

University of Illinois [[ Agreement Location ]]

QBS # [[ Bulletin Procurement Number ]]

**Request for Professional Services Qualifications (QBS):** [[ Project Name (FCPWeb Name Preferred) ]]

First published month date, year

### Project Description

[[ Capital Project Detailed Description ]]

<Alternate Clause: Capital: Ad\_PS: CDB Projects Description Alt>

<Yes Option: 'Capital: Ad\_PS: CDB Projects Description – Yes'>

The Capital Development Board and the University of Illinois are seeking professional services for the above referenced project.

<End: 'Capital: Ad\_PS: CDB Projects Description – Yes'>

Description of project/scope of work.

<Alternate Clause: Capital: Ad\_PS: CDB Consulting Team Alt>

<Yes Option: 'Capital: Ad\_PS: CDB Consulting Team – Yes'>

The Capital Development Board will hire the consulting team.

<End: 'Capital: Ad\_PS: CDB Consulting Team – Yes'>

*Please see the attached file(s) for more information.*

**Project Location:** [[ Project Address ]]

Project Area: GSF:

Project Area: NASF:

Project Budget: \$

Construction Budget: \$

Project Fee Classification: Classification and Type

<Alternate Clause: AD - Federally Funded Projects ALT>

<Yes Option: 'AD - Federally Funded Projects'>

This project is federally funded in whole or in part by [[ Name of federal agency ]] by [[ Fund name ]]. (44 Illinois Administrative Code 4.2005(x)).

<End: 'AD - Federally Funded Projects'>

*Links to related agreement, policies, statutory requirements, documents and software training can be found at: [www.uocpres.uillinois.edu/architects](http://www.uocpres.uillinois.edu/architects)*

#### A. Minimum Qualifications:

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

1. Prequalified with the State of Illinois Capital Development Board. (Processing may take up to 45 days)
2. Registered to practice as a Professional Design Firm with the Illinois Department of Financial and Professional Regulation (IDFPR), for prime and/or subconsultant(s) (At time of discussion meeting).
3. Professional staff licensed or registered to practice as an Architect, Engineer, or Land Surveyor in the State of Illinois.
4. A Form A, Form B Certifications and Disclosures, or CPO Financial Disclosure Affidavit is included with the submittal. Failure to submit either Form A, Form B Certifications and Disclosures, or CPO Financial Disclosure Affidavit will result in rejection of submittal. The Form A, Form B Certifications

and Disclosures, and CPO Financial Disclosure Affidavit can be found at [https://www.uocpres.uillinois.edu/contracts\\_forms/for\\_design\\_professionals](https://www.uocpres.uillinois.edu/contracts_forms/for_design_professionals)

5. Registered with the State Board of Elections at time of proposal as required by 30 ILCS 500/20-160
6. For a prime firm that has prior experience with the University of Illinois, a minimum average score of "3" on performance evaluations over the last three (3) years unless otherwise authorized by the Owner.
7. Firm must register with the Secretary of State of Illinois and be in "Good Standing" where "Good Standing" is defined as having complied with all obligations of the State of Illinois to conduct business within the State, the firm's registration with the Secretary of State is current and "Active", and the firm is not subject to any form of sanction, suspension, or disciplinary censure by the State. "Active" status MUST be in place at the time of contract.

#### **B. Professional Services Consultant Submittal:**

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

Electronic format shall be in the form of a collated pdf with electronic bookmarks **only** at each section divider.

##### SECTION 1:

- A letter of interest with brief statements addressing each of the evaluation criteria.

##### SECTION 2:

- Completed sections from the State of Illinois CDB 330 form that contain the following information:
  - Name, address, telephone number of prime firm
  - Contact person from prime firm and e-mail address
  - Approximate distance from prime firm to project site
  - Percentage of work to be performed by prime firm
  - 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
  - Illinois Commission on Equity and Inclusion (CEI) BEP certified status MBE/WBE/PBE/VOSB/SDVOSB of prime firm and each subconsultant.
  - Total number of professionals to be assigned to this project

##### SECTION 3:

- Relevant project experience on completed projects within the last seven (7) years, limited to eight (8) projects for the prime firm and four (4) for each subconsultant

##### SECTION 4:

- 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
- 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 Illinois Commission on Equity and Inclusion (CEI) are acceptable. A current and valid print version of the vendor's CEI Business Enterprise Program (BEP) Vendor Directory results is the printed proof of the CEI 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 IL CEI BEP Vendor Directories can be found at <https://ceibep.diversitysoftware.com/>

SECTION 6:

- A copy of the prime firm's CDB prequalification letter.

SECTION 7:

- A Form A, Form B Certifications and Disclosures, or CPO Financial Disclosure Affidavit is included with the submittal. Failure to submit either Form A, Form B Certifications and Disclosures, or CPO Financial Disclosure Affidavit will result in rejection of the submittal. The Form A, Form B Certifications and Disclosures, and CPO Financial Disclosure Affidavit can be found at [https://www.uocpres.uillinois.edu/contracts\\_forms/for\\_design\\_professionals](https://www.uocpres.uillinois.edu/contracts_forms/for_design_professionals).

Note: In lieu of submitting these forms in each proposal and in the Project Management System, the proposer may submit a single, completed and signed copy of the forms in a sealed envelope with the required hard copies of the proposal to the contact person listed in this advertisement.

**C. Submittal Information:**

1. Qualifications and supporting materials will be accepted at the address below until 4:00 PM, prevailing time on  
Weekday, **Month** Date, Year:  
[[ Capital Organization - Name ]]  
[[ Capital Organization - Address ]]  
[[ Capital Organization - City ]], [[ Capital Organization - State Code ]], [[ Capital Organization - Zip Code ]]  
Attention: [[ Capital Project Manager Name ]], [[ Capital Project Manager E-Mail Address ]], [[ Capital Project Manager Phone Number ]]
2. Firms shall submit **number (#)** packets, organized and tabbed as indicated above, in hard copy format to the address noted above.
3. Officially recognized timestamped submittal date will be the electronic copy of the packet, organized and with electronic bookmarks as indicated above, shall be submitted in pdf format, using the URL

<Alternate Clause: PRZM Bid Proposal Link ALT. This alternate clause will display the correct link to one of the 3 agreement locations>

<Urbana Option: 'PRZM Bid Proposal Link UIUC'>

<https://przm.apps.uillinois.edu/przm/ocpweb.nsf/projectsuiuc>

<End: 'PRZM Bid Proposal Link UIUC'>

to complete and submit the information. **The electronic copy shall be submitted using the web at the URL listed and will not be accepted via email.**

4. The electronic submittal is the official submittal of record. Firms shall be disqualified if an electronic submittal is not received. Firms shall notify contact person above of any technical problems PRIOR to the time/date the submittal is due.

**D. Agreement and Statutory Compliance:**

Compliance with all statutory certifications and provisions within the standard Professional Services Agreement is required. Statutory certifications and provisions include but are not limited to:

<Alternate Clause: PSC\_AD: CDB Acceptance of Terms Alt>

<No Option: 'Capital: Ad\_PS: CDB Acceptance of Terms - No'>

1. Acceptance of the terms and conditions of the University of Illinois' provisions in:
  - a. Standard Professional Service Agreement.
  - b. Errors and Omissions Policy.

c. Scope and Fee Negotiation Policy.

<End: 'Capital: Ad\_PS: CDB Acceptance of Terms - No">

2. Vendors must register with the State of Illinois's Board of Elections as required by 30 ILCS 500/20-160. Vendors must be registered at the time of Proposal.
3. All vendors are required to comply with applicable provisions of the Illinois Procurement Code (30 ILCS 500/1 et seq.).
4. PSC certifies that a Form A, or Form B Certifications and Disclosures, or CPO Financial Disclosure Affidavit is included with the submittal. Failure to submit either Form A, Form B Certifications and Disclosures, or CPO Financial Disclosure Affidavit will result in rejection of submittal. The Form A, Form B Certifications and Disclosures, and CPO Financial Disclosure Affidavit can be found at [https://www.uocpres.uillinois.edu/contracts\\_forms/for\\_design\\_professionals](https://www.uocpres.uillinois.edu/contracts_forms/for_design_professionals).
5. In addition to the certifications provided in Form A, Form B, and CPO Financial Disclosure Affidavit the PSC also certifies compliance with the additional supplemental certifications listed below:

University of Illinois Supplemental Certifications

- a. Vendor is required under 30 ILCS 500/20-65 to maintain, for a period of three (3) years after the later of the date of completion of this Contract or the date of final payment under the Contract, all books and records relating to the performance of the Contract and necessary to support amounts charged to the Owner under the Contract. The Contract and all books and records related to the Contract shall be available for review and audit by the Owner and the Illinois Auditor General. If this Contract is funded from contract/grant funds provided by the U.S. Government, the Contract, books, and records shall be available for review and audit by the Comptroller General of the U.S. and/or the Inspector General of the federal sponsoring agency. The Vendor agrees to cooperate fully with any audit and to provide full access to all relevant materials. Failure to maintain the required books and records shall establish a presumption in favor of the Owner for the recovery of any funds paid by the Owner under this Contract for which adequate books and records are not available.
- b. Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. Vendor further certifies that it has not and will not, pursuant to this subcontract or otherwise, bill or otherwise cause the State of Illinois to pay for any of the lobbyist's costs, fees, compensation, reimbursement or other remuneration (30 ILCS 500/50-38).
- c. This applies only if procuring Owner receives Medicare or Medicaid funding. Vendor certifies that neither it nor any of its directors, officers, employees, agents or subvendors who may provide services pursuant to this Contract (collectively "Agents") is presently debarred, suspended, proposed for debarment, declared ineligible or otherwise excluded from transactions with the U.S. Government or by any federal government agency. Vendor shall provide University immediate written notice if Vendor learns that this certification was erroneous when made or if Vendor or any of its Agents hereafter becomes debarred, suspended, proposed for debarment, declared ineligible or otherwise excluded from transactions with the U.S. Government or by any Federal agency.
- d. Vendor further certifies that neither it nor any of its Agents is presently subject to an investigation or proceeding to exclude it as a provider under Medicare or Medicaid or under any other federal or state health care program or under any third-party insurance program, nor is currently excluded or debarred from submitting claims to Medicare or Medicaid or to any other federal or state health care program or to any third party insurer.

- e. The following certification is applicable for professional services consultants and subconsultants only. Vendor shall comply with the Copeland "Anti Kickback" Act, as codified in 18 USC 874 (2010), and comply with the payment provisions and obligations detailed by the Office of the Secretary of Labor in 29 CFR, Part 3 (2010).
- f. The following certification is applicable for professional services consultants and subvendors and this applies only if procuring Owner receives Medicare or Medicaid funding. Vendor agrees to make available, upon written request, to the Secretary of Health and Human Services, the Comptroller General of the United States, or any of their duly authorized representatives, this contract and any books, documents and records necessary to verify the costs of services rendered under this agreement. Vendor further agrees to make said contract and any books, documents and necessary records available until the expiration of four years after the completion of the agreement. In the event Vendor subcontracts any and all of its duties under this contract to another party and said subcontract has a value or cost of \$10,000 or more over a twelve (12) month period, Vendor agrees that the subcontract shall contain a clause requiring the subvendor to make available, upon written request, to the Secretary of Health and Human Services, the Comptroller General of the United States or any of their duly authorized representatives, the subcontract and any books, documents and records of the subvendor that are necessary to verify the nature of the costs under the subcontract. Vendor agrees to indemnify and hold harmless the Owner in the event that any of its Medicare reimbursement is denied or disallowed due to the failure of Vendor or any of its subvendors to comply with the requirements of this provision. Such indemnity shall include but not be limited to the amount of reimbursement denied or disallowed, plus any interest, penalties and fees.
- g. The following certification is applicable for contractors and subcontractors only. Pursuant to the Prevailing Wage Act, Vendor shall pay a wage of no less than the general prevailing hourly rate as paid for work of a similar character in the locality in which the work is performed, to all laborers, workers and mechanics, pursuant to definitions, guidelines and procedures set forth in 820 ILCS 130/0.01 et. seq. (2010).
- h. The vendor shall submit monthly to Owner a certified copy of the records required under section 130/5(a)(1) of the Act. The certified payroll shall include records of all laborers, mechanics, and other workers employed by the vendor, including assigned subcontractors, for services performed. The records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, hourly wages paid in each pay period, number of hours worked each day, and the starting and ending times of each work day. The certified payroll shall be accompanied by a statement signed by the vendor and statements signed by each subcontractor where appropriate which aver that: (1) such records are true and accurate, (2) the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required under the Act; and (3) the vendor acknowledges that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.
- i. Pursuant to the Veterans Preference Act, Vendor shall give preference to veterans of the United States military and naval service in appointments and employment upon public works by, or for the use of, the State or its political subdivisions, pursuant to the guidelines in 330 ILCS 55/0.01 et. seq. (2010).
- j. The following certification is applicable for contractors only. Affidavit to Maintain a Primary Place of Employment in Illinois. By his/her signature, the officer of Vendor signing these certifications makes the following affirmation on behalf of Vendor as required by 30 ILCS 500/30-22(8): If awarded a Contract, Vendor will maintain an Illinois office as the primary place of employment for persons employed in the construction authorized by the Contract throughout the term of the Contract.

**E. Computer System Requirements:**

1. Utilization of AutoCAD compatible system.

<Alternate Clause: Capital: Ad\_PS: CDB PRZM Use Alt>

<No Option: 'Capital: Ad\_PS: CDB PRZM Use - No'>

1. Utilization of the Owner's web-based project management system. Minimum user requirements are as follows:
  - a. Internet Browser
  - b. Valid e-mail account
  - c. Computer-Aided Drawing (CAD) viewer

<End: 'Capital: Ad\_PS: CDB PRZM Use - No'>

## **B. Evaluation Criteria**

Selection will be consistent with the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535/1).

Per the University's Qualifications Based Selection Policy, each selection committee member will be providing a maximum of 10 total points for criteria 1 and 2 added together. The remaining criteria can receive a maximum of 10 points each.

The following project-related criteria will be used to evaluate the firms requesting consideration for selection:

1. MBE/WBE/PBE participation of Professional Service Consultant(s) and subconsultants with a goal of 30% of the total value of the professional services agreement, including but not limited to, basic services, supplemental services and reimbursables. Illinois Commission on Equity and Inclusion (CEI) Business Enterprise Program certification is the basis for determination of diversity status. Utilization of WMBE certified vendors must designate full participation as either a MBE or WBE when split goals are identified for purposes of meeting diversity goals. WMBE value may not be split between MBE and WBE.
2. VOSB/SDVOSB participation of Professional Service Consultant and subconsultants with a goal of 3% of the total value of the professional services agreement, including but not limited to, basic services, supplemental services and reimbursables. Illinois Commission on Equity and Inclusion (CEI) Veteran Business Program certification is the basis for determination of VOSB/SDVOSB status. A firm cannot be designated as more than one business enterprise between Evaluation Criteria #1 and #2.
3. Confirmation of commitment of firm, proposed staff and consultants to perform this work.
4. Prior experience of the proposed project staff in the design and construction of similar projects.
5. Expertise and success in construction cost estimating.
6. Additional criteria to be determined by individual campus.

## **G. Presentation Process at Discussion Meeting**

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 of the discussion meeting.

**The University of Illinois encourages diversity among its vendors, including the participation of firms and consultants owned by minorities, females and persons with disabilities. The University strives to meet voluntary contract goals established in the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575 et seq.) as well as subsequent adoption by the Business Enterprise Council. The University reserves the right to set separate contract goals on specific prime contracts with subcontracting possibilities based on the type of work or services or subcontractor availability.**

**Projected percentage of work for Consultant and Subconsultants stated in the State of Illinois CDB 330 form will be the expected minimum percentage goal(s) utilized in final executed contract documents should the firm be selected.**

For additional information on Processes, Policies and Tools for Professional Services Consultants contracting with the University of Illinois, see [www.uocpres.uillinois.edu/architects/](http://www.uocpres.uillinois.edu/architects/)

If you have any questions or concerns regarding the agreement or policies, please call the contact person listed prior to the submittal due date.

**PROTEST REVIEW OFFICE:** Vendors may send a written protest to the Chief Procurement Office following the requirements of the Higher Education Standard Procurement Rules. (44 Ill. Adm. Code 4.5550)

For protests related to the solicitation, including specifications, the Protest Review Officer must receive the protest no later than 14 days after the solicitation or related addendum was posted to the Bulletin.

For protests related to awards or rejection of individual responses, 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, or posting to the Bulletin, whichever is earlier.

Protests must be sent to:

Chief Procurement Office – Higher Education  
Attn: Protest Review Office  
401 S. Spring Street  
Suite 513 Stratton Office Building  
Springfield, IL 62706  
Email: [EEC.CPOHE@illinois.gov](mailto:EEC.CPOHE@illinois.gov)

The preferred method for receipt of protests is electronic via email. If sent electronically, protests do not need to be sent via regular postal mail.