure to sign the 255 Form submittal(s).
- Failure to submit the disclosure of the contractual arrangement between members of a Joint Venture when requested by the CDB.
- Any other technical deficiency specifically identified in the project solicitation.

**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, participation by the Department of Central Management Services (CMS) certified firms with MBE, WBE and VBE and the specific requirements indicated in the published advertisement.
- The CDB strongly encourages MBE/WBE/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/WBE/VBE firms certified by CMS as a MBE or WBE or VBE. The CMS certified MBE/WBE/VBE firms are listed in a database located at <https://www.illinois.gov/cms/business/sell2/Pages/VendorSearch.aspx>. The MBE/WBE/VBE certification with CMS shall be in good standing no later than the close of business the day before the 255 Form submittal date.
- The VBE goals can be satisfied by a combination of veteran-owned small business (VOSB) and/or service-disabled veteran-owned small business (SDVOSB) firms certified by CMS.
- It shall be the policy of the CDB to apply the same cure period to goals established for CMS certified veteran-owned businesses as is applied to minority-owned and women-owned businesses.
- Firms can only be used to satisfy one goal, MBE, WBE or VBE, not multiple goals. Only CMS certified firms will count toward meeting the goals.
- 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 five to six firms to participate in Stage 2 Interviews.
- Results of the selection process are available on the CDB website ([www.illinois.gov/cdb](http://www.illinois.gov/cdb)) the day after the Board Meeting as designated on the respective Bulletin cover.
- New Business Enterprise Act Changes – Public Act 99-0462

On August 25, 2015, Governor Rauner signed into law (Senate Bill 1334) Public Act 99-0462, which amends the Business Enterprise for Minorities, Women and Persons with Disabilities Act (BEP Act), effective immediately. Public Act 99-0462 amends the BEP Act regarding the use of businesses owned by minorities, women and persons with disabilities for the procurement of goods and services by State agencies, universities and community colleges. The new law will apply to solicitations posted after August 2015.

The key provisions are as follows:

- An aspirational goal for contracts for construction and A/E services of not less than 20 percent of State contracts.
- A cure period not to exceed ten days for A/E's and construction contractors whose bids or proposals are otherwise responsive but fail to meet the MBE/WBE/VBE goals.
- The deficiency in the bid or proposal may be addressed, within ten days of bid/submittal due date by:
  - meeting the goal by contracting with additional MBE/WBE/VBE firms or, where applicable, persons with disabilities; or
  - granting of waiver through the CDB Good Faith Effort (GFE) process.

#### **GOAL CURE PROCEDURE:**

- Any offeror that fails to meet BEP or Veteran Business Program (VBP) goals shall be notified and afforded a period not-to-exceed ten (10) calendar days from the date of notification to cure that deficiency or submit GFE documentation to the CDB. Failure to cure a deficiency or submit GFE documentation within the cure period will result in rejection of the submittal.
- An A/E seeking to cure a goal deficiency during the allowable ten-day cure period, shall submit an amended 255 Form, comprised of changes made to meet or exceed published goals. The deficiency in the submittal may only be cured by contracting with additional CMS certified consultants sufficient to meet or exceed the goals.
- The amended 255 Form shall be returned by e-mail to the CDB QBS staff member requesting the information.
- Upon receipt of the amended 255 Form, the QBS staff will verify that goals have been met. If the goals have been met, the firm's submittal will move to the next steps in the selection process. If

the goals have not been met, all GFE documentation will be sent to the FEP Department for a GFE determination. A waiver may be granted if an A/E or construction contractor provides sufficient evidence to the CDB that a GFE was made to find sufficient minority-owned, women-owned or veteran-owned business enterprises willing and able to perform the work.

### **GOOD FAITH CRITERIA:**

- An A/E attempting to demonstrate that it made a GFE to meet goals for businesses owned by minority, women and veterans shall submit:
  - All information indicating why the specified goal cannot be met.
  - A list of all minority-owned, women-owned and veteran-owned business enterprises that were contacted.
  - Copies of all solicitation letters to minority-owned, women-owned and veteran-owned business enterprises containing, at a minimum:
    - Project title and location.
    - Classification of work items for which consultants are sought.
    - Date, time and place responses are due.
    - Returnable acknowledgement of the solicitation.
  - Evidence, such as a log of telephone contact, including time and date of call, telephone number and name of person spoken to.
  - Any other evidence of GFE or other relevant information in support of the request.
- Upon review, the CDB may reject a submittal based on insufficient evidence of a GFE.

### **DEBRIEF MEETING POLICY:**

- All successful and unsuccessful offerors may request a debrief meeting within 7 days of an A/E selection being posted to the CDB website. The request may be made in writing or by telephone. To the extent practicable, the meeting will occur within 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 30 minutes. No more than 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:

**Brent Lance, QBS Administrator at [Brent.Lance@Illinois.gov](mailto:Brent.Lance@Illinois.gov)**

or by telephone to: **217/524-6400**

## **FEE NEGOTIATION:**

- To ensure that the completion of the project is not delayed by extended 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:
  - The project type classification.
  - The scope of basic services required to complete the agreed upon project scope.
  - The degree of difficulty of the scope of basic services' tasks as applied to the particular project.
  - 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 222, the supplement to the DCM will be added to the Professional Services Agreement (contract) for all projects selected on or after February 14, 2017.

The supplement includes updates regarding applicable Building Codes and required Building Code Analysis, the Domestic Products Act, Green Building Requirements, Division of the Work, Geotechnical Testing and Reports,

Environmental Testing and Reports and Record Construction Drawings.

The supplement to the DCM is available in the reference library located on the CDB's website, <https://www.illinois.gov/cdb/business/library/Documents/Design%20and%20ConstructionManual-2009%20Supplement%20eff%2011.15.2016.pdf>

## 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.

## EXCELLENCE IN DESIGN PROJECT

**CDB PROJECT NO. 830-000-084**

**Board of Higher Education**

**Construct a New Discovery Partners Institute for Education and Research**

**University of Illinois, Chicago, Cook County**

**CDB PROJECT MANAGER: Ebone White**

**ESTIMATED TOTAL PROJECT COST: \$250,000,000**

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

**PROJECT FEE**

**CLASSIFICATION: Group I N (CDB Standard Fee Tables may not apply to this project.)**

### **Project Description:**

The Capital Development Board (CDB) and the University of Illinois System (University) are seeking professional services consultants for the design, bid/award and construction administration services for a new **iconic** building for the Discovery Partners Institute (DPI), a part of the Illinois Innovation Network (INN), to be located in the South Loop and part of Chicago's "78-Development." The DPI building will be the cornerstone of the innovation hub that will attract companies to create a high-tech campus. Led by the University of Illinois System in partnership with local and global research universities, it does two things, tech talent development and applied R&D. The expertise of a design team consisting of an Architect(s) and Engineer(s) is needed to design an architecturally significant innovation and research center that serves as a technology magnet with the potential to convince young talent to stay in Chicago and for companies to locate their high tech, high paying jobs there. The DPI is a global leading research institute that is bringing together students, faculty and researchers from the University of Illinois and other universities, industry partners and federal research laboratories to tackle big societal challenges and promote innovation and entrepreneurship. The site will be a hive of activity featuring state-of-the-art labs, classrooms and meeting spaces. It will be large enough to house thousands of students and more than 500 top researchers and partners.

In December 2019, the University completed the DPI Feasibility Study. The professional services consultant of that study was asked to look at unique programming needs for this building with site assumptions available at the time. The sustainable goal for the new DPI facility is to achieve LEED Gold Certification as a minimum and aspire to achieve Platinum. Additional building and site information is available since the completion of the study. The study includes massing options and a magnitude of cost associated with each option. A digital copy of this study will be provided to firms shortlisted to participate in Stage II Interviews. [Johnson Lasky Kindelin Architects, Inc.](#) preparers of the DPI Feasibility Study, have been determined to be ineligible to compete for the professional services contract to be awarded via this advertisement.

### **Procurement of Professional Services:**

This award proposes a two-phase Architecture/Engineering Team Selection process and will include a conceptual design competition for selected design teams. The first phase will involve an evaluation of submittals by a Selection Committee which will be comprised of representatives of the CDB and the University, resulting in a shortlist for interviews. Following the interviews, the Committee shall invite three to four firms to participate in the Concept Design Competition phase. Firms invited to participate will develop and present a design concept for the DPI, based on a project brief that will be provided to the shortlisted firms at the beginning of the Stage III Concept Design Competition. The firms will present appropriate visual documentation that will include renderings but not a model. As part of the deliverable, a construction estimate will be required. Compensation will be provided to each of the firms shortlisted to participate in this phase of work. Each shortlisted firm will enter into a contractual arrangement with the CDB and will be paid \$75,000 per team upon fulfillment of the competition's requirements. All materials created through the Concept Design Competition phase will remain the property of the CDB and the University.

The professional services consultant must meet all selection criteria, including items described below under “Minimum Qualifications.” In addition, the professional services consultant, at the time of submittal of qualifications described herewith, must indicate the intended provider(s) of design, civil, landscape, structural, M/E/P/FP, A/V and interior design services. Design awards of architecturally significant innovation and research centers for the team should also be indicated. Submittals that do not include all information as indicated may be rejected.

### **Minimum Qualifications:**

Only those submittals which meet the following qualifications will be considered for selection:

1. Primes and subconsultants are required to be prequalified with the State of Illinois Capital Development Board (processing may take up to 30 days) at the time of the submittal.
2. Registered to practice as a Professional Design Firm with the Illinois Department of Financial and Professional Regulation as applicable.
3. Professional staff licensed or registered to practice as an Architect or Engineer in the State of Illinois.
4. Registered with the State Board of Elections at time of proposal as required by 30 ILCS 500/20-160.

### **Professional Services Consultant Submittal:**

To be considered for selection, firms shall submit the following items as shown in section order:

SECTION 1: A letter of interest with brief statements addressing each of the evaluation criteria.

SECTION 2: Completed sections from the CDB SF 255 Form for Higher Education that contain the following information:

1. Name, address, telephone number of prime firm.
2. Contact person from prime firm and e-mail address.
3. Approximate distance from prime firm to project site.
4. Percentage of work to be performed by prime firm.
5. Percentage of work to be performed by each subconsultant, role each subconsultant will play in the project and if the prime firm has worked with the subconsultant previously.
6. The Department of Central Management Services (CMS) certified status MBE / WBE / PBE / VOSB / SDVOSB of prime firm and each subconsultant.
7. Total number of professionals to be assigned to this project.

SECTION 3: Relevant project experience on completed projects within the last seven years, limited to twelve projects for the Design Architect/Architect of Record or any combination of the two and four for each subconsultant.

SECTION 4:

1. A list of team personnel with each team member’s name, project assignment, associated firm, individual professional license(s) or certification(s) and confirmation if licensed or certified in Illinois.
2. Individual resumes for each team member.

SECTION 5: MBE / WBE / WMBE / PBE / VOSB / SDVOSB information for professional services consultant and subconsultant(s). Only firms certified with the CMS are acceptable. A current and valid print version of the vendor’s CMS Business Enterprise Program (BEP) Vendor Directory results is the printed proof of the CMS certification for each identified MBE / WBE / WMBE / PBE / VOSB / SDVOSB vendor. This document includes the vendor name, address, ethnicity, county, contact information and certification renewal date and expiration date. Certification must be current and valid at the time of proposal. The Illinois CMS BEP Vendor Directories can be found at <https://cms.diversitycompliance.com/>.



## SECTION 6:

1. Completed and signed Certifications and Statutory Requirements form.
2. Completed and signed Financial Disclosures and Conflicts of Interest form(s).

### **Computer System Requirements:**

1. Utilization of AutoCAD/REVIT compatible system.

### **Evaluation Criteria:**

Selection will be consistent with the Architectural, Engineering and Land Surveying Qualifications Based Selection Act (30 ILCS 535/1) through the CDB's Excellence in Design Program. The following project-related criteria will be used to evaluate the firms requesting consideration for selection.

1. Confirmation of commitment of firm, proposed staff and consultants to perform this work.
2. Overall design quality of the projects submitted.
3. Prior experience of the proposed project staff with projects in Higher Education.
4. Prior experience of the proposed project staff in the design and construction of similar projects (ex. iconic architecture, award winning architecture, innovation and research center).
5. Prior experience with projects that are a part of a large development, such as the "78-Development."
6. Expertise and success in construction cost estimating.
7. Prior experience with LEED certification or other sustainability certification (ex. WELL standard, Living Building Challenge, Green Globes).
8. Overall qualifications of the proposed team of consultants.
9. Diverse Business Enterprise participation of Professional Service Consultant(s) and subconsultants with a combined goal of **35 percent and a split goal of 25 percent MBE and 10 percent WBE** of the total value of the professional services agreement, including but not limited to, basic services, supplemental services and reimbursables. The CMS BEP certification is the basis for determination of diversity status.
10. VOSB / SDVOSB participation of Professional Service Consultant and subconsultants with a goal of 3 percent of the total value of the professional services agreement, including but not limited to, basic services, supplemental services and reimbursables. The CMS Veteran Business Program certification is the basis for determination of VOSB / SDVOSB status.

### **Presentation Process at Interviews:**

1. Vendor(s) may be requested to present their responses to pre-distributed questions or topics for discussion relevant to the project. Questions or topics for discussion will be sent to the vendor(s) when the vendor is notified that they have been included on the shortlist to interview.

The A/E (Professional Services Consultant) will need to determine if any components of this project are eligible for a utility company or other energy grant / rebate and will be responsible for preparing and submitting the grant application if the project qualifies for the rebate.

A split goal of **25 percent MBE and 10 percent WBE** participation for a total goal of **35 percent** is applicable to the A/E (Professional Services Consultant) team.

A VBE goal of 3 percent is applicable to the A/E (Professional Services Consultant) team.

The interviews for this project are tentatively scheduled for August 5<sup>th</sup> and 6<sup>th</sup>, 2020.

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3rd

# THE STATE OF ILLINOIS CAPITAL DEVELOPMENT BOARD (CDB)

Invites you to the...

# INITIAL DPI INFORMATIONAL VIRTUAL SESSION

## EXCELLENCE IN DESIGN PROJECT

Construct the Discovery Partners Institute for Education and Research

With a budget of \$250,000,000 the Discovery Partners Institute (DPI) will construct a new iconic building in the South Loop as part of Chicago's "78 Development." **The Illinois Capital**

**Development Board** in cooperation with the University of Illinois and DPI is seeking professional services consultants for the design, bid/award, and construction administrations services for a new facility.

## Join CDB to learn the following:

### CDB PREQUALIFICATION & OVERVIEW OF DELIVERY METHODS

Architecture & Engineering (A/E) firms are encouraged to attend to understand CDB's way of doing business.

### MBE/WBE/VBE GOAL

A/E firms will be informed on the Fair Employment Practice goals that are required for upcoming project.

### OVERVIEW OF QBS

CDB's process of "Qualification Based Selections" will be explained.

## CONTACT

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CDB Administrator of Capital Planning/QBS  
Phone : 217.524.6400  
Email : CDB.qbs@illinois.gov

Virtual Location: WebEx on Wednesday, June 3, 2020 from 10:00am - 12:00pm CDT (Chicago, GMT-05:00)  
Participants will be emailed a WebEx link 48hrs, 2hrs & 10mins prior to scheduled webinar

INTERESTED FIRMS MUST BE PREQUALIFIED WITH CDB BEFORE  
JULY 2, 2020

Application processing may take up to 30 days. To begin the prequalification process visit [www2.illinois.gov/cdb/business/pages/prequalification.aspx](http://www2.illinois.gov/cdb/business/pages/prequalification.aspx) or scan this QR code.

