



SURPLUS TO SUCCESS (S2S) PROJECT Professional Services Bulletin June 2026

BULLETIN SCHEDULE (except otherwise noted)

Submittals for the project
appearing in this posting **is due
by 11:30 a.m., August 19, 2026.**

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

REMINDER: You can access the 330
Form (REV 06/2026) on the referenced
Procurement Bulletin. Use only this
version of the form for submittal.

Posted to website June 26, 2026.

General information regarding the
Surplus to Success (S2S) project can be
found here:

<https://cms.illinois.gov/agency/property/surplus-to-success.html>

Procurement Bulletin information
related to the Surplus to Success (S2S)
project can be found here:
<https://cdb.illinois.gov/procurement/bulletin/surplus-to-success.html>

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GENERAL INFORMATION:

The procurement of design services by Central Management Services (CMS) 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 posting is the advertisement to procure design services whose official notification is made via the Procurement Bulletin. <https://cdb.illinois.gov/procurement/bulletin/surplus-to-success.html>

Questions related to any information in the posting, including instructions and submittal procedures, should be directed to CMS.S2SProcurement@illinois.gov.

Unless otherwise specified, submittal(s) are to be uploaded by clicking on the Submittal Link at the bottom of the scope advertisement for the project.

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

The responsible State Purchasing Officers for procurements under this Bulletin are Natasha Ramirez and Devon Travous.

- ***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. 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 Capital Development Board (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). Additional information regarding CDB A/E prequalification can be found at the following link: <https://cdb.illinois.gov/business/prequalification.html>.

- 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).
- To participate in any CMS project as a non-licensed A/E specialty consultant, subcontractor, supplier or in any capacity not requiring architectural, engineering, land surveying, or asbestos design services, the vendor must have an active CDB registration number. Failure to comply may result in the rejection of the submittal.
- Contact the CDB Contracts Prequalification Division at cdb.vendorreg@illinois.gov or at 217/782-2864 regarding the prequalification process.
- **Submission.**

Form 330 submittals **must be submitted electronically through the OneDrive link** by clicking on the Submittal Link at the bottom of the scope advertisement for the project. (Please see instructions in Submittal Procedures below.)

- **Standard Business Terms and Conditions.**

Prior to entering into a contract with CMS, all A/E's must submit a fully executed copy of the Standard Business Terms and Conditions. This document can be downloaded from the following link: <https://cdb.illinois.gov/procurement/bulletin/surplus-to-success.html> This document must be included in all submittals. Any modification of the Standard Business Terms and Conditions form may result in rejection of the submittal. This includes modification to any part of the form other than the text entered in the individual form fields.

- **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 IPG registration number.

Forms A/Vendor Disclosure and Forms B/Active Registered Vendor Disclosure can be obtained at the following link: <https://cdb.illinois.gov/procurement/bulletin/surplus-to-success.html> . Please ensure you are using the most recent Forms A/Vendor Disclosure, January 2026, to ensure payment from the Illinois Comptroller's Office.

The **Illinois Procurement Gateway (IPG)** 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.

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.

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 (IPG registration renewal is required on an annual basis).

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

- **Joint Ventures.**

Two or more prequalified A/E's may submit a 330 Form as a Joint Venture. 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 CMS requirements. If awarded the project, the parties to the subsequent contract will be CMS 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 posting 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.
- Parties wishing to propose a joint venture must submit, with the 330-Form, an executed copy of the joint venture agreement.

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. **Processing of prequalification applications may take up to 45 days following receipt of a completed application.**
- 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/cdb-vendor-search.html>

- To obtain prequalification forms, you may download them from the CDB Reference Library (i.e. Professional Design Firm Prequalification's Application), <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. <https://dhr.illinois.gov/public-contracts.html>
- 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, CMS 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.
- Firms shall be in "Good Standing" (i.e. Active status) with the Illinois Secretary of State at time of submittal. Failure to be in "Good Standing" at time of submittal shall be a material deficiency and will result in rejection of the submittal. <https://www.ilsos.gov/departments/business-services.html>
- Firms must be properly licensed in the respective profession(s) with the Illinois Department of Financial & Professional Regulation.

SUBMITTAL PROCEDURES:

The 330 Form can be obtained at the following link:

<https://cdb.illinois.gov/procurement/s2s-1.html>

- *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 result in an improperly completed document.*
- CMS will only accept 330 Forms submitted as described below.
 - OneDrive Submittal Instructions
 - Step 1 – Click the URL in the project scope statement.
 - Step 2 – Click "Select files". After attaching at least one document, in the First Name field, enter the full name of the primary point of contact. In the Last Name field, enter the full company/entity name as prequalified by CDB.
 - Step 3 – Submitters should attach all submittals for the project, as well as Forms A or Forms B and any required Letters of Intent, as needed. These may be attached individually via "Add more files" or via a single ZIP file.
 - Step 4 – When all required files are added, click "Upload" to submit. It is the submitting firm's responsibility to ensure the 330 Form submittal and all required documentation are attached. For additional assistance, e-mail CMS.S2SProcurement@illinois.gov.

- A vendor experiencing errors uploading their submittal into the system should submit a screenshot of the error they are receiving to CMS.S2SProcurement@illinois.gov **prior to the submittal deadline**. Once the error has been submitted, a staff member will reach out to arrange for upload of the 330 submittal and accompanying documents. The project number, along with the project title, should be entered into the subject field of the email. CMS 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 within the 330 Form (Section F(b)) 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 prequalified 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 use of applications other than Adobe to complete the 330 Form is not recommended, the use of other applications may cause issues when digitally signing the form.
- 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 CMS.

- Faxed submittal(s) will not be accepted.
- Completed submittal(s) must be tendered and accepted via the OneDrive link 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 (LOIs; see section titled MBE/WBE/PBE/VBE Goal Requirements), please ensure all LOIs are included in a single file when uploading in OneDrive.

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 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 CMS 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, CMS 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.
- Failure of the Prime A/E firm or its consultants providing construction-related professional services to be a legal entity authorized by the Secretary of State to do business in Illinois.
- Any other material deficiency specifically identified in the project solicitation.

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 CMS.
- Failure to submit fully executed Letters of Intent for each MBE/WBE/PBE/VBE certified firm utilized to achieve diversity participation goals.
- Any other technical deficiency specifically identified in the project solicitation.

SELECTION PROCESS:

- Selection of design firms by CMS 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).
- Subsequent to the 330 Form submittal deadline, members of the A/E Selection Committee are not available to discuss project specifics. CMS 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.
- 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 Form. 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 will be available on the <https://cdb.illinois.gov/procurement/s2s-1.html>

MBE/WBE/PBE/VBE GOAL REQUIREMENTS:

- CMS 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.
- CMS 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://supplierdiversitymanagementportal.illinois.gov/home.aspx>.

- **When goals are placed on a project, an offeror must provide some eligible participation by an MBE/WBE/PBE/VBE and/or provide evidence of its good faith efforts (GFE) in meeting the goal.** The offeror's 330 Form should include a Letter of Intent (LOI) signed by the offeror and MBE/WBE/PBE/VBE firm(s) being utilized to achieve goals. The LOI must identify the Project, name of the MBE/WBE/PBE/VBE firm, name of the offeror, description of services provided, and the percentage of participation by the MBE/WBE/PBE/VBE firm.
- The MBE/WBE/PBE/VBE certification with CEI shall be active no later than the close of business the day before the 330 Form submittal due date.
- For this project, MBE/WBE/PBE/VBE goals will be applicable for the A/E design team. CMS 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.
- 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.

○ **GOOD FAITH EFFORT (GFE) CRITERIA FOR MBE/WBE/PBE/VBE GOALS:**

- An A/E attempting to demonstrate that it made a GFE to meet goals for businesses owned by minorities, women, and persons with disabilities in compliance with 30 ILCS 575/7 must submit:
 - A written explanation indicating why the specified goal cannot be met. Goal waiver determinations by CEI are final, and waiver deficiencies are not curable.
 - If any of the documentation required below *is not available to the vendor, despite the vendor's good faith efforts to obtain the information, the vendor's request for a waiver must contain a written explanation why the documentation is not included.* [30 ILCS 575/7(3)(a)]
 - *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.* [30 ILCS 575/7(3)(a)(i)]
 - *A clear determination that the vendor selected portions of the work to be performed by certified MBE/WBE/PBE/VBE firms to facilitate meeting the contract specific goal, and that certified vendors that have the capability to perform work of the contract were solicited through all reasonable and available means.* [30 ILCS 575/7(3)(iia)]
 - *Documentation demonstrating that certified MBE/WBE/PBE/VBE firms are not rejected as being unqualified without sound reasons based on a thorough investigation of their capabilities. The certified vendor's standing within its 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 vendor.* [30 ILCS 575/7(3)(iib)]
 - *Proof that the prime vendor 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 or bid, including plans, drawings, and addenda, to allow eligible business an opportunity to respond to the solicitation or bid; and (3) sufficient follow-up with certified vendors.* [30 ILCS

575/7(3)(iic)]

- *A clear demonstration that the prime vendor communicated with certified MBE/WBE/PBE/VBE firms. [30 ILCS 575/7(3)(iid)]*
- *Evidence that the prime vendor negotiated with certified MBE/WBE/PBE/VBE firms to enter into subcontracts to provide a commercially useful function of the contract for a reasonable cost. [30 ILCS 575/7(3)(iie)]*
- *Documentation demonstrating that the difference in cost between the contract proposals being offered by certified vendors is excessive or unreasonable. [30 ILCS 575/7(3)(iii)]*
- *A list of certified MBE/WBE/PBE/VBE firms the vendor has used in the current and prior fiscal years. [30 ILCS 575/7(3)(iv)] The State fiscal year is from July 1 until June 30.*
- *Documentation demonstrating that the vendor made efforts to utilize certified MBE/WBE/PBE/VBE firms despite the ability or desire of a vendor to perform the work with its own operations by selecting portions of the work to be performed by certified vendors, which may, when appropriate include breaking out portions of the work to be performed into economically feasible units to facilitate certified vendor participation. [30 ILCS 575/7(3)(v)]*
- *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. [30 ILCS 575/7(3)(vi)]*
- 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 GFE or other relevant information in support of the request that demonstrates the following:

- All certified MBE/WBE/PBE/VBE firms in the CEI Certified Vendor Directory for the products or work advertised in the solicitation via the Solicitation Scope Identifiers and/or National Institute of Governmental Purchasing (NIGP) Codes were contacted.
- The offeror engaged with the State for assistance in its efforts to achieve the specified participation.
- All actions taken to solicit MBE/WBE/PBE/VBE firms before the date of submittal.
- A revised 330 Form and updated LOIs, 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, CEI may reject a submittal based on their determination of insufficient evidence of meeting the GFE requirements. **Goal waiver determinations by CEI are final, and waiver deficiencies are not curable.**
- **GOAL CURE PROCEDURE FOR MBE/WBE/PBE/VBE FIRMS:**
 - If eligible participation is included on the 330 Form, but the specified goals are not met or the offeror fails to include the completed LOIs for each listed MBE/WBE/PBE/VBE firm, the offeror shall be notified of the deficiency and shall be given a period of 10 calendar days from the date of notification to cure the deficiency in the 330 Form submittal by: (1) adding participation to meet the goals, and (2) submit updated LOIs for each of the MBE/WBE/PBE/VBE firms being utilized to meet goals. Failure to cure a deficiency by submitting all required LOIs and revised 330 Form within a single 10 calendar day 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 as well as an updated LOI, 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 through increased 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 and LOIs shall be returned by e-mail to the CMS Procurement Lead requesting the information.
 - Upon receipt of the amended 330 Form and LOIs, CMS will verify that goals have been met and/or all required LOIs have been submitted. If the cure is deemed adequate by meeting the published goal, 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 forwarded to CEI for a GFE Waiver determination. A waiver may be granted if an A/E or construction contractor provides sufficient evidence to CEI that a GFE was made to find sufficient MBE/WBE/PBE/VBE firms willing and able to perform the work.
 - CEI's denial of a full waiver request, or if following a provided cure period, the vendor does not meet the whole goal, shall render a bid or offer non-responsive. **Goal waiver determinations by CEI are final and cannot be cured.**

DEBRIEF MEETING POLICY:

- All successful and unsuccessful offerors may request a debrief meeting within seven (7) days of an A/E selection being posted to the Procurement Bulletin. 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 CMS. 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 CMS. In such cases, the meeting shall be delayed until any protests or legal actions have been resolved.
- Requests should be submitted to:

Procurement Lead at CMS.S2SProcurement@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 CMS 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 CMS be unable to successfully negotiate a contract with the recommended A/E, CMS 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 CMS 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 CDB 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 at <https://cdb.illinois.gov/business/library.html>.

Apprenticeship and Training Requirements

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.

A/E Design Timelines

Effective with the publication of CDB PSB 330 the following design timelines will apply to all projects, unless otherwise noted in the scope of work advertisement.

	Demolition	New	Renovation
Group 1 Most Complex	6-9 months	9-18 months	12-15 months
Group 2	3-6 months	6-9 months	9-12 months
Group 3 Least Complex	1-3 months	3-6 months	6-9 months

Firms submitting for work should anticipate these timelines when making their go/no go decisions about pursuing work. In cases where the scope of work may be more complex than anticipated design teams may attempt to negotiate longer or shorter durations, however it should be understood that a *failure to commit to/comply with the design timelines indicated will be viewed as a failure to come to terms, and the CMS may move on to negotiate with the next ranked team.*"