



Capital Development Board

Building a Better Illinois

PROFESSIONAL SERVICES BULLETIN

Volume 322

April 2025

BULLETIN SCHEDULE

(except otherwise noted)

Submittals for projects appearing in this Professional Services Bulletin are due by **11:30 a.m., April 23, 2025.**

The projects from this bulletin are scheduled to be presented at the July 08, 2025, Board Meeting, unless otherwise indicated.

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

REMINDER: You can access the 330 Form (REV 01/2023) in the reference library section of the CDB website. Use only this version of the form for submittal.

Posted to website April 02, 2025.

Board Meeting results can be found on the CDB website July 09, 2025.

<http://www2.illinois.gov/cdb>

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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, <https://cdb.illinois.gov/>. Significant revisions to the text of the Bulletin will only appear in “RED” the first time the changes are included in the Bulletin. Because of this, it is imperative that firms take a few minutes to review the instructions each time a Bulletin is published. Failure to follow these instructions could result in rejection of the submitting firm’s 330 Form submittal.

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 uploaded via E-builder **by clicking on the Submittal Link at the bottom of the scope advertisement for each respective project.**

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

The responsible State Purchasing Officers for procurements under this Bulletin are Ken Morris, Jerry Burlingham, Natashia Ramirez, and Rena Lim.

- ***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 14 days after solicitation or related addendum was posted to the Bulletin. For protests related to rejection of individual offers or awards, the protest must be received by close of business no later than 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:
Attn: Protest Review Office
401 South Spring Street
Suite 513 Stratton Office Building
Springfield, IL 62706

In order to ensure timely recognition of your protest, you may e-mail the protest to the Protest Review Office at CDB.CPO@illinois.gov.

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 330 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).
- Contact the CDB Contracts Pre-qualification Division at cdb.vendorreg@illinois.gov or at 217/782-2864 regarding the prequalification process.
- **Submission.**
- 330 submittals **must be submitted electronically through the e-Builder Bidding module** by clicking on the **Submittal Link at the bottom of the scope advertisement for each respective project. (Please see instructions in Submittal Procedures below)**
Firms must sign up for a free account by clicking Sign Up to register. Access to the specific project bids can be accessed via the URL on the project scope statement.

- **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 downloaded from the reference library section of the CDB website or can be obtained at the following link: [QBS Submittal Documents \(illinois.gov\)](#). This document must be included in all submittals whether or not the submittal utilizes CDB's 330 Form.

- **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/Vendor Disclosure – The standard paper method of required documents and information.

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

Forms A/Vendor Disclosure and Forms B/Active Registered Vendor Disclosure can be obtained at the following link: [QBS Submittal Documents \(illinois.gov\)](#) or can be downloaded from the reference library section of the CDB website. Please ensure you are using the most recent Forms A/Vendor Disclosure, version 23.1, to ensure payment from the Illinois Comptroller's Office.

The **Illinois Procurement Gateway** is located at <https://ipg.illinois.gov/>. 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.

As of January 1, 2023, all new and renewing vendors that request either Architect/Engineer, Construction Manager/Program Manager, or Contractor prequalification must be an “Active (Accepted)” registrant in the IPG. Vendors not subject to prequalification renewal prior to time of submittal may pre-register with the IPG and receive a vendor registration number.

The forms must be completed in their entirety and signed. Failure to provide a completed Forms A/Vendor Disclosure or Forms B/IPG Active Registered Vendor Disclosure, whichever is applicable, along with the submittal, shall be a material deficiency and will result in rejection of the submittal. Either Forms A/Vendor Disclosure or Forms B/IPG Active Registered Vendor Disclosure must be included in all submittals whether or not the submittal utilizes CDB’s 330 Form.

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 \$100,000 in value, financial disclosures, conflicts of interest and certifications of all primes and those consultants over \$100,000 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 330 Form as a Joint Venture. If a Joint Venture submits a 330 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 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 330 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/Vendor Disclosure or Forms B/IPG Active Registered Vendor Disclosure, 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 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 (10) 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: <https://cdb.illinois.gov/business/vendor-searches.html>
- To obtain prequalification forms you may download them from the CDB website, <https://cdb.illinois.gov/content/dam/soi/en/web/cdb/business/library/documents/aeprequal-2022.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:

How to properly open the bidding portal using the Submittal Link:

To ensure PDFs always download instead of opening in your browser, you will need to **adjust your browser's settings to instruct it to download PDF files instead of opening them directly.**

Here's how to do it, depending on your browser:

For Chrome:

1. Open Chrome and go to `chrome://settings/content/pdfDocuments`.
2. Toggle the setting to "Download PDF files instead of opening them in Chrome"

For Microsoft Edge:

1. Open Edge and go to `edge://settings/content/pdfDocuments`.
2. Toggle the setting to "Always download PDF files".

For Firefox:

1. Open Firefox and go to `about/preferences/general`.
2. Under "Downloads" section, check the box to "Always ask where to save files".

Important Notes:

- **Default PDF Viewer:** If you want to ensure PDFs open in Adobe Acrobat Reader (or Adobe Acrobat DC) instead of the browser, you'll also need to set Adobe as your default PDF viewer. You can do this by right clicking a PDF file, choosing "Open with," and selecting Adobe Acrobat Reader, then checking the box to "Always use this app to open this type of file".
- **Adobe Acrobat Reader/DC Settings:** Adobe Acrobat Reader/DC itself doesn't have settings to automatically download PDFs. The download behavior is controlled by your web browser.
- **DISM (Deployment Image Servicing and Management):** If you're an administrator trying to enforce a default PDF viewer, you can use DISM to manage file type associations.

The 330 Form can be downloaded from the reference library section of CDB website or can be obtained at the following link: [QBS Submittal Documents \(illinois.gov\)](https://www.illinois.gov/qbs/submittal-documents). *It is recommended that you check the above link each month to ensure that you have the latest version of the form.*

- *The 330 Form includes enhanced features designed to avoid some of the more common errors encountered during administrative reviews of the submittals.*
- *Step-by-step instructions for completing the form are available at the link above.*
- *The new 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 330 Form may not result in a properly completed document.*

- The CDB will only accept 330 Forms submitted as described below.
 - e-Builder submittal Instructions. Click the URL in the project scope statement for the specific project that you wish to submit for. Log into the e-Builder bidders' portal. Step 1 Bid Form – submitters should enter \$0, as cost information will be gathered post selection. Submittals must be submitted in a PDF form for each project submittal, as well as Forms A or Forms B and a **combined PDF of Letters of Intent, as needed**. These documents should be attached to the Step 2 Response Form tab, the second tab in the center of the screen. Step 3 Additional Information – submitters will be entering data about their organization, i.e., IPG Number, contact name. A separate URL will be provided for each project submittal. After clicking Submit, an e-mail will be sent to the sender's e-mail address to confirm receipt of the submittal. It is the submitting firm's responsibility to ensure the 330 Form submittal and all required documentation are attached in the portal. For additional assistance e-mail CDB.eBuilderSupport@illinois.gov.
 - A vendor experiencing errors uploading their submittal into the system should submit a screenshot of the error they are receiving to CDB.QBS@Illinois.gov prior to the submittal deadline. Once the error has been submitted, a member of the QBS staff will reach out to arrange for upload of the 330 submittal and accompanying documents. The PSB number and project number, along with the project title, should be entered into the subject field of the email. The CDB will then evaluate the information provided and determine if the submittal should be accepted or rejected in consultation with the CPO's office.
- 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/Vendor Disclosure and Forms B/IPG Active Registered Vendor Disclosure.
- Please only include pictures or other graphics (this includes firm logos) on the Project Images pages that may accompany each project. 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. Any modification of the 330 Form's formatting may result in rejection of the submittal. This includes modification to any part of the form other than the text entered into the individual form fields.
- Cover/transmittal letters on the 330 Form will not be accepted. The 330 Form is the only information accepted as the submittal.
- 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 pre-qualified will result in disqualification.
- For Joint Venture submittals, all members of the Joint Venture must be identified on the front page of the 330 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 digital 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 330 Form. Consultants are considered first tier and shall hold a contract directly with the firm submitting the 330 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.
- Completed submittal(s) must be tendered and accepted by CDB/e-Builder by 11:30 a.m. (CST) on the designated date. Submittals cannot be tendered or modified after the deadline. Ensure that a complete submittal has been accepted prior to the deadline.
- 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.
- If submitting multiple Letters of Intent (see section titled Goal Cure Procedures) please combine all LOI's into a single PDF file for uploading to e-Builder.

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 330 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 330 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/Vendor Disclosure or Forms B/IPG Active Registered Vendor Disclosure with every submittal.
- 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.
- Entering any amount other than \$0 into the e-Builder Bid Form will result in rejection of the submittal.

Technical deficiencies will result in rejection if not corrected within seven (7) days of receiving notice of a deficiency, and include the following:

- Failure to sign the 330 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 and participation by firms certified as a minority-owned business enterprise (MBE), a women-owned business enterprise (WBE), a persons with disabilities-owned business enterprise (PBE), or a veteran-owned business enterprise (VBE).
- The CDB strongly encourages MBE/WBE/PBE/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/PBE/VBE firms certified by the State of Illinois Commission on Equity and Inclusion (CEI). Certified MBE/WBE/PBE/VBE firms are listed in databases located at <https://ceibep.diversitysoftware.com>.
- The MBE/WBE/PBE/VBE certification with CEI shall be in good standing no later than the close of business the day before the 330 Form submittal date.
- For each project with an estimated basic services fee of \$75,000 or more, MBE/WBE/PBE/VBE goals will be applicable for the A/E design team. The CDB Diversity Contracting Unit (DCU) will set participation goals for minority-owned, women-owned businesses, persons with disabilities-owned and veteran-owned businesses. See individual project description notice sheet for specific goal information.
- 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 CEI.

- It shall be the policy of the CDB to apply the same cure period to goals established for CEI certified veteran-owned businesses as is applied to minority-owned, women-owned and persons with disabilities-owned businesses.
- Firms can only be used to satisfy one goal, MBE, WBE, PBE or VBE, not multiple goals. Only CEI certified firms will count toward meeting the goals.
- Subsequent to the 330 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 to five firms to participate in the interview process.
- Shortlisted firms will be notified via email at the address provided on the 330 submittal. Responsibility for monitoring the email address provided lies solely with the vendor. Failure to respond will result in forfeiture of the opportunity to present to the selection committee.
- Results of the selection process are available on the CDB website (<https://cdb.illinois.gov/>) the day after the Board Meeting as designated on the respective Bulletin cover.

GOAL CURE PROCEDURE:

- When goals are placed on a project, an offeror must provide some eligible participation by an MBE/WBE/PBE/VBE or provide evidence of its good faith efforts (GFE) in meeting the goal at the time the submittal is due. The 330 Form must include a Letter of Intent, signed by the offeror and MBE/WBE/PBE/VBE firm being utilized to achieve goals. The Letter of Intent must identify the Project, name of the MBE/WBE/PBE/VBE firm, name of the offeror, description of services provided, and the percent of participation by the MBE/WBE/PBE/VBE firm. Offerors who fail to submit some eligible participation on the 330 Form must submit documentation of good faith efforts to achieve goals with its 330 Form or the submittal will be deemed non-responsive. If eligible participation is included on the 330 Form, but the specified goals are not met or the offeror fails to include the required Letters of Intent for each listed MBE/WBE/PBE/VBE firm, the offeror shall be notified and within ten (10) calendar days from the date of notification the offeror shall: (1) cure the deficiency in the submittal by adding participation to meet the goals, (2) submit Letters of Intent for each of the MBE/WBE/PBE/VBE firms being utilized to meet goals, and/or (3) request a waiver of the specified goals including documentation of its good faith efforts to achieve the goals. Failure to cure a deficiency, submit all required Letters of Intent, 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 10-day cure period, shall submit an amended 330 Form, comprised of changes made to meet or exceed published goals. The deficiency in the submittal may only be cured by contracting with additional CEI certified consultants sufficient to meet or exceed the goals or adding additional participation by firms already identified on the 330 Form. Please note that Letters of Intent are required for each additional MBE/WBE/PBE/VBE firm listed on the amended 330 Form.
- The amended 330 Form shall be returned by e-mail to the CDB QBS staff member requesting the information.

- Upon receipt of the amended 330 Form, the QBS staff will verify that goals have been met and/or all required Letters of Intent have been submitted. If the goals have been met and all Letters of Intent have been submitted, 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 DCU for a GFE determination. A waiver may be granted if an A/E or construction contractor provides sufficient evidence to the CDB that a good faith effort was made to find sufficient MBE/WBE/PBE/VBE firms willing and able to perform the work. If the required Letters of Intent have not been submitted, the submittal will be found non-responsive.

GOOD FAITH EFFORT CRITERIA:

- An A/E attempting to demonstrate that it made a good faith effort to meet goals for businesses owned by minorities, women, persons with disabilities and veterans must submit:
 - A written explanation indicating why the specified goal cannot be met. If any of the documentation required below is not available to the offeror, despite the offeror's good faith efforts to obtain the information, the written explanation must also indicate why the documentation is not included. A list of eligible MBE/WBE/PBE/VBE firms that pertain to the class of contracts in the requested waiver that were contacted by the offeror. Eligible firms are only eligible if the firms are certified for the products or work advertised in the solicitation.
 - A clear determination that the offeror selected portions of work to be performed by certified MBE/WBE/PBE/VBE firms to facilitate meeting the contract specific goal, and that certified MBE/WBE/PBE/VBE firms that have the capability to perform work of the contract were solicited through all reasonable and available means.
 - Documentation demonstrating that certified MBE/WBE/PBE/VBE firms were not rejected as being unqualified without sound reasons based on a thorough investigation of their capabilities. The certified MBE/WBE/PBE/VBE firms' standing within their industry, membership in specific groups, organizations, or associations, and political or social affiliations are not legitimate causes for rejecting or not contacting or negotiating with a certified MBE/WBE/PBE/VBE firm.
 - Proof that the bidder solicited eligible certified MBE/WBE/PBE/VBE firms with: (1) sufficient time to respond; (2) adequate information about the scope, specifications, and requirements of the solicitation, including plans, drawings, and addenda, to allow eligible MBE/WBE/PBE/VBE firms an opportunity to respond to the solicitation; and (3) sufficient follow-up with certified MBE/WBE/PBE/VBE firms.
 - A clear demonstration that the prime vendor communicated with certified MBE/WBE/PBE/VBE firms.
 - Evidence that the prime vendor negotiated with MBE/WBE/PBE/VBE firms to enter into subcontracts to provide a commercially useful function of the contract for a reasonable cost.
 - Documentation demonstrating that the difference in cost between the contract proposals being offered by certified MBE/WBE/PBE/VBE firms is excessive or unreasonable.
 - A list of all certified MBE/WBE/PBE/VBE firms the offeror has used in the current and prior fiscal years. The fiscal year is from July 1 until June 30.
 - Documentation demonstrating that the offeror made efforts to utilize certified MBE/WBE/PBE/VBE firms despite the ability or desire of an offeror to perform the work with its own operations by selecting portions of the work to be performed by certified MBE/WBE/PBE/VBE firms, which may, when appropriate, include breaking out portions of the work to be performed into economically feasible units to facilitate certified vendor participation.

- Documentation that the vendor used the services of: (1) the State; (2) organizations or contractors' groups representing or composed of minorities, women, or persons with disabilities; (3) local, State, or federal assistance offices representing or assisting minorities, women, or persons with disabilities; and (4) other organizations that provide assistance in the recruitment and engagement of certified MBE/WBE/PBE/VBE firms.
- A list of all MBE/WBE/PBE/VBE firms contacted, including documentation from those firms. Documentation shall include, when applicable:
 - A log of telephone contacts, including date and time of call, telephone number, name of person called, and the outcome of the call.
 - Copies of written or electronic e-mail correspondence showing the date, postal or e-mail address, name of person contacted, and subsequent correspondence that reflects the outcome.
- Copies of all solicitation letters or electronic email correspondence to MBE/WBE/PBE/VBE firms. Letters shall contain, 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.
- All other evidence of good faith efforts or other relevant information in support of the request that demonstrates the following:
 - A reasonable number of MBE/WBE/PBE/VBE firms were contacted.
 - The offeror engaged with DCU for assistance in its efforts to achieve the specified participation.
- All actions taken to solicit MBE/WBE/PBE/VBE firms both before and after the date of submittal.
- A revised 330 Form, if MBE/WBE/PBE/VBE participation increases during the 10-day cure period but goals are not met.
- Other relevant information in support of the waiver request.
- Upon review, the CDB may reject a submittal based on insufficient evidence of a good faith efforts.

DEBRIEF MEETING POLICY:

- All successful and unsuccessful offerors may request a debrief meeting within seven 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 three 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

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.

Prevailing Wage Requirements

Pursuant to the Prevailing Wage Act [820 ILCS 130], 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.

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.

Illinois Works Apprenticeship Initiative

Pursuant to the Illinois Works Jobs Program Act, (30 ILCS 559/20), for public works projects estimated to cost \$500,000 or more, the goal of the Illinois Works Apprenticeship Initiative is that apprentices will perform either 10 percent of the total hours actually worked in each prevailing wage classification or 10 percent of the estimated labor hours in each prevailing wage classification, whichever is less.

For projects with an estimated total project cost of \$500,000 or more and for which 50 percent or more of the project is being funded by appropriated capital funds, the 10 percent apprenticeship goal applies to all prevailing wage eligible work on the project. For projects receiving \$500,000 or more of appropriated capital funds but for which the appropriated capital funds are less than half of the total project costs, the 10 percent apprenticeship goal only applies to prevailing wage eligible work being funded by the appropriated capital funds. The 10 percent apprenticeship goal does not apply to projects with an estimated total project cost of less than \$500,000 or to projects with an estimated total project cost of \$500,000 or more but for which the appropriated capital funds for the project are both less than \$500,000 and less than 50 percent of the estimated total project costs.

For contracts executed on or after January 1, 2024, of the 10% Apprenticeship Initiative goal, at least 50% of the labor hours of each prevailing wage classification performed by apprentices shall be performed by graduates of the Illinois Works Preapprenticeship Program, the Illinois Climate Works Preapprenticeship Program, or the Highway Construction Careers Training Program. The Illinois Department of Commerce and Economic Opportunity (DCEO) is required to maintain a list of graduates of the applicable apprenticeship programs and shall make it available to any vendor.

A/E's and their consultants selected for qualifying projects must comply with all applicable provisions of the Apprenticeship Initiative in the Illinois Works Jobs Program Act. Forms related to compliance are available in the reference library located on the CDB's website.

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.

COVID-19 Mitigation Measures

The Illinois Department of Human Services (IDHS) and the Illinois Department of Veterans' Affairs (IDVA) have implemented mitigation measures to address the COVID-19 pandemic. The project scope statement will identify if the IDHS and/or IDVA mitigation measures apply to specific projects.

If the mitigation measures apply, signed certification forms regarding the requirements are due with the 330 submittals. *The appropriate form should be attached to the 330 submittals in the same manner as the Forms A/B and Standard Terms and Conditions documents.* Instructions and the certification forms are found at the links below. Note that the instructions and certification forms vary by Client Agency.

[IDHS COVID-19 Mitigation Instructions and Certification](#)

[IDVA COVID-19 Mitigation Instructions and Certification](#)

If the IDHS and/or IDVA mitigation measures apply, the A/E shall include the relevant instructions and certification form, as found in the links above, in the project manual.